Finding an Existing Journal:

Navigation: Commitment Control>Maintain Budgets>Enter Budget Transfer

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D My Favorites		
Employee Self-Service	Enter any information you have and click Search. Leave fields blank for a list of all values.	
Manager Self-Service		
D Supplier Contracts	Find an Existing Value Add a New Value	
D Customer Contracts		
Vendors		
▷ Purchasing	Business Unit: = V FIU01	
P eProcurement		
Services Procurement	Journal ID: begins with 👟 Enter journal ID he	re
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D Grants	Journal Date: = 🗸 🕅	
Project Costing		
Travel and Expenses	UnPost Sequence: =	
Billing	Budget Header Status: =	
Accounts Receivable		
Accounts Payable	Description: begins with v	
D Asset Management		
Commitment Control	Case Sensitive	
Define Control Budgets		
Define Budget Security	Search Clear Basic Search Search Citeria	
	Search Clear Basic Search 🗐 Save Search Criteria	
- Enter Budget Journals		
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 Enter Budget Transfer 	Find an Existing Value Add a New Value	
 Mass Delete Budget 		
Journals		

- 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'