

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. Or, select a date from the calendar.
Date To	Type the ending date to which you want to delete transactions. Or, select a date from the calendar.
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.