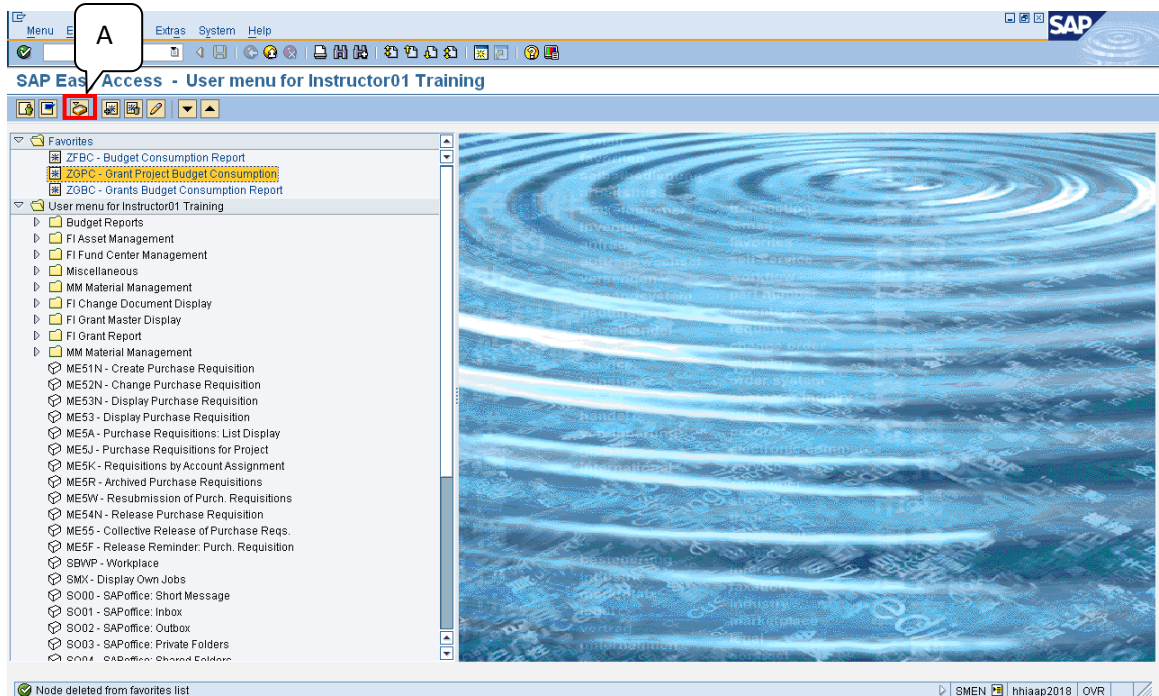


Business Workplace – Approve Budget Transfer

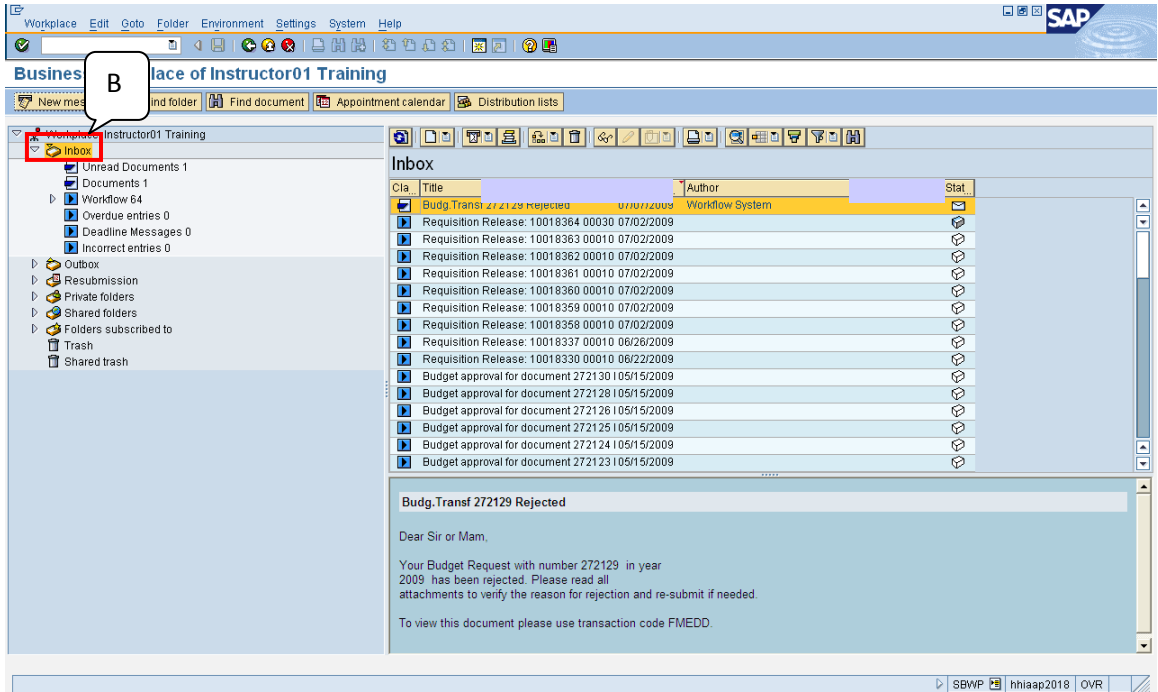
All budget transfers require the approval of the person responsible for the funds center and Office of Comptroller