



# Delete Other Income

Last Modified on 11/18/2021 8:02 am CST

You can delete Other Income entries, when needed. There is no need to zero any amounts before proceeding.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your accounting PIN and click **Go**.

**Note:** If you do not have an account PIN set, you are prompted to set one.

4. Click  and select **Other Income**.
5. Check the box next to the other income entries to delete. You can also check the box at the top of the table to select all entries.
6. Click .
7. Click **OK** at the Are You Sure prompt.