Delete Multiple Transactions at Once

Using the Delete Transactions function from the Transactions menu, you can delete multiple transactions at once, making bulk updates quick and easy.

🛈 **Important**

The Delete Transaction Fees function will not delete the following types of transactions:

- ePayments
  - Credit card and bank draft payments cannot be deleted in bulk for audit reasons; they can be deleted individually by a User with the required permissions.
- Linked fees
  - Fees that are partially or fully applied to payments must be deleted individually, which includes unlinking the transactions as part of the process.
- Tuition fees posted in a batch
  - Tuition fees posted via the Post Tuition Fees function (Transactions menu) must be deleted using Delete Transactions > Tuition Fees.
- Refunds linked to payments
  - Refund transactions linked to payments must be deleted individually, which requires unlinking them during the workflow.

To delete a group of transactions:

1. Go to **Transactions** (menu) > **Delete Transactions** > **Transaction Fees**.
2. Select **Search Criteria** to locate the transactions you want to delete. Note: the *From Date* and *Through Date* fields correspond to the Transaction Date you entered, not the date the fee was posted.
3. Click **Preview Fees** to view the transactions selected for deletion based on your chosen criteria.

4. On the Preview Transactions To Be Deleted page, clear the checkbox for any transactions you want to keep to exclude them from deletion.

5. Click **Delete** to finalize the removal of the selected transaction fees.

Preview Transactions To Be Deleted

← RETURN   🗑 DELETE

6 Selected CLEAR SELECTIONS

	LOC	DATE	FAMILY/ACCT	TYPE	AMT	NOTE	CAT1	TRANS SESSION	STUDENT	CLASS/EVENT	USER ID
✓	EDU	Dec 2, 2024	Marshall	Competition Fee	75.00	Spring 2025 meet	Cheer	2024	David Marshall	Cheer - Beg - Fr	lwallace
✓	EDU	Dec 2, 2024	Newell	Competition Fee	75.00	Spring 2025 meet	Cheer	2024	Ella Newell	Cheer - Beg - Fr	lwallace
✓	EDU	Dec 2, 2024	Egan	Competition Fee	75.00	Spring 2025 meet	Cheer	2024	John Egan	Cheer - Beg - Fr	lwallace
✓	EDU	Dec 2, 2024	Cain	Competition Fee	75.00	Spring 2025 meet	Cheer	2024	Elliott Cain	Cheer - Beg - Fr	lwallace
✓	EDU	Dec 2, 2024	Cain	Competition Fee	75.00	Spring 2025 meet	Cheer	2024	Spencer Cain	Cheer - Beg - Fr	lwallace
✓	EDU	Dec 2, 2024	Bell	Competition Fee	75.00	Spring 2025 meet	Cheer	2024	Lori Bell	Cheer - Beg - Fr	lwallace

6. In the confirmation window, select **Yes, Delete** to finish the deletion process and update all family balances.