

Delete

To Delete Journal Record

1. At the **Journal Records** section grid control, position the **highlight bar** to the record you want to delete;
2. From the section menu bar, click **Delete**;
3. You will be asked to enter your **authorization code**;
4. Enter your authorization code, if accepted, you will be prompted to confirm, **Yes** to proceed with deletion, and **No** to abort.
5. It will **erase** the record highlighted **account number** in the **Journal Records**, and all records in the **DEBIT** and **CREDIT sections** having the same **account number** with that of the Journal account number.

The screenshot displays the 'Journal Main Page' interface. At the top, there are navigation options like 'Journal Filter Dates', 'Journal Entries', and 'Journal Report'. Below this is a table of journal records. The first row is highlighted in blue. A context menu is visible over the 'Delete' option of this row. Below the table, there are sections for 'DEBIT TOTAL AMOUNT: P0.00' and 'CREDIT, TOTAL AMOUNT: P0.00'. A 'PU Code' dialog box is open, asking for an authorization code. A 'WRS Alert' dialog box is also open, with the message: 'You are about to delete this entry along with its associated debit and credit accounts - Unrecoverable! Proceed?'. Three numbered callouts (1, 2, 3) are present: 1 points to the highlighted record, 2 points to the 'Delete' button in the context menu, and 3 points to the 'Yes' button in the 'WRS Alert' dialog.