

Automated Budget Authorization (ABA) Training Document

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Introduction

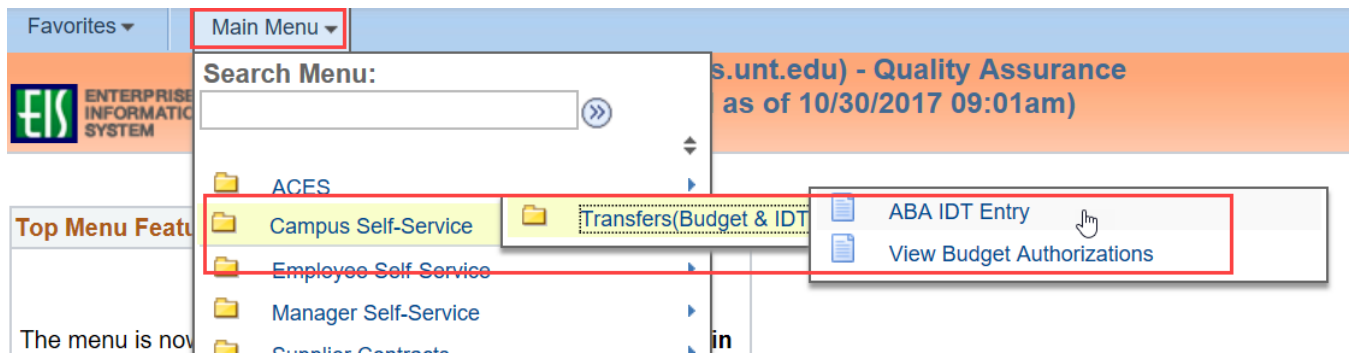
Automated Budget Authorization (also known by ABA)

In EIS, user may request a new ABA, review an already created ABA Request and approve or deny the ABA request. This document outlines the functionalities available to campus users.

Add a new Automated Budget Authorization Form (ABA)

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

1. Login to FSPD at <https://myfs.unt.edu/psp/fspd01/?cmd=login>.
2. Go to Main Menu and select Campus Self-Service.
3. Select Transfers (Budget & IDT)
4. Next select ABA/IDT Entry to access Electronic ABA details page (The Landing page)



Note: Before accessing a new ABA request form, an ABA details page has been added for campus users, also known as ABA/IDT entry (Landing page). This page is provided to campus users for guidance when trying to complete a new transaction request. (Currently IDT's are not accessible but will be later.)

- From the ABA/IDT Entry Landing Page, click on the **ABA Form** button to access ABA Request Form

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 insures 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 purposes).
2. Interdepartmental Order/IDO:
Must use of the 6xxxx/8xxxx series internal revenue/expense accounts.
(This type of transaction should include the original voucher, purchase order, or journal number for verification purposes).
3. Revenue Reallocation:
A charge of all or part of a specific revenue received by one department and allocated to another department(s) (i.e. an event, credit card revenue, or other deposits, etc.).
Must use same 4 or 6 series revenue account and revenue must exist.
(This type of transaction should include the original identifier or journal ID for verification purposes).

Click here to enter or edit an IDT

IDT Form

- Select the desired Business Unit and click the **Add** button.

ABA Entry

Find an Existing Value | Add a New Value


Business Unit NT752

Transfer ID NEXT

Add

Find an Existing Value | Add a New Value

7. A blank ABA form will display.


wnl0001 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
11/08/2017 08:44:39 (d/b refreshed as of 10/29/2017)

ABA Request

ABA Form

Business Unit NT752

Prepared By Henry, Wendy Nate (wnl0001)

Last Updated By

Transfer ID NEXT

*Contact Number

Prepared on 11/08/2017

Last Updated on

Transfer Status Open Print Form

*Budget Transfer Type

*Authorization Description

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

Line No	*Transfer Amount	Journal Line Descr
	\$0.00	
Journal ID	Journal Date	

From Source

*From Account

*From DeptID

*From Fund Cat

*From Fund

From Function

From Program

From Purpose

From Site

From PC BU

From Project ID

From Activity

To Destination

*To Account

*To DeptID

*To Fund Cat

*To Fund

To Function

To Program

To Purpose

To Site

To PC BU

To Project ID

To Activity

*Justification

Budget Office Comments

Attachments
Personalize | Find |
First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
			<input style="width: 90%;" type="text"/>	Add Attachment +

Save & Preview Approvals
Submit for Approval
Recycle Transfer
Delete Transfer

Refresh
Add

Complete a new Automated Budget Authorization Form (ABA)

Enter all necessary information to complete the ABA form. Required fields are marked with asterisks on the form.

