Delete a Temporary Budget Journals

A journal may be deleted at any time prior to its Posting. Because of the timing issues, most Temporary Budget Journals once Approved, are Posted within minutes and appear in BAIRS the next day. If a journal fails to be approved prior to the close of the accounting period, you may copy the journal with a date for the current accounting period. Then, delete the journal. You should delete any journal that is not completed (approved or posted) for a period that has closed.

1. We are on the Lines page.
   Click the Process drop-down button.

2. The Process drop-down list appears.
   Click the Delete Journal list item.

3. Click the Process button.

4. A confirmation message appears. Read it carefully.
   Click the Yes button.

5. You return to where you were in the Temporary Budget before you went to the journal.
   The message states that the journal is now deleted. There is no way to get it back.

6. Click the OK button.

7. You have successfully deleted a Temporary Budget journal.
   End of Procedure.