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.
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4. The entry will disappear from the screen.