



Work Instruction

Delete an Unposted Journal

Purpose

Use this procedure to delete an unposted / error journal you have created.

Trigger

You need to delete an unposted journal entry or batch on the same day that you created it.
You need to delete an error or unposted journal entry or batch that you previously created.

Prerequisites

- Previous journal entry must be entered and have not posted.

Navigator Path

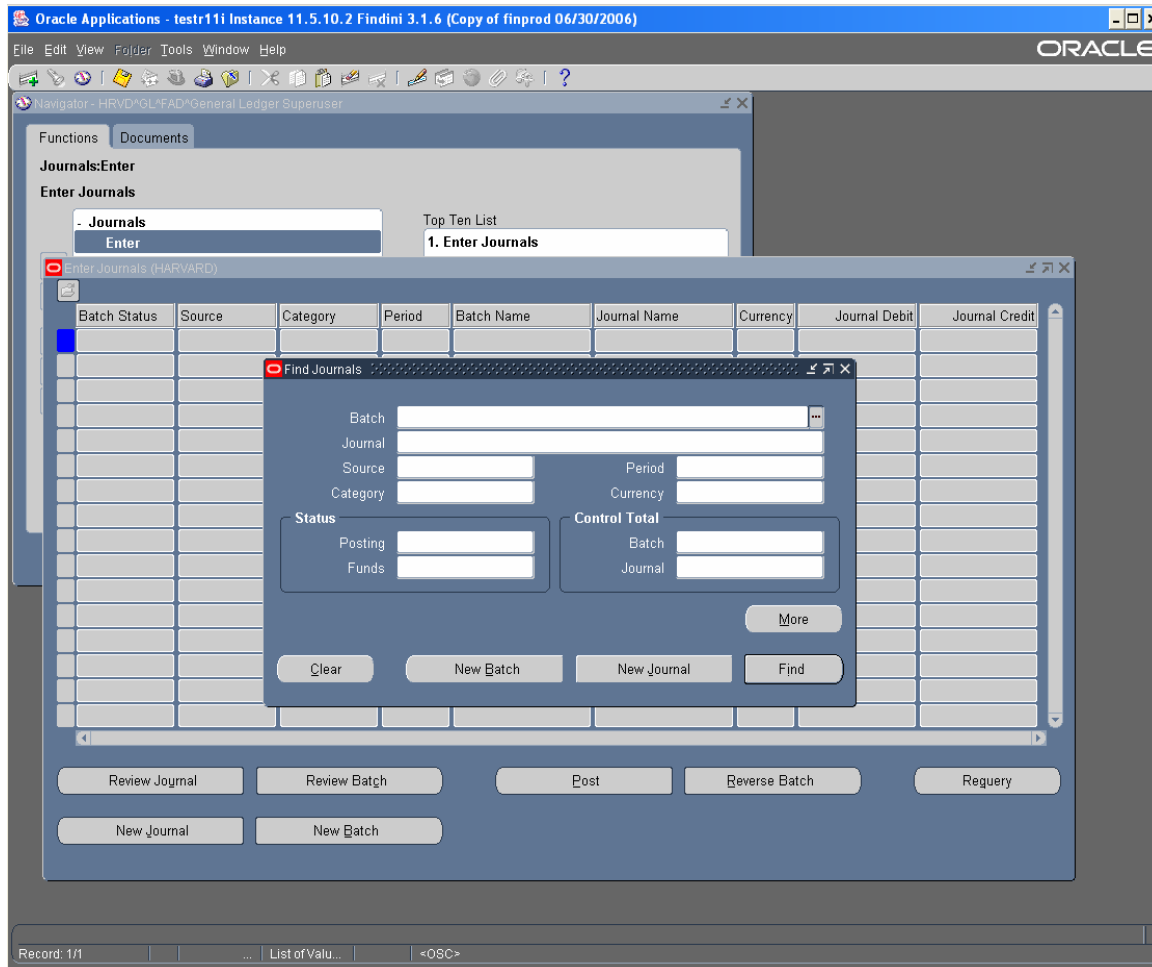
- **Journals → Enter**

Helpful Hints

- If the journal has been posted, it can only be reversed rather than deleted.
- You should only delete journals you created or have permission from the creator to delete.
- If you delete a journal batch, the General Ledger deletes all journals within the batch.
- You can delete just one journal entry in a batch of many journals.

