Deleting Parked Documents After the End of the Fiscal Year – Journal Entries

Summary:

Journal entries that have only been parked can be deleted. Journal entries that have been saved as complete and have a posting date in the current period / fiscal year can be deleted. Journal entries that have been saved as complete and have a posting date in the prior period / fiscal year cannot be deleted. These journal entries have to be re-parked. Once a journal entry has been changed from “saved as complete” to “park”, it can be deleted.

Results:

1. Journal entries that have been parked **but not saved** as complete **can be deleted** regardless of the document date and posting date combination
2. A journal entry with **both** a **document date** and **posting date** in the **current period** (July) that has been saved as complete **can be deleted**
3. A journal entry with a **document date** in the **prior period** (June) and **posting date** in the **current period** (July) that has been saved as complete **can be deleted**
4. A journal entry with **both** a **document date** and **posting date** in the **prior period** (June) that has been saved as complete **cannot be deleted**
    1. A bureau user with the GL-Journal Entries – Enter/Park role can re-park the document which can be deleted
    2. Steps - Display the document with FBV3, select Change and then park the document. This changes the document from saved to complete to park. The CO document has been deleted and the FM document has been reduced to zero. Next display the document again, select Change and then select Delete parked document.
5. A journal entry with a **document date** in the **current period** (July) and **posting date** in the **prior period** (June) that has been saved as complete **cannot be deleted**
    1. A bureau user with the GL-Journal Entries – Enter/Park role can re-park the document which can be deleted
    2. Steps - Display the document with FBV3, select Change and then park the document. This changes the document from saved to complete to park. The CO document has been deleted and the FM document has been reduced to zero. Next display the document again, select Change and then select Delete parked document