Delete an Unposted Journal

Introduction

Purpose

Use this procedure to delete an unposted / error journal in Oracle Financials.

Trigger

- You need to delete an unposted journal entry or batch on the same day that it was created.
- You need to delete an error or unposted journal entry or batch that was previously created.

Prerequisite

- Previous journal entry must be entered and have not posted.
- If you are not the creator of the journal, you have obtained permission from the creator.

Access the General Ledger

1. To access the **General Ledger** go to https://huit.harvard.edu/finance under **Oracle Financial Gateway** click on the link for **Oracle System Applications, Personal Homepage**.

2. Log in through Harvard Key. The **Oracle Applications Home Page** will open.

3. From the **Home Page,** select your **General Ledger Responsibility** (HRVD^GL …), then **Journals**, **Enter**.
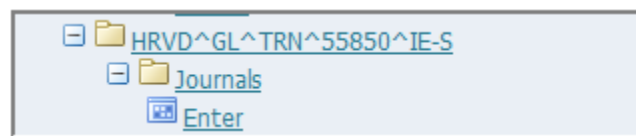
> ⓘ If you receive a dialog box with one of the following messages:
>
> - Do you want to run this application? Click the Run button.
> - "The application's digital signature cannot be verified. Do you want to run the application?" Click the Run button. Note that you may see this message twice.
> - "Your Java version is out of date." Click the "Later" button, unless directed by Oracle EBS FINDINI Release Notes to update.
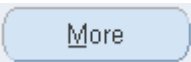
Helpful Hints

- If the journal has been posted, it can only be reversed rather than deleted. See the work instruction *Generate a Reversing Journal* for information on how to reverse the journal.
- You should only delete journals you created or have permission from the creator to delete.
- If you delete a journal batch, the General Ledger deletes all journals within the batch.
- You can delete just one journal entry in a batch of many journals.
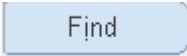- You cannot delete a GL-PCR journal using this method, for assistance contact ithelp@harvard.edu

Enter Journals

1. Fill in the appropriate criteria to reduce your search. For more information about finding journals, see the *Review an Existing Journal* work instruction.
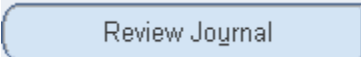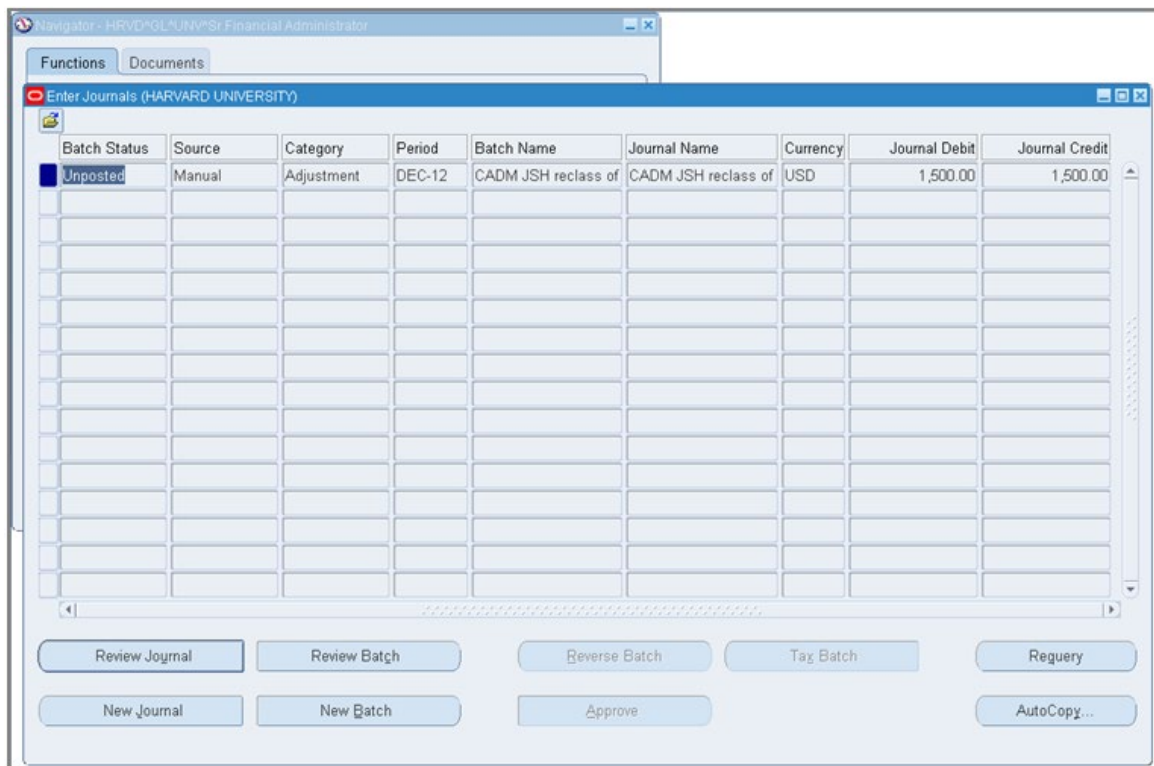
Hitting the **More** button will pull up some additional search fields.

