

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.

Ledger Type
Tenant Ledger

Record
Testy McTester - Buckingham Palace, London

Outstanding Invoices
£ 0.00

Funds to Allocate
£ 0.00

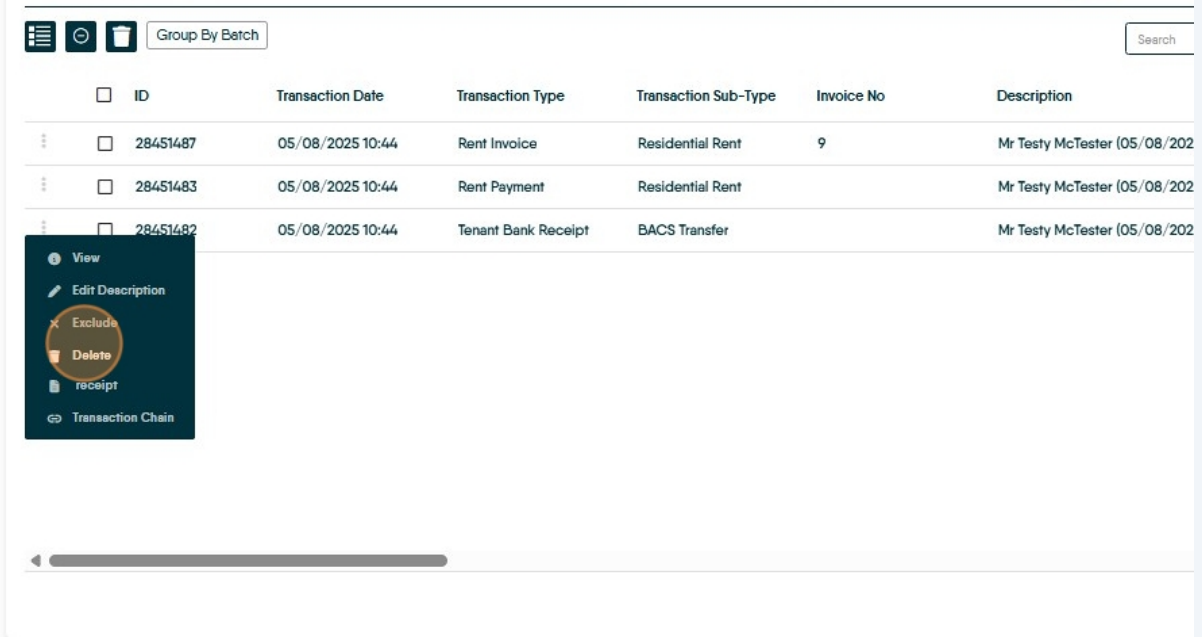
Dep
Rent

Group By Batch

Search

<input type="checkbox"/>	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

2 Click "Delete".

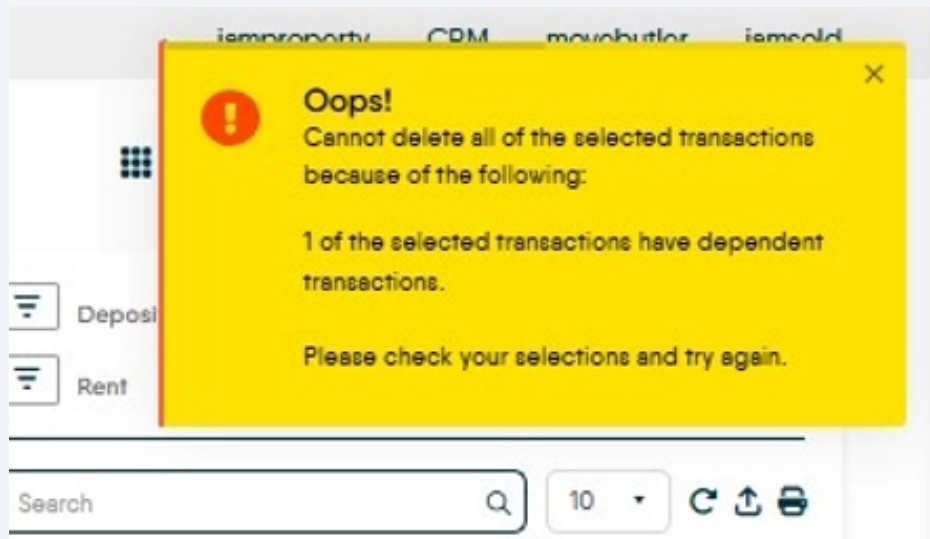


The screenshot shows a web application interface for managing transactions. At the top, there are icons for list, refresh, and delete, followed by a 'Group By Batch' button and a search bar. Below this is a table with the following columns: ID, Transaction Date, Transaction Type, Transaction Sub-Type, Invoice No, and Description. The table contains three rows of data:

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
28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/202
28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/202

A context menu is open over the first row, showing options: View, Edit Description, Exclude, Delete (highlighted with a red circle), Receipt, and Transaction Chain. A scrollbar is visible at the bottom of the table.

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



