Delete Multiple Transactions (non-tuition related posted fees)

Last Modified on 12/06/2021 2:59 pm EST

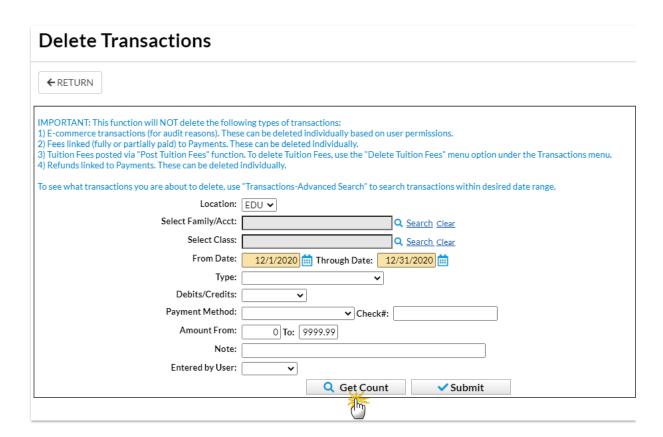
This option is most often used to delete fees that were posted in error when you used the following from the **Transaction** (menu) to post transactions:

- Transactions (menu) > Post Transactions > Class Transactions
- Transactions (menu) > Post Transactions > Annual Fees
- Transactions (menu) > Post Transactions > Late Fees/Misc Fees



It's not possible to use this function to delete <u>ePayments</u>, fees that are fully or partially linked to payments, or tuition fees posted using Post Tuition Fees.

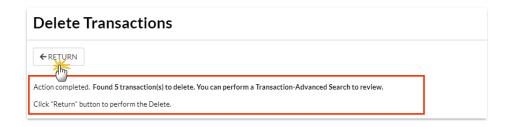
- 1. Go to Transactions (menu) > Delete Transactions > Transaction Fees.
- 2. Enter **Search Criteria** to tell Jackrabbit what transactions you want to delete. *Date From/Through* reflects the date you listed as the Transaction Date not necessarily the date you posted the fee.
- 3. Click Get Count.



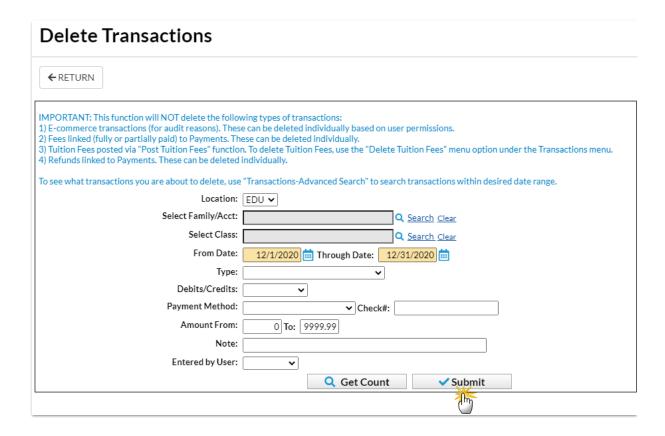
4. Jackrabbit opens a window that indicates how many transactions will be deleted. Note: Use

Transactions (menu) > Search to confirm incorrectly posted transactions before using Transactions (menu) > Delete Transactions > Transaction Fees.

5. Click **Return** to go back to the previous *Delete Transactions* page to continue with the deletions.



6. Click **Submit** (button on right) to delete the transactions.



- 7. Click **OK** in the Are you sure you want to delete transactions? pop-up box.
- 8. Jackrabbit opens a window confirming the fees have been deleted and family balances have been updated.