

## QUICK REFERENCE GUIDE

November 1, 2019

### 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.

#### Step 1: Search for Unfinished Budget Journals

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

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

2. Click on the **Find an Existing Value** tab.
3. Enter the applicable search criteria. Commonly used options are described below.

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

**Find an Existing Value** | **Add a New Value**

▼ **Search Criteria**

Business Unit =

Journal ID begins with

Journal Date =

UnPost Sequence =

Budget Header Status not =

Description begins with

User ID begins with

Source begins with

Case Sensitive

[Basic Search](#)

- If more than one entry displays in the **Search Results** section, click on the entry for the budget journal that must be posted. The *Budget Header* page for the budget journal displays.
- 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.