



# Automated Budget Authorization

## ABA

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

**EST. 1890**

UNT Budget Office  
[budget.unt.edu](http://budget.unt.edu)

# Agenda

Objective

Understanding the difference between ABAs and IDTs

Completing an ABA

Reviewing a Completed ABA

Approving an ABA

Finding an ABA in Cognos

# Objectives

Training objectives.

1. Identify when to submit an ABA versus an IDT,
2. Identify where to submit ABAs in EIS and recognize the basic elements of an ABA,
3. Select the appropriate From/To account,
4. Find the ABA workflow screen and appropriately identify where the ABA is in routing,
5. Find denial comments and understand how to edit and resubmit a denied ABA,
6. Identify how to approve an ABA using the Worklist, and
7. Find a processed ABA journal in Cognos.

# ABAs and IDTs

# ABAs and IDTs

## Automated Budget Authorization (ABA)

1. A request to transfer funds or to move budget from one chartstring to another chartstring or from one D-Level account to another D-Level account.
2. Processed by the University Budget Office.
3. Electronic

## Interdepartmental Transaction

1. A request to move a specific expense or revenue, or to purchase services from an internal cost center on campus.
2. Processed by the Controller's Office.
3. Electronic

# ABAs and IDTs

Budgetary Chartstrings are those with a Fund Cat = 105, 120, 200.

- On Budgetary Chartstrings, ABAs are used to move funds in the Budget column. IDTs are used to move specific revenues or specific expenses (invoices, pcard charges, etc) in the Actual column.

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
70003 - Trans from Other Funds	100 - Instruction-General	98,560.00	98,560.00	0.00	0.00	0.00
<b>C7000 - Trans T/F Other Funds Total</b>		<b>98,560.00</b>	<b>98,560.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Revenue - Total</b>		<b>98,560.00</b>	<b>98,560.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>						
D5010 - Salaries-Faculty/Academic	100 - Instruction-General	77,000.00	0.00	0.00	51,333.33	25,666.67
<b>C5010 - Faculty Salaries Total</b>		<b>77,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51,333.33</b>	<b>25,666.67</b>
D5050 - Payroll Related Costs	100 - Instruction-General	21,560.00	0.00	0.00	0.00	21,560.00
<b>C5050 - Payroll Related Costs Total</b>		<b>21,560.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,560.00</b>
<b>Expense - Total</b>		<b>98,560.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51,333.33</b>	<b>47,226.67</b>
<b>Net Total</b>		<b>0.00</b>	<b>98,560.00</b>	<b>0.00</b>	<b>51,333.33</b>	<b>47,226.67</b>

A  
B  
A

I  
D  
T

# ABAs and IDTs

Non-Budgetary Chartstrings are those with a Fund Cat = 202 or higher

- On Non-Budgetary Chartstrings, ABAs are used to move funds from the Total Balance. IDTs are used to move specific revenues or specific expenses (invoices, pcard charges, etc) in the Actual column.

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>						
00000 - Non-Budgetary	100 - Instruction-General	<u>321,887.83</u>	<u>(3,761.84)</u>	<u>53,019.75</u>	<u>0.00</u>	<u>273,199.92</u>
00000 - Non-Budgetary	550 - Institutional Support	<u>570.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total</b>		<b><u>322,457.83</u></b>	<b><u>(3,761.84)</u></b>	<b><u>53,019.75</u></b>	<b><u>0.00</u></b>	<b><u>273,199.92</u></b>
<b>Expense - Total</b>		<b><u>322,457.83</u></b>	<b><u>(3,761.84)</u></b>	<b><u>53,019.75</u></b>	<b><u>0.00</u></b>	<b><u>273,199.92</u></b>
<b>Net Total</b>		<b><u>(322,457.83)</u></b>	<b><u>3,761.84</u></b>	<b><u>53,019.75</u></b>	<b><u>0.00</u></b>	<b><u>273,199.92</u></b>

I  
D  
T

A  
B  
A

# ABAs or IDTs

When determining whether to submit an ABA or an IDT, first determine who is performing the activity. The chartstring performing the activity and/or responsible for the expense should carry the expense regardless of how that activity is being funded.

