

## GL.020.009 - DELETING A JOURNAL

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify when journals can be deleted.</li> <li>To identify how journals can be deleted after budget checking.</li> <li>To delete a journal.</li> </ul>
<b>Description</b>	<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>
<b>Security Role</b>	BOR_GL_JOURNAL_ENTRY
<b>Dependencies/Constraints</b>	<ul style="list-style-type: none"> <li>Users can only delete journals not yet posted.</li> <li>The system does not make an audit trail of the deletion because it assumes users will correct a mistake.</li> <li>A journal can be deleted after a journal successfully passes budget checking but has not been posted.</li> <li>If an error occurs during the budget checking process, the journal cannot be deleted.</li> <li>Depending on the budget checking rules in a budget setup, journals run through budget checking may not be deleted.</li> <li>If the journal was budget checked, one of several things can happen:               <ul style="list-style-type: none"> <li>Users can delete a journal not yet posted after it successfully passes budget checking.</li> <li>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.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>• If deleting the journal violates the budget checking rules, the journal fails budget checking and cannot be deleted.</li><li>• If an error occurs during the budget checking process (for example, budget on hold or closed), the journal cannot be deleted.</li></ul>
<b>Additional Information</b>	None

## **Procedure**

Below are step by step instructions on how to delete a journal entered into the system by mistake.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Journals</b> link.
5.	Click the <b>Journal Entry</b> link.
6.	Click the <b>Create/Update Journal Entries</b> link.
7.	Click the <b>Find an Existing Value</b> tab.
8.	Enter a Journal ID in the <b>Journal ID</b> field.
9.	Click the <b>Search</b> button.
10.	Click an entry in the <b>Journal ID</b> column.
11.	Click the <b>Lines</b> tab.
12.	Click the <b>Process</b> drop down menu.
13.	Click the <b>Delete Journal</b> list item.
14.	Click the <b>Process</b> button.
15.	Click the <b>Yes</b> button.
16.	Click the <b>OK</b> button.