The screenshot shows a warning dialog box with a yellow background and a red exclamation mark icon. The text in the dialog reads:

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.

The dialog box is overlaid on a blurred background of the transaction management interface, which includes a search bar and a list of transactions.

4 Click the three-dot menu again.

The screenshot shows a financial ledger interface. At the top, there are filters for 'Ledger Type' (Tenant Ledger) and 'Record' (Testy McTester - Buckingham Palace, London). To the right, there are summary boxes for 'Outstanding Invoices' (£0.00) and 'Funds to Allocate' (£0.00). Below these, there are icons for a list, a refresh, and a trash, followed by a 'Group By Batch' button and a search bar. The main part of the interface is a table with the following columns: ID, Transaction Date, Transaction Type, Transaction Sub-Type, Invoice No, and Description. The table contains three rows of data. An orange circle highlights the three-dot menu icon next to the first row (ID 28451487).

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
28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/202
28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/202

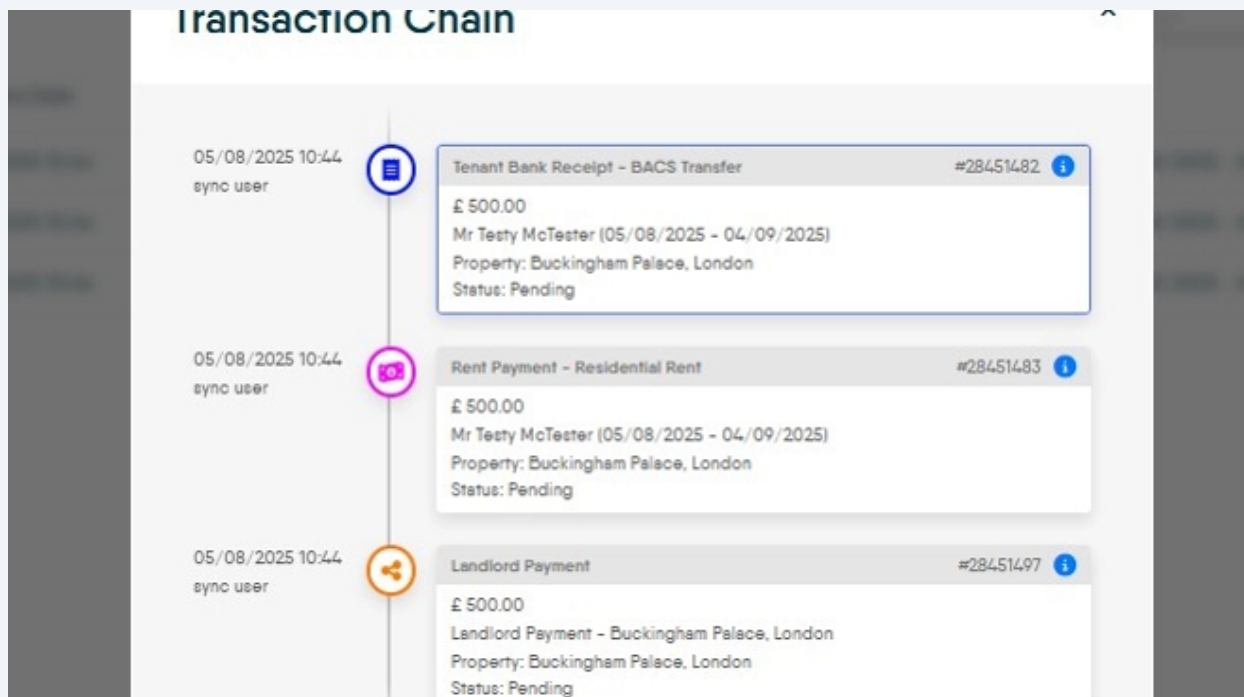
5 Click "Transaction Chain"

