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UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Automated Budget Authorization

ABA

UNT Budget Office
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 |
|---------|-------------------------------------|---------------------------|----------------|-----------|-------------|-----------------|-----------|
| Revenue | | | | | | | |
| | 70003 - Trans from Other Funds | 100 - Instruction-General | 98,560.00 | 98,560.00 | 0.00 | 0.00 | 0.00 |
| | C7000 - Trans T/F Other Funds Total | | 98,560.00 | 98,560.00 | 0.00 | 0.00 | 0.00 |
| | Revenue - Total | | 98,560.00 | 98,560.00 | 0.00 | 0.00 | 0.00 |
| Expense | | | | | | | |
| | D5010 - Salaries-Faculty/Academic | 100 - Instruction-General | 77,226.67 | 77,226.67 | 0.00 | 51,333.33 | 25,666.67 |
| | C5010 - Faculty Salaries Total | | 77,226.67 | 77,226.67 | 0.00 | 51,333.33 | 25,666.67 |
| | D5050 - Payroll Related Costs | 100 - Instruction-General | 21,560.00 | 21,560.00 | 0.00 | 0.00 | 21,560.00 |
| | C5050 - Payroll Related Costs Total | | 21,560.00 | 0.00 | 0.00 | 0.00 | 21,560.00 |
| | Expense - Total | | 98,560.00 | 0.00 | 0.00 | 51,333.33 | 47,226.67 |
| | Net Total | | 0.00 | 98,560.00 | 0.00 | 51,333.33 | 47,226.67 |

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 |
|------------------------|-----------------------------|---------------------|-------------------|------------------|-----------------|-------------------|
| Expense | | | | | | |
| 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> |
| Total | | <u>322,457.83</u> | <u>(3,761.84)</u> | <u>53,019.75</u> | <u>0.00</u> | <u>273,199.92</u> |
| Expense - Total | | <u>322,457.83</u> | <u>(3,761.84)</u> | <u>53,019.75</u> | <u>0.00</u> | <u>273,199.92</u> |
| Net Total | | <u>(322,457.83)</u> | <u>3,761.84</u> | <u>53,019.75</u> | <u>0.00</u> | <u>273,199.92</u> |

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

The screenshot shows a web browser window with the URL <https://myfs.unt.edu/ps/ps/EMPLOYEE/ERP/h/?tab=DEFAULT>. The browser's address bar and tabs are visible. The main content area features a blue header with the text "ts.unt.edu) - Production" and a "Home" link. Below the header, there is a search bar with a dropdown menu set to "All" and a "Search" button. On the left side, there is a "Favorites" section with a "Main Menu" dropdown. The "Main Menu" dropdown is open, showing a list of folders: "ACES", "UNT 9.2 Conversions", "Campus Self-Service", "Employee Self-Service", and "Manager Self-Service". The "Campus Self-Service" folder is highlighted, and its sub-menu is open, showing "Transfers(Budget & IDT)". The "Transfers(Budget & IDT)" folder is also highlighted, and its sub-menu is open, showing three options: "ABA IDT Entry", "View IDTs", and "View Budget Authorizations". The "ABA IDT Entry" option is the first item in the sub-menu.

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:

1. A transfer of funds within the same chartstring but between different D-level budget accounts.
2. A transfer of funds using the 7xxxx series transfer codes.
3. Budget revenue from a 4xxxx or 6xxxx series account to an A or D-level expense budget account.
4. A transfer of funds using A or D-level budget accounts.

Click here to enter or edit an ABA

ABA Form

An IDT is used for:

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.)
2. A charge of a good/service provided by a department for another (i.e. CPR, background checks, rentals, etc.)

