Deleting a Journal Entry

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A User has the option of deleting Journal Entries that where manually created. This is typically done if the User finds an error was made in the transaction and needs to be re-entered. Manual Journal Entries may only be deleted if the User has the appropriate permissions and the transaction date is in an Accounting Period with the status of Open or Re-Open. The Permission required to delete a Journal Entry is GL/Edit Existing Transactions. If the transaction date is in an Accounting Period where the current status is Re-Open, the User must also have the permission GL/Access to Re-Opened Periods.

To delete a Journal Entry, open the transaction detail, then click the Delete button on the Application Function Button toolbar. The User will be presented with a confirmation message; click Yes to proceed with the delete.

Before clicking on the Yes button on the confirmation message, make certain this is what you want to do. Deleting a Journal Entry is permanent - there is no un-do.