

How do I...

Post a NSF (Non Sufficient Funds) check?

When the bank returns the check for non-sufficient funds

Go to the admin screen

Bring up the check and change the amount to zero

Add the amount to the reference field and "NSF"

Add a charge for a NSF fee (you may need to add a procedure code for this)

or

Add another check payment but give it a negative value in the amount of the returned check

In the reference field mention that it was an NSF return

Add an additional charge