approval. The budget transfer status can be tracked using the ZFB1 report within SAP GUI.

- Once logged into <https://myнку.nku.edu/iri/portal>, access Business Workplace within SAP GUI (A).

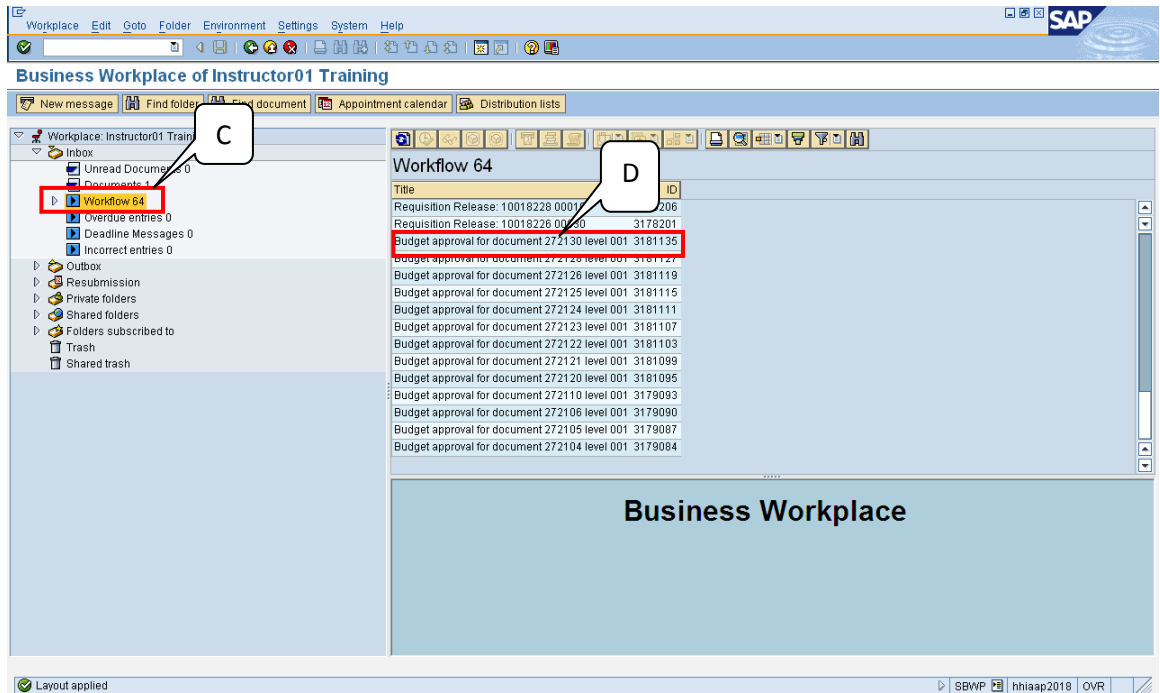


- Click Inbox (B).

