DELETING GL JOURNAL ENTRIES

Deleting GL journal batches


You can delete a **manual** journal **batch** which has not yet been posted (i.e. posting status of Unposted or some types of Error% statuses, funds status of Required, and approval status of Required or Rejected. In other words, you cannot delete a batch which has already been posted nor a batch which is sitting in workflow. (However, if it is in workflow, if you can get an approver to reject it so it is returned to the requestor, then you can unapprove it, unreserve the funds, and then delete it.)

> Important Note: Deleting a batch is quite different from reversing a batch. A reversal creates a second batch.   A deletion completely deletes the original batch from the system. Once you delete a batch, you cannot ever get it back.

Note: *If the batch has already been submitted into workflow*, but has been returned to you by an approver, before performing the steps described above;
- Go to the Enter Journals list
- Click onto the batch name for the applicable journal, then click on the Review Batch button
- On the resulting batch header screen, un-reserve the funds for the batch by clicking on the Unreserve Funds button.
- Go back to the Enter Journals list, and click on the Requery button. You should see the Funds Status change from Passed to Required status.
- Now proceed according to the instructions below for deleting unsubmitted batches.
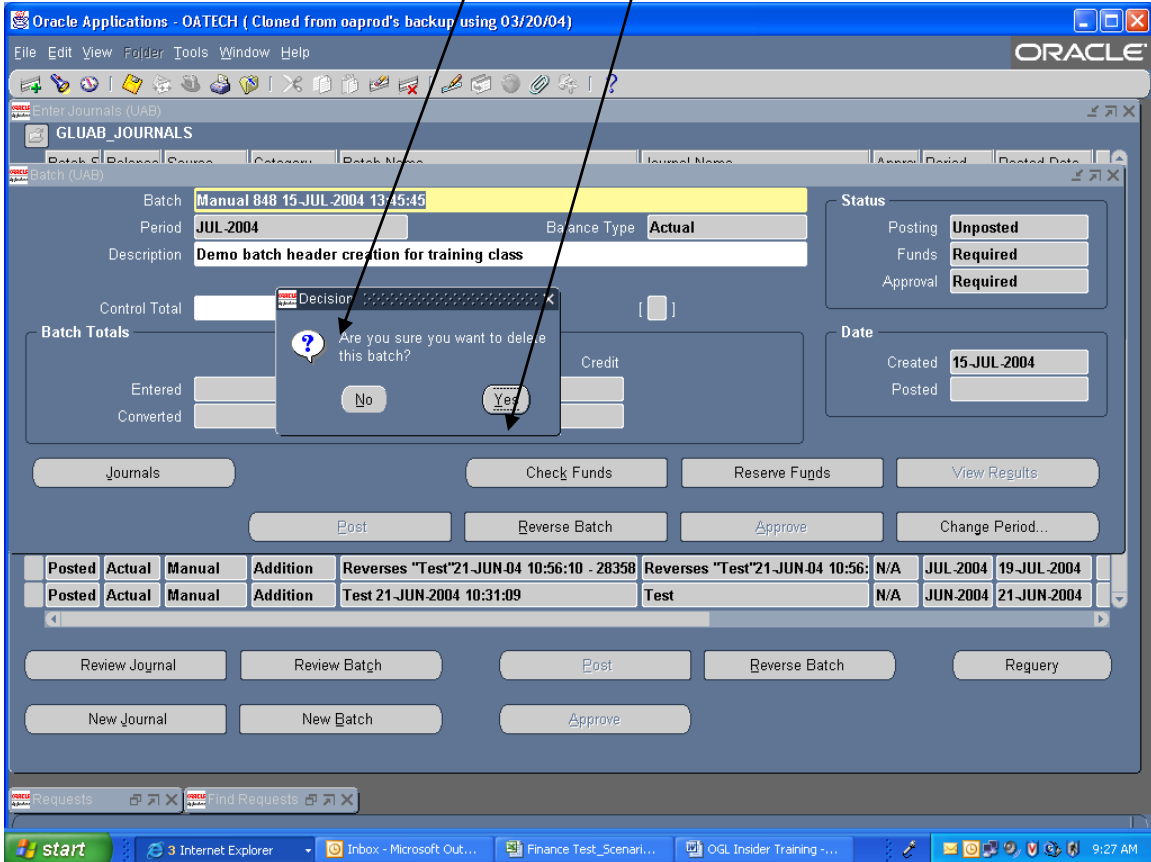
1. To permanently delete a batch, display the batch header of the batch you wish to delete. Be careful to ensure it is indeed the one you want to delete. Remember that deleting at the batch header level will delete all journals (i.e. all journal headers and their detail lines) under that batch header. As you come into that form, the batch name would normally be highlighted. Otherwise, click into the batch name field and highlight the batch name.
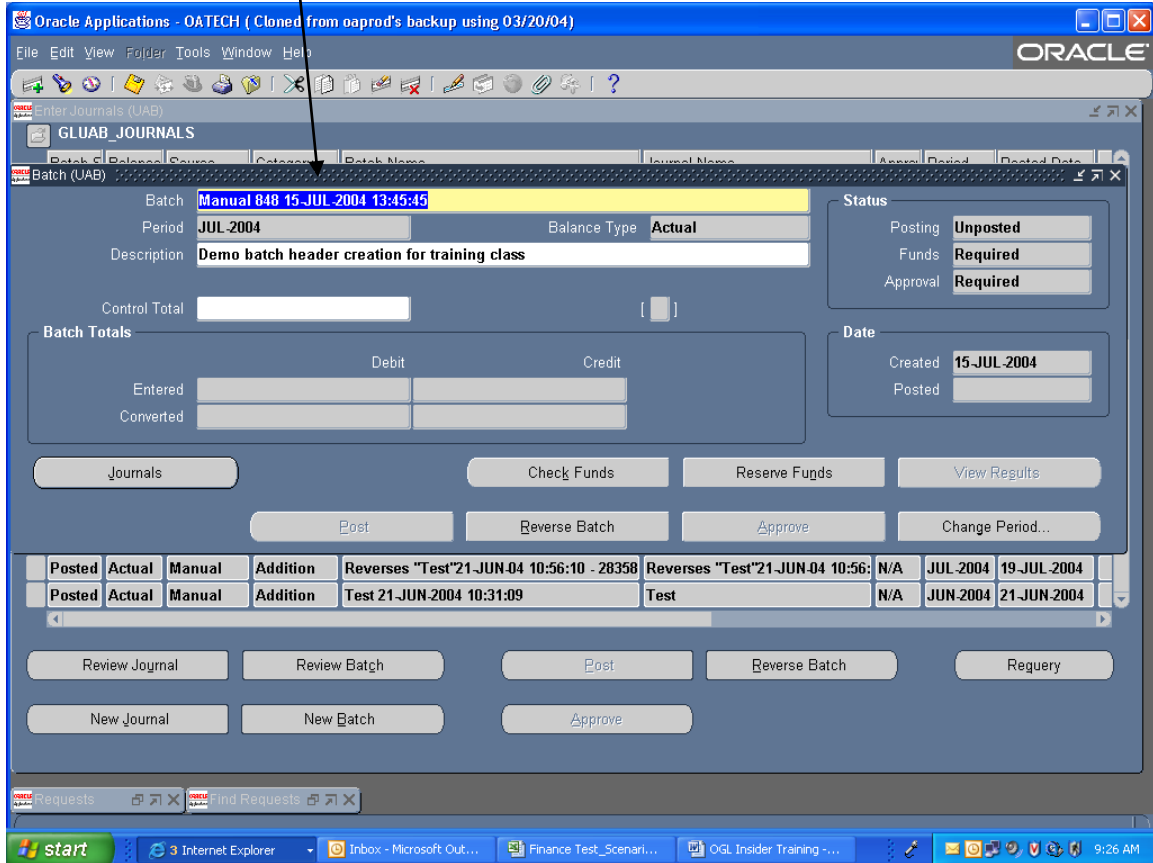
2. On the top toolbar, select Edit and then Delete.
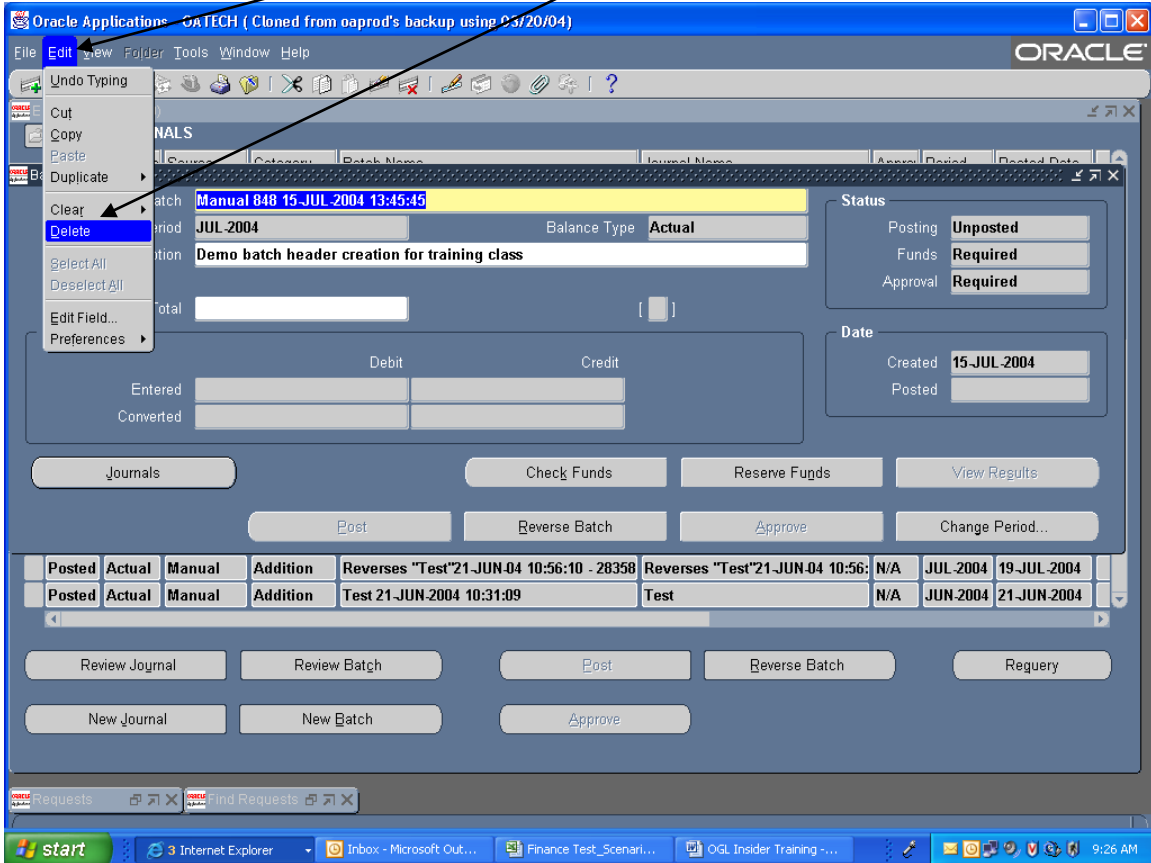
3. You will be presented with a popup decision box, asking you to confirm your intention to delete the batch. Click on the Yes button of the popup box.

