# Find an Existing Journal Job Aid

At times a user might need to edit, copy, or delete an existing Journals. To find an existing Journal, a user will navigate to the Create/Update Journal Entries page.

1. Navigate to the Create/Update Journal Entries screen: **NavBar > Menu > Financials > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.**

2. The **Add a New Value** page will display. Click the **Find an Existing Value** button in the top right.



3. The **Find Existing Value** page will display. Click the **Clear** button. This clears all the pre-existing values.

4. Enter UTARL as the **Business Unit**.

5. Enter the **Journal ID** or **Journal Date** to do a broader search. Use other search options as necessary.

6. Click the **Search** button.

**Find an Existing Value**

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

⏱ Recent Searches | Choose from recent searches ▼ ✏ | 🔖 Saved

| | |
|---|---|
| Business Unit [= ▼] | UTARL 🔍 |
| Journal ID [begins with ▼] | 0000794409 |
| Journal Date [= ▼] | 📅 |
| Document Sequence Number [begins with ▼] | |
| Line Business Unit [= ▼] | 🔍 |
| Journal Header Status [= ▼] | ▼ |
| Budget Checking Header Status [= ▼] | ▼ |
| Source [= ▼] | 🔍 |
| Entered By [begins with ▼] | 🔍 |
| Attachment Exist [= ▼] | ▼ |
| Journal Class [begins with ▼] | 🔍 |

∧ Show fewer options

☐ **Case Sensitive**

[ Search ] [ Clear ]

7. Select the desired Journal from the results below.

[ Search ] [ Clear ] [ 🔖 Save Search ]

▼ **Search Results**
1 rows - Business Unit "UTARL" Journal ID "0000794407"

| Business Unit | Journal ID | Journal Date | Journal UnPost Sequence | Document Sequence Number | Line Business Unit | Journal Header Status | Budget Checking Header Status | Ledger Group | Source |
|---|---|---|---|---|---|---|---|---|---|
| UTARL | 0000794407 | 06/17/2024 | 0 | (blank) | UTARL | Valid | Valid | ACTUALS | IDT |

**The Journal Header** page is displayed.