

## NSF CHECK PROCEDURE BY JOURNAL ENTRY

At the time that you receive notification from the bank that a check has been returned or when you receive your bank statement enter the charges by journal entry as follows:

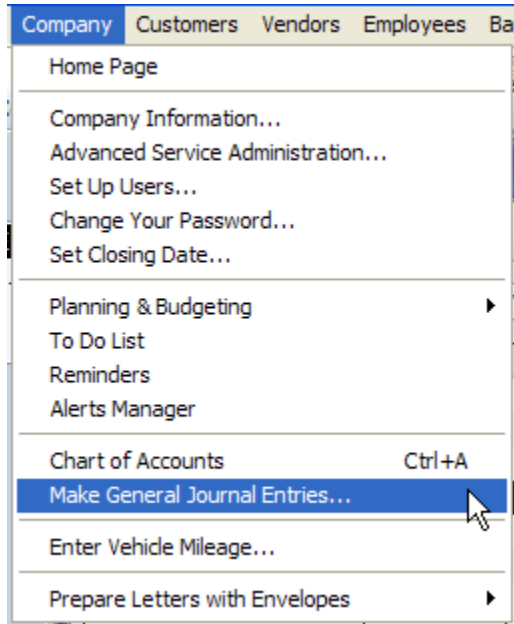
If this is the first time you are entering an NSF Check you will need to be sure that you have “**NSF CHECKS**” established as a Customer in the Customer List. This can be accomplished by going to the Customer Center and selecting New Customer.

The screenshot shows the 'New Customer' window with the following details:

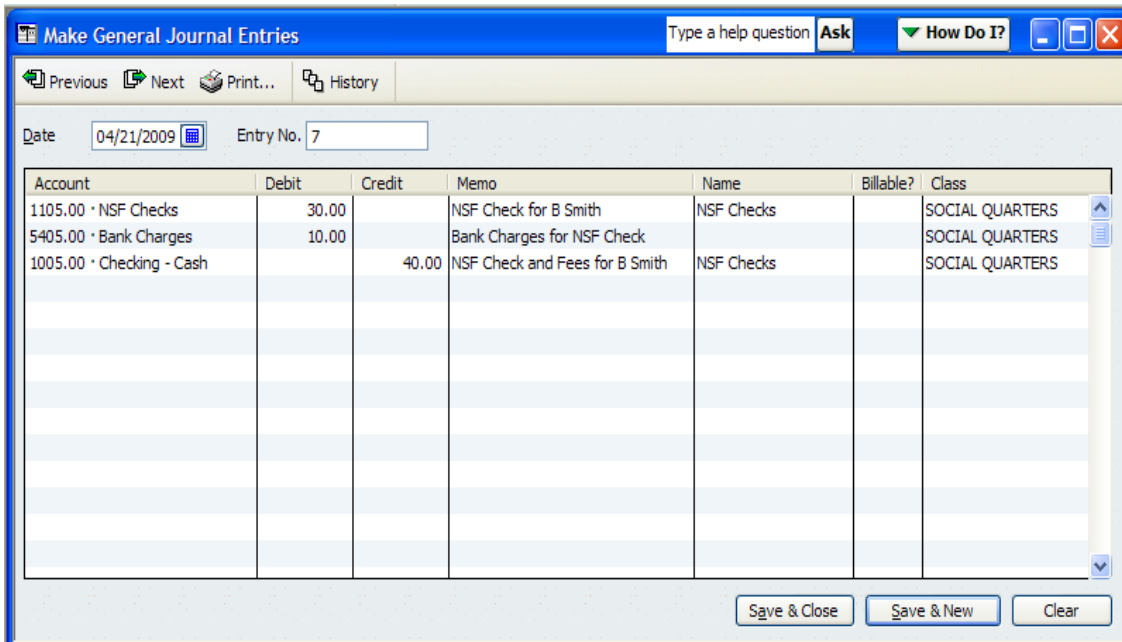
- Customer Name: NSF CHECKS
- Opening Balance: [Empty] as of 02/10/2009
- Address Info tab selected
- Company Name: NSF CHECKS
- Mr./Ms./...: [Empty]
- First Name: [Empty] M.I. [Empty]
- Last Name: [Empty]
- Contact: [Empty]
- Phone: [Empty]
- FAX: [Empty]
- Alt. Phone: [Empty]
- Alt. Contact: [Empty]
- E-mail: [Empty]
- Cc: [Empty]
- Customer is inactive:
- Addresses section: Bill To: NSF CHECKS, Ship To: [Empty]
- Buttons: Edit, Copy >>, Add New, Edit, Delete, Go to Customer Manager

