

Delete GL Journals

June, 2020



Today's Subject

In a nutshell...

We are making a change when journals are deleted in ConnectCarolina. Going forward, you'll be able to find journals that have a status of "deleted" so that you can reference the information on the journals.



More Information

- The journals will be “logically deleted,” that is they will have a status of deleted but will still exist in ConnectCarolina. They will be retained for information only.
- You’ll be able to look up the journals with a deleted status and review the attachments.
- This will be helpful if you need to recreate a journal that was “deleted.”
- Infoporte reports will remain the same (Deleted journals will not show up.)

Timing of the Change



We'll Walk Through

1. How to **Search** for a Journal
2. How to **Delete** a Journal
3. How to **Retrieve a Deleted** Journal

Search for a journal on the **Campus Journal Validation** page

Campus Journal Validation

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

▼ **Search Criteria**

Business Unit = ▼ UNCCCH

Journal ID begins with ▼

Journal Date between ▼ 04/01/2020
and
05/26/2020

Transaction Type begins with ▼

Document Sequence Number begins with ▼

Line Business Unit = ▼

Journal Header Status not = ▼ Posted to Ledger(s) ▼

Budget Checking Header Status = ▼ ▼

Source = ▼


Entered By begins with ▼ djohnso2

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Delete a journal on the **Campus Journal Validation** page

1. Click the selected journal found on the Campus Journal Validation page.

Search Basic Search  Save Search Criteria

Search Results

[View All](#)

Business Unit	Journal ID	Journal Date	UnPost Sequence	Transaction Type	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines
UNCCH	0000669248	05/25/2020	0	(blank)	(blank)	UNCCH	Edit Req'd	Not Chk'd	ACTUALS	JBL	USD	2

Delete a journal on the **Campus Journal Validation** page

2. Select **Delete Journal** and then click the **Process** button.

Lines Errors Approval

Campus Journal Validation

Unit: UNCCH Journal ID: 0000669248 Date: 05/25/2020 Errors Only

Attachments (0) *Process: **Delete Journal** Line: 10

Journal header Description

TEST to see if I can find after deleting

▼ Lines

Select	Line	*Unit	*Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC Bus Unit	Project
<input type="checkbox"/>	1	UNCCH	ACTUALS	2.00		24160	16792	558914	310300		
<input type="checkbox"/>	2	UNCCH	ACTUALS	-2.00		29519	19571	441845	420117		

Delete a journal on the **Campus Journal Validation** page

3. Click **Yes** in the pop-up message window.

The screenshot shows the 'Campus Journal Validation' interface. At the top, there are tabs for 'Lines', 'Errors', and 'Approval'. Below the tabs, the page title 'Campus Journal Validation' is displayed. The main area contains fields for 'Unit: UNCCH', 'Journal ID: 0000669248', and 'Date: 05/25/2020'. There is also an 'Errors Only' checkbox and a 'Process' button. A dropdown menu for '*Process:' is set to 'Delete Journal'. A 'Line:' field is set to '10'. Below this is a 'Journal header Description' field containing the text 'TEST to see if I can find after deleting'. At the bottom, there is a table with columns: Select, Line, *Unit, *Ledger, Amount, SpeedType, Fund, Source, Account, Dept, PC Bus Unit, and Project. The table has two rows of data. A pop-up window is overlaid on the table, asking 'Are you sure that you want to delete this journal? (5010,30)' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a green border.

Unit: UNCCH Journal ID: 0000669248 Date: 05/25/2020 Errors Only

Attachments (0) *Process: Delete Journal Process Line: 10

Journal header Description
TEST to see if I can find after deleting

▼ Lines

Select	Line	*Unit	*Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC Bus Unit	Project
<input type="checkbox"/>	1	UNCCH	ACTUALS	2.00		24160	16792	558914	310300		
<input type="checkbox"/>	2	UNCCH	ACTUALS	-2.00		29519	19571	441845	420117		

Are you sure that you want to delete this journal? (5010,30)

Yes No

Delete a journal on the **Campus Journal Validation** page

4. Click the **OK** button to confirm the message that the journal is “logically deleted.”

The screenshot displays the 'Campus Journal Validation' interface. At the top, there are tabs for 'Lines', 'Errors', and 'Approval'. Below the tabs, the page title 'Campus Journal Validation' is followed by fields for 'Unit: UNCCH', 'Journal ID: 0000669248', and 'Date: 05/25/2020'. There are also checkboxes for 'Errors Only' and 'View Audit Logs', and a 'Line: 10' dropdown. A 'Process' button is visible. Below this is a 'Journal header Description' field containing the text 'TEST to see if I can find after deleting'. A 'Lines' section is expanded, showing a table with columns: Select, Line, Unit, Ledger, Amount, SpeedType, Fund, Source, Account, Dept, PC Bus Unit, Project, and Act. The table contains two rows: Line 1 with Amount 2.00 and Line 2 with Amount -2.00. A modal dialog box is overlaid on the table, containing the text 'Journal 0000669248 is logically deleted. (5210,7)' and an 'OK' button.