## EXAMPLES

\$100 of Engineering's telecom charges post to Parking. An IDT should be submitted to move the expense to Engineering because the expense belongs to Engineering.

HR is hosting a Staff Appreciation lunch. Departments across campus are encouraged to donate funds to help cover the cost. Departments should submit ABAs to transfer funds to HR – the expense belongs to HR, departments are just helping support the event.

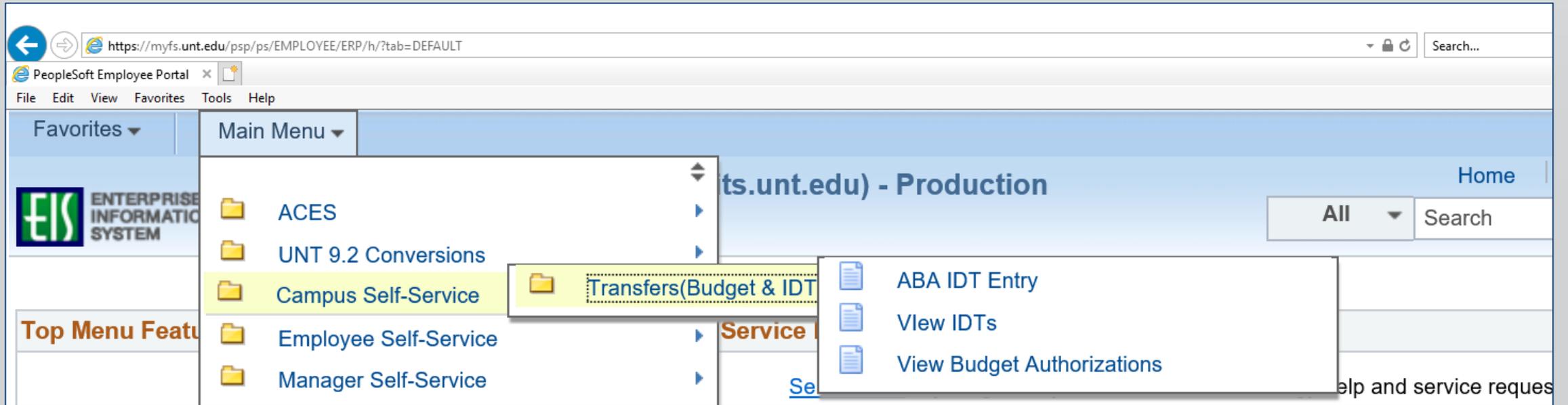
The Budget Office has a deficit on their D5251 – Travel line and a surplus of funds on D5301 – Materials & Supplies. An ABA would be processed to move funds from D5301 to D5251 to cover the deficit.

# Completing an ABA

# Access the ABA

1. Access the ABA in the EIS portal (myfs.unt.edu).

Main Menu > Campus Self-Service > Transfers(Budget & IDT) > ABA IDT Entry



# Completing an ABA

2. Click on the **ABA Form** button.

ABA/IDT Entry

## ABA/IDT ENTRY

### What is ABA or IDT?

Why should you use an ABA or an Interdepartmental Transaction (IDT)? Each form allows for the correct recording of the requested transaction and ensures that all of the proper approvals are recorded.

THIS DOES NOT INCLUDE TRANSACTIONS ACROSS BUSINESS UNITS, I.E. MOVING FUNDS FROM UNT TO SYS, ETC.

An ABA is used for:	An IDT is used for:
<ol style="list-style-type: none"><li>1. A transfer of funds within the same chartstring but between different D-level budget accounts.</li><li>2. A transfer of funds using the 7xxxx series transfer codes.</li><li>3. Budget revenue from a 4xxxx or 6xxxx series account to an A or D-level expense budget account.</li><li>4. A transfer of funds using A or D-level budget accounts.</li></ol>	<ol style="list-style-type: none"><li>1. A charge of all or part of a specific expense paid by one department and allocated to another department(s) (i.e. an event, copier charges, parking tokens, etc.)</li><li>2. A charge of a good/service provided by a department for another (i.e. CPR, background checks, rentals, etc.)</li></ol>