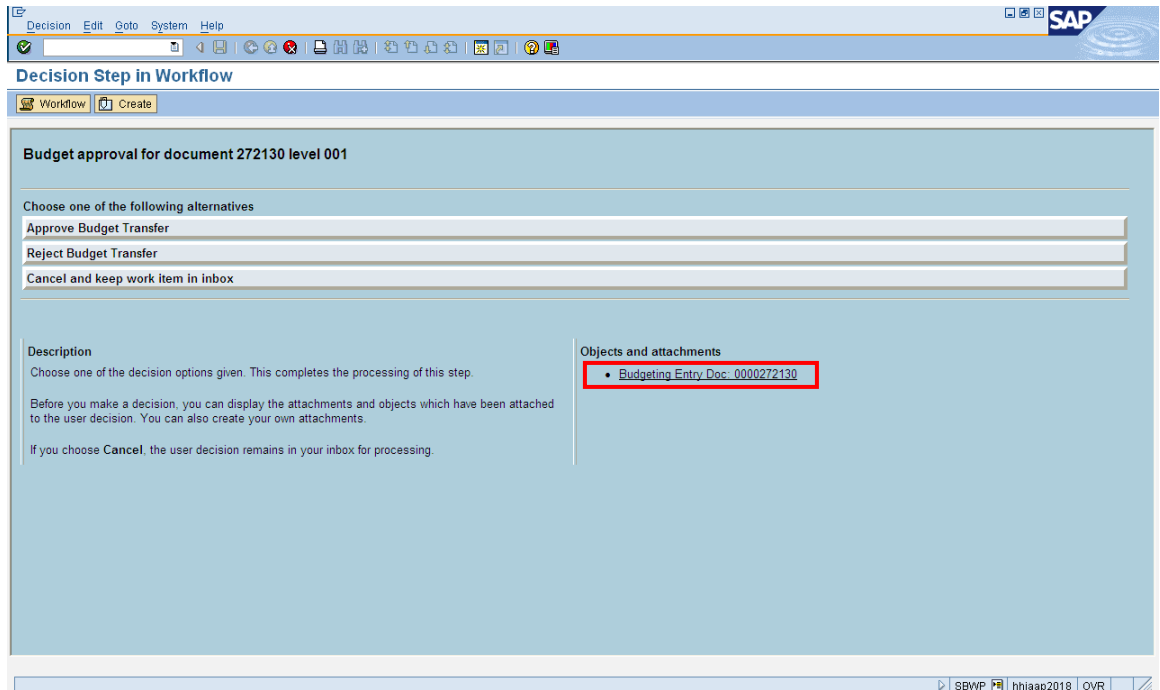
Note: The number appearing beside “Workflow” represents the number of items requiring your approval/rejection.



