ABA – Automated Budget Authorization
- Used to move budgetary funds.
- Processed by the budget office.
- Submitted electronically: myfs.unt.edu > Main Menu > Campus Self Service > Transfers (Budget & IDT) > ABA IDT Entry.
- Examples: Transfer M&O budget to wages; transfer funds from one chartstring to another.

IDT – Interdepartmental Order
- Used to move expenses or revenues from one chartstring to another chartstring or one account to another account.
- Processed by the Controller’s Office.
- Submitted via email to: FRO_Cash&CampusAcctg@untsystem.edu. Paper form located on the Budget website.
- Examples: move pcard expenses from one chartstring to another; share copier expenses, split an invoice.

*Voucher Corrections*
Voucher Corrections should be submitted in lieu of an IDT when all the following conditions apply:
- A Voucher is being corrected,
- The correction will move the expense from one Fund to a different Fund, AND
- One of those Funds is a state Fund.

General rule of thumb (there are exceptions), an ABA is used to move funds within the Budget column. An IDT is used to move funds within the Actuals column. See Cognos screenshot below.

The chartstring performing the activity should carry the expense regardless of how that activity is being funded. For example, assume $300 in telecom charges belonging to Parking incorrectly post to Journalism. The telecom expense belongs to Parking. Parking should complete an IDT to move the charges from Journalism to Parking. Parking should not submit an ABA to move $300 in funds from Parking to Journalism.