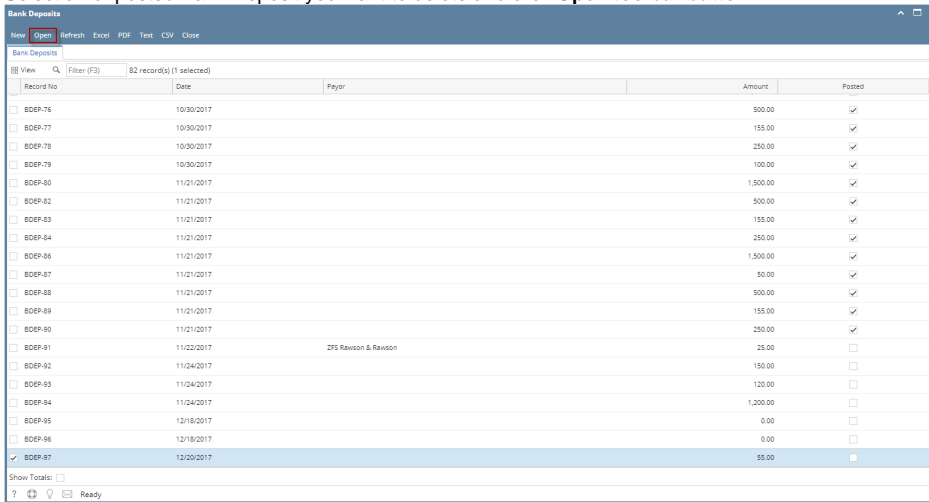


# How to Delete Bank Deposit

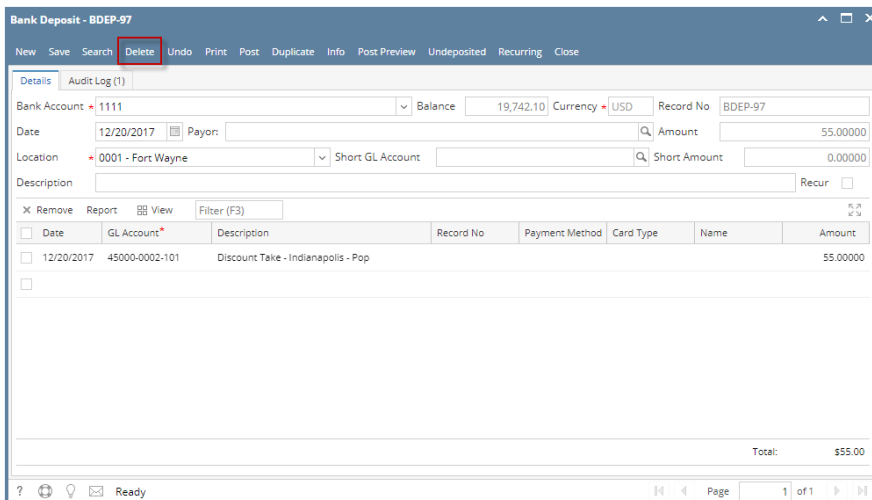
1. Select an unposted Bank Deposit you want to delete and click **Open toolbar button**.



The screenshot shows the 'Bank Deposits' window with a list of transactions. The 'Open' button in the toolbar is highlighted with a red box. The list of transactions includes columns for Record No, Date, Payor, Amount, and Posted. The transaction BDEP-97 is selected.

Record No	Date	Payor	Amount	Posted
BDEP-76	10/30/2017		900.00	✓
BDEP-77	10/30/2017		155.00	✓
BDEP-78	10/30/2017		250.00	✓
BDEP-79	10/30/2017		100.00	✓
BDEP-80	11/21/2017		1,500.00	✓
BDEP-82	11/21/2017		500.00	✓
BDEP-83	11/21/2017		155.00	✓
BDEP-84	11/21/2017		250.00	✓
BDEP-86	11/21/2017		1,500.00	✓
BDEP-87	11/21/2017		50.00	✓
BDEP-88	11/21/2017		500.00	✓
BDEP-89	11/21/2017		155.00	✓
BDEP-90	11/21/2017		250.00	✓
BDEP-91	11/22/2017	ZFS Rawson & Rawson	25.00	
BDEP-92	11/24/2017		150.00	
BDEP-93	11/24/2017		120.00	
BDEP-94	11/24/2017		1,200.00	
BDEP-95	12/16/2017		0.00	
BDEP-96	12/16/2017		0.00	
BDEP-97	12/20/2017		55.00	

