


# 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 |
|---|---|
| **Bank Account Grp** | Type the bank account group code to be used. If the bank account group code is not known, click . The Bank Account Grp lookup is displayed. This field is required. |
| **Date From** | Type the beginning date from which you want to delete transactions. |
| **Date To** | Type the ending date to which you want to delete transactions. |
| **Cleared Only** | Select to only delete cleared (reconciled) transactions during the indicated date range. |
| **Outstanding Only** | Select to only delete outstanding (unreconciled/pending) transactions during the indicated date range. |
| **Both** | 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.

**Review the report using the following buttons**:

Click First to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click Last to go to the last page of the report.

**The report can be viewed and saved in various file formats**.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to continue the mass delete process.

Click **Cancel** to cancel the process and return to the Mass Delete Transactions page.