



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. 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.