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 **Main Menu → 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.

![Image of a form with options and buttons]

A pop-up Message displays:

10. Click **Yes**.

![Image of a pop-up message]

11. Click **OK**