Overview
This document explains how to post an NSF and how to void an NSF done on the wrong receipt.

NSF a Receipt
1. Go to <<AR, Receipt History>> or <<AR, Tenant History>>
2. Locate the receipt and highlight it.
3. Click on the <NSF> button.
4. Verify the NSF parameters (bank fees, NSF fee charged to tenant, etc)
5. <Post>
The following will happen:

- The tenant will be charged the NSF fee
- The management group (or owner - per the management fee profile) will be charged any applicable NSF bank fees
- A bank withdrawal will be posted to the bank account
- All charges paid off by that receipt will become unpaid
- Any money credited to the owner (or partnership or management group) will be taken away
- Any management fees taken will be returned

**NSF a payment that was Open Credits**

If the payment went into open credits and was subsequently used to pay off charges, you must manually void the payoff. A warning message will display when you NSF a receipt that went into open credits.

- If you are not already there, go to <<AR, Tenant History>> and choose the tenant
- Go to the Open Credits tab
- Void the Apply Open Credits line item

See Interactive Help: NSF
Void an NSF done on the Wrong Receipt

Get the details of receipt that was mistakenly marked NSF
1. Go to AR, Tenant History.
2. Choose the tenant and go to the Receipts tab.
3. Click the <Filter> button, mark the Filter Active and Show if Voided checkboxes. Save.
4. Edit the receipt marked NSF: Payment Received. Note the date, amount, memo and items paid off. Close.

Repost the Receipt
5. Go to AR, Tenant Receipt.
6. Choose the tenant.
7. Change the date to match the original posting date of the receipt.
8. Enter any memo from the original receipt you edited above. Pay off whatever was paid off or should be paid off. Post.

Fix the Deposit Slip and void the NSF receipt
9. Go back to AR, Tenant History.
10. Choose the tenant and go to the Receipts tab.
11. Highlight the receipt named NSF: Payment Received.
12. Click <Edit>.
13. Click on <Deposit Slip>.
14. Unmark the checkbox "Disable Marking When Row Clicked".
15. Unmark the original NSF receipt.
16. Mark the new receipt.
17. <Post> the deposit.
18. Highlight the NSF: Payment Received transaction for the receipt
19. Click on <Void>
20. Double click in the [Void Date] field to put in the posting date
21. Click <Post> - that voids the receipt.
22. Void any NSF charges to the tenant
23. Void any bank service charges that were part of the NSF