The screenshot shows the same financial ledger interface as before, but with a context menu open over the first transaction row (ID 28451487). The context menu has the following options: View, Edit Description, Exclude, Delete, receipt, and Transaction Chain. The 'Transaction Chain' option is highlighted with an orange circle.

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
28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/202
28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/202

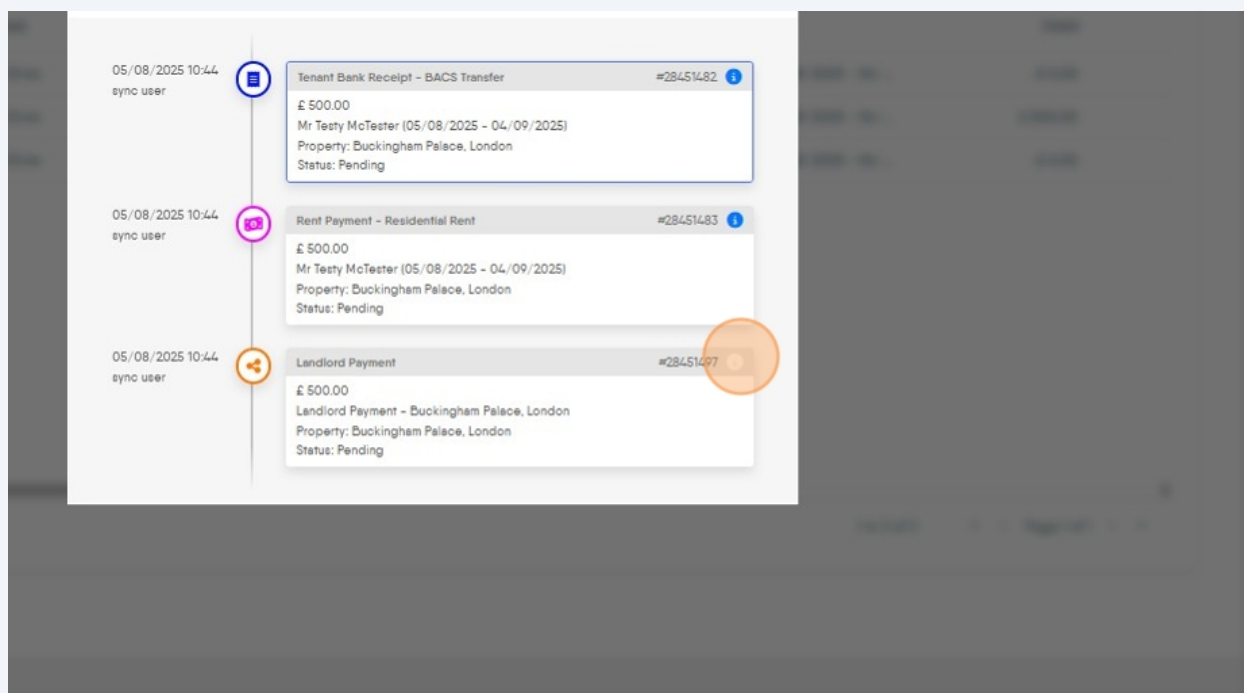
6

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.