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)


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 | | | | | | |
| ABA Form | | | | | | | | |
| Business Unit | NT752 | Transfer ID | NEXT | *Contact Number | <input type="text"/> | Transfer Status | Open | <input type="button" value="Print Form"/> |
| Prepared By | McMillan, Alison Renee (arp0094) | Modified By | | | | | | |
| Prepared on | 11/14/2019 | Modified on | | | | | | |
| Transfer Total | \$0.00 | *Authorization Description | <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 |
| NT752 | 0000002553 | ABA | Approved | | Not Checke | Not Checke | 08/09/2018 | Cover deficit of FY17 |
| NT752 | 0000004655 | ABA | Approved | | Not Checke | Not Checke | 11/26/2018 | Cvr salary deficit - director |
| NT752 | 0000000673 | ABA | Approved | | Not Checke | Not Checke | 05/07/2018 | Fund Dir pos 4/2018 |
| NT752 | 0000000190 | ABA | Approved | | Not Checke | Not Checke | 03/28/2018 | Correct deficit lines |
| NT752 | 0000000189 | ABA | Approved | | Not Checke | Not Checke | 03/28/2018 | 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 |
| From Source | | To Destination | | Adjustment Permanent | Open |

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 | 0000011158 | *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 | 1 | *Transfer Amount | \$700.00 | Journal Line Descr | 11158-I need to transfer money | | | + - |
| Journal ID | | Journal Date | | Budget Transfer Type | Adjustment | Line Status | Open | |

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

| | |
|--|------------------------|
| *Justification | Budget Office Comments |
| I need to transfer money to general purpose C for the HUEGG conference | |

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

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:

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

TO DESTINATION Chartstring:

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.

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

Budget Adjustment Lines

Find | View All First 2 of 2 Last

Line No 2

Transfer Amount \$5,000.00

Journal Line Desc 11158-test

Journal ID

Journal Date

Budget Transfer Type Adjustment

Line Status Open

*From Account 70001 Trans to Other Funds

*From DeptID 151210 University Budget Office

*From Fund Cat 202 Designated Operating-General

*From Fund 885000 Departmental Discretionary

From Function 550 Institutional Support

From Program

From Purpose

From Site

From PC BU

From Project ID

From Activity

*To Account D5101 Professional Fees & Svcs

*To DeptID 151210 University Budget Office

*To Fund Cat 200 Designated Operating-Managed

*To Fund 830001 Designated Tuition

To Function 550 Institutional Support

To Program

To Purpose

To Site

To PC BU

To Project ID

To Activity

*Justification

test

Budget Office Comments

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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.

***Justification**

Budget Office Comments

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"/> | |

[ABA Training Guide](#)

CF Valid Status [Valid](#)

Budget Valid Status [Valid](#)

Validation & Budget Checking

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

Attachments

Personalize | Find | [icon] | [icon] First 1 of 1 Last

| | Attached File | Existing Comments | Add Comments | Add Attachment | |
|---|---------------|-------------------|----------------------|----------------|----------------------------------|
| 1 | | | <input type="text"/> | Add Attachment | <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 | [icon] | [icon] First 1 of 1 Last

| | Attached File | Existing Comments | Add Comments | Add Attachment | |
|---|---------------|-------------------|----------------------|----------------|----------------------------------|
| 1 | | | <input type="text"/> | Add Attachment | <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

