



First Fridays with the Budget Office

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

May, 2018

Online ABAs

ABAs Must be Submitted Online

- Paper submissions will no longer be accepted as of Monday, May 7th.
- For ABA Entry access please fill out the form on the Budget Office website: <http://budget.unt.edu/online-aba-access-request>

Exceptions Apply

- Paper forms will be accepted in certain circumstances. If you are unable to enter an online ABA due to an invalid chartstring or account, please contact the Budget Office.

Online ABAs

Functions are Required on All Transactions

- Functions are required on Revenues and Expenses.
- Transactions submitted without Functions will be denied, so that they can be recycled by the enterer and entered with a Function.

Online ABA

Multiple transfers may be submitted on one ABA

- Simply select the “+” icon

ABA Form

Business Unit	NT752	Transfer ID	NEXT	*Contact Number	<input type="text"/>	Transfer Status	Open	<input type="button" value="Print Form"/>
Prepared By	Bewley,Rebekah D (rdm0140)	Modified By				*Budget Transfer Type	<input type="text" value="v"/>	
Prepared on	05/03/2018	Modified on				*Authorization Description	<input type="text"/>	
Transfer Total	\$0.00							

Budget Adjustment Lines Find | View All First 1 of 1 Last

Line No	*Transfer Amount	Journal Line Descr
	<input type="text" value="\$0.00"/>	

- To minimize delays, please:
 - Submit no more than 10 transfers on a single ABA, and
 - Limit the “From” chartstrings to a single Dept ID Holder.

Online ABA

Reviewing Denial Comments

- Navigate to the Approvals Page


Budget Request Authorization Approval

Business Unit NT752 Transfer ID [Redacted] Approval Status Denied

Requestor Name [Redacted] Submitted By [Redacted] Approved By [Redacted] [Print this page](#)

Submitted On 04/26/2018 4:50:59PM Budget Transfer Type Adjustment

Prepared on 04/26/2018 Transfer Total \$748.80

 **Review Request Details**

Attachments

Attached File	Existing Comments	Add Comments	Add Attachment	
1		<input type="text"/>	<input type="button" value="Add Attachment"/>	<input data-bbox="1748 792 1777 813" type="button" value="+"/>

Department Manager Routing

▶ Correct function: **Denied**

College Budget Officer

▶ Correct function: **Denied**

Additional Approvals


▶ Correct function: **Denied**

Budget Office Routing

▶ Correct function: **Denied**

Online ABA

Reviewing Denial Comments

 **Review Request Details**

Attachments


	Attached File	Existing Comments	Add Comments
1			

Department Manager Routing

▼ **Correct function: Denied**

Department Manager Approval

Approved


 ABA Dept Manager Approver
04/26/18 - 4:59 PM

College Budget Officer

▼ **Correct function: Denied** [View/Hide Comments](#)

College Budget Officer

Denied

 College Budg Officer Approvers
04/27/18 - 2:14 PM

▶ **Comments**

Drill through the different routing levels until a “View/Hide Comments” icon appears.


Click on the Comments to view comments

College Budget Officer

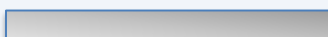
▼ **Correct function: Denied** [View/Hide Comments](#)

College Budget Officer

Denied

 College Budg Officer Approvers
04/27/18 - 2:14 PM

▼ **Comments**

 at 04/27/18 - 2:14 PM

requires IDT

Online ABA

The rules for selecting an account are the same for paper and online ABAs.

FROM:

Budgetary Chartstring – REVENUE
Enter the 4XXXX or 6XXXX account

Budgetary Chartstring – EXPENSE
Enter the D-Level Account

**Non-Budgetary or Project
Chartstrings**
Enter 70001

TO:

Budgetary Chartstring – REVENUE
Enter the 4XXXX or 6XXXX account

Budgetary Chartstring – EXPENSE
Enter the D-Level Account

**Non-Budgetary or Project
Chartstrings**
Enter 70003

Budgetary Chartstrings are those whose FC = 105, 120, & 200

Monthly Trainings

- **Cognos – Departmental Budgets**
Wednesday, May 16th, 1:00PM – 3:00PM, GAB 550A
- **Open Lab with the Budget Office**
Friday, May 18th, 9:00AM – 11:00AM, GAB 550A
- **Cognos – Faculty Project Budgets**
Tuesday, May 22nd, 1:00PM – 3:00PM, GAB 550A
- **Budget Reconciler**
Thursday, May 24th, 9:00AM – 10:30AM, GAB 438

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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