Transaction Type

Landlord Payment

Date

05/08/2025 10:44

Invoice No

Enter invoice no

Bank Reference

Enter bank reference

Description

Landlord Payment - Buckingham Palace, London

Sub Type

Landlord Payment

Amount

£ 500.00

Cheque No

Enter cheque no

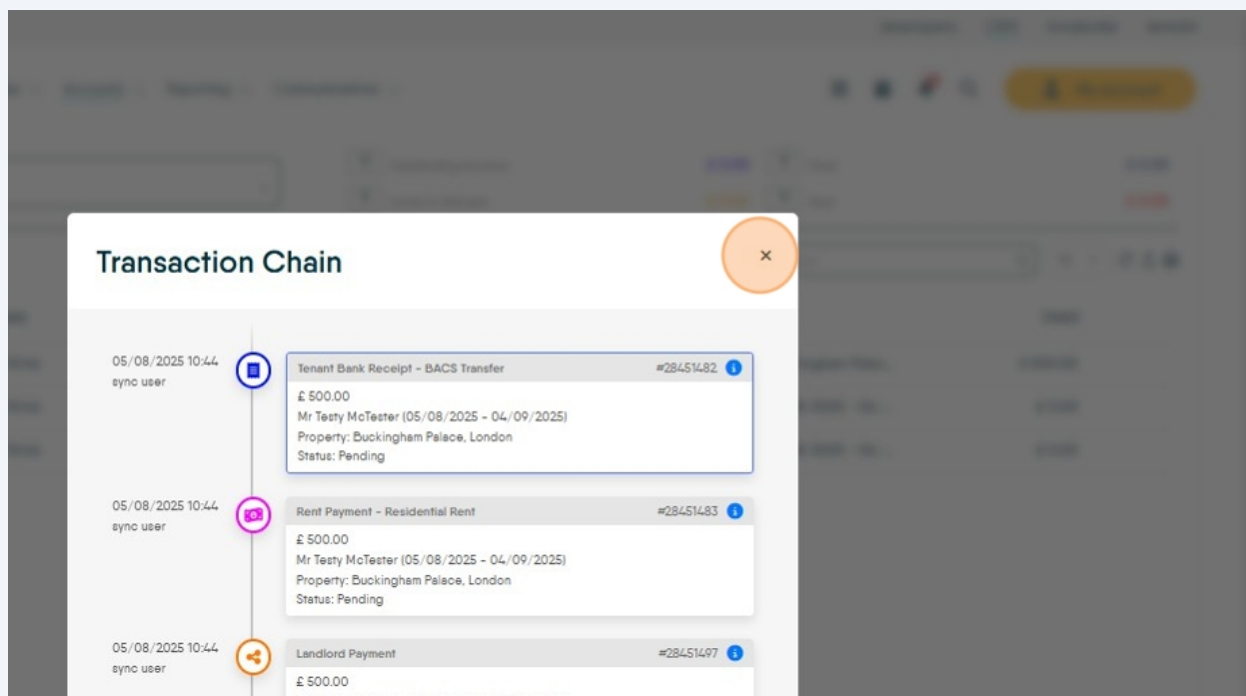
Excluded

☐

Cancel

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.

The screenshot shows the 'iam property' interface with the 'Accounts' tab selected. The 'Property Ledger' is set to 'Buckingham Palace'. The 'Outstanding Invoices' and 'Funds to Allocate' are both £0.00. A table of transactions is displayed with columns: ID, Transaction Date, Transaction Type, Transaction Sub-Type, Invoice No, and Description. The first transaction, ID 28451497, is a 'Landlord Payment' and is highlighted with an orange circle.

