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**.

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**.
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

4. 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 📝.

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.