Copy a Temporary Budget Journal

In this example, we will copy a submitted Temporary Budget.

Once copied, we are able to modify the Header and Lines fields. Once modified, we can Edit and Submit.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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| 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 **Temporary Budget** link. |
| 3.   | The **Find an Existing Value** page opens. There are many ways to search for a Temporary Budget journal. The **Logical Operators** ("begins with", 
"=", etc.) directs the computer search and can be modified.  
In this example, we will change the **Header Status** and key in the specific **Journal ID**. |
| 4.   | Click the **Journal Header Status** drop-down list button. |
| 5.   | The **Journal Header Status** drop-down list appears,  
Click the blank item at the top of the list. |
| 6.   | Notice, the **Journal Header Status** is blank, not limiting or filtering our search.  
Click in the **Journal ID:** field. |
| 7.   | Enter the desired information into the **Journal ID:** field. Enter a valid value e.g. "phreb". |
| 8.   | Click the **Search** button. |
| 9.   | The **Search Results** appear.  
Click the **PHREBD2011** link. |
10. We want to see more of our page. 
   Click the **Collapse (Ctrl+Y) Menu** button.

11. We verify this is the journal we would like to copy. 
   Click the **Lines** tab.

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

13. The **Process** drop-down list appears. 
   Click the **Copy Journal** list item.

14. Click the **Process** button.

15. You may also **Save Journal in the Incomplete Status** by checking that box. 
   We do not want this journal to Reverse off the General Ledger and will **not** change anything in the **Reversal Date** box.

16. In this example, we do not want to Reverse debits and credits and will leave that box empty. 
   We will highlight and delete the Word "**Next**" in the **Journal ID** field.
   Click in the **Journal ID** field.

17. We will enter our **Journal ID: PHFURLOBD. PH** (our dept) **FURLO** (furlough) **BD** (budget).
   Enter the desired information into the **Journal ID** field. Enter a valid value e.g. "**PHFURLOBD**".

18. Click the **OK** button.

   **End of Procedure.**