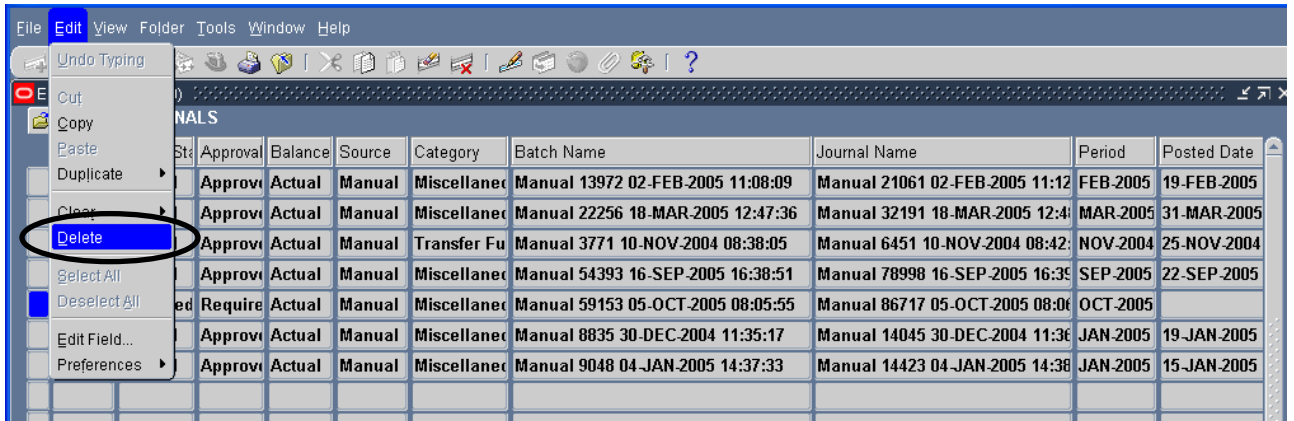


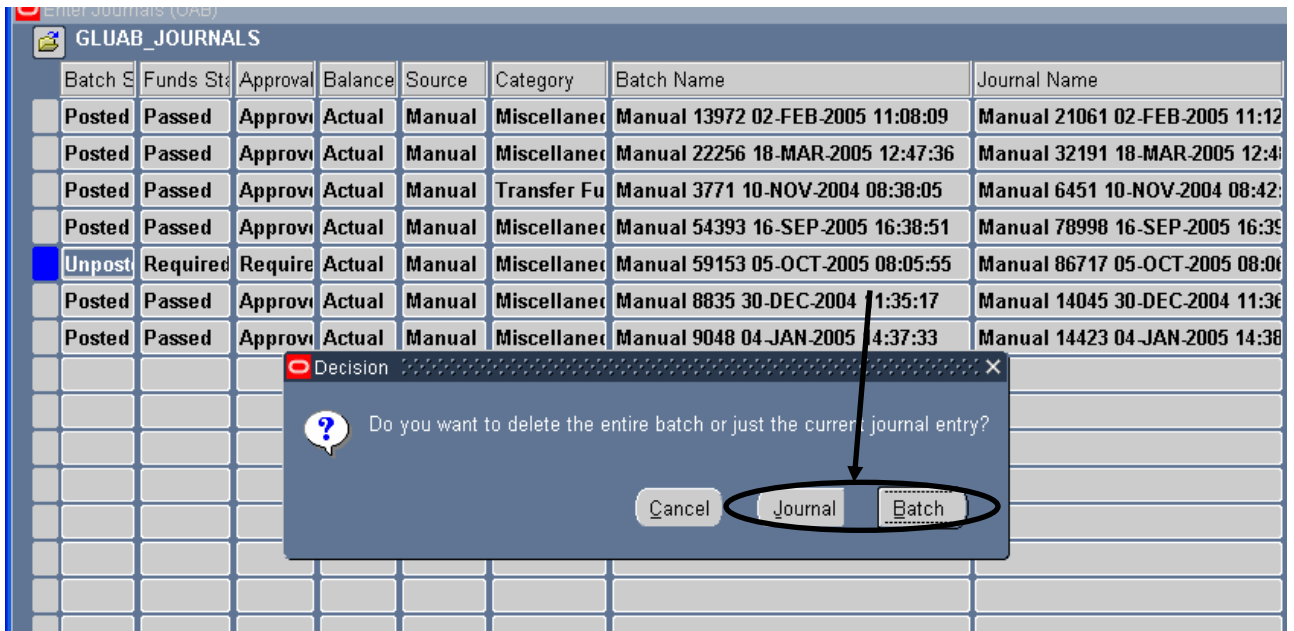
Deleting a Journal or Batch

A journal entry or batch can be deleted before submission. However, it is not possible to delete journal entries that have been submitted to workflow or have already been posted. The batch **must** be in an unreserved and unapproved status.

1. From the list of journals, find the batch and journal to be deleted (see [Journal Inquiry](#)). Click on the **ROW/RECORD** to highlight the selected journal.
2. Click on **EDIT** in the menu bar. Then select **Delete**.

