



## HOW TO CLEAR ALL TRANSACTIONS OF A COMPANY?

### Scenario:

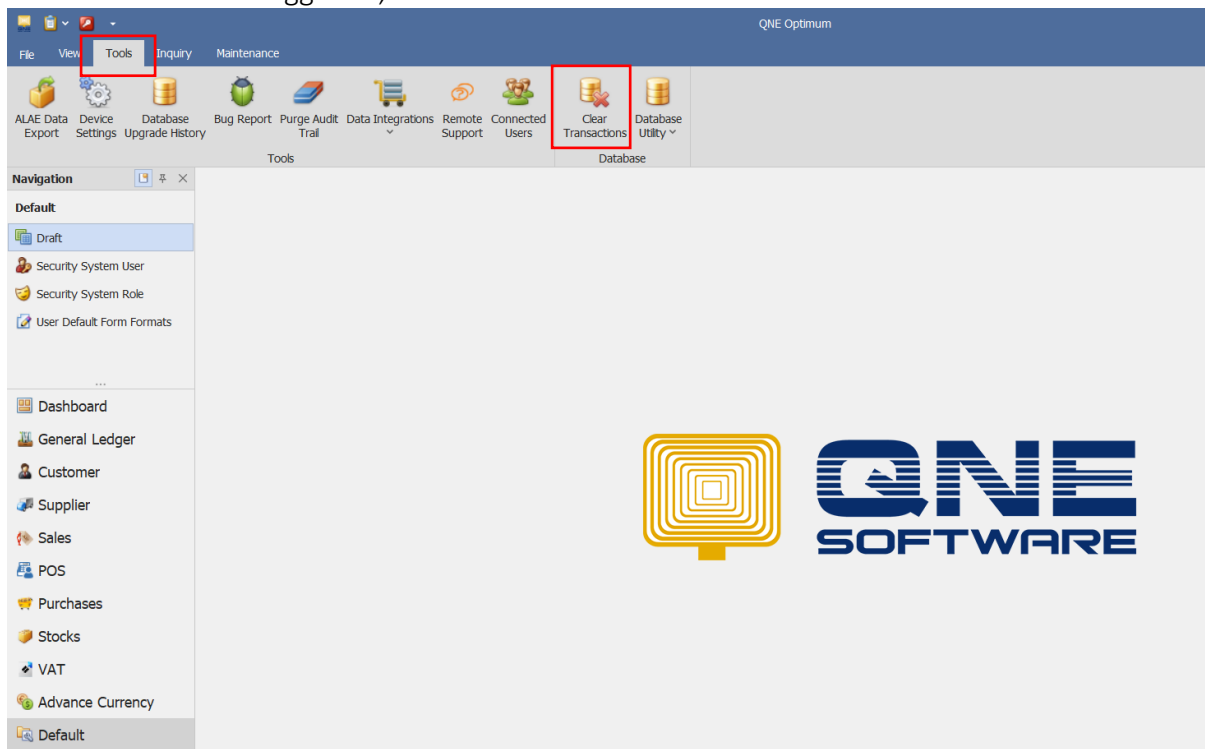
The user would want to delete all transactions previously created in the system and start with a clean database again however would not want to re-encode all the maintained master data such as Chart of Accounts, Customers and Suppliers.

### Resolution:

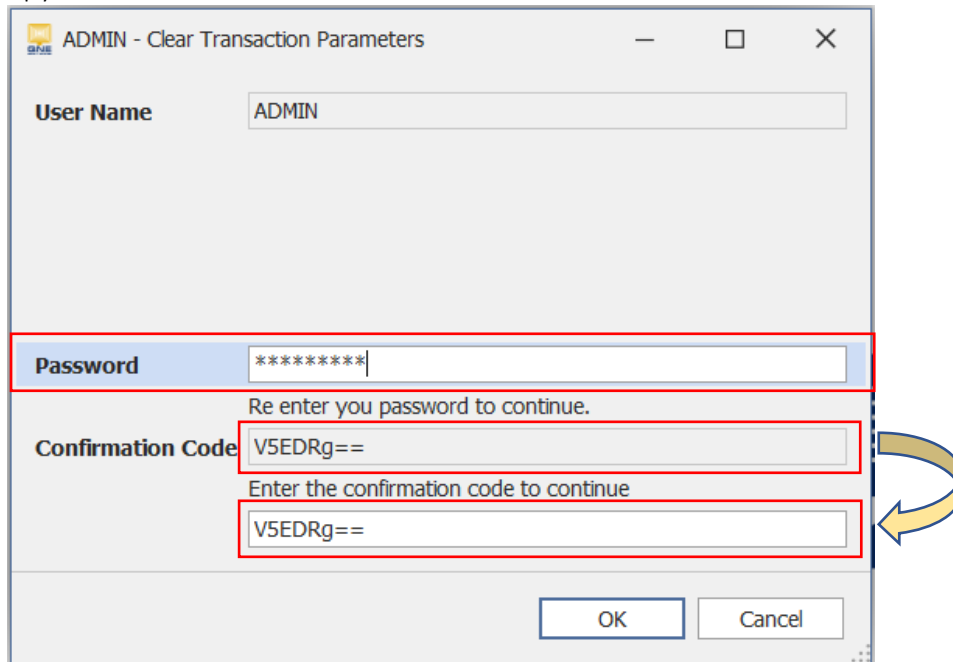
Perform 'Clear Transaction' in the Database/Company which will delete all recorded transaction.

