


# 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.

❑ Click **Cancel** to cancel the process and return to the Mass Delete Transactions page.


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