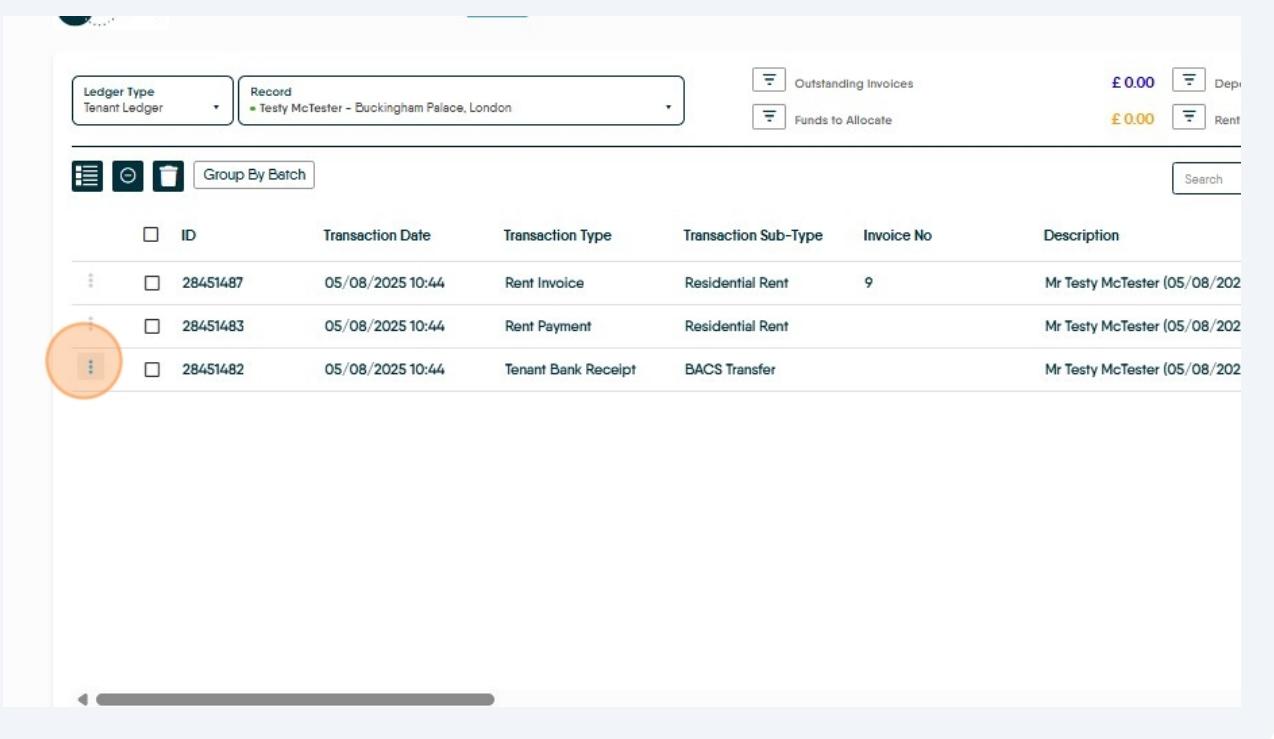


Deleting Transactions in a Chain



This guide provides a step-by-step process for deleting transactions in a ledger, specifically focusing on their associated transaction chains. It highlights the importance of understanding dependent transactions and offers clear instructions to ensure accurate deletion without errors.

- 1 To delete a transaction in a ledger, click the three-dot menu. In this case, we are trying to delete a tenant bank receipt.

