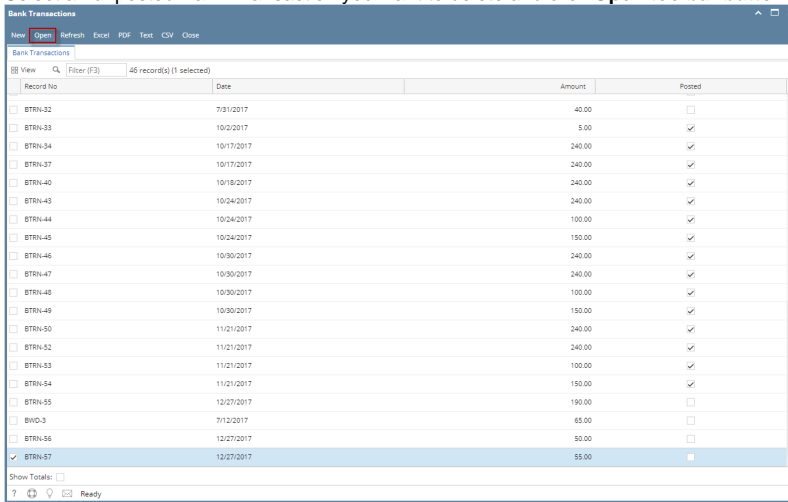


How to Delete Bank Transaction

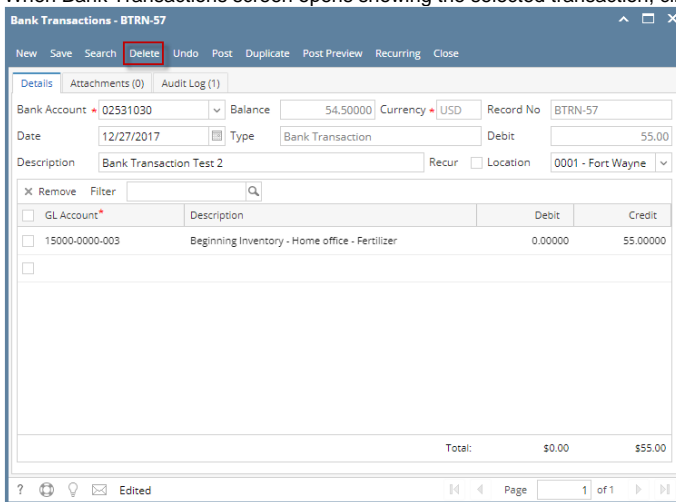
1. Select an unposted Bank Transaction you want to delete and click **Open toolbar button**.



The screenshot shows the 'Bank Transactions' window with a list of transactions. The 'Open' button in the toolbar is highlighted with a red box. The list includes transactions with Record No., Date, Amount, and Posted status.

Record No.	Date	Amount	Posted
BTRN-32	7/31/2017	40.00	<input type="checkbox"/>
BTRN-33	10/2/2017	5.00	<input checked="" type="checkbox"/>
BTRN-34	10/17/2017	240.00	<input checked="" type="checkbox"/>
BTRN-37	10/17/2017	240.00	<input checked="" type="checkbox"/>
BTRN-40	10/18/2017	240.00	<input checked="" type="checkbox"/>
BTRN-43	10/24/2017	240.00	<input checked="" type="checkbox"/>
BTRN-44	10/24/2017	100.00	<input checked="" type="checkbox"/>
BTRN-45	10/24/2017	150.00	<input checked="" type="checkbox"/>
BTRN-46	10/30/2017	240.00	<input checked="" type="checkbox"/>
BTRN-47	10/30/2017	240.00	<input checked="" type="checkbox"/>
BTRN-48	10/30/2017	100.00	<input checked="" type="checkbox"/>
BTRN-49	10/30/2017	150.00	<input checked="" type="checkbox"/>
BTRN-50	11/21/2017	240.00	<input checked="" type="checkbox"/>
BTRN-52	11/21/2017	240.00	<input checked="" type="checkbox"/>
BTRN-53	11/21/2017	100.00	<input checked="" type="checkbox"/>
BTRN-54	11/21/2017	150.00	<input checked="" type="checkbox"/>
BTRN-55	12/27/2017	190.00	<input type="checkbox"/>
BWD-3	7/12/2017	65.00	<input type="checkbox"/>
BTRN-56	12/27/2017	50.00	<input type="checkbox"/>
BTRN-57	12/27/2017	55.00	<input type="checkbox"/>

2. When Bank Transactions screen opens showing the selected transaction, click **Delete toolbar button**.



The screenshot shows the 'Bank Transactions - BTRN-57' window. The 'Delete' button in the toolbar is highlighted with a red box. The details section shows the transaction information, including Bank Account, Date, Type, and Description.

