



Delete Other Income

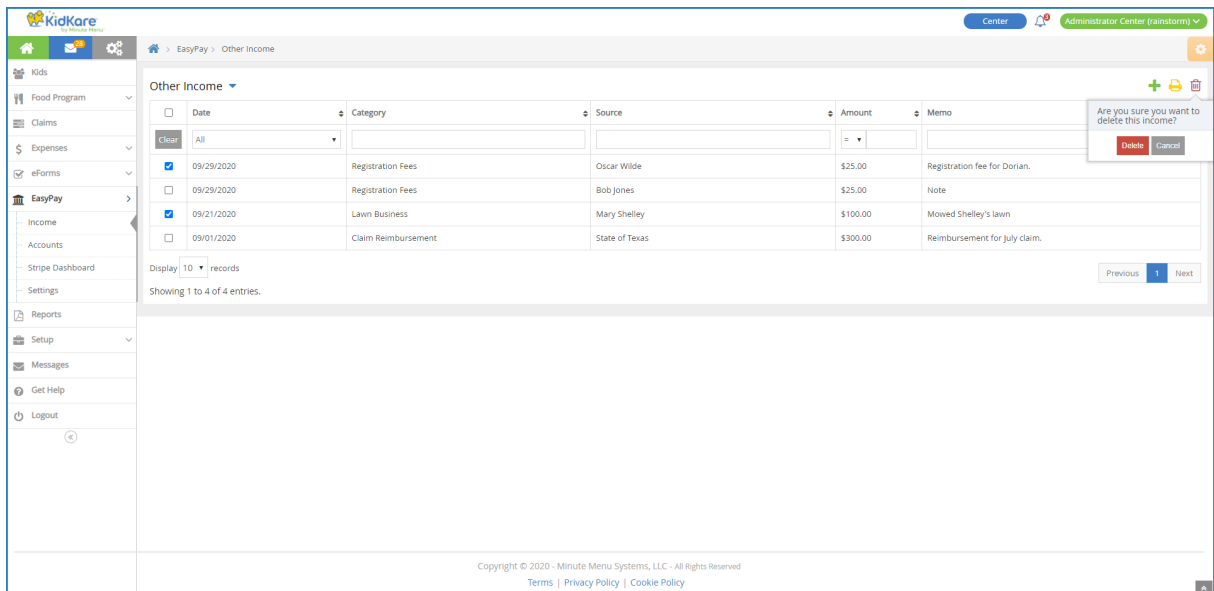
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CST

If you've entered other income by error or simply need to remove records, you can delete other income entries from the Other Income page. You do not 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 **Accounting** PIN set, you are prompted to set one.

4. Click  and select **Other Income**. The Other Income page opens.
5. Check the box next to each income entry to remove.
6. Click .



The screenshot shows the 'Other Income' page in the KidKare system. The left sidebar contains a menu with 'EasyPay' expanded, showing 'Income' and 'Accounts'. The main area displays a table of income entries. The first two entries are selected with checkboxes. A 'Delete' prompt is visible on the right.

<input type="checkbox"/>	Date	Category	Source	Amount	Memo
<input checked="" type="checkbox"/>	09/29/2020	Registration Fees	Oscar Wilde	\$25.00	Registration fee for Dorian.
<input checked="" type="checkbox"/>	09/29/2020	Registration Fees	Bob Jones	\$25.00	Note
<input type="checkbox"/>	09/21/2020	Lawn Business	Mary Shelley	\$100.00	Mowed Shelley's lawn
<input type="checkbox"/>	09/01/2020	Claim Reimbursement	State of Texas	\$300.00	Reimbursement for July claim.

Display 10 records
Showing 1 to 4 of 4 entries.

Are you sure you want to delete this income?
Delete **Cancel**

7. At the Are You Sure prompt, click **Delete**.