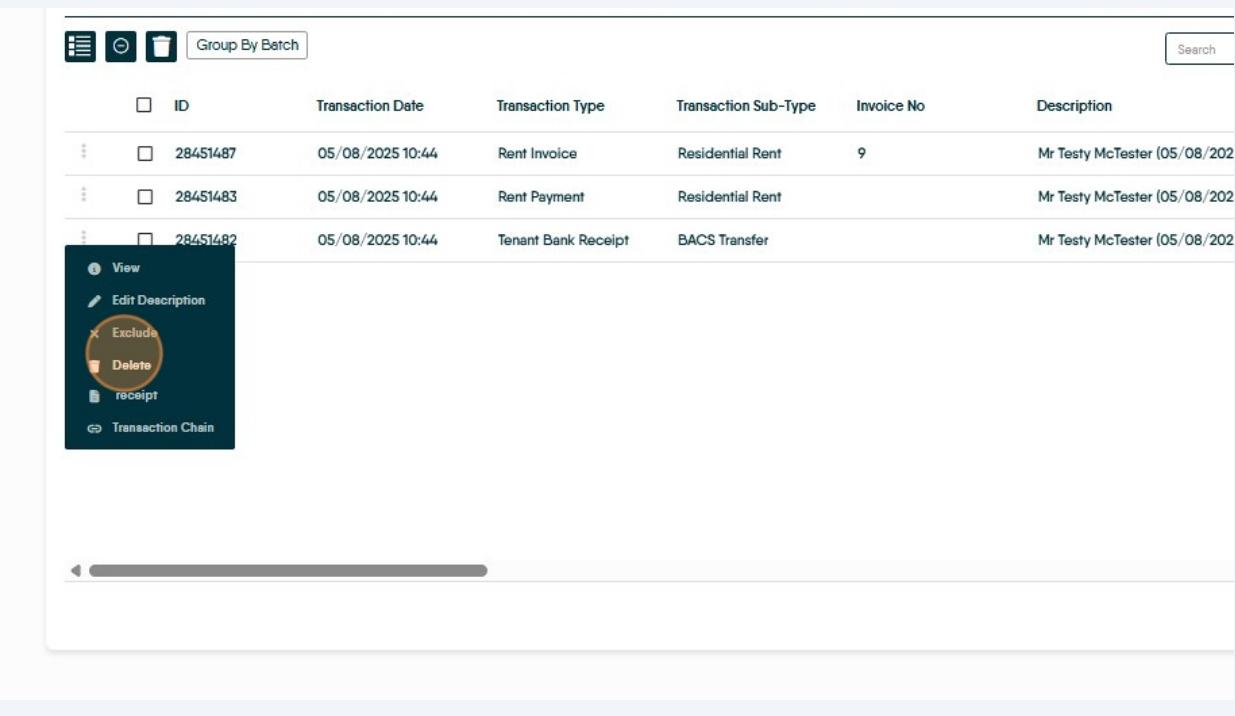


The screenshot shows a software interface for managing ledger transactions. At the top, there are dropdown menus for 'Ledger Type' (set to 'Tenant Ledger') and 'Record' (set to 'Testy McTester - Buckingham Palace, London'). To the right, there are buttons for 'Outstanding Invoices' (£ 0.00), 'Funds to Allocate' (£ 0.00), and 'Deposits' (£ 0.00). Below these are buttons for 'Search' and 'Group By Batch'. The main area is a table with the following data:

	ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
<input type="checkbox"/>	28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025)
<input type="checkbox"/>	28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/2025)
<input type="checkbox"/>	28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/2025)

A small orange circle highlights the three-dot menu icon (⋮) located to the left of the first transaction row.

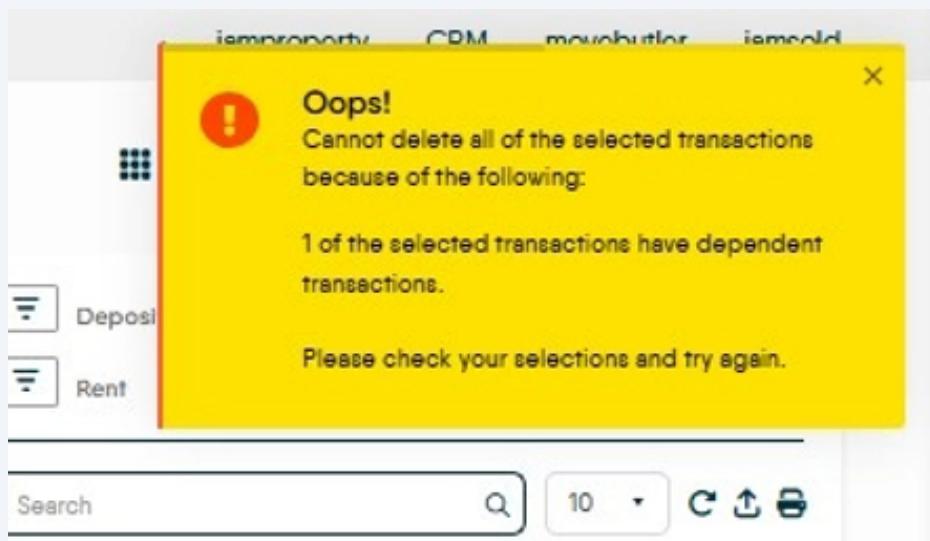
2 Click "Delete".



The screenshot shows a table of transactions with columns: ID, Transaction Date, Transaction Type, Transaction Sub-Type, Invoice No, and Description. The third transaction in the list is selected. A context menu is open over this transaction, with the 'Delete' option highlighted in orange. The menu also includes 'View', 'Edit Description', 'Exclude', 'receipt', and 'Transaction Chain'.

	ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
<input type="checkbox"/>	28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/202
<input type="checkbox"/>	28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/202
<input type="checkbox"/>	28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/202

3 You may see a warning regarding dependent transactions. These will need deleting first.



The screenshot shows a yellow warning dialog box with the text: "Oops! Cannot delete all of the selected transactions because of the following: 1 of the selected transactions have dependent transactions. Please check your selections and try again." Below the dialog, there are buttons for "Deposit" and "Rent". At the bottom of the screen, there is a search bar and a toolbar with icons for search, sort, and export.

