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:

1. Go to Recording on the Giving Menu
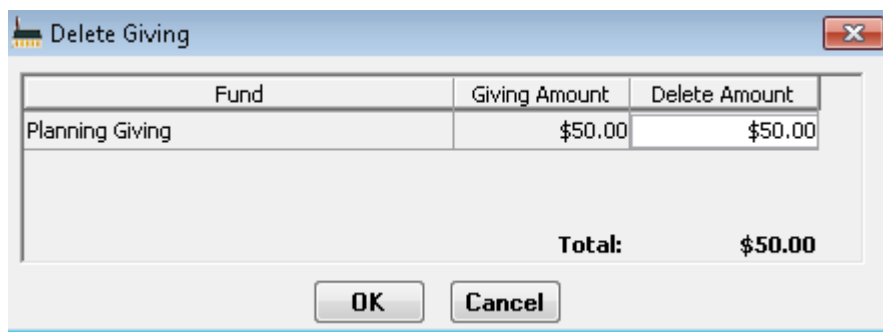2. Highlight the amount by clicking where the tiny arrow is pictured next to the envelope number above
3. If it has been posted, unpost by giver
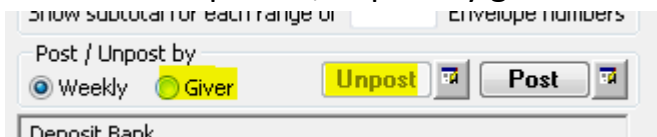
4. Press Delete
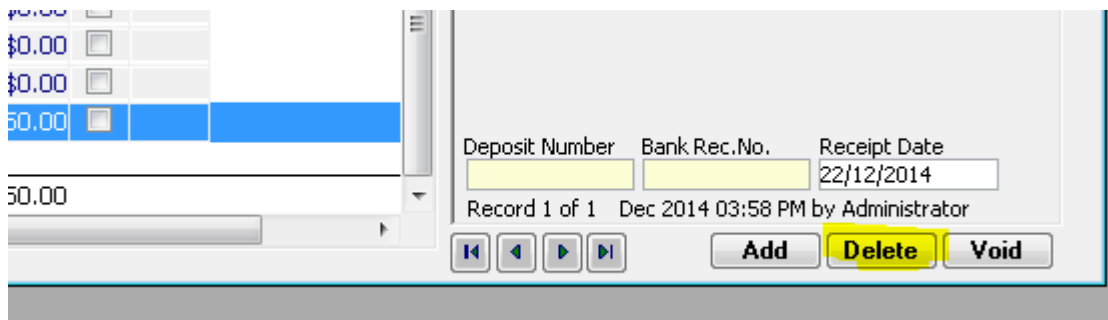
5. Say YES to the message "You are about to delete giving XX"and OK to the popup boxes.

6. Save.