🗐 Unit4 | Delete Unposted Batches

This guide is designed to help you quickly delete an unposted journal batch in Unit4.

Why delete batches?

It can be difficult to know which unposted batches are to be fixed and posted, especially as we approach year end. A regular clear down of unposted batches, that are no longer required, should offer some clarity.

🎯 Purpose

This guide explains how to identify and delete **unposted journal batches** that are no longer required in Unit4.

Regular housekeeping helps:

- ✅ Reduce clutter in journal processing screens
- ✅ Improve visibility of outstanding work
- ✅ Support smoother month-end and year-end activities
- ✅ Help users focus on journals that genuinely require action

Getting Started

🔍 Step 1 – Identify Unposted Batches

Run the **Unposted GL Batches** report.

📍 Navigation

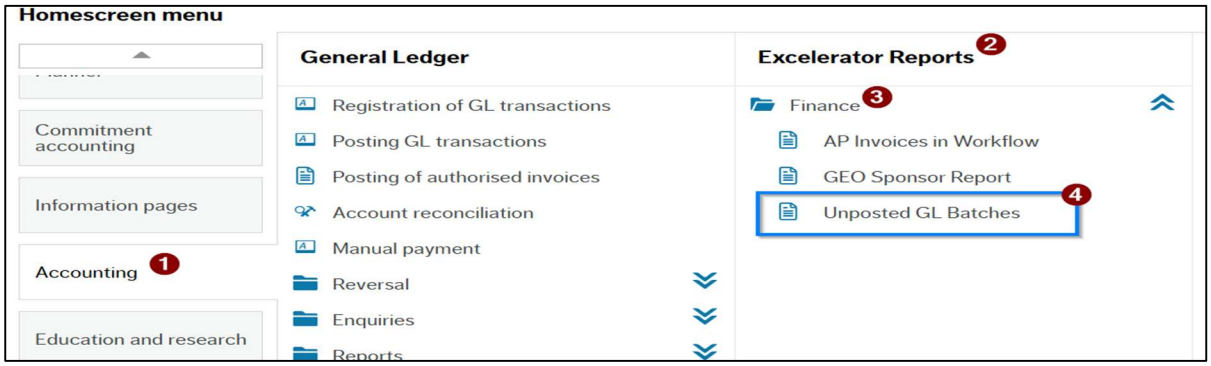
Accounting → Excelerator Reports → Finance → Unposted GL Batches

The report will show journal batches that have not posted to the General Ledger.

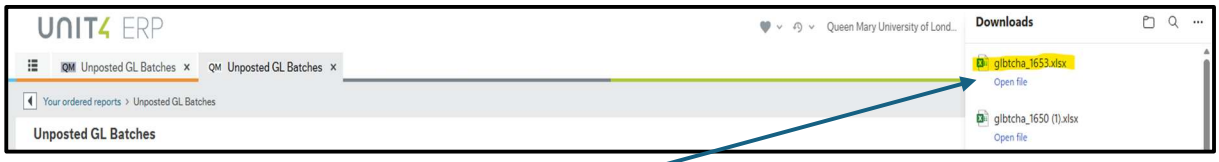
What should I look for?

- 🔎 Old batches
- 🔎 Duplicate batches
- 🔎 Journals created in error
- 🔎 Journals that will never be posted

💡 **Top Tip:** Make a note of the **Batch ID**, as you will need it in the next step.