**Types of IDT:**

1. Swap 5 or Expense Transfer:  
Must use same 5 or 8 series expense account and the expense must exist.  
(This type of transaction should include the original voucher, purchase order, invoice number, or journal ID for verification)

[Click here to enter or edit an ABA](#)

[ABA Form](#)

# Completing an ABA

3. Click on the **Add** button.

**ABA Entry**

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit  

Transfer ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

# Completing an ABA

## Authorization Description

1. The Authorization Description is the overall name of the ABA. This is **not** the description that will appear in Cognos. Multiple transfer requests (“lines”) can be submitted on a single ABA Form. The Authorization Description is the overall description for all the lines on an ABA Form.

ABA Request		Errors						
<b>ABA Form</b>								
<b>Business Unit</b>	NT752	<b>Transfer ID</b>	NEXT	<b>*Contact Number</b>	<input type="text"/>	<b>Transfer Status</b>	Open	<a href="#">Print Form</a>
<b>Prepared By</b>	McMillan, Alison Renee (arp0094)	<b>Modified By</b>						
<b>Prepared on</b>	11/14/2019	<b>Modified on</b>						
<b>Transfer Total</b>	\$0.00	<b>*Authorization Description</b>	<input type="text"/>					

# Completing an ABA

## Authorization Description

2. Try to use a unique description for each ABA Form so that you will be able to easily find that ABA in EIS in the future.

Search Results

View All First ◀ 1-52 of 52 ▶ Last

Business Unit	Transfer ID	Type	Transfer Status	Requester	Validation Status	Budget Checking Status	Entered on	Description
NT752	0000002932	ABA	Approved		Not Checke	Not Checke	08/27/2018	ACCT share FEI event
<b>NT752</b>	0000002553	ABA	Approved		Not Checke	Not Checke	08/09/20	8 Cover deficit of FY17
NT752	0000004655	ABA	Approved		Not Checke	Not Checke	11/26/20	8 Cvr salary deficit - director
NT752	0000000673	ABA	Approved		Not Checke	Not Checke	05/07/20	18 Fund Dir pos 4/2018
NT752	0000000190	ABA	Approved		Not Checke	Not Checke	03/28/20	8 Correct deficit lines
NT752	0000000189	ABA	Approved		Not Checke	Not Checke	03/28/20	8 Correct line deficit

# Completing an ABA

## Budget Transfer Type

1. The Budget Transfer Type allows users to mark the ABA as Permanent or Adjustment.
2. **Adjustment:** Funds are transferred on a one-time basis.
3. **Permanent:** Funds are permanently transferred to a new chartstring so that the transferring department's budget is reduced in both the current year and in subsequent years.
  - Permanent transfers can only be performed on transfers between Budgetary Chartstrings. Budgetary chartstrings are those containing a Fund Cat equal to 105, 120, 200.

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

Line No	1	*Transfer Amount	<input type="text" value="\$0.00"/>	Journal Line Descr	
Journal ID		Journal Date		Budget Transfer Type	Line Status
				<div style="border: 1px solid black; padding: 2px;">Adjustment Permanent</div>	Open
From Source			To Destination		

# Completing an ABA

## Journal Line Description

1. The Justification is what generates the Journal Line Description and is what will be in Cognos. It is an auto-populated field limited to 30 characters.
  - The first 5 characters contain the Transfer ID (aka ABA number).
  - The next 25 characters are pulled from the first 25 characters of the Justification

## Justification

1. The Justification box allows up to 250 characters and should be used to describe the ABA.
  - Detailed descriptions ensure that all approvers in the Workflow, including the University Budget Office clearly understand the purpose of the ABA. This helps approvers identify any issues on the front end, rather than after the ABA is processed.
2. **The first 25 characters will appear in Cognos.** As such, ensure the first 25 characters convey the purpose of the ABA. Use the remaining 225 characters to enter a detailed description.

