

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.



Budget Entry

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**

Maximum number of rows to return (up to 300):

Business Unit: = 

Journal ID: begins with

Journal Date: = 

UnPost Sequence: =

Budget Header Status: =

Description: begins with

Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First  1 of 1  Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
00784	0002151352	09/01/2011	ORG	Posted	Zero Dollar Budget to establis