

QUICK REFERENCE GUIDE

February 20, 2024

Search for Unfinished Budget Journals

While entering budget journals, you may be called away or your session may time out. The Budget Journal Entry page can be used to search for budget journals that are not fully processed. You should perform this search on a routine basis to ensure that there are no budget journals waiting to be processed.

1. Navigate to the Enter Budget Journals page by using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process. The Enter Budget Journal page displays by default.
WorkCenter	Accounting, Commitment Control, GL/KK WorkCenter, left menu, Links section, KK Links, Enter Budget Journals.

2. Select the **Find an Existing Value** button.
3. Enter the applicable search criteria. Commonly used options are described below.

Field Name	Field Description
*Business Unit	Enter "MN001" in the Business Unit field. This is the only Business Unit used for budgets.
Budget Header Status	To search for all budget journals that are not posted, select "not =" to "Posted".
User ID	Optionally, select the User ID for the user who created the budget journal.
Source	Accept the default Source or enter your 3-digit Source.

4. Select the **Search** button.

Enter Budget Journals

Find an Existing Value ⊕ Add a New Value

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

Recent Choose from recent searches Saved Choose from saved searches

Searches Searches

*Business Unit ▼ MN001 🔍

Journal ID begins with ▼

Journal Date = ▼ 📅

UnPost Sequence = ▼

Budget Header Status not = ▼ Posted ▼

Description begins with ▼

User ID begins with ▼ 🔍

Source begins with ▼ G10

^ Show fewer options

Case Sensitive

Search Clear 🔖 Save Search

5. Select the entry in the Search Results section for the budget journal that must be posted. The Budget Header page for the budget journal displays.
6. Determine the next processing step and process as you would normally. Refer to the [“Enter Expense Budget Journals”](#) or [“Enter Revenue Budget Journals”](#) guides for the detailed instructions.

Note: You may wish to delete the journal. This can be done by selecting the “Delete” Processing option on the Budget Lines tab.