

NSF CHECK POSTING – INVOICE METHOD

If you receive notification from your bank that an insufficient check has been returned, you can enter the following transaction to remove those funds from your checking account until such time that you receive payment for those funds.

To Post a NSF Check:

Select the Customer Navigator, and then select **Invoices**.

1. Enter the Customer Name: NSF CHECKS In the **Customer: Job** field. The **Bill To** box will auto fill with NSF CHECKS in the **Customer: Job** field.
2. Select the Account No. **1105.00 NSF CHECKS** from the drop down in the Account number field.
3. Enter the date of the bad check.
4. In the **Item** column, click the drop down on the far right side of the column and scroll down to and select **1005 – NSF CHECKS**. In the **Amount** column, enter the amount of the NSF Check.
5. Enter the name of the person who wrote the bad check in the Memo area.
6. Click **Save and Close**.

To Post the NSF FEE or Bank Charge:

7. Open the **Chart of Accounts** and double click on Account 1005.00. Checking – Cash to open the account register.
8. On a blank transaction line, enter the date of the bad check in the date column.
9. Enter NSF FEE in the **Number / Type** column.
10. Enter NSF CHECKS in the **Payee** column.
11. Enter the amount of the bank charge that your bank may have charged for the NSF Check in the **Payment** column.
12. Under the Payee, click the drop down for the account number, scroll down to and select Account 5405.00 Bank Charges.
13. Enter the name of the person who wrote the bad check in the **Memo** line.
14. Click **Record** to save the transaction.

*****Exercise – Entering NSF Checks**

Enter NSF Checks for the following:

Molly Jones - \$150.00, Bank Charge - \$10.00

Darrell Baker - \$50.00, Bank Charge - \$10.00

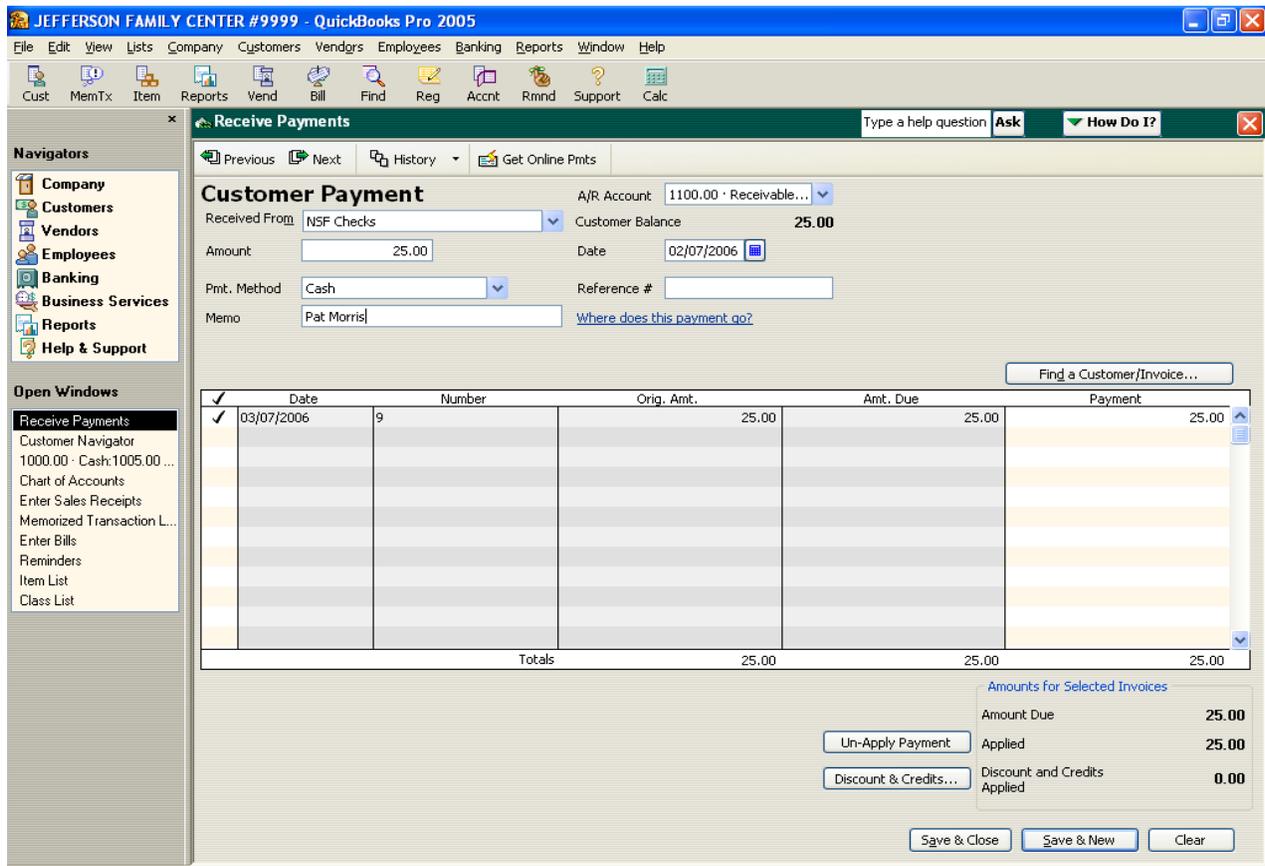
James Thomas – \$75.00, Bank Charge - \$10.00

RE-PAYMENT OF NSF CHECKS AND BANK CHARGES

(City and State)	,	(Date)
 OFFICIAL RECEIPT Loyal Order of Moose Except for Dues and Fees 		
Received of <u>PAT MORRIS</u>		\$ <u>45.00</u>
FORTY FIVE DOLLARS		<u> </u> Dollars
Same being for _____		
ITEM # 1105 NSF CHECK \$25 (SEAL) *5405 BANK CHG \$10 *4615 NSF FEE \$10	Lodge No _____	
By <u>J.D. Administrator</u>		
Printed in USA		

When a person re-pays the amount of an NSF Check, typically an amount for incurred bank charges plus an amount for an NSF Fee is usually paid at the same time. These monies will be entered into QuickBooks using the following steps:

1. Select the Customer Navigator and select Receive Payments.
2. Select the Customer NSF CHECKS or if entered individually select the name of the person who wrote the bad check.
3. Make certain that the A/R Account box has the 1105.00 NSF CHECKS account selected.
4. Enter the Amount being re-paid in the amount field.
5. Enter the date of the re-payment in the date field.
6. Select the method of payment from the Pmt. Method drop down.
7. Enter a Reference Number.
8. From the amount entered in Step #4, QuickBooks will automatically put a check mark by the appropriate line in the table below.
9. **Click Save & Close** to complete the transaction or Click **Save & New** to enter the repayment of another NSF Check.
10. Enter the repayment of NSF Bank Charges and NSF Fees in Sales Receipts using the steps as listed on Page 29.



*****Exercise – Entering Repayment of NSF Checks**

Enter Repayment of:

Molly Jones - \$150.00, Bank Charge - \$10.00, NSF Fee - \$10.00

Darrell Baker - \$50.00, Bank Charge - \$10.00, NSF Fee - \$10.00

James Thomas – \$75.00, Bank Charge - \$10.00, NSF Fee - \$10.00