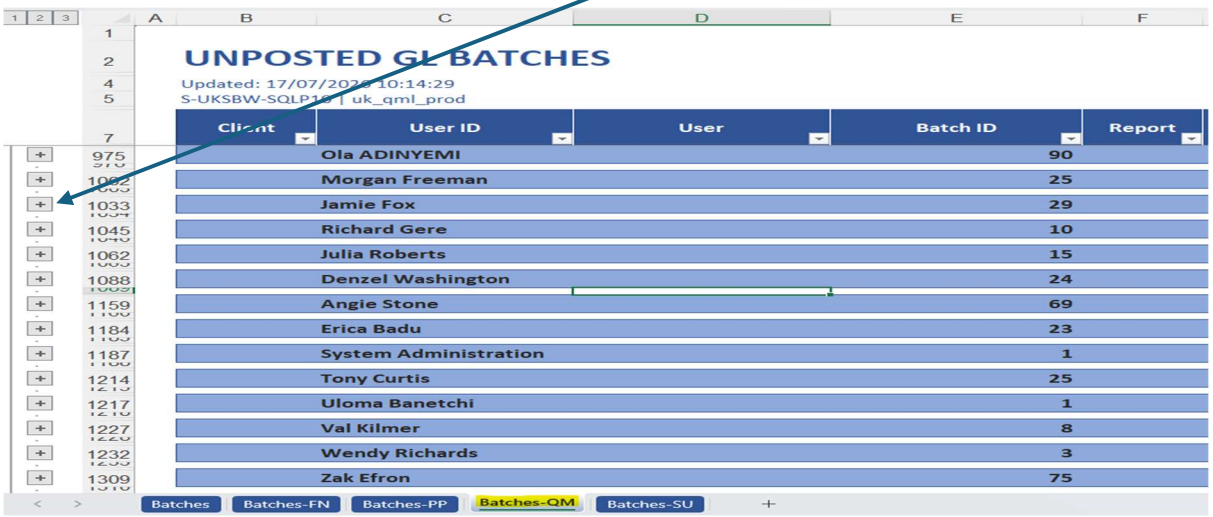
Step 2



- Select the download excel file
- Enable Editing

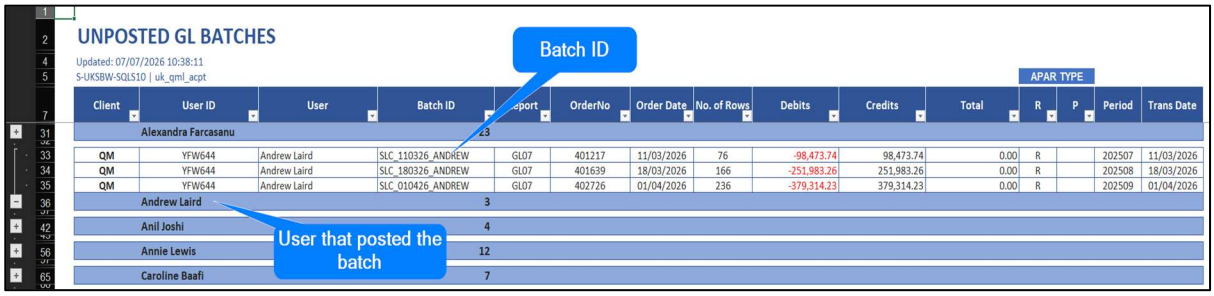
Step 3

- Select Batches – QM
- Drill down on user ID to see batch detail



In the example below, Andrew has three batches that have not posted to the GL.

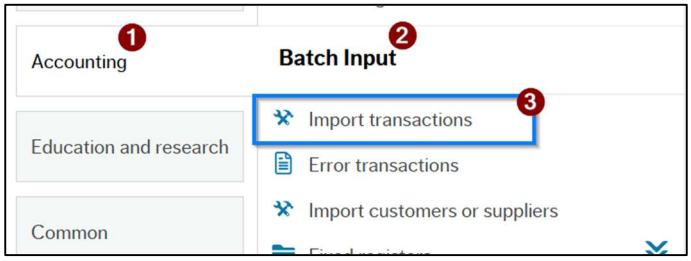
Batch ID can be taken from this report and used in the **Import Transaction**s screen in Unit4

