Non-Sufficient Funds Check Return

Void the check payment:

Menu | Miscellaneous | Financial | Chart of Accounts

Click on your Undeposited Funds account.

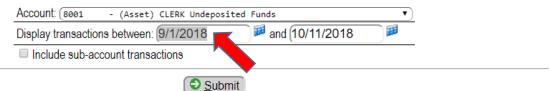
Chart Of Accounts Select an account to view details

Active only	Posting only	 Display options Submit 	
-------------	--------------	-----------------------------------------------------	--

Account	Description	Гуре	Active	Balance	
Add a new account					
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



Date	Туре	Number	Payor/payee	Memo	Requirement	Cleared	Debit	Credit
Starting ba	alance:						\$0.00	
Add a new	general jou	rnal entry						
9/27/2018	Payment	0000005	Caroline Ingalls	sdlf;s lkfsl;	Misc/Copy/Certification Caroline Ingalls - 02D08-1801-JC-000001	С	\$2.00	
9/27/2018	Payment	0000005	Caroline Ingalls	sdlf;s lkfsl;	Misc/Copy/Certification Caroline Ingalls - 02D08-1801-JC-000001	С	\$10.00	
9/27/2018	Payment	0000007	Charles Ingalls	5214	Court Costs Laura Ingalls - 02D07-1810-JP-000001	С	\$32.40	
9/27/2018	Payment	0000007	Charles Ingalls	5214	Court Costs Laura Ingalls - 02D07-1810-JP-000001	С	\$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 Optio						
Name	Assigned	Requirement	Start	Status	Status date	
Caroline Ingalls	9/27/2018	Misc/Copy/Certification	9/27/2018	Paid in full	9/27/2018	

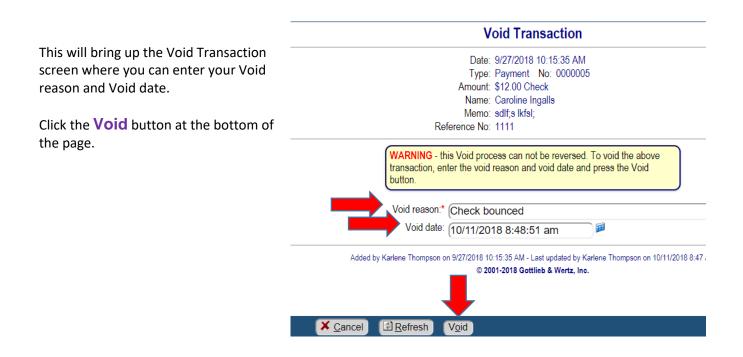
Once inside the Requirement Detail screen, you can scroll to the bottom of the page to the Requirement transactions. Click on the **Date** link of the payment you wish to void.

- Requirement transactions	Descending	Тор		Options
Date	Туре	Number	Memo	Amount
9/27/2018 10:12:34 AM	Assessment		Assess Copy/Certification Fee	\$12.00
9/27/2018 10:15:35	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			\$12.00
	Prep			

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

Date:	9/27/2018 10:15:35 AM
Total Amount Due: Tendered:	T
Amount paid:*	·
Change due: Payment method:	
Received from:	Caroline Ingalls
Address:	452 Main Street Fort Wayne, IN
Transaction number:	0000005
Memo:	sdlf;s lkfsl;
Reference number:	(1111



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.	eted successfully
	Cases Attributes Alerts Balances Transactions
	Requirement type: CLERK FEES Requirement code: Misc/Copy/Certification Provider: Select • Assigned date: 9/27/2018 Scheduled end date: New end date: New end date: 9/27/2018 Status: PAID - Paid in full • Status date: 9/27/2018

	Requirement type: CLERK FEES	
	Requirement code: Misc/Copy/Certification	
This requirement is open and due	Provider: (Select 🔻	
again.	Assigned date: 9/27/2018	Start date: 9/27/2018 🛛 🕮 📐
	Scheduled end date:	New end date:
	Status: Select	 Status date:

Assess a NSF Fee

			Red	quirement Detail
entry.				
Requiremen	t type:* (C	FEE - CLERK	FEES	Ţ
Requirement	code:* N	SF - NSF Fee		•
Pr	rovider: (Select	•	
Assigne	d date:			Start date:
Scheduled en	d date:			New end date:
	Status: (Select		 Status date:
Assessment free	luency: (Select	•	Type: (Select
Initi	al type: 🛕	SSD - Assess	NSF F	ee 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.

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.

Account:* (8000 - (Bank) CLE Statement End Date:* (12/31	
Debits Cleared: Credits Cle	
Charges: 38.00	Account: 5000 - (Liability) Bank Fees
Interest :	Account: (Select 🔻
Credit discrepancy:	Memo:
Debit discrepancy :	Memo:
	(O <u>S</u> ubmit

- **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.