



# First Fridays with the Budget Office

**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

May, 2018

# Online ABAs

## ABAs Must be Submitted Online

- Paper submissions will no longer be accepted as of Monday, May 7<sup>th</sup>.
- 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 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**


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

**College Budget Officer**

▼ Correct function: **Denied**  View/Hide Comments

College Budget Officer

**Denied**


 [Redacted] 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**

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

▼ **Comments**

[Redacted] 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 16<sup>th</sup>, 1:00PM – 3:00PM, GAB 550A
- **Open Lab with the Budget Office**  
Friday, May 18<sup>th</sup>, 9:00AM – 11:00AM, GAB 550A
- **Cognos – Faculty Project Budgets**  
Tuesday, May 22<sup>nd</sup>, 1:00PM – 3:00PM, GAB 550A
- **Budget Reconciler**  
Thursday, May 24<sup>th</sup>, 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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