Bank Account: 02531030 Balance: 54,500.00 Currency: USD Record No: BTRN-57

Date: 12/27/2017 Type: Bank Transaction Debit: 55.00

Description: Bank Transaction Test 2 Recur: ☐ Location: 0001 - Fort Wayne

GL Account*	Description	Debit	Credit
15000-0000-003	Beginning Inventory - Home office - Fertilizer	0.00000	55.00000

Total: \$0.00 \$55.00

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Transactions screen.



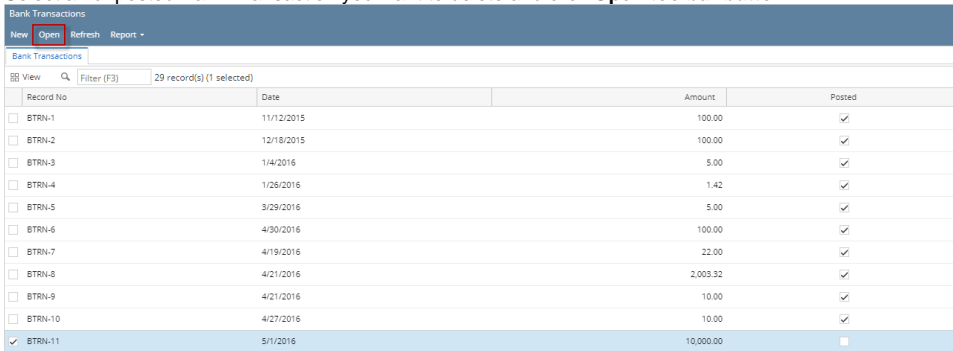
iRely i21

Are you sure you want to delete this record?



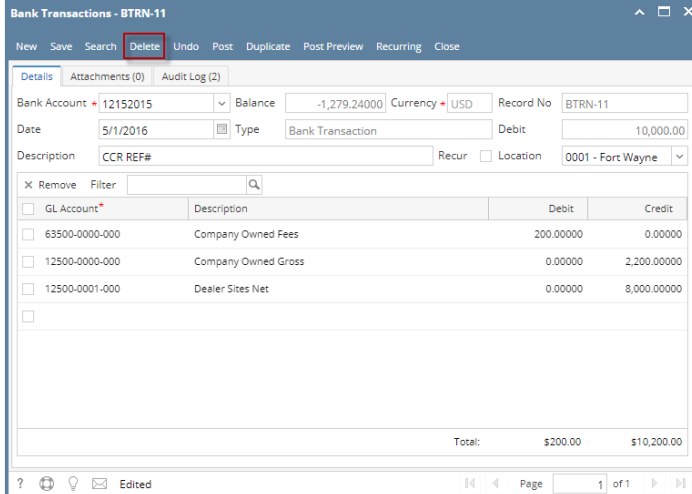
The dialog shows two buttons: 'Yes' (highlighted with a red box) and 'No'.

1. Select an unposted Bank Transaction you want to delete and click **Open toolbar button**.



Record No	Date	Amount	Posted
<input type="checkbox"/> BTRN-1	11/12/2015	100.00	✓
<input type="checkbox"/> BTRN-2	12/18/2015	100.00	✓
<input type="checkbox"/> BTRN-3	1/4/2016	5.00	✓
<input type="checkbox"/> BTRN-4	1/26/2016	1.42	✓
<input type="checkbox"/> BTRN-5	3/29/2016	5.00	✓
<input type="checkbox"/> BTRN-6	4/30/2016	100.00	✓
<input type="checkbox"/> BTRN-7	4/19/2016	22.00	✓
<input type="checkbox"/> BTRN-8	4/21/2016	2,003.32	✓
<input type="checkbox"/> BTRN-9	4/21/2016	10.00	✓
<input type="checkbox"/> BTRN-10	4/27/2016	10.00	✓
<input checked="" type="checkbox"/> BTRN-11	5/1/2016	10,000.00	<input type="checkbox"/>