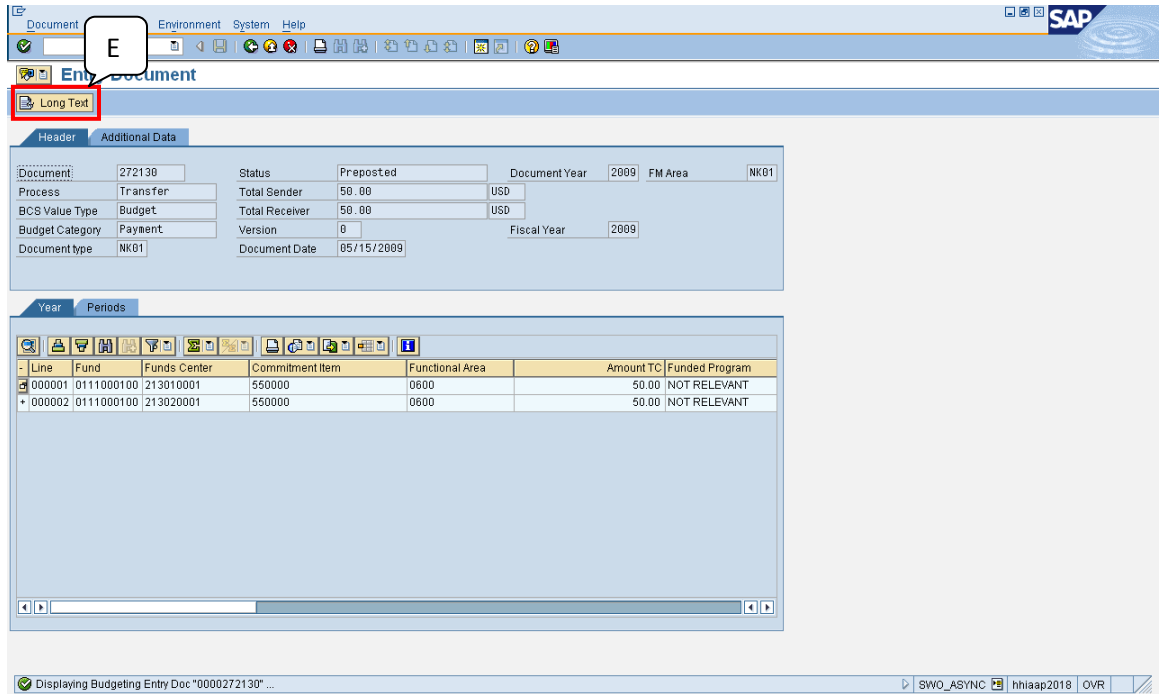
- Click Workflow (C).
- Double-click the appropriate budget transfer (D).



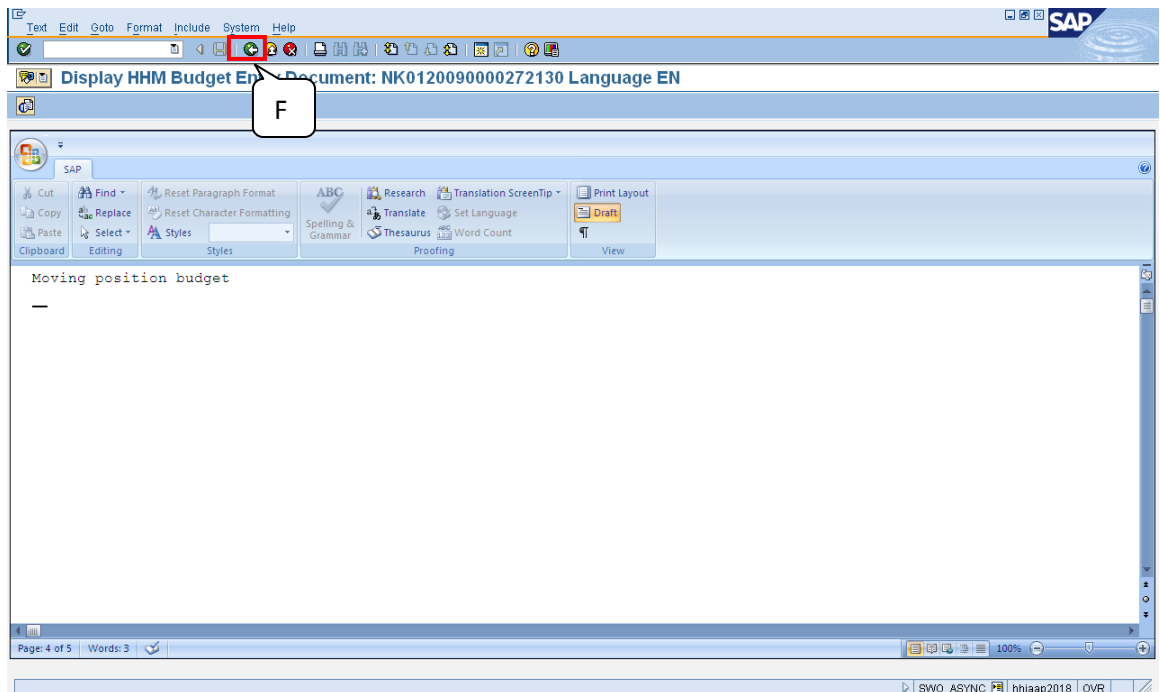
Note: Click the budget transfer document to view the transfer and long text information.



