# Update a Previously Saved Journal

1. Your BFS (Berkeley Financial System) Home page might look different, depending upon your user access.
   - Click the **General Ledger** link.

2. The **General Ledger** page opens.
   - Click the **Journal Entry** link under **Journals**.

3. The **Journal Entry** page opens.
   - Click the **Create/Update Journal Entries** link.

4. The **Find an Existing Value** page opens. There are many ways to search for a Financial journal. The **Logical Operators** ("begins with", "=", etc.) directs the computer search and can be modified.
   - In this example, we will change the **Header Status** field.

5. Click the **Journal Header Status** drop-down button.

6. We do not want to limit our search and will select the **blank** area at the top of the **Journal Header Status** drop-down list.

7. Click the **Search** button.

8. The **Search Results** display.

9. Click the **PHCOPYXXX** link. The **XXX** being the number on the white card.

10. We want to see more of the screen.
    - Click the **Collapse (Ctrl+Y) Menu** button.

11. We determine this is the correct journal.
    - Click the **Lines** tab.
12. Notice, the **Total Debits** and **Total Credits** are not complete. The **Journal Status** is "N", (Needs to be edited).

We will enter the desired values on Line 3, Edit Journal and Submit this journal.

13. Click in the **Fund** field.

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

15. Tab to the **Dept** field.

Press [Tab].

16. Enter the desired information into the **Dept** field. Enter a valid value e.g. "13050".

17. Tab to **ChartField2**.

Press [Tab].

18. Enter the desired information into the **ChartField 2** field. Enter a valid value e.g. "PHATL".

19. Tab to the **Amount** field.

Press [Tab].

20. Enter the desired information into the **Amount** field. Enter a valid value e.g. "4329".


We will edit our work. The default for **Process** is **Edit Journal**.

Click the **Process** button.

22. When you **Edit Journal**, the system verifies:

- Required Fields are filled in
- Field values are valid
- Debits equal Credits
- The journal is saved.

23. Click the **OK** button.
24. If the **Edit Check** is successful, the **Journal Status** will indicate "V" (Valid) and a message will indicate the journal has been saved.

If the Journal Status is "E" (Errors) see "Resolve Errors in Your Financial Journal".

25. **Interfund/Interunit Financial Control Line display**

Notice that Lines 4 & 5 (**Interfund/Interunit Lines**) have been added. These lines represent the accounting method documenting Interfund transactions and will remain.

Although it appears as if the **Totals** of this journal are not correct, only the totals of Line 1 - 3 (the **non-Interfund/Interunit lines**) will display in BAIRS, while Lines 4 & 5 do not appear in BAIRS.

26. Click the **Process** drop-down list button.

27. The **Process** drop-down list appears.

Click the **Submit Journal** list item.

28. Click the **Process** button.

29. The **Journal Requires**...message appears.

This Financial Journal appears in the Worklists of your **Department** Approvers.

For additional information, see "Approve a Financial Journal".

30. Click the **OK** button.

31. You want to see the journal history status.

Click the **Approval** tab.

32. The **Approval** page displays the **Approval History**.

The Journal is in **Pending** Status awaiting **Department** approval and posting to the General Ledger.

33. Congratulations. You have successfully updated a previously saved Financial Journal.

**End of Procedure.**