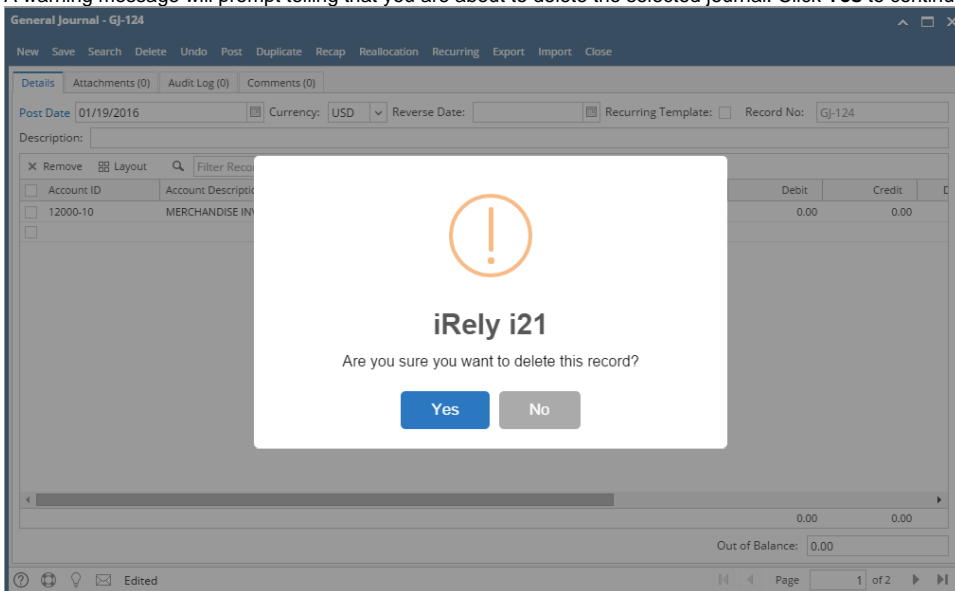# How To Delete General Journal

Here are the steps on how to delete journals:

1. Open an existing journal. If the journal you want to delete is already **Posted**, you have to **Unpost** it first. (See How To Unpost General Journal)
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete the selected journal. Click **Yes** to continue.

4. Selected journal will now be deleted.