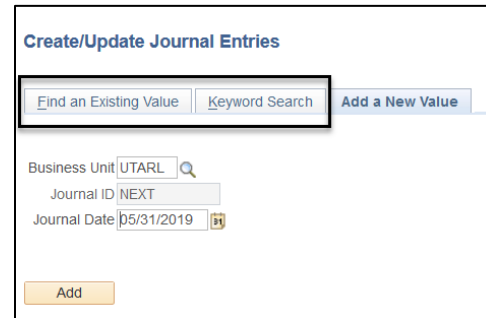


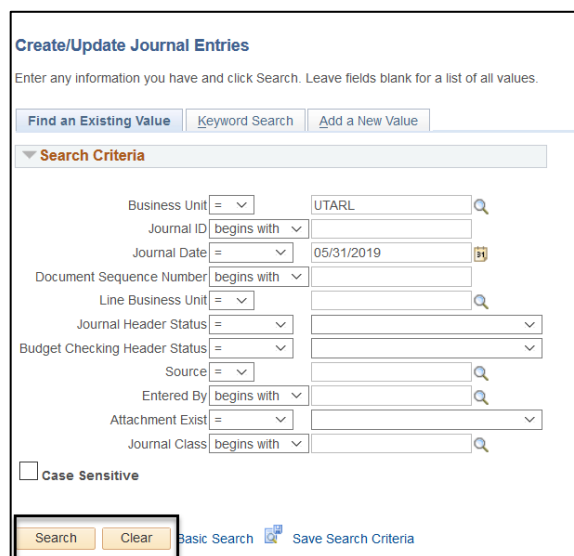
Delete an IDT Journal Entry

The purpose of this job aid is to explain how to copy an IDT Journal.

1. Begin by navigating to **NavBar**→**Navigator**→**Financials**→**General Ledger**→**Journals**→**Journal Entry**→**Create/Update Journal Entries**.
2. Click the **Find an Existing Value** TAB. **OR** Click **Keyword Search** to do a broader more generic search.

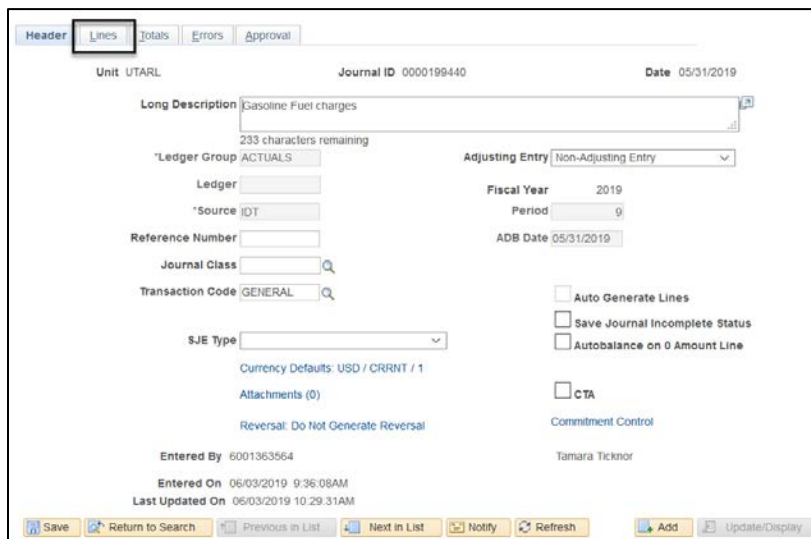


3. Click the **Clear** button. This clears all of the pre-existing values.
4. Enter UTARL as the **Business Unit**.
5. Enter the **Journal ID** or **Journal Date** to do a broader search.
6. Click the **Search** button.

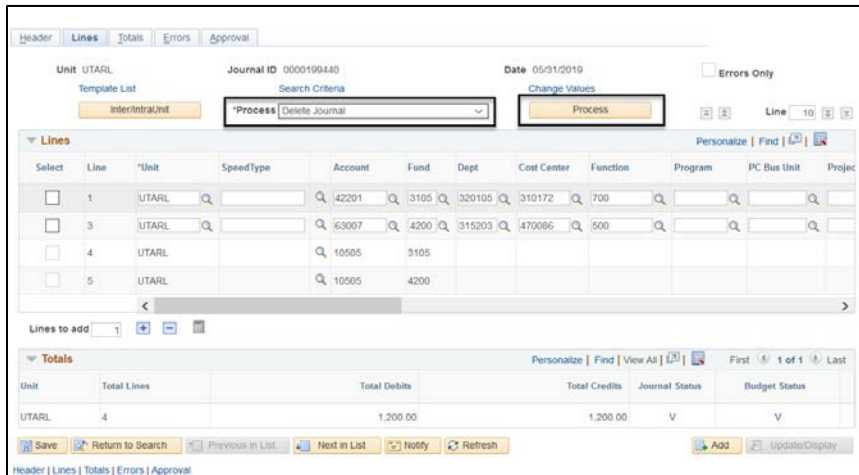


The Journal Header page is displayed, or if multiple results, select from the list.

7. Click the **Lines** Tab.



8. Click the **Copy Journal** from the Process drop down list.
9. Click the **Process** button.



Header | Lines | Totals | Errors | Approval

Unit: UTARL Journal ID: 0000190440 Date: 05/31/2019 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process Delete Journal Process Line: 10

Select	Line	Unit	Speed Type	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	UTARL		42201	3105	320105	310172	700			
<input type="checkbox"/>	3	UTARL		63007	4200	315203	470086	500			
<input type="checkbox"/>	4	UTARL		10585	3105						
<input type="checkbox"/>	5	UTARL		10505	4200						

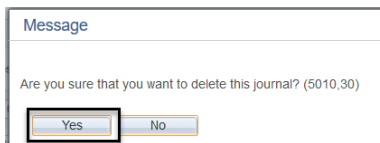
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	4	1,200.00	1,200.00	V	V

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display

A pop-up Message displays:

10. Click **Yes**.



Message

Are you sure that you want to delete this journal? (5010,30)

11. Click OK