

How Do You handle Putting Back an Invoice Due to NSF Check? - Cash Basis

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If the invoice still has an outstanding balance it needs to be adjusted in cash receipts. Enter a negative check amount. Highlight the invoice that needs to be adjusted and click Inv edit. Enter a negative in the Amt paid field.

If the invoice was paid in full previously you will need to enter 3 hand-billed invoices in Setup/Conversion, Transactions, Hand Billed Invoices. This is necessary to affect the cash in bank amount correctly.

1. Enter a hand-billed invoice with all the information pertaining to the invoice correctly.
2. Enter a second hand-billed invoice. For the invoice number enter a #1 in front of the original invoice number. The Inv amt, Sales, Freight and Tax amounts will be entered as negative amounts.
3. Enter a third hand-billed invoice. For the invoice number enter a #2 in front of the original invoice number. Enter the invoice amount in the Inv amt field. Enter the Invoice Date in the Inv date field. Leave all other fields blank. Under the additional G/L information, enter the cash in bank account number (G/L #100) and the amount of the invoice.
4. After posting the hand-billed invoices go into Cash Receipts and Adjustments.
5. In Cash Receipts and Adjustment, click the red circle to the left of the invoice that starts with the #1 to pick up the credit. This will give you a Bal to dist amount. Click the red circle to the right of the invoice that starts with the added #2 to play it in full.