


Question:

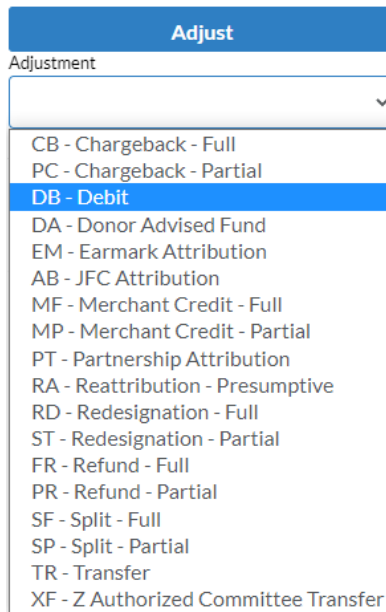
How do I record a contribution with non-sufficient funds?

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.

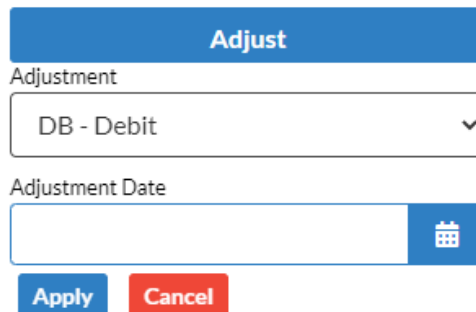
Recording a Contribution with Non-Sufficient Funds

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 . The **Adjustment** drop-down and **Adjustment Date** fields will appear.
3. From the adjustment drop-down menu, select **Debit**.



The screenshot shows a blue button labeled "Adjust". Below it is a dropdown menu titled "Adjustment". The menu is open, showing a list of adjustment types. The option "DB - Debit" is highlighted in blue. Other options include: CB - Chargeback - Full, PC - Chargeback - Partial, DA - Donor Advised Fund, EM - Earmark Attribution, AB - JFC Attribution, MF - Merchant Credit - Full, MP - Merchant Credit - Partial, PT - Partnership Attribution, RA - Reattribution - Presumptive, RD - Redesignation - Full, ST - Redesignation - Partial, FR - Refund - Full, PR - Refund - Partial, SF - Split - Full, SP - Split - Partial, TR - Transfer, and XF - Z Authorized Committee Transfer.

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



The screenshot shows the "Adjust" form. It has a blue button labeled "Adjust" at the top. Below it is a dropdown menu titled "Adjustment" with "DB - Debit" selected. Below that is a text input field titled "Adjustment Date" with a calendar icon on the right. At the bottom are two buttons: "Apply" (blue) and "Cancel" (red).

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.