



## Mass Delete Transactions



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# Mass Delete Transactions

**Bank Reconciliation > Utilities > Mass Delete Transactions**

This page is used to mass delete cleared and outstanding transactions.

## Perform a mass delete:

Field	Description
<b>Bank Account Grp</b>	Type the bank account group code to be used. If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed. This field is required.
<b>Date From</b>	Type the beginning date from which you want to delete transactions. Or, select a date from the calendar.
<b>Date To</b>	Type the ending date to which you want to delete transactions. Or, select a date from the calendar.
<b>Cleared Only</b>	Select to only delete cleared (reconciled) transactions during the indicated date range.
<b>Outstanding Only</b>	Selected by default. If selected, this field deletes outstanding (unreconciled/pending) transactions during the indicated date range.
<b>Both</b>	Select to delete both cleared (reconciled) and outstanding (unreconciled/pending) transactions during the indicated date range.

- Click **Execute**. The Delete Transactions - Summary Report is displayed. [Review the report](#).
- Click **Process** to continue the mass delete process.
- Click **Cancel** to cancel the process and return to the Mass Delete Transactions page.