# Completing an ABA

**Business Unit** NT752      **Transfer ID** 000011158      **\*Contact Number** 940/565-3231      **Transfer Status** Open      [Print Form](#)

**Prepared By** McMillan, Alison Renee (arp0094)      **Modified By**      **Prepared on** 11/14/2019      **Modified on** 11/14/2019 1:53:45PM

**Transfer Total** \$700.00      **\*Authorization Description** 4 transfers training EXAMPLE

---

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

Line No	*Transfer Amount	Journal Line Descr
1	\$700.00	11158-I need to transfer money

**Journal ID**      **Journal Date**      **Budget Transfer Type** Adjustment      **Line Status** Open

From Source	To Destination
<b>*From Account</b> D5301 Materials & Supplies Exp	<b>*To Account</b> D5101 Professional Fees & Svcs
<b>*From DeptID</b> 151210 University Budget Office	<b>*To DeptID</b> 151210 University Budget Office
<b>*From Fund Cat</b> 200 Designated Operating-Managed	<b>*To Fund Cat</b> 200 Designated Operating-Managed
<b>*From Fund</b> 830001 Designated Tuition	<b>*To Fund</b> 830001 Designated Tuition
<b>From Function</b> 550 Institutional Support	<b>To Function</b> 550 Institutional Support
<b>From Program</b>	<b>To Program</b>
<b>From Purpose</b>	<b>To Purpose</b> 18012 General Purpose C
<b>From Site</b>	<b>To Site</b>
<b>From PC BU</b>	<b>To PC BU</b>
<b>From Project ID</b>	<b>To Project ID</b>
<b>From Activity</b>	<b>To Activity</b>

**\*Justification**  
I need to transfer money to general purpose C for the HUEGG conference

**Budget Office Comments**

# Entering the Chartstring

## From Source & To Destination

1. **From Source** is the chartstring sending the money. **To Destination** is the chartstring receiving the money.
2. If a chartstring contains a Project value, the **PC BU** and **Activity** fields must be completed for that chartstring.
3. **From Function** and **To Function** are required. **EIS will allow the ABA to go through without a Function, but the University Budget Office will deny it.**

From Source		To Destination	
*From Account	<input type="text" value="70001"/>	Trans to Other Funds	
*From DeptID	<input type="text" value="151000"/>	Finance-Gen	
*From Fund Cat	<input type="text" value="202"/>	Designated Operating-General	
*From Fund	<input type="text" value="885000"/>	Departmental Discretionary	
From Function	<input type="text" value="550"/>	Institutional Support	
From Program	<input type="text"/>		
From Purpose	<input type="text" value="20433"/>	Check Clearing	
From Site	<input type="text"/>		
From PC BU	<input type="text"/>		
From Project ID	<input type="text"/>		
From Activity	<input type="text"/>		
		*To Account	<input type="text" value="70003"/>
		Trans from Other Funds	
		*To DeptID	<input type="text" value="141600"/>
		Special Libraries	
		*To Fund Cat	<input type="text" value="303"/>
		Restr Expendable	
		*To Fund	<input type="text" value="300305"/>
		DepOp/Rest-Special Collec NBC5	
		To Function	<input type="text" value="400"/>
		Academic Support	
		To Program	<input type="text"/>
		To Purpose	<input type="text" value="12409"/>
		Outreach Activity I	
		To Site	<input type="text"/>
		To PC BU	<input type="text"/>
		To Project ID	<input type="text"/>
		To Activity	<input type="text"/>

# Selecting an Account

## From Account & To Account

1. The account to use depends on whether the chartstring is departmental budgetary (Fund Cat = 105, 120, 200), departmental non-budgetary, or a project.
2. The **From** and **To** chartstrings should be considered **independently**.

For example:

- If the **From Source** chartstring is non-budgetary, use 70001 as the **From Account**.
- If the **To Destination** chartstring is budgetary, use a D-level account as the **To Account**.

