How to Delete a Journal that is not Posted
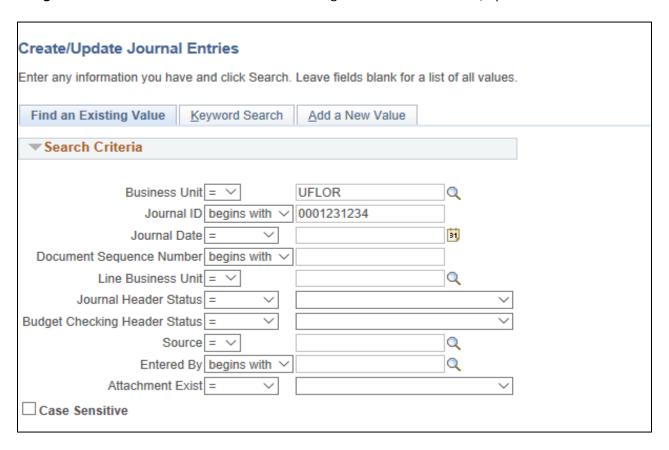
- Search for the journal

Navigation: Main Menu → Financials → General Ledger → Journals → Create/Update Journal Entries

- Click on the Lines tab
- Click 'Delete Journal' in the Process drop down menu
- Click 'Process'

- Click 'Yes' to confirm you want the journal deleted

Message

Are you sure that you want to delete this journal? (5010,30)

[Yes]   [No]

- Message box will pop up when journal has been deleted

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Keyword Search | Add a New Value |

▼ Search Criteria

Business Unit = ∨ UFLOR 🔍
Journal ID begins with ∨
Journal Date = ∨ 📅
Document Sequence Number begins with ∨
Line Business Unit = ∨ 🔍
Journal Header Status = ∨ No Status - Needs to be Edited ∨
Budget Checking Header Status = ∨
Source = ∨ ONL 🔍
Entered By begins with ∨ 🔍
Attachment Exist = ∨

☐ Case Sensitive

[Search]   [Clear]   Basic Search 🖼 Save Search Criteria

Message

Journal 0001231234 is physically deleted. (5210,7)

[OK]

Find an Existing Value | Keyword Search | Add a New Value