

Tips and Tricks: How to Record NSF Checks

In SAP Business One, there are two options for recording NSF checks.

Option 1:

Open the deposit form, right-click, and select Cancel. This will reverse the deposit process, credit the bank account, and debit the checks clearing account. Now you can cancel the Incoming Payment that applies to this check. This will credit the checks clearing account, debit the customer, and reopen the invoice. When the customer sends a new check, simply create a new incoming payment based on the original invoice.

Option 2:

This option applies when canceling the deposit is not an option because there are multiple checks in the same deposit. Create a new incoming payment; this time, it will be a payment on account, and the check amount will be negative. Deposit the check into the bank account. This transaction will reverse the original deposit transaction, credit the bank account, and debit the checks clearing account. When the customer sends a new check, create a new incoming payment and apply the negative incoming payment you created earlier.