

# Delete account entries



Here is a data backup under **End/Quick data backup** is particularly important, as this point should be handled with particular care. If you are unsure, it is better to ask PC CADDIE Support.

## Delete after contribution allocation



If you have made mistakes in connection with the automatic contribution allocation, in many cases you can correct them better with the automatic contribution allocation by simply starting it again with exactly the same posting date.

TIP However, if you have started the automatic contribution allocation once with the date 20 January 2011 and once with 25 January 2011, you should consider the option of deleting account entries.

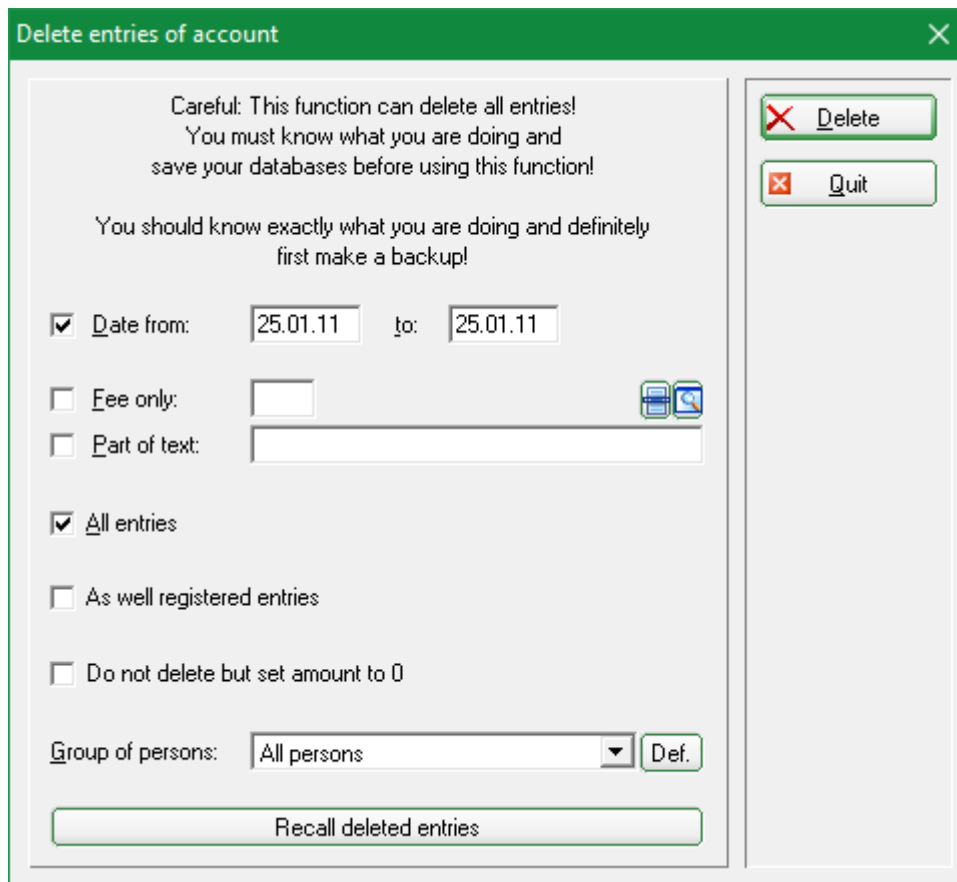
This is what an example account looks like:

Information	Date	Time S	Net	Brutto OK
aact Annual fee active	20.01.11	A	250,00	250,00
aact Annual fee active	25.01.11	A	250,00	250,00



Have you definitely created a [Fast data backup](#) ?

Then you can now view the entries from 25 January 2011 with the following settings under **Turnover/Year-end closing/Account entries** by clicking on **Delete** and then confirming all warning messages:





**Delete entries of account**

Careful: This function can delete all entries!  
You must know what you are doing and save your databases before using this function!

You should know exactly what you are doing and definitely first make a backup!

