View Reason for Budget Transfer Rejection

Transaction Code: SBWP

Location(s): myNKU or SAP GUI

Purpose: Writing a reason for rejection is optional within the budget transfer process. Reasons must be written within SAP GUI and cannot be entered within the portal (UWL). The rejection reason may be viewed in myNKU or Business Workplace.

To view in myNKU:

- Click on Universal Worklist (UWL) tab.
- Select the Notifications tab.
- Highlight the desired subject.
- The rejection reason will be displayed towards the bottom of the screen.
To view in SAP GUI

- Once logged into [https://mynku.nku.edu/irj/portal](https://mynku.nku.edu/irj/portal), click SAP GUI tab.
- Click the Business Workplace icon.

- Select the Inbox
- Double-click the Budget Transfer

The rejection reason will be displayed

**Budg.Transf 321381 Rejected**

- Created: Northern Kentucky University
- Changed: Northern Kentucky University

Dear Sir or Madam,

Your Budget Transfer number 321381 for fiscal year 2004 has been rejected. Below is the text from that document.

To view the document in its entirety, please use transaction code F1800C0 in the SAPGUI tab or find the document in the "Completed Tasks" view of your Tasks tab in the Universal Workplace.

Please read all attachments to verify the reason for rejection and re-submit if needed.

[Signature]