

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)

- Message box will pop up when journal has been deleted

Create/Update Journal Entries

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Search Criteria

Business Unit =

Journal ID begins with

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

[Basic Search](#)

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Message

Journal 0001231234 is physically deleted. (5210,7)