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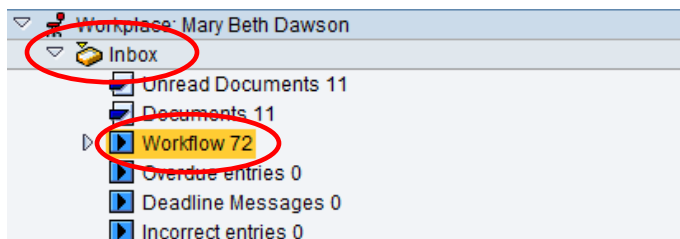
7. The items to review and approve appear to the right.
8. Double-click the budget transfer.

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.

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