Office of Human Resource Services
Training and Organizational Development
UNIVERSITY *of* FLORIDA.

Instruction Guide

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 **Menu** icon.
2. Click the **Main Menu** icon.
3. Click the **Financials** menu.
4. Click the **General Ledger** menu.
5. Click the **Journals** menu.
6. Click the **Journal Entry** menu.
7. Click the **Create/Update Journal Entries** menu.
8. Click the **Find an Existing Value** tab.
9. Input Journal ID that needs to be deleted.
10. Note the Journal Status

Journal Status	Budget Status
P	V

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.

Status	Explanation	Can be deleted?
N – N	JE created and saved, but not edited or budget checked	Yes
E – N	JE failed editing and has exceptions	Yes
V – E	JE failed budget checking and has exceptions	Yes
V – V	JE successfully passed editing and budget checking	Yes
P – V	JE has been posted to General Ledger	No

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.

*Process	Delete Journal ▼	Process

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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