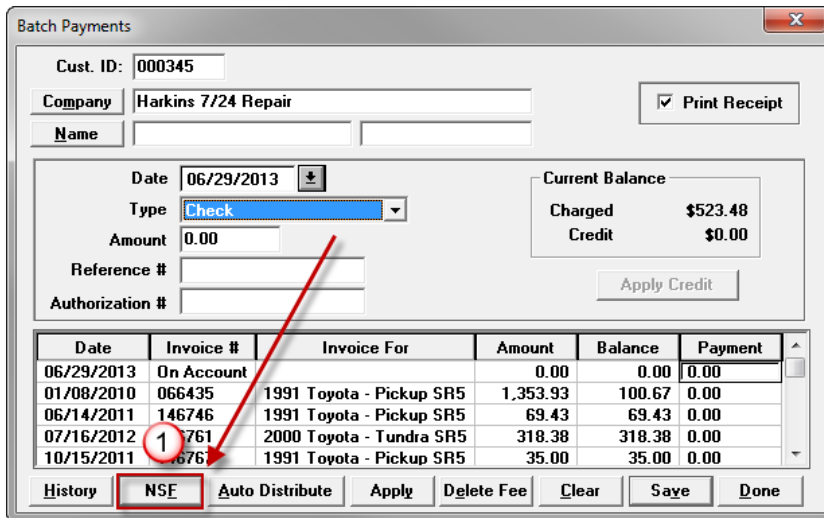


Payments - NSF Check Process

Batch Payment (F5)

1. Click on **NSF** option for list of check payments from that customer.
2. Review list of checks in payment history. Once found, highlight that check and click on the NSF button.
3. Click OK to confirm.



Batch Payments

Cust. ID: 000345

Company: Harkins 7/24 Repair

Name:

Date: 06/29/2013

Type: Check

Amount: 0.00

Reference #:

Authorization #:

Current Balance

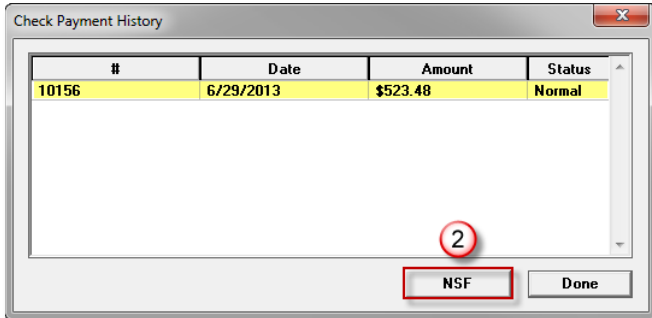
Charged: \$523.48

Credit: \$0.00

Apply Credit

Date	Invoice #	Invoice For	Amount	Balance	Payment
06/29/2013	On Account		0.00	0.00	0.00
01/08/2010	066435	1991 Toyota - Pickup SR5	1,353.93	100.67	0.00
06/14/2011	146746	1991 Toyota - Pickup SR5	69.43	69.43	0.00
07/16/2012	146761	2000 Toyota - Tundra SR5	318.38	318.38	0.00
10/15/2011	146767	1991 Toyota - Pickup SR5	35.00	35.00	0.00

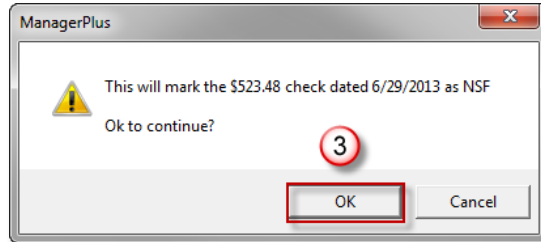
History NSF Auto Distribute Apply Delete Fee Clear Save Done



