



Journal Delete Process

Script Description

It has been determined that a journal that was previously entered, but not posted, needs to be deleted.

Process Assumptions

- A journal exists that you wish to delete
- The journal has not been posted.
- The journal has not been Budget Checked

The system displays a message verifying deletion before it deletes the journal. This message appears only if the journal has not been budget checked.

Note. You can delete only journals that have not been budget checked. The assumption is that a mistake was made and, therefore, the system makes no audit trail of the deletion.

Process Flow Steps

1. A mistake has been made of some sort, and a journal previously entered needs to be deleted. One of the team members will delete a journal through the Journal panels.
2. Access the Copy Journal Process Panel as follows:

GO	Process Financial Information
	Process Journals
USE	Journal Entry
	Lines
	Update/Display

3. Select a Journal

. Input the GL Journal ID if known.

I. Click the button

b. Or search for a Journal

I. Establish the criteria you wish to use to search for a journal

. Journal Header Status

I. (None)

II. Journal Has Errors

III. No Status - Needs to be Edited

IV. Posted to Ledger(s)

V. Unposted

VI. Valid Journal - Edits Complete

b. Budget Checking Header Status:

I. (None)

II. Budget Checking in Process

III. Error in Budget Checking

IV. Not Budget Checked

V. Selected by BCM to Process

VI. Valid Budget Check

c. Source of the entry. You can leave this BLANK or select from the following listing:

SetID	Source	Descr
PROTO	ACC	Accrual
PROTO	AP	Accounts Payable
PROTO	GM	Grants Management
PROTO	I/F	Interfund Transfer
PROTO	INT	Interface

PROTO	ONL	Online Entry
PROTO	PO	Purchase Order Processing
PROTO	PR	Payroll Processing
PROTO	RC	Receipt of Goods or Services
PROTO	RQ	Requisition

II. After setting up the criteria you wish to use to search for the journal, click the Button

III. A listing of journals should appear in the lower box that meet your criteria.

IV. Select the journal you wish to delete and Highlight it

V. Hit the button again

4. The Journal Lines panel will appear

5. Select the Delete Journal icon

6. The following panel will appear

7. Click on the  button

8. The Journal will be deleted