2. When Bank Transactions screen opens showing the selected transaction, click **Delete toolbar button**.



Bank Transactions - BTRN-11

New Save Search **Delete** Undo Post Duplicate Post Preview Recurring Close

Details Attachments (0) Audit Log (2)

Bank Account: 12152015 Balance: -1,279,240.00 Currency: USD Record No: BTRN-11

Date: 5/1/2016 Type: Bank Transaction Debit: 10,000.00

Description: CCR REF# Recur: ☐ Location: 0001 - Fort Wayne

GL Account*	Description	Debit	Credit
<input type="checkbox"/> 63500-0000-000	Company Owned Fees	200.00000	0.00000
<input type="checkbox"/> 12500-0000-000	Company Owned Gross	0.00000	2,200.00000
<input type="checkbox"/> 12500-0001-000	Dealer Sites Net	0.00000	8,000.00000
Total:		\$200.00	\$10,200.00

3. This message will be shown. Click **Yes** button to delete the transaction and then close the Bank Transactions screen.



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Are you sure you want to delete this record?

Yes

No

1. Select an unposted Bank Transaction you want to delete and click **Open toolbar button**.

Bank Transactions				
New	Open	Refresh	Export	Close
Layout		Filter Records (F3)	22 record(s) (1 selected)	
Record No	Date	Amount	Posted	
<input type="checkbox"/> BTRN-7	4/19/2016	22.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-8	4/21/2016	2,003.32	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-9	4/21/2016	10.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-10	4/27/2016	10.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-11	5/1/2016	10,000.00	<input type="checkbox"/>	
<input type="checkbox"/> BTRN-12	5/11/2016	10.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-13	7/1/2016	11,122.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-14	7/6/2016	5.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-15	7/8/2016	100.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-18	8/17/2016	10.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-19	8/26/2016	50.00	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> BTRN-20	10/1/2016	100.00	<input type="checkbox"/>	
<input type="checkbox"/> BTRN-21	10/1/2016	350.00	<input type="checkbox"/>	
<input type="checkbox"/> BWD-1	10/1/2016	265.00	<input type="checkbox"/>	
<input type="checkbox"/> BTRN-22	10/1/2016	185.00	<input type="checkbox"/>	
<input type="checkbox"/> BTRN-23	10/1/2016	1,415.00	<input type="checkbox"/>	

2. When Bank Transactions screen opens showing the selected transaction, click **Delete toolbar button**.

Bank Transactions - BTRN-20

New Save Search **Delete** Undo Post Duplicate Recap Close

Details Attachments (0) Audit Log (3)

Bank Account: 38265974 Balance: 1,500.00 Currency: USD Record No: BTRN-20

Date: 10/1/2016 Type: Bank Transaction Credit: 100.00

Description: Bank Transaction Test Location: 0001 - Fort Wayne

X Remove Filter:

GL Account	Description	Debit	Credit
<input type="checkbox"/> 76000-0000-004	Contract Sales Gain/Loss	100.00	0.00
<input type="checkbox"/>			

Total: \$100 \$0.00

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Transactions screen.



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Are you sure you want to delete this record?

Yes

No

1. Select an unposted Bank Transaction you want to delete and click **Open toolbar button**.

Bank Transactions				
New	Open	Refresh	Export	Close
Layout <input type="text"/> Filter Records (F3) 33 records (1 selected)				
Record No	Date	Amount	Posted	
<input type="checkbox"/> BTRN-1	11/12/2015	100.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-2	12/18/2015	100.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-3	01/04/2016	5.00	<input type="checkbox"/>	
<input type="checkbox"/> BTRN-4	02/03/2016	15,250.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-5	02/03/2016	15,550.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-6	03/22/2016	100.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BWD-1	03/10/2016	120.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-7	03/22/2016	158.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-8	03/28/2016	12.13	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> BTRN-9	03/29/2016	100.00	<input type="checkbox"/>	
<input type="checkbox"/> BWD-2	03/29/2016	100.00	<input type="checkbox"/>	
<input type="checkbox"/> BTRN-10	03/31/2016	75.00	<input checked="" type="checkbox"/>	
<input type="checkbox"/> BTRN-11	03/31/2016	75.00	<input type="checkbox"/>	
<input type="checkbox"/> BTRN-12	04/01/2016	950.00	<input checked="" type="checkbox"/>	

