Florida PALM Journal Deletion Job Aid

User Role(s): *Agency GL Processor*
Agency GL Approver
Last Updated: *07/11/2022*

Overview

This job aid shows how to delete a journal that has not yet been posted to Florida PALM and potential uses for deleting a journal such as: users may have started a disinvestment journal and determined that one or more lines are no longer needed or if a user imported the spreadsheet upload and you can not resolve the error(s) and would rather start over.

1. Use the **Find an Existing Value** tab of the **Create/Update Journal Entries Screen**.
2. Locate and open the **Journal ID** that need to be deleted.
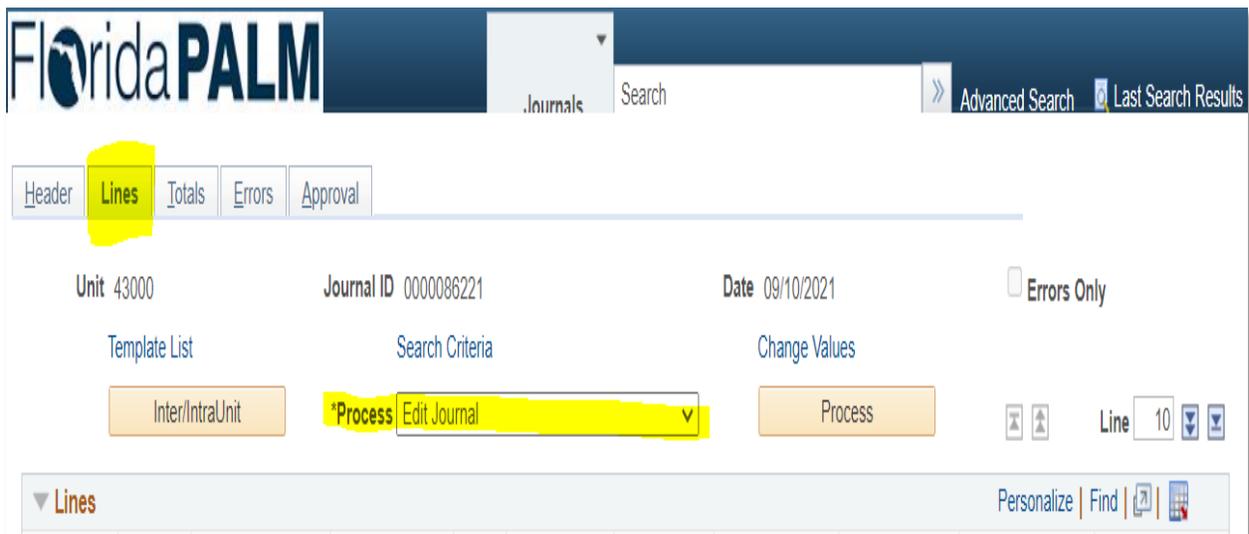
Figure 1: Lines Tab

3. Click the **Lines** tab.
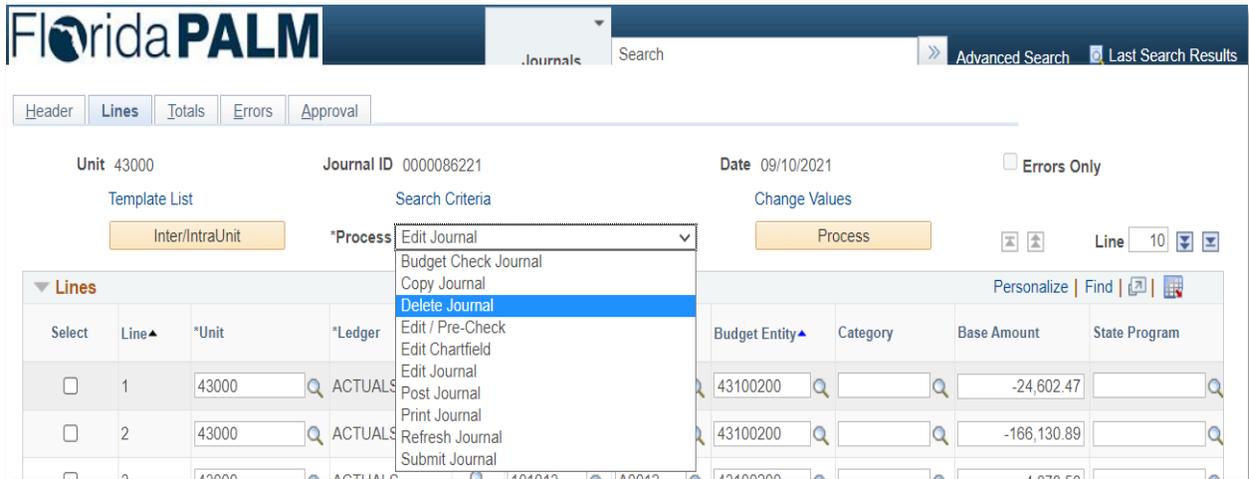
Figure 2: Delete Journal

4.   Expand the **Process** dropdown and Select **Delete** Journal.
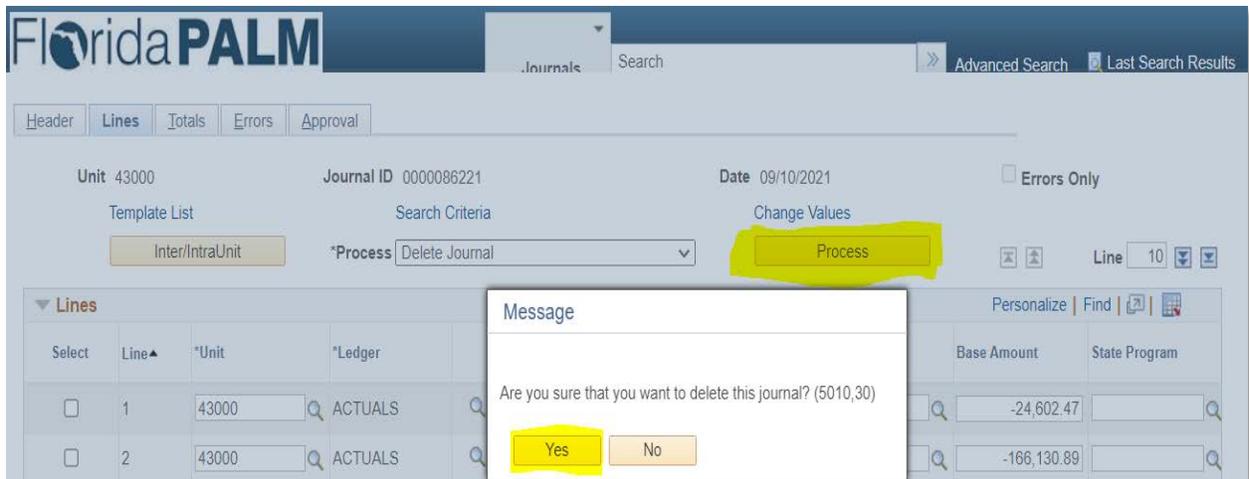
Figure 3: Process and Confirm

5.   Select **Process** button and Confirm **Yes** to complete the journal entry deletion.

Still have questions?
Please contact the **Florida PALM Solution Center.**