

## 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.

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 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	1000		
UTARL	0000560483	09/01/2021	OPE_CHILD1	Posted	Test BUDGET ENTRY TYPE - ENTER 1000	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.