

How to Delete a Journal that is not Posted

- Search for the journal

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

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	▼	0001231234	
Journal Date	=	▼		
Document Sequence Number	begins with	▼		
Line Business Unit	=	▼		
Journal Header Status	=	▼		▼
Budget Checking Header Status	=	▼		▼
Source	=	▼		
Entered By	begins with	▼		
Attachment Exist	=	▼		▼

☐ Case Sensitive

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

[Header](#) [Lines](#) [Totals](#) [Errors](#) [Approval](#)

Unit UFLOR Journal ID 0001231234 Date 01/01/2018

[Template List](#) [Search Criteria](#) [Change Values](#) [View Audit Logs](#)

[Inter/IntraUnit](#) *Process **Delete Journal** ▼ [Process](#) Line

- 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
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Find an Existing Value

Keyword Search

Add a New Value

Search Criteria

Business Unit

=

UFLOR

Q

Journal ID

begins with

Journal Date

=

BT

Document Sequence Number

begins with

Line Business Unit

=

Q

Journal Header Status

=

No Status - Needs to be Edited

Budget Checking Header Status

=

Source

=

ONL

Q

Entered By

begins with

Q

Attachment Exist

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Keyword Search

Add a New Value

Message
Journal 0001231234 is physically deleted. (5210,7)

OK