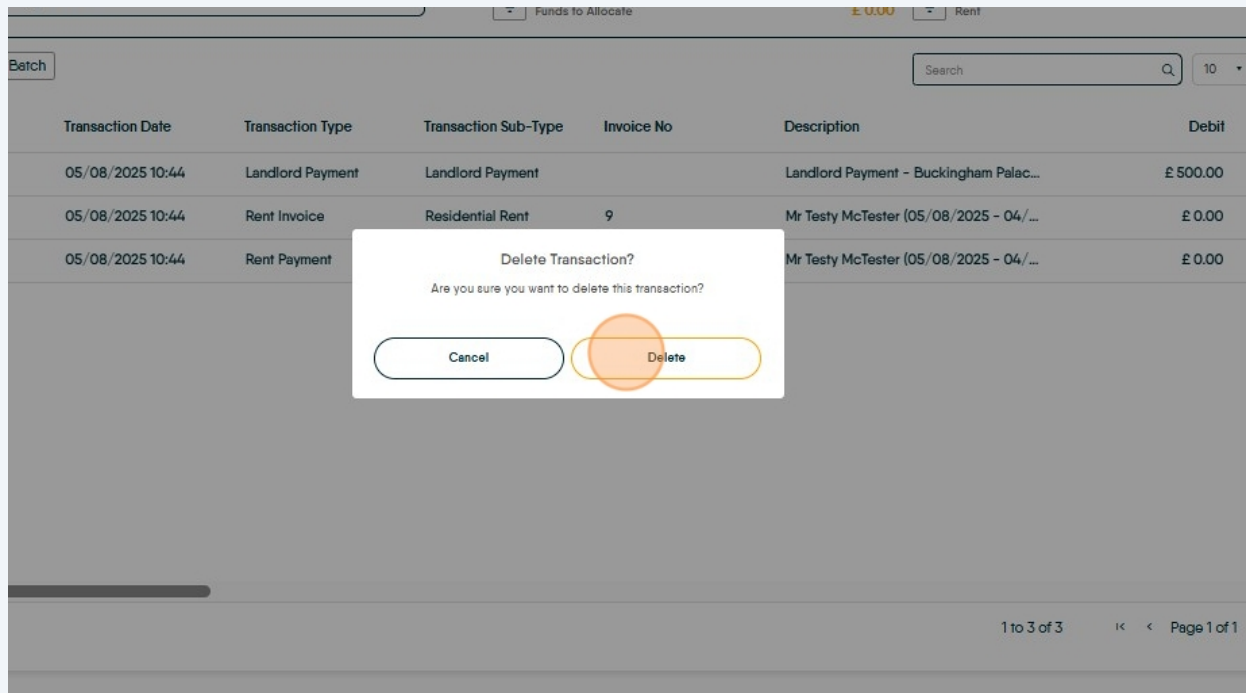
ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451497	05/08/2025 10:44	Landlord Payment	Landlord Payment		Landlord Payment - Buckingha
28451487	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/202
28451483	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/202

