crimson

# FAQ – How Do I Record a Contribution with Non-Sufficient Funds?

**Question:**

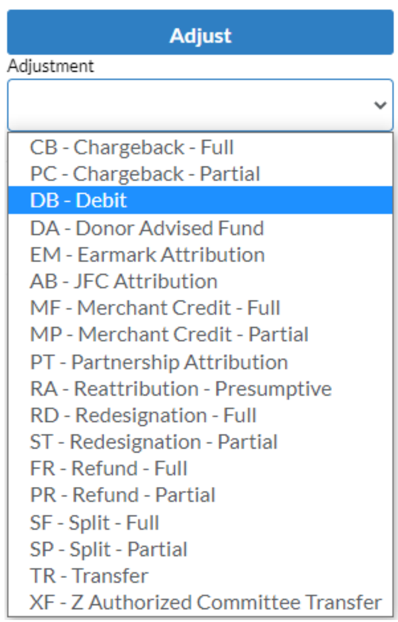
How do I record a contribution with non-sufficient funds?

**Answer:**

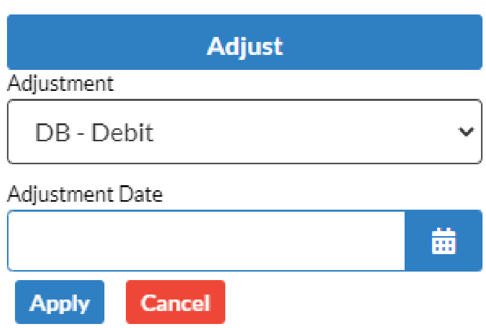
Contributions with non-sufficient funds are recorded as **Debits**. In general, debits are applied when the bank rejects a check, it has bounced, or it was improperly written/damaged.

## Recording a Contribution with Non-Sufficient Funds

1. Find the contribution you want to apply the debit to by either using the **Search** functionality in the **People Dashboard** and then opening the money record or by using the **Search** functionality in the **Fundraising Dashboard.**
2. Open the gift and click Adjust. The **Adjustment** drop-down and **Adjustment Date** fields will appear.
3. From the adjustment drop-down menu, select **Debit**.




4. You will need to edit the **Adjustment Date** by using the calendar tool or manually.




5. Click **Apply** to finalize the **Debit.**

**Please note, the gift is then deducted from the donor's record. The debit will show as a negative on Schedule A on FEC reports.