ADDY NOTES

UCF Financials

Deleting a Journal

This Addy Note explains how to delete a journal.

Step	Action
1.	Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**
2.	Click the **Find an Existing Value** tab. **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** │ Add a New Value
3.	Enter the **Journal ID** or any other information in the fields to narrow the scope of your search. ▼ Search Criteria Business Unit = ▾ UCF01 🔍 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
4.	Click **Search**. Search Clear Basic Search 📇 Save Search Criteria

Step	Action
5.	Select the journal from the search results. **Search Results** Only the first 300 results can be displayed. View All 	Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	 UCF0	0000000160	1/21/2003	0	(blank)	UCF01	Posted	Valid UCF01	0000000160	07/01/2003	0	(blank)	UCF01	Posted	Valid UCF01	0000000161	07/01/2003	0	(blank)	UCF01	Posted	Valid UCF01	0000000162	07/01/2003	0	(blank)	UCF01	Posted	Valid UCF01	0000000163	11/21/2003	0	(blank)	UCF01	Posted	Valid UCF01	0000000163	07/01/2003	0	(blank)	UCF01	Posted	Valid
6.	Click the **Lines** tab. Header Lines Totals Errors Approval
7.	Click the **Process** down arrow. Journal ID 0000160947 D Search Criteria *Process Edit Journal ▼
8.	Select **Delete Journal**. Search Criteria *Process Edit Journal ▼ Budget Check Journal Copy Journal Delete Journal Edit Chartfield Ledger Edit Journal ACTUALS Print Journal Refresh Journal ACTUALS Submit Journal
9.	Click the **Process** button. Search Criteria Change Values *Process Edit Journal ▼ Process

Step	Action
10.	A confirmation displays asking if you want to delete the journal. Click **Yes**. Message Are you sure that you want to delete this journal? (5010,30) [Yes] [No]
11.	A confirmation displays confirming the journal is deleted. Click **OK**. Message Journal 0000160947 is physically deleted. (5210,7) [OK]