4 Click the three-dot menu again.

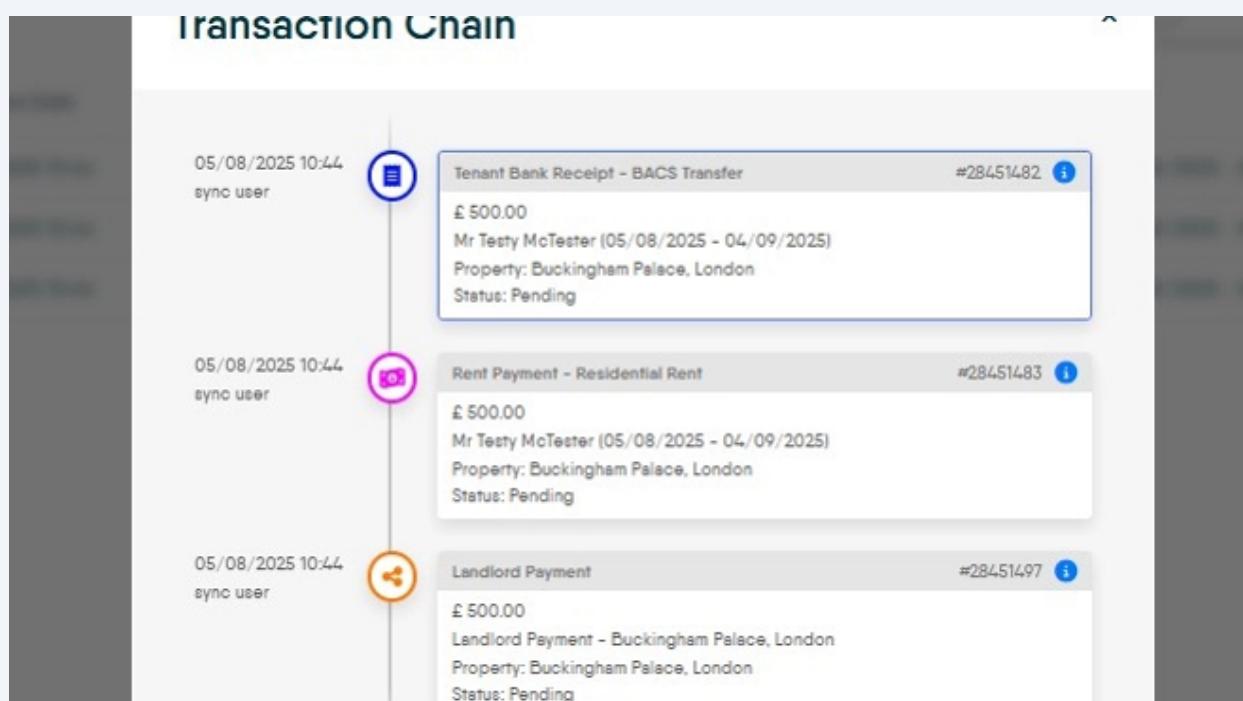
ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025)
28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/2025)
28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/2025)

5 Click "Transaction Chain"

ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025)
28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/2025)
28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/2025)

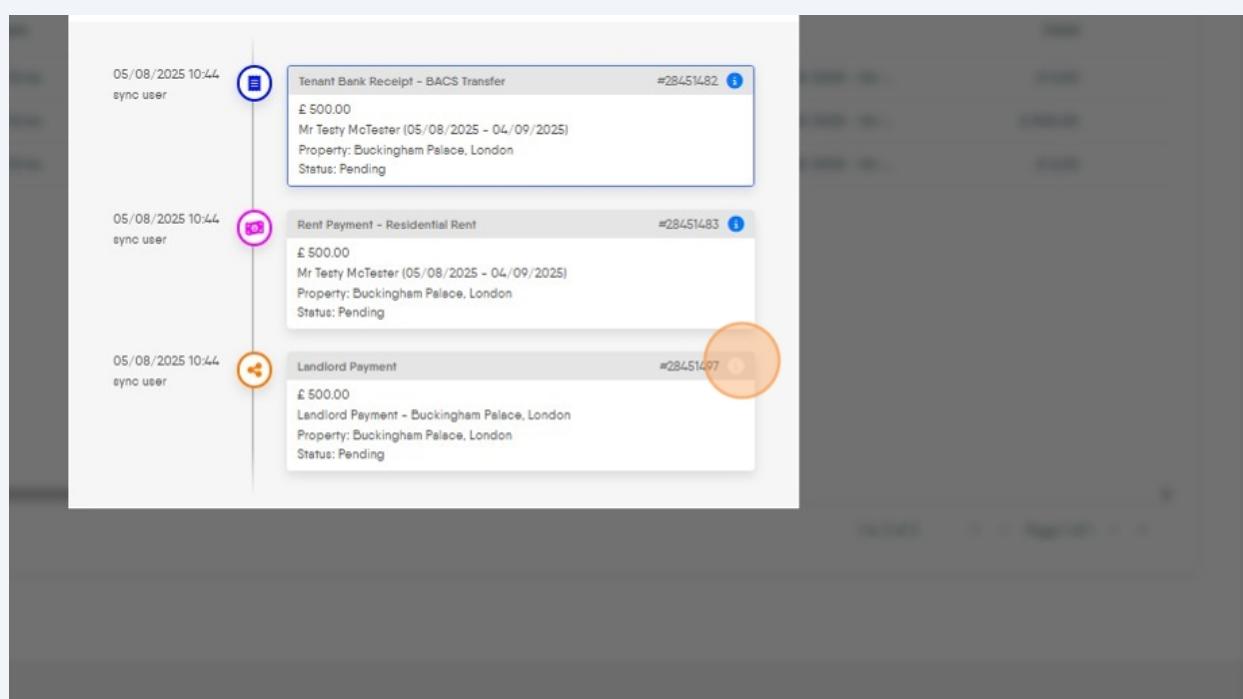
6

You will see the transaction you want to delete, followed by any transactions that occurred afterwards using that transaction's funds. In this case the bank receipt is followed by a rent payment, which is then followed by a landlord payment. Only the final transaction on a chain can be deleted.



