

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.

The screenshot shows the Oracle PeopleSoft Finance interface. On the left is a 'Menu' sidebar with a search field and a list of navigation options. A red arrow points to 'Budget Journals' in the menu, which is expanded to show 'Enter Budget Journals' and 'Enter Budget Transfer'. On the right is the 'Main Menu' area, which is currently displaying the 'Commitment Control' section. A red arrow points to the 'Enter Budget Journals' link within the 'Budget Journals' folder in the main menu.

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

Enter Budget Journals

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

Find an Existing Value

Business Unit: = [v] JND01 [m]

Journal ID: begins with [v] []

Journal Date: = [v] [] []

UnPost Sequence: = [v] []

Budget Header Status: = [v] [] [v]

Description: begins with [v] []

Case Sensitive

[Basic Search](#)

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.

Enter Budget Journals

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

Find an Existing Value

Business Unit: =

Journal ID: contains

Journal Date: =

UnPost Sequence: =

Budget Header Status: =

Description: begins with

Case Sensitive

[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
UND01	0000162830	03/18/2005	FNDDTL	Posted	(blank)

Click on the Hyperlinked Journal ID # for more information.

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

Budget Header

Budget Header | Budget Lines | Budget Errors

Unit: UND01 Journal ID: 0000162830 Date: **03/18/2005**

Ledger Group: FNDDTL Fiscal Year: 2005 Period: 9

Control ChartField: Fund Code Currency: USD

Budget Header Status: **Posted** Rate Type:

Budget Entry Type: Original Exchange Rate: 1.00000000

Cur Effdt: 03/18/2005

Budget Type: Expense

Parent Budget Options Main Content

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Long Description:

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

As you can see, this Budget Journal posted on 3/18/05.

Budget Journal Inquiry

Click on the Budget Lines tab.

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit: UND01 Journal ID: 0000162830 Date: 03/18/2005 Budget Header Status: [Posted](#)
Process: Copy Journal [Process](#)

▼ Lines Customize | Find | View All | First 1-2 of 2 Last

Line	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Set Options	Entry Event	Currency	Amount
1	FNDDTL_BUD	2005	Speed Type	512000	22290	3100	Set Options		USD	-603.00
2	FNDDTL_BUD	2005	Speed Type	511000	22290	3100	Set Options		USD	603.00

From Line: To: [Generate Budget Period Lines](#)

Totals		
Total Lines:	Total Debits:	Total Credits:
2	603.00	-603.00

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Main Content](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

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

Click on the Budget Errors tab.

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit: UND01 Journal ID: 0000162830 Date: 03/18/2005 Budget Header Status: [Posted](#)

▼ Header Errors Customize | Find | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				No journal headers are marked in error.

▼ Line Errors Customize | Find | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					No journal line between line 1 and line 2 is marked in error.

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Main Content](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

This Journal posted without error.