




# How to Process NSF Cheques

## Description

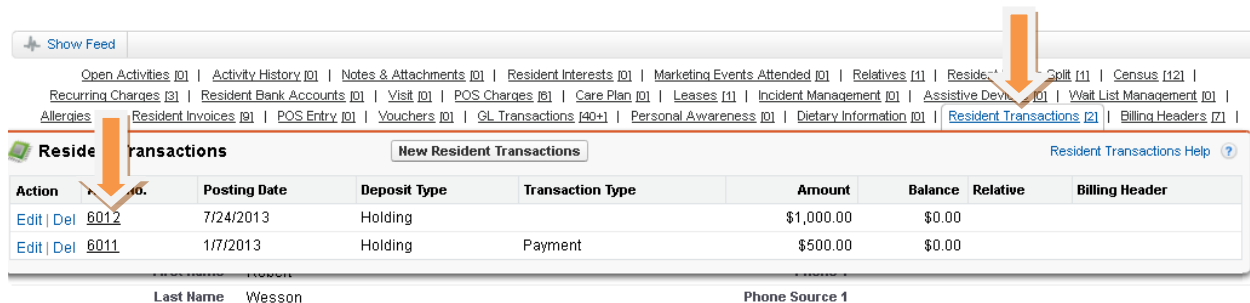
Use this function to process NSF cheques for a Resident.

The system will:

-  Create a Resident invoice reversing the original Resident transaction amount
-  Calculate the NSF fee
-  Create appropriate journal entries (if GL processing is enabled)

## Step by Step

- 1 Navigate to the Resident's Profile
- 2 In the baby words at the top of the page, click on **Resident Transactions**
- 3 Select the **NSF Transaction**



Open Activities [0] | Activity History [0] | Notes & Attachments [0] | Resident Interests [0] | Marketing Events Attended [0] | Relatives [11] | Resident [0] | Split [11] | Census [12] | Recurring Charges [3] | Resident Bank Accounts [0] | Visit [0] | POS Charges [0] | Care Plan [0] | Leases [11] | Incident Management [0] | Assistive Devices [0] | Wait List Management [0] | Allergies | Resident Invoices [0] | POS Entry [0] | Vouchers [0] | GL Transactions [40+] | Personal Awareness [0] | Dietary Information [0] | **Resident Transactions [2]** | Billing Headers [2]

**Resident Transactions** New Resident Transactions Resident Transactions Help ?

Action	No.	Posting Date	Deposit Type	Transaction Type	Amount	Balance	Relative	Billing Header
<a href="#">Edit</a>   <a href="#">Del</a>	6012	7/24/2013	Holding		\$1,000.00	\$0.00		
<a href="#">Edit</a>   <a href="#">Del</a>	6011	1/7/2013	Holding	Payment	\$500.00	\$0.00		

Last Name Wesson Phone Source 1

- 4 Click the **Process NSF** button
- 5 Enter the **Posting Date** for the NSF Transaction. If left blank, the original Resident Transaction Posting Date will be used.
- 6 Check off the **Process NSF** checkbox
- 7 Click **Save**

Save QuickSave Cancel

**Resident Information**

Resident Name	Robert Wesson	Audit No.	6012
Posting Date	1/8/2013	Amount	\$1,000.00

**Process NSF**

Enter Posting Date for the NSF Transaction. If left blank, the original Resident Transaction Posting Date will be used

8/15/2013 [ 7/22/2013 ]

Process NSF

Save QuickSave Cancel