2. When Bank Transactions screen opens showing the selected transaction, click **Delete toolbar button**.

Bank Transactions - BTRN-9

New Save Search **Delete** Undo Post Duplicate Recap Close

Details Audit Log (1)

Bank Account: 154 Balance: 3,924.87 Currency: USD Record No: BTRN-9

Date: 03/29/2016 Type: Bank Transaction Debit: 100.00

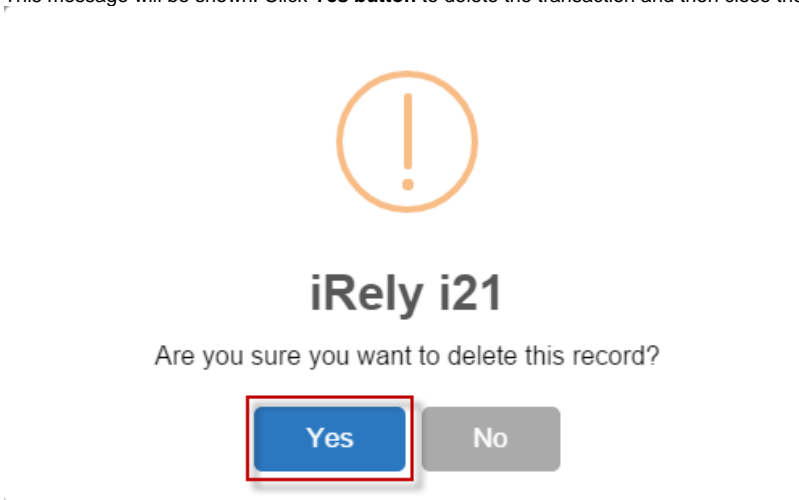
Description: Location: 0001 - Fort Wayne

X Remove Filter:

GL Account	Description	Debit	Credit
<input type="checkbox"/> 55000-0000-000	Purchases Discounts	0.00	100.00
<input type="checkbox"/> Select a GL Account			

Total: \$0.00 \$100.00

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Transactions screen.



1. Select an unposted Bank Transaction you want to delete and click **Open toolbar button**.

Bank Transactions

New **Open** Refresh Export Close

Layout Filter Records (F3) 10 records (1 selected)

	Record No	Date	Amount	Posted
<input type="checkbox"/>	BTRN-1	11/12/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-2	12/18/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-3	01/04/2016	5.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-4	02/01/2016	150.00	<input type="checkbox"/>
<input type="checkbox"/>	BTRN-5	02/01/2016	50.00	<input type="checkbox"/>
<input type="checkbox"/>	BWD-1	02/01/2016	250.00	<input type="checkbox"/>
<input type="checkbox"/>	BTRN-6	02/01/2016	150.00	<input type="checkbox"/>
<input type="checkbox"/>	BWD-2	02/01/2016	150.00	<input type="checkbox"/>
<input type="checkbox"/>	BTRN-8	02/02/2016	35.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	BTRN-9	02/02/2016	10.00	<input type="checkbox"/>

2. When Bank Transactions screen opens showing the selected transaction, click **Delete toolbar button**.

Bank Transactions - BTRN-9

New Save Search **Delete** Undo Post Duplicate Recap Close

Details

Bank Account: 253624539656 Balance: 4,700.57 Currency: USD Record No: BTRN-9

Date: 02/02/2016 Type: Bank Transaction Debit: 10.00

Description: interest expense Location: 0001 - Fort Wayne

X Remove Filter: x

	GL Account	Description	Debit	Credit
<input type="checkbox"/>	72000-0000-000	Interest Expense	0.00	10.00
<input type="checkbox"/>	Select a GL Account			

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Transactions screen.



