Delete an IDT Journal Entry

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

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 the interface showing the Process button and the Message dialog]

A pop-up Message displays:
10. Click **Yes**.

![Image of the Message dialog with the option to confirm]

11. Click OK