Looking Up a Budget Transfer

There are 2 key approaches to looking up a Budget Transfer (BT). The method depends on whether or not you know the BT number. The first method shows how you can find the BT when you're not sure of the number, but you know one of the Fund Centers involved.

1. Looking for an unknown BT posted against a Fund Center

SAP Transaction Code: **ZFB1** (Budget Report):

In the resulting report <double-click> the number you want to research:

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To see the detail of the desired BT <double-click> on the record/row:

The BT detail will display, and you will have access to attachments, workflow, etc.:

2. Looking Up a Known BT

In addition to the BT number, you need to know the FY it was posted. Using the first 2-digits of the BT number the chart below provides the FY you will need. If you have a document # before 310000 then follow the pattern to determine the FY:

FY	Document Prefix
2024	42xxxx
2023	41xxxx
2022	40xxxx
2021	39xxxx
2020	38xxxx
2019	37xxxx
2018	36xxxx
2017	35xxxx
2016	34xxxx
2015	33xxxx
2014	32xxxx
2013	31xxxx

SAP Transaction Code: **FMEDD** (Display)