7

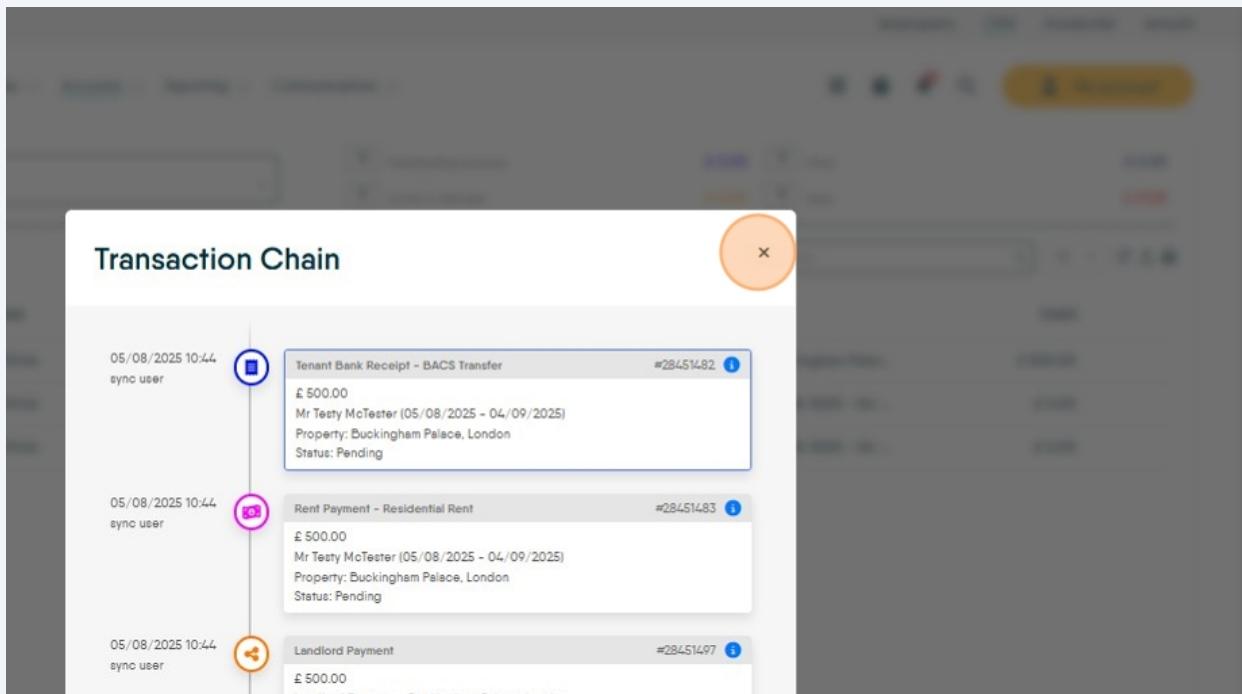
Click the 'i' info button on the final transaction.



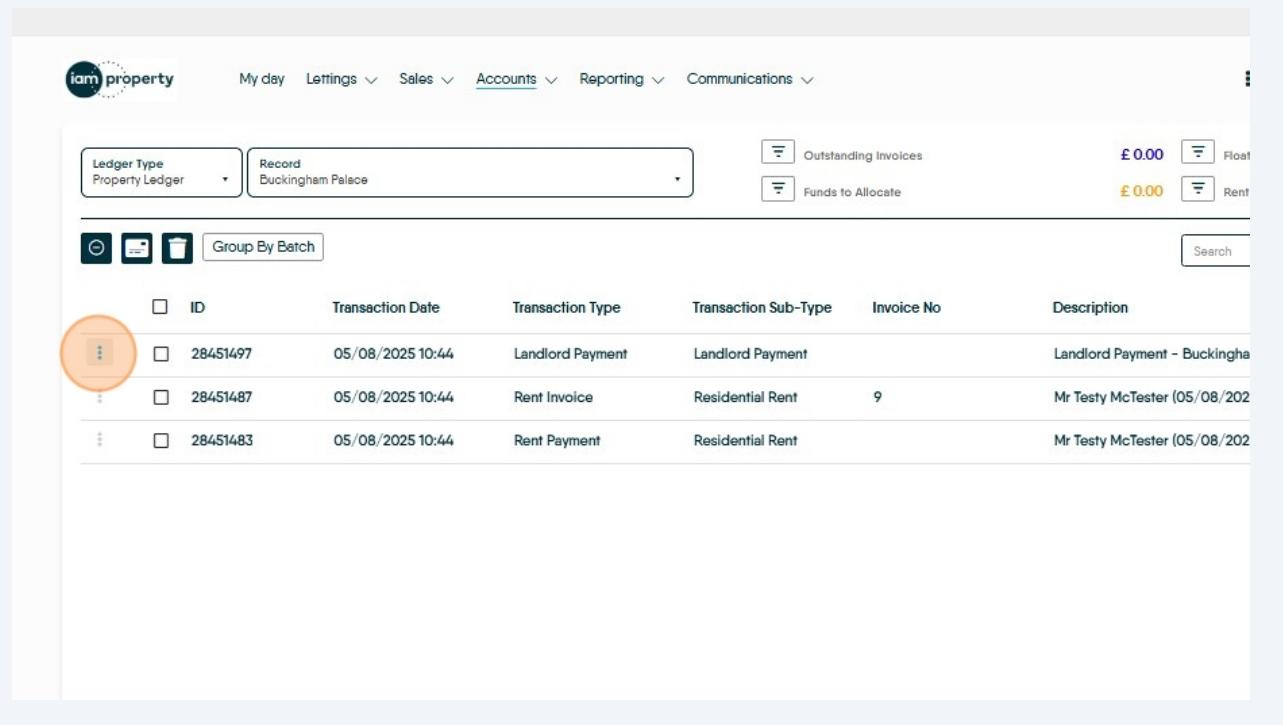
8 Click to open the ledger containing the final transaction.