1. **Contact Number**
 - Contact Number field is required. Input your phone number.
2. **Budget Transfer Type**
 - Select either Adjustment or Permanent from drop down
 - **Adjustment** – Creates a one-time adjustment to a budget.
 - **Permanent** – Creates a permanent adjustment to a budget.
3. **Authorization Description**
 - Enter the description of the ABA. This description is for all lines of the ABA and allows only **30 characters**. This description will be displayed on the Approver box and on the search results page. This description will not be displayed in Cognos.
4. **Transfer Amount**
 - Enter the amount of the transfer. Amount must be entered as #####.##.
5. **From Source and To Destination**
 - Enter chartfield codes for the **From Source Chart Strings** and **To Destination Chart strings**. Account, DeptID, Fund Cat, Fund are required. Include all other necessary chartfield values as needed for the transaction.
6. **Justification**
 - Enter a complete justification for the transaction. The Justification box allows up to 254 characters. The first **30 characters** of the justification will appear in the Journal Line Description when the ABA has been saved.
 - The Journal Line Descr is displayed at the top of the page.
 - Example, “Covering deficit and expenses for spring event.” will appear on the journal as “20- Covering deficit and expens”. “20” represents the ABA# (Transfer ID#). The Journal Line Descr is displayed at the top of the page and will be displayed in Cognos.
7. **Budget Office Comments**
 - Comments added by the Budget Office at the final approval step will be displayed in this box upon review of the ABA.

8. Save & Preview Approvals

- Once the ABA Form is complete, select the **Save & Preview Approvals** button to save the form and preview the approval workflow.

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
12/06/2017 13:45:48 (d/b refreshed as of 10/30/2017 09:01am)

EIS ENTERPRISE INFORMATION SYSTEM

ABA Request

ABA Form

Business Unit NT752
Prepared By Rahman,Novita (nr0257)
Last Updated By

Transfer ID NEXT
Transfer Status Open

*Contact Number 940/988-9888
Prepared on 12/06/2017
Last Updated on

*Budget Transfer Type Adjustment
*Authorization Description Covering Deficit

Print Form

Budget Adjustment Lines

Find | View All First 1 of 1 Last

*Transfer Amount \$500.00

Line No	Journal ID	Journal Date	Journal Line Descr
From Source		To Destination	
*From Account D5301	Materials & Supplies Exp	*To Account D5501	Other Operating Exp
*From DeptID 151000	Finance-Gen	*To DeptID 151000	Finance-Gen
*From Fund Cat 200	Designated Operating-Managed	*To Fund Cat 200	Designated Operating-Managed
*From Fund 830001	Designated Tuition	*To Fund 830001	
From Function		To Function	
From Program		To Program	
From Purpose		To Purpose	
From Site		To Site	
From PC BU		To PC BU	
From Project ID		To Project ID	
From Activity		To Activity	

*Justification
Covering Deficit and expenses

Budget Office Comments

Attachments

Personalize | Find | First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment

Save & Preview Approvals Submit for Approval Recycle Transfer Delete Transfer

[Requester Training Guide](#)

Refresh Add

9. Budget Request Authorization Approval Page

The approval workflow is displayed once the **Save & Preview Approval** button is selected. Saving the ABA generates the Transfer ID number, displays the Approval Status as OPEN and gives the requester an opportunity to review the ABA details and approval workflow.

