How to Delete a Journal that is not Posted

- Search for the journal

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

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**Create/Update Journal Entries**

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

[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

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- 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