

View log

In this example, we want to see the status of our uploaded financial journal.

1.	<p>Your BFS (Berkeley Financial System) Home page might look different, depending upon your user access.</p> <p>Click the CAL Components link.</p> 
2.	<p>The CAL Components page opens.</p> <p>Click the Import/Export File Service link.</p> 
3.	<p>The Import/Export File Service page opens.</p> <p>Click the Review Import/Export Logs link.</p> 
4.	<p>The Find an Existing Value page opens.</p> <p>Click the begins with drop-down list.</p> 
5.	<p>The Find an Existing Value drop-down list opens.</p> <p>Click the Journal Import list item.</p> 
6.	<p>Click the Search button.</p> 
7.	<p>The Search Results for Find an Existing Value appear.</p> <p>Click the Journal link.</p> 
8.	<p>The Process Imported Files list appears. We want to do a more current search. We verify the dates.</p>
9.	<p>Click the Find button.</p> 
10.	<p>The updates Imported Files list appears. Each file as a Process Status, Date/Time and who Submitted the journal.</p>
11.	<p>Our file is the top of the list.</p> <p>Click the View Log button.</p> 

12.	The Message Log tells who has happened to this particular journal.
13.	Congratulations. You have discovered what has happened to your financial journal upload file. End of Procedure.