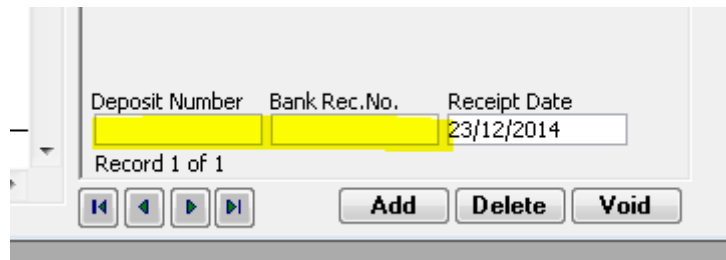


How to Delete a whole week of giving

Example of when this would happen:

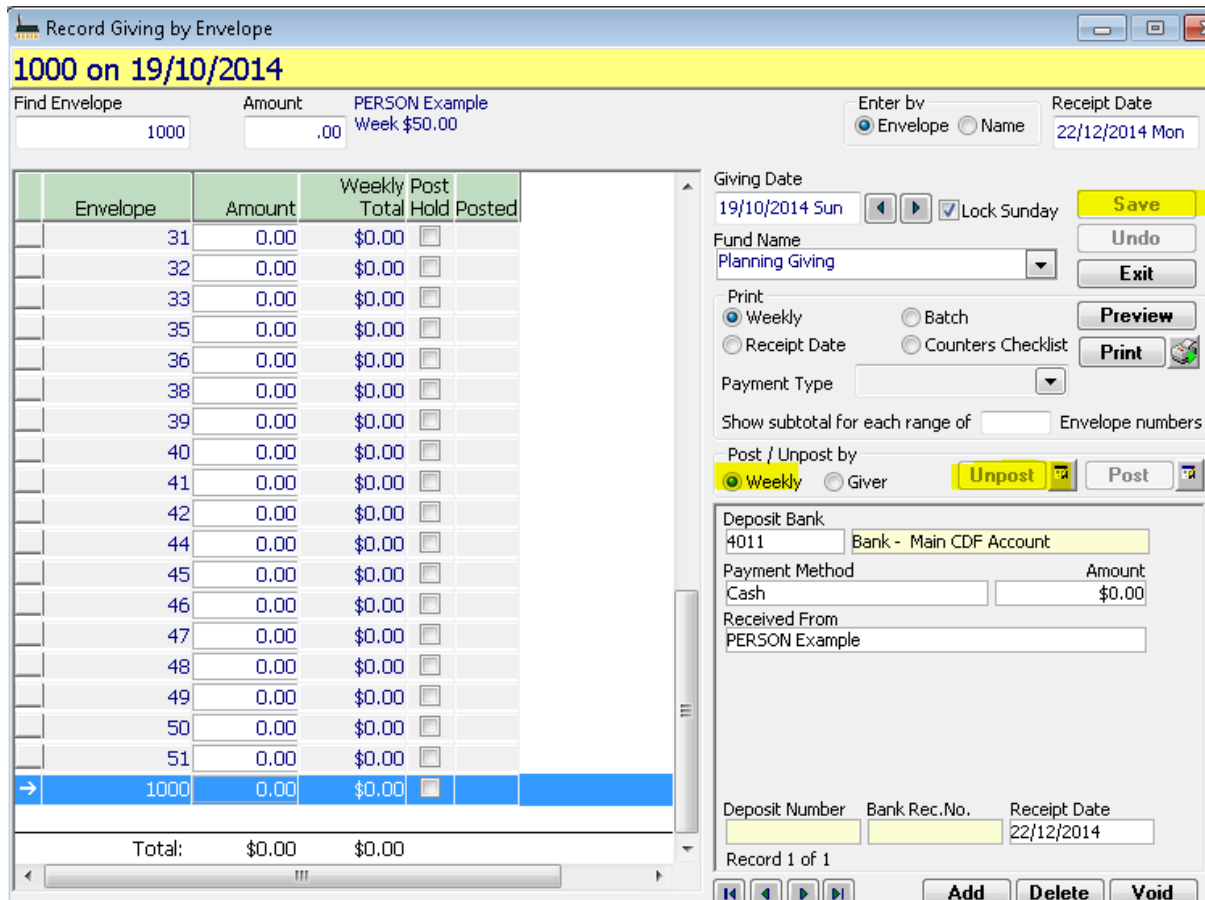
A week of giving has been entered over a previous weeks date, or someone didn't balance forward etc. Please note, you can also use this for an EFT schedule that was processed on the wrong day. If the giving is on a bank reconciliation or bank deposit slip, deselect it from the bank rec, unpost the deposit slip, then follow steps below.

