

Delete a Journal Job Aid

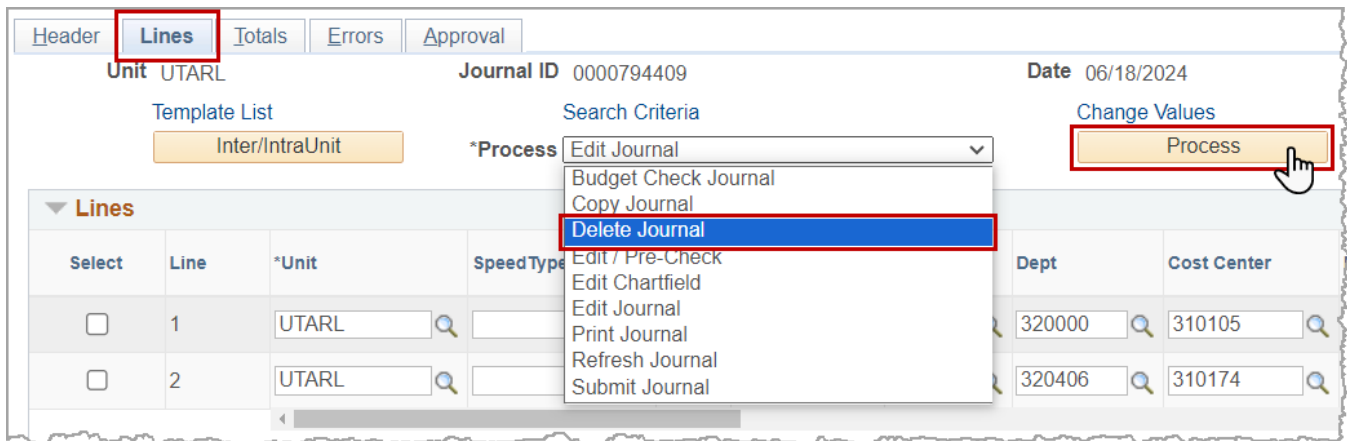
If a Journal is no longer needed, it can be deleted by a user if it has not been approved and posted.

Note: *If the Journal entry has been fully approved and posted, users must contact Accounting Services at acctservices@uta.edu to have it deleted.*

1. Find the desired Journal that is to be deleted.

Note: See *Find an Existing Journal Job Aid*.

2. Click the **Lines** Tab.
3. Click the **Delete Journal** from the Process drop down list.
4. Click the **Process** button.



5. A pop-up message will display to confirm deletion. Click **Yes**.
6. After processing, another pop-up Message will display to confirm Journal entry has been deleted. Click **OK**. The **Create/Update Journal Entries** page will display.