11 Click "Delete"

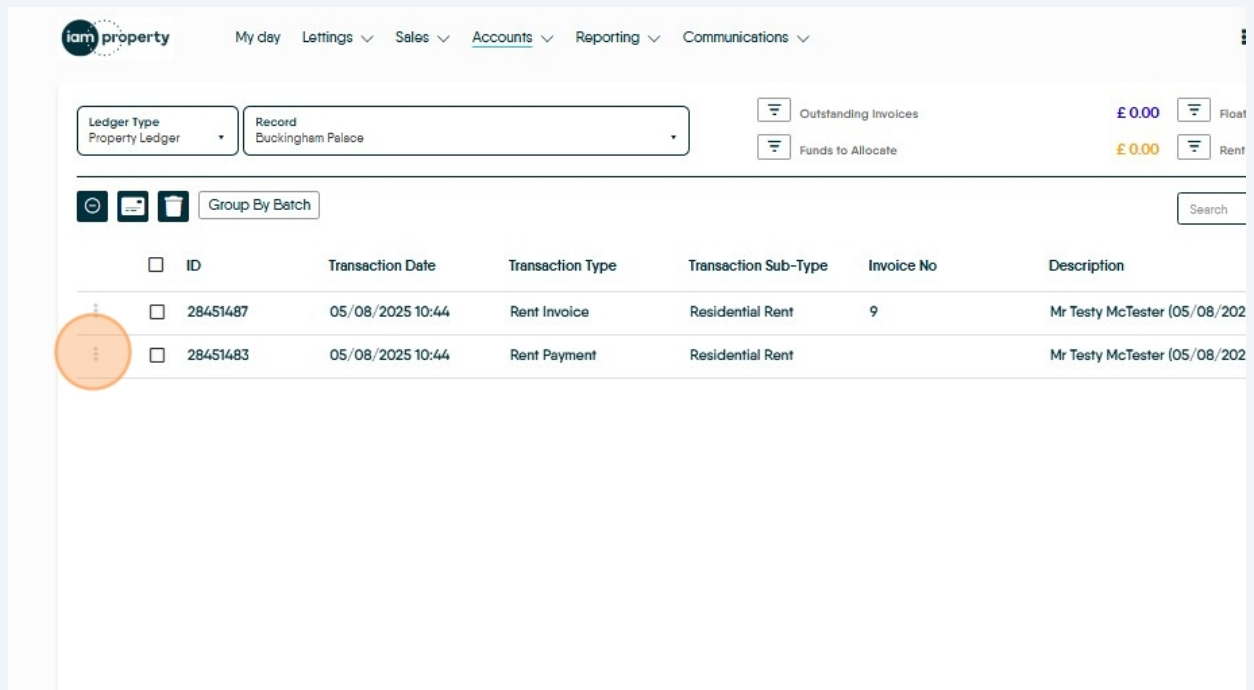
The screenshot shows the same 'iam property' interface as before. A context menu is open over the first transaction (ID 28451497). The menu options are: Edit, Exclude, Delete, and Transaction Chain. The 'Delete' option is highlighted with an orange circle.

ID	Transaction Date	Transaction Type	Transaction Sub-Type	Invoice No	Description
28451497	05/08/2025 10:44	Landlord Payment	Landlord Payment		Landlord Payment - Buckingha
	05/08/2025 10:44	Rent Invoice	Residential Rent	9	Mr Testy McTester (05/08/202
	05/08/2025 10:44	Rent Payment	Residential Rent		Mr Testy McTester (05/08/202