Fill out the New Customer screen as shown above. **HINT:** If you put “**NSF CHECKS**” in the Company Name field and hit the **TAB** key it will auto populate the other fields (i.e., Customer Name and Bill To).

Next open the journal entry screen by selecting **Company, Make General Journal Entries**.



This will open the **Make General Journal Entries** screen.



Populate the screen as shown above. **NOTE: For the WOTM the only difference would be that the Class would be "General Fund"**. The first line is to record the Accounts Receivable for the amount of money that the check was for that is owed by the member. If there are charges from the bank they are entered on the second line. The third line is to post the charges to the checking account which deduct the charges from the account. This transaction will now appear when the reconciliation is performed on the checking account.

This NSF general journal entry can be saved as a Memorized Transaction. Use the **Memorized Transactions** procedure found on the CNMA website to create the Memorized Transaction.

When the NSF Check is reimbursed by the member including any additional charges it can be posted as follows for the **Chapter** who will always make a separate deposit for the NSF Check and any charges.

The screenshot shows a software window titled "Make General Journal Entries". At the top, there is a search bar with the text "Type a help question" and a button labeled "Ask". To the right of the search bar are window control buttons (minimize, maximize, close) and a "How Do I?" button. Below the search bar are navigation buttons: "Previous", "Next", "Print...", and "History".

The main area of the window contains a "Date" field with the value "04/21/2009" and an "Entry No." field with the value "7". Below these fields is a table with the following columns: "Account", "Debit", "Credit", "Memo", "Name", "Billable?", and "Class".

Account	Debit	Credit	Memo	Name	Billable?	Class
1105.00 · NSF Checks		30.00	NSF Check for B Smith	NSF Checks		General Fund
5405.00 · Bank Charges		10.00	Bank Charges for NSF Check			General Fund
1005.00 · Checking - Cash	40.00		NSF Check and Fees for B Smith	NSF Checks		General Fund

At the bottom of the window, there are three buttons: "Save & Close", "Save & New", and "Clear".

For a lodge the NSF Reimbursement can be added to the Deposit screen after the “Weekly Receipts” Sales Receipt has been selected within the Make Deposits screen.  
**NOTE:** It cannot be added to the Sales Receipt screen because Accounts Receivables are not allowed in this screen.

Make Deposits

Previous Next Print Payments History

Deposit To: 1005.00 · C... Date: 04/21/2009 Memo: Deposit

Click Payments to select customer payments that you have received. List any other amounts to deposit below.

Received From	From Account	Memo	Chk No.	Pmt Meth.	Class	Amount	
Weekly Receipts	1199.00 · Undeposited Funds	W/E 04-20-09				830.00	
NSF Checks	1105.00 · NSF Checks	NSF Reimbursement for B Smith				40.00	
						Deposit Subtotal	870.00

To get cash back from this deposit, enter the amount below. Indicate the account where you want this money to go, such as your Petty Cash account.

Cash back goes to: [dropdown] Cash back memo: [text] Cash back amount: [text]

Deposit Total: 870.00

Save & Close Save & New Clear

Note that the first line is the Weekly Sales Receipt selected for deposit and the NSF Reimbursement is added as a separate line to the deposit to bring the total to the amount of the deposit.

If the fraternal unit makes a separate deposit for the NSF Reimbursement then it can be entered as a journal entry as shown above in the Chapter version.

These transactions will now appear during the monthly reconciliation of the checking account.