Enterprise Information System
nr0257 on FSOA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
12/06/2017 13:45:48 (d/b refreshed as of 10/30/2017 09:01am)

Budget Request Authorization Approval

Business Unit: NT752 Transfer ID: 000000020 Approval Status: Open
Requestor Name: Rahman, Novita (nr0257) Approved By: Budget Transfer Type: Adjustment Print this page

940/988-9888

Review Request Details

Attachments

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

Budget Authorization Approval

Covering Deficit Initiated

Budget Authorization Routing

```
graph LR; A[Not Routed Multiple Approvers ABA Workflow Administrator] --> B[Not Routed Brown Jr, Robert E ABA Dept Manager Approver]; B --> C[Skipped No approvers found College Budy Officer Approvers]; C --> D[Not Routed Brown Jr, Robert E ABA Director Approver]; D --> E[Not Routed Brown Jr, Robert E ABA AVPI/Dean Approver]; E --> F[Not Routed Brown Jr, Robert E ABA Provost/VP Approver]; F --> G[Not Routed Multiple Approvers ABA Budget Office Approvers];
```

Enter Approver Comment

[Return to Entry Page](#)

10. The Review Request can be expanded to view the ABA details by clicking the green down arrow.

11. After the workflow is reviewed, the requester can add an attachment or select **Return to Entry Page** link to return to ABA Entry Page.

12. Additional lines associated with the **Authorization Description** can be added and/or **Submit for Approval** can be selected from the ABA entry page.

Add Attachments to ABA Entry

An attachment can be added during the entry of the ABA or after the ABA has been submitted. To add an attachment, select the **Add Attachment** button. Comments can be added before or after the attachment is added. **Browse** your computer and **Upload** the document.

The screenshot shows the 'Budget Request Authorization Approval' page. The 'Attachments' table is empty. The 'Add Attachment' button is highlighted with a red box. A 'File Attachment' dialog box is open, showing the file path 'C:\Users\nr0257\Pictures\582de4606d1a5_07%2520liv...' and the 'Browse...' button highlighted with a red box.



The screenshot shows the 'Budget Request Authorization Approval' page. The 'Attachments' table now contains one row with the file path '582de4606d1a5_07_2520living_25202_1240x800.jpg'. The 'Add Attachment' button is highlighted with a red box. A 'Message' dialog box is open, displaying the message 'AddAttachment succeeded (137,27). The AddAttachment() call succeeded.' and the 'OK' button highlighted with a red box.

Budget Request Authorization Approval

Business Unit: NT752 Transfer ID: 0000000020 Approval Status: Open [Print this page](#)
 Requestor Name: Rahman, Novita (nr0257) Approved By: Budget Transfer Type: Adjustment

[940/988-9888](#)

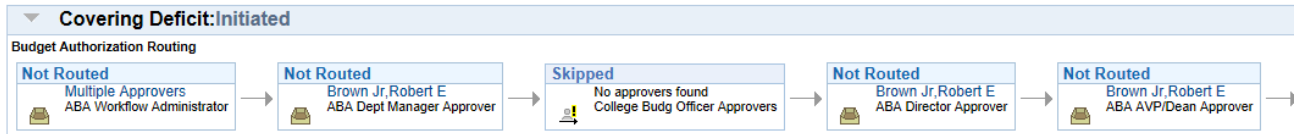
Review Request Details

Attachments					
Attachment Number	Attached File	Existing Comments	Add Comments	Delete Attachment	View Attachment
1	582de4606d1a5_07_2520living_2520room_25202_1240x800.jpg		Other expense details.		

Delete Attachment



Budget Authorization Approval



Enter Approver Comment

[Return to Entry Page](#)

Once the attachment is saved, the attachment can be viewed or deleted, additional comments can be added or another attachment can be added to the ABA Form.

NOTE: Attachments can only be deleted while the ABA is in an **Open** status and can only be deleted by the individual who added it. Once the ABA enters the approval workflow, attachments cannot be deleted.

Add Additional Lines to the ABA

Additional transaction lines may be added to the ABA, but should be associated with the **Authorization Description** previously entered. To add lines select the **+ sign**. Keep in mind that the more transactions you add to one ABA, the longer the workflow can potentially be.

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

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
12/06/2017 13:45:48 (d/b refreshed as of 10/30/2017 09:01am)

EIS ENTERPRISE INFORMATION SYSTEM

ABA Request

ABA Form

Business Unit	NT752	Transfer ID	000000020	Transfer Status	Open	<input type="button" value="Print Form"/>
Prepared By	Rahman,Novita (nr0257)	*Contact Number	940/988-9888	*Budget Transfer Type	Adjustment	
Last Updated By		Prepared on	12/06/2017	*Authorization Description	Covering Deficit	
		Last Updated on				

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

Line No	1	*Transfer Amount	\$500.00	Journal Line Descr	20-Covering Deficit and expens	<input type="button" value="+"/> <input type="button" value="-"/>
Journal ID		Journal Date				

Additional lines can be added by selecting the + sign.

