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.

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.

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

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