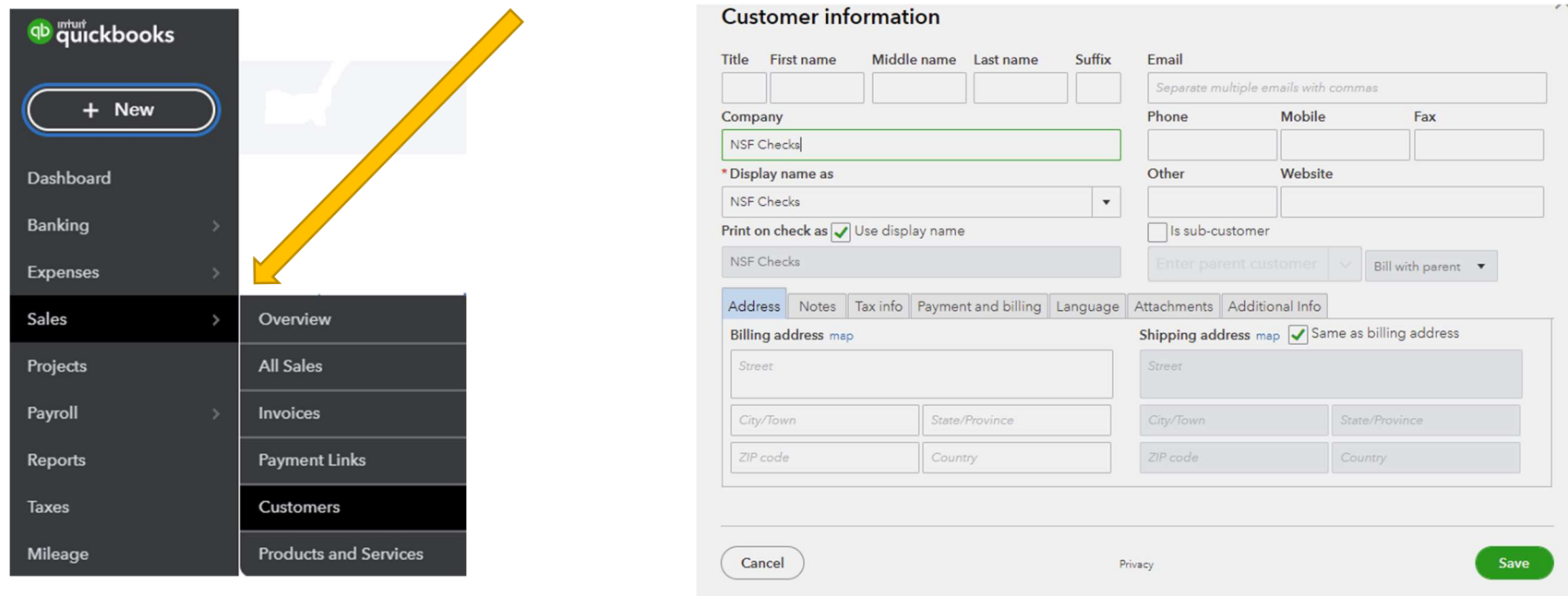


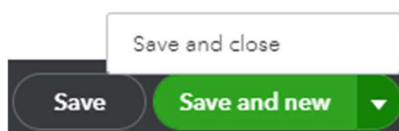
NSF CHECK BY JOURNAL ENTRY & DEPOSIT

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 Dashboard, select “Sales” then select “Customers.