Select	Line	Unit	Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC Bus Unit	Project	Act
<input type="checkbox"/>	1	UNCCH	ACTUALS	2.00		24160	16792	558914	310300			
<input type="checkbox"/>	2	UNCCH	ACTUALS	-2.00		29519	19571	441845	420117			

Delete a journal on the **Campus Journal Validation** page

After you click OK, you'll see the following page. The Journal Status is "D" now.

Campus Journal Validation

Unit: UNCCH Journal ID: 0000669248 Date: 05/25/2020 Errors Only
Attachments (0) *Process: Process [View Audit Logs](#) Line: 10

Journal header Description

TEST to see if I can find after deleting

Lines

Select	Line	Unit	Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC Bus Unit	Project	Act
<input type="checkbox"/>	1	UNCCH	ACTUALS	2.00		24160	16792	558914	310300			
<input type="checkbox"/>	2	UNCCH	ACTUALS	-2.00		29519	19571	441845	420117			

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNCCH	2	0.00	0.00	D	N

Retrieve a deleted journal on the **Campus Journal Validation** page

Campus Journal Validation

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

Find an Existing Value

▼ Search Criteria

Business Unit	=	▼	UNCCH	🔍
Journal ID	begins with	▼	0000669248	
Journal Date	between	▼	05/01/2020	📅
			and	
			05/31/2020	📅
Transaction Type	begins with	▼		🔍
Document Sequence Number	begins with	▼		
Line Business Unit	=	▼		🔍
Journal Header Status	=	▼	Deleted	▼
Budget Checking Header Status	=	▼		▼
Source	=	▼		🔍
Entered By	begins with	▼	djohnso2	🔍

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Retrieve a deleted journal on the Campus Journal Validation page

Lines | Errors | Approval

Campus Journal Validation

Unit: UNCCH Journal ID: 0000669248 Date: 05/25/2020 Errors Only
Attachments (0) *Process: Process View Audit Logs
 Line: 10

Journal header Description
TEST to see if I can find after deleting

Lines 1-2 of 2

Select	Line	Unit	Ledger	Amount	SpeedType	Fund	Source	Account	Dept	PC Bus Unit	Project	Act
<input type="checkbox"/>	1	UNCCH	ACTUALS	2.00		24160	16792	558914	310300			
<input type="checkbox"/>	2	UNCCH	ACTUALS	-2.00		29519	19571	441845	420117			

Totals 1-1 of 1 | View All

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UNCCH	2	0.00	0.00	D	N

Retrieve a deleted journal on the **Journal Inquiry** page

From the Admin WorkCenter home page, choose **Finance WorkCenter > General Ledger > Journal Inquiry**

Journal Inquiry

Journal Criteria

Inquiry ACTUALS	*Unit UNCCH	*Ledger ACTUALS	*Year 2020	*From Period 1	*To Period 12	Suspense Status
Journal ID 0000669248	Status	Source	Currency	Stat	Document Type	<input type="checkbox"/> Date Code Adj
User	Document Sequence	Sort By Journal Id	Max Rows 100	Attachment Exist		

Journals

Journals

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000669248	05/25/2020	UNCCH	Deleted	JBL	No Susp	djohnso2	05/25/2020	TEST to see if I can find afte

Recreate a Journal

- Once you find the journal, you can recreate a new one by referring to the attachments and journal lines from the deleted journal.
- The process for creating a journal will be the same as before.

Behind the Scenes Info

- The journal is logically deleted – the journal still ‘exists’ in the system.
- On the Journal Header table in ConnectCarolina, the new Journal Header Status is “D” for Deleted.
- Table: PS_JRNL_HEADER
- JRNL_HDR_STATUS = “D”

Journal Header Status =

Summary

- The journals will be “logically deleted,” that is they will have a status of deleted but will still exist in ConnectCarolina. They will be retained for information only.
- You’ll be able to look up the journals with a deleted status and review the attachments.
- This will be helpful if you need to recreate a journal that was "deleted.”
- This new functionality will be implemented mid-July, and any journals deleted after this date can be retrieved.