



How to Delete an Unposted Journal

Journals that have been created in error or that are no longer required can be deleted from the system as long they have not been posted.

To delete a journal, you must follow the steps listed below after navigating to the correct responsibility:

Responsibility: CAPSA XX: GL User or GL Dept Supervisor
Navigate: Journals → Enter

1. Locate your journal by either searching by **Journal** name or **Batch** name or any of the other fields available. After entering your search criteria click on **Find**.

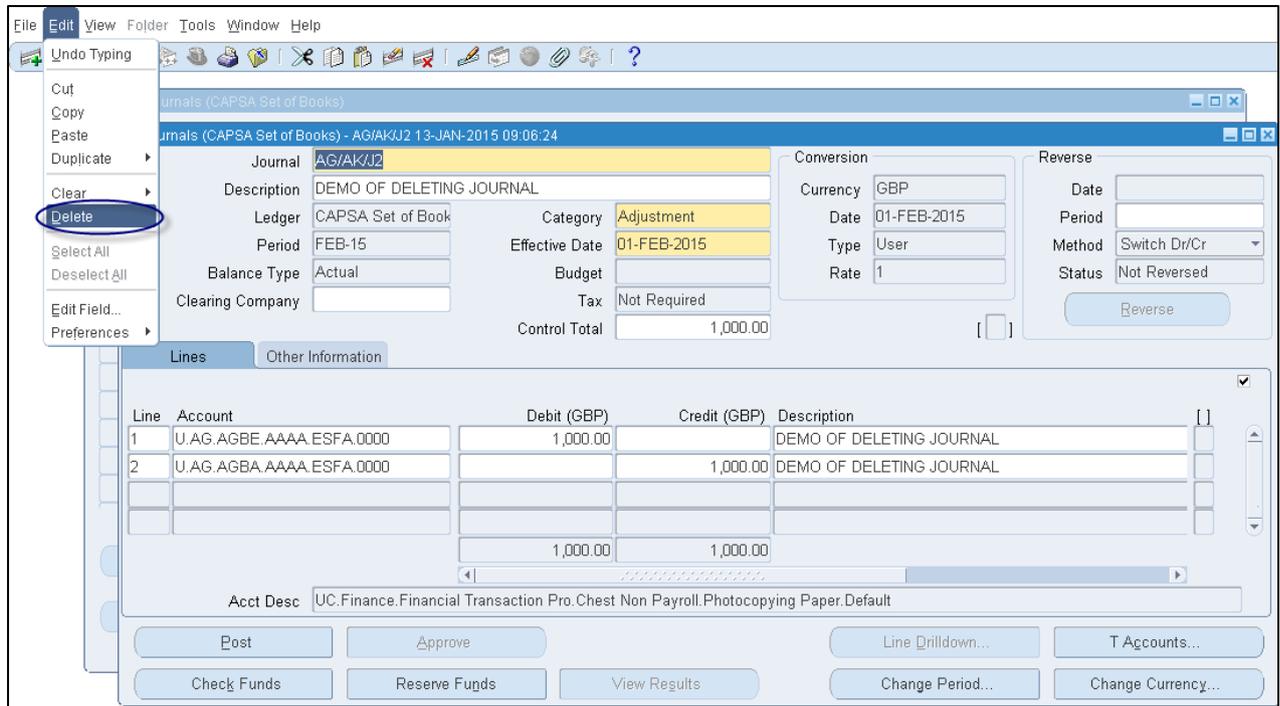
The screenshot shows a 'Find Journals' window with several search fields. The 'Journal' field is highlighted with a blue circle and contains the text 'AG/AK/J2%'. The 'Find' button at the bottom right is also circled in blue. Other fields include Batch, Ledger, Source, Category, Period, Currency, Status, Posting, Funds, Control Total, Batch, and Journal.

2. You will now be in the Enter Journals screen. Here you will find the information about the journal in question. Ensure the 'Batch Status' is **Unposted** and the details of the correct journal have been located. Upon locating the journal click on **Review Journal**.

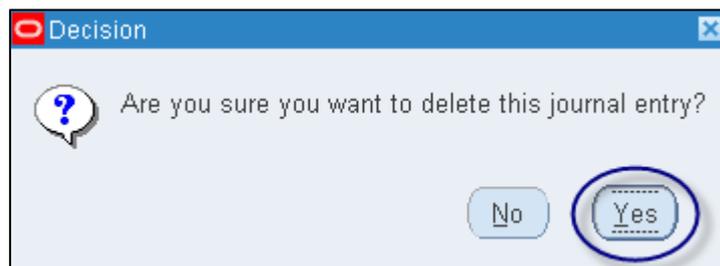
The screenshot shows the 'Enter Journals (CAPSA Set of Books)' window. A table displays journal information with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. The first row shows 'Unposted', 'Manual', 'Adjustment', 'FEB-15', 'AG/AK/J2 13-JAN-201', 'AG/AK/J2', 'GBP', '1,000.00', and '1,000.00'. The 'Batch Status' field is circled in blue, and a blue arrow points from it to the 'Review Journal' button.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Manual	Adjustment	FEB-15	AG/AK/J2 13-JAN-201	AG/AK/J2	GBP	1,000.00	1,000.00

- You will now be in the journal you wish to delete. To delete the journal you will need to follow the steps below:
 - Go to the **Edit** menu (top of the screen)
 - Select **Delete** from options



- Upon selecting Delete, you will see a message on screen stating 'Are you sure you want to delete this journal entry?' Select **Yes** and then click the **save** icon .



- This will remove all lines from the journal and the journal will be deleted off the system. As well as the journal being deleted, the batch will be deleted on the basis that it was the only journal entry within that batch.