NSF Holdbacks

The purpose of this new function is to allow for the immediate entry of payments when received from the debtor but to also enter a holdback date (or a suspense date) to prevent the forwarding of these monies to the client until sufficient time has passed to ensure the funds are actually present.

The function only applies to Paid Us types of transactions and if the payment method option is activated, only for cheques.

If you wish to activate this feature, it is available on both a branch and client basis.

To activate it globally so that the standard procedure when entering a Paid Us is to be asked to enter a Hold Over date set the appropriate flags in the Branch.

  Choose **01** for Management Menu
  Choose **02** for Branch Management Menu
  Choose **01** for Branch Master
  Choose **F** for Flags
  Choose **E** for Edit

    You will see…
      Activate Hold Over Dates (Y/N): *{answer Y}*
        Number of Days for Hold Back: *{enter a number like 10}*

 To activate or deactivate it on a client basis set the appropriate flags in the Client.
  Choose **02** for Clerical Menu
  Choose **14** for Client Master
  Enter the *Client Number*
  Choose **F** for Flags
  Choose **D** for Defaults
  Choose **E** for Edit

    You will see…
      Activate Hold Back Dates for Potential NSFs (Y/N): *{answer Y}*
        Enter number of Days to Hold Over Payments (0 to 20): *{enter a number like 10}*

If this feature is activated then during the entry of Paid Us transactions an additional question will be displayed…
This Payment is set to be held over for ## days or until {a date}
to clear and protect against NSFs.   Is this acceptable (Y/N):

The default is Y and if you hit enter the transaction entry routine will continue as per normal. If you answer "N" then you will have the option of entering a new number of days. If you don't want a holdover date for a particular transaction enter a zero.

In the event of a NSF you also have the option of keeping both the NSF and the original payment from the client's statement. You can control this option also on both a Branch and client basis.

To activate this feature for the Branch…

  Choose **01** for Management Menu
  Choose **02** for Branch Management Menu
  Choose **01** for Branch Master
  Choose **F** for Flags
  Choose **S** for Statement Flags
  Choose E for Edit
    You will see…
       Remove NSF and corresponding original
        Paid Us from statement (Y/N) : *{answer Y}*

To activate or deactivate it on a client basis go to the appropriate flag in the Client.
  Choose **02** for Clerical Menu
  Choose **14** for Client Master
  Enter the *Client Number*
  Choose **F** for Flags
  Choose **D** for Defaults
  Choose **E** for Edit
    You will see..
      Remove NSF and corresponding original Paid Us from statement: *{answer Y}*

Note: the holdover dates will only apply to transactions on debts that have holdover dates attached to them during the entry process. Previously entered transactions will not be affected.

Note 2: The flag for removing the NSF and corresponding original payment when activated is applied to all transactions past and present for the specified client.

Both the Midmonth Balancing and Statement Calculation routines have been modified to accommodate these holdback dates. Midmonth Balancing will accurately determine the carry forward and holdback amounts regardless of the starting and ending dates used. The statement calculation process and the use of the Balance Disbursement routine will only reflect accurate results for a month-end calculation.

Both routines have 2 new fields on the statement summary side indicating the Carried Forward Amount and the Hold Back Amount. The carried forward amount represents the Paid Us transactions from last month's deposit, disbursed this month. The hold back amount represents the transactions deposited this month but not disbursed this month.

These values are Net values determined by subtracting the commission amount from the payment amount.

A new payment listing routine tracking the transactions Held back and Carried Forwarded is available (option #06 or option#10) in the Statement Menu. This routine can display to either screen or printer.