Deleting a JE that has not posted to the General Ledger

There are several reasons why you may need to delete a JE:
- You’ve copied a journal to a new one and need to delete the original one
- The contents in the JE are inaccurate and you wish to start a new one
- You decide a JE is not necessary

Only those JEs that have not posted to the General Ledger can be deleted. If you wish to retract a JE that has already been posted, you must reverse it. (See Reversing a JE simulation and/or Instruction Guide for more details on this process).

If Journal Status shows “P”, the JE has been posted to General Ledger and cannot be deleted.
1. Click the Main Menu button.
2. Click the General Ledger menu.
3. Click the Journals menu.
4. Click the Journal Entry menu.
5. Click the Create/Update Journal Entries menu.
6. Click the Find an Existing Value tab.
7. Input Journal ID that needs to be deleted.
8. Note the Journal Status

<table>
<thead>
<tr>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>V</td>
</tr>
</tbody>
</table>

If the Journal Status = P then the JE has been posted to the General Ledger and cannot be deleted.

If any other status conditions appear, the JE can be deleted.

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
<th>Can be deleted?</th>
</tr>
</thead>
<tbody>
<tr>
<td>N – N</td>
<td>JE created and saved, but not edited or budget checked</td>
<td>Yes</td>
</tr>
<tr>
<td>E – N</td>
<td>JE failed editing and has exceptions</td>
<td>Yes</td>
</tr>
<tr>
<td>V – E</td>
<td>JE failed budget checking and has exceptions</td>
<td>Yes</td>
</tr>
<tr>
<td>V – V</td>
<td>JE successfully passed editing and budget checking</td>
<td>Yes</td>
</tr>
<tr>
<td>P – V</td>
<td>JE has been posted to General Ledger</td>
<td>No</td>
</tr>
</tbody>
</table>
To delete a JE that has not posted to the General Ledger
1. Choose **Delete Journal** from the Process drop down field.
2. Click **Process** button.

3. Click **Process** button.

4. Click **Yes** button on the delete confirmation message.
5. Click **OK** button.

The JE has now been deleted from myUFL.

If you need help with...

- Technical issues, contact the UF Help Desk:
  392-HELP
  helpdesk@ufl.edu

- Any other issues, contact the General Accounting Department:
  392-1326
  gahelp@ad.ufl.edu
  http://www.fa.ufl.edu/departments/general-accounting/

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