HOW TO DELETE MULTIPLE CHECKS

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

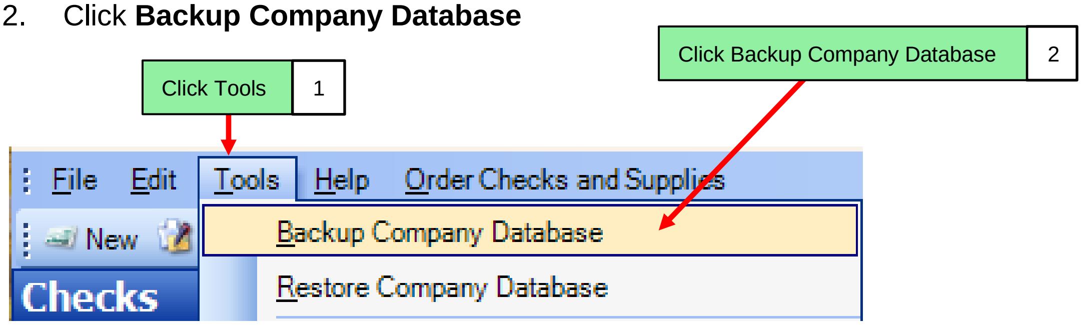
WARNING!!!

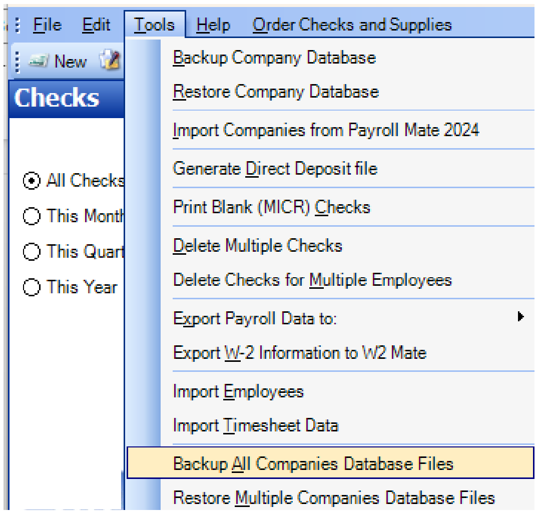
1. **Please note that deleting checks can have an impact on your tax reports and forms. Please seek tax advice before you delete any checks.**

2. **It is highly recommended to backup your company database before proceeding with this operation.**

To Back up a company:

1. Click **Tools**
2. Click **Backup Company Database**





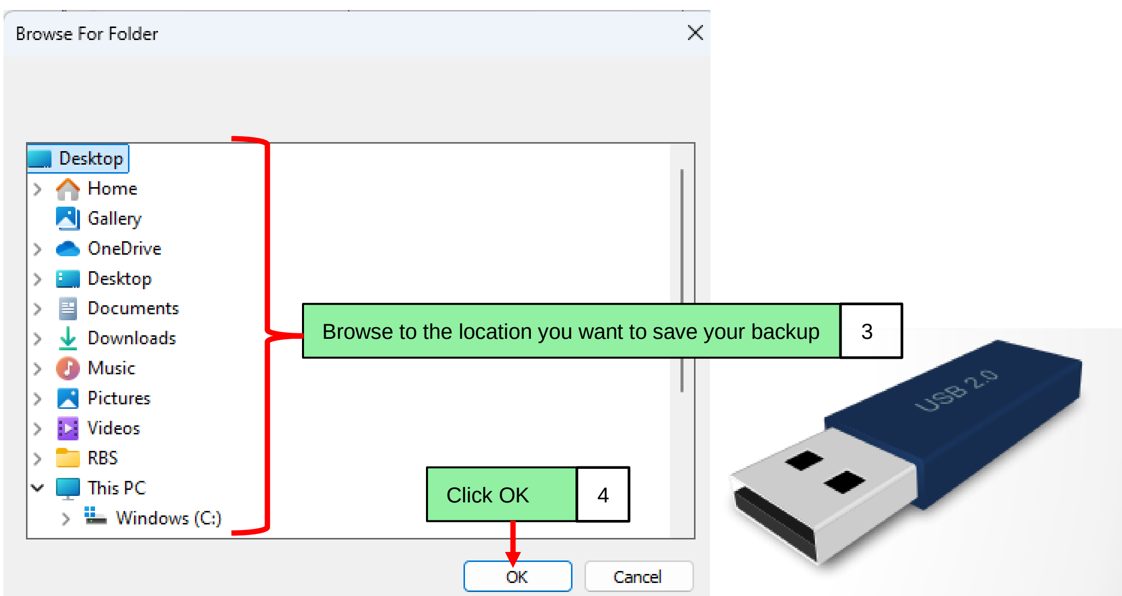
NOTE: If you have more than one company which you need to delete checks, you can either:

