

# Delete a Journal Template

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If a Journal Template will no longer be used, the User may delete the Template record. To delete a Journal Template, follow the instructions below.

1. Navigate to the General Ledger module from the Main Application Menu and select the Journal Entry option.
2. The Journal Entry form will be displayed. In the Header area, click the drop-down arrow to the right of the Select Journal Template. Select the desired Journal Template to be deleted from the list displayed.
3. Click the Delete Template button  located at the lower left of the Journal Entry form. The User will be presented with a confirmation message; click the Yes button to proceed with the deletion.

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