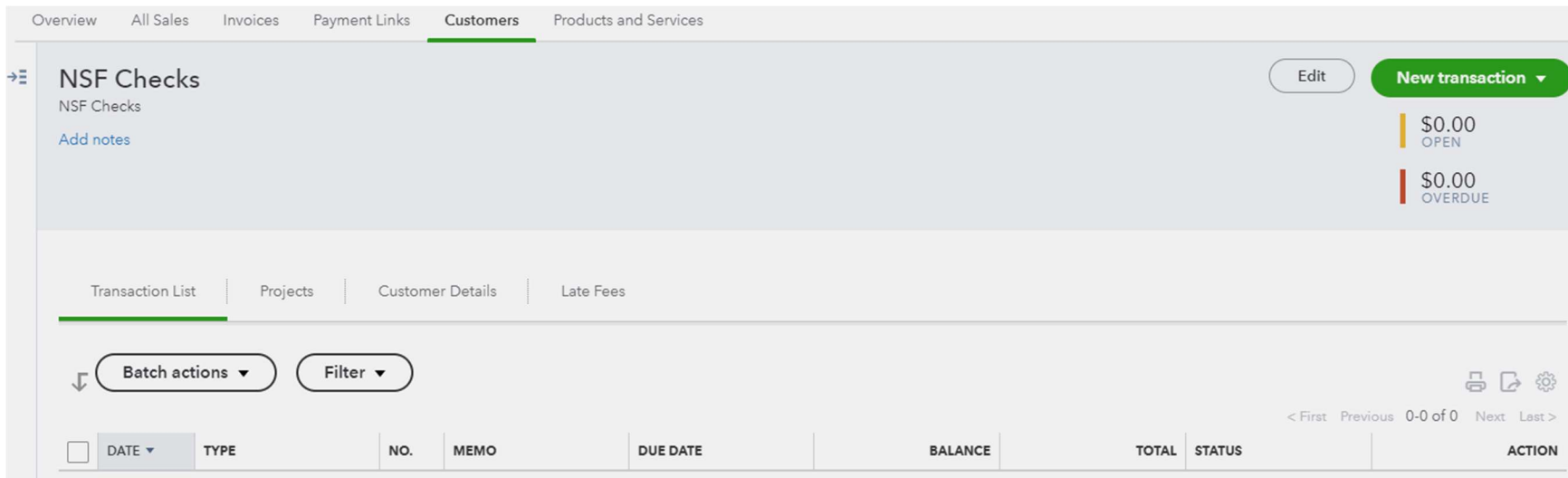


Fill out the New Customer screen as shown above. **HINT:** If you put “**NSF CHECKS**” in the Company Name field and hit the **TAB** key it will auto populate the other fields (i.e., DisplayName).

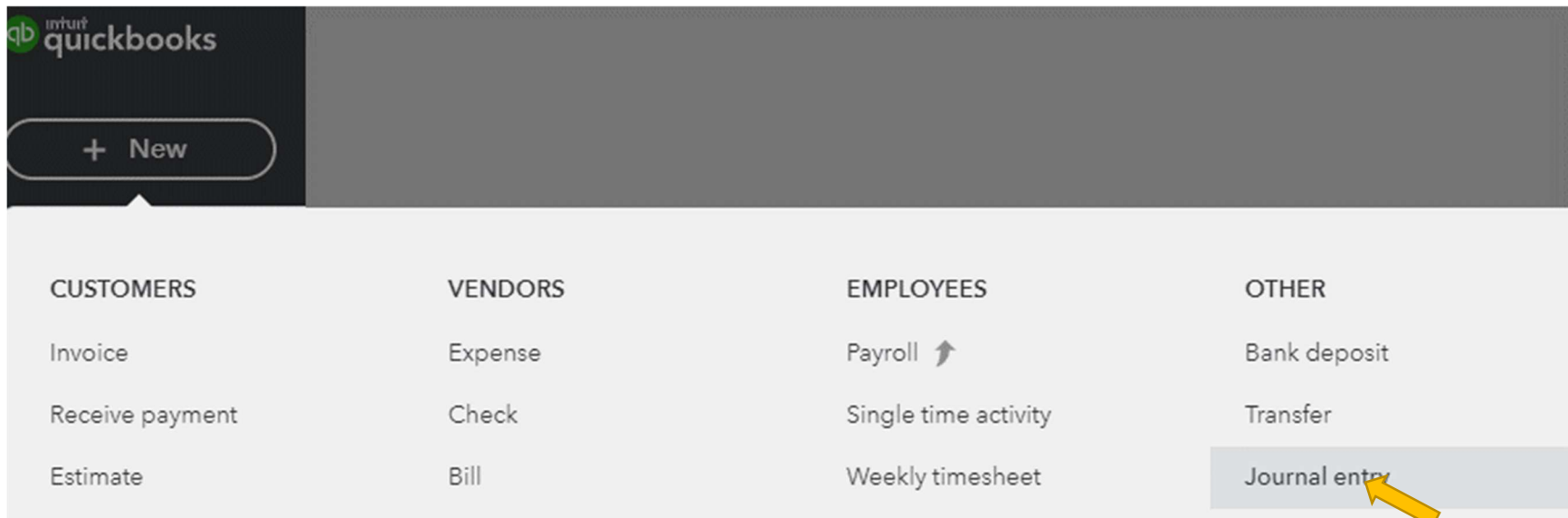


Select Save and new if you would like to enter another customer.
 Select Save and close when done entering customers.

