

Delete Multiple Transactions in QuickBooks?

In QuickBooks the transactions which are not required or have any mistakes in the list of transactions can be deleted by checking the transactions which needs to be deleted.

In QuickBooks there are miss prints or there are all matched transactions which creates a copy in QuickBooks and that creates confusion so these transactions must be deleted by QuickBooks online, Pro and enterprise.

How to Delete Multiple Transactions in QuickBooks?

1. In your QuickBooks account

2. Go to the List menu option

3. Then Click on the option name Memorized Transaction list

4. Now, you have to select the transactions carefully that you want to delete

5. Click on the drop-down menu of Memorized transaction

6. From the drop-down options click on the delete Memorized transaction

7. Then click on the OK button.



IT'S TIME TO TAKE ACTION!



There are so many ways you can this procedure.

For some great tips, head to www.smbaccountants.com.