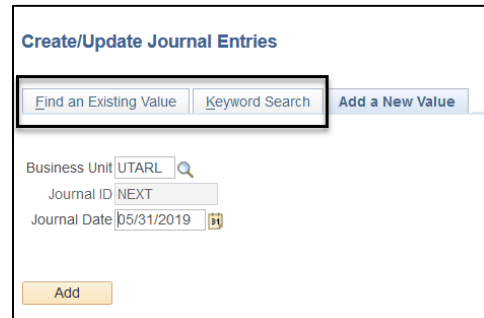


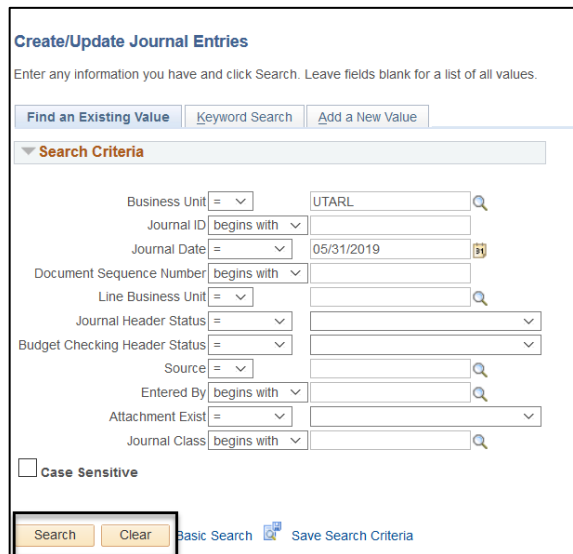
Delete an IDT Journal Entry

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

1. Begin by navigating to **NavBar→Menu→Financials→General Ledger→Journals→Journal Entry→Create/Update Journal Entries.**
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.



Header | **Lines** | Totals | Errors | Approval

Unit: UTARL Journal ID: 0000199440 Date: 05/31/2019

Long Description: Gasoline Fuel charges
233 characters remaining

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2019

*Source: IDT Period: 9

Reference Number: ADB Date: 05/31/2019

Journal Class: Transaction Code: GENERAL

SJE Type: Auto Generate Lines

Currency Defaults: USD / CRRNT / 1 Save Journal Incomplete Status

Attachments (0) Autobalance on 0 Amount Line

Reversal: Do Not Generate Reversal CTA

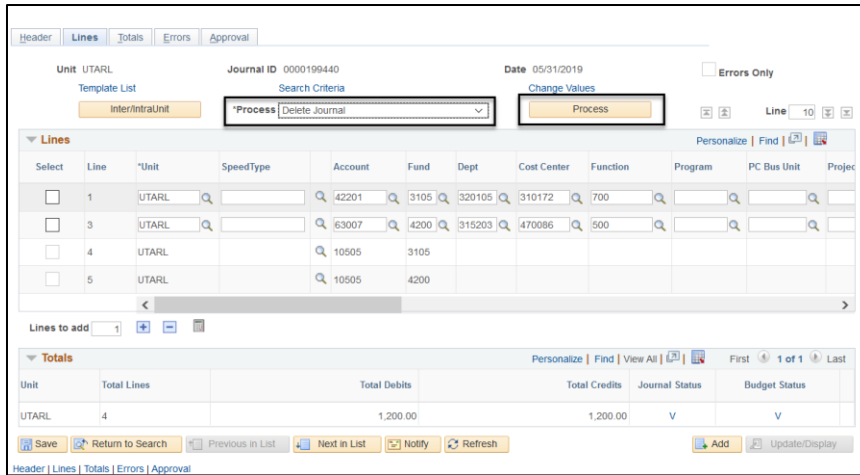
Entered By: 6001363564 Tamara Ticknor

Entered On: 06/03/2019 9:36:08AM

Last Updated On: 06/03/2019 10:29:31AM

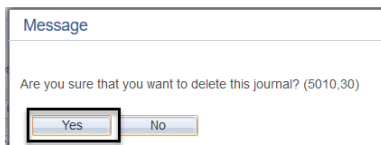
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

8. Click the **Copy Journal** from the Process drop down list.
9. Click the **Process** button.



A pop-up Message displays:

10. Click **Yes**.



11. Click OK