The Giving>Recording screen will show you if the giving is on a deposit or bank reconciliation:



Deposit Number Bank Rec.No. Receipt Date
[] [] 23/12/2014
Record 1 of 1
[Add] [Delete] [Void]

1. Go to Recording on the Giving Menu
2. Unpost the entire week (make sure bullet point is in Weekly and not Giver – as pictured below)



Record Giving by Envelope
1000 on 19/10/2014

Find Envelope: 1000 Amount: .00 PERSON Example Week \$50.00 Enter by: Envelope Name Receipt Date: 22/12/2014 Mon

Envelope	Amount	Weekly Total	Post Hold	Posted
31	0.00	\$0.00	<input type="checkbox"/>	
32	0.00	\$0.00	<input type="checkbox"/>	
33	0.00	\$0.00	<input type="checkbox"/>	
35	0.00	\$0.00	<input type="checkbox"/>	
36	0.00	\$0.00	<input type="checkbox"/>	
38	0.00	\$0.00	<input type="checkbox"/>	
39	0.00	\$0.00	<input type="checkbox"/>	
40	0.00	\$0.00	<input type="checkbox"/>	
41	0.00	\$0.00	<input type="checkbox"/>	
42	0.00	\$0.00	<input type="checkbox"/>	
44	0.00	\$0.00	<input type="checkbox"/>	
45	0.00	\$0.00	<input type="checkbox"/>	
46	0.00	\$0.00	<input type="checkbox"/>	
47	0.00	\$0.00	<input type="checkbox"/>	
48	0.00	\$0.00	<input type="checkbox"/>	
49	0.00	\$0.00	<input type="checkbox"/>	
50	0.00	\$0.00	<input type="checkbox"/>	
51	0.00	\$0.00	<input type="checkbox"/>	
→ 1000	0.00	\$0.00	<input checked="" type="checkbox"/>	
Total:		\$0.00	\$0.00	

Giving Date: 19/10/2014 Sun Lock Sunday [Save] [Undo] [Exit]

Fund Name: Planning Giving

Print: Weekly Batch Receipt Date Counters Checklist [Preview] [Print]

Payment Type: []

Show subtotal for each range of [] Envelope numbers

Post / Unpost by: Weekly Giver [Unpost] [Post]

Deposit Bank: 4011 Bank - Main CDF Account


Payment Method: Cash Amount: \$0.00

Received From: PERSON Example

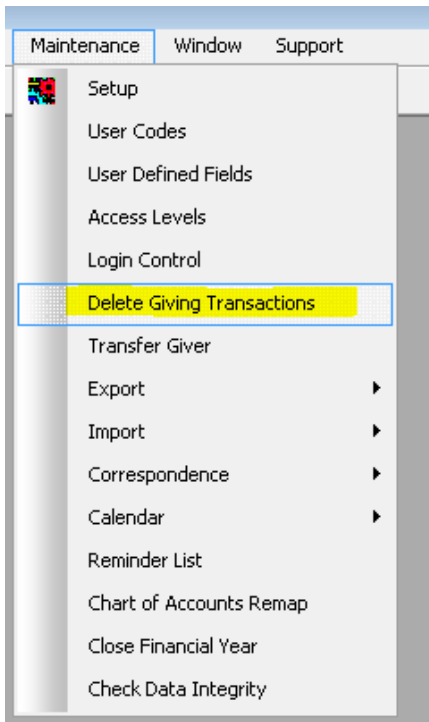
Deposit Number Bank Rec.No. Receipt Date
[] [] 22/12/2014
Record 1 of 1
[Add] [Delete] [Void]

3. Say Yes to the Unpost Giving warning

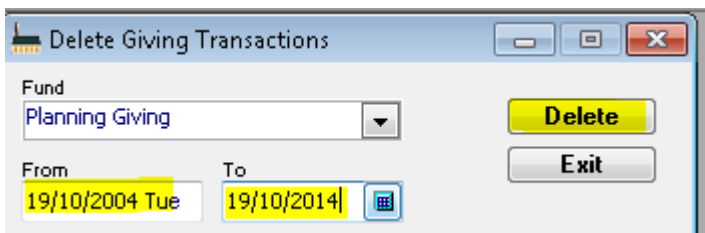
Unpost Giving ✕

 You are about to unpost all Giving on 19/10/2014, Are you sure you want to continue?

- Exit the screen.
- Go to Maintenance Menu – Delete Giving Transactions




- Type in the date range – in this example Giving date is 19/10/2014 to 19/10/2014 – Click Delete. Type your own date.



- Are you sure – say YES if you are sure you want to delete ALL giving recorded in the dates you typed in.

Delete Giving Transactions ✕

 Are you sure you want to delete all unposted giving of Planning Giving from 19/10/2004 to 19/10/2014 ?

- Go back to Giving>Recording. The total should be ZERO. Re-enter what you need to.

Total:	\$0.00	\$0.00