



Find an Existing Budget Transfer Job Aid

The purpose of this job aid is to explain how to find an existing budget transfer

1. Begin by navigating to Nav Bar > Menu > Financials > Commitment Control > Budget Journals > **Enter Budget Transfer**

2. The Enter Budget Transfer page is displayed. The Find an Existing Value tab is used to search for an existing budget transfer form by ID, Data Status, or the Empl ID of the person who entered the transfer.

NOTE: By default, the User ID field defaults with your Empl ID. If you are not the creator of the transfer document, remove your Empl ID from the User ID field.

Find an Existing Value	Add a New Value	
Search Criteria		
Ducinose Unit		
Business Unit = V	UTARL	Q
Journal ID begin	s with V	
		81
UnPost Sequence =		
Budget Header Status =		~
Description begin	s with v	
User ID begin	s with v	Q
Case Sensitive		

3. Enter the required search parameter and click **Search**.

NOTE: If you cleared or removed the **Business Unit**, make sure to retype **UTARL** in this field.

If you searched by the specific Journal ID number, the Budget Transfer page is displayed. You can view the status of the transfer from the Budget Header page.

Budget Header Budget Lines Budget Errors					
Unit UTARL	Journal ID 0000560482			Date 09/0)1/2021
Ledger Group OPE_CH	ILD1 Fi	iscal Year	2022	Period	1
Control ChartField Fund Con	le	Currency US	D		
Budget Header Status Posted	F	Rate Type CR	RNT		
Budget Entry Type Transfer	Adjustment Excha	ange Rate	1.00000000		

Depending on your search criteria, you may see a Search Results table which also displays the Budget Header Status.

Search Results								
View All						First 🕢 1-3 o	of 3 🕟 🛛	Last
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description		User ID	
UTARL	0000560482	09/01/2021	OPE_CHILD1	Posted	Test BUDGET ENTRY	TYPE - ENTER	1000	
UTARL	0000560483	09/01/2021	OPE_CHILD1	Posted	Test BUDGET ENTRY	TYPE - ENTER	1000	
UTARL	0000560486	09/01/2021	OPE_CHILD1	Edit Error	Budget Error Example		1000	

4. Click anywhere on the row for the needed transfer journal to open the journal page.