

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: Navigate:	CAPSA XX: GL User or GL Dept Supervisor Journals \rightarrow 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.

Find Journals			_ _ 🗆 🛛
Batch			
Journal	AG/AK/J2%		
Ledger			
Source		Period	
Category		Currency	
Status		Control Total	
Posting		Batch	
Funds		Journal	
			More
Clear	New <u>B</u> atch	New Journal	Find

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**.

Enter Journals (C/	APSA Set of Boo	iks)						-	
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	
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Review Jo	ıyrnal	Review Ba	tch	Eo	st	<u>R</u> everse Batch		Reguery	
New Jou	rnal	New Bati	ch)	Та <u>х</u> В	atch	Approve			

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

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Cut Cut		_ 🛱 🍓 🏈 🔰 🗶 🗓 🖻 🕅 🖗 🐼 🖉 🧶 🌾 I ? umals (CAPSA Set of Books)							x I	
Paste		umais (CAPSA Set of Books) - AG/AK/J2 13-JAN-2015 09:06:24								
– Duplicate	- + I	Journal	AG/AK/J2			- Conversion	·	Reverse -		
Clear	+	Description	DEMO OF DELETIN	G JOURNAL		Currency	GBP	Date		
Delete		Ledger	CAPSA Set of Book	Category	Adjustment	Date	01-FEB-2015	Period		
Select All	_	Period	FEB-15	Effective Date	01-FEB-2015	Туре	User	Method	Switch Dr/Cr	-
Deselect A	д	Balance Type	Actual	Budget		Rate	1	Status	Not Reversed	
Edit Field		Clearing Company		Тах	Not Required				Reverse	
– Preference	s ▶			Control Total	1,000.00		[]]		_	
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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 ³



5. 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.