Returned Check Process

1. Create a Product number in inventory (we would recommend #**NSF**, set as a Non-Stocking, Non-Taxable, Service item).

2. Reverse the customer's original invoice (please see AV#625 for help in reversing an invoice)

3. Rebill customer's original invoice and add one additional line item for the NSF for the amount of the Returned Check Fee.

4. Close with customer's new payment information.