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Are you sure you want to delete this record?

Yes No

1. Select an unposted Bank Transaction you want to delete and click **View toolbar button**.

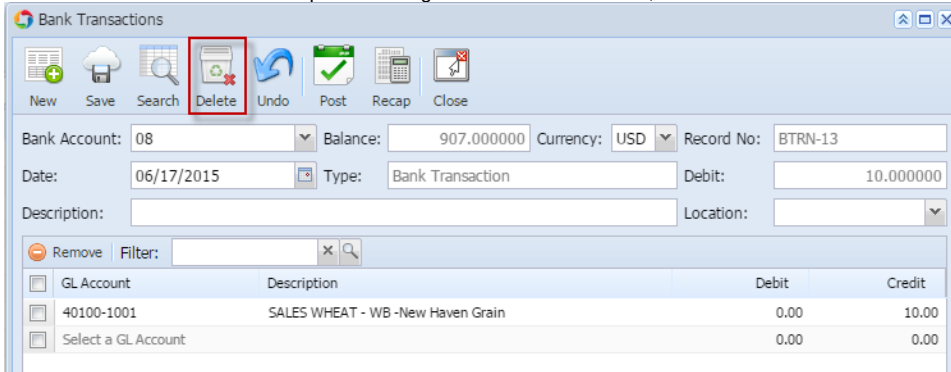
Bank Transactions

New **View** Refresh Close

Layout Filter Records (F3) 14 records (1 selected)

	Record No	Checkbook	Date	Amount	Posted
<input type="checkbox"/>	BTRN-1	01	10/07/2014	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-2	01	10/08/2014	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-3	01	10/08/2014	50.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-4	01	10/09/2014	50.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-5	01	10/09/2014	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-6	01	10/23/2014	1,100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-7	01	11/14/2014	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-8	01	02/02/2015	10.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-9	01	02/02/2015	110.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-10	RR	06/10/2015	100.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BTRN-11	08	06/17/2015	10.00	<input type="checkbox"/>
<input type="checkbox"/>	BTRN-12	08	06/17/2015	7.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BWD-1	08	06/17/2015	150.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BTRN-13	08	06/17/2015	10.00	<input type="checkbox"/>

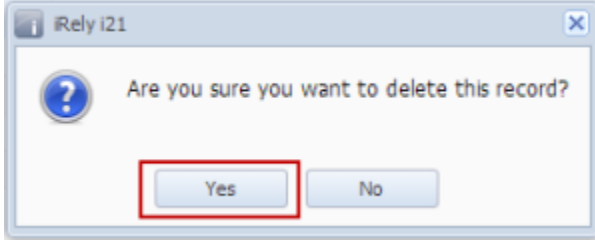
2. When Bank Transactions screen opens showing the selected transaction, click **Delete toolbar button**.



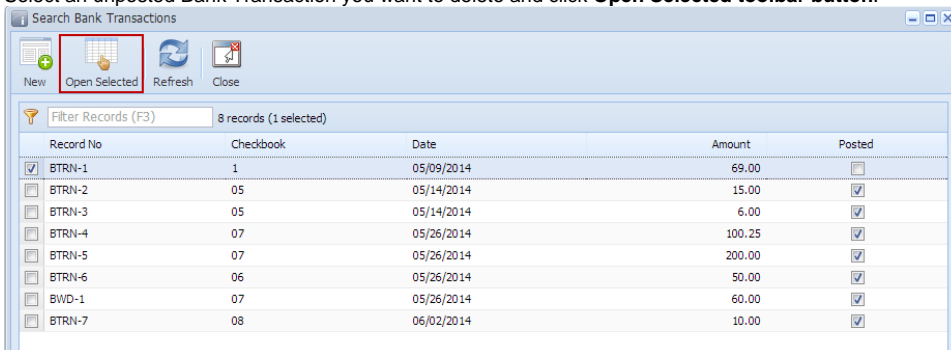
The screenshot shows the 'Bank Transactions' window. The toolbar at the top includes buttons for New, Save, Search, Delete (highlighted with a red box), Undo, Post, Recap, and Close. Below the toolbar, the 'Bank Account' is set to 08, 'Balance' is 907.000000, 'Currency' is USD, and 'Record No.' is BTRN-13. The 'Date' is 06/17/2015, 'Type' is Bank Transaction, and 'Debit' is 10.000000. The 'Description' field is empty, and 'Location' is also empty. Below this, there is a 'Remove' button and a 'Filter' search box. A table lists GL Accounts with their descriptions, debit, and credit amounts.

