First Fridays with the Budget Office

May, 2018

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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

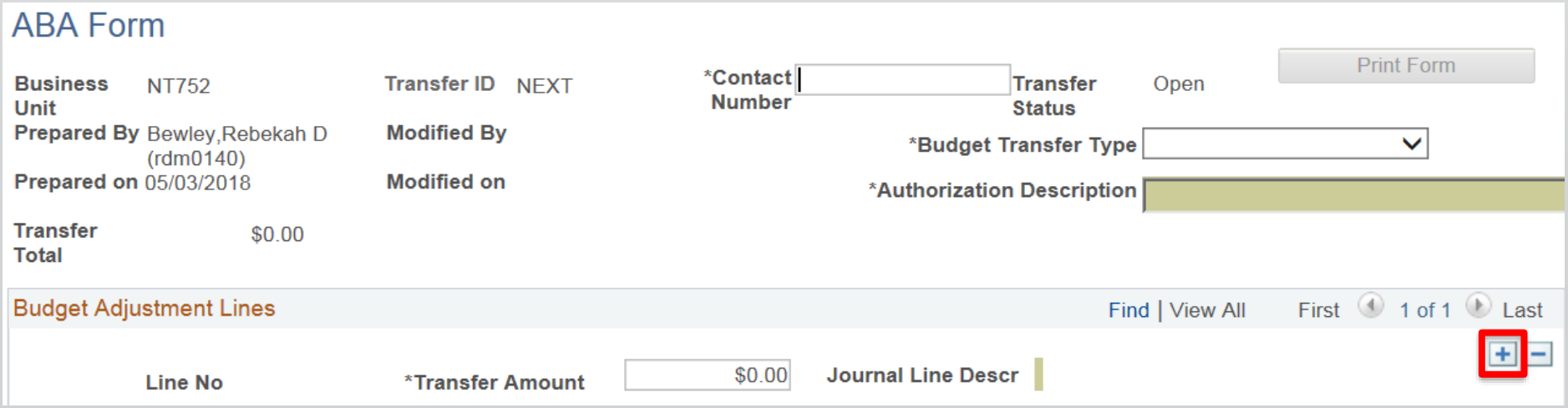
Functions are Required on All Transactions

