

Mass Delete Transactions

Table of Contents

Mass Delete Transactions i
Mass Delete Transactions 1

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	Selected to only delete outstanding (unreconciled/pending) transactions during the indicated date range. This field is selected by default.
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.