



Modulus Technical Note #19- Deleting General Ledger Transaction Batches (Amended 17/2/99)

Transaction batches can only be deleted by Macro.

These instructions are for a Single user - if multi user, all other users should quit before the Macro is run.

NB. Take a backup of your data file first!

1) Find the Transaction Batch, and note the Batch Number, Account Codes involved and the Period.

2) Modules menu, Data manager, Macros, Macros Palette - the Macros strip will appear (usually at bottom right).

4) Click the [+] to create a new Macro. Macro Code = 'Transdel'; Macro Name = 'Deletion of Transaction'. Applicable to file 'TRANSACTIONS' .

The Macro Text is:-

```
READ WRITE([TRANSACTIONS])
SEARCH([TRANSACTIONS];[TRANSACTIONS]BATCH NO=****)
DELETE SELECTION([TRANSACTIONS])
READ WRITE([TRANS IN])
SEARCH([TRANS IN];[TRANS IN]BATCH NO=****)
DELETE SELECTION([TRANS IN])
```

NB **** Put in here your Transaction Batch Number (no spaces)

[TRANSACTIONS];[TRANSACTIONS] <--- Separated by a semi-colon

[TRANS IN];[TRANS IN] <--- Separated by a semi-colon

5) Click [] to save the Macro.

6) Click the [Play] button on the Macro Palette to run the Macro.

7) The Account Balances now need to be changed. Go to the Data Manager and

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select 'Check Account Balances' from the Utilities menu. List all Accounts and press [] to let Modulus recalculate the Account Balances. It should be noted that this routine can take a long time to run, and in order to keep this to a minimum, you should only run it for the periods in which you have deleted batches.

When finished, ensure that the Balances (General Ledger, Ledger, View Account Balances) for each account and the period of the Transaction which has been deleted have changed, as expected.