



First Fridays with the Budget Office

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UNIVERSITY
OF NORTH TEXAS[®]

April 6, 2018

EST. 1890

AGENDA

- Online ABAs – Helpful Hints
- Cashiering Deposit Slip Update
- Hyperion
- Approver Stamps & Proxies
- ABA & IDT Refresher
- Budget Office Transitions
- Monthly Trainings

Online ABA

Online ABA rollout complete

- Online ABAs are located in [FSPD \(EIS\)](#)
 - Main Menu > Campus Self Service > Transfers (Budget & IDT) > ABA IDT Entry
- Request access via the Budget Website
 - Support > ABA Access Request
- Processing Time is 2-5 days, assuming no errors

Online ABA

Helpful Hints & Demo

- Recommend batching ABA requests by type and by approver
- Multiple ABAs may be submitted at once
 - Consider submitting no more than 10 requests in one batch
 - An error on any one line will cause the entire batch to be denied


Online ABA

Helpful Hints & Demo

- When an ABA is denied, review the denial comments
- All ABAs must contain a function (unless related to a clean up)
- Click arrows to view additional information

Deposit Slips

- Effective 04/01 cashiering services is part of UNT
- **Updated Deposit Slip!**
 - The description used here will (in time) appear in Cognos



UNIVERSITY OF NORTH TEXAS®
Deposit Form

Dept Name/Deposit Description _____
(limited to 30 characters)
Date _____

Item Description	GL Bus. Unit	Account	Org. Dept.	Fund Category	Fund	Function*	Project*	Program*	Purpos

Hyperion (Oracle)

- Open March 21 – April 30
- Visit the [2019 Budget Planning](#) tab on Budget Website for:
 - [Hyperion Link](#)
 - Training Guide
 - Lab Dates
 - FAQs
- Lab Dates
 - 04/11 (Wed) 1:00p - 3:00p GAB 550
 - 04/12 (Thurs) 9:30a - 11:30a GAB 550A
 - ~~04/18 (Wed) 1:00p - 3:00p ESSC 152 **CANCELLED**~~
 - **04/18 (Wed) 9:00a – 11a GAB 550A **NEW****
 - 04/20 (Fri) 9:00a - 11:00a GAB 550A
- VP areas and Colleges may establish internal deadlines.

Approver Stamps

Approver Stamps may not be used to authorize financial or official transactions.

- Proxies may be assigned to authorize transactions

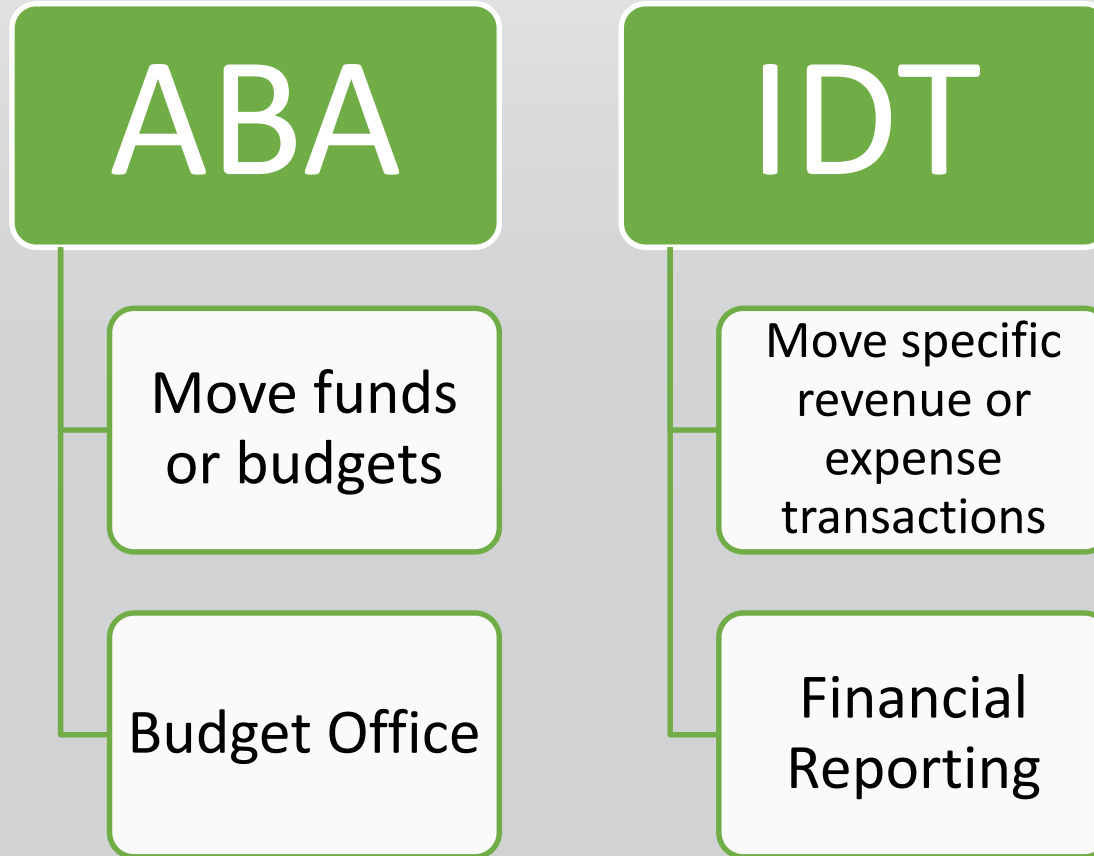
ePro & ABA Proxy Designations

- [UNT System Approver Proxy Request Form](#)
- Approver Proxies are limited to 90 days. Proxies in excess of 90 days require Vice President Approval.
- Budget Website > Resources > Forms

ePar Proxy Designations

- [HRPD](#) > Manage Delegations > Create Delegation Request

ABA & IDT Refresher



Examples

ABA

- Transfer M&O to Wages
- Transfer funds from Org Dept to another Org Dept
- Reduce budget in one Org Dept and increase in another Org Dept

