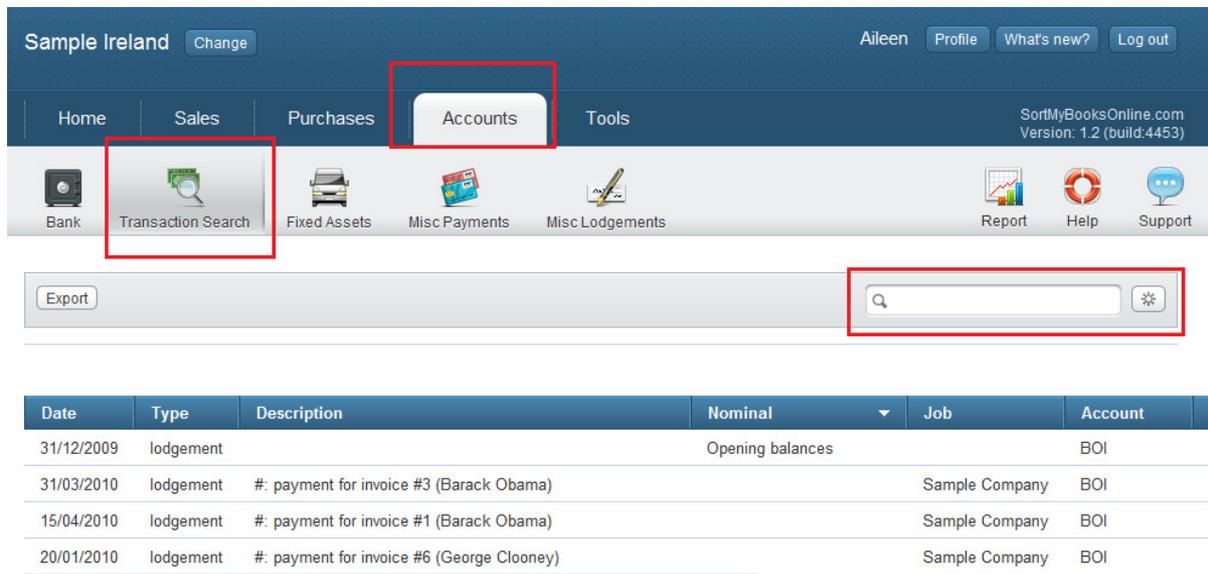


How to delete a lodgement or a payment:

1. Go to transaction search by clicking Accounts, Transaction Search.



Sample Ireland [Change](#) Aileen [Profile](#) [What's new?](#) [Log out](#)

Home Sales Purchases **Accounts** Tools

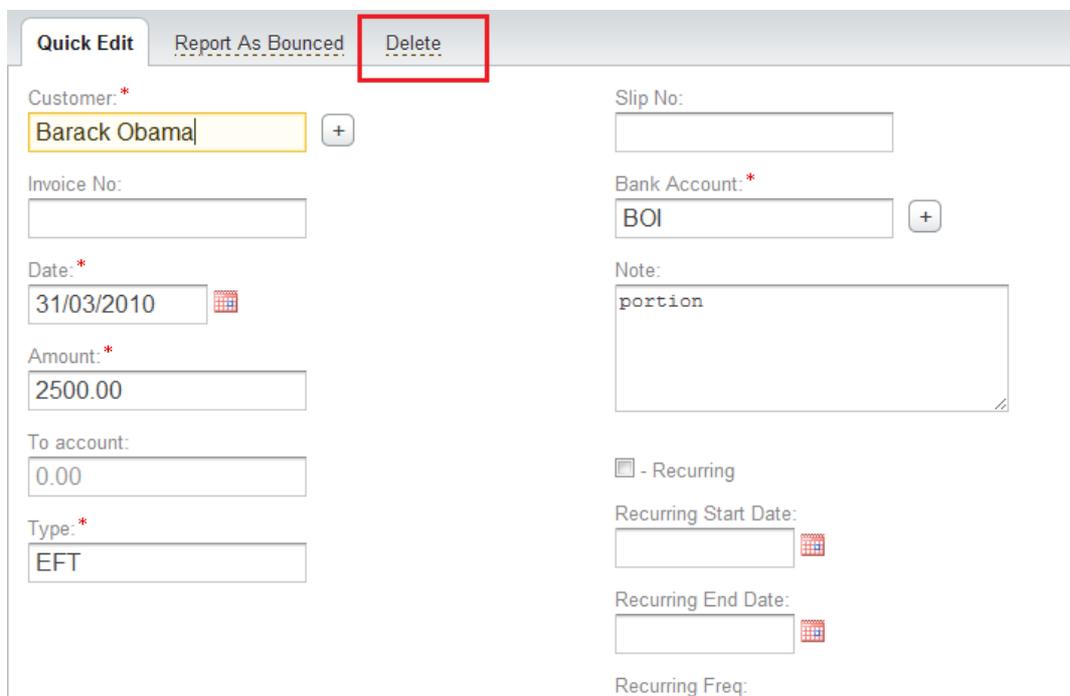
SortMyBooksOnline.com
Version: 1.2 (build:4453)

Bank **Transaction Search** Fixed Assets Misc Payments Misc Lodgements Report Help Support

Export

Date	Type	Description	Nominal	Job	Account
31/12/2009	lodgement		Opening balances		BOI
31/03/2010	lodgement	#: payment for invoice #3 (Barack Obama)		Sample Company	BOI
15/04/2010	lodgement	#: payment for invoice #1 (Barack Obama)		Sample Company	BOI
20/01/2010	lodgement	#: payment for invoice #6 (George Clooney)		Sample Company	BOI

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.



Quick Edit [Report As Bounced](#) **Delete**

Customer: *
 +

Invoice No:

Date: *

Amount: *

To account:

Type: *

Slip No:

Bank Account: *
 +

Note:

- Recurring

Recurring Start Date:

Recurring End Date:

Recurring Freq:

4. Now click the delete link and then click ok to the confirm delete message.

That's all!