



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.