



# 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                                                                                                                                                                                                                                                           |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank Account Grp</b> | Type the bank account group code to be used. If the bank account group code is not known, click  . The <a href="#">Bank Account Grp lookup</a> is displayed. This field is required. |
| <b>Date From</b>        | Type the beginning date from which you want to delete transactions. Or, select a date from the calendar.                                                                                                                                                              |
| <b>Date To</b>          | Type the ending date to which you want to delete transactions. Or, select a date from the calendar.                                                                                                                                                                   |
| <b>Cleared Only</b>     | Select to only delete cleared (reconciled) transactions during the indicated date range.                                                                                                                                                                              |
| <b>Outstanding Only</b> | Selected by default. If selected, this field deletes outstanding (unreconciled/pending) transactions during the indicated date range.                                                                                                                                 |
| <b>Both</b>             | 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.