

How to Delete individual Giving

Example of when this would happen:

A giver has given \$50.00 (can be cheque, cash, EFT or credit/debit). it has been recorded against their envelope number, the amount is incorrect (cheque dishonoured, typed mistake, recorded against the wrong person etc). 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]

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	\$50.00	<input type="checkbox"/>	
Total:		\$0.00	\$50.00	

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

Fund Name: Planning Giving [Preview] [Print]

Print: Weekly Batch Receipt Date Counters Checklist

Payment Type: [] Show subtotal for each range of [] Envelope numbers

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

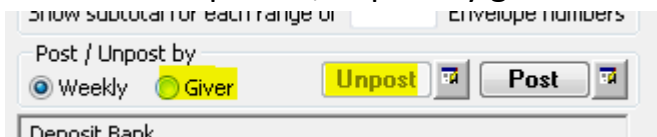
Deposit Bank: 4011 Bank - Main CDF Account

Payment Method: Cash Amount: \$50.00

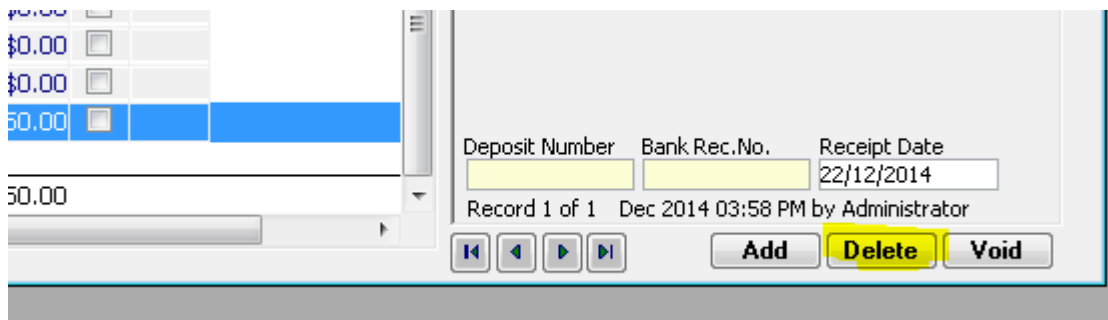
Received From: PERSON Example

Deposit Number Bank Rec.No. Receipt Date
[] [] 22/12/2014
Record 1 of 1 Dec 2014 03:58 PM by Administrator
[<] [<<] [>>] [>] [Add] [Delete] [Void]

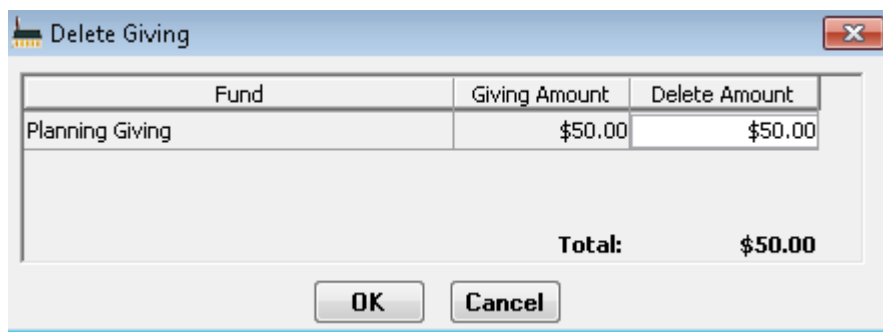
1. Go to Recording on the Giving Menu
2. Highlight the amount by clicking where the tiny arrow is pictured next to the envelope number above
3. If it has been posted, unpost by giver



4. Press Delete



5. Say YES to the message “You are about to delete giving XX” and OK to the popup boxes.



6. Save.