Backup All Companies Database Files

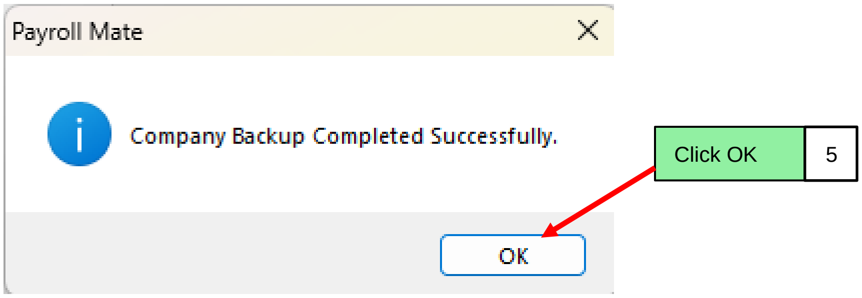
Or

Backup Company Database for each company, but you will need to be within each respective company when you perform the backup for each company.

3. A dialog box will open for you **browse to the location you want to save your backup**
   We always recommend you backup your data to an external drive, or a USB.
4. Click **OK**

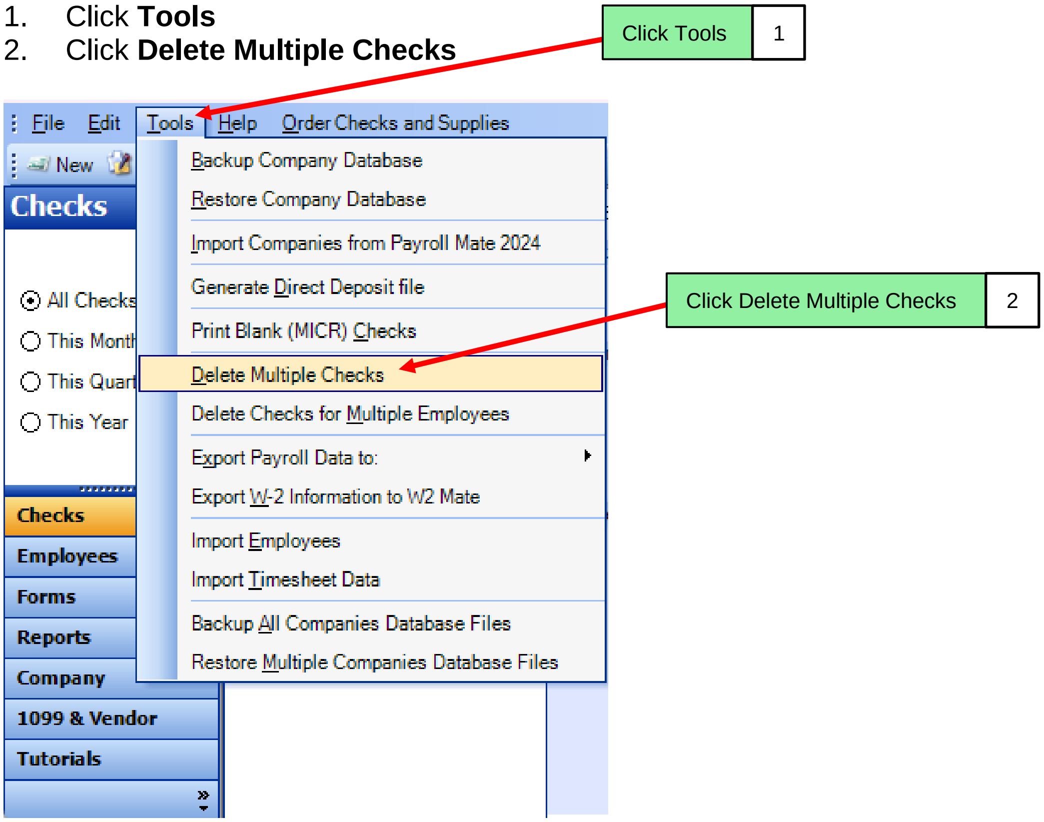


5. Once the backup is complete, a dialog box will display, Company Backup Completed Successfully, Click **OK**

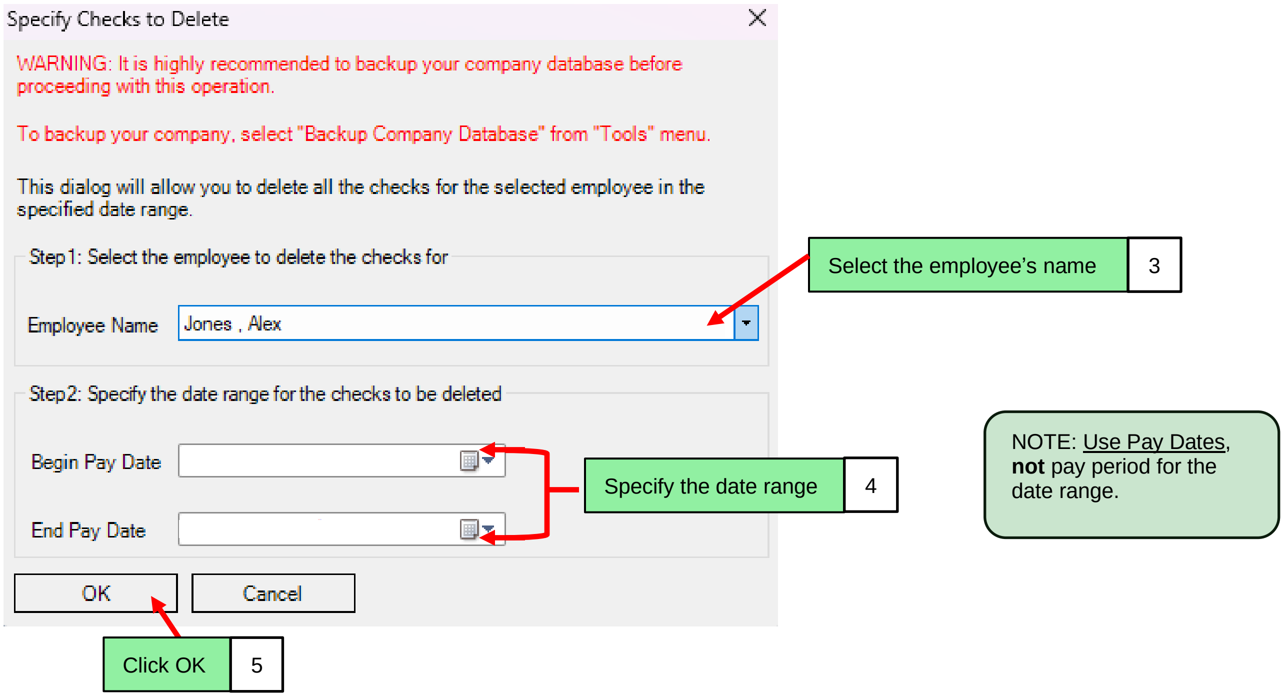


Delete Multiple Checks:

