Find a Temporary Budget Journal (Inquiry)

1. Click the **BIBS (Berkeley Integrated Budget & Staffing system)** link.

2. Click the **Inquiry - Journals** button.

3. In our example, this is the first time we've created a Run Control ID for this procedure. If you have an existing Run Control ID for this process, enter it and click Search. Click the **Add a New Value** link.

4. Enter the desired information into the **Inquiry Name** field. Enter a valid value e.g. "TB_INQ".

5. Click the **Add** button.


   Change the **Business Unit**, if appropriate.

   Press [Tab].

7. Click the **Look up Ledger (Alt+5)** button.

8. In this example, you want the Temporary Budget.

   Click the desired value on the **Search Ledger Results** table.

9. Press [Tab].

10. Enter the desired information into the *Year* field. Enter a valid value e.g. "2006".

11. Press [Tab].

12. Click the **Look up From Accounting Period (Alt+5)** button.

13. Click on the desired value of the **Search Accounting Period Results** table.

14. Press [Tab].

15. Enter the desired information into the *To Period* field. Enter a valid value e.g. "2".

16. Click in the **Preparer** field.

17. This will be the Preparer's **Employee ID**.

   Enter the desired information into the **Preparer** field. Enter a valid value e.g. "019999899".
18. Click the **Search** button.

19. Click the **Journal ID** link.

20. You are able to view the journal.
You can view the descriptions of chartfields for a specific line.

   Click the **>>** button on **Line #2**.

21. You can view the chartfield descriptions.
Click the **Return** button.

22. In order to do another search using other data elements,
Click the **Journal Criteria** link.

23. **End of Procedure.**