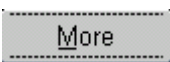
Procedure

Enter Journals



1. From the Navigator, go to **Journals → Enter**. Fill in the appropriate criteria to reduce your search.



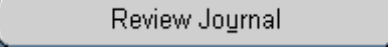
Hitting the  button will pull up some additional search fields.

2. Click  to go to the *Enter Journals* form.

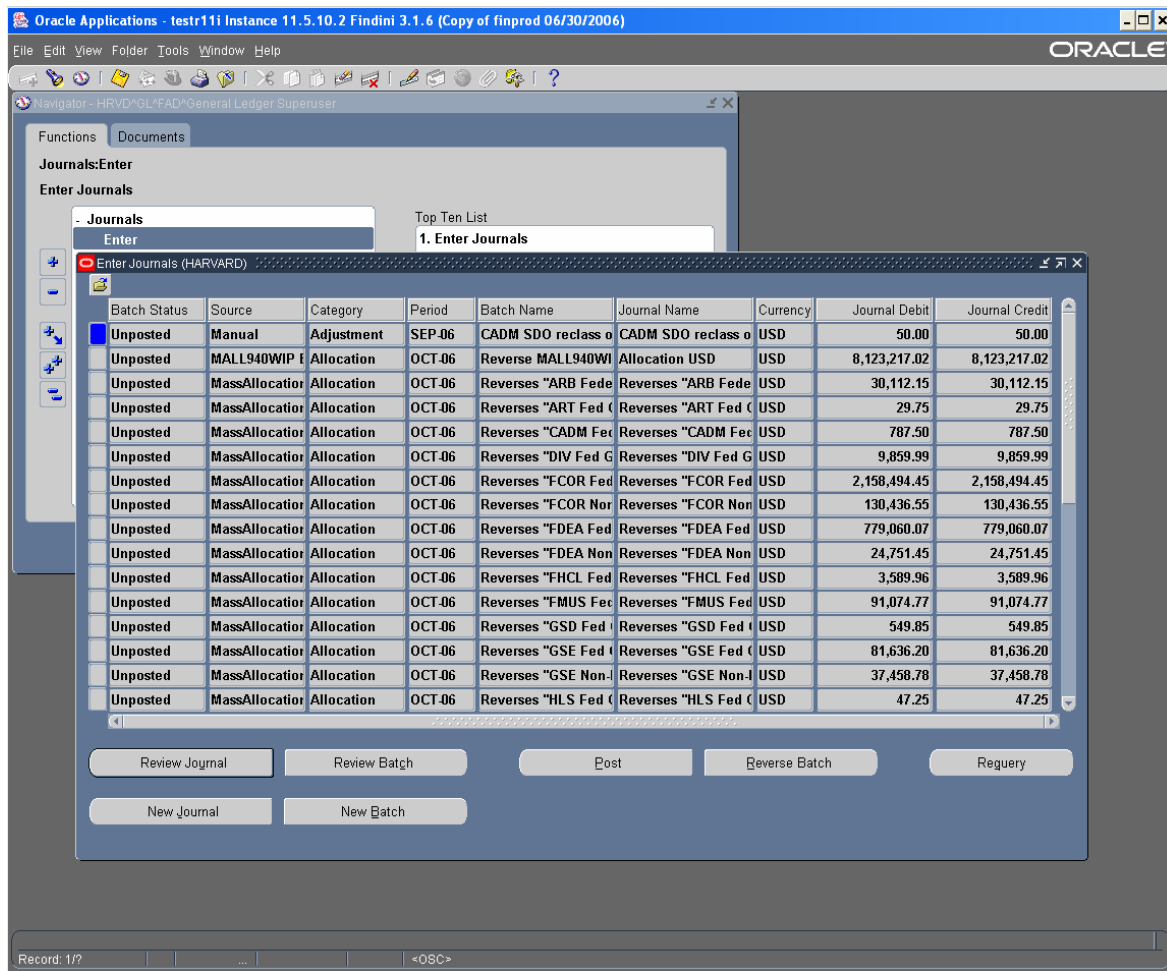
- Click on the journal or batch to be deleted.




