

# Non-Sufficient Funds Check Return

Void the check payment:

**Menu | Miscellaneous | Financial | Chart of Accounts**

Click on your Undeposited Funds account.

## Chart Of Accounts Select an account to view details

Account Type: <input type="text" value="-- Select --"/>	Grouping: <input type="text" value="CLRK - Clerk"/>	List accounts containing: <input type="text" value="Wildcard search"/>
<input checked="" type="checkbox"/> Active only	<input checked="" type="checkbox"/> Posting only	<input type="checkbox"/> Display options
<input type="button" value="Submit"/>		

Account	Description	Type	Active	Balance
<a href="#">Add a new account</a>				
8000	CLERK Checking Account	Bank	Yes	\$676.00
8001	CLERK Undeposited Funds	Asset	Yes	\$500.00
8001E	CLERK eFiled payments	Asset	Yes	\$392.00

This brings you to the List Account Register. You may need to change your Display transactions between dates to go back far enough to find the check. If you change the beginning date, click the **Submit** button to see the results. Find the check that bounced and click on the **Date** link to get into the Payment Detail screen.

## List Account Register Select an account and date range, then press Submit

Account: <input type="text" value="8001 - (Asset) CLERK Undeposited Funds"/>
Display transactions between: <input type="text" value="9/1/2018"/> and <input type="text" value="10/11/2018"/>
<input type="checkbox"/> Include sub-account transactions
<input type="button" value="Submit"/>

Date	Type	Number	Payor/payee	Memo	Requirement	Cleared	Debit	Credit
<b>Starting balance:</b>								\$0.00
<a href="#">Add a new general journal entry</a>								
9/27/2018	Payment	0000005	Caroline Ingalls	sdlf;s lkfls;	Misc/Copy/Certification Caroline Ingalls - 02D08-1801-JC-000001	C	\$2.00	
9/27/2018	Payment	0000005	Caroline Ingalls	sdlf;s lkfls;	Misc/Copy/Certification Caroline Ingalls - 02D08-1801-JC-000001	C	\$10.00	
9/27/2018	Payment	0000007	Charles Ingalls	5214	Court Costs Laura Ingalls - 02D07-1810-JP-000001	C	\$32.40	
9/27/2018	Payment	0000007	Charles Ingalls	5214	Court Costs Laura Ingalls - 02D07-1810-JP-000001	C	\$5.00	

You can also get to the check by going into the case, down to the requirements, and click on the **Assigned date** link to get into the requirement.

- Requirements Top					Options
Name	Assigned	Requirement	Start	Status	Status date
Caroline Ingalls	9/27/2018	Misc/Copy/Certification	9/27/2018	Paid in full	9/27/2018

Once inside the Requirement Detail screen, you can scroll to the bottom of the page to the Requirement transactions. Click on the **Date** link of the payment you wish to void.

- Requirement transactions					Options
Date	Type	Number	Memo	Amount	
9/27/2018 10:12:34 AM	Assessment		Assess Copy/Certification Fee	\$12.00	
9/27/2018 10:15:35 AM	Payment	0000005	sdlf;s lkfsl;	\$12.00	
9/27/2018 10:47:28 AM	Deposit			\$12.00	
9/27/2018 10:50:48 AM	Disburse Prep			\$12.00	

Once you are on the Payment Detail screen that shows the payment. You can click the **Void** button at the bottom of the page.

### Payment Detail

**This is not the receipt. Press 'View Receipt' for the receipt.**

successfully

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Date: 9/27/2018 10:15:35 AM

Total Amount Due: \$0.00

Tendered: \$0.00

Amount paid\*: \$12.00

Change due: \$0.00

Payment method: CHK - Check Credit card fee: 0.00


Received from: Caroline Ingalls

Address: 452 Main Street  
Fort Wayne, IN

Transaction number: 0000005

Memo: sdlf;s lkfsl;

Reference number: 1111



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Cancel
Refresh
New
Delete
View receipt
Void

This will bring up the Void Transaction screen where you can enter your Void reason and Void date.

Click the **Void** button at the bottom of the page.

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### Void Transaction


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Date: 9/27/2018 10:15:35 AM  
Type: Payment No: 0000005  
Amount: \$12.00 Check  
Name: Caroline Ingalls  
Memo: sdf; s lkfsl;  
Reference No: 1111



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**WARNING** - this Void process can not be reversed. To void the above transaction, enter the void reason and void date and press the Void button.

Void reason:\*  

Void date:  

Added by Karlene Thompson on 9/27/2018 10:15:35 AM - Last updated by Karlene Thompson on 10/11/2018 8:47:11 AM  
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 Cancel Refresh**Void**

**If these funds had already been sent to the county, the check to the county this month will be short by this amount.**

## Change the Requirement Status

If the payment paid the requirement in full, this requirement will be closed. You will need to remove the closed requirement status. Simply click on the status drop down and select the "select" option. This will remove the date from the status date field.

Click the **Update** button to save your work.

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### Requirement Detail

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Updated successfully

[Cases](#) | [Attributes](#) | [Alerts](#) | [Balances](#) | [Transactions](#)

Requirement type: **CLERK FEES**  
Requirement code: **Misc/Copy/Certification**  
Provider:

Assigned date:   Start date:  

Scheduled end date:   New end date:  

 Status:   Status date:  

This requirement is open and due again.

Requirement type: CLERK FEES  
Requirement code: Misc/Copy/Certification  
Provider: -- Select --  
Assigned date: 9/27/2018 Start date: 9/27/2018  
Scheduled end date: New end date:  
Status: -- Select -- Status date:

## Assess a NSF Fee

Add a Requirement

**Requirement Detail**

entry.

Requirement type:\* CFEE - CLERK FEES  
Requirement code:\* NSF - NSF Fee  
Provider: -- Select --  
Assigned date: Start date:  
Scheduled end date: New end date:  
Status: -- Select -- Status date:  
Assessment frequency: -- Select -- Type: -- Select --  
Initial type: ASSD - Assess NSF Fee Amount: 38.00

- **Requirement type** – Select your fee type
- **Requirement code** – Select the NSF fee
- **Initial type** – Should already have Assess NSF Fee in it.
- **Amount** – Should already have your amount, but if it doesn't add the amount you wish to charge for the NSF Fee.

Click the **Update** button to save your work.

The client now owes the original fee plus the NSF fee.

## Reconcile Bank Statement

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If the bank has charged your account with a NSF fee, you will need to add that amount to Quest when you reconcile your bank statement.

### Transactions To Clear

Select items to clear. Press Submit to total. Press Update to finish.

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Account:*	<input type="text" value="8000 - (Bank) CLERK Checking Account"/>	▼		
Statement End Date:*	<input type="text" value="12/31/2018"/>	Starting Balance:	Ending Balance:*	<input type="text"/>
Debits Cleared:	Credits Cleared:	Difference:		
Charges:	<input type="text" value="38.00"/>	Account:	<input type="text" value="5000 - (Liability) Bank Fees"/>	▼
Interest :	<input type="text"/>	Account:	<input type="text" value="-- Select --"/>	
Credit discrepancy:	<input type="text"/>	Memo:	<input type="text"/>	
Debit discrepancy :	<input type="text"/>	Memo:	<input type="text"/>	

- **Charges** – enter the amount of the bank charge in this field.
- **Account** – Select the liability account where this charge should be applied. This creates a negative amount in your Chart of Accounts because this fee will reduce the amount of money you are sending to the county in your monthly disbursement.