How to Review & Approve a Budget Transfer

- When a Budget Transfer has been submitted that requires your approval, you will receive an email notification as shown below.

A Control Budget Journal has been entered that requires your attention.

Business Unit: BGSUN
Journal ID: 0000611317
Journal Date: 2017-06-30

You can navigate directly to the Control Budget Journal Approval page by clicking the link below.

https://fms.bgsu.edu/psp/ps/EMPLOYEE/HRc/PORTAL управление Контрольный Бюджетный Журнал Rider

- You can navigate to your Worklist in FMS by clicking the link in the email or by navigating to it within FMS.

Navigation in FMS:
Worklist:

- The **Worklist** in FMS will include both Budget Transfer and Journal Entry notification.
- You can sort your **Worklist** by clicking on the column heading that you wish to sort by.
- To access any item in your list simply click on the **Link**.

Reviewing the Transfer:

- Below is the screen you will see when you click on either the link in the email or your **Worklist**
- From this screen you can review the Transfer two ways:
  - Click on the arrow next to **Control Budget Journal Lines** to see the detail below.
    - Click on the icon with the yellow box around it to see the transfer lines.
Reviewing the Transfer (continued):

- Click on the *Control Budget Transfer Page* link to review the actual transfer, then click search on the next box that opens.
Reviewing the Transfer (continued):

- After you hit Search, a new tab will open to view the Budget Transfer. You can view both the detail lines and the Header tab.
- Do not make any changes when on this page. Please contact the creator/requestor of the transfer and have them make the necessary changes.
- Click on either Ok or Cancel to close the window and return to the Approval page.

Approve / Deny Budget Transfer:

- To approve the transfer simply click the Approve button.
- To deny a transfer, add a comment in the box explaining why you are denying the transfer and then click the Deny button.