With the **Find an Existing Value** tab selected:
1. Click on the **Search** button to pull up saved inquiries.
2. Select the inquiry that allows you to view Cost Centers.
3. Enter Cost Center and click **Search** at the top.

**PeopleSoft Tip**
- Budget Overview set up is the same as before.
4. To view **Budget Transfers and Budget Journals** click on the amount hyperlink under the **Budget** column.

5. Look for the respective Document ID and click on the magnifying glass to drill down.

**PeopleSoft Tip**

- **What is the difference between a budget journal and a budget transfer?**
  - **Budget Journal** is the initial creation of budget (beginning of Fiscal Year), any budget adjustments, and any balance forward posting.
  - **Budget Transfer** is for actual transfer of existing budget from one cost center to another or transfers between budgetary accounts with the same cost center (i.e. from A9000 to A4000).
6. On the **Budget Journal Drill Down** screen, Click on the source icon next to Journal ID to drill down the details of the transfer.

7. Window will open to **Budget Header**, this tab provides the description of the Journal.

8. Click on **Budget Lines** tab to view the cost centers or budgetary accounts transfer came from/sent to and

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**PeopleSoft Tip**

- If you are having problems opening the last screen make sure you allow pop-ups in your browser.