

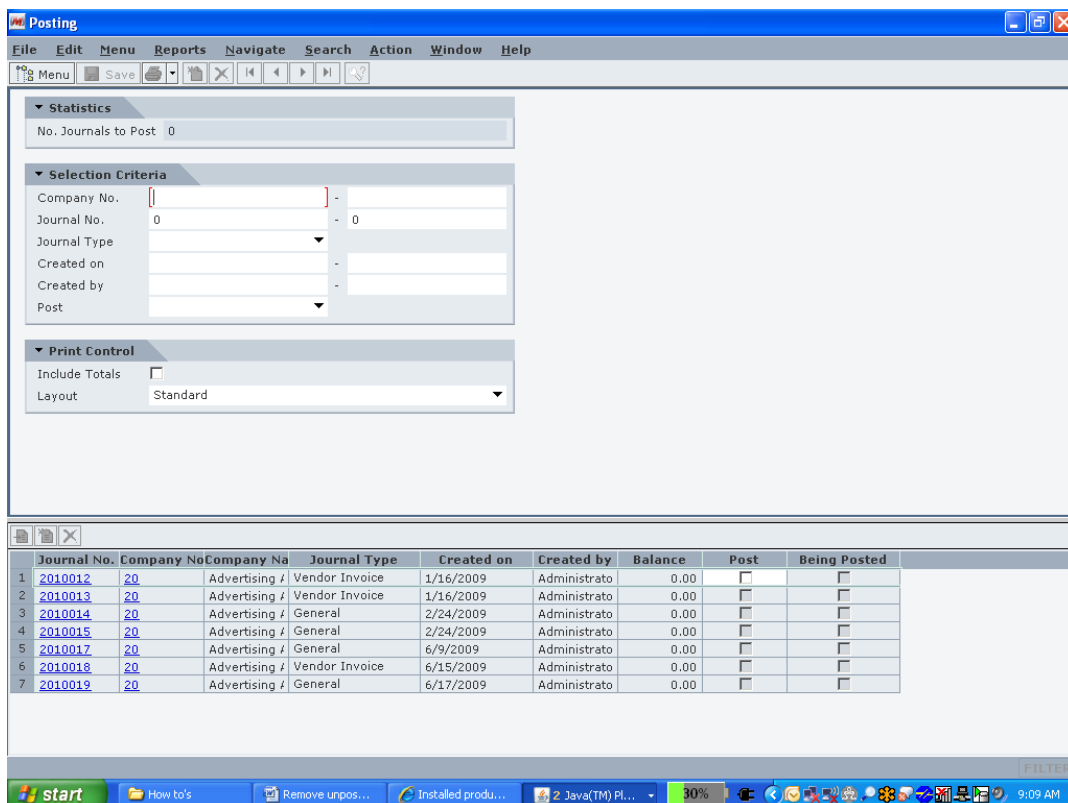
## How to . . .

### Remove Un-posted Journals

#### Purpose

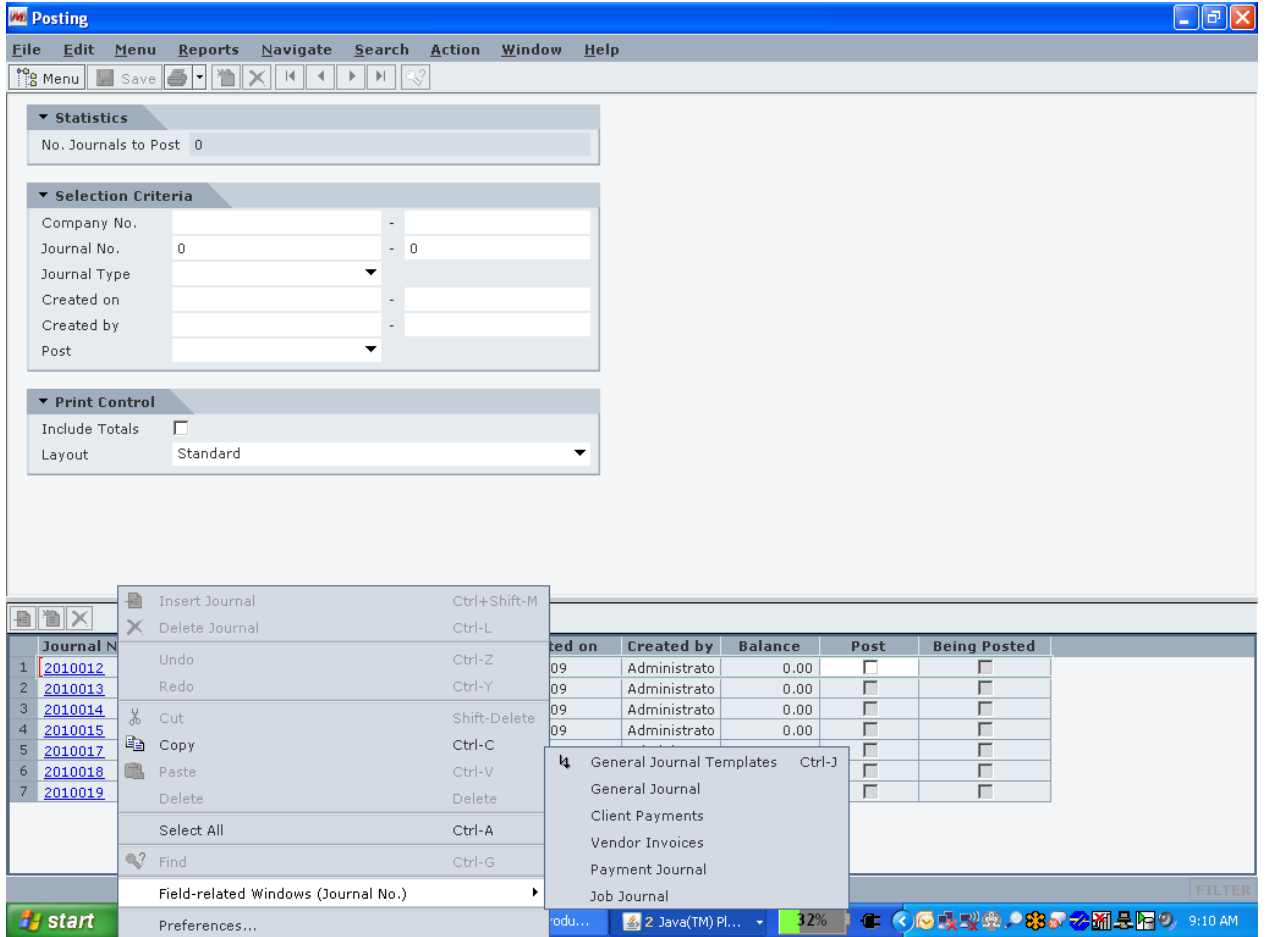
If a journal has been created in error but has not yet been posted, you can remove the journal entries and then post the journal. Because the journal will have no entries, it will not affect any accounts in the General Ledger.

