

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.

Florida PAL	M	.lournals	Search	Advanced Search
Header Lines Totals Errors	Approval			
Unit 43000	Journal ID 0000086221		Date 09/10/2021	Errors Only
Template List	Search Criteria		Change Values	
Inter/IntraUnit	*Process Edit Journal		✓ Process	Ine 10 Internet Inter
▼ Lines				Personalize Find 🛛 🔣

Figure 1: Lines Tab

3. Click the Lines tab.





Department of Financial Services Florida PALM Journal Deletion Job Aid

Planning,	Accounting,	and Ledg	er Managemeni	t

Header L	ida .ines Ic	PALI otals <u>Errors</u>	М	roval	lournals	Search				»	Advanced Search	a Last Search Result
Unit	43000			Journal ID	0000086221			Date 09/10/202	1		Errors Or	nly
	Template Li	st			Search Criteria			Change Val	ues			
	Inter	/IntraUnit		*Process	Edit Journal	~		P	rocess			Line 10 関 🗵
Lines					Budget Check Journal Copy Journal						Personalize	Find 💷 🌉
Select	Line▲	*Unit		*Ledger	Delete Journal Edit / Pre-Check Edit Chartfield		E	Budget Entity 🔺	Category		Base Amount	State Program
	1	43000	Q	ACTUALS	Edit Journal Post Journal		2	43100200 🔍		Q	-24,602.47	٩
	2	43000	Q	ACTUALS	Print Journal Refresh Journal		2	43100200		Q	-166,130.89	Q
-		10000			Submit Journal							

Figure 2: Delete Journal

4. Expand the **Process** dropdown and Select **Delete** Journal.

Flor	ida	PALN	M	Journal	Search		Advanced Search	Last Search Results
Header L	Lines <u>1</u> 43000 Template I	iotals <u>E</u> rrors	Approval Journal ID 00000 Search	186221 I Criteria	Date	09/10/2021 Change Values	Errors 0	Dnly
▼ Lines	Inte	er/IntraUnit	*Process Delete	Journal	<u> </u>	Process	Personalize	Line 10 😨 🗵
Select	Line▲	*Unit	*Ledger	Message			Base Amount	State Program
	1	43000	Q ACTUALS	Are you sure	e that you want to delete this	journal? (5010,30)	Q -24,602.4	

Figure 3: Process and Confirm

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

Still have questions? Please contact the <u>Florida PALM Solution Center</u>.