Submit ABA for Approval

The ABA will remain in **Open** status until it has been submitted for approval. When the ABA is ready to be submitted, select the **Submit for Approval** button. This is the final step needed to put the ABA into the Approval Workflow.

Navigation: Favorites ▾ Main Menu ▾ > Campus Self-Service ▾ > Transfers(Budget & IDT) ▾ > ABA IDT Entry 🔍

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
12/06/2017 15:10:55 (d/b refreshed as of 10/30/2017 09:01am)

ABA Request

ABA Form

Business Unit NT752 Transfer ID 000000020 **Transfer Status** Open Print Form
Prepared By Rahman,Novita (nr0257) *Contact Number 940/988-9888 Budget Transfer Type Adjustment ▾
Last Updated By Prepared on 12/06/2017 *Authorization Description **Covering Deficit**
Last Updated on

Budget Adjustment Lines

Find | View All First 1 of 1 Last

Line No	*Transfer Amount	Journal Line Descr
1	\$500.00	20-Covering Deficit and expens

Journal ID	Journal Date

From Source	To Destination
*From Account D5301 Materials & Supplies Exp	*To Account D5501 Other Operating Exp
*From DeptID 151000 Finance-Gen	*To DeptID 151000 Finance-Gen
*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	To Function
From Program	To Program
From Purpose	To Purpose
From Site	To Site
From PC BU	To PC BU
From Project ID	To Project ID
From Activity	To Activity

*Justification: Covering Deficit and expenses

Budget Office Comments:

Attachments

Personalize | Find | First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment

Buttons: Save & Preview Approvals **Submit for Approval** Recycle Transfer Delete Transfer [Requester Training Guide](#)

Return to Search Previous in List Next in List Refresh Add

The Budget Request Authorization Approval page is displayed once the ABA has been submitted for approval. The ABA status will change to **Pending Approval** upon submission. At this point, a reviewer or additional approver may be added by selecting the **+ sign** where the inserted reviewer or approver is needed.

Add an additional Reviewer or Approver

An additional approver or a reviewer can be added once the ABA is submitted for approval but before the Budget Office has approved it. To add an additional approver or a reviewer, select the **+ sign** at the desired location and a pop-up window will ask for additional information. Enter or select the **EUID** of the individual being added. Select the **Approver or Reviewer** radio button and then select the **Insert** button. **NOTE:** An approver cannot be added after the Budget Office Approvers. The Budget Office will have the final approval and handling.

The screenshot shows the 'Budget Request Authorization Approval' page in the Enterprise Information System. The page header includes navigation links and the system name. The main content area displays the request details for Business Unit NT752, Requestor Name Rahman, Novita (nr0257), and Approval Status Pending Approval. A 'Review Request Details' section includes an 'Attachments' table. The 'Budget Authorization Approval' section shows a routing diagram with a 'Pending' box containing a '+ sign' icon. A pop-up window titled 'Insert additional approver or reviewer' is overlaid on the page, containing a search field for User ID (nr0257), a search result 'Rahman, Novita', radio buttons for 'Approver' (selected) and 'Reviewer', and 'Insert' and 'Cancel' buttons.

After the reviewer or approver is inserted, the approval workflow with the new approver or reviewer that has been added is displayed. Select the **Apply Changes** button at the bottom of the screen to save as displayed. Select the **Return to Entry Page** link to return to the ABA request form.

Budget Request Authorization Approval

Business Unit: NT752 Transfer ID: 000000020 Approval Status: Pending Approval
 Requestor Name: Rahman, Novita (nr0257) Approved By: Budget Transfer Type: Adjustment [Print this page](#)
[940/988-9888](#)

Review Request Details

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment +

Budget Authorization Approval

Covering Deficit: Pending

Budget Authorization Routing

```

  graph LR
    A["Pending  
Multiple Approvers  
ABA Workflow Administrator"] --> B["Not Routed  
Rahman, Novita  
Inserted Approver"]
    B --> C["Not Routed  
Brown Jr, Robert E  
ABA Dept Manager Approver"]
    C --> D["Skipped  
No approvers found  
College Budg Officer Approvers"]
    D --> E["Not F..."]
  