GL Account	Description	Debit	Credit
40100-1001	SALES WHEAT - WB -New Haven Grain	0.00	10.00
Select a GL Account		0.00	0.00

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Transactions screen.



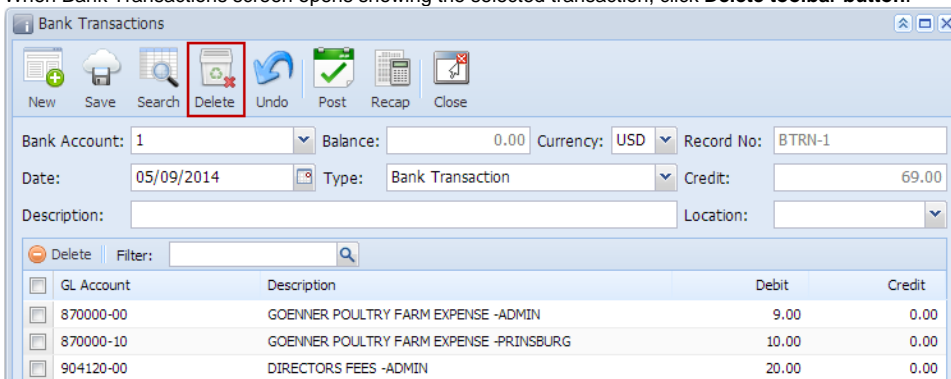
1. Select an unposted Bank Transaction you want to delete and click **Open Selected toolbar button**.



The screenshot shows the 'Search Bank Transactions' window. The toolbar includes buttons for New, Open Selected (highlighted with a red box), Refresh, and Close. Below the toolbar, there is a 'Filter Records (F3)' search box and a table showing 8 records (1 selected). The table has columns for Record No, Checkbook, Date, Amount, and Posted.

Record No	Checkbook	Date	Amount	Posted
BTRN-1	1	05/09/2014	69.00	<input type="checkbox"/>
BTRN-2	05	05/14/2014	15.00	<input checked="" type="checkbox"/>
BTRN-3	05	05/14/2014	6.00	<input checked="" type="checkbox"/>
BTRN-4	07	05/26/2014	100.25	<input checked="" type="checkbox"/>
BTRN-5	07	05/26/2014	200.00	<input checked="" type="checkbox"/>
BTRN-6	06	05/26/2014	50.00	<input checked="" type="checkbox"/>
BWD-1	07	05/26/2014	60.00	<input checked="" type="checkbox"/>
BTRN-7	08	06/02/2014	10.00	<input checked="" type="checkbox"/>

2. When Bank Transactions screen opens showing the selected transaction, click **Delete toolbar button**.



The screenshot shows the 'Bank Transactions' window. The toolbar at the top includes buttons for New, Save, Search, Delete (highlighted with a red box), Undo, Post, Recap, and Close. Below the toolbar, the 'Bank Account' is set to 1, 'Balance' is 0.00, 'Currency' is USD, and 'Record No.' is BTRN-1. The 'Date' is 05/09/2014, 'Type' is Bank Transaction, and 'Credit' is 69.00. The 'Description' field is empty, and 'Location' is also empty. Below this, there is a 'Delete' button and a 'Filter' search box. A table lists GL Accounts with their descriptions, debit, and credit amounts.

GL Account	Description	Debit	Credit
870000-00	GOENNER POULTRY FARM EXPENSE -ADMIN	9.00	0.00
870000-10	GOENNER POULTRY FARM EXPENSE -PRINSBURG	10.00	0.00
904120-00	DIRECTORS FEES -ADMIN	20.00	0.00

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Bank Transactions screen.