- 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

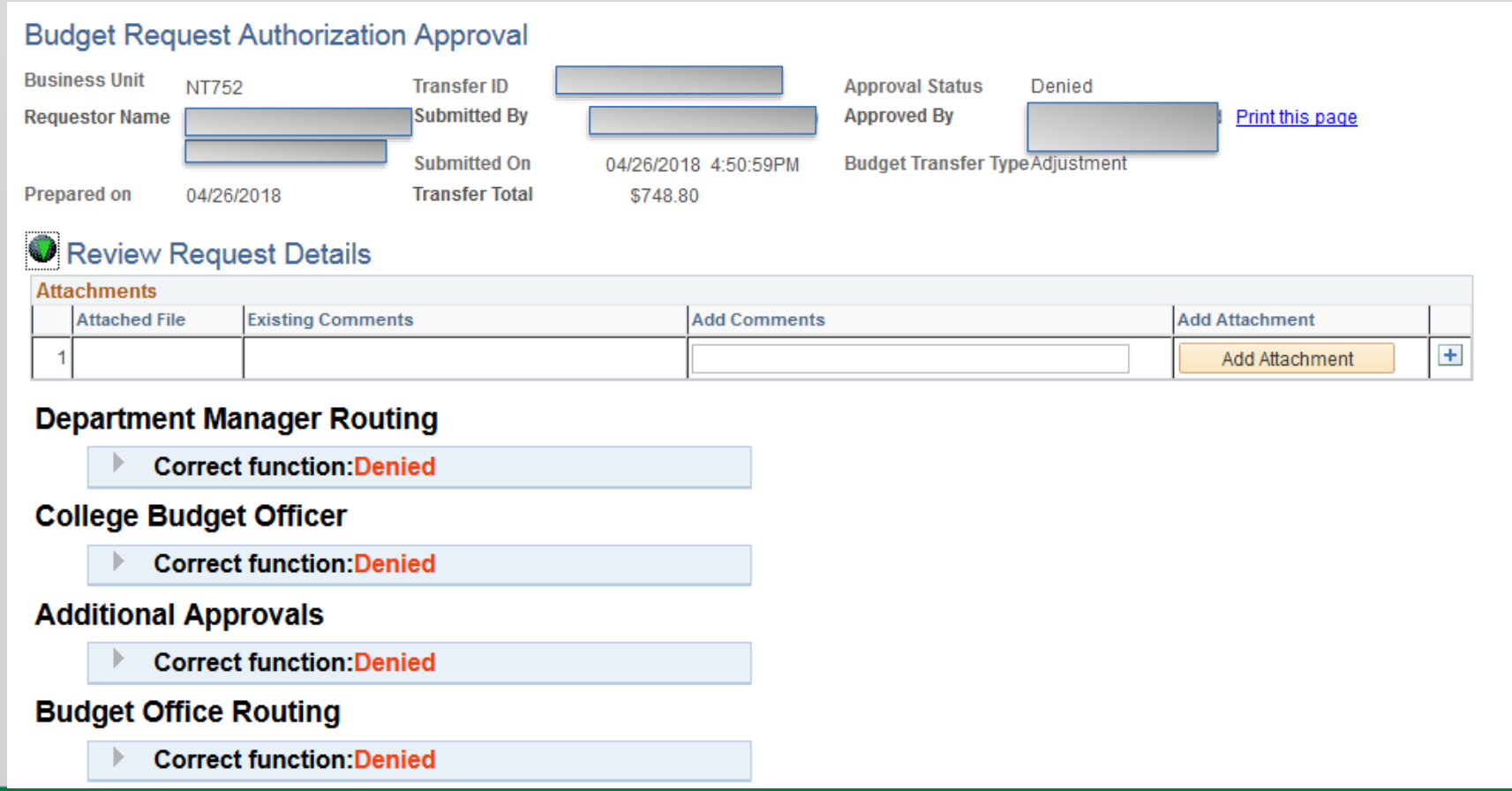


- To minimize delays, please:
  - Submit no more than 10 transfers on a single ABA, and
  - Limit the “From” chartstrings to a single Dept ID Holder.