```

Enter Approver Comment

[Return to Entry Page](#)

NOTE: The additional approver or reviewer can be deleted by the individual who added them at any time before the added approver/reviewer approves or reviews the ABA. Once the approver/reviewer has approved/reviewed, they cannot be deleted.

Delete and Recycle ABAs:

An ABA request in **Open** or **Pending Approval** status may be deleted. An ABA request in **Pending Approval** status may be recycled. Only the requester of the ABA can perform these functions.

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

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
 12/07/2017 08:25:51 (d/b refreshed as of 10/30/2017 09:01am)

ABA Request

ABA Form

Business Unit

Prepared By

Last Updated By

Transfer ID

*Contact Number

Prepared on

Last Updated on

Transfer Status

Budget Transfer Type

*Authorization Description

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

Line No	1	*Transfer Amount	\$500.00	Journal Line Descr	20-Covering Deficit and expens
Journal ID		Journal Date			
From Source			To Destination		
*From Account	<input type="text" value="D5301"/>	Materials & Supplies Exp	*To Account	<input type="text" value="D5501"/>	Other Operating Exp
*From DeptID	<input type="text" value="151000"/>	Finance-Gen	*To DeptID	<input type="text" value="151000"/>	Finance-Gen
*From Fund Cat	<input type="text" value="200"/>	Designated Operating-Managed	*To Fund Cat	<input type="text" value="200"/>	Designated Operating-Managed
*From Fund	<input type="text" value="830001"/>	Designated Tuition	*To Fund	<input type="text" value="830001"/>	Designated Tuition
From Function	<input type="text"/>		To Function	<input type="text"/>	
From Program	<input type="text"/>		To Program	<input type="text"/>	
From Purpose	<input type="text"/>		To Purpose	<input type="text"/>	
From Site	<input type="text"/>		To Site	<input type="text"/>	
From PC BU	<input type="text"/>		To PC BU	<input type="text"/>	
From Project ID	<input type="text"/>		To Project ID	<input type="text"/>	
From Activity	<input type="text"/>		To Activity	<input type="text"/>	

*Justification

Budget Office Comments

Attachments Personalize | Find | 🔍 | 📄 First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
			<input style="width: 90%;" type="text"/>	Add Attachment <input type="button" value="+"/>

[Requester Training Guide](#)

Delete an ABA

Delete Transfer removes the request completely from the system. Requests in an **Open** or **Pending Approval** status may be deleted. When attempting to delete an ABA, the following message is displayed. To complete the delete, select the **OK** button. Once an ABA is deleted, it cannot be retrieved.

Message

This request has already entered the approval process.
By clicking 'OK', the transfer request will be inaccessible and the approval process will be reset, leaving this transaction in 'Cancelled' status.
If you get to this page in error, please click Cancel to return to the previous page. (0,0)

Recycle an ABA

Recycle Transfer puts the request back to **Open** status and takes it out of the approval workflow. **ONLY** requests in **Pending Approval** status can be recycled. If the ABA is in **Open** status, changes can be made without using the Recycle button.

When attempting to recycle an ABA, the following message is displayed. To complete the recycle, select the **OK** button. Once the ABA is recycled, it is taken out of the approval workflow and the Budget Adjustment Lines can be modified by the requester.


Message

The transaction has already entered the approval process. By clicking 'OK', the approval process will be reset, leaving this transaction in 'Open' status. If you get to this page in error, please click Cancel to return to the previous page. (0,0)

Add additional new ABA

Select the **Add** button to create new automated budget authorization form.

