

Deleting a Single Contribution

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Donor Management System

Have you noticed an offline Contribution record that has been added in error, or maybe one that's associated with the wrong contact? If this Contribution **hasn't been receipted yet**, you'll be able to delete this Contribution entirely from your DMS. **This article covers how you can delete a single offline Contribution.**

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Considerations

But before deleting a Contribution, take a moment to consider one of the alternatives below:

- **Has the contribution been receipted?**
 - If so, you'll want to **cancel the Contribution (and void the receipt)** instead, so that you retain the record for the CRA.
- **Is there a mistake in the Contribution record**, such as incorrect Payment Method, Campaign, Fund, or Dedication information?
 - If so, you can **modify this Contribution** instead

Deleting a Single Contribution

1. Visit the **Contributions Tab** and search for the Contribution you want to delete
2. Click on the Contribution **Amount** to see its details

Wellness Avenue | Dashboard | Contacts | **Contributions** | Campaigns | Opportunities | Reports | DMS Mail | Settings | Help | DMSCA DMSCA

Search by contributor name or email [Advanced Search](#)

Actions 0 Selected Records Only All 1430 Records

<input type="checkbox"/>	Received	Name	Amount	Fund	Campaign	Source	Method	Status	Receipt No.	Thanked
<input type="checkbox"/>	March 1st, 2023 09:41 AM	Noboru K	\$50.00 (Recurring)	2023	Monthly Giving Webinar	DMS Manual	Cheque	Completed		<input checked="" type="checkbox"/>
<input type="checkbox"/>	March 1st, 2023 09:19 AM	Alex Fergie	\$100.00	General Fund		DMS Manual	Cheque	Completed	WELL00000913	<input checked="" type="checkbox"/>
<input type="checkbox"/>	March 1st, 2023 01:52 AM	Noboru K	\$1.00	2023	Monthly Giving Webinar	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		<input type="checkbox"/>
<input type="checkbox"/>	March 1st, 2023 01:51 AM	Benjamin Franklin	\$1.23	Fitness	Bottle Drive	DMS Payments Credit Card Contribution (Recurring)	Credit Card	Completed		<input type="checkbox"/>
<input type="checkbox"/>	February 28th, 2023 06:30 PM	Nicole Lam	\$250.00	General Fund		DMS Manual	Cheque	Completed	WELL00000912	<input checked="" type="checkbox"/>
<input type="checkbox"/>	February 28th, 2023 03:40 PM	Lucas Froese	\$50.00	General Fund		DMS Manual	Cheque	Completed	WELL00000911	<input checked="" type="checkbox"/>

Select Contribution Amount

3. On the Contribution Details page, scroll down to the bottom and select **Delete Contribution**

Wellness Avenue | Dashboard | Contacts | **Contributions** | Campaigns | Opportunities | Reports | DMS Mail | Settings | Help | DMSCA DMSCA

Contributions from Tamara Rahmani

Contribution Details

From: Tamara Rahmani

Fund: General Fund

Total Amount: \$100.00

Net Amount: \$100.00

Fee Amount: \$0.00

Advantage Amount: \$0.00

Description of advantage: -

Received: Mar 1st, 2023 2:31 PM

Received Into: Deposit Bank Account

Status: Completed

Method: Cheque

Source: DMS Manual

Delete Contribution

4. You'll be asked to confirm that you want to delete this Contribution. When ready, select **Delete**.

Note: This action can't be reversed and will remove the Contribution record entirely from your DMS.

