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Delete Batch

Daily > Browse Batch

This option allows you to delete an entire batch already posted. It requires permission to delete the batch under *Users > Permissions* and should only be given to an administrator.

This option is helpful if an entire batch, such as a journal entry, is wrong. Rather than doing reversals, it might be **cleaner** to clone the wrong journal entry batch, make corrections, and post the correct batch. Then go into Delete Batch and delete the original/wrong batch.

Delete Batch can also be used to undo a voided payment. If a payment has been voided by mistake, browse the vendor transactions. Click to highlight the void payment record. The Type will be Payment, and the Status will be Reversal. *Right Click > Browse Batch*. Review the batch and comments to be certain these are void CD records. When ready, click the **Delete** button. When you look at the vendor history transactions, it will display the payment as it happened (not voided).

The **Delete Batch** menu option can be accessed by clicking to highlight any transaction in the system and *right-clicking > Browse Batch.* There is also a menu option, *Daily > Browse Batch,* if you know the batch#.

IMPORTANT: Use extreme caution and carefully review the batch before hitting the Delete button. Once deleted, the batch is gone from the system and cannot be recovered.