- 1) In the Posting window (**Menu > General Ledger > Registration > Posting**) you will see a list of all un-posted journals with journal numbers.



Journal No.	Company No.	Company Name	Journal Type	Created on	Created by	Balance	Post	Being Posted
2010012	20	Advertising	Vendor Invoice	1/16/2009	Administrato	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2010013	20	Advertising	Vendor Invoice	1/16/2009	Administrato	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2010014	20	Advertising	General	2/24/2009	Administrato	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2010015	20	Advertising	General	2/24/2009	Administrato	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2010017	20	Advertising	General	6/9/2009	Administrato	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2010018	20	Advertising	Vendor Invoice	6/15/2009	Administrato	0.00	<input type="checkbox"/>	<input type="checkbox"/>
2010019	20	Advertising	General	6/17/2009	Administrato	0.00	<input type="checkbox"/>	<input type="checkbox"/>

If you right click on the journal number there is an option to 'Find Related Windows'. This will show windows in Maconomy where this journal could potentially be located.



For example, if you right click on a Vendor journal and then mouse over the 'Find Related windows' you will see a window called Vendor Invoices. Click on this and you will be brought to the Vendor Invoices window where this journal is stored (see screen shot).

The screenshot shows the 'Vendor Invoices' application window. The interface is divided into several sections:

- Journal Section:**
  - Journal No.: [2010013](#)
  - Created by: Administrator
  - Date: 1/16/2009
  - Period No.: 1
  - Period Start: 1/1/2009
  - Period End: 1/31/2009
  - Fiscal Year: 1/1/2009
  - Auto. Trans. No.:
  - Post:
  - Prior-Period: [Dropdown]
- Batch Total Section:**
  - Control: 0.00
  - Current: 400.00
  - Balance: -400.00
- Transaction Numbering Section:**
  - Number Series: [Dropdown]
- Vendor Section:**
  - Vendor No.: 2011
  - Debut Stage Supplies Ltd.
  - Cairney Street
  - Lamberhurst
- Pay to Vendor Section:**
  - Vendor No.: 2011
  - Debut Stage Supplies Ltd.
  - Cairney Street
  - Lamberhurst
  - Giro No.:
  - Reg. No.:
  - Bank Acct. No.:
- Company Section:**
  - Company No.: [20](#)
  - Name: Advertising Agency 1
  - Currency: GBP

Below these sections is a table with the following data:

Entry Date	Trans. No.	Description	Std. Descrip	Status	Vendor No.	Name	D/C	Amount Incl	Currency	Invoice No.	Invoice D
1/16/2009	100	test		Allocation Started	2011	Debut Stage	Credit	400.00	GBP	1001	1/16/2009

The Windows taskbar at the bottom shows the start button, several open applications, a 35% battery level, and the time 9:13 AM.

- 2) Once in the Vendor Invoices window, if you look in the table part you will see all the lines associated with the journal.

You can now click on a line and then click the red X (if there are lines it will be red) and the line will be deleted. Once all the lines are deleted you can hit enter to save and then go to the top and do **Action > Post**.

The journal is posted but it is a zero dollar journal and has no impact on the G/L. This is the only way to remove journals that have been created but that you do not want to post.

Entry Date	Trans. No.	Description	Std. Descrip	Status	Vendor No.	Name	D/C	Amount Incl	Currency	Invoice No.	Invoice D
1/16/2009	100	test		Allocation Started	2011	Debit Stage	Credit	400.00	GBP	1001	1/16/2009