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

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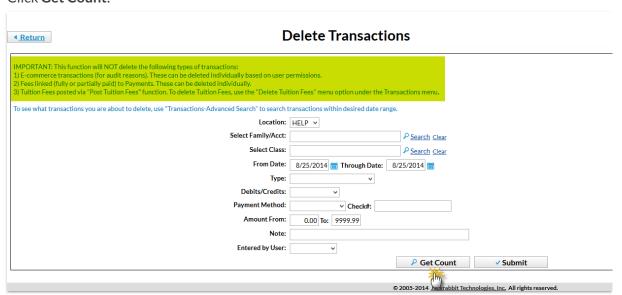
It's not possible to use this function to delete e Payments, fees that are fully or partially linked to payments; or tuition fees posted using Post Tuition Fees.

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**.

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 Transasaction-Advanced Search to review.

Click "Return" button to perform the Delete.