# Selecting an Account

FROM SOURCE Chartstring:

TO DESTINATION Chartstring:

**Budgetary**  
(Fund Cat = 105, 120, 200)  
Enter the D-Level Expense Account

**Non-Budgetary**  
Enter 70001  
\*\*For sponsorships only, Enter 70005\*\*

**Project**  
Enter the A-Level Expense Account

**Budgetary**  
(Fund Cat = 105, 120, 200)  
Enter the D-Level Expense Account

**Non-Budgetary**  
Enter 70003  
\*\*For sponsorships only, Enter 70007\*\*

**Project**  
Enter 70003

# Adding lines to an ABA

You can process more than one transfer on an ABA by adding lines to the ABA. This can be done by clicking the plus sign in the right corner.

<b>Business Unit</b> NT752	<b>Transfer ID</b> 0000011158	<b>*Contact Number</b> 940/565-3231	<b>Transfer Status</b> Open	<a href="#">Print Form</a>
<b>Prepared By</b> McMillan,Alison Renee (arp0094)	<b>Modified By</b> McMillan,Alison Renee (arp0094)			
<b>Prepared on</b> 11/14/2019	<b>Modified on</b> 11/14/2019 2:19:19PM			
<b>Transfer Total</b> \$5,700.00	<b>*Authorization Description</b> 4 transfers training EXAMPLE			

Budget Adjustment Lines		Find   View All	First	2 of 2	Last
<b>Line No</b> 2	<b>Transfer Amount</b> \$5,000.00	<b>Journal Line Descr</b> 11158-test			
<b>Journal ID</b>	<b>Journal Date</b>	<b>Budget Transfer Type</b> Adjustment	<b>Line Status</b> Open		
From Source		To Destination			
<b>*From Account</b> 70001	Trans to Other Funds	<b>*To Account</b> D5101	Professional Fees & Svcs		
<b>*From DeptID</b> 151210	University Budget Office	<b>*To DeptID</b> 151210	University Budget Office		
<b>*From Fund Cat</b> 202	Designated Operating-General	<b>*To Fund Cat</b> 200	Designated Operating-Managed		
<b>*From Fund</b> 885000	Departmental Discretionary	<b>*To Fund</b> 830001	Designated Tuition		
<b>From Function</b> 550	Institutional Support	<b>To Function</b> 550	Institutional Support		
<b>From Program</b>		<b>To Program</b>			
<b>From Purpose</b>		<b>To Purpose</b>			
<b>From Site</b>		<b>To Site</b>			
<b>From PC BU</b>		<b>To PC BU</b>			
<b>From Project ID</b>		<b>To Project ID</b>			
<b>From Activity</b>		<b>To Activity</b>			

<b>*Justification</b> test	<b>Budget Office Comments</b>
-------------------------------	-------------------------------

# Adding lines to an ABA

## Tips to decrease processing times when adding multiple lines

1. Limit lines to those that share the same workflow
  - If the ABA is lacking a single approval all ABA lines will be delayed
2. Limit the ABA to less than 10 lines
  - If any part of the ABA cannot be processed, the entire ABA (all lines) will be denied.
3. Limit transfers between multiple Fund numbers on a single ABA
  - Transfers between multiple Funds require manual entries.
4. When submitting an unusual transfer request, limit additional lines (unless the additional lines are similar).
  - When research is required, the entire ABA (rather than the particular line) will be delayed

# Submitting an ABA & Workflow

## Save & Preview Approvals – Submit for Approval

1. Click on “[Save and Validate](#)” to save and validate chartfield and budget status
2. Click on “[Save and Preview Approvals](#)” to save the ABA and see who the ABA will route to for approval (the Workflow).
3. Click on “[Submit for Approval](#)” to submit the ABA for approval.

The screenshot displays a web interface for submitting an ABA. At the top, there are two text input fields: '\*Justification' containing the text 'test' and 'Budget Office Comments'. Below these is an 'Attachments' section with a table and navigation controls. The table has columns for 'Attached File', 'Existing Comments', 'Add Comments', and 'Add Attachment'. Below the table are several action buttons: 'Save and Validate' (highlighted with a blue border), 'Save & Preview Approvals' (highlighted with a green border), 'Submit for Approval' (highlighted with a red border), 'Recycle Transfer', and 'Delete Transfer'. Status indicators show 'CF Valid Status Valid' and 'Budget Valid Status Valid'. A link for 'ABA Training Guide' is also present.