2. When Bank Deposit screen opens showing the selected transaction, click **Delete toolbar button**.



The screenshot shows the 'Bank Deposit - BDEP-97' window. The 'Delete' button in the toolbar is highlighted with a red box. The screen displays details for the selected transaction, including Bank Account, Date, Location, and Amount.

Date	GL Account	Description	Record No	Payment Method	Card Type	Name	Amount
12/20/2017	45000-0002-101	Discount Take - Indianapolis - Pop					55.00000

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Deposit screen.



iRely i21

Are you sure you want to delete this record?

Yes

No

1. Select an unposted Bank Deposit you want to delete and click **Open toolbar button**.

Bank Deposits

New

Open

Refresh

Report +

Bank Deposits

View

Filter (F3)

33 record(s) (1 selected)

Record No	Date	Payor	Amount	Posted
<input type="checkbox"/> BDEP-1	8/10/2016		40.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-2	1/2/2017		624.98	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-3	12/23/2016		23,423.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-4	1/23/2017		302.74	<input type="checkbox"/>
<input type="checkbox"/> BDEP-5	1/23/2017		302.74	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-6	1/26/2017		13,341.10	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-7	1/31/2017		6,675.40	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BDEP-8	2/22/2017		100.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-9	3/9/2017		3,572.50	<input type="checkbox"/>
<input type="checkbox"/> BDEP-10	12/31/2019		50.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-11	12/31/2019		100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-12	12/31/2019		50.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-13	12/31/2019		100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-14	3/31/2017		0.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-15	4/18/2017		10.00	<input type="checkbox"/>

2. When Bank Deposit screen opens showing the selected transaction, click **Delete toolbar button**.

Bank Deposit - BDEP-8

New Save Search **Delete** Undo Print Post Duplicate Info Post Preview Undeposited Recurring Close

Details Audit Log (1)

Bank Account 68215422C Balance -3,400,915.86 Currency USD Record No BDEP-8

Date 2/22/2017 Payor: Amount 100.00000

Location 0001 - Fort Wayne Short GL Account Short Amount 0.00000

Description Recur

Remove View Filter (F3)

Date	GL Account	Description	Record No	Name	Amount
<input type="checkbox"/> 2/22/2017	60000-0001-100	Miscellaneous Expense - Fort Wayne - General Merchandise			100.00000

Total: \$100.00

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Deposit screen.



iRely i21

Are you sure you want to delete this record?

Yes

No

1. Select an unposted Bank Deposit you want to delete and click **Open toolbar button**.

Bank Deposits

NewOpenRefreshExportClose

Layout

Filter Records (F3)

12 records (1 selected)

Record No	Date	Payor	Amount	Posted
<input type="checkbox"/> BDEP-1	6/3/2016		5,000.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BDEP-2	6/3/2016		120.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-3	6/8/2016		123.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-4	6/9/2016		10,500.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-5	6/9/2016		25,000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-6	6/10/2016		25,000.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-8	6/10/2016		573.46	<input type="checkbox"/>
<input type="checkbox"/> BDEP-9	6/16/2016		15,000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-10	6/17/2016		15,000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-11	6/20/2016		250.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-12	6/20/2016		823.46	<input type="checkbox"/>
<input type="checkbox"/> BDEP-13	6/30/2016	Joe Ag	15,800.00	<input checked="" type="checkbox"/>

2. When Bank Deposit screen opens showing the selected transaction, click **Delete toolbar button**.

Bank Deposit - BDEP-2

New Save Search **Delete** Undo Print Post Duplicate Info Recap Undeposited Close

Details Audit Log (3)

Bank Account: 253624539656 Balance: -110,000.00 Currency: USD Record No: BDEP-2

Date: 6/3/2016 Payor: Amount: 120.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
<input type="checkbox"/> 6/3/2016	55000-0000-000	Purchases Discounts			120.00
<input type="checkbox"/>					

Total: \$120

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Deposit screen.



iRely i21

Are you sure you want to delete this record?