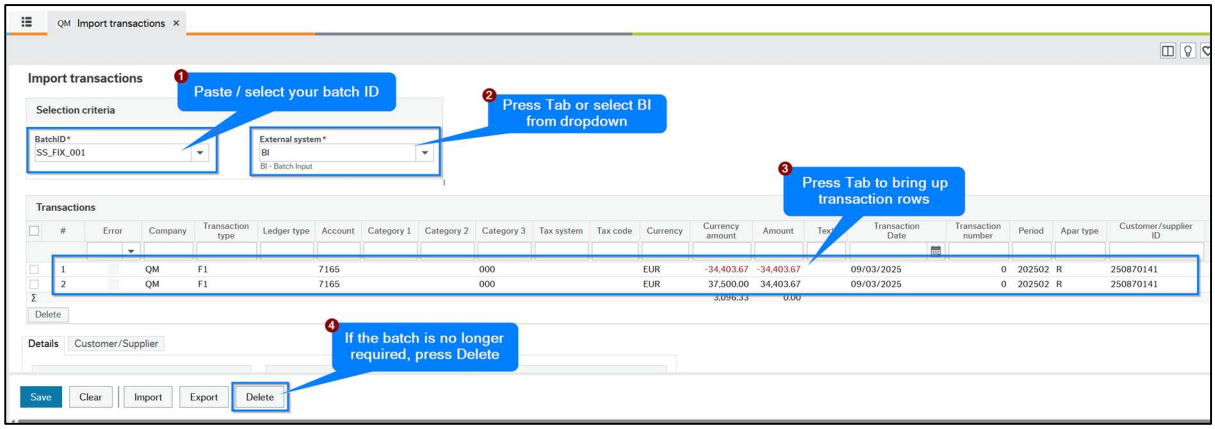


Deleting a Batch

Import Transactions

Navigation: *Accounting > Batch Input > Import Transactions*





Ensure the lines are selected, then select the delete button



🤔 When Should I Delete a Batch?

A batch can usually be deleted if:

✅ The journal is no longer required

✅ A replacement journal has already been created

✅ The batch was created in error

✅ The journal will never be posted to the General Ledger

⚠️ Do NOT delete a batch if:

❌ You still intend to amend and post the journal

❌ The journal is awaiting approval or investigation

❌ You are unsure whether it is still required

💡 **Tip:** If in doubt, speak to your Finance Manager before deleting the batch.

🚀 Before You Start

Please check that:

☐ The batch is genuinely no longer needed

☐ You have recorded any information required for audit purposes

☐ The batch has not already been corrected and reposted under another Batch ID

☐ You have the appropriate access permissions within Unit4

📜 Step 2 – Open Import Transactions

📍 **Navigation: Accounting → Batch Input → Import Transactions**

Enter the Batch ID identified from the report.

✅ Confirm you have selected the correct batch before proceeding.

👀 Step 3 – Review the Batch

Before deleting:

🔍 Check the journal description

🔍 Confirm the batch is no longer required

🔍 Verify there is no intention to post it in the future

⚠️ Taking a few moments to review the batch can help prevent accidental deletion.

🗑️ Step 4 – Delete the Batch

Once you have verified the batch is no longer required:

✅ Select the batch

✅ Choose the Delete option

✅ Confirm the action when prompted

Expected Outcome

🎉 The unposted batch is removed and will no longer appear as an outstanding journal requiring attention.

⚠️ Important Information

Please note:

🚨 Deleted batches cannot be recovered.

🚨 Deleted journals will not post to the General Ledger.

🚨 Always ensure you have selected the correct Batch ID.

🚨 If you are uncertain, seek advice before deleting.

🤔 What if I am unsure whether the batch should be deleted?

Please speak to your:

👤 Finance Manager

or

👤 Finance Systems Team

🤔 Will deleting a batch impact posted journals?

✅ No.

This process only affects **unposted** journal batches.

🤔 Can I delete another user's batch?

⚠️ Not normally.

Please contact the batch owner or the Finance Systems Team for advice.

🆘 Need Help?

If you require assistance:

🎫 Log a ticket with the IT Service Desk

When contacting support, please include:

📋 Batch ID

📋 Journal Description

📸 Screenshots of any error messages

📋 Details of the issue encountered

This will help us resolve your query more quickly.

💙 Finance Systems Team Advice

🧹 Regularly reviewing and clearing unnecessary unposted batches helps keep Unit4 tidy, improves visibility of outstanding work, and makes month-end processing easier for everyone.

Review • Investigate • Correct • Delete (where appropriate) ✅