## Search the Lines of a Financial Journal

1. Click the **General Ledger** link.

2. Click the **Journal Entry** button.

3. Click the **Create Journal Entries** button.

4. Click the **Find an Existing Value** tab.

5. You can search for the Journal using any of the fields and logical operators on this page. In our example, we know the Journal ID. Click in the **Journal ID** field.

6. You can search for the Journal using any of the fields and logical operators on this page. In our example, we know the Journal ID. Enter the desired information into the **Journal ID** field. Enter a valid value e.g. "PHCOPY0705".

7. Click the **Search** button.

8. Because there was only one journal in BFS which matched our search criteria, we were taken directly to that journal. Click the **Lines** tab.

9. Click the **Search Criteria** link.

10. We do not want a value in the GL Journal Line Number field, because we want to retrieve all lines which match our other criteria.

   Use your mouse to scroll over the value in the **GL Journal Line Number** field.

   Press **[Backspace]**.

11. Click in the **Fund Code** field.

12. Enter the desired information into the **Fund Code** field. Enter a valid value e.g. "19900".

13. Click the **OK** button.

Or press **Enter**.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
</table>
| 14.  | Once you've completed your review/update of these lines, you may wish to view the entire journal. This requires you to Refresh the journal.  
     | Click the **Process** drop-down menu.  
     | ![Edit Journal Drop-down](image) |
| 15.  | Select **Refresh Journal** from the drop-down Process menu.  
     | ![Refresh Journal](image) |
| 16.  | Click the **Process** button.  
     | ![Process](image) |
| 17.  | Your entire journal is now presented on the page, and a message appears indicating the journal has been refreshed.  
     | Click the **OK** button.  
     | ![OK](image) |
| 18.  | **End of Procedure.** |