2. Click [Find] to go to the *Enter Journals* form.
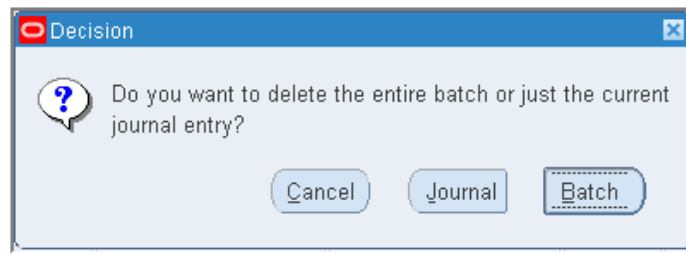
3. Click on the journal or batch to be deleted

ℹ️   If you are unsure by the title of the Batch or Journal name, click [Review Journal] to
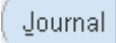see the journal lines.

4. Select the **Edit** menu, then **Delete** (or, if using keyboard equivalents, Alt-E, then D), or on the toolbar click on the red x Delete icon: ![delete icon] .

5. Select whether you are deleting a journal or a journal batch:

If you want to	Then
Delete a journal within the batch	Click ![Journal]
Delete the entire journal batch	Click ![Batch]

ℹ️ If you have one journal to one batch, it does not matter which button is selected.

6. On the menu bar, click the **Save** icon: ![save icon] OR on the Menu bar select the **File**, then **Save** OR using the keyboard, Ctrl-S (or, if using keyboard equivalents, Alt-F, then S).

ℹ️ If the action is not saved before closing your session, the delete is not processed.

Status and Closing the Form

7. Check the status bar in the lower left-hand corner of our screen to confirm that the transaction is complete:

> FRM-40400: Transaction complete: 1 records applied and saved.
> Record: 0/1 | | | ... | | |
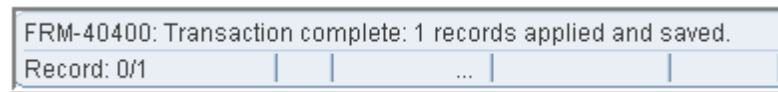
To close the form, select x in the upper right hand side of the form OR **File**, then **Close Form**

(or, if using keyboard equivalents, Alt-F, then C), OR select the **Close Form** icon: [icon] .

You will return to the **Navigator screen**:
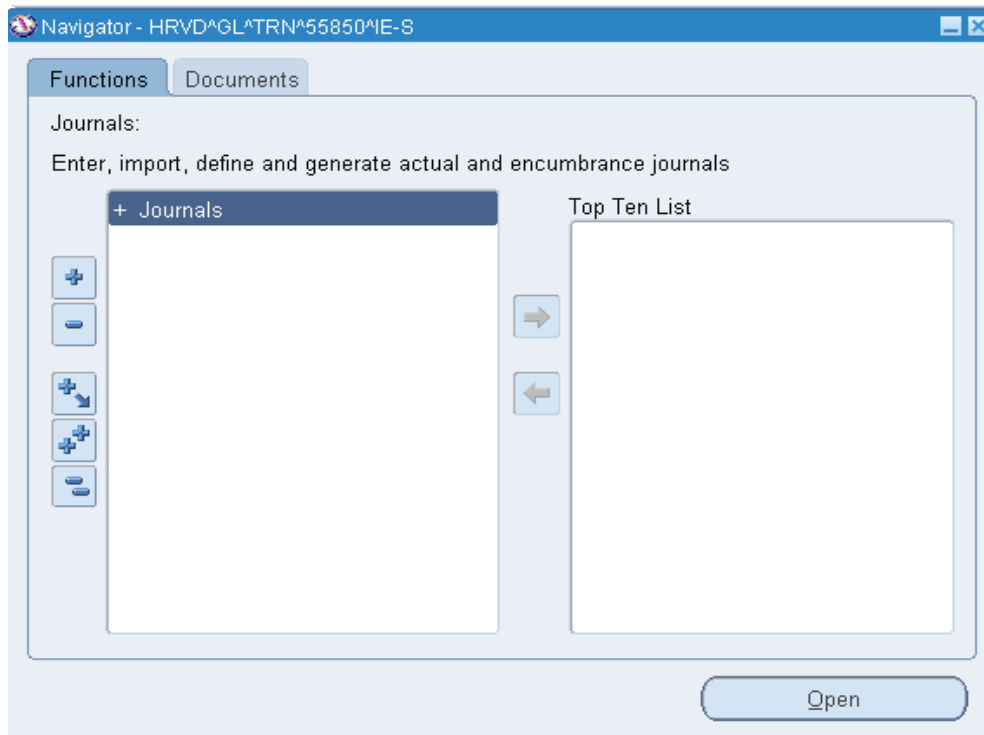
To close the General Ledger application, choose **File**, then **Exit Oracle Applications**
(or, if using keyboard equivalents, Alt-F, then X).