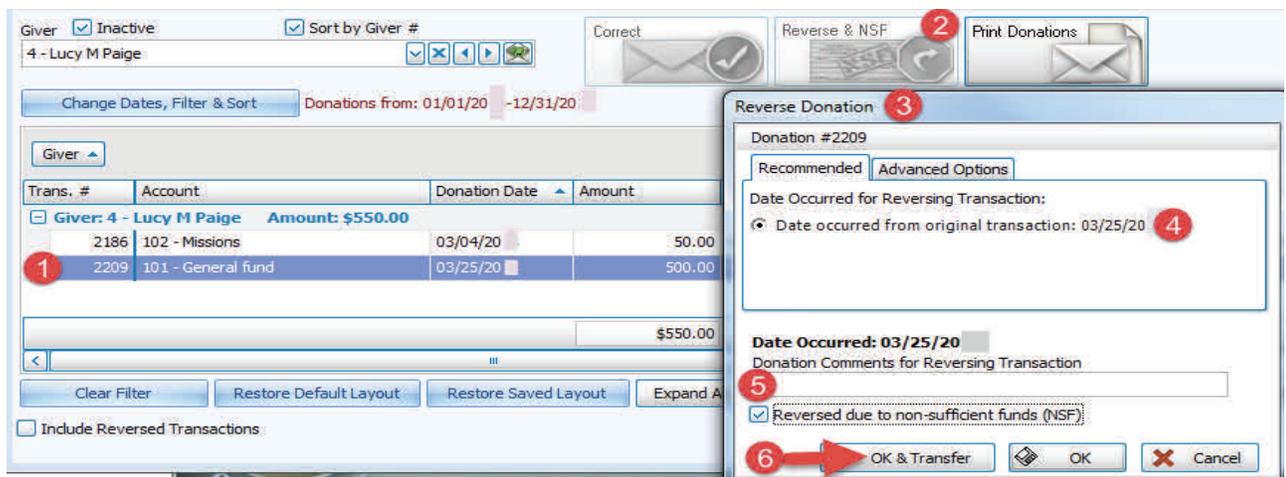


Go to *Donations>Browse* and find the giver whose check was returned for NSF.

1. Highlight the line of the donation that needs reversed
2. Click *Reverse & NSF*
3. *Reverse Donation* screen opens
4. Use the *Date Occurred from original transaction* to reverse the transaction
5. Check *Reversed due to Non-Sufficient Funds (NSF)*
6. Click *OK & Transfer*

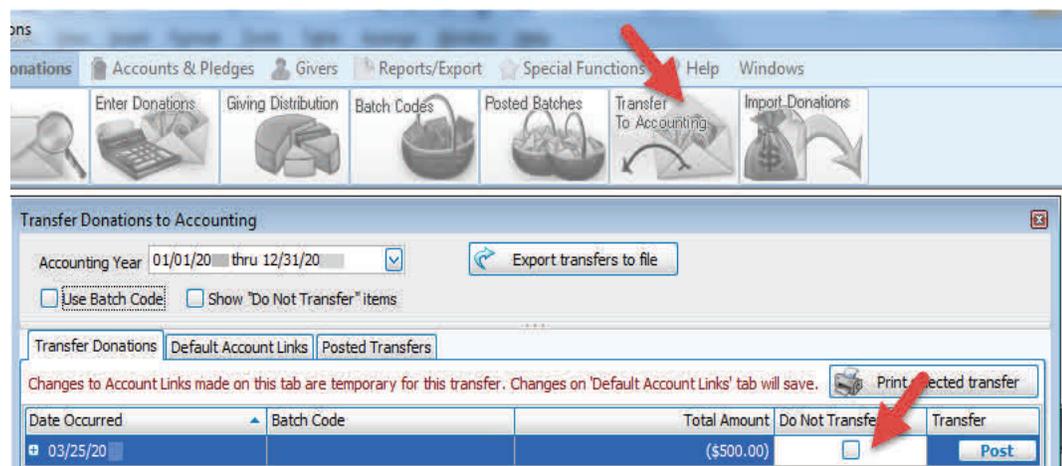
If you are using Donations (only), the process ends here. If you are transferring Donations to Accounting, see below...



After the Donation is *Reversed due to non-sufficient funds (NSF)*, open the *Transfer Donations to Accounting* tab and check *Do Not Transfer*.

We do not want to transfer the reversal because it appears on the bank reconciliation in Accounting as a negative amount under the Deposit tab. An NSF check is not a deposit adjustment, it is a withdrawal.

**Please Note:** The NSF will appear as a withdrawal on the bank statement several days after the original deposit.



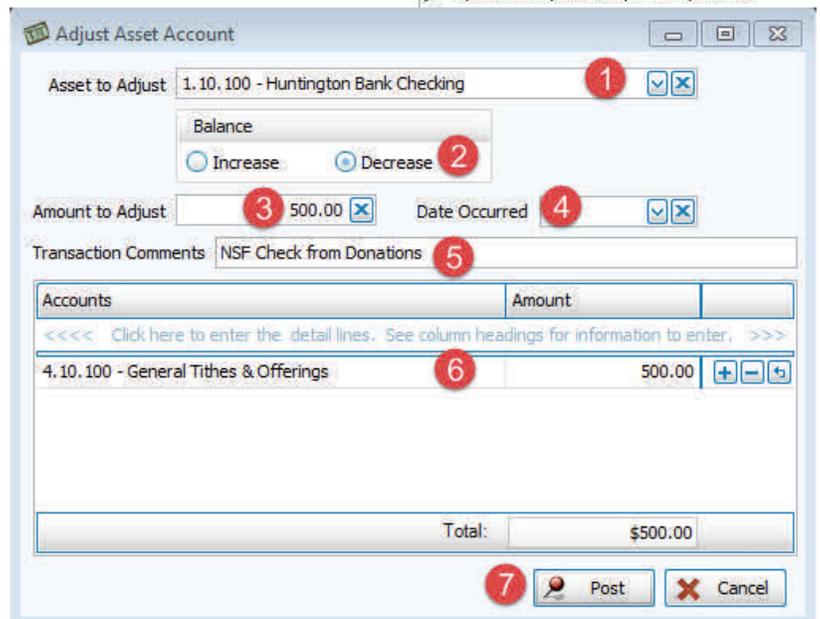
In Accounting, an adjustment needs to be made to reduce the checking account and the original income, expense or liability by the amount of the NSF check. An Adjust Asset or Journal Entry will handle it. The example below shows an Adjust Asset.

Go to Accounting>Transactions>Other>Adjust Asset



On the Adjust Asset screen

1. Choose the *Asset to Adjust*
2. *Decrease the Balance*
3. *Amount to Adjust* is the amount of the NSF check
4. *Date Occurred* use the date the withdrawal appears on the bank statement
5. *Transaction Comments* explanation of the adjustment
6. *Account* is the original account chosen on the initial deposit and *Amount* the amount of the NSF check.
7. *Post*



If there are NSF fees the bank may have charged, they may be included in the Adjust Asset by including an expense account for the appropriate fees.