Find Position Code

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Your BFS (Berkeley Financial System) Home page might look different, depending upon your user access.  
Click the BIBS link. |
| 2.   | The BIBS (Berkeley Integrated Budget System) page appears.  
Click the Request PRT Action link. |
| 3.   | The Request Position Action page appears. We want to Find An Existing Value.  
Accept the default SetID 10000. |
| 4.   | Click the Find an Existing Value link.  
Find an Existing Value |
| 5.   | The Find an Existing Value page appears.  
Click the Process Code drop-down button. |
| 6.   | We do not want to limit our search and will select the blank area in the Journal Header Status drop-down list. |
| 7.   | Click in the Request Number: field. |
| 8.   | Enter the desired information into the Request Number: field. Enter a valid value e.g. "00000037". |
| 9.   | Click the Search button.  
Search |
| 10.  | We want to see more of the page.  
Click the Collapse (Ctrl+Y) Menu button. |
| 12.  | **End of Procedure.** |