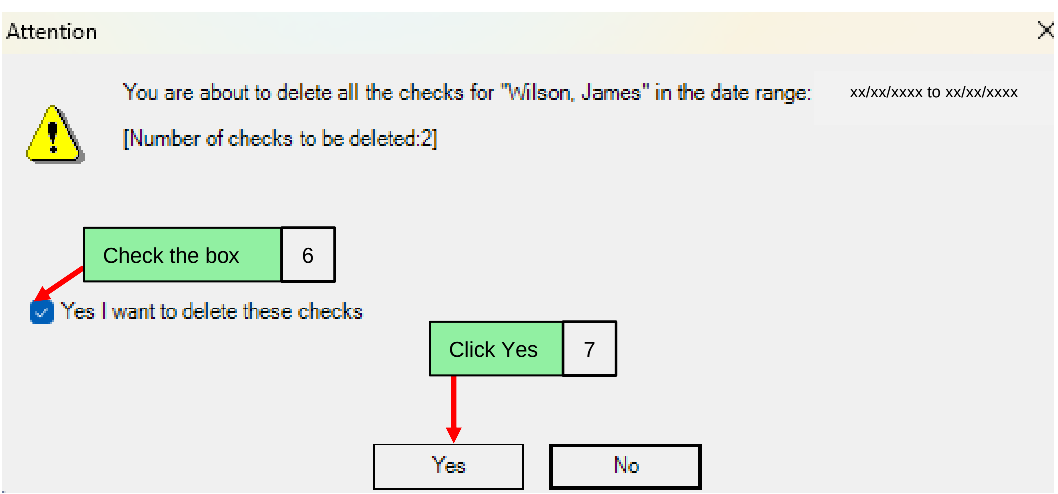
1. Click **Tools**
2. Click **Delete Multiple Checks**



3. Specify Checks to Delete dialog box will open, **select the employee's name** you would like to delete multiple checks for
4. **Specify the date range** for the checks to be deleted
5. Click **OK**



6. An Attention dialog box will appear. The purpose for this is to confirm you want to delete multiple checks within the date range and how many checks will be deleted.
   Check the box confirming you want to delete these checks
7. Click **Yes**



8. You will get a confirmation that the checks were successfully deleted, click **OK**