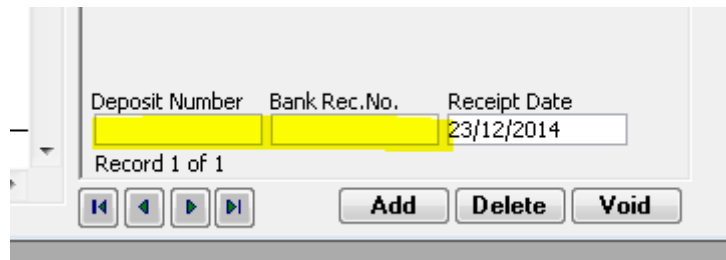# How to Delete a whole week of giving
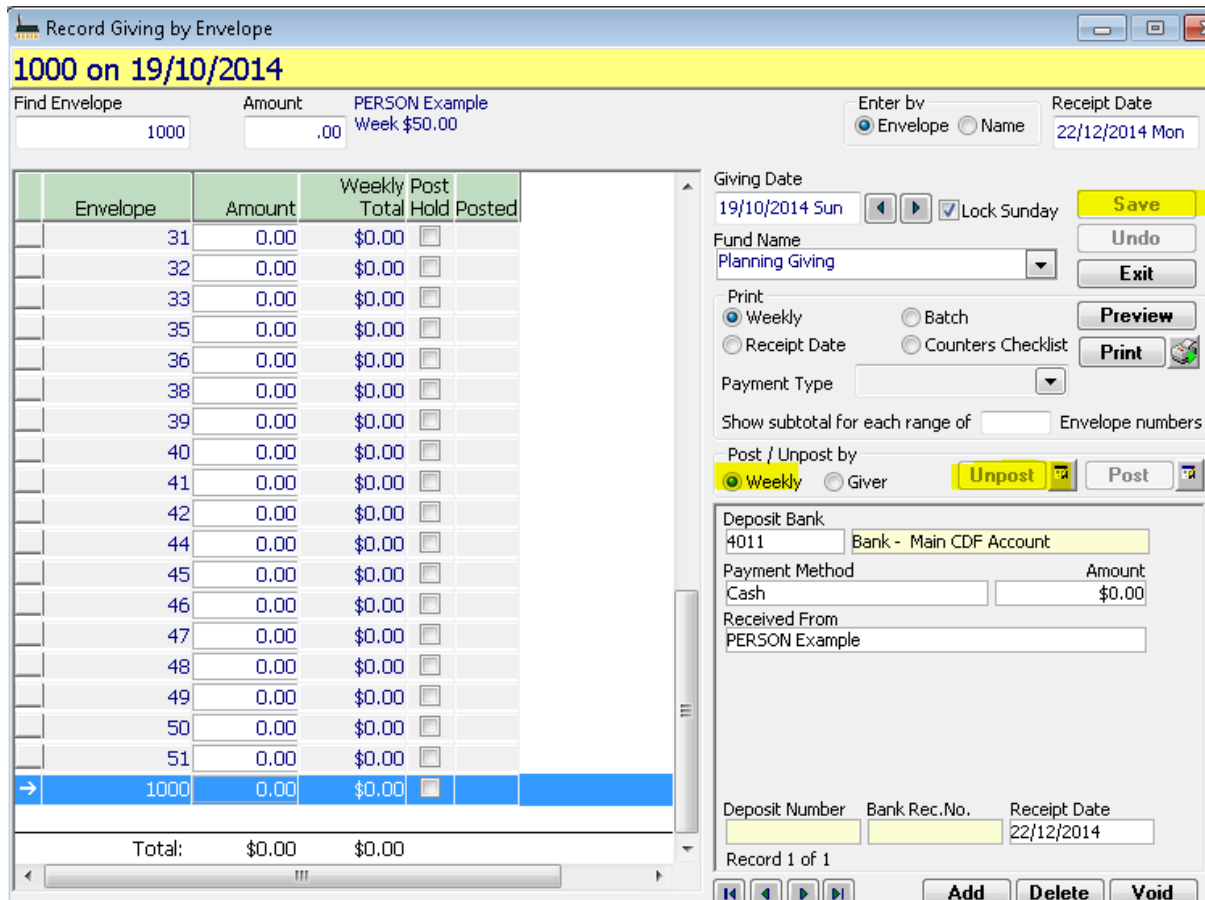
## Example of when this would happen:

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:



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)



3. Say Yes to the Unpost Giving warning

4. Exit the screen.

5. Go to Maintenance Menu – Delete Giving Transactions
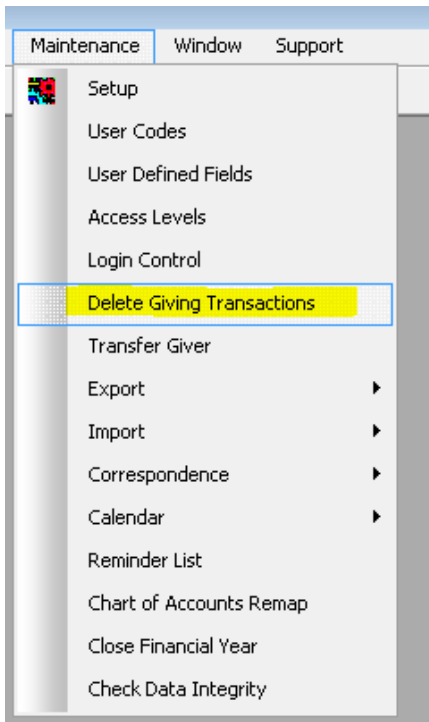


6. Type in the date range – in this example Giving date is 19/10/2014 to 19/10/2014 – Click Delete. Type your own date.
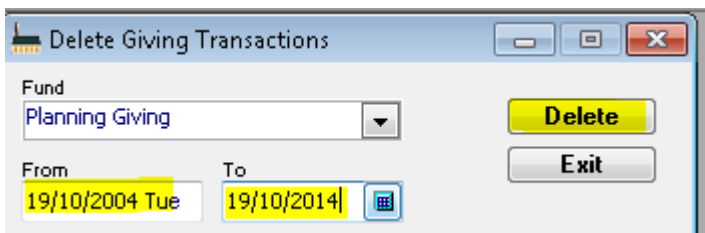


7. Are you sure – say YES if you are sure you want to delete ALL giving recorded in the dates you typed in.



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