



ASCENDER GUIDES



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# Mass Delete Transactions



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# Mass Delete Transactions

**Bank Reconciliation > Utilities > Mass Delete Transactions**


This page is used to mass delete 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 Bank Account Grp lookup is displayed. This field is required.
<b>Date From</b>	Type the beginning date from which you want to delete transactions.
<b>Date To</b>	Type the ending date to which you want to delete transactions.
<b>Cleared Only</b>	Select to only delete cleared (reconciled) transactions during the indicated date range.
<b>Outstanding Only</b>	Select to only delete outstanding (unreconciled) transactions during the indicated date range.
<b>Both</b>	Select to delete both cleared (reconciled) and outstanding (unreconciled) transactions during the indicated date range.

Click **Execute**.

## Other functions and features:

	<b>Delete a row.</b> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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