Budget Basics Cheat Sheet

ABAs

• ABA – Automated Budget Authorization
  o Used to move budgetary funds (aka funds within the Budget column of the Cognos report)
  o Processed by the budget office.
  o Submitted electronically: myfs.unt.edu > Main Menu > Campus Self Service > Transfers (Budget & IDT) > ABA IDT Entry > Click on the “ABA Form” button on the bottom of the screen > Click “Add” on the next screen
  o Examples: Transfer M&O budget to wages; transfer funds from one chartstring to another.

• Completing the ABA

1. Enter your telephone number
2. Select a Budget Transfer Type: Permanent vs Adjustment
   o Adjustment – One time transfer.
     ▪ Example: Assume Dept A has an annual budget of $50K and Dept B has an annual budget of $80K. In, FY18, Dept A transfers $20K to Dept B. As a result, in FY18, Dept A’s budget will be $30K and Dept B’s
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budget will be $100K. In FY19, Dept A’s budget will revert back to $50K and Dept B’s budget will revert back to $80K.

- **Permanent Transfers** - Funds are permanently transferred to a new chartstring.
  
  - Example: Assume Dept A has an annual budget of $50K and Dept B has an annual budget of $80K. In, FY18, Dept A transfers $20K to Dept B. As a result, in FY18, Dept A’s budget will be $30K and Dept B’s budget will be $100K. In FY19 (and all future years), Dept A’s budget will continue to be $30K and Dept B’s Budget will be $100K.
  
  - A permanent adjustment is typically performed when one department is taking over an activity or salary for another department. For example, assume a position is moving from Dept A to Dept B. The Budget would typically be permanently transferred from Dept A to Dept B.
  
  - Permanent transfers are allowed from 09/01 through the date Hyperion Planning closes to campus for the following fiscal year (generally around 04/30). From the date Hyperion Planning closes through 08/31 all transfers are treated as “Adjustments” regardless of whether “Permanent” is selected.
  
  - Permanent transfers can only occur on transfers from Budgetary chartstrings to Budgetary chartstrings. (Transfers into or outside of Budgetary chartstrings, or between NonBudgetary or Project chartstrings are automatically treated as “Adjustments.”)

3. **Authorization Description** – Enter the overall purpose of this ABA or the group of ABAs. Use precise language rather than general language. Example: use “Cover deficits on 830001 chartstrings” rather than “cover deficits.” The authorization description does not appear in Cognos.

4. **A. Justification**
   
   - The Justification box allows up to 254 characters. Ensure that the first 25 characters of the Justification section are explicit as the first 25 characters will appear in Cognos on the journal line description.
   
   - Example:

<table>
<thead>
<tr>
<th>Justification</th>
<th>Recommended</th>
<th>Not Recommended</th>
</tr>
</thead>
</table>
   | Spring Fling– 350 Tshirts. Transferring funds to Summer Orientations for the purchase of 350 Tshirts for the Spring Fling event for incoming freshmen. | Transferring funds for the purpose of Summer Orientations for the purchase of 350 Tshirts for the Spring Fling event for incoming freshmen. | "Transferring funds for th"

   Cognos will show “Spring Fling– 350 Tshirts”

5. **B. Journal Line Description**
   
   - This section will autopopulate once the ABA is saved. It is the description that will appear in Cognos. The first 4 characters reflect the ABA number. The next 25 characters are pulled from the “Justification” box.

6. Click the “plus” symbol to submit multiple ABAs on one ABA form. Recommend limiting to 10 ABAs per ABA form.

7. Enter the From and To chartstrings. If a chartstring contains a project value, then the Activity and PCBU field must be completed.

8. Enter the From and To accounts
   
   - When completing an ABA, the Account to select depends on the chartstring type. See table below.

<table>
<thead>
<tr>
<th>FROM:</th>
<th>TO:</th>
</tr>
</thead>
</table>
   | **Budgetary Chartstring**  
Enter the D-Level Account | **Budgetary– EXPENSE**  
Enter the D-Level Account |
   | **Non-Budgetary or Project Chartstrings**  
Enter 70001 | **Non-Budgetary or Project Chartstrings**  
Enter 70003 |

8. Add Attachment – Optional. Add any attachments/support as desired.

9. Save & Preview Approvals / Submit for Approval – Select as appropriate.