[Favorites](#) > [Main Menu](#) > [Campus Self-Service](#) > [Transfers\(Budget & IDT\)](#) > [ABA IDT Entry](#)


ENTERPRISE INFORMATION SYSTEM
 nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
 12/07/2017 08:25:51 (d/b refreshed as of 10/30/2017 09:01am)

[ABA Request](#)

ABA Form

Business Unit NT752 **Transfer ID** 000000020 **Transfer Status** Pending Approval
Prepared By Rahman,Novita (nr0257) ***Contact Number** 940/988-9888 **Budget Transfer Type** Adjustment
Last Updated By Rahman,Novita (nr0257) **Prepared on** 12/06/2017 ***Authorization Description** Covering Deficit
Last Updated on 12/06/2017 3:18:29PM

[Print Form](#)

Budget Adjustment Lines [Find](#) | [View All](#) First 1 of 1 Last

Line No	*Transfer Amount	Journal Line Descr
1	\$500.00	20-Covering Deficit and expens
Journal ID	Journal Date	

From Source		To Destination	
*From Account	D5301 Materials & Supplies Exp	*To Account	D5501 Other Operating Exp
*From DeptID	151000 Finance-Gen	*To DeptID	151000 Finance-Gen
*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		To Function	
From Program		To Program	
From Purpose		To Purpose	
From Site		To Site	
From PC BU		To PC BU	
From Project ID		To Project ID	
From Activity		To Activity	

***Justification** Covering Deficit and expenses
Budget Office Comments

Attachments [Personalize](#) | [Find](#) | [Print](#) First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment

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

[Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#) [Add](#)

View an existing Automated Budget Authorization Form (ABA)

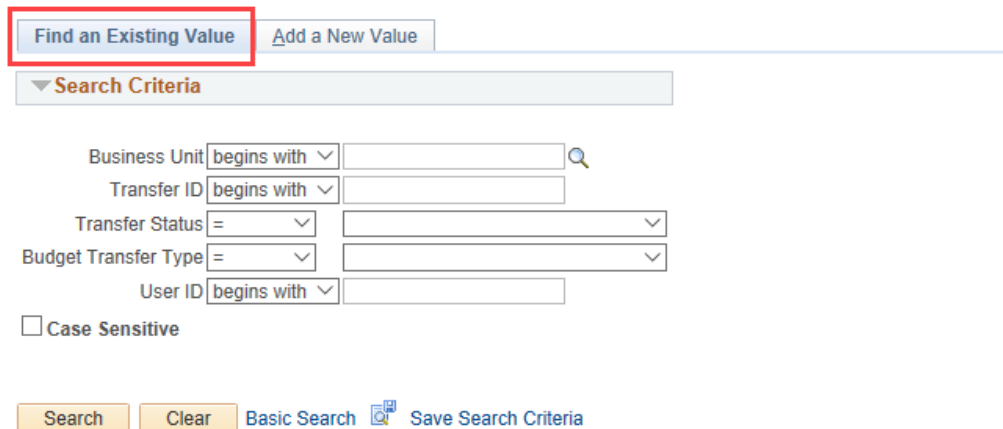
NAVIGATION: EIS>Campus Self-Service>Transfers (Budget & IDT)>ABA/IDT Entry>ABA form>Find an Existing Value

To view an existing ABA, select **Find an Existing Value** from the ABA Budget Authorization menu and fill in as many of the fields necessary to narrow the search results. Search results are dependent on the search criteria selected. If nothing is filled in and the Search button is selected, all of the ABAs in the system will be returned. The more fields selected, the narrower the results. Most common searches will be by Transfer ID number, Transfer Status or by User ID.



ABA Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.



Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit begins with

Transfer ID begins with

Transfer Status =

Budget Transfer Type =

User ID begins with

Case Sensitive

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

Search criteria defined:

- **Business Unit** – enter or select the Business Unit of the ABA.
- **Transfer ID** – enter the Transfer ID number, if known.

ABA Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit

Transfer ID

Transfer Status

Budget Transfer Type

User ID

Case Sensitive

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

- **Transfer Status** – select the status type from drop down.

Transfer Status types:

- **Approved** – ABA has been approved
- **Denied** – ABA has been denied during the approval workflow
- **Open** – ABA is open/active and has not been submitted for approval
- **Pending Approval** – ABA has been submitted for approval but not yet finalized

- **Budget Transfer Type** – select Budget Transfer type from drop down.