Date from: 25.01.11 to: 25.01.11

Fee only: [ ]  

Part of text: [ ]

All entries

As well registered entries

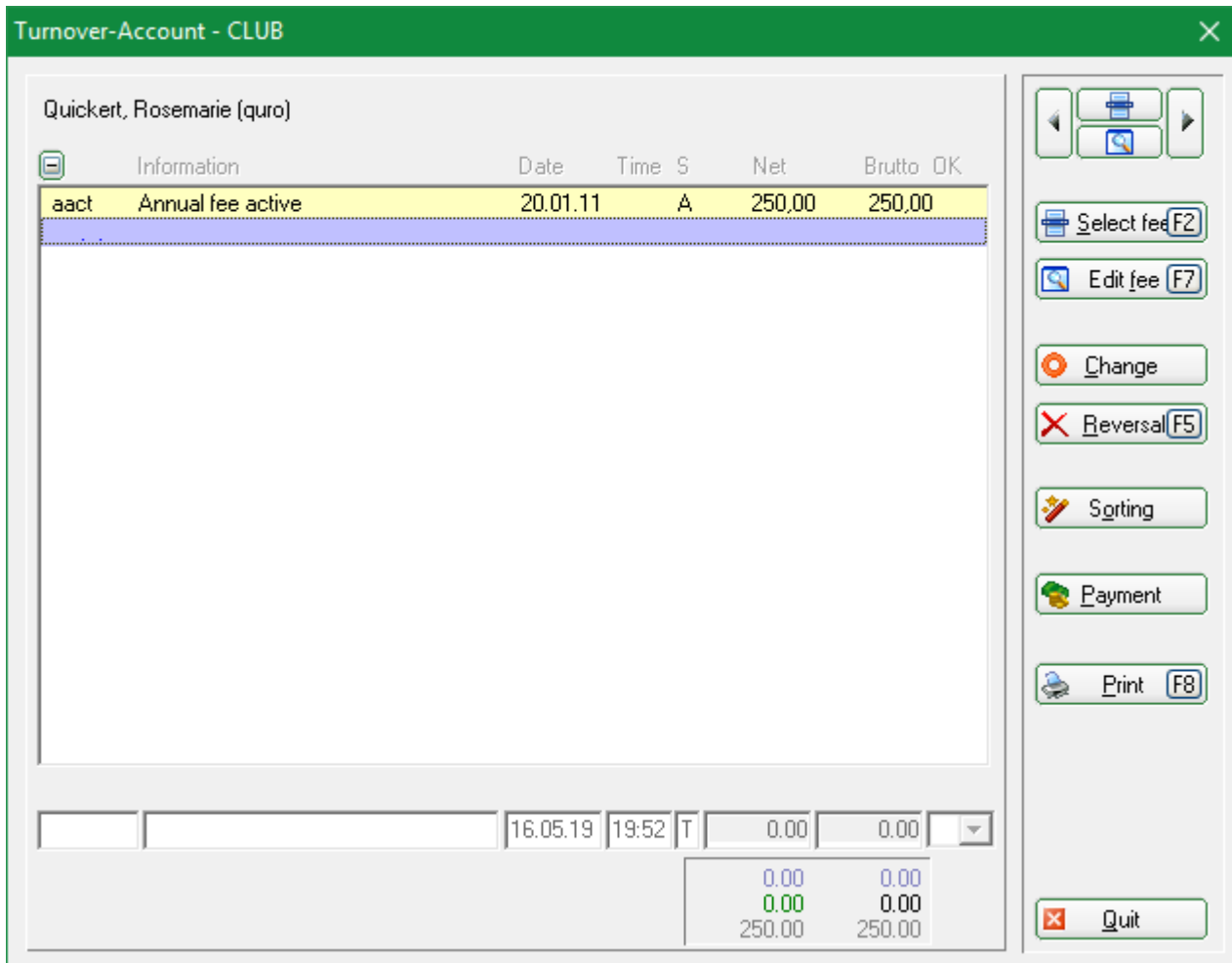
Do not delete but set amount to 0

Group of persons: All persons [v] Def.

Recall deleted entries



With these settings you delete all assignments with the posting date 25 January 2011. In the following account you will only see the entry from 20 January 2011.



## Delete after "Copy account area"



Attention! Only make this setting if you have a current data backup and have previously created a copy as an archive in the same account area via „Copy account area“:

### Copy account area

With this setting you will otherwise irretrievably delete.... If in doubt, please contact the PC CADDIE support!



Delete entries of account



Careful: This function can delete all entries!  
You must know what you are doing and  
save your databases before using this function!

You should know exactly what you are doing and definitely  
first make a backup!

Date from:  to:

Fee only:   

Part of text:

All entries

As well registered entries

Do not delete but set amount to 0

Group of persons:  