

PAYMENT & TRANSFER REQUEST PROCESS

OBJECTIVE (TASK)

Who is responsible for this task



Status you should choose to move this request forward



REQUEST CREATOR
(any fund authority type)
Must be a NUFFO user
SAVE AS DRAFT



- REQUEST CREATOR
- Spending Authority in Review Rejections return here for resubmission or cancellation
 - * OPTION AVAILABLE TO CANCEL REQUEST



- SPENDING AUTHORITY(-IES)*
- Spending Authority-Approved OR Spending Authority-Rejected
 - *System coding ensures:
 - If dual authorities, workflow awaits approval from both if required by Fund Summary Memo.
 - If designated authorities, workflow allows approval by either spending or designated authority.

If student or employee receives benefit



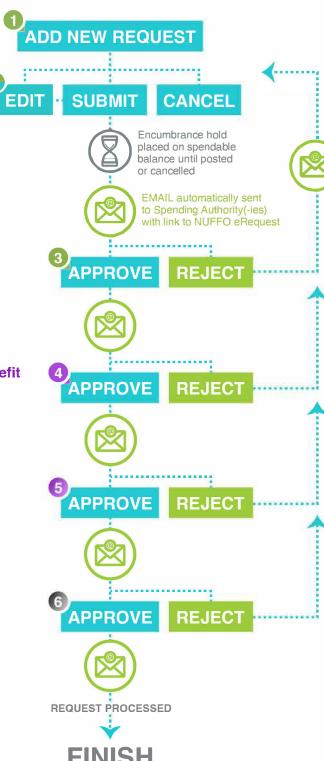
- **NU FINANCIAL AID**
- Financial Aid-Approved OR Financial Aid-Rejected



- **NU PAYROLL**
- Payroll-Approved OR Payroll-Rejected



- **Q** UNF ACCOUNTING
- Request reviewed and processed for final payment



Request Closed

If there is a rejection at any level, Request Creator receives email to make corrections at step 2.