Yes

No

1. Select an unposted Bank Deposit you want to delete and click **Open toolbar button**.

Bank Deposits

New Open Refresh Export Close

Layout

Filter Records (F3)

55 records (1 selected)

Record No	Date	Payor	Amount	Posted
<input type="checkbox"/> BDEP-44	04/07/2016		125.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-45	04/07/2016		125.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-46	04/07/2016		125.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-47	04/07/2016		125.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-48	04/07/2016		1,250.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-49	04/13/2016		12.13	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-50	04/13/2016		1,515.20	<input checked="" type="checkbox"/>
<input type="checkbox"/> BDEP-51	04/13/2016		100.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-52	04/13/2016		100.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-53	04/13/2016		1,300.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-54	04/15/2016		15.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BDEP-55	01/05/2016		14.00	<input type="checkbox"/>
<input type="checkbox"/> BDEP-56	02/17/2016		12.00	<input checked="" type="checkbox"/>

2. When Bank Deposit screen opens showing the selected transaction, click **Delete toolbar button**.

Bank Deposit - BDEP-55

New Save Search **Delete** Undo Print Post Duplicate Info Recap Undeposited Close

Details Audit Log (1)

Bank Account: 154 Balance: 0.00 Currency: USD Record No: BDEP-55

Date: 01/05/2016 Payor: Amount: 14.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
<input type="checkbox"/> 01/05/20...	29000-0000-000	Freight Payable			14.00
					< Add New >
Select a GL Account					< Add New >

Total: \$14

Ready Page 1 of 1

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Deposit screen.



iRely i21

Are you sure you want to delete this record?

Yes

No

1. Select an unposted Bank Deposit you want to delete and click **Open toolbar button**.

Bank Deposits

New Open Refresh Export Close

Layout Filter Records (F3) 2 records (1 selected)

Record No	Date	Payor	Amount	Posted
<input type="checkbox"/> BDEP-1	01/28/2016	OPIS Index	4,900.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> BDEP-2	01/28/2016		600.00	<input type="checkbox"/>

2. When Bank Deposit screen opens showing the selected transaction, click **Delete toolbar button**.

Bank Deposit - BDEP-2

New Save Search **Delete** Undo Print Post Duplicate Info Recap Undeposited Close

Details

Bank Account: 253624539656 Balance: 4,900.00 Currency: USD Record No: BDEP-2

Date: 01/28/2016 Payor: Amount: 600.00

Location: 0001 - Fort Wayne Short GL Account: Short Amount: 0.00

Description:

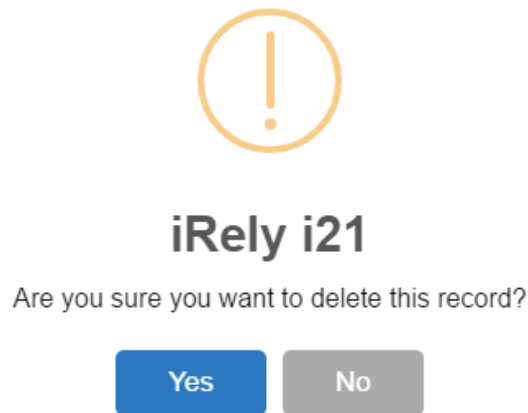
X Remove Layout Filter Records (F3)

Date	GL Account	Description	Record No	Name	Amount
01/28/20...	10003-0000-000	Fifth Third - Petro Operation			600.00
Select a GL Accou...					

Total: \$600

Ready Page 1 of 1

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Deposit screen.



