Look up a Budget Journal:

1. Navigate to the Budget Entry page:

2. **Commitment Control – Maintain Budgets – Budget Journals – Enter Budget Journals**

3. Enter the Business Unit: 00784

4. Enter the information you have:
   - They system assigned Journal ID; or
   - The Journal Date; or
   - The document number in the Description field

5. Click **Search**.

6. If the search criteria identified the budget journal, the record will be displayed. If the search criteria apply to multiple budget journals, a list of records will be displayed.

7. Click a link on the search results list to open the budget journal.