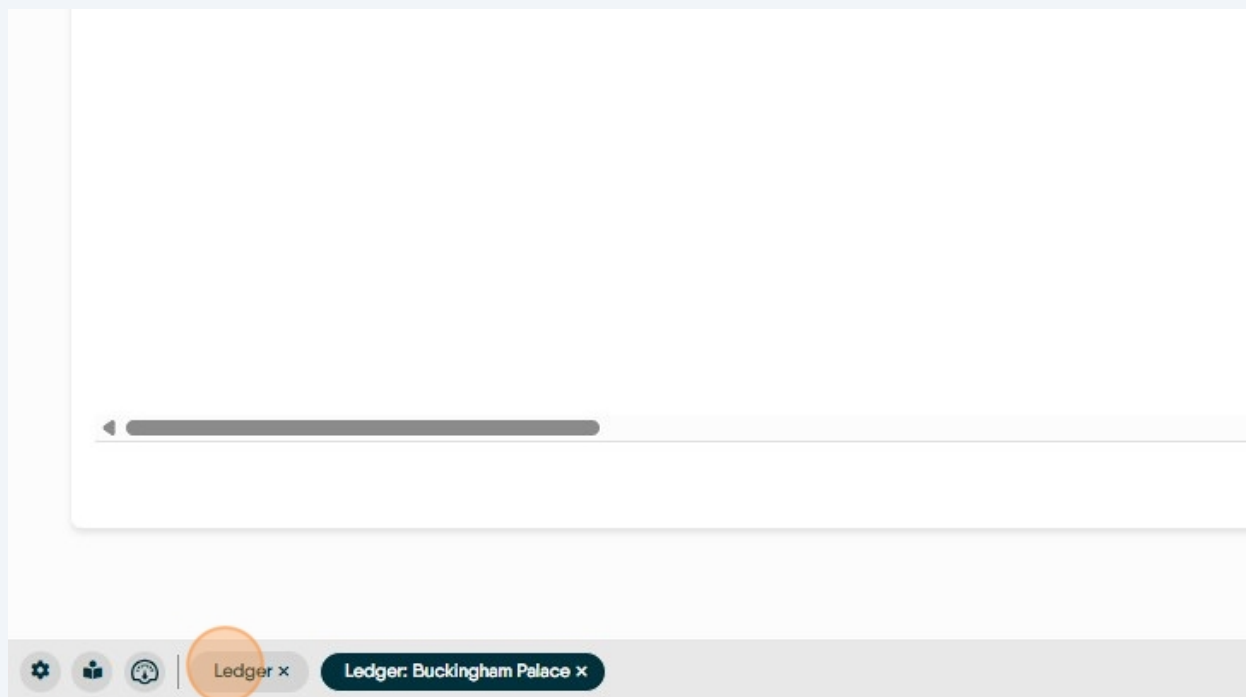
12 Confirm the deletion.



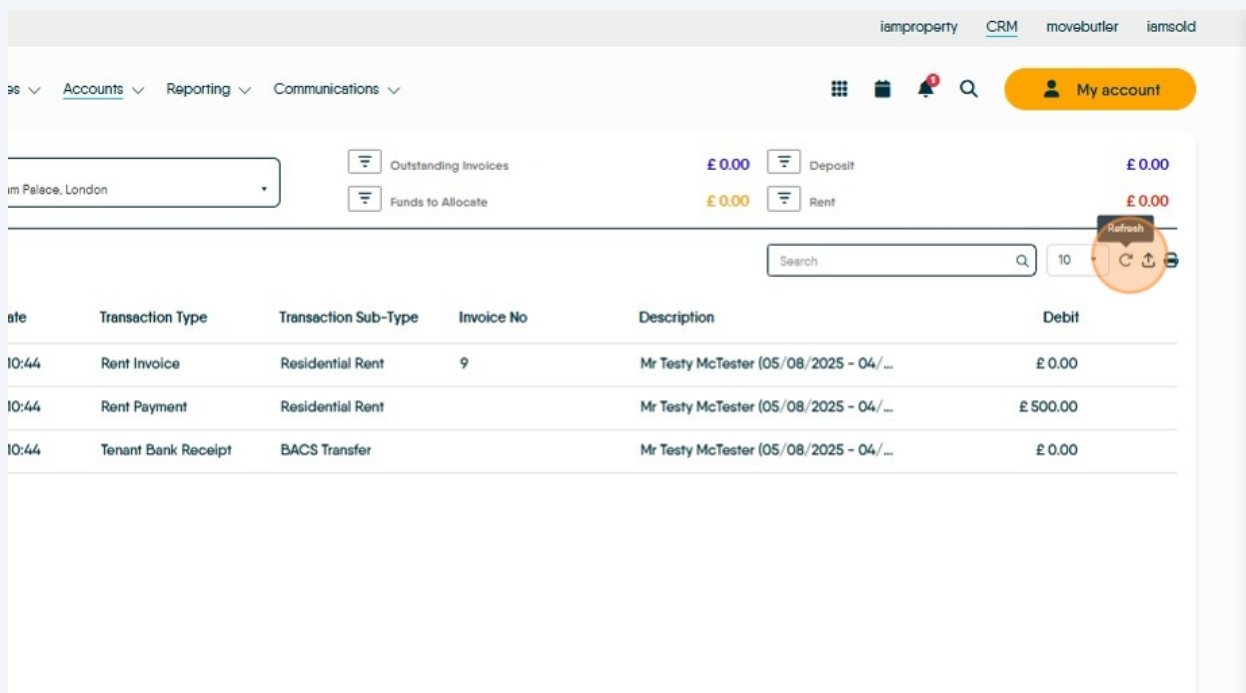
13 Delete the other transactions in the chain in reverse order.



