

QuickBooks does not permit selecting a range of transactions and then deleting them all, you must delete transactions oneat-a-time. However, by turning off certain QB warnings and using the "CTRL + D" keyboard key combination, the individual transaction deletions go very quickly,

Here's how to set QB preferences for transaction mass deletion...

From the QB toolbar select **Edit > Preferences**

Eile	Edit View Lists Favorites	Accountant				
	Undo	Ctrl+Z				
	Revert					
	Cul	Ctrl+X				
	<u>С</u> ору	Ctrl+C				
	Paste	Ctrl+V				
	Edit Sales Receipt	Ctrl+E				
	New Sales Receipt	Ctrl+N				
	Delete Sales Receipt	Ctrl+D				
	Memorize Sales Receipt	Ctrl+M				
	Void Sales Receipt					
	Go To Transfer	Ctrl+G				
	Transaction History	Ctrl+H				
	Notepad					
	Change Account Color					
	Use Register	Ctrl+R				
	Use Calculator					
	<u>F</u> ind	Ctrl+F				
	Search	F3				
	Preferences					
	1 mm	13				

From the Preference list select > Accounting > Company Preferences Tab > Uncheck the DATE WARNINGS "Past" field

Preferences ×									
₽2	Accounting	My Preferences Company Preferences	ОК						
	Bills	ACCOUNTS	Cancel						
	Calendar	ar Use account <u>numbers</u> Require <u>a</u> ccounts							
-	Desktop View	Show Iowest subaccount only							
%	Finance Charge								
2	General Integrated Applications	eneral Prompt to assign classes							
	Items & Inventory	Assign classes to Accounts							
	Jobs & Estimates	Employees							
	Multiple Currencies Payments	Surrencies Warn when posting a transaction to Retained Earnings							
	Payroll & Employees	Warn if transactions are 90 day(s) in the past Uncheck date warning prefere	nce						
🥙 li	Reminders Reports & Graphs	Warn if transactions are 30 day(s) in the future							
	Sales & Customers	CLOSING DATE							
%	Sales Tax	Date through which books are closed: (not set)							
	Search Send Forms	Set Date/Password							
	Service Connection								
~	Spelling								
-									

©Simple Business Systems, Inc. 2015



From the Preference list select > General > My Preferences Tab > Uncheck the "Transaction deletion warning"

	Preferences									
P	Accounting	My Preferences	Company Prefere	nces	Click OK when done \rightarrow	ОК				
	Bills Calendar	Pressing Enter move Automatically open of	es between <u>f</u> ields Irop-down lists	Bring back a — Turn off pop	all <u>o</u> ne time messages -up messages for products	Cancel				
	Checking Desktop View	when typing	g a transaction	 and services Show ToolTi 	s ips for clipped text	Default				
%	Finance Charge	Automatically place	Automatically place decimal point		deleting a transaction or	Also See				
2	Integrated Applications	Warn when <u>e</u> diting a transaction		Keep Quickless	Books running for quick	Reminders				
	Items & Inventory Jobs & Estimates	Interview AUTOMATICALLY RECALL INFORMATION Mates Image: Automatically remember account or transaction information Uncheck this								
	Multiple Currencies Payments	 Automatically Pre-fill account 	 Automatically recall last transaction for this name Pre-fill accounts for vendor based on past entries 							
111 I	Payroll & Employees DEFAULT DATE TO USE FOR NEW TRANSACTIONS Use today's date as default OUse today's date as default OUse the last entered date as default									
37	Sales & Customers	& Customers KEEP CUSTOM ITEM INFORMATION WHEN CHANGING ITEM IN TRANSACTIONS								
%	Sales Tax Search	Ask	Always	0	Vever					
	Send Forms									
	Service Connection Spelling									
-	•									

Click > **OK** accept any warnings

Open the PayPal bank register, scroll to the first transaction you want deleted, click on it, but don't edit the transaction just select it. Now hold the "CTRL + D" keyboard key combination down, QB will just start deleting all transactions from that point down the register list. If you are doing selective deletions be sure to watch the transaction as they go by and release the key combination as you get close to the last transaction you want deleted, as they will delete very quickly. Then you can delete the transactions individually.

When done, you can re-activate the warnings that were previously de-activated.

