Question	Answer
How do I perform a budget transfer using a grant account?	Email Barb Smith (smithba@nku.edu) in the Office of the Comptroller with details of budget transfer. This email must come from the Principal Investigator. Include in the email: Grant number, Cost center, Sponsored classes, Amount, and an explanation of the need for the budget transfer. If you need the Sponsor's approval, send the approval to Barb as well.
How do I see the available balance for my grant?	Use the transaction code, ZGBC within SAP GUI to view the available balance.