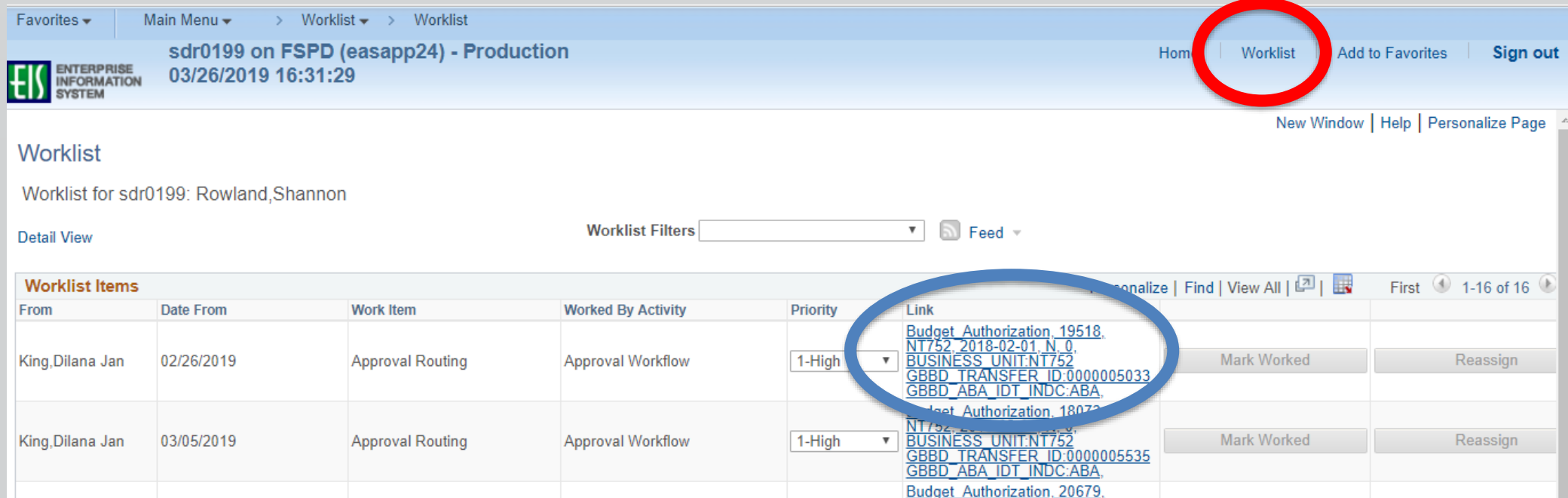
*BO = Area, Division, or College Budget Officer. Visit the [Budget Website](#) > Support > Budget User Group for a list of BO's by VP area.
UBO = University Budget Office*

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 (Enterprise Information System) interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Worklist' (highlighted with a red circle). Below this, the user is logged in as 'sdr0199 on FSPD (easapp24) - Production' with a timestamp of '03/26/2019 16:31:29'. The 'Worklist' section is titled 'Worklist for sdr0199: Rowland,Shannon'. It includes a 'Detail View' link, 'Worklist Filters', and a 'Feed' icon. A table of 'Worklist Items' is displayed, with two items listed. The first item is 'Approval Routing' for 'King, Dilana Jan' on '02/26/2019', with a priority of '1-High'. The second item is 'Approval Routing' for 'King, Dilana Jan' on '03/05/2019', also with a priority of '1-High'. A blue circle highlights the 'Link' column for the first item, which contains a long URL: 'Budget_Authorization_19518.NT752_2018-02-01_N.0.BUSINESS_UNIT:NT752.GBBD_TRANSFER_ID:0000005033.GBBD_ABA_IDT_INDC:ABA.Budget_Authorization_18072.NT752_2018-02-01_N.0.BUSINESS_UNIT:NT752.GBBD_TRANSFER_ID:0000005535.GBBD_ABA_IDT_INDC:ABA.Budget_Authorization_20679.' The table also has 'Mark Worked' and 'Reassign' buttons for each item.

| 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 | Budget_Authorization_19518.NT752_2018-02-01_N.0.BUSINESS_UNIT:NT752.GBBD_TRANSFER_ID:0000005033.GBBD_ABA_IDT_INDC:ABA.Budget_Authorization_18072.NT752_2018-02-01_N.0.BUSINESS_UNIT:NT752.GBBD_TRANSFER_ID:0000005535.GBBD_ABA_IDT_INDC:ABA.Budget_Authorization_20679. | Mark Worked | Reassign |
| King, Dilana Jan | 03/05/2019 | Approval Routing | Approval Workflow | 1-High | | Mark Worked | Reassign |

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

[Return to worklist](#)

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' (which is active) and 'Add a New Value'. Below the tabs is a section titled 'Search Criteria' with a dropdown arrow. The search criteria include: 'Business Unit' with a 'begins with' dropdown and a text input field; 'Transfer ID' with a 'begins with' dropdown and a text input field; 'Transfer Status' with an '=' dropdown and a list box; 'Budget Transfer Type' with an '=' dropdown and a list box; and 'User ID' with a 'begins with' dropdown and a text input field. There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a floppy disk icon).