*Justification		Budget Office Comments	
test			

Attachments					Personalize	Find	First	1 of 1	Last
	Attached File	Existing Comments	Add Comments	Add Attachment					
1			<input type="text"/>	<input type="button" value="Add Attachmen"/>					<input type="button" value="+"/>

**CF Valid Status** [Valid](#)      **Budget Valid Status** [Valid](#)

[ABA Training Guide](#)

# Validation & Budget Checking

CF Valid Status = Checks that account and chartfield on both Source and Destination are valid.

Attachments Personalize | Find | [?] | [ ] First 1 of 1 Last

	Attached File	Existing Comments	Add Comments	Add Attachment	
1			<input type="text"/>	Add Attachmen	<input type="button" value="+"/>

Save and Validate **CF Valid Status Error** Budget Valid Status Valid

Save & Preview Approvals Submit for Approval Recycle Transfer Delete Transfer [ABA Training Guide](#)

Budget Valid Status = Validates if budget is available.

\*\*Does not encumber\*\*

Attachments Personalize | Find | [?] | [ ] First 1 of 1 Last

	Attached File	Existing Comments	Add Comments	Add Attachment	
1			<input type="text"/>	Add Attachmen	<input type="button" value="+"/>

Save and Validate CF Valid Status Error **Budget Valid Status Valid**

Save & Preview Approvals Submit for Approval Recycle Transfer Delete Transfer [ABA Training Guide](#)

# Workflow

## FROM: Departmental Chartstring

1. Dept is the same on both sides of the request: BO & UBO
2. Dept Changes but C-Level stays the same on both sides: Org Dept Holder, BO, & UBO
3. Dept Changes and C-Level changes: Org Dept Holder, BO, C-Level Holder, & UBO
4. Dept Changes and B-Level changes: Org Dept Holder, BO, C-Level Holder, B-Level Holder, & UBO

## FROM: Project Chartstring

- Project is the same on both sides of the request: follows Departmental rules above
- Project is not the same on both sides (or TO side doesn't have a proj): Proj Holder + Dept rules above

*BO = Area, Division, or College Budget Officer. Visit the [Budget Website](#) > Support > Budget User Group for a list of BO's by VP area.*

