Automated Budget Authorization

ABA

UNT Budget Office

budget.unt.edu
## Agenda

<table>
<thead>
<tr>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding the difference between ABAs and IDTs</td>
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<td>Completing an ABA</td>
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<td>Reviewing a Completed ABA</td>
</tr>
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<td>Approving an ABA</td>
</tr>
<tr>
<td>Finding an ABA in Cognos</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Function</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70003 - Trans from Other Funds</td>
<td>100 - Instruction-General</td>
<td>98,560.00</td>
<td>98,560.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>C7000 - Trans T/F Other Funds</strong></td>
<td><strong>Total</strong></td>
<td><strong>98,560.00</strong></td>
<td><strong>98,560.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
</tr>
<tr>
<td>Revenue - Total</td>
<td></td>
<td>98,560.00</td>
<td>98,560.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D5010 - Salaries-Faculty/Academic</td>
<td>100 - Instruction-General</td>
<td>77,790.00</td>
<td>77,790.00</td>
<td>0.00</td>
<td>51,333.33</td>
<td>25,666.67</td>
</tr>
<tr>
<td><strong>C5010 - Faculty Salaries</strong></td>
<td><strong>Total</strong></td>
<td><strong>77,790.00</strong></td>
<td><strong>77,790.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>51,333.33</strong></td>
<td><strong>25,666.67</strong></td>
</tr>
<tr>
<td>D5050 - Payroll Related Costs</td>
<td>100 - Instruction-General</td>
<td>21,560.00</td>
<td>21,560.00</td>
<td>0.00</td>
<td>0.00</td>
<td>21,560.00</td>
</tr>
<tr>
<td><strong>C5050 - Payroll Related Costs</strong></td>
<td><strong>Total</strong></td>
<td><strong>21,560.00</strong></td>
<td><strong>21,560.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>21,560.00</strong></td>
</tr>
<tr>
<td>Expense - Total</td>
<td></td>
<td>98,560.00</td>
<td>0.00</td>
<td>51,333.33</td>
<td>47,226.67</td>
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</tr>
<tr>
<td>Net Total</td>
<td></td>
<td>0.00</td>
<td>29,560.00</td>
<td>0.00</td>
<td>51,333.33</td>
<td>47,226.67</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Function</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>00000 - Non-Budgetary</td>
<td>100 - Instruction-General</td>
<td>321,887.83</td>
<td>(3,761.84)</td>
<td>53,019.75</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>00000 - Non-Budgetary</td>
<td>550 - Institutional Support</td>
<td>570.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>322,457.83</td>
<td>(3,761.84)</td>
<td>53,019.75</td>
<td>0.00</td>
<td>273,199.92</td>
<td></td>
</tr>
<tr>
<td>Expense - Total</td>
<td>322,457.83</td>
<td>(3,761.84)</td>
<td>53,019.75</td>
<td>0.00</td>
<td>273,199.92</td>
<td></td>
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<td>(322,457.83)</td>
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<td>53,019.75</td>
<td>0.00</td>
<td>273,199.92</td>
<td></td>
</tr>
</tbody>
</table>
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).
Completing an ABA

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

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

- **Transfer ID**: 0000011156
- **Journal Line Description**: 11156-I need to transfer money
- **Justification**: I need to transfer money to general purpose C for the HUEGG conference

### Budget Adjustment Lines

<table>
<thead>
<tr>
<th>Line No</th>
<th>*Transfer Amount</th>
<th>Journal ID</th>
<th>Journal Line Desc</th>
<th>Budget Transfer Type</th>
<th>Line Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$700.00</td>
<td>*</td>
<td>11156-I need to transfer money</td>
<td>Adjustment</td>
<td>Open</td>
</tr>
</tbody>
</table>

### From Source

- **From Account**: D9301
- **From DeptID**: 151210
- **From Fund Cat**: 200
- **From Fund**: 830001
- **From Function**: 550
- **From Program**: 
- **From Purpose**: 
- **From Site**: 
- **From PC BU**: 
- **From Project ID**: 
- **From Activity**: 

### To Destination

- **To Account**: D9101
- **To DeptID**: 151210
- **To Fund Cat**: 200
- **To Fund**: 830001
- **To Function**: 550
- **To Program**: 
- **To Purpose**: 18012
- **To Site**: 
- **To PC BU**: 
- **To Project ID**: 
- **To Activity**: 

### Budget Office Comments

- **Professional Fees & Svcs**: 
- **Designated Operating-Managed**: 
- **Designated Tuition**: 
- **Institutional Support**: 
- **General Purpose C**: 

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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.
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.
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.
Validation & Budget Checking

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

Budget Valid Status = Validates if budget is available.

**Does not encumber**
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.
Approving an ABA

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

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

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

<table>
<thead>
<tr>
<th>KK Account</th>
<th>KK Account Descr</th>
<th>GL Account</th>
<th>GL Account Descr</th>
<th>Account Type</th>
<th>Posted Date</th>
<th>Journal ID</th>
<th>Journal Line #</th>
<th>Journal Date</th>
<th>Header Descr</th>
<th>Line Descr</th>
<th>Revenue Budget</th>
<th>Revenue Actual</th>
<th>Expense Budget</th>
<th>Expense Actual</th>
<th>Encum</th>
</tr>
</thead>
<tbody>
<tr>
<td>70003</td>
<td>Trans from Other Funds</td>
<td>70003</td>
<td>Trans from Other Funds</td>
<td>Revenue</td>
<td>Dec 4, 2019 12:00:00 AM</td>
<td>ABO0123708</td>
<td>4</td>
<td>Dec 2, 2019 12:00:00 AM</td>
<td>ABA Transfer Journals</td>
<td>113000-RITS Printing &amp; Reporduc</td>
<td>0.00</td>
<td>3,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>70003</td>
<td>Trans from Other Funds</td>
<td>70003</td>
<td>Trans from Other Funds</td>
<td>Revenue</td>
<td>Dec 4, 2019 12:00:00 AM</td>
<td>ABO0123708</td>
<td>40</td>
<td>Dec 2, 2019 12:00:00 AM</td>
<td>ABA Transfer Journals</td>
<td>11278-RITS Trans ASSUR2E 2020</td>
<td>0.00</td>
<td>29,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.