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 | Add A |
| 1 | | | | |

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

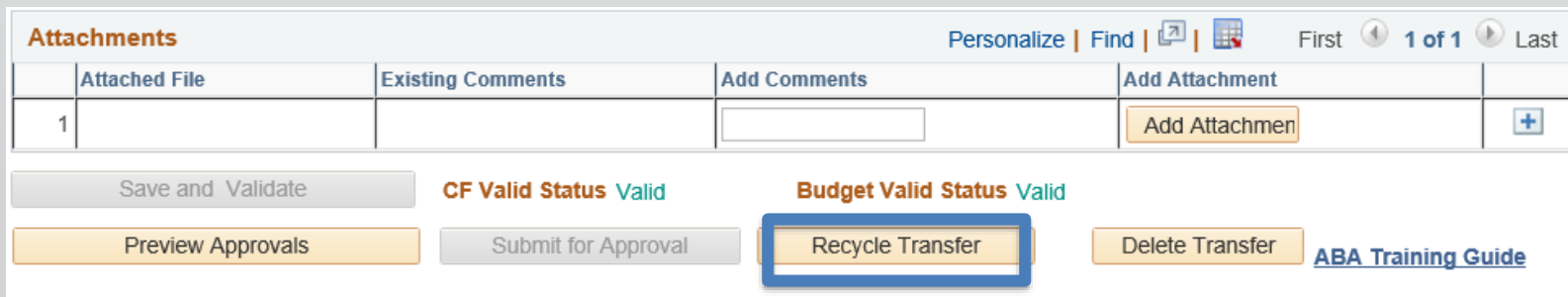
▶ Dixon startup to BioDiscovery: **Denied**

[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.



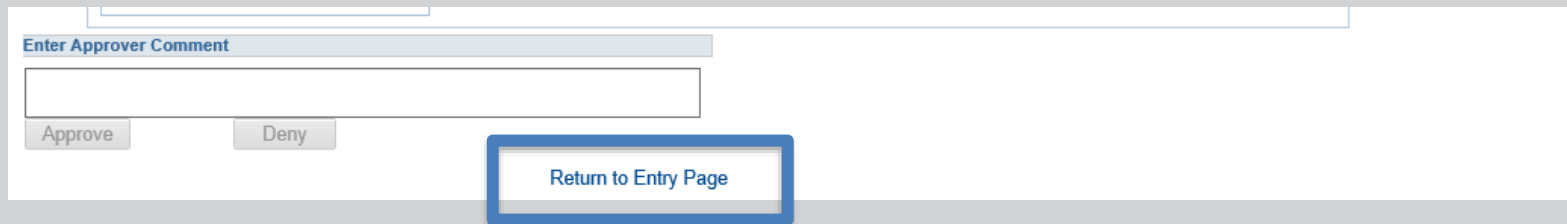
The screenshot shows the 'Attachments' section of a software interface. At the top, there are links for 'Personalize', 'Find', and navigation icons. Below this is a table with columns: 'Attached File', 'Existing Comments', 'Add Comments', 'Add Attachment', and a plus icon. The first row contains a file named '1'. Below the table, there are buttons for 'Save and Validate', 'Preview Approvals', 'Submit for Approval', 'Recycle Transfer' (highlighted with a blue box), and 'Delete Transfer'. Status indicators show 'CF Valid Status Valid' and 'Budget Valid Status Valid'. A link for 'ABA Training Guide' is also present.

| | Attached File | Existing Comments | Add Comments | Add Attachment | |
|---|---------------|-------------------|--------------|----------------|---|
| 1 | | | | Add Attachmen | + |

Save and Validate CF Valid Status Valid Budget Valid Status Valid

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

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



The screenshot shows an approval interface. At the top, there is a text input field labeled 'Enter Approver Comment'. Below this are two buttons: 'Approve' and 'Deny'. At the bottom, there is a button labeled 'Return to Entry Page' which is highlighted with a blue box.

Enter Approver Comment

Approve Deny **Return to Entry Page**

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?



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Thank You.