HOW TO CLEAR ALL TRANSACTIONS OF A COMPANY?

Scenario:

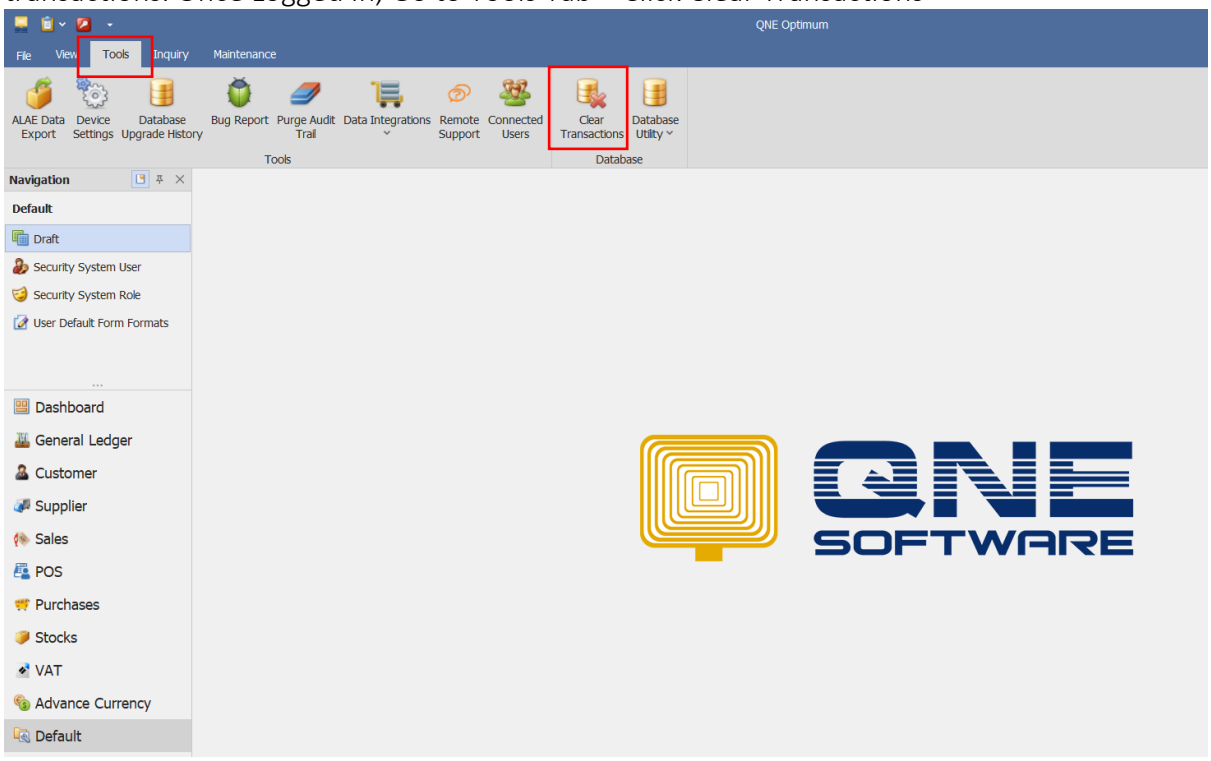
The user would want to delete all transactions previously created in the system and start with a clean database again however would not want to re-encode all the maintained master data such as Chart of Accounts, Customers and Suppliers.

Resolution:

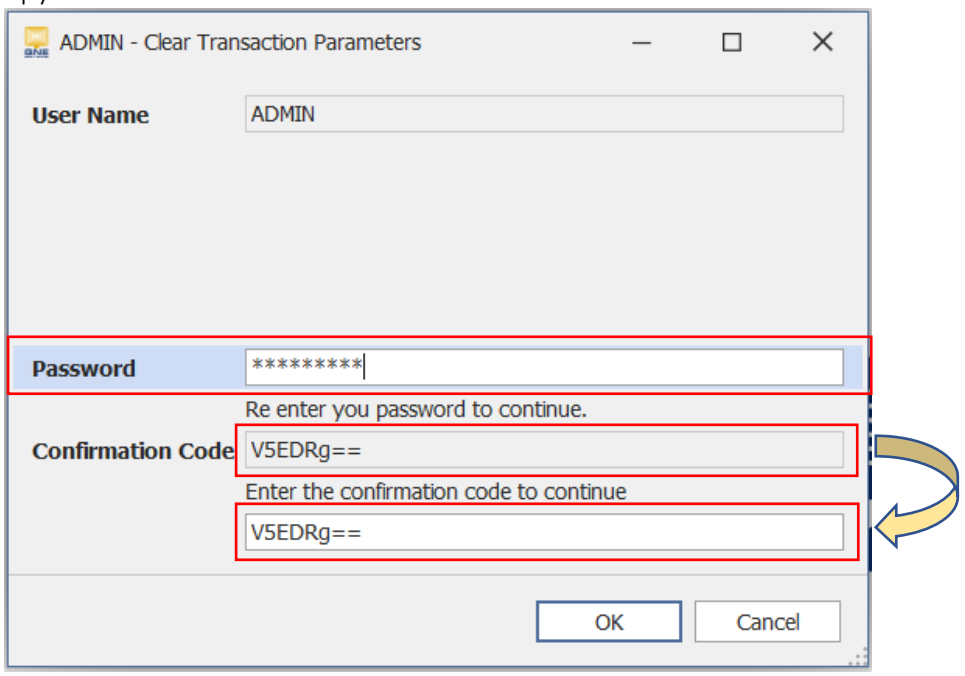
Perform 'Clear Transaction' in the Database/Company which will delete all recorded transaction.

