Budget Journal Inquiry

How do I look-up a Budget Journal?

Navigation:
> Commitment Control
> Budget Journals
> Enter Budget Journals

You can use the menu on the left or you can use the folders on the main screen to navigate to the Purchase Order Inquiry.

Following the navigation above will bring you to the Enter Budget Journals screen.

The business unit is always UND01.
The Journal ID can be searched using “begins with,” “contains,” or the other drop down options to the right of Journal ID.
*It is recommended that you not enter the journal date in your search.

Once you have entered your parameters, click “Search.”
Budget Journal Inquiry

Your Search Results will be displayed below the criteria.

Click on the Hyperlinked Journal ID # for more information.

Each tab contains information on this Budget Journal. Click each tab.

Budget Header

As you can see, this Budget Journal posted on 3/18/05.
Click on the Budget Lines tab.

The Budget Lines tab gives you the Account Number and the Amount of the Budget Journal.

Click on the Budget Errors tab.

This Journal posted without error.