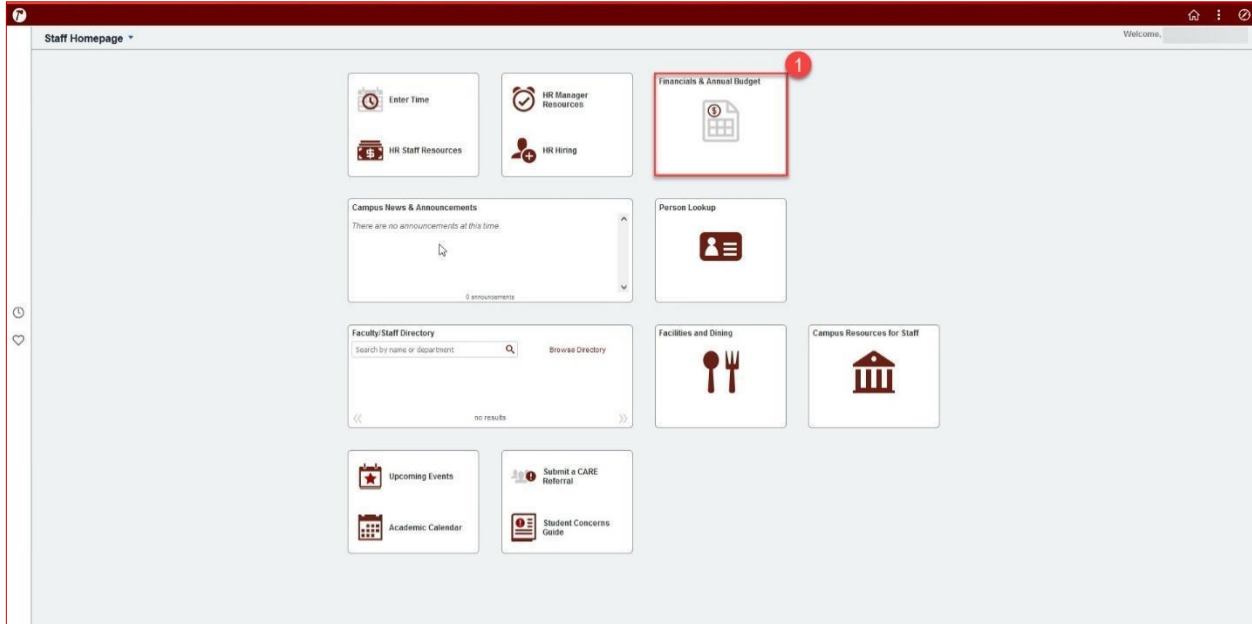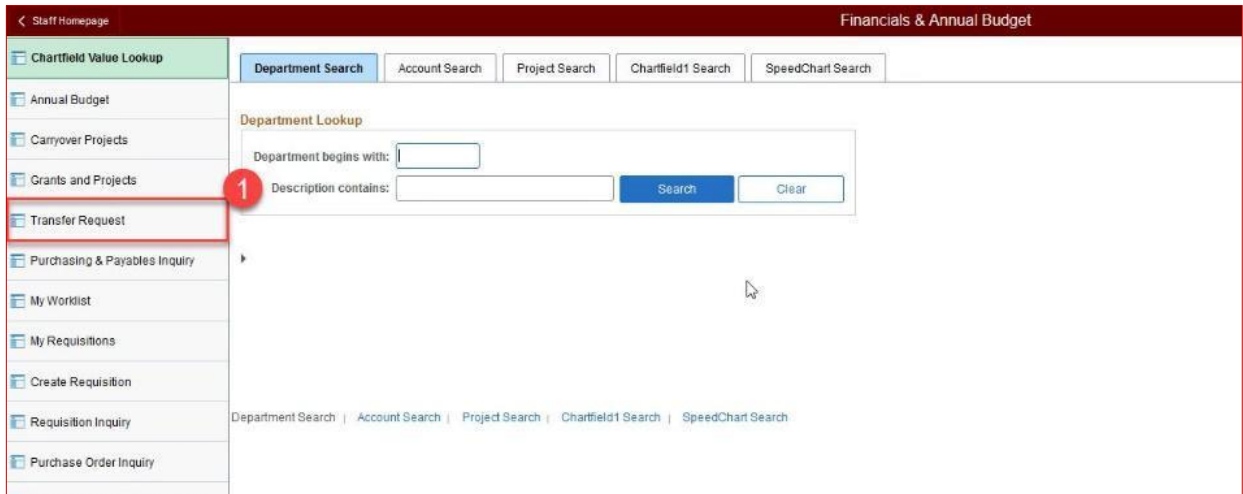# University of Puget Sound Training Guides
Search for a Transfer Request

Navigate to the Transfer Request Page

1. Click the **Financials & Annual Budget Tile**

1. Click the **Transfer Request** menu item

Search for newly-created or existing Transfer Requests

1. Enter desired **Fiscal Year** and **Chartfield (optional)** criteria. Optionally, you may also search by Accounting Date, or just look for Completed Requests.
2. Click the **Search** Button

1. Click the **Magnifying Glass** to open the Transfer Request if you are the requester or the approver
2. Or Click the **Request ID link** to read the Transfer Request Description

Request Statuses:
1. Pending Submission - can only be deleted by the Created By user
2. Submitted
3. Pending Approval
4. Approved
5. Denied
6. Completed
7. Canceled