ID	Ledger Type	Property	Debit	Credit
28451497	Property Ledger	Buckingham Palace, London, Greater London, SW1A 1AA, UK	£ 500.00	£ 0.00
28451497	Landlord Ledger	Buckingham Palace, London, Greater London, SW1A 1AA, UK	£ 500.00	£ 0.00

9 Close down the two windows and the ledger will have opened in the background.



10 Find the transaction, in this case the Landlord Payment.

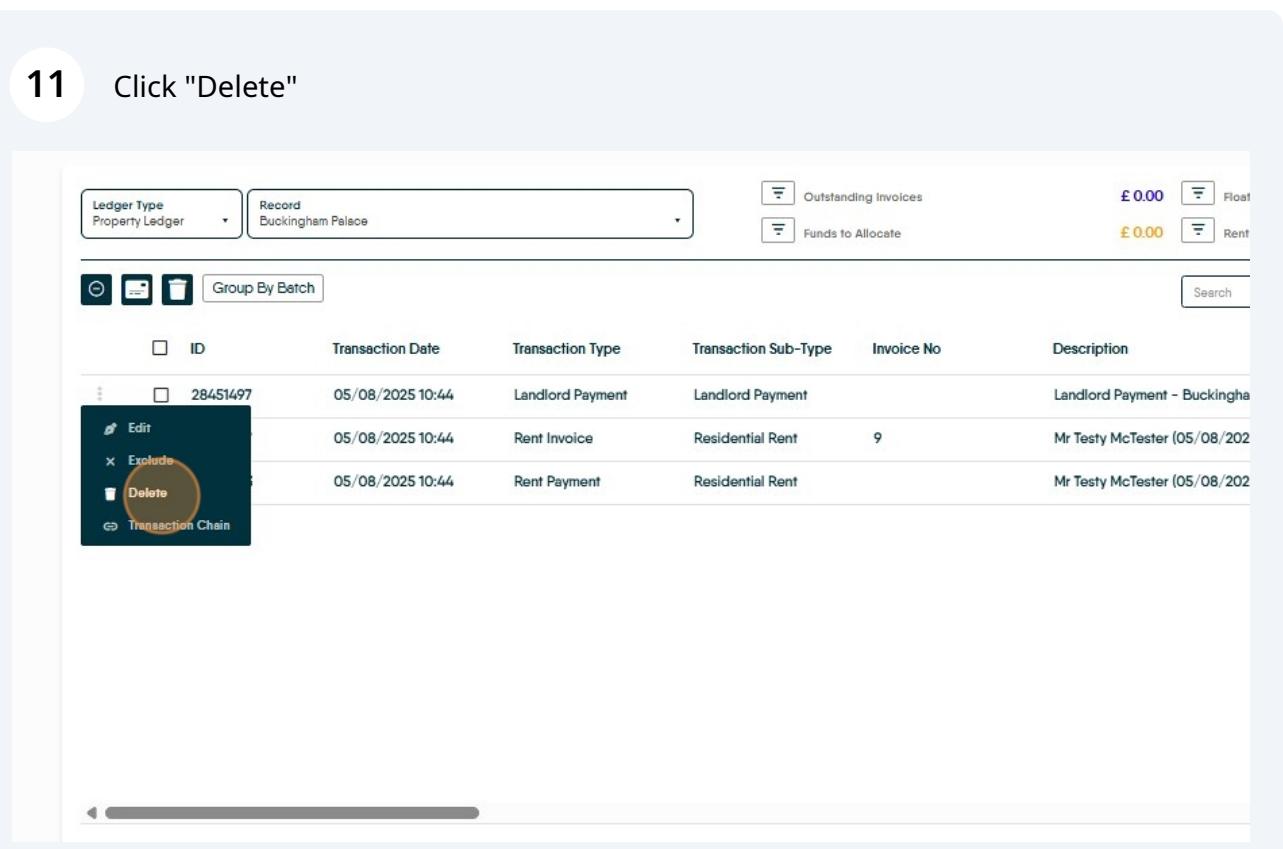


Ledger Type: Property Ledger Record: Buckingham Palace

Outstanding Invoices: £ 0.00 Funds to Allocate: £ 0.00

ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451497	05/08/2025 10:44	Landlord Payment	Landlord Payment		Landlord Payment - Buckingham Palace
28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025)
28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/2025)

11 Click "Delete"



Ledger Type: Property Ledger Record: Buckingham Palace

Outstanding Invoices: £ 0.00 Funds to Allocate: £ 0.00

ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451497	05/08/2025 10:44	Landlord Payment	Landlord Payment		Landlord Payment - Buckingham Palace
	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025)
	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/2025)

12 Confirm the deletion.

The screenshot shows a software interface for managing property transactions. At the top, there are buttons for 'Funds to Allocate' and 'Rent'. Below this is a search bar and a dropdown menu set to '10'. The main area is a table with columns: Transaction Date, Transaction Type, Transaction Sub-Type, Invoice No, Description, and Debit. Three rows of data are visible:

Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description	Debit
05/08/2025 10:44	Landlord Payment	Landlord Payment		Landlord Payment - Buckingham Palac...	£ 500.00
05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025 - 04/...	£ 0.00
05/08/2025 10:44	Rent Payment			Mr Testy McTester (05/08/2025 - 04/...	£ 0.00

A modal dialog box is centered over the third row, asking 'Delete Transaction?' with 'Cancel' and 'Delete' buttons. The 'Delete' button is highlighted with a yellow circle. The status bar at the bottom right shows '1 to 3 of 3' and 'Page 1 of 1'.