NSF CHECK BY JOURNAL ENTRY & DEPOSIT



Once you close the add customer you will see the above screen.



Next open the journal entry screen by selecting “+New”, “Other” on the right, then **Journal Entry**

NSF CHECK BY JOURNAL ENTRY & DEPOSIT

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

Journal Entry #1

Journal date: 02/26/2021

Journal no.: 1

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME	
1						🗑️
2						🗑️
3						🗑️
4						🗑️
5						🗑️
6						🗑️
7						🗑️
8						🗑️

Buttons: Add lines, Clear all lines

Memo:

Journal Date – The date of the charge for the NSF.

Journal no. – This is automatically numbered by Quickbooks.

Account – clicking in the box will provide a drop down of choices or you can just enter the number. Account numbers shown may not be the ones in your QuickBooks. Use the ones from your Chart of Accounts.

NSF CHECK BY JOURNAL ENTRY & DEPOSIT

Debit/Credit – Assets and Expenses have a normal Debit balance of and Liabilities, Equity and Income have a normal Credit balance.

Description – Similar to memo enter any description that lets you know what you are entering.

Name – Only lines with Accounts Receivable or Accounts Payable and only one per Journal Entry.

Journal Entry #1 ⚙️ ? Help ✕

Journal date: 02/26/2021 Journal no.: 1

#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Accounts Receivable (A/R):1105.00 NSF Checks	30.00		NSF Check for B Smith	NSF Checks
2	Office Expenses:5405.00 Bank Charges	10.00		Bank Charges for NSF Check: for B Smith	
3	1005.00 Checking		40.00	NSF Check & Bank Charges for B Smith	
4					
5					
6					
7					
8					

Add lines Clear all lines

Memo
NSF Check & Bank Charges for B Smith

Be sure to enter MEMO field as well

NSF CHECK BY JOURNAL ENTRY & DEPOSIT

Journal Entry #1

Journal date: 02/26/2021 Journal no.: 1


#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION	NAME
1	Accounts Receivable (A/R):1105.00 NSF Checks	30.00		NSF Check for B Smith	NSF Checks
2	Office Expenses:5405.00 Bank Charges	10.00		Bank Charges for NSF Check: for B Smith	
3	1005.00 Checking		40.00	NSF Check & Bank Charges for B Smith	

The first line is to record the Accounts Receivable for the check that was returned and is owed by the member. Be sure to populate the “NAME” field.

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 Recurring Transaction.

NSF CHECK BY JOURNAL ENTRY & DEPOSIT

Reimbursement of the NSF Check:

NOTE: It cannot be added to the Sales Receipt screen because Accounts Receivables are not allowed in this screen.

Bank Deposit Help X

Account: Balance \$3,263.52 Date: **AMOUNT**
\$1,070.00

Tags: Manage tags

Select the payments included in this deposit

<input checked="" type="checkbox"/>	RECEIVED FROM	DATE	TYPE	PAYMENT METHOD	MEMO	REF NO.	AMOUNT
<input checked="" type="checkbox"/>	Weekly Deposit	02/26/2021	Sales Receipt	<input type="text" value="Enter Text"/>	<input type="text"/>	<input type="text"/>	1,030.00

1-1 Total 1030.00
Selected Payments Total 1030.00

▼ Add funds to this deposit

#	RECEIVED FROM	ACCOUNT	DESCRIPTION	PAYMENT METHOD	REF NO.	AMOUNT
1	NSF Check	1105.00 NSF Checks	NSF Reimbursement B Smith			40.00
2						

Other funds total \$40.00

Track returns for customers

Memo:

Cash back goes to: Cash back memo: Cash back amount:

Total \$1,070.00

Attachments Maximum size: 20MB

Print Make recurring

When the NSF Check is reimbursed by the member including any additional charges it is added to the Bank Deposit as a separate line under “Add Funds to this deposit”. “Save and New” or “Save and Close”. **NOTE:** This is only allowed for the Lodges!

NSF CHECK BY JOURNAL ENTRY & DEPOSIT

If the fraternal unit makes a separate deposit for the NSF Reimbursement, then only the “Add funds to this deposit” line needs to be used. **NOTE:** WOTM must deposit the returned NSF Check & fees as a separate deposit.

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