

View Reason for Budget Transfer Rejection

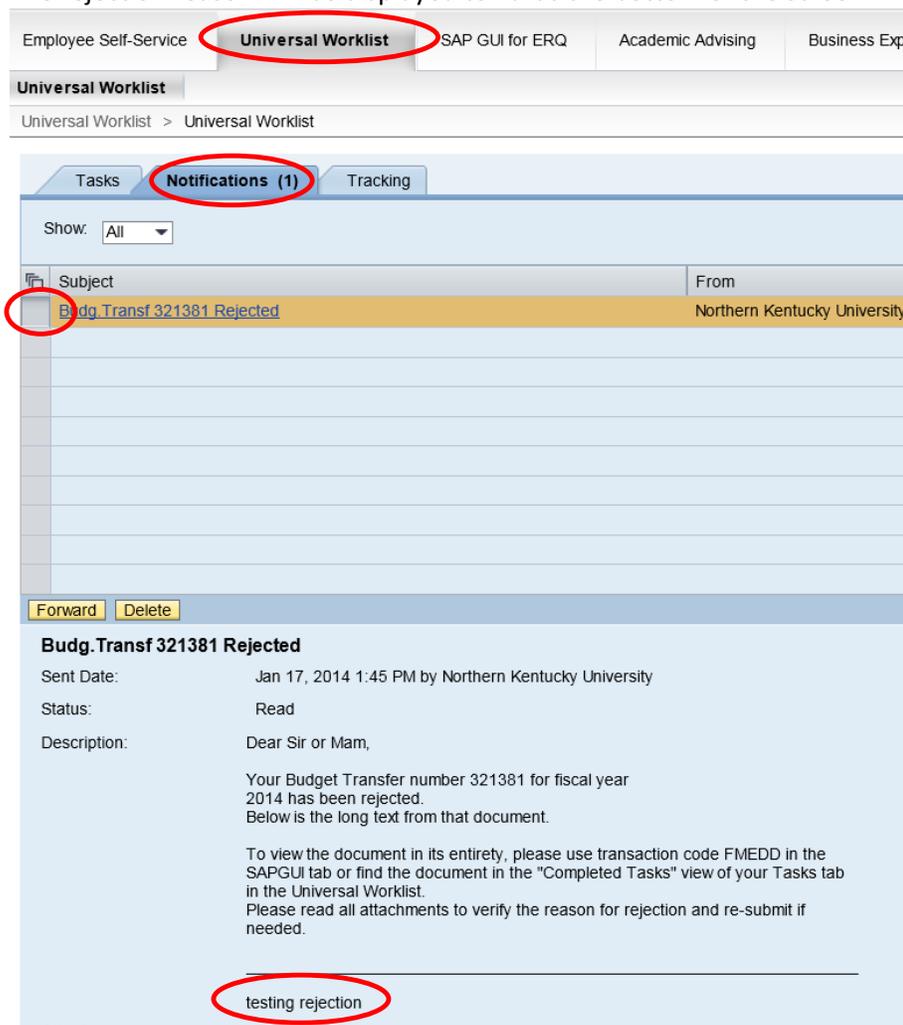
Transaction Code: SBWP

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.



The screenshot shows the myNKU Universal Worklist interface. At the top, there are navigation tabs: "Employee Self-Service", "Universal Worklist" (circled in red), "SAP GUI for ERQ", "Academic Advising", and "Business Exp". Below these is a sub-header "Universal Worklist" and a breadcrumb "Universal Worklist > Universal Worklist".

The main content area has three tabs: "Tasks", "Notifications (1)" (circled in red), and "Tracking". Below the tabs is a "Show: All" dropdown menu. A table lists the notification with columns "Subject" and "From". The first row is highlighted in yellow and contains "Bdg.Transf 321381 Rejected" (circled in red) and "Northern Kentucky University".

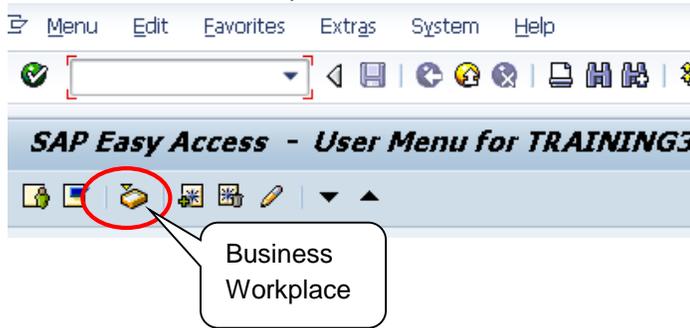
Below the table are "Forward" and "Delete" buttons. The notification details are displayed below:

Bdg.Transf 321381 Rejected
 Sent Date: Jan 17, 2014 1:45 PM by Northern Kentucky University
 Status: Read
 Description: Dear Sir or Mam,
 Your Budget Transfer number 321381 for fiscal year 2014 has been rejected.
 Below is the long text from that document.
 To view the document in its entirety, please use transaction code FMEDD in the SAPGUI tab or find the document in the "Completed Tasks" view of your Tasks tab in the Universal Worklist.
 Please read all attachments to verify the reason for rejection and re-submit if needed.

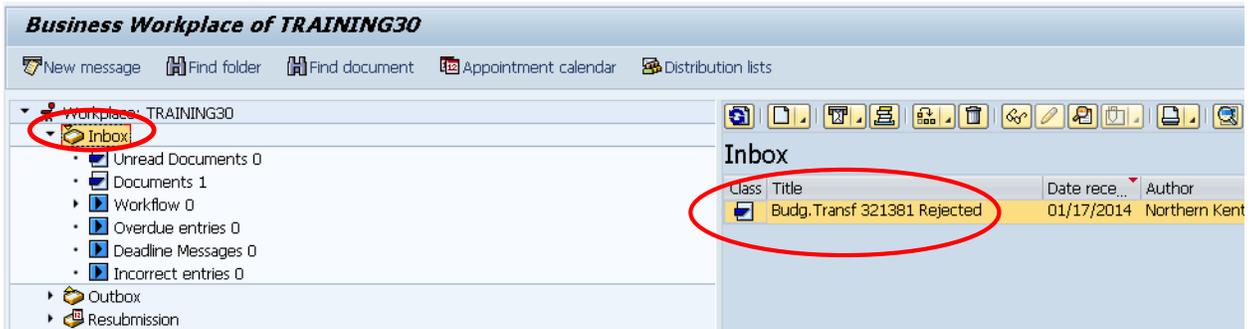
At the bottom of the notification content, the text "testing rejection" is circled in red.

To view in SAP GUI

- Once logged into <https://myku.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