Online ABA

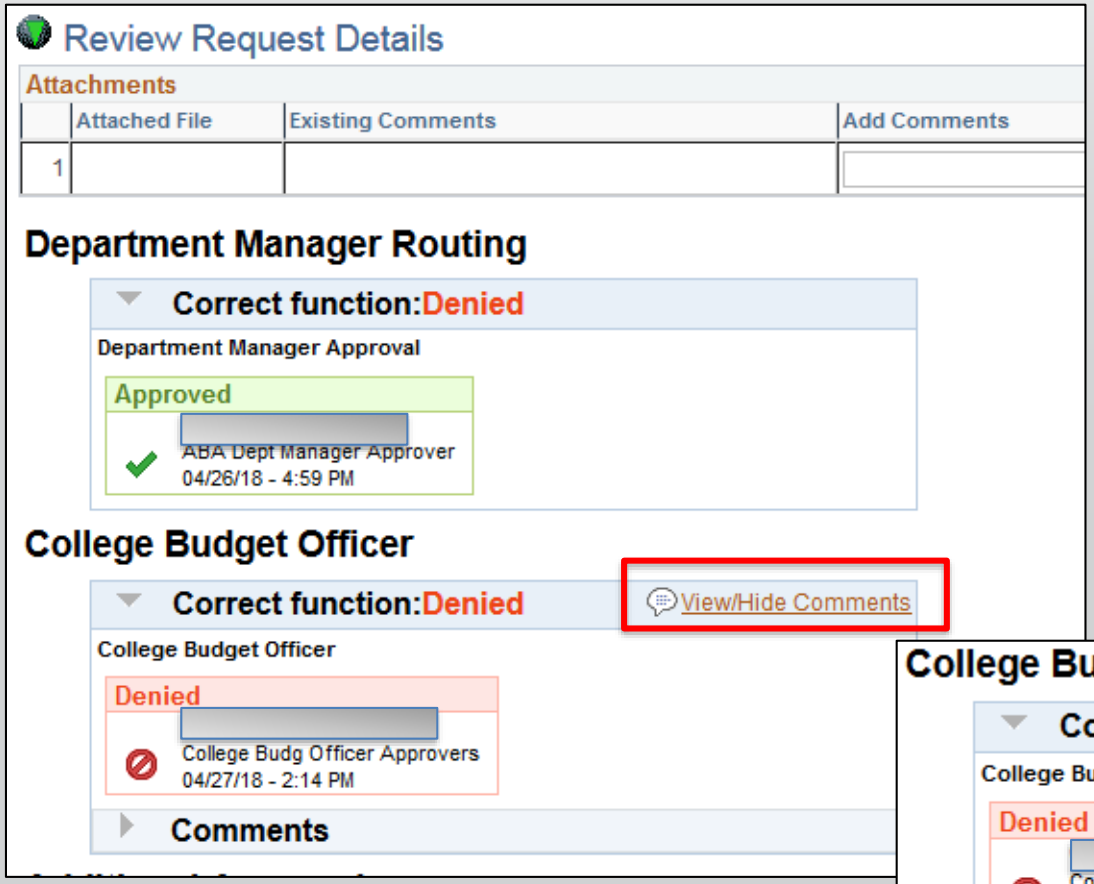
Reviewing Denial Comments

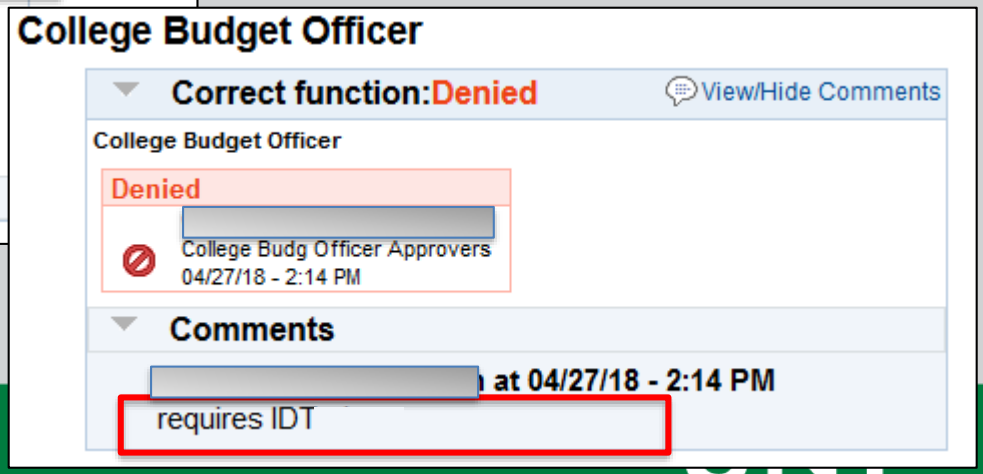
- Navigate to the Approvals Page



Online ABA

Reviewing Denial Comments





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

Click on the Comments to view comments

Online ABA

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

FROM:	TO:
Budgetary Chartstring – REVENUE Enter the 4XXXX or 6XXXX account	**Budgetary Chartstring – REVENUE** Enter the 4XXXX or 6XXXX account
Budgetary Chartstring – EXPENSE Enter the D-Level Account	**Budgetary Chartstring – EXPENSE** Enter the D-Level Account
Non-Budgetary or Project Chartstrings Enter 70001	**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

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Thank You.