



## HOW TO CLEAR ALL TRANSACTIONS OF A COMPANY?

### Scenario:

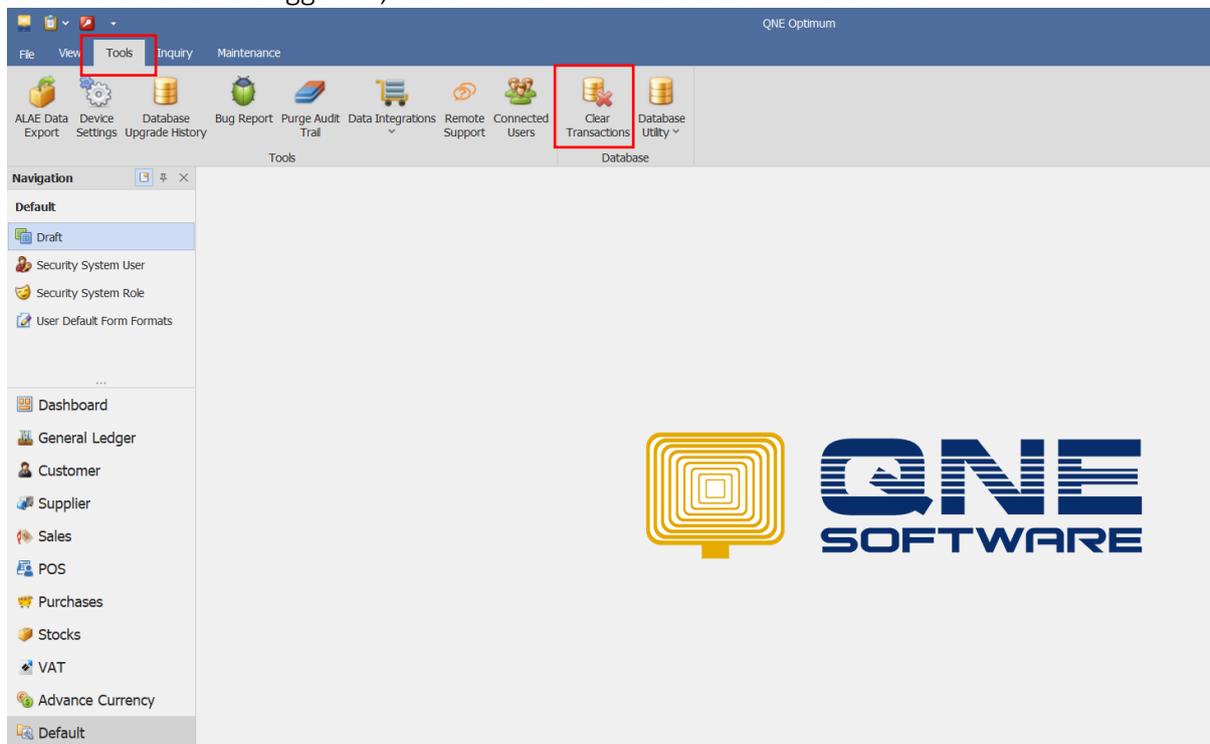
The user would want to delete all transactions previously created in the system and start with a clean database again however would not want to re-encode all the maintained master data such as Chart of Accounts, Customers and Suppliers.

