Question	Answer
What do I do when the budget transfer includes a grant account?	Email Barb Smith (smithba@nku.edu) in the Office of the Comptroller with details of budget transfer. This email must come from the Principal Investigator. Include in the email: Grant number, Cost center, Sponsored classes, Amount, and an explanation of the need for the budget transfer. If you need the Sponsor's approval, send the approval to Barb as well.
What do I do when the budget transfer includes a revenue account?	Email Angela Fulkerson (fulkersona1@nkuj.edu) in the Office of the Comptroller with the details of the budget transfer. Include in the email: Cost center, Commitment Item, Amount, and an explanation of the need for the budget transfer.
Why do I get an error message when I click Save in SAP when creating a budget transfer?	You must click the Prepost button to complete the budget transfer.