

GL.020.009 - DELETING A JOURNAL

Purpose	<ul style="list-style-type: none"> To identify when journals can be deleted. To identify how journals can be deleted after budget checking. To delete a journal.
Description	<p>This topic demonstrates how to delete a journal. Only journals not yet posted can be deleted. The system makes no audit trail of the deletion because it assumes users will correct a mistake.</p>
Security Role	BOR_GL_JOURNAL_ENTRY
Dependencies/ Constraints	<ul style="list-style-type: none"> A journal can be deleted after a journal successfully passes budget checking but has not been posted. Depending on the budget checking rules in a budget setup, journals run through budget checking may not be deleted. If the journal was budget checked, one of several things can happen: <ul style="list-style-type: none"> Users can delete a journal not yet posted after it successfully passes budget checking. Users can delete a journal by accessing the Journal Entry – Lines page. In the Process field, select Delete Journal. During the deletion process, the budget entries are reversed out of the budget checking module. Depending on the budget setup, the budget checking process runs before the journal is deleted. If deleting the journal violates the budget checking rules, the journal fails budget checking and cannot be deleted. If an error occurs during the budget checking process (for example, budget on hold or closed), the journal cannot be deleted.

Additional Information	None
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Procedure

Below are step by step instructions on how to delete a journal from the system.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the General Ledger link.
4.	Click the Journals link.
5.	Click the Journal Entry link.
6.	Click the Create/Update Journal Entries link.
7.	Click the Find an Existing Value tab.
8.	Verify the system defaults the Business Unit based on the user preferences.
9.	Enter a Journal ID in the Journal ID field.
10.	Click the Search button.
11.	Click an entry in the Journal ID column.
12.	Click the Lines tab.
13.	Click the Process drop down menu.
14.	Click the Delete Journal list item.
15.	Click the Process button.
16.	Click the Yes button.
17.	Click the OK button.