### Resolution:

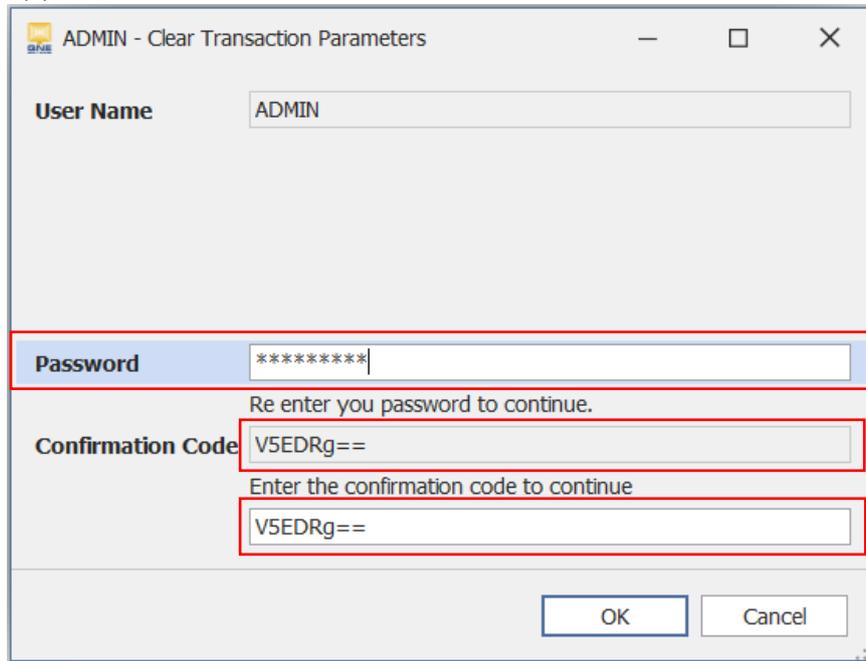
Perform 'Clear Transaction' in the Database/Company which will delete all recorded transaction.

### 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==

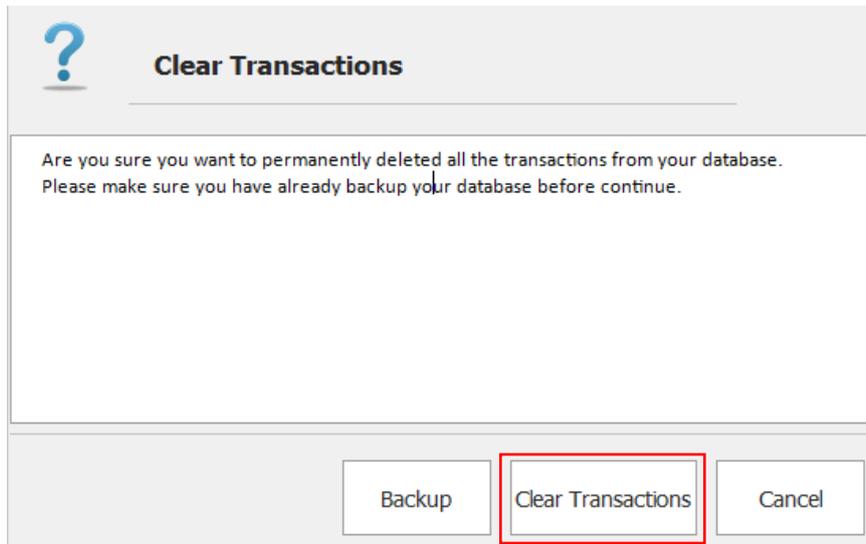
Re enter you password to continue.

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'.



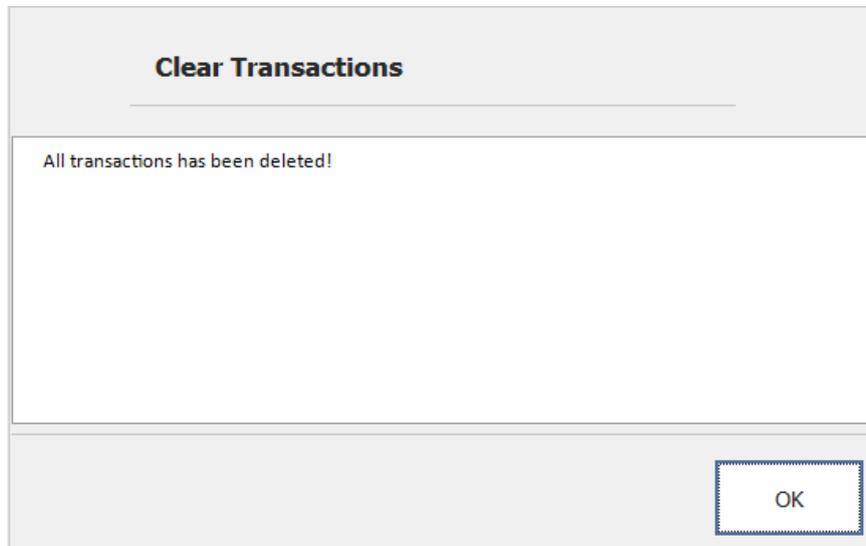
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### Clear Transactions

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.*