14 Return to the Tenant Ledger



15 Refresh the ledger to account for recently deleted transactions.



16 View Transaction Chain again

<input type="checkbox"/>	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"/>	28451482	05/08/2025 10:44	Tenant Bank Receipt	BACS Transfer		Mr Testy McTester (05/08/202

Edit

Allocate

Refund

Exclude

Delete

receipt

Transaction Chain

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

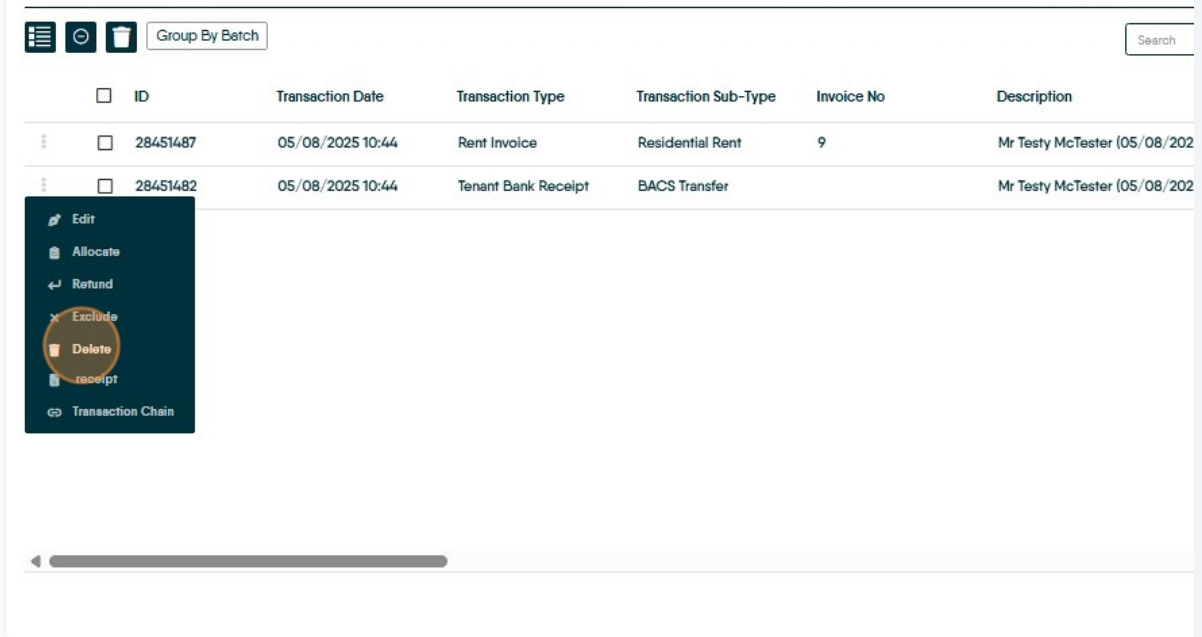
£ 500.00

Mr Testy McTester (05/08/2025 - 04/09/2025)

Property: Buckingham Palace, London

Status: Pending

18 It can now be deleted successfully.



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.

