

PeopleSoft Financials – To Delete a Journal

NOTE: If you are already in the voucher screen, go to the Menu Select section this page.

Access the Financial Production database: <https://my.uh.edu/fs>

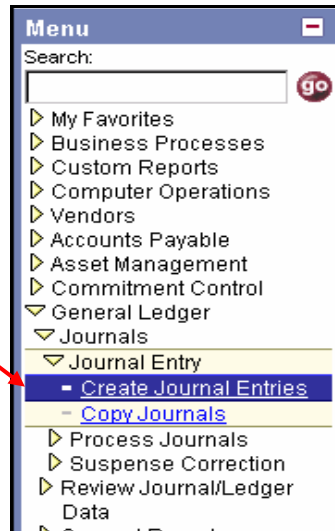
Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

NAVIGATION / PATH


From the Menu select:

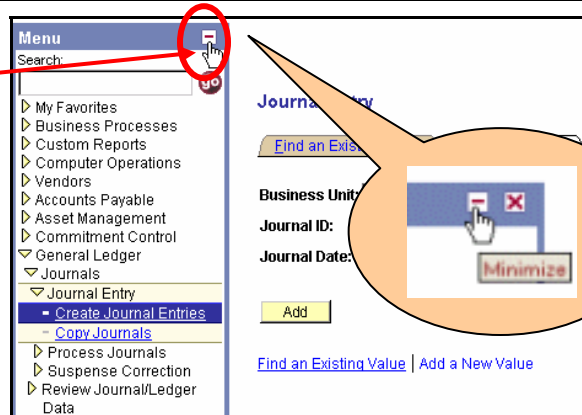
- ▶ General Ledger
- ▶ Journals
- ▶ Journal Entry
- ▶ Create Journal Entries



Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

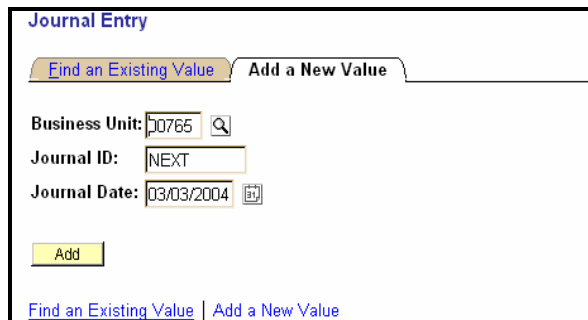
It will then appear as an *Expand* button  if needed again.



INSTRUCTIONS

STEP 1

- ▶ Click on the [Find an Existing Value](#) tab.



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STEP 2

NOTE: When entering search criteria, you can enter a full or partial value for any key field. Based on what you enter, the system uses the search record to present a list of possible matches, or, display the journal.

- Enter the PS **Journal ID** that you are searching for, whether it is the complete Journal ID or a beginning partial number.
- Make sure that these fields are blank:
Journal Header Status
Budget Checking Header Status
Source
- Click on **Search** to continue.

Journal Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Business Unit: = [00765] [🔍]

Journal ID: begins with [00008695]

Journal Date: = [] [📅]

Line Business Unit: = [00765] [🔍]

Journal Header Status: = [] [▼]

Budget Checking Header Status: = [] [▼]

Source: = [] [🔍]

Reference Number: begins with []

[Search] [Clear] [Basic Search] [Save Search Criteria]

STEP 3

- Click anywhere on the line for the journal you want to display

Search Results First [1] of 4

Business Unit	Journal ID	Journal Date	UnPost Sequence	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Reference Number	Currency Code	Journal Total	Journal Debits	Journal Net Statistical Units	Journal Description
00765	0000869569	03/31/2004	0	00765	Posted	Valid	ACTUALS	ACC	(blank)	USD	6	300	0	V0012486_Record E
00765	0000869570	03/31/2004	0	00765	Posted	Valid	ACTUALS	ACC	(blank)	USD	4	1086.92	0	V0012485_Record E

STEP 4

Journal is Displayed.

Header Lines Totals Errors Approval Documents

Unit: 00765 Journal ID: 0000869569 Date: 03/31/2004

Long Description: V0012486_Record ERS Retirees. In addition, move expense for amount that the state did not pay from 1019 to 1067. This expense was paid from [▼]

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: [] Adjusting Entry

*Source: ACC Fiscal Year: 2004

Reference Number: [] Period: [7]

SJE Type: [] ADB Date: 03/31/2004

Journal Class: [] Save Journal Incomplete Status

Transaction Code: GENERAL

Currency Defaults: USD / CRRNT / 1

Reversal: Do Not Generate Reversal Commitment Control

[Save] [Return to Search] [Next in List] [Previous in List] [Notify] [Refresh] [Add] [Update]

Header | Lines | Totals | Errors | Approval | Documents

STEP 5

- Click on the **Lines** tab.
- Then, click on the [▼] between **Process:** and **Process** in upper righthand corner and select **"Delete Journal"**.
- Click on **Process** button to the right

Header Lines Totals Errors Approval Documents

Unit: 00765 Journal ID: 0000888997 Date: 04/30/2004 *Process: [Edit Journal] [Process]

Template List Search Criteria Errors Only

▼ Lines

Select	Line	Unit	Ledger	SpeedType	Account	Fund	DeptID	Project
<input type="checkbox"/>	1	00765	ACTUALS	[🔍]	12116	5015	V0020	G000132
<input type="checkbox"/>	2	00765	ACTUALS	[🔍]	12116	5015	V0020	G000136

▼ Totals Customize | Find | View All | First [1] of 1 | Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
00765	2	12,377.58	12,377.58	P	Y

[Save] [Return to Search] [Next in List] [Previous in List] [Notify] [Refresh]

Header | Lines | Totals | Errors | Approval | Documents