

## Workflow Overview

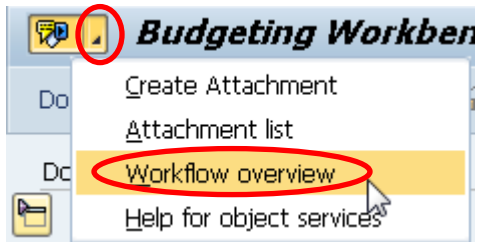
Transaction Code: ZFMBBT

### Location(s):

#### SAP GUI

**Purpose:** The status of electronic workflow can be obtained from within a budget transfer. Access the budget transfer through ZFMBBT, ZFMBPT, ZFB1, or FMEDD. This information is very helpful to any department administrator or manager tracking the status of budget transfers.

1. Click the drop-down button for the Services for Object button.
2. Click Workflow overview.



3. If more than one title appears, select the "In Process" Status.

Data on Linked Workflows

Workflows for Object: 0000311584

Title	Creation Da...	Creation ...	Status	Task
GM Match Budget Transfer for 311584	12/13/2012	14:31:22	Completed	ZFIBUDG: Approval of match GM budget
Budget Transfer for 311584	12/13/2012	14:31:22	In Process	ZFIBUDG: Approval of preposted budget

4. Click the "Information" link.

Current data for started workflow: Budget Transfer for 311584

Steps in this process so far					
Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
<a href="#">Approval List Create</a>	Completed		12/13/2012 14:31:22	12/13/2012 14:31:25	<a href="#">Northern Kentucky University</a>
<a href="#">Get Long Text</a>	Completed		12/13/2012 14:31:26	12/13/2012 14:31:26	<a href="#">Northern Kentucky University</a>
<a href="#">Select Approver</a>	Completed		12/13/2012 14:31:26	12/13/2012 14:31:26	<a href="#">Northern Kentucky University</a>
<a href="#">Get Long Text</a>	Completed		12/13/2012 14:31:26	12/13/2012 14:31:26	<a href="#">Northern Kentucky University</a>
<a href="#">Budget Transfer 311584 001</a>	Ready		12/13/2012 14:31:26	-	<a href="#">Information...</a>

5. The current approver displays.