### 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'



ADMIN - Clear Transaction Parameters

User Name: ADMIN

Password: \*\*\*\*\*

Confirmation Code: V5EDRg==

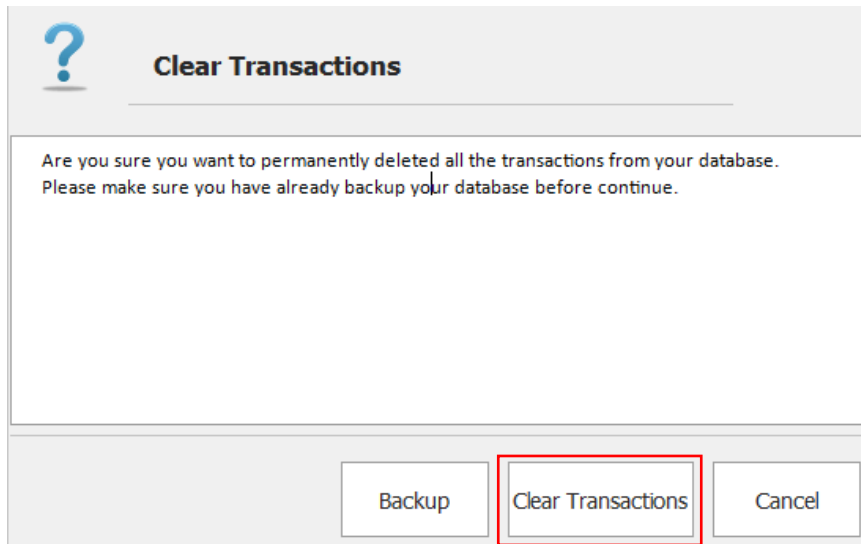
Re enter you password to continue.

Enter the confirmation code to continue

V5EDRg==

OK Cancel

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'.



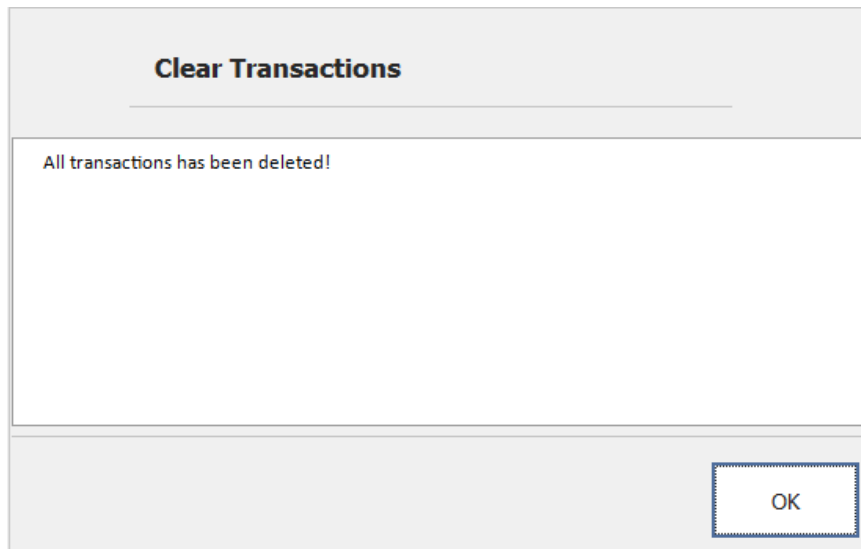
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**Clear Transactions**

Are you sure you want to permanently deleted all the transactions from your database.  
Please make sure you have already backup your database before continue.

Backup Clear Transactions Cancel

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.*