



NSF Processing

Automated and Manual

Harris Computer Systems

AUTOMATED

NSF/Returned Payments is a program that allows you to independently search for original check payment records in order to reverse them, bringing the account's service balances back up to their pre-payment amount. The actual reversal does not occur in the NSF/Returned Payments program. Payments slated for reversal are transferred into a cash batch and are posted in the normal cash processing fashion. Harris advises that you process NSFs in their own batch, separate from cash payments you take in during the course of the day.

NSF/Returned Payments (FIND)

Find Records

Find Record

Cashier: [] Processing Date: [] Bank Number: []

Account Number: [] Customer Number: [] Branch Number: []

Receipt Number: [] Check Amount: []

Name on Receipt: [] Check Date: []

Reference: [] Check Return:

Payments Misc Transactions

Payments on Accounts (BROWSE)

Browse Record Details

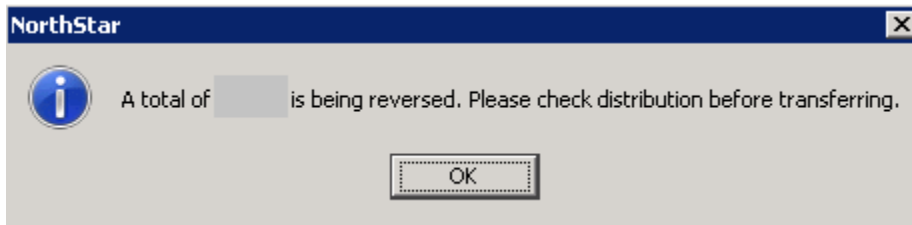
Ap	Account/INV	Occ.	Cust. #	Payment	Deposit	Next Deposit	\$\$ on Acc.	Ret-Deposit	Charge
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Payments on Accounts Totals Amount Reversed: []

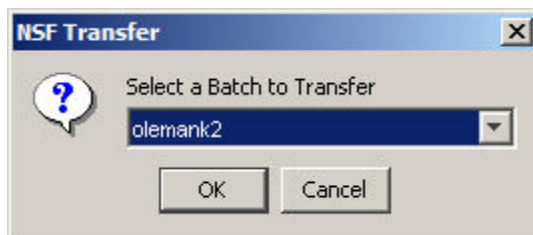
Totals Amount Reversed: [] NSF Amount: []

RETRIEVING ORIGINAL PAYMENTS FOR NSF PROCESSING

1. If the NSF/Returned Payments program is not already open, open it now in Cashiering > NSF/Returned Payments.
2. Click **Find**. NSF payments are processed against the original payment. Use the find filter to locate the original payment record that you want to reverse.
3. Click **OK** to run the search. NSF/Returned Payments will retrieve as many records as it can that correctly match the search criteria you provided. Once payment data has been successfully retrieved, you can begin NSF processing in the Payments on Accounts section.
4. Click **Reverse Payment** on Accounts toolbar. This will launch a confirmation warning.



5. The **Returned Payment** field should automatically default to the amount of the original payment. If necessary, you can edit this amount.
6. The **Returned Deposit** field, should automatically default to the amount of the original deposit payment. If necessary, you can edit this amount.
7. The **Charge** field should default to the NSF Check Charge amount specified in **Service Type Setups**. If necessary, you can edit this value
8. The **Returned Next Deposit** field should default to the original next deposit payment that was returned. If necessary, you can edit this amount.
9. Click **Transfer** on the Accounts toolbar.
10. The **Select a Batch to Transfer** prompt will appear. This popup contains a list of all active cash batches. Open it and select the batch you want to move the returned payments into.



- Check the cash batch that selected to make sure the returned payments were transferred correctly. They will appear in **Cash Entry** as **Type: 4 - NSF**.

