The purpose of this job aid is to provide guidance on how to copy and delete a general journal or internal transfer. You also have the ability to delete multiple Journals that you created at once. Select Central users will be able to delete Journals created by other users.

**Copying or Deleting a Journal**

1. For General Journals, Click **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**

   For Internal Transfers, **Main Menu > Columbia Specific > General Ledger > Internal Transfer Journal Entry.**

   You can also use the Navigator Search.

2. Click on **Find an Existing Value** tab.

3. Enter **Search Criteria** for the desired Journal Entry and click **Search.**

4. Click the **Journal ID** of the desired Journal Entry form the search results to view the Journal Entry screen.

5. Click the **Lines** tab.

**Copying the Journal**

1. Select **Copy Journal** from the **Process** dropdown menu.

2. Click **Process.** The Journal Entry Copy window appears.

   If desired, edit the Journal Date or other details.

3. Click **OK.** The new journal is created, displayed, and ready to be processed (edit validation, budget check, approvals and posting.)

**Deleting the Journal**

1. Select **Delete Journal** from the **Process** dropdown menu.

2. Click **Process.**

3. Click **Yes** for the confirmation Message.
General Ledger Journal Mass Delete

You can delete multiple journals at once using the Mass Delete Journals page. You will only be able to delete Journals that you created. Select Central users will be able to delete Journals created by other users.

2. Enter Search criteria in the fields to locate Journals
3. Click Search. A list of matching Journals appears.
4. Select the desired Journals to delete. You can use the Select All or Deselect All buttons.
5. Click Delete.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122