Check Payment History

#	Date	Amount	Status
10156	6/29/2013	\$523.48	Normal

NSF Done



ManagerPlus

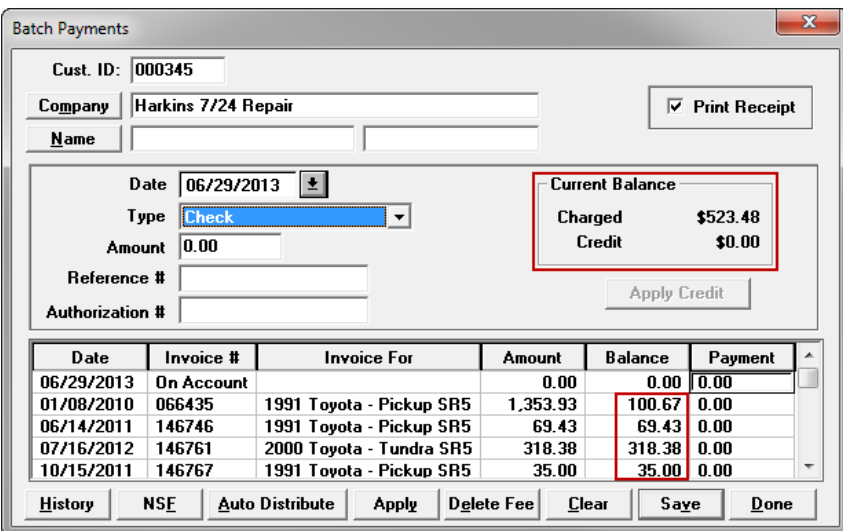
This will mark the \$523.48 check dated 6/29/2013 as NSF

Ok to continue?

OK Cancel

The payment is "backed out" and the amount of the check now becomes due and payable once again.

It will be visible in the F5 Batch Payment window again as well as on any printed balance due statements.



Batch Payments

Cust. ID: 000345

Company: Harkins 7/24 Repair

Name:

Date: 06/29/2013

Type: Check

Amount: 0.00

Reference #:

Authorization #:

Current Balance

Charged: \$523.48

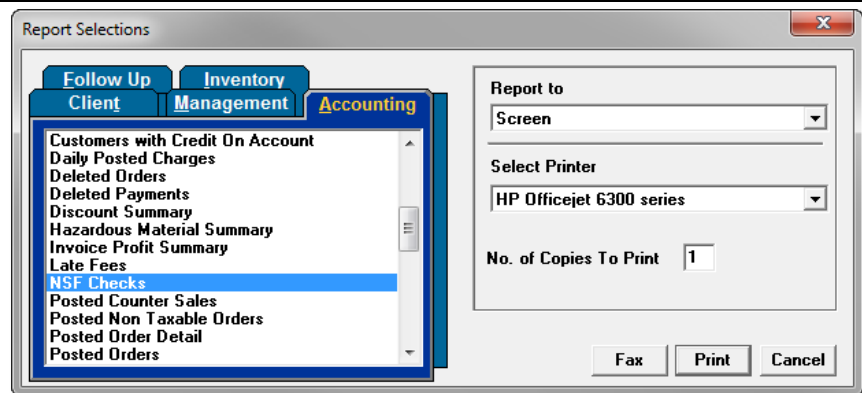
Credit: \$0.00

Apply Credit

Date	Invoice #	Invoice For	Amount	Balance	Payment
06/29/2013	On Account		0.00	0.00	0.00
01/08/2010	066435	1991 Toyota - Pickup SR5	1,353.93	100.67	0.00
06/14/2011	146746	1991 Toyota - Pickup SR5	69.43	69.43	0.00
07/16/2012	146761	2000 Toyota - Tundra SR5	318.38	318.38	0.00
10/15/2011	146767	1991 Toyota - Pickup SR5	35.00	35.00	0.00

History NSF Auto Distribute Apply Delete Fee Clear Save Done

Find the NSF Checks report under the Accounting tab.

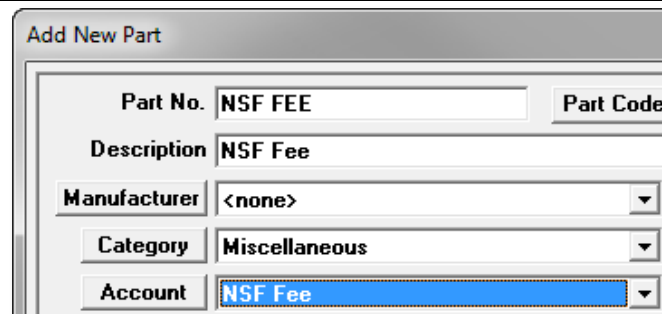


Determine the period you wish to review and enter a date range and click OK to run the report.



TIP: Create a “part” to quickly apply an NSF fee item

Create an account revenue class of ‘NSF’ and use it to track this accurately.



Income/Payment Types

Class Description	G L Code
NSF Fee	40666

Create an invoice for the NSF Fee and charge that to the customer. It will display in the invoice list along with their other invoices in the F5 Batch Payment window.