# Reviewing and Approving or Rejecting a Budget Transfer

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Approvers who have been designated according to the Budget Transfer Approval Workflow will receive an email when a **Budget Transfer** has been submitted and loaded into Oracle Fusion.  
*Note*: Budget Transfers are considered ‘Journals’ in Oracle Fusion. |
| 2.   | Check budget available using the Report on the **My Dashboard** page.  
*Note*: You must review the journal and check Budget availability in the Debit (From) Departments/Accounts - **PRIOR** to approving a transfer. |
<p>| 3.   | Sign into Oracle Financials Cloud (OFC) and set the <strong>Data Access Set</strong> to <strong>BUDGET</strong> prior to opening the journal. This will help to avoid errors. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4.   | **Approve/Reject from Email Notification:** You may Approve or Reject the Transfer by clicking one of the links in the email.  

   Access this task in the Workspace Application and select action using the links in the email.  
   Actions: Approve, Reject  
   Journal Batch Spreadsheet A 300000007840918 63694 N |

| 5.   | **Approve/Reject from the Worklist in OFC:**  

1. Click the icon in the upper right hand corner of Oracle Financials Cloud (OFC).  

2. Click the icon.  

3. Click **Financials** tab and select the Journal to review the details.  

4. The top half of the window shows the journal details. The bottom half shows the approval workflow. Once you have checked budget available you may Approve or Reject a journal from this window using the buttons in the upper right.  

   ![Journal Details](image)  

   **Note:** Enabling Pop-Up Blockers may be necessary.  

| 6.   | **End of Procedure.** |