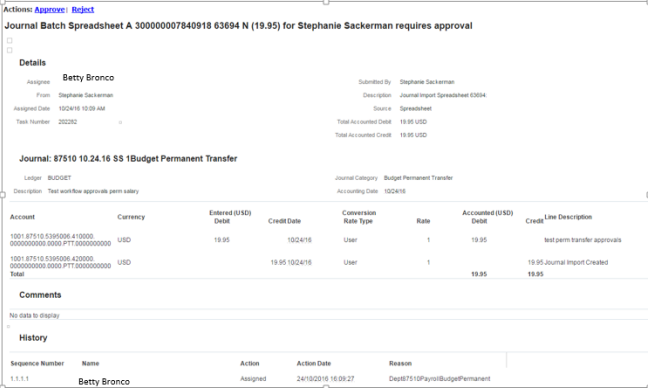

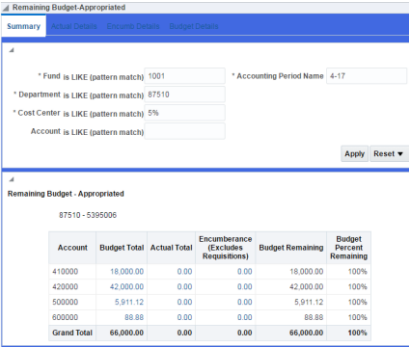
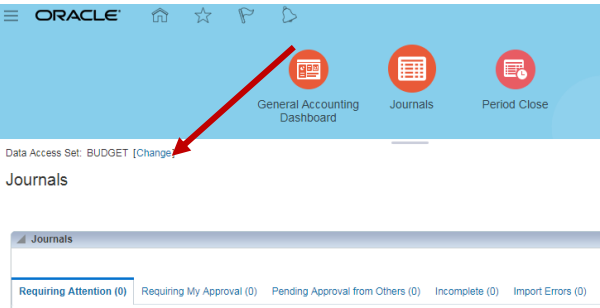


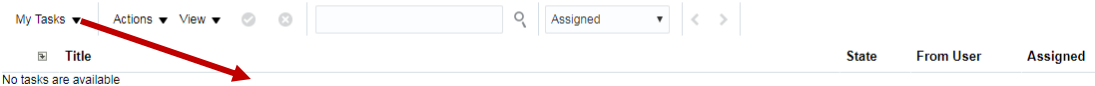
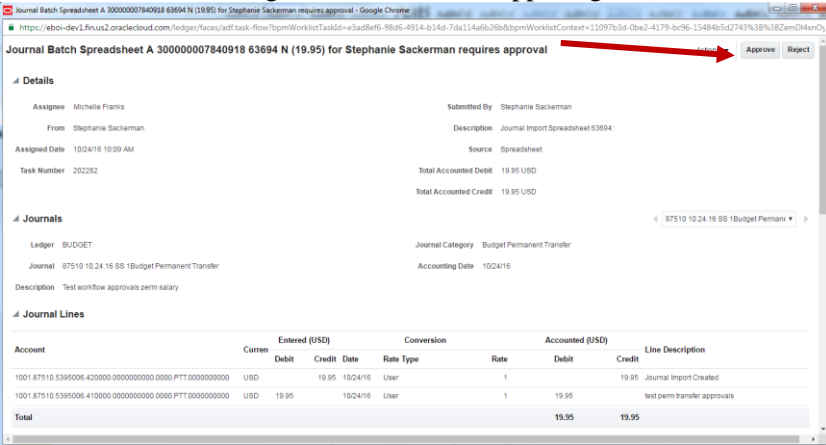


Reviewing and Approving or Rejecting a Budget Transfer

Step	Action
1.	<p>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.</p>  <p>Note: Budget Transfers are considered 'Journals' in Oracle Fusion.</p>
2.	<p>Check budget available using the Report on the  My Dashboard page.</p>  <p>Note: You must review the journal and check Budget availability in the Debit (From) Departments/Accounts - PRIOR to approving a transfer.</p>
3.	<p>Sign into Oracle Financials Cloud (OFC) and set the Data Access Set to BUDGET prior to opening the journal. This will help to avoid errors.</p> 



Step	Action
4.	<p>Approve/Reject from Email Notification: You may Approve or Reject the Transfer by clicking one of the links in the email.</p> <p>Access this task in the Workspace Application or take direct action using the links in this email:</p> <p>Actions: Approve Reject</p> <p>Journal Batch Spreadsheet A 30000007840918 63694 N</p>
5.	<p>Approve/Reject from the Worklist in OFC:</p> <ol style="list-style-type: none"> 1. Click the  icon in the upper right hand corner of Oracle Financials Cloud (OFC). 2. Click the  icon. 3. Click the appropriate line select the Journal to review the details. Worklist: Notifications and Approvals  <ol style="list-style-type: none"> 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.  <p><i>Note:</i> Enabling Pop-Up Blockers may be necessary.</p>
6.	End of Procedure.