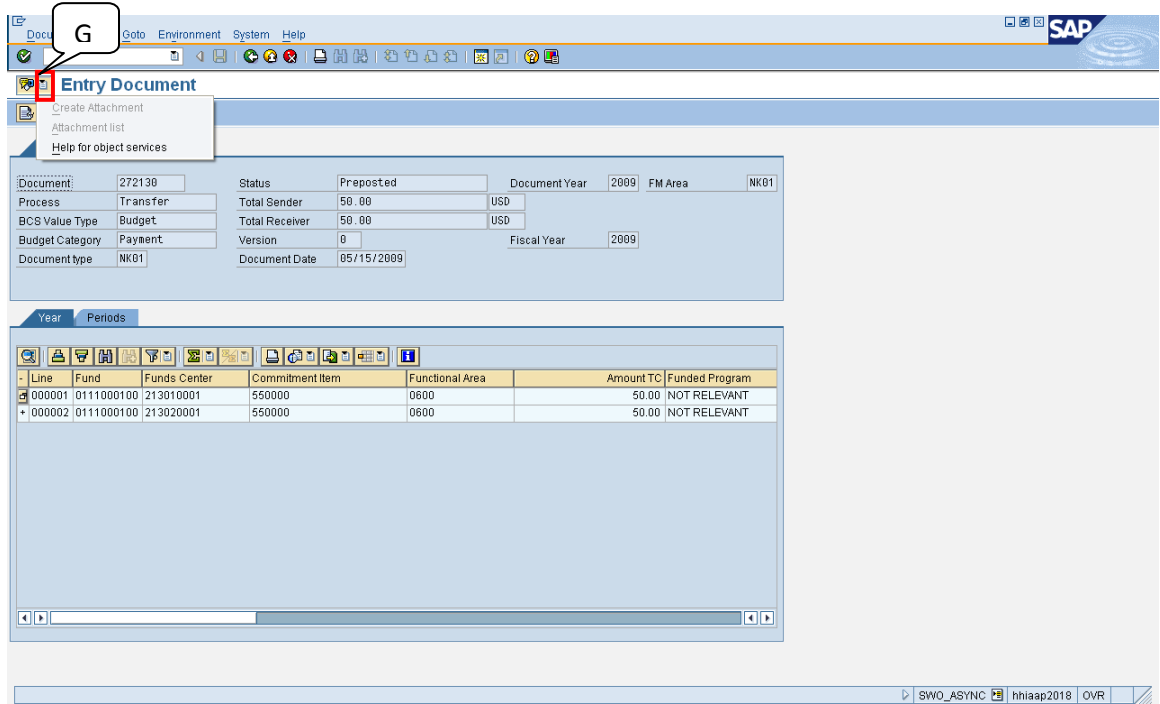
- Click Long Text to view supporting information (E).



