

Delete a General Journal Entry

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Only General Journal Entries may be deleted. Any journal entries created by a user transaction may not be deleted.

To delete a General Journal Entry, navigate to GL from any of the modules.

The GL Register will be displayed. In the Account Number column, click on the hyperlink of the account where the general journal entry was posted.

The screenshot shows the 'GL Register' interface. At the top right, there are buttons for '+ Add General Journal Entry' and 'Ledger'. Below the header, there is an 'Export to Excel' button and a 'Show All' toggle. A grid of accounts is displayed with the following data:

| Account Number | Account Type | Description | Balance Type | Amount |
|-----------------------|--------------|--|--------------|--------------|
| 10100 | Bank Account | Charter One - Primary Checking - OH | Debit | \$28.50 |
| 10101 | Bank Account | Charter One - Primary Checking - Ohio | Debit | (\$2,978.77) |
| 10200 | Bank Account | Huntington - Primary Checking - Michigan | Debit | \$3,325.04 |
| 10300 | Bank Account | Payroll Account | Debit | \$0.00 |
| 10301 | Bank Account | Huntington - Payroll Account | Debit | \$0.00 |
| 10400 | Bank Account | TD - Money Market | Debit | \$0.00 |
| 10401 | Bank Account | TD Bank - Money Market | Debit | \$137.30 |
| 10500 | Bank Account | Chase Money Market | Debit | \$0.00 |

At the bottom of the grid, there is a pagination control showing '1' of 2 pages and a 'Refresh' button. The text '1 - 100 of 109 items' is also visible.

The GL Account page will be displayed for the selected account. In the grid area, locate the general journal entry to delete, and then click on the hyperlink in the GL Entry column.

GL Account - 10200

[+ Add General Journal Entry](#)

Description | Huntington - Primary Checking - Michigan
Balance Type | Debit

Account Type | Bank Account
Bank Account | [10200 Huntington - M](#)
Amount | \$1,157.52

Entries

[Export to Excel](#)

Drag a column header and drop it here to group by that column

| GL Entry | Entry Date | Memo | Entry Type | Debit Amount | Credit Amount |
|-----------------------|--------------|---------------------------------|----------------|--------------|---------------|
| 10838 | Apr 10, 2022 | Vendor Payment 23 | Vendor Payment | \$0.00 | \$62.10 |
| 10839 | Apr 10, 2022 | | Bank Account | \$0.00 | \$50.00 |
| 10842 | Apr 10, 2022 | | Bank Account | \$0.00 | \$129.00 |
| 10843 | Apr 10, 2022 | | Bank Account | \$0.00 | \$32.00 |
| 10846 | Apr 11, 2022 | Payroll Transfer | | \$0.00 | \$369.00 |
| 10847 | Apr 11, 2022 | Cust 3719 ck# 4178 returned NSF | | \$0.00 | \$25.00 |
| 10853 | Apr 13, 2022 | Test Check Printing | Bank Account | \$0.00 | \$150.00 |
| 10872 | Apr 25, 2022 | Retainer for legal fees. | Bank Account | \$0.00 | \$1,500.00 |
| 10873 | Apr 25, 2022 | Payment on house account. | Bank Account | \$0.00 | \$492.52 |

1 - 16 of 16 items

[Refresh](#)

The General Journal Entry will be displayed. Click on the Delete button at the upper right of the page.

General Journal Entry - 10846

[History](#)

[Accounts](#)

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Entry Date | Apr 11, 2022

Reference Number | 101

[10200 Huntington - M](#) (\$369.00)

[New](#) \$369.00

Entries

[Export to Excel](#)

Debit Total
\$369.00

Credit Total
\$369.00

| Account | Description | Memo | Work Order | Debit Amount | Credit Amount |
|-----------------------|--|------------------|------------|--------------|---------------|
| 10200 | Huntington - Primary Checking - Michigan | Payroll Transfer | | \$0.00 | \$369.00 |
| 10301 | Huntington - Payroll Account | Payroll Transfer | | \$369.00 | \$0.00 |

1 - 2 of 2 items

[Refresh](#)

A confirmation message will be displayed. If you are certain you want to delete this entry, click on the Yes button.

Please confirm ✕

Are you sure you want to delete the entry?
