How to delete a lodgement or a payment:
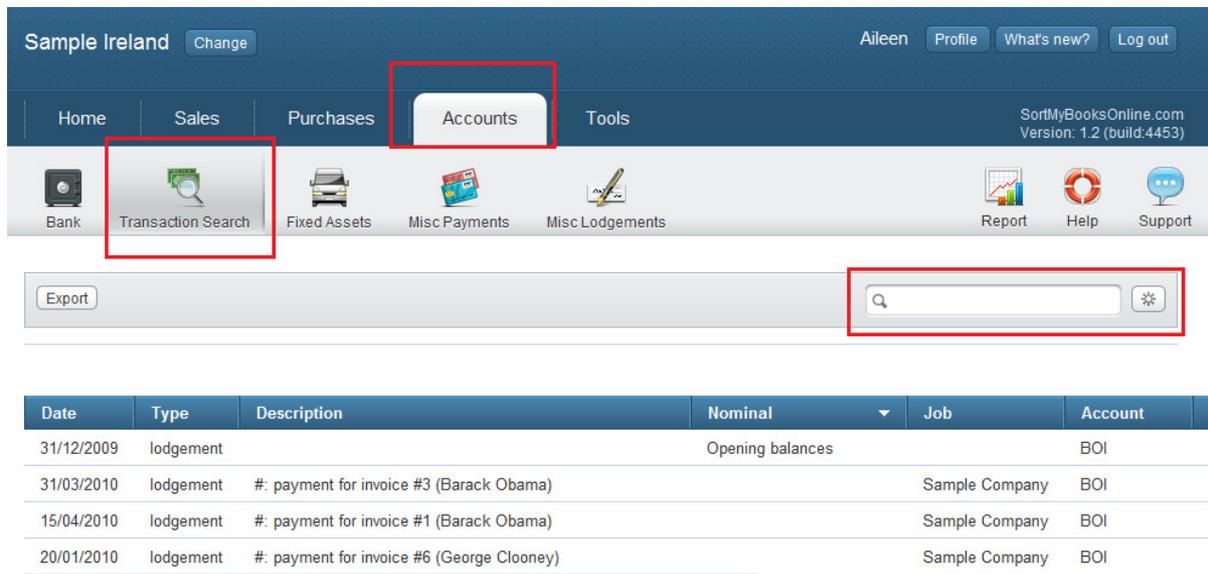
1. Go to transaction search by clicking Accounts, Transaction Search.

2. Enter something to find the transaction in the search window, such as the name related to the payment or lodgement, or an amount. Matching items will show in the grid below.

3. Select the transaction you want to delete by clicking on it.
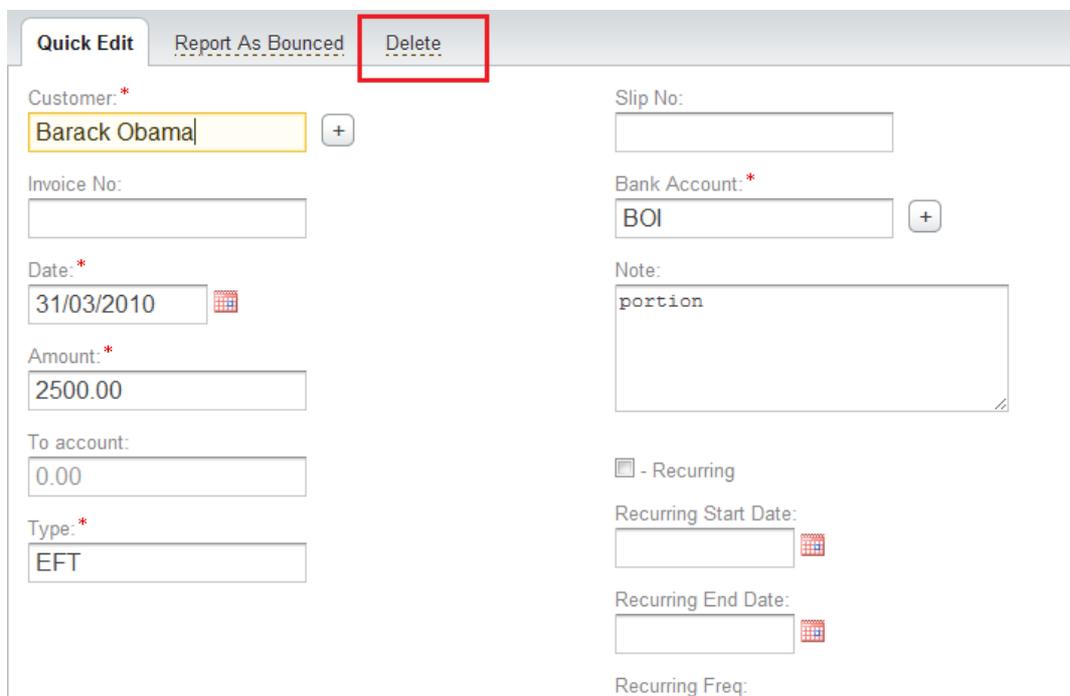
4. Now click the delete link and then click ok to the confirm delete message.

That's all!