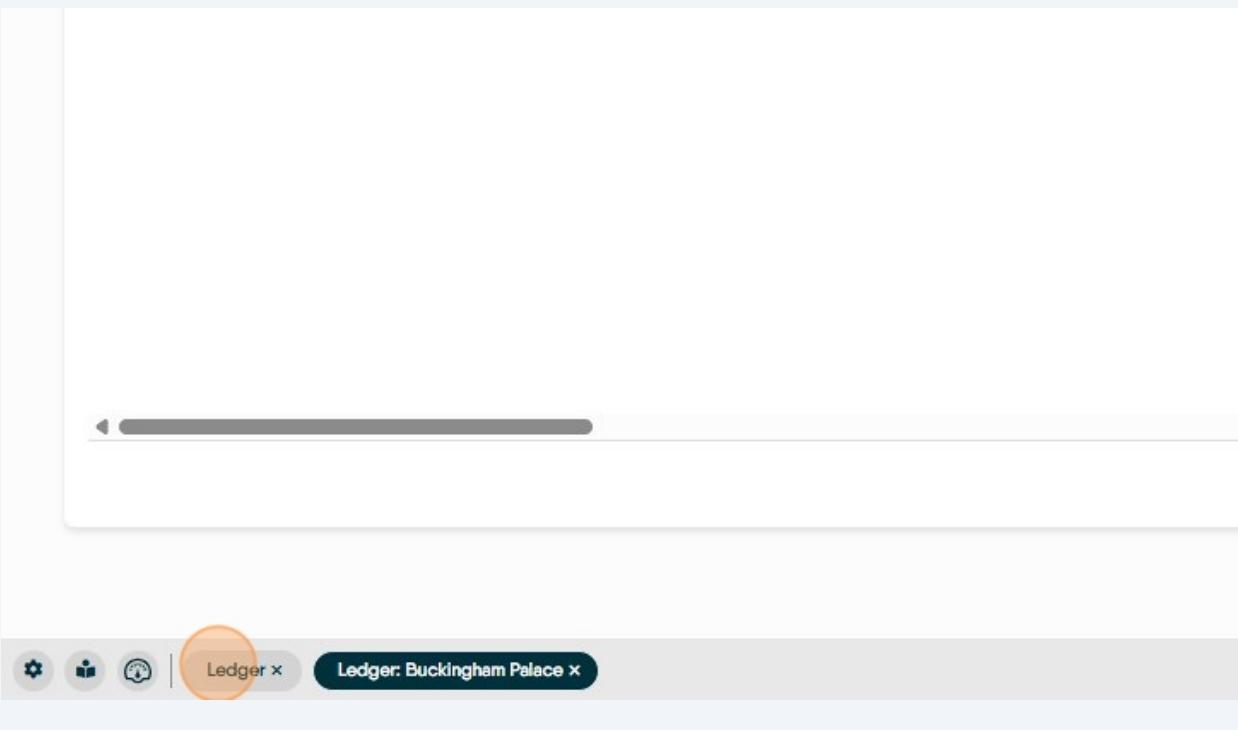
13 Delete the other transactions in the chain in reverse order.

The screenshot shows the 'Accounts' section of the iAm Property software. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The 'Accounts' dropdown is currently selected. The main area displays a table of transactions with columns: ID, Transaction Date, Transaction Type, Transaction Sub-Type, Invoice No, and Description. Two transactions are listed:

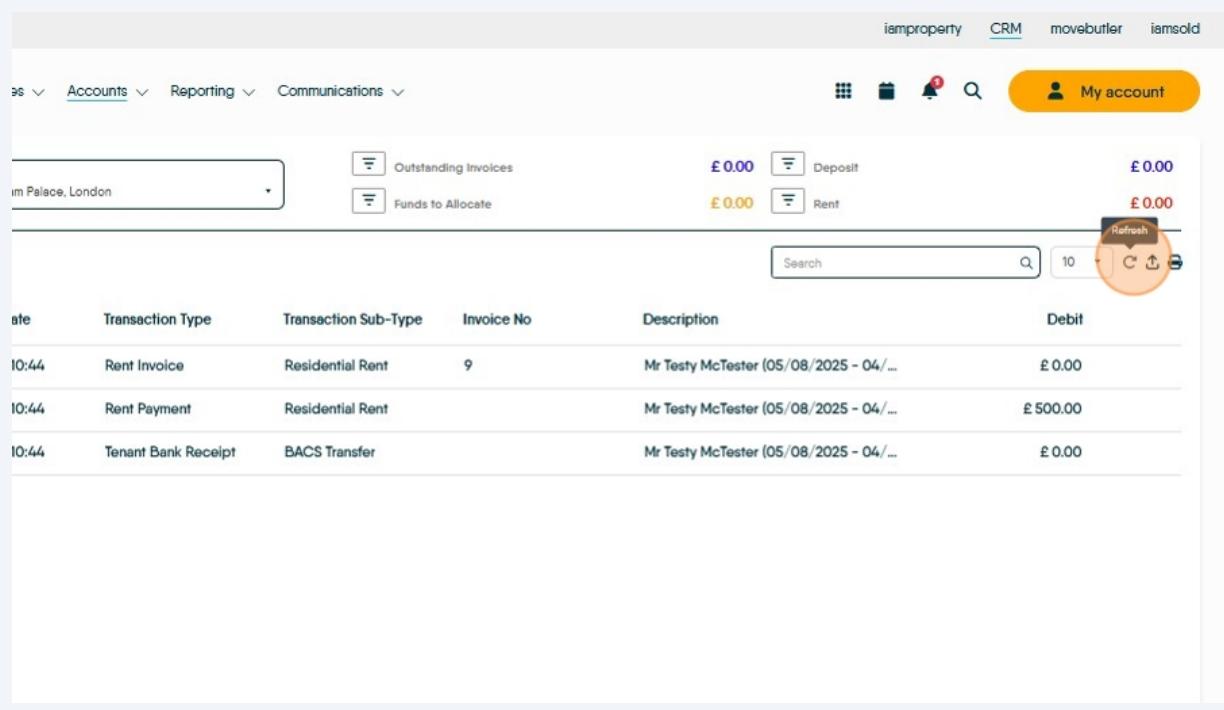
ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025 - 04/...
28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/2025 - 04/...