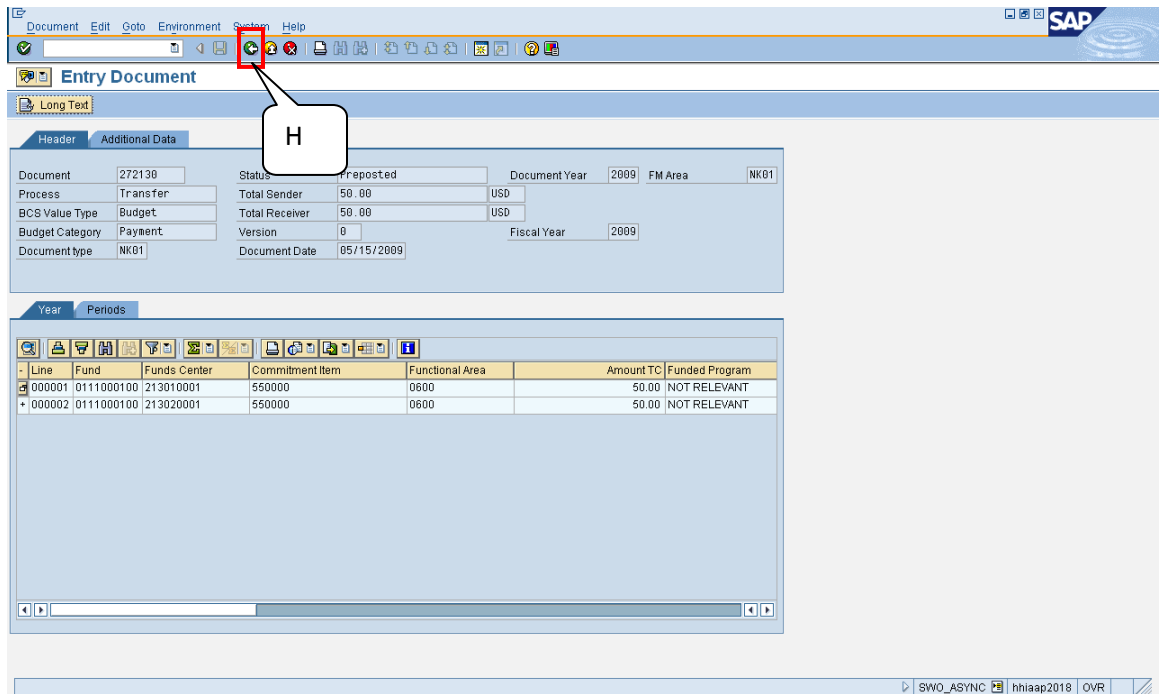
- Click Back to return to the budget transfer entry (F).



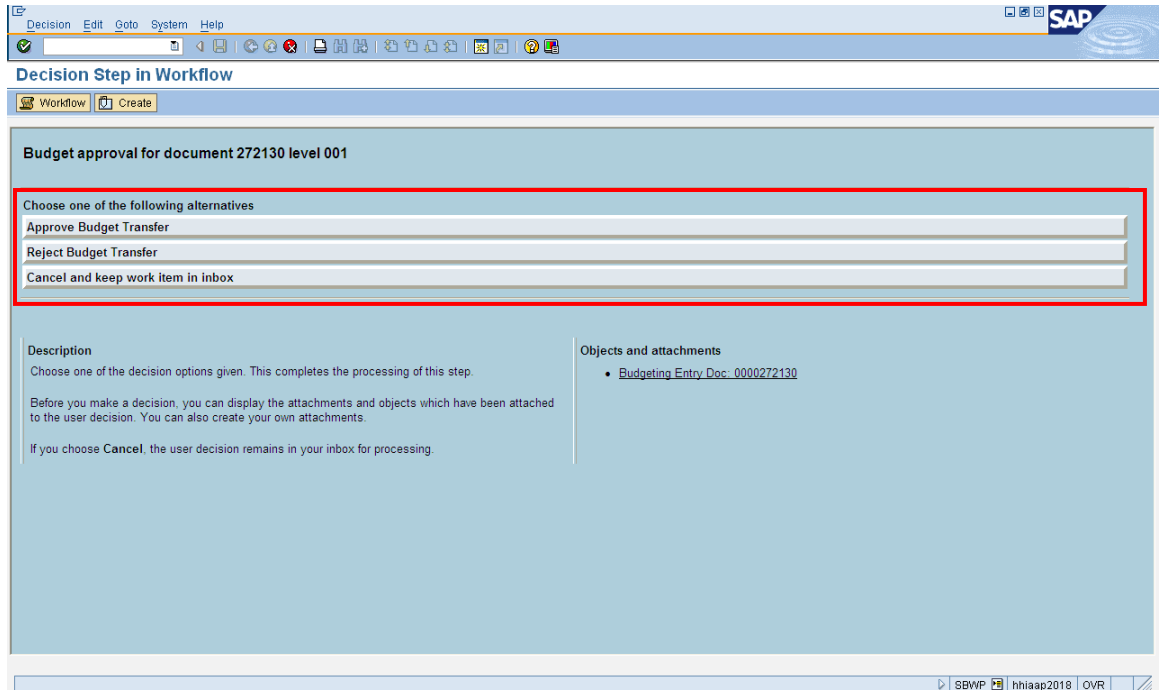
- Click Services for Object to view electronic attachments that may have been uploaded to the entry (G).



