# Quick Reference

## Unapproving a GL Journal

**Responsibility:** ANY end user responsibility with 'GL' in the title

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**IMPORTANT!**

You cannot unapprove a GL Journal that has already been posted. You cannot make changes to a posted GL Journal. If the Journal is already posted you will need to reverse that Journal and raise a new one.

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1. (N) Enter GL Journals.

2. Enter search criteria (e.g. the Journal name, remember to use the % wildcard) to help you find your Journal.
   
   You can use any or all of the other fields in this window to help you find the Journal you are looking for.

3. Click the Find button, because you want to search for an existing Journal, not create a new Journal.

4. Click on the line showing the Journal that you want to unapprove (if only one Journal has been returned then that line will be selected by default).

5. Click the Unapprove button.

6. A dialogue box will be displayed advising you that “If you unapprove your Journal batch, it will have to be reapproved. Do you want to continue? Click the Yes button to be able to make changes to the GL Journal.
   
   If you change your mind and you don’t want to make any changes to the Journal, then click the No button and close down the windows.