

How to delete an opening balance from a Bank Account.

If you have entered an opening balance incorrectly on a bank account, proceed as follows to remove.

Go to **Accounts** and **Bank**. Select the bank with the incorrect opening balance

The screenshot shows the 'Quick Edit' form for a bank account. The 'Opening Balance' field is set to 100.00. A yellow tip box titled 'Account Edit' is visible on the right, stating: 'Edit your bank account details here. Edit all the details for your bank accounts here. You can differentiate between Bank, Cash, Credit Card, Loan & Till Accounts and import the details onto your Sales Invoices for faster payment.'

Select the **Past cheques** option.

The screenshot shows the 'Past Cheques' section. It contains two tables: 'Uncleared Cheques - Payments' and 'Uncleared Cheques - Lodgements'. The 'Uncleared Cheques - Lodgements' table has one entry with an amount of 100.00 and a date of 31/12/2009. A yellow tip box titled 'Editing an Uncleared Lodgement' is visible above the table, stating: 'This section allows you to edit the details of an Uncleared Lodgement that has been entered onto the system. You can only edit these details up until it has been cleared on a Bank Rec - after that it will be locked.'

Click and open the opening balance details and then click **Delete this entry**.