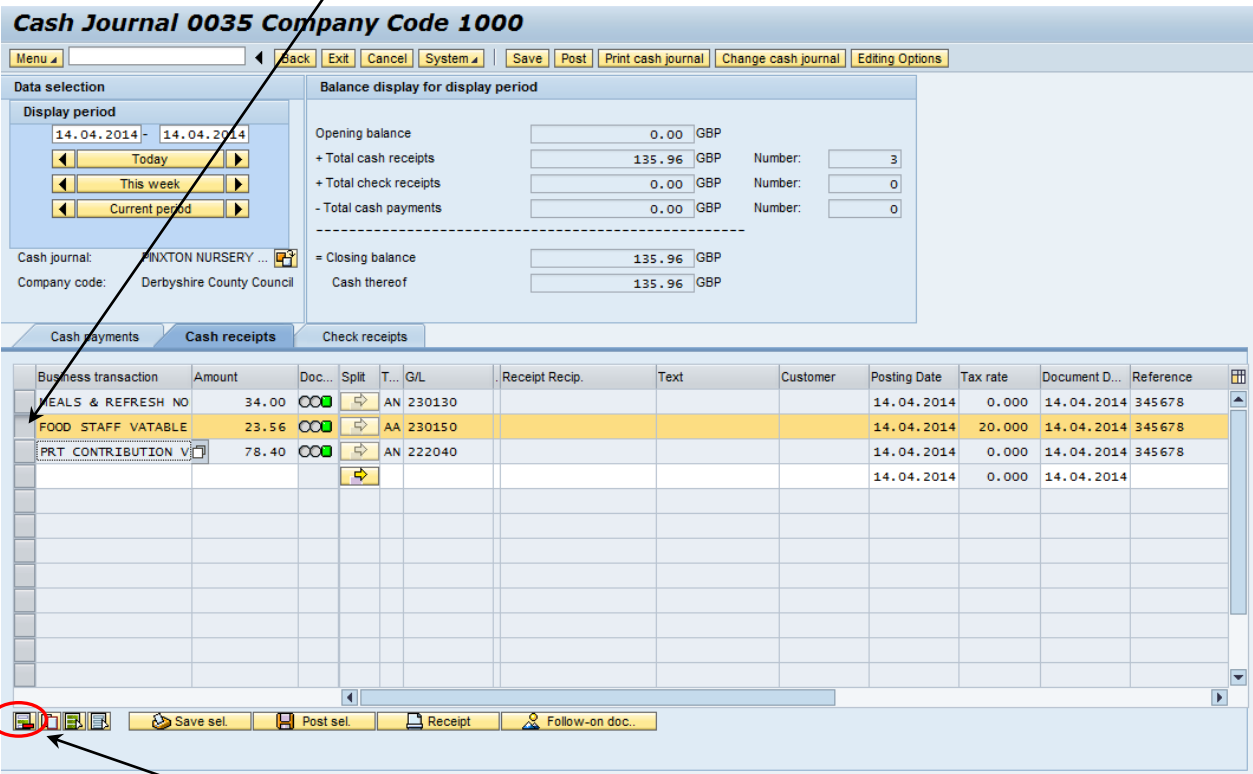
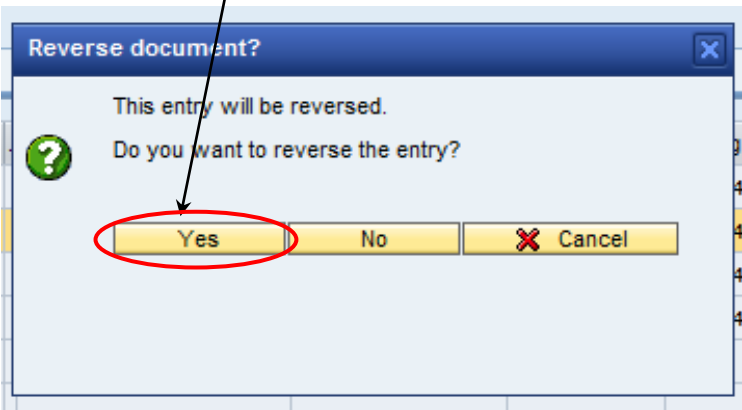


# How to delete a line in the Cash Journal

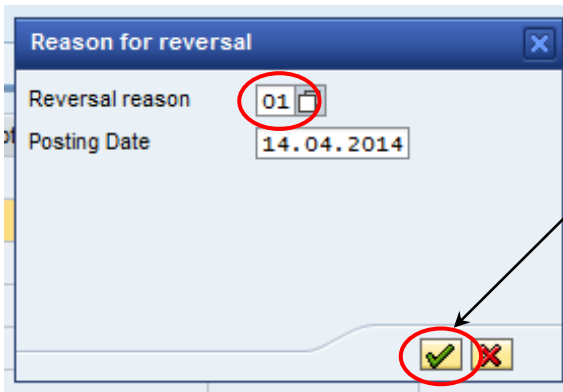
- Highlight incorrect line



- Click on delete row icon
- Choose Yes to reverse entry



- In 'Reversal reason' box type '01' and click on green tick



- Entry has been reversed and you can now enter the correct details

**Cash Journal 0035 Company Code 1000**

Menu | Back | Exit | Cancel | System | Save | Post | Print cash journal | Change cash journal | Editing Options

**Data selection**

Display period: 14.04.2014 - 14.04.2014  
 Today | This week | Current period

Cash journal: PINXTON NURSERY ...  
 Company code: Derbyshire County Council

**Balance display for display period**

Opening balance	0.00	GBP	
+ Total cash receipts	112.40	GBP	Number: 4
+ Total check receipts	0.00	GBP	Number: 0
- Total cash payments	0.00	GBP	Number: 0
-----			
= Closing balance	112.40	GBP	
Cash thereof	112.40	GBP	

Cash payments | **Cash receipts** | Check receipts

Business transaction	Amount	Doc...	Split	T...	G/L	Receipt Recip.	Text	Customer	Posting Date	Tax rate	Document D...	Reference
MEALS & REFRESH NO	34.00	OO	→	AN	230130				14.04.2014	0.000	14.04.2014	345678
FOOD STAFF VATABLE	23.56	X	→	AA	230150				14.04.2014	20.000	14.04.2014	345678
PRT CONTRIBUTION V	78.40	OO	→	AN	222040				14.04.2014	0.000	14.04.2014	345678
FOOD STAFF VATABLE	23.56-	X	→	AA	230150		Reversal Document !		14.04.2014	20.000	14.04.2014	345678
			→						14.04.2014	0.000	14.04.2014	

Save sel. | Post sel. | Receipt | Follow-on doc..

**NB** If a paying in slip has already been created, this must also be reversed BEFORE the receipt can be reversed.

**NB** If a cheque entry is reversed, ensure that the red crossed lines are not included when presenting cheques.