

## Finding an Existing Journal:

Navigation: Commitment Control>Maintain Budgets>Enter Budget Transfer

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

Find an Existing Value | Add a New Value

Business Unit: [v] FIU01 [Q]

Journal ID: [v] begins with [ ] ← Enter journal ID here

Journal Date: [v] [ ] [B]

UnPost Sequence: [v] [ ]

Budget Header Status: [v] [ ]

Description: [v] begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- Business Unit= FIU01
- Enter the Journal ID required
- If you don't know the entire Journal ID , Click on the drop down menu and select 'contains' then type in the part of the Journal ID that is known
- Click 'Search'