Update an Unposted Temporary Budget Journal

If the journal preparer needs to continue working on a saved but unposted journal or if an error is discovered, the journal can be changed or corrected at any time prior to posting. You cannot change the Journal ID or Journal Date when you update this journal.

To create a similar journal (similar content) with a different Journal ID or Date, see Copy a Temporary Budget Journal.

You cannot update a posted journal. You can reverse a posted journal to remove the effect of the original in the ledger. See Reverse a Posted Temporary Budget Journal.

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 opens.
   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 list.

5. 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.

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. "phbud2011".
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>Our journal appears. We want to see more of the page. Click the <strong>Collapse (Ctrl+Y) Menu</strong> button.</td>
</tr>
<tr>
<td>10.</td>
<td>We determine this is the correct journal. Notice, the <strong>Save Journal Incomplete Status</strong> has a check mark from the last time we worked with this journal.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Lines</strong> tab.</td>
</tr>
<tr>
<td>12.</td>
<td>Notice, the <strong>Total Debits</strong> and <strong>Credits</strong> do not equal, <strong>Journal Status</strong> is &quot;I&quot;, (Incomplete) and Line 3 has no Amount. In addition, we will enter the <strong>ChartField1</strong> value.</td>
</tr>
<tr>
<td>13.</td>
<td>Click in the <strong>ChartField 1</strong> field.</td>
</tr>
<tr>
<td>14.</td>
<td>Enter the desired information into the <strong>ChartField 1</strong> field. Enter a valid value e.g. &quot;abtrng&quot;.</td>
</tr>
<tr>
<td>15.</td>
<td>Tab to the <strong>Amount</strong> field. Press [Tab].</td>
</tr>
<tr>
<td>16.</td>
<td>Enter the desired information into the <strong>Amount</strong> field. Enter a valid value e.g. &quot;-20000&quot;.</td>
</tr>
<tr>
<td>17.</td>
<td>Review the Temporary Budget Journal. The Budget Journal appears to be correct. We will edit our work. The default for <strong>Process</strong> is <strong>Edit Journal</strong>. Click the <strong>Process</strong> button.</td>
</tr>
</tbody>
</table>
| 18.  | When you **Edit Journal**, the system verifies:  
  - Required Fields are filled in  
  - Field values are valid  
  - Debits equal Credits  
  - The journal is saved. |
19. The **Journal Saved** message appears.
   
   Click the **OK** button.

20. 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 Budget Journal".

21. Click the **Process** drop-down button.

22. The **Process** drop-down list appears.
   
   Click the **Submit Journal** list item.

23. Click the **Process** button.

24. The **Journal Requires**...message appears.
   
   This Temporary Budget Journal appears in the Worklists of your **Department** Approvers.
   
   For additional information, see "Approve a Temporary Budget Journal".

25. Click the **OK** button.

26. You want to see the journal history status.
   
   Click the **Approval** tab.

27. The **Approval** page displays the **Approval History**.
   
   The Journal is in **Pending** Status awaiting **Department** approval and posting to the General Ledger.

28. Congratulations. You have successfully updated a Temporary Budget Journal.

   **End of Procedure.**