Payments on Account (BROWSE)

Ap	Account	Occupant	Name	Balance	Payment	Deposit	Next Depo...	NSF/CARe
A	20050986	7	SHEETS MATTHEW	0.00	-1.00	0.00	0.00	15.00
R	20050986	7	SHEETS MATTHEW	28.72	-28.72	0.00	0.00	0.00
S	20050986	7	SHEETS MATTHEW	37.06	-37.06	0.00	0.00	0.00
W	20050986	7	SHEETS MATTHEW	-253.62	66.78	0.00	0.00	20.00

Account Payment Totals Balance: -107.04 Payment: 0.00

Balance	Payment	Deposit	Next Depo...	NSF/CARe
0.00	-1.00	0.00	0.00	15.00
28.72	-28.72	0.00	0.00	0.00
37.06	-37.06	0.00	0.00	0.00
-253.62	66.78	0.00	0.00	20.00

- The **original payments** will appear by service in the **Balance** column (e.g. \$28.72 for Refuse service).
- Next to them, in **Payments**, will appear the returned payment (e.g. -\$28.72 for Refuse).
- Any additional NSF check charges attached to the services will also appear (e.g. \$20.00 for Water service).

- From this point, you process the cash batch as per normal (i.e. run the Verification, Journal Print and Post). This will raise the service balances (and thus the account's overall balance) back to the pre-payment amount, not including any NSF check charges that may have been applied.

MANUAL

1. You must first locate and note the payments original receipt number. This can be found in the **Detail** tab on the **Balance History** screen.

The screenshot shows the 'Account Balance History (BROWSE)' window. The 'Detail' tab is selected, displaying record details for receipt number 777118. The 'Record Details' section shows a table with the following data:

Service	Description	Trans Amt
E	ELECTRIC	
R	REFUSE	
S	SEWER	
W	WATER	

2. Proceed to the **Cashiering** module to create a **cash batch**.
3. Once the **cash batch** is added, go to **Cash Maintenance**.
4. In the **Cash Entry** tab, click **Add** to create the payment reversal.
5. Enter the account number and occupant code.
6. In the **Amount to Apply** field, enter the payment amount to be reversed. Be sure to add a minus sign as amounts in Cashiering are implied credits, therefore, to reverse you must enter them as a credit.

The screenshot shows the 'Amount to Apply' window. The 'Amount to Apply' field is highlighted in red and contains the value -1886.00. The 'Apply Amount' button is visible.

Balance Forward:	2738.26	Cutoff Date:	2016-04-21
Penalty:	49.10	Cutoff Date:	2016-05-22
Current Bill:	1682.34	Due Date:	2016-05-02
Current Balance Total:	4420.60	Reverse LP:	<input type="checkbox"/>
Required Deposit Total:	0.00	Multiple Receipts:	<input type="checkbox"/>
Amount to Apply:	-1886.00		
Balance:	0.00		

7. Click the **Apply Amount** button.
8. On the **Method of Payment** screen, select the original payment method code, verify the amount tendered, then click **OK** to save.

- In order to define this entry as a NSF or Return, on the **Receipt Header**, click **edit**.
- Click on the **Type** drop down menu and change it from 1 Apply to **4 NSF** or 3 Return.

The screenshot shows the 'Receipt (EDIT)' window. The 'Type' dropdown menu is set to '4' and 'NSF'. Below the header, there is a table for 'Payments on Account (BROWSE)'. The table has columns: Ap, Account, Occ., Name, and Balance.

Ap	Account	Occ.	Name	Balance
E	98765544	0	SUE GORMAN	24.43
W	98765544	0	SUE GORMAN	333.33
S	98765544	0	SUE GORMAN	812.81
R	98765544	0	SUE GORMAN	3250.00

- Use the **Tab** key to maneuver to the **Receipt #** field to overwrite the new number with the original receipt number.

The screenshot shows the 'Receipt (EDIT)' window. The 'Receipt #' field is highlighted in red and contains the value '777118'. The 'Type' dropdown menu is still set to '4' and 'NSF'.

- Click **OK** to save.
- If you wish to add a **NSF Charge** to this entry, go to the **Account Payments** tab and click **edit**.

The screenshot shows the 'Payments on Account (EDIT)' window. The 'Charge' field is highlighted in red and contains the value '20.00'. A red arrow points to the 'Default' button next to the charge field.

14. Enter the NSF Charge or click on **Default** to automatically load (only if set up in Setups > Standard > Service > Service Types Set up).
15. From this point, you process the cash batch as per normal (i.e. run the Verification, Journal Print and Post). This will raise the service balances (and thus the account's overall balance) back to the pre-payment amount, not including any NSF check charges that may have been applied.