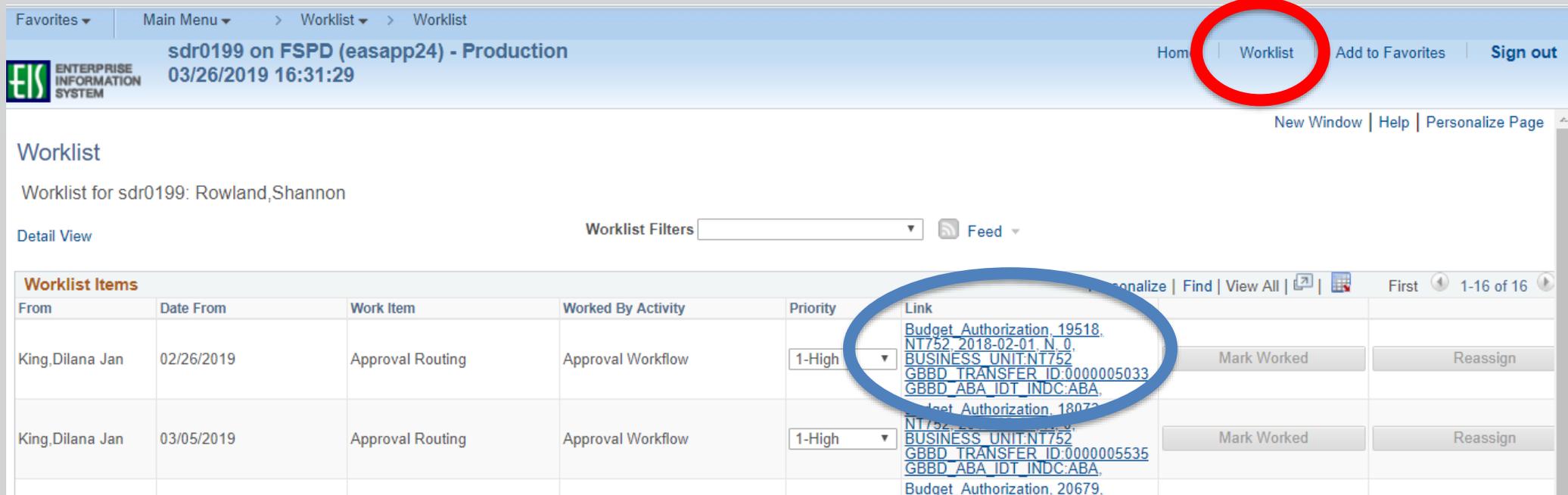
*UBO = University Budget Office*

# Approving

# Approving an ABA

To approve an ABA you **must** go through your **Worklist**

1. The **Worklist** is located in the top right corner of EIS. Once you click on the Worklist you will see all ABAs pending your approval.
2. Click on the **hyperlink** to pull up an ABA for approval.



The screenshot shows the EIS Worklist interface. The top navigation bar includes 'Favorites', 'Main Menu', and 'Worklist'. The 'Worklist' link is circled in red. Below the navigation bar, the user is logged in as 'sdr0199 on FSPD (easapp24) - Production' on '03/26/2019 16:31:29'. The 'Worklist' section displays a table of work items. The first row is circled in blue, showing a 'Link' column with the following text: 'Budget Authorization, 19518, NT752, 2018-02-01, N, 0, BUSINESS UNIT:NT752, GBBB TRANSFER ID:0000005033, GBBB\_ABA\_IDT\_INDC:ABA, Budget Authorization, 18079, NT752, 2018-02-01, N, 0, BUSINESS UNIT:NT752, GBBB TRANSFER ID:0000005535, GBBB\_ABA\_IDT\_INDC:ABA, Budget Authorization, 20679.' The table also includes columns for 'From', 'Date From', 'Work Item', 'Worked By Activity', and 'Priority'.

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
King, Dilana Jan	02/26/2019	Approval Routing	Approval Workflow	1-High	<a href="#">Budget Authorization, 19518, NT752, 2018-02-01, N, 0, BUSINESS UNIT:NT752, GBBB TRANSFER ID:0000005033, GBBB_ABA_IDT_INDC:ABA, Budget Authorization, 18079, NT752, 2018-02-01, N, 0, BUSINESS UNIT:NT752, GBBB TRANSFER ID:0000005535, GBBB_ABA_IDT_INDC:ABA, Budget Authorization, 20679.</a>		
King, Dilana Jan	03/05/2019	Approval Routing	Approval Workflow	1-High			

# Approving an ABA

Review the transfer then Approve or Deny. Please note that a comment must be entered if an ABA is denied.

Attached File	Existing Comments	Add Comments	Add Attachment
1		<input type="text"/>	<input type="button" value="Add Attachment"/>

### Department Manager Routing

▶ GRAD-Travel Grant Funding: **Approved**

### Additional Approvals

▶ GRAD-Travel Grant Funding: **Approved**

### Budget Office Routing

▼ GRAD-Travel Grant Funding: **Pending**

Budget Office Routing

**Pending**

Multiple Approvers  
ABA NT Budget Office Approvers

▶ **Comment History**

Enter Approver Comment

# Finding an ABA in EIS

# To Find ABAs

1. From the Main Menu in EIS, select Campus Self-Service > Transfers (Budget & IDT) > ABA IDT Entry. A new page will appear.
2. Click on the **ABA Form** button. A new page will appear.
3. Click on the **Find Existing Value** tab.

The screenshot shows a web interface for finding existing values. At the top, there are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The search criteria include:

- Business Unit: begins with [text input] [magnifying glass icon]
- Transfer ID: begins with [text input]
- Transfer Status: [=] [dropdown menu]
- Budget Transfer Type: [=] [dropdown menu]
- User ID: begins with [text input]

There is also a checkbox for "Case Sensitive". At the bottom, there are buttons for "Search", "Clear", "Basic Search" (with a document icon), and "Save Search Criteria".

