

Write Reason for Budget Transfer Rejection

Transaction Code: SBWP

Location(s):

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).

- Once logged into <u>https://mynku.nku.edu/irj/portal</u>, click SAP GUI tab.
- Click the Business Workplace icon.



- Expand Inbox
- Click Workflow
- Double-click the Budget Transfer







- Type the title of the reason for rejection
- Click Continue

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Type Title	RAW P Comptroller's Office rejecting budget transfer
Details	×

- Enter a detailed explanation for the rejection.
- Click Save

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Comptroller's Office rejecting budget transfer		
Document MESSAGE Comptroller's Office rejecting budget transfer		
The budget transfer is rejected because funds cannot be transferred between University and Foundation accounts.		
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• will appear at the bottom of the screen.		
Click Back		
Click Reject Budget Transfer.		
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Decision Step in Workflow

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Cancel and keep work item in inbox