

# Delete Multiple Transactions (undoing non-tuition related posted fees)

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This option is most often used to delete fees that were posted in error when using *Transactions > Post Class Transactions*, *Transactions > Post Annual Fees*, and *Transactions > Post Late Fees/Misc Fees*.



*It's not possible to use this function to delete Payments, fees that are fully or partially linked to payments; or tuition fees posted using Post Tuition Fees.*



Use *Transactions > Search* to confirm the incorrectly posted transactions before using *Delete Transactions*.

1. Point to **Transactions** and click **Delete Transactions**.
2. Enter **Search Criteria** to tell Jackrabbit what transactions you want to delete. *Date From / Through reflect the date you listed as the Trans Date - not necessarily the date you posted the fee.*
3. Click **Get Count**.

[Return](#)

## Delete Transactions

**IMPORTANT:** This function will NOT delete the following types of transactions:  
1) E-commerce transactions (for audit reasons). These can be deleted individually based on user permissions.  
2) Fees linked (fully or partially paid) to Payments. These can be deleted individually.  
3) Tuition Fees posted via "Post Tuition Fees" function. To delete Tuition Fees, use the "Delete Tuition Fees" menu option under the Transactions menu.

To see what transactions you are about to delete, use "Transactions-Advanced Search" to search transactions within desired date range.

Location:

Select Family/Acct:  [Search](#) [Clear](#)

Select Class:  [Search](#) [Clear](#)

From Date:  Through Date:

Type:

Debits/Credits:

Payment Method:  Check#:

Amount From:  To:

Note:

Entered by User:

[Get Count](#)

[Submit](#)

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4. Jackrabbit opens a window that indicates how many transactions will be deleted.
5. Click **Return**.
6. Click **Submit**.
7. In the *Are you sure you want to delete transactions?* pop-up box, click **OK**.
8. Jackrabbit opens a window confirming the fees have been deleted and family balances have been updated.

## Delete Transactions

 Return



Action completed. Found 3 transaction(s) to delete. You can perform a Transaction-Advanced Search to review.

Click "Return" button to perform the Delete.