

Write Reason for Budget Transfer Rejection

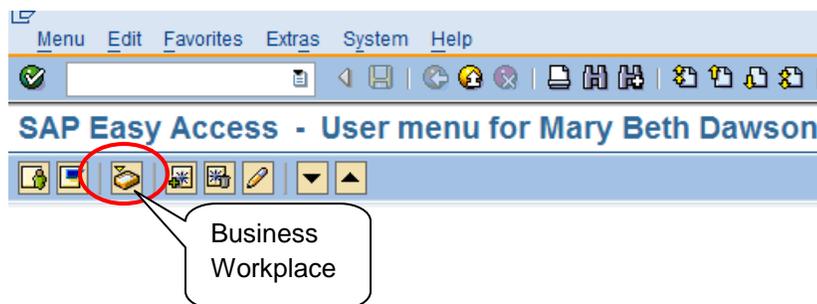
Transaction Code: SBWP

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 <https://myнку.nku.edu/irj/portal>, click SAP GUI tab.
- Click the Business Workplace icon.



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



- Click Create



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

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

- **Document created** will appear at the bottom of the screen.
- Click Back .
- Click Reject Budget Transfer.