On the left, there are buttons for 'Group By Batch' and a search bar. On the right, there are buttons for 'Outstanding Invoices' (value: £ 0.00), 'Funds to Allocate' (value: £ 0.00), 'Flood' (value: £ 0.00), and 'Rent' (value: £ 0.00). A large orange circle highlights the first transaction row (ID 28451487).

14 Return to the Tenant Ledger

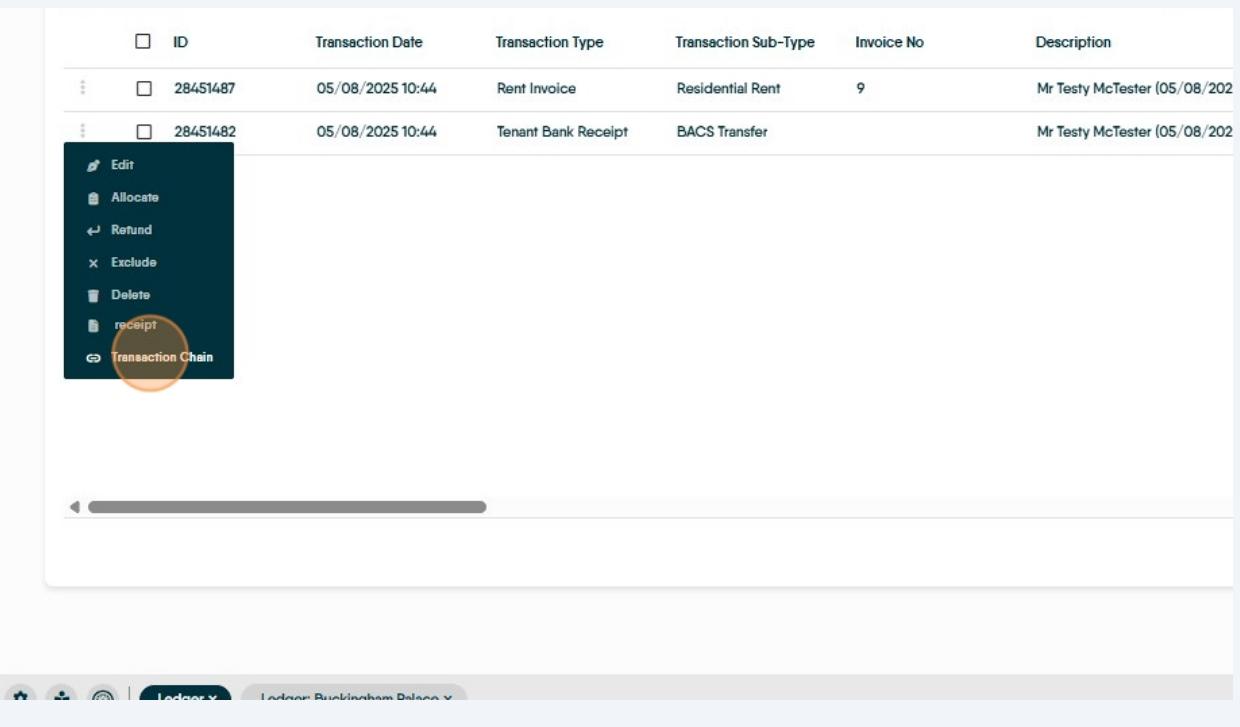


15 Refresh the ledger to account for recently deleted transactions.



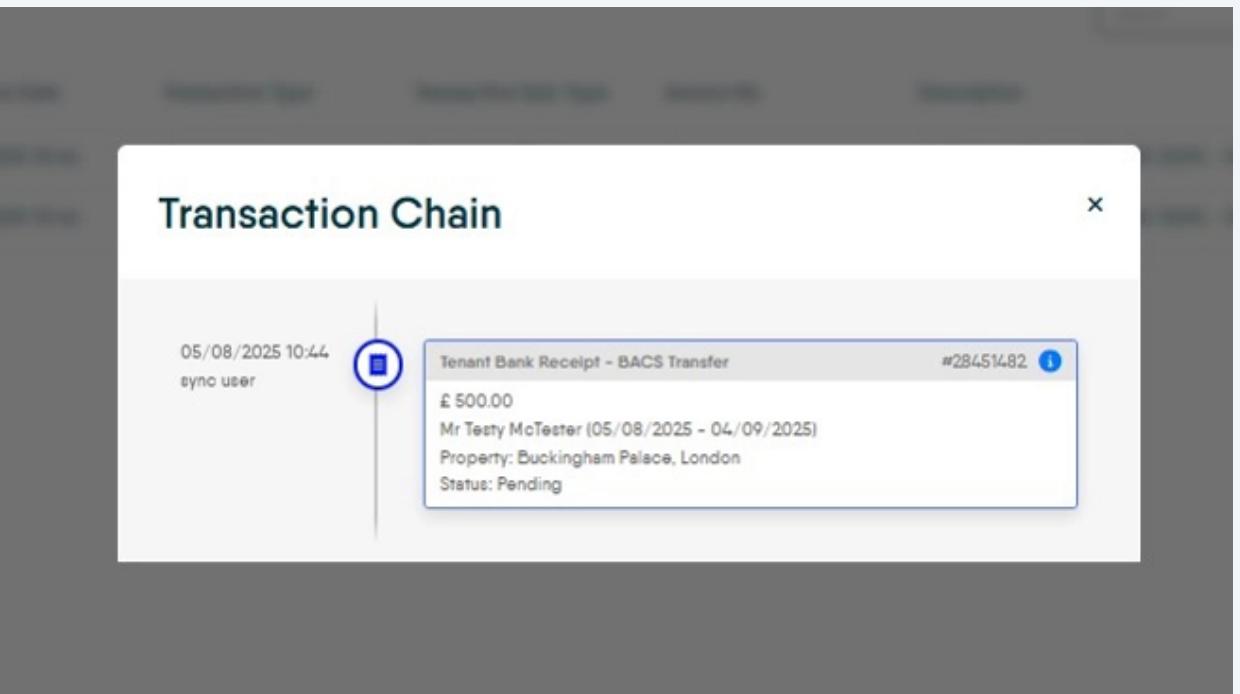
Date	Transaction Type	Transaction Sub-Type	Invoice No	Description	Debit
10/08/2025	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025 - 04/...	£ 0.00
10/08/2025	Rent Payment	Residential Rent		Mr Testy McTester (05/08/2025 - 04/...	£ 500.00
10/08/2025	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/2025 - 04/...	£ 0.00

