Question	Answer
What do I do when the budget transfer includes 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,
What do I do when the budget transfer includes a revenue account?	send the approval to Barb as well. Email Angela Fulkerson (fulkersona1@nkuj.edu) in the Office of the Comptroller with the details of the budget transfer. Include in the email: Cost center, Commitment Item, Amount, and an explanation of the need for the budget transfer.
Why do I get an error message when I click Save in SAP when creating a budget transfer?	You must click the Prepost button to complete the budget transfer.