

## Approve Budget Transfer

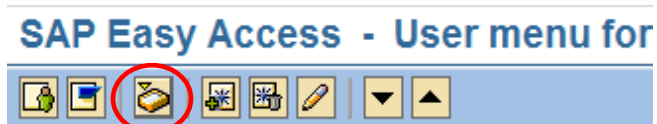
SAP Business Workplace

**Location(s):**

**SAP GUI**

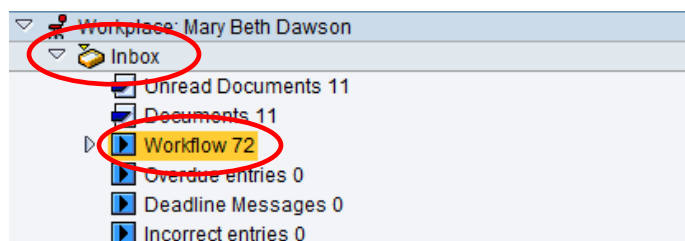
**Purpose:** All budget transfers require the approval of the person responsible for the funds center and the Office of the Comptroller.

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Click SAP Business Workplace.



5. Expand Inbox.
6. Click Workflow.

**Note:** The number next to workflow is the number of items to review and approve/reject.






7. The items to review and approve appear to the right.
8. Double-click the budget transfer.

Dynamic column	Dynamic column	Title
		Budget Transfer 301942 001
		Budget Transfer 301941 001
		Budget Transfer 301940 001
		Budget Transfer 301920 001

9. The Long Text will appear at the bottom of the screen.
10. Click the Budgeting Entry Doc to review the transfer in more detail.
11. Click either Approve, Reject, or Cancel.

### Decision Step in Workflow

 Workflow  Create  Import Attachment

**Budget Transfer 301942 001**

Choose one of the following alternatives

Approve Budget Transfer

Reject Budget Transfer

Cancel and keep work item in inbox

**Description**  
Please approve or reject the budget transfer.  
  
Budget Transfer 301942  
  
Fiscal Year 2012  
  
Initiated by USTRAINING16 on 01/19/2012  
  

Long Text:

  
Longer description or copy/paste email here

**Objects and attachments**

- [Budgeting Entry Doc: 0000301942](#)