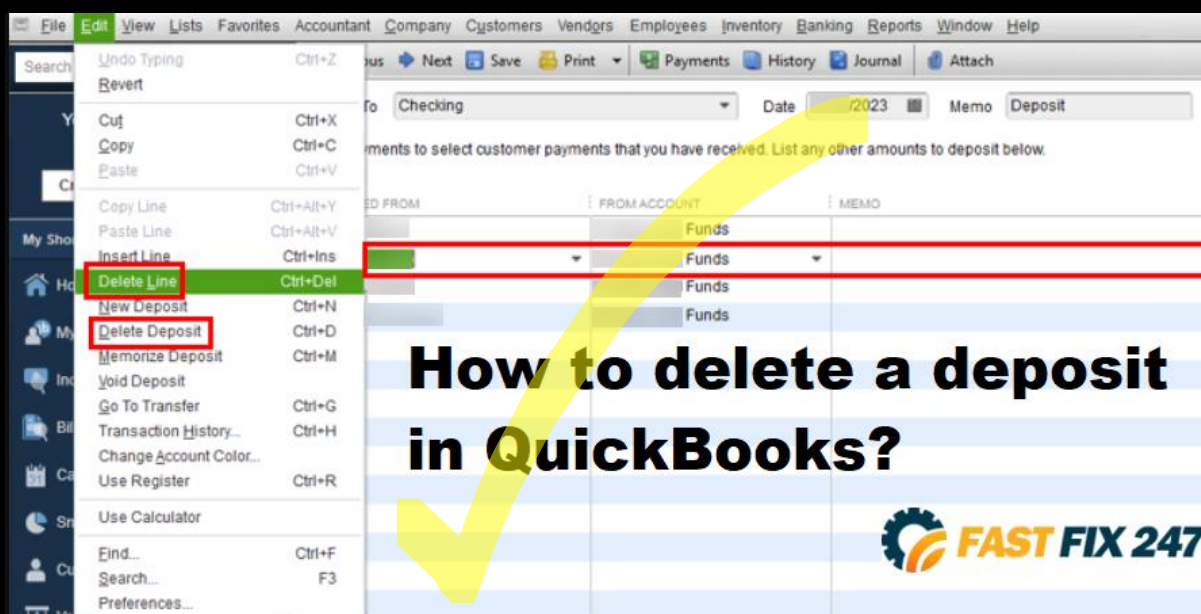


How to Removing a Payment From a Deposit in QuickBooks?



To maintain your company's accounts up to date, you may need to correct consumer payments. Use the tools in QuickBooks' Make Deposits window to [delete a payment](#) that was previously displayed as having been placed on a deposit. You can navigate through all your deposits in the Make Deposits window and adjust any that are incorrect or need to be updated.

Steps Are:

- On the QuickBooks home page, click the "[Record Deposits](#)" icon to open the Make Deposits box.
- If the Payments to Deposit window appears, click "Cancel" to close it. If you have it set up in your preferences, the Payments to Deposit window will open immediately. If the window does not appear, skip this step.
- 3: To move through your deposits, click the "Previous" icon until you find the one from which you wish to delete the payment.
- 4: Choose the payment you wish to delete from the list, then go to the "Edit" menu and select "Delete Line."
- 5: Confirm that you want to delete the payment by clicking "OK" or "Yes."
- 6: To save your adjustments and close the Make Deposits box, click "Save & Close."