Budget Transfer Types:

- **Adjustment** – request is for a one-time adjustment to budget
- **Permanent** – request is for a permanent change to budget

The screenshot displays the 'ABA Entry' search interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Campus Self-Service', 'Transfers(Budget & IDT)', and 'ABA IDT Entry'. Below this is a header with the EIS logo and system information: 'nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance' and a timestamp '12/07/2017 08:36:04 (d/b refreshed as of 10/30/2017 09:01am)'. The main section is titled 'ABA Entry' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains several dropdown menus: 'Business Unit' (begins with), 'Transfer ID' (begins with), 'Transfer Status' (=), 'Budget Transfer Type' (=), and 'User ID' (begins with). The 'Budget Transfer Type' dropdown is currently open, showing 'Adjustment' and 'Permanent' as options. A 'Case Sensitive' checkbox is also present. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer at the very bottom of the page repeats the 'Find an Existing Value | Add a New Value' options.

- **User ID** – enter EUID of individual (requestor) who has entered ABAs in the system

Approve or Deny an ABA

NAVIGATION: EIS>Worklist

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
01/09/2018 13:47:38 (d/b refreshed as of 10/30/2017 09:01am)

Home **Worklist** Add to Favorites Sign out

Personalize Content | Layout ? Help

Top Menu Features Description

Our menu has changed!

The menu is now located across the top of the page. Click on **Main Menu** to get started.

Highlights

Recently Used pages now [ORACLE](#)

Approvers/Reviewers will receive an email when an ABA is ready to be approved. An ABA can be approved or denied from the worklist of the approver or the reviewer. Select the desired ABA request from the list and click on the link to open the ABA request.

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
12/07/2017 08:55:47 (d/b refreshed as of 10/30/2017 09:01am)

Worklist

Worklist for nr0257: Rahman,Novita

Detail View Worklist Filters Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Vempati,Nirmala	11/15/2017	Approval Routing	Approval Workflow	1-High	Budget Authorization 34 NT752 2017-08-15 N 0 BUSINESS UNIT NT752 GBBB TRANSFER ID:0000000013 GBBB ABA IDT INDC ABA	Mark Worked	Reassign
Rahman,Novita	12/01/2017	Approval Routing	Approval Workflow	1-High	Budget Authorization 42 NT752 2017-08-15 N 0 BUSINESS UNIT NT752 GBBB TRANSFER ID:0000000017 GBBB ABA IDT INDC ABA	Mark Worked	Reassign
Rahman,Novita	12/05/2017	Approval Routing	Approval Workflow	1-High	Budget Authorization 46 NT752 2017-08-15 N 0 BUSINESS UNIT NT752 GBBB TRANSFER ID:0000000018 GBBB ABA IDT INDC ABA	Mark Worked	Reassign
Rahman,Novita	12/06/2017	Approval Routing	Approval Workflow	1-High	Budget Authorization 49 NT752 2017-08-15 N 0 BUSINESS UNIT NT752 GBBB TRANSFER ID:0000000020 GBBB ABA IDT INDC ABA	Mark Worked	Reassign

Select the Approve button to approve an ABA. Select the Deny button when the ABA cannot be approved. A comment must be entered in Enter Approver Comment field when the form is denied.

Budget Authorization Approval

▼ Covering Deficit: Pending

Budget Authorization Routing

Admin Approved Sullivan, Susan Teresa ABA Workflow Administrator 12/07/17 - 12:45 PM ✓	→	Admin Approved Brown Jr, Robert E ABA Dept Manager Approver 12/07/17 - 12:45 PM ✓	→	Skipped No approvers found College Budg Officer Approvers ⚠
---	---	--	---	---

▶ Comments

Enter Approver Comment

Approve Deny [Return to worklist](#)

Final Approval and Budget Office Handling

Budget Office can view the approval workflow, complete the Budget Office Use Only box, approve or deny to finalize the ABA request.

The Budget Office Use Only box indicates the handling of the request. The Journal Type, Budget Entry Type, Manual Journal Type (if applicable), Current or Previous Year and Budget Office Approver Comments will be displayed on an ABA request in **Approved** status.

Budget Request Authorization Approval

Business Unit: NT752 Transfer ID: 000000021 Approval Status: Pending Approval [Print this page](#)
 Requestor Name: Rahman,Novita (nr0257) Approved By: Budget Transfer Type: Adjustment

Review Request Details

Budget Adjustment Lines

Line No	Transfer Amount	Journal Line Descr	
1	\$500.00	21-Covering Deficit