1. Select an unposted Bank Deposit you want to delete and click **View toolbar button**.

Bank Deposits

New View Refresh Close

Layout Filter Records (F3) 4 records (1 selected)

Record No	Checkbook	Date	Payor	Amount	Posted
BDEP-1	RR	06/10/2015		1,000.00	<input checked="" type="checkbox"/>
BDEP-2	08	06/16/2015		1,000.00	<input checked="" type="checkbox"/>
BDEP-3	08	06/16/2015	Your Company User	1,500.00	<input type="checkbox"/>
BDEP-4	08	06/17/2015		60.00	<input type="checkbox"/>

2. When Bank Deposit screen opens showing the selected transaction, click **Delete toolbar button**.

Bank Deposit

New Save Search **Delete** Undo Print Post Info Recap Undeposited Close

Bank Account: 08 Balance: 900.000000 Currency: USD Record No: BDEP-4

Date: 06/17/2015 Payor: Amount: 60.000000

Description: Location:

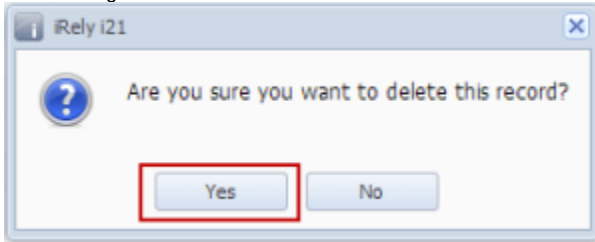
Remove Filter:

Date	GL Account	Description	Name	Amount
06/17/2015	40100-1001	SALES WHEAT - WB -New Haven Grain		10.00
06/17/2015	40100-1002	SALES WHEAT - WB -Warsaw Grain		20.00
06/17/2015	40100-1003	SALES WHEAT - WB -Albion Grain		30.00
06/17/2015	Select a GL Account			0.00

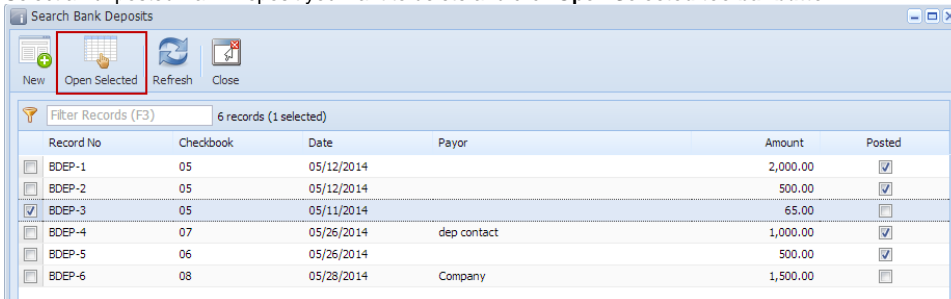
Total: 60.00

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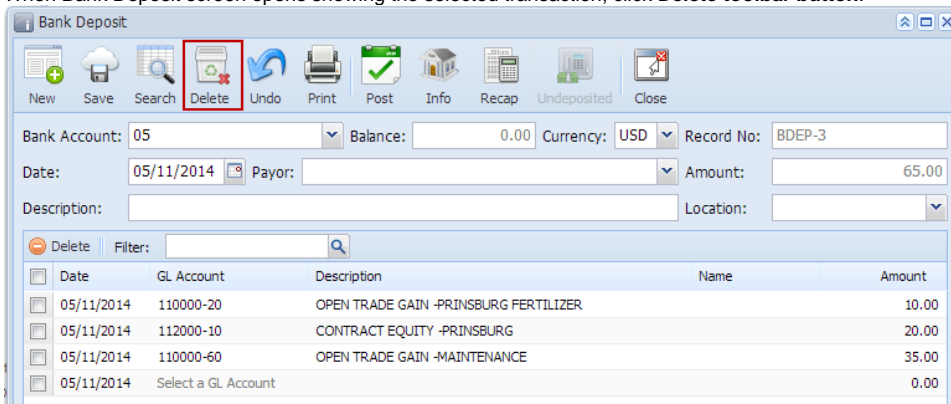
3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Deposit screen.



1. Select an unposted Bank Deposit you want to delete and click **Open Selected toolbar button**.



2. When Bank Deposit screen opens showing the selected transaction, click **Delete toolbar button**.



3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Deposit screen.

