## Reviewing and Approving or Rejecting a Budget Transfer

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<th>Step</th>
<th>Action</th>
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| 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 Financials.  

![Budget Transfer Image](image1.png)  

**Note:** Budget Transfers are considered ‘Journals’ in Oracle Financials. |
| 2.   | Check budget available using the Report on the **My Dashboard** page.  

![Budget Report Image](image2.png)  

**Note:** You must review the journal and check Budget availability in the Debit (From) Departments/Accounts - PRIOR to approving a transfer. |
| 3.   | 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. |
4. **Approve/Reject from Email Notification:** You may Approve or Reject the Transfer by clicking one of the links in the email.

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 the appropriate line 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.

   : Enabling Pop-Up Blockers may be necessary.

6. **End of Procedure.**