Procedure:

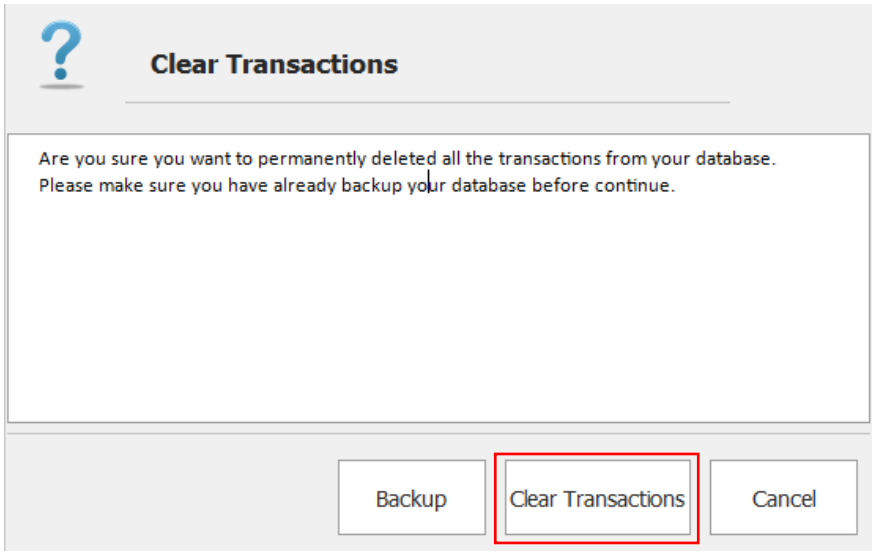
To Clear all transactions of a company, Log In to the Company where user wish to delete the transactions. Once Logged In, Go to Tools Tab > Click Clear Transactions



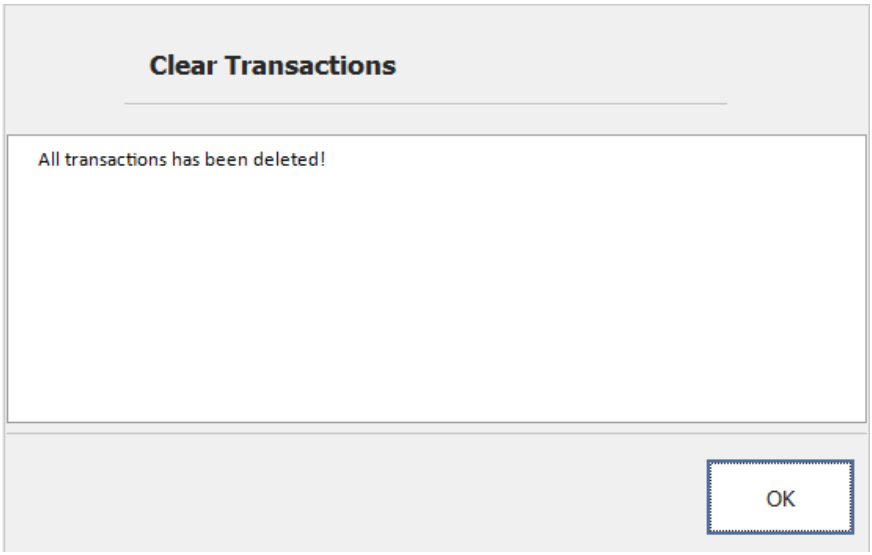
A Confirmation Window will Pop Up, Enter the Login Password of the User in the password Text field > Copy the Confirmation Code then Click 'OK'



By clicking Ok, the system will prompt for a confirmation message and will remind the user to have a backup before proceeding. The backup data will be used if the user wanted to retrieve the deleted transactions. Given that database backup was executed already, click 'Clear Transactions'.



A Progress window will open, wait until the System prompts that “All transactions has been deleted!” then Click ‘OK’



Note: Clearing of Transactions will take some time depending on volume of the transactions.