IDT

- Move PCard expenses from one chartstring to another chartstring
- Move the cost of background checks from one Dept to another
- Share copier expense

Budgetary Chartstrings

Fund Cat = 105, 120, 200

ABA

IDT

Move Budget

Move a specific expense/revenue

Remit to Budget Office

Remit to Financial Reporting

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Revenue					
40607 - Lab Fees - Function 100	\$56,992.00	\$31,202.03	\$0.00	\$0.00	(\$25,789.97)
40607 - Lab Fees - Function None	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D4060 - Student-Instructional Fees	\$56,992.00	\$31,202.03	\$0.00	\$0.00	(\$25,789.97)
Revenue Total	\$56,992.00	\$31,202.03	\$0.00	\$0.00	(\$25,789.97)
Expense					
D5301 - Materials & Supplies Exp - Function 100	\$60,905.99	\$11,199.54	\$0.00	\$9,948.79	\$39,757.66
C 5070 - Maintenance & Operations	\$60,905.99	\$11,199.54	\$0.00	\$9,948.79	\$39,757.66
Expense Total	\$60,905.99	\$11,199.54	\$0.00	\$9,948.79	\$39,757.66
Total	Total				\$13,967.69

Non Budgetary or Project

IDT

Move a specific expense/revenue

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Revenue					
70003 - Trans from Other Funds - Function 400	\$0.00	\$37,200.00	\$0.00	\$0.00	\$37,200.00
D7001 - Transfer Expense	\$0.00	\$37,200.00	\$0.00	\$0.00	\$37,200.00
Revenue Total	\$0.00	\$37,200.00	\$0.00	\$0.00	\$37,200.00
Expense					
00000 - ACCT TREE ROOT NODE - Function 400	\$14,243.93	\$0.00	\$0.00	\$0.00	\$14,243.93
00000 - ACCT TREE ROOT NODE	\$14,243.93	\$0.00	\$0.00	\$0.00	\$14,243.93
D5501 - Other Operating Exp - Function 400	\$0.00	\$50.00	\$0.00	\$0.00	(\$50.00)
C5070 - Maintenance & Operations	\$0.00	\$50.00	\$0.00	\$0.00	(\$50.00)
D5251 - Travel - Function 400	\$0.00	\$11,447.65	\$0.00	\$0.00	(\$11,447.65)
C5251 - Travel	\$0.00	\$11,447.65	\$0.00	\$0.00	(\$11,447.65)
Expense Total	\$14,243.93	\$11,497.65	\$0.00	\$0.00	\$2,746.28
Total	Total				\$39,946.28

ABA

Move Funds

Budget Office Transitions

Congratulations!

Beverly Shuford – Vice Chancellor for Administrative Services
University of Alaska Anchorage

Allesanda Griffitt – Budget Officer
UNT Center for Achievement and Lifelong Learning

Cortney Watson – Assistant Dean for Finance & Operations
UNT – TAMS & Honors College

Monthly Trainings

- **Budget Basics**

Learn the fundamentals of the Chart of Accounts including chartfields, chartstring formation, and the differences between budgetary and non-budgetary chartstrings. Participants will learn the proper uses of the ABA, IDT, Chartfield Setup/Change forms, HRM-4s, ePars, and Salary Savings.

Wednesday, April 11th from 8:30AM – 11:30AM in WH315

Monthly Trainings

- **Cash Handling**

This required annual course is for all UNT employees who handle cash. Participants will gain a functional understanding of UNT's policies and the controls designed to safeguard cash.

Thursday, April 12th from 10:00AM – 11:00AM in
WH221

Monthly Trainings

- **Cognos – Faculty Project Budgets**

Users will learn how to read NFCAP project ID reports at a high-level to view balances, and how to read reports at a granular level by drilling-down to view account balances and locate transactions.

Tuesday, April 17th from 9:00AM – 11:00AM in
GAB550A

Monthly Trainings

- **Function Field**

Users will become familiar with each function classification to ensure chartstrings are appropriate and in compliance with state reporting requirements.

Wednesday, April 18th from 2:00PM – 4:00PM in
WH117

Monthly Trainings

- **Cognos – Departmental Budgets**

Users will learn how to interpret departmental reports, view balances, and locate transactions.

Thursday, April 19th from 9:00AM – 11:00AM in
GAB550A

Monthly Trainings

- **Open Lab with the Budget Office**

Your opportunity to receive one-on-one assistance in all budget related areas including how to cover deficit lines, submit ePars and ABAs, and how to manage your budgets! Come and go.

Friday, April 20th from 9:00AM – 11:00AM in
GAB550A

Monthly Trainings

- **Budget Reconciler**

Users will discover best practices and strategies to reconcile budgets and to manage funds.

Wednesday, April 24th from 2:00PM – 4:00PM in
WH113

Ongoing Support

[Budget Website](#)

- [Whom to Contact](#)
 - Support>Whom To Contact
 - List of departmental contacts by issue (IDTs, ABAs, ePros, ePars, etc.)
- [Announcements](#)
 - Find out any new information you should be aware of that could affect your budget
- [Training Materials](#)
 - Training > Training Materials
 - List of all training documents
- [Documents](#)
 - Resources > Documents
 - List of Budget Management Help Documents



**Thank
You.**

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