4. The batch name will then be blanked out.

5. You must now click on the Save icon on the top toolbar to save the results. Otherwise, you have not successfully deleted it. The standard save confirmation message will then be displayed in the lower left-hand corner of the screen.
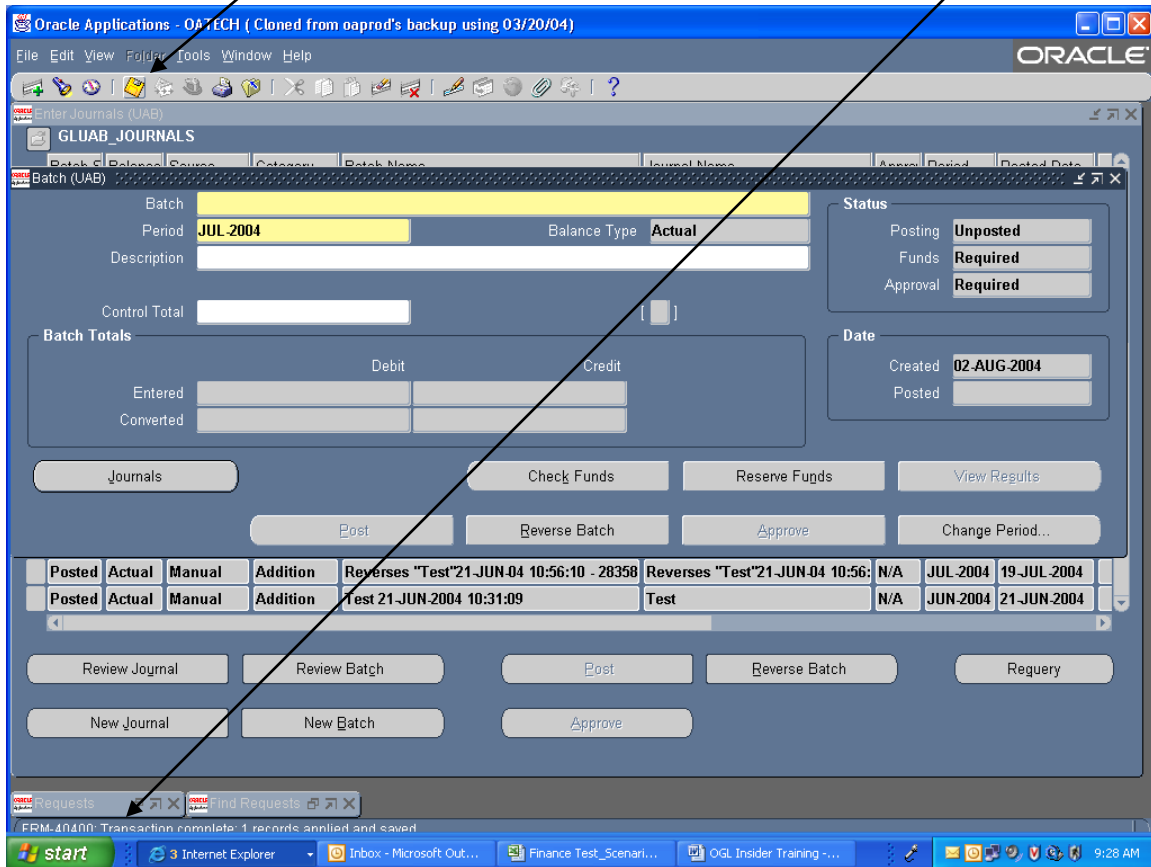
Deleting a journal header within a GL batch

You can delete a single **manual journal** within a batch, using procedure similar to that above (except you would work from the *journal header* form instead of the batch header form).   This would be appropriate if it was a batch with multiple journal headers and you did not want to delete the whole batch, just one journal header(s) within the batch. However, if you are deleting all the journals within a batch, you should instead delete at the batch header level on the batch header form.