- Click Back to return to the Decision Step (H).

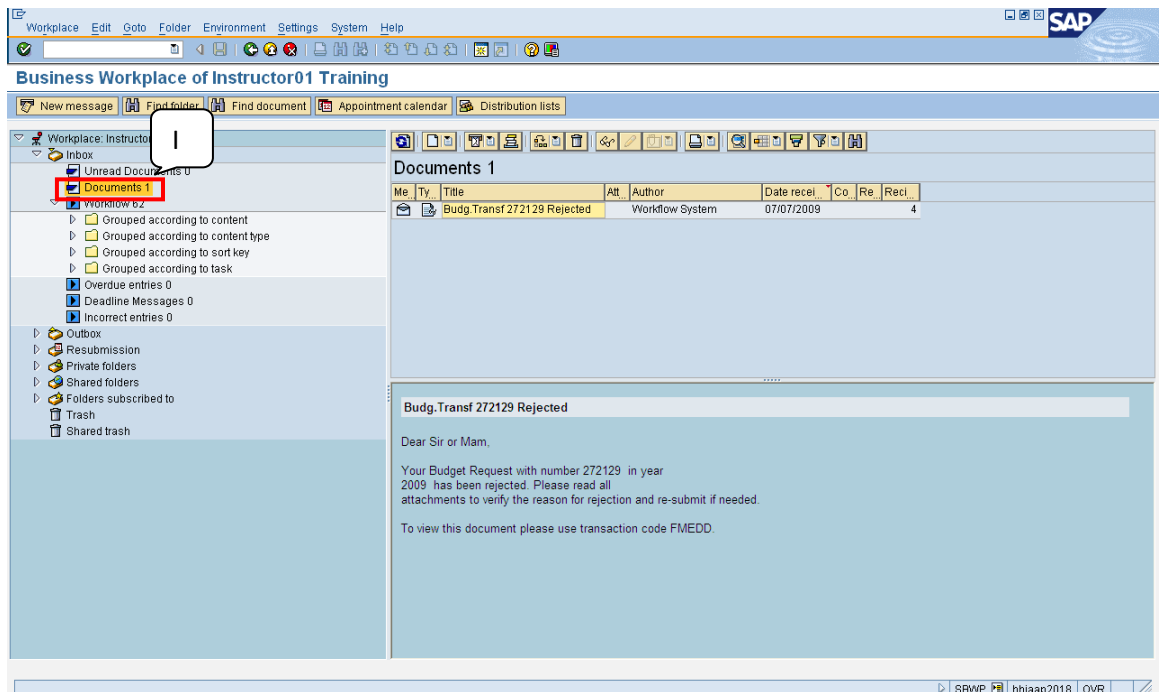


- Click the appropriate decision button.



- Click Documents to view any rejected budget transfers (I).

Note: Additional information is available.



The Office of the Comptroller is the final approval for all budget transfers.

Budget transfers can be tracked via the ZFB1 report. FI users are encouraged to take the monthly FI trainings to fully understand the SAP system and FI business processes at NKU.