If you are unsure by the title of the Batch or Journal Name,

click  to see the journal lines.

Enter Journals



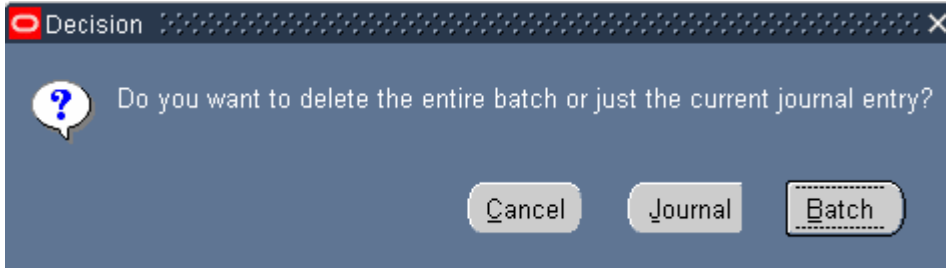
Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Manual	Adjustment	SEP-06	CADM SDO reclass o	CADM SDO reclass o	USD	50.00	50.00
Unposted	MALL940WIP	Allocation	OCT-06	Reverse MALL940WI	Allocation USD	USD	8,123,217.02	8,123,217.02
Unposted	MassAllocation	Allocation	OCT-06	Reverses "ARB Fede	Reverses "ARB Fede	USD	30,112.15	30,112.15
Unposted	MassAllocation	Allocation	OCT-06	Reverses "ART Fed	Reverses "ART Fed	USD	29.75	29.75
Unposted	MassAllocation	Allocation	OCT-06	Reverses "CADM Fed	Reverses "CADM Fed	USD	787.50	787.50
Unposted	MassAllocation	Allocation	OCT-06	Reverses "DIV Fed G	Reverses "DIV Fed G	USD	9,859.99	9,859.99
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FCOR Fed	Reverses "FCOR Fed	USD	2,158,494.45	2,158,494.45
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FCOR Non	Reverses "FCOR Non	USD	130,436.55	130,436.55
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FDEA Fed	Reverses "FDEA Fed	USD	779,060.07	779,060.07
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FDEA Non	Reverses "FDEA Non	USD	24,751.45	24,751.45
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FHCL Fed	Reverses "FHCL Fed	USD	3,589.96	3,589.96
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FMUS Fed	Reverses "FMUS Fed	USD	91,074.77	91,074.77
Unposted	MassAllocation	Allocation	OCT-06	Reverses "GSD Fed	Reverses "GSD Fed	USD	549.85	549.85
Unposted	MassAllocation	Allocation	OCT-06	Reverses "GSE Fed	Reverses "GSE Fed	USD	81,636.20	81,636.20
Unposted	MassAllocation	Allocation	OCT-06	Reverses "GSE Non-	Reverses "GSE Non-	USD	37,458.78	37,458.78
Unposted	MassAllocation	Allocation	OCT-06	Reverses "HLS Fed	Reverses "HLS Fed	USD	47.25	47.25

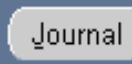

- Select **Edit** → **Delete** or click  on the toolbar.



- 5. Select whether you are deleting a journal or a journal batch.


Decision



If You Want To	Then
Delete a journal in a batch	Click 
Delete a journal batch	Click 



If you have one journal to one batch, it does not matter which button is selected.

- 6. Select **File** → **Save** or click  on the toolbar.

- 7. Check the status bar in the lower left hand corner of your screen.

Status Bar



Result

You have deleted a journal or batch.
Select **File** → **Close Form** to exit the Enter Journal form.

Comments

You have completed this work instruction.