16 View Transaction Chain again



ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/2025 - 04/09/2025)
28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/2025 - 04/09/2025)

17 You can now see the bank receipt is alone with no attached transactions.



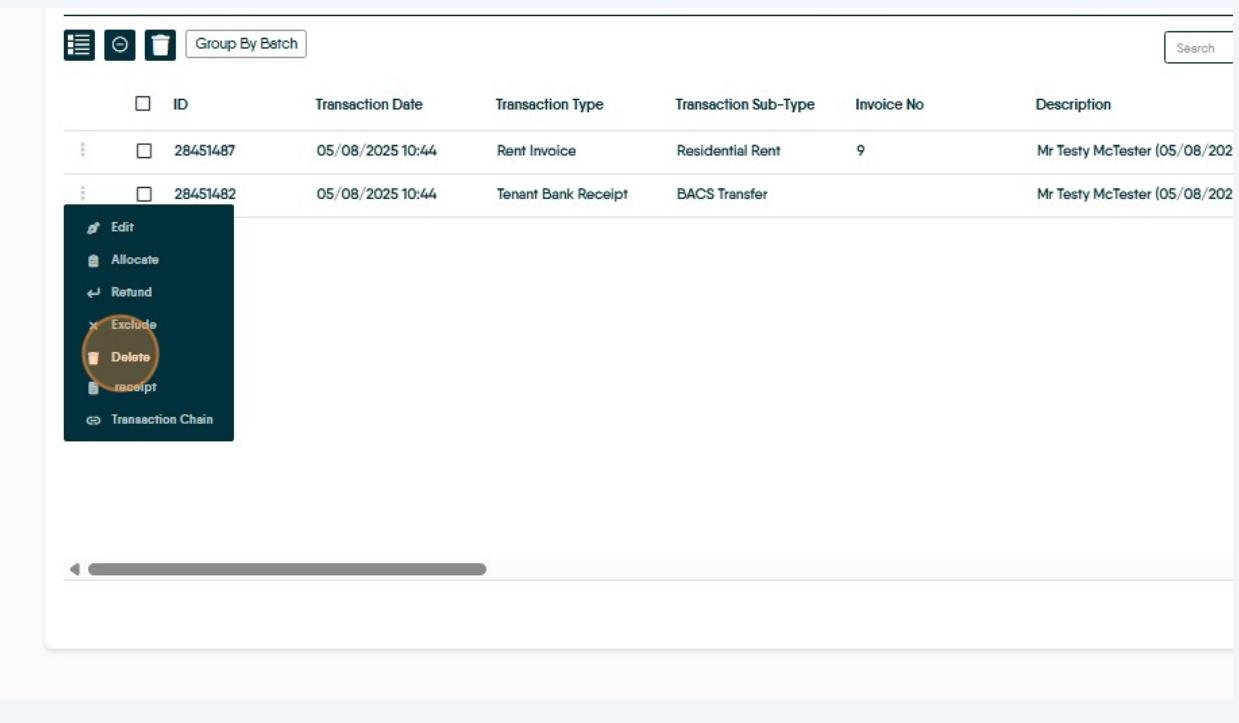
Transaction Chain

05/08/2025 10:44
sync user

Tenant Bank Receipt - BACS Transfer #28451482

£ 500.00
Mr Testy McTester (05/08/2025 - 04/09/2025)
Property: Buckingham Palace, London
Status: Pending

18 It can now be deleted successfully.



ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/202
28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/202

19 If when trying to delete a transaction you get an error that something is Reconciled, it unfortunately cannot be deleted, and will instead need to be refunded.

