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.
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.