

Mass Delete Transactions

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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 by default. If selected, this field deletes 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.

❑ Click **Process** to continue the mass delete process. Or, click **Cancel** to cancel the process and return to the Mass Delete Transactions page.