# Denial Comments

To find a denial comment:

1. Find the ABA, and go to the approvals page
2. Find the line that has “View/Hide Comments”
3. Click on the View/Hide hyperlink

Business Unit	NT752	Transfer ID	0000006642	Approval Status	Denied
Requestor Name	King,Dilana Jan (djm0040)	Submitted By	King,Dilana Jan (djm0040)	Approved By	Smith,Victoria Lynne (vls0096)
	565-3949	Submitted On	03/25/2019 4:04:45PM	Budget Transfer Type	Adjustment
Prepared on	03/25/2019	Transfer Total	\$1,393,272.34		

[Review Request Details](#)

Attachments			
	Attached File	Existing Comments	Add Comments
1			<input type="text"/>

**Project Manger Routing**

▶ Dixon startup to BioDiscovery: **Denied**

**Department Manager Routing**

▶ Dixon startup to BioDiscovery: **Denied**

**College Budget Officer**

▶ Dixon startup to BioDiscovery: **Denied** [View/Hide Comments](#)

**Additional Approvals**

▶ Dixon startup to BioDiscovery: **Denied**

**Budget Office Routing**

▶ Dixon startup to BioDiscovery: **Denied**

Enter Approver Comment

Approve Deny Apply Changes

# Edit & Resubmit an ABA

To pull back an ABA not yet approved by UBO, pull up your ABA and click on Recycle Transfer.

The screenshot shows the 'Attachments' section of a software interface. At the top right, there are navigation options: 'Personalize | Find | [grid icon] | [calendar icon] | First 1 of 1 Last'. Below this is a table with columns: 'Attached File', 'Existing Comments', 'Add Comments', and 'Add Attachment'. The first row contains a '1' in the 'Attached File' column, an empty 'Existing Comments' field, an empty 'Add Comments' field, and an 'Add Attachmen' button. Below the table are several buttons: 'Save and Validate', 'CF Valid Status Valid', 'Budget Valid Status Valid', 'Preview Approvals', 'Submit for Approval', 'Recycle Transfer' (highlighted with a blue box), 'Delete Transfer', and a link for 'ABA Training Guide'.

On the next screen click on “Return to Entry Page” located at the bottom of the page

The screenshot shows the 'Enter Approver Comment' section of a software interface. It features a text input field for the comment, with 'Approve' and 'Deny' buttons below it. At the bottom center, the 'Return to Entry Page' button is highlighted with a blue box.

Make necessary changes and Submit ABA for approval.

# Finding an ABA in Cognos

# Find a Processed ABA Journal in Cognos

The line description will include your ABA # and the first 25 characters of the ABA description.

KK Account	KK Account Descr	GL Account	GL Account Descr	Account Type	Posted Date	Journal ID	Journal Line #	Journal Date	Header Descr	Line Descr	Revenue Budget	Revenue Actual	Expense Budget	Expense Actual	Encum
70003	Trans from Other Funds	70003	Trans from Other Funds	Revenue	Dec 4, 2019 12:00:00 AM	AB00123708	4	Dec 2, 2019 12:00:00 AM	ABA Transfer Journals	11300-RITS Printing & Reporduc	0.00	3,000.00	0.00	0.00	
70003	Trans from Other Funds	70003	Trans from Other Funds	Revenue	Dec 4, 2019 12:00:00 AM	AB00123708	40	Dec 2, 2019 12:00:00 AM	ABA Transfer Journals	11278-RITS Trans ASSUR2E 2020	0.00	29,000.00	0.00	0.00	

Please note: Depending on the type of transfer there could be several entries associated with one ABA. All lines will include the same line description.

# Helpful Documents

Budget Website > Resources > [Documents](#)

## Budget Management Documents

- [1. Valid Fund Category & Fund Combinations](#)
- [2. Requisition Category Codes](#)
- [3. Closing Rules](#)
- [4. 9.2 Budgetary Accounts](#)
- [5. Common Terms](#)
- [6. Common Journal Headers](#)

**Questions?**



**Thank You.**

**UNT**<sup>®</sup>

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

**EST. 1890**