AGENDA

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

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<table>
<thead>
<tr>
<th>Dept Name/Deposit Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(limited to 30 characters)</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>GL Bus. Unit</th>
<th>Account</th>
<th>Org. Dept.</th>
<th>Fund Category</th>
<th>Fund</th>
<th>Function*</th>
<th>Project*</th>
<th>Program*</th>
<th>Purpos</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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EST. 1890
Hyperion (Oracle)

• Open March 21 – April 30
• Visit the 2019 Budget Planning tab on Budget Website for:
  o Hyperion Link
  o Training Guide
  o Lab Dates
  o FAQs

• Lab Dates
  o 04/11 (Wed) 1:00p - 3:00p GAB 550
  o 04/12 (Thurs) 9:30a - 11:30a GAB 550A
  o 04/18 (Wed) 1:00p - 3:00p ESSC 152 **CANCELLED**
  o 04/18 (Wed) 9:00a – 11a GAB 550A **NEW**
  o 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

ABA
- Move funds or budgets
- Budget Office

IDT
- Move specific revenue or expense transactions
- Financial Reporting
Examples

<table>
<thead>
<tr>
<th>ABA</th>
<th>IDT</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Transfer M&amp;O to Wages</td>
<td>• Move PCard expenses from one chartstring to another chartstring</td>
</tr>
<tr>
<td>• Transfer funds from Org Dept to another Org Dept</td>
<td>• Move the cost of background checks from one Dept to another</td>
</tr>
<tr>
<td>• Reduce budget in one Org Dept and increase in another Org Dept</td>
<td>• Share copier expense</td>
</tr>
</tbody>
</table>
## Budgetary Chartstrings

**Fund Cat = 105, 120, 200**

### ABA
Move Budget
Remit to Budget Office

### IDT
Move a specific expense/revenue
Remit to Financial Reporting

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Actual</th>
<th>PreEncumbrance</th>
<th>Encumbrance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40607 - Lab Fees - Function 100</td>
<td>$56,992.00</td>
<td>$31,202.03</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($25,789.97)</td>
</tr>
<tr>
<td>40607 - Lab Fees - Function None</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>D4060 - Student-Instructional Fees</td>
<td>$56,992.00</td>
<td>$31,202.03</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($25,789.97)</td>
</tr>
<tr>
<td><strong>Revenue Total</strong></td>
<td>$56,992.00</td>
<td>$31,202.03</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($25,789.97)</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D5301 - Materials &amp; Supplies Exp - Function 100</td>
<td>$60,905.99</td>
<td>$11,199.54</td>
<td>$0.00</td>
<td>$9,948.79</td>
<td>$39,757.66</td>
</tr>
<tr>
<td>C5070 - Maintenance &amp; Operations</td>
<td>$60,905.99</td>
<td>$11,199.54</td>
<td>$0.00</td>
<td>$9,948.79</td>
<td>$39,757.66</td>
</tr>
<tr>
<td><strong>Expense Total</strong></td>
<td>$60,905.99</td>
<td>$11,199.54</td>
<td>$0.00</td>
<td>$9,948.79</td>
<td>$39,757.66</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$117,924.95</td>
<td>$42,399.54</td>
<td>$0.00</td>
<td>$9,948.79</td>
<td>$67,576.69</td>
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</tbody>
</table>
Non Budgetary or Project

IDT

Move a specific expense/revenue

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Actual</th>
<th>Pre-Encumbrance</th>
<th>Encumbrance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70003 - Trans from Other Funds - Function 400</td>
<td>$0.00</td>
<td>$37,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$37,200.00</td>
</tr>
<tr>
<td>D7001 - Transfer Expense</td>
<td>$0.00</td>
<td>$37,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$37,200.00</td>
</tr>
<tr>
<td>Revenue Total</td>
<td>$0.00</td>
<td>$37,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$37,200.00</td>
</tr>
<tr>
<td>Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000 - A CCT TREE ROOT NODE - Function 400</td>
<td>$14,243.93</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$14,243.93</td>
</tr>
<tr>
<td>00000 - A CCT TREE ROOT NODE</td>
<td>$14,243.93</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$14,243.93</td>
</tr>
<tr>
<td>D5501 - Other Operating Exp - Function 400</td>
<td>$0.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($50.00)</td>
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<tr>
<td>C5070 - Maintenance &amp; Operations</td>
<td>$0.00</td>
<td>$50.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($50.00)</td>
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<tr>
<td>D6251 - Travel - Function 400</td>
<td>$0.00</td>
<td>$11,447.65</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($11,447.65)</td>
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<tr>
<td>C5251 - Travel</td>
<td>$0.00</td>
<td>$11,447.65</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($11,447.65)</td>
</tr>
<tr>
<td>Expense Total</td>
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<td>$11,497.65</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,746.28</td>
</tr>
</tbody>
</table>

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 20\textsuperscript{th} 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.