



ADDY NOTES



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. <div data-bbox="329 816 1133 1005" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Create/Update Journal Entries</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> </div>
3.	Enter the Journal ID or any other information in the fields to narrow the scope of your search. <div data-bbox="329 1106 1140 1570" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Search Criteria</p> <p>Business Unit = <input type="text" value="RFD01"/> <input type="button" value="Search"/></p> <p>Journal ID begins with <input type="text"/></p> <p>Journal Date = <input type="text"/> <input type="button" value="Calendar"/></p> <p>Document Sequence Number begins with <input type="text"/></p> <p>Line Business Unit = <input type="text"/> <input type="button" value="Search"/></p> <p>Journal Header Status = <input type="text"/></p> <p>Budget Checking Header Status = <input type="text"/></p> <p>Source = <input type="text"/> <input type="button" value="Search"/></p> <p>Entered By begins with <input type="text"/> <input type="button" value="Search"/></p> <p>Attachment Exist = <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> </div>
4.	Click Search . <div data-bbox="305 1667 1027 1791" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Search Clear Basic Search <input type="button" value="Save Search Criteria"/></p> </div>



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Step	Action																																																																
5.	<p>Select the journal from the search results.</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>Journal ID</th> <th>Journal Date</th> <th>UnPost Sequence</th> <th>Document Sequence Number</th> <th>Line Business Unit</th> <th>Journal Header Status</th> <th>Budget Checking Header Status</th> </tr> </thead> <tbody> <tr> <td>RFD01</td> <td>0000160947</td> <td>0/01/2016</td> <td>0</td> <td>(blank)</td> <td>RFD01</td> <td>Valid</td> <td>Valid</td> </tr> <tr> <td>RFD01</td> <td>0000160947</td> <td>07/01/2015</td> <td>0</td> <td>(blank)</td> <td>RFD01</td> <td>Posted</td> <td>Valid</td> </tr> <tr> <td>RFD01</td> <td>0000160947</td> <td>06/30/2015</td> <td>0</td> <td>(blank)</td> <td>RFD01</td> <td>Posted</td> <td>Valid</td> </tr> <tr> <td>RFD01</td> <td>0000161029</td> <td>06/30/2015</td> <td>0</td> <td>(blank)</td> <td>RFD01</td> <td>Posted</td> <td>Valid</td> </tr> <tr> <td>RFD01</td> <td>0000161032</td> <td>07/01/2015</td> <td>0</td> <td>(blank)</td> <td>RFD01</td> <td>Posted</td> <td>Valid</td> </tr> <tr> <td>RFD01</td> <td>0000161032</td> <td>06/30/2015</td> <td>0</td> <td>(blank)</td> <td>RFD01</td> <td>Posted</td> <td>Valid</td> </tr> <tr> <td>RFD01</td> <td>0000162027</td> <td>07/30/2015</td> <td>0</td> <td>(blank)</td> <td>RFD01</td> <td>Posted</td> <td>Valid</td> </tr> </tbody> </table>	Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	RFD01	0000160947	0/01/2016	0	(blank)	RFD01	Valid	Valid	RFD01	0000160947	07/01/2015	0	(blank)	RFD01	Posted	Valid	RFD01	0000160947	06/30/2015	0	(blank)	RFD01	Posted	Valid	RFD01	0000161029	06/30/2015	0	(blank)	RFD01	Posted	Valid	RFD01	0000161032	07/01/2015	0	(blank)	RFD01	Posted	Valid	RFD01	0000161032	06/30/2015	0	(blank)	RFD01	Posted	Valid	RFD01	0000162027	07/30/2015	0	(blank)	RFD01	Posted	Valid
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6.	<p>Click the Lines tab.</p>																																																																
7.	<p>Click the Process down arrow.</p>																																																																
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Step	Action
<p>10.</p>	<p>A confirmation displays asking if you want to delete the journal. Click Yes.</p> <div data-bbox="321 537 894 737" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <hr/> <p>Are you sure that you want to delete this journal? (5010,30)</p> <p> <input data-bbox="354 667 483 737" type="button" value="Yes"/> <input data-bbox="488 688 602 720" type="button" value="No"/> </p> </div>
<p>11.</p>	<p>A confirmation displays confirming the journal is deleted. Click OK.</p> <div data-bbox="321 810 829 1010" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <hr/> <p>Journal 0000160947 is physically deleted. (5210,7)</p> <p> <input data-bbox="337 947 467 1010" type="button" value="OK"/> </p> </div>