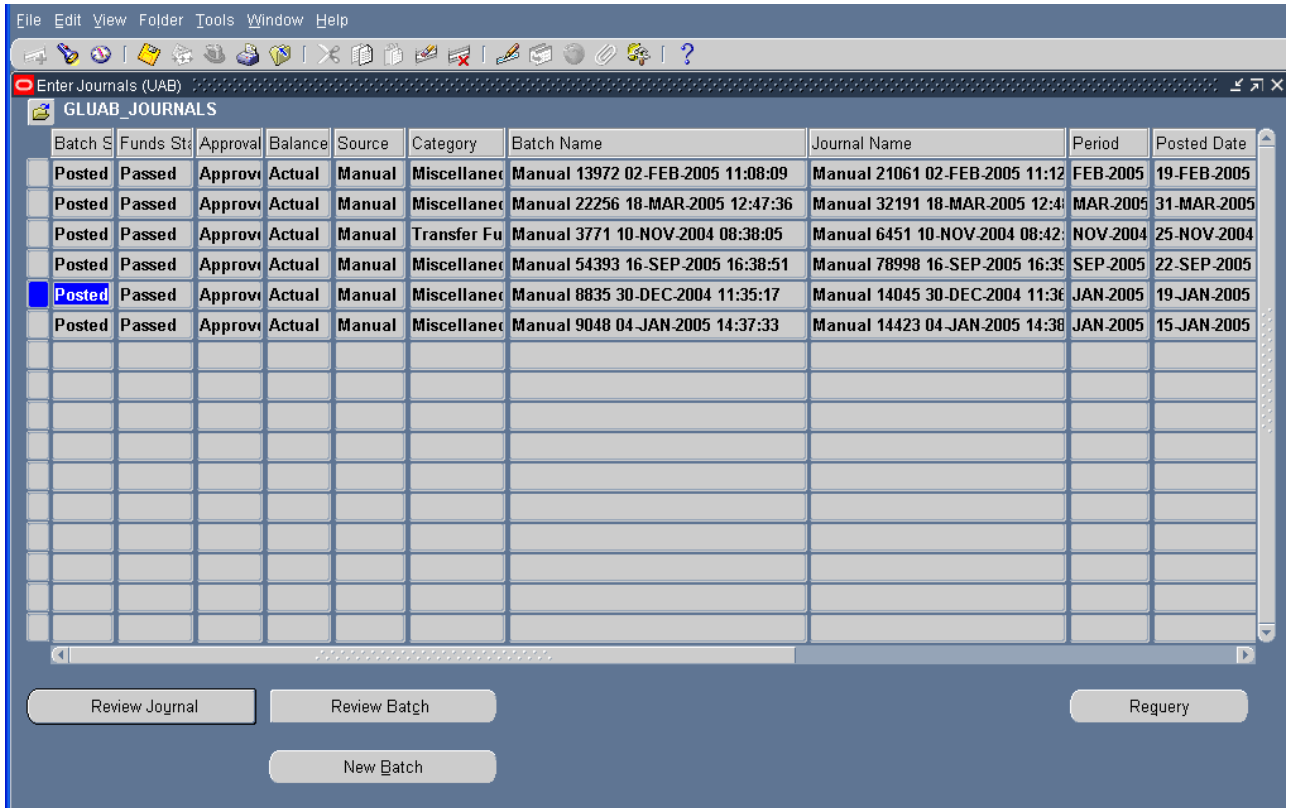


3. The following message will appear. Click on the **JOURNAL** button to delete the Journal. Click on the **BATCH** button to delete the batch.



Deleting a Journal or Batch

4. The entry will disappear from the screen.



The screenshot shows a software window titled "Enter Journals (UAB)" with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main area displays a table with the following columns: Batch, Funds St, Approval, Balance, Source, Category, Batch Name, Journal Name, Period, and Posted Date. The table contains six rows of data, with the second row from the bottom highlighted in blue. Below the table are four buttons: "Review Journal", "Review Batch", "New Batch", and "Requery".

Batch	Funds St	Approval	Balance	Source	Category	Batch Name	Journal Name	Period	Posted Date
Posted	Passed	Approvi	Actual	Manual	Miscellanec	Manual 13972 02-FEB-2005 11:08:09	Manual 21061 02-FEB-2005 11:12	FEB-2005	19-FEB-2005
Posted	Passed	Approvi	Actual	Manual	Miscellanec	Manual 22256 18-MAR-2005 12:47:36	Manual 32191 18-MAR-2005 12:4	MAR-2005	31-MAR-2005
Posted	Passed	Approvi	Actual	Manual	Transfer Fu	Manual 3771 10-NOV-2004 08:38:05	Manual 6451 10-NOV-2004 08:42	NOV-2004	25-NOV-2004
Posted	Passed	Approvi	Actual	Manual	Miscellanec	Manual 54393 16-SEP-2005 16:38:51	Manual 78998 16-SEP-2005 16:35	SEP-2005	22-SEP-2005
Posted	Passed	Approvi	Actual	Manual	Miscellanec	Manual 8835 30-DEC-2004 11:35:17	Manual 14045 30-DEC-2004 11:36	JAN-2005	19-JAN-2005
Posted	Passed	Approvi	Actual	Manual	Miscellanec	Manual 9048 04-JAN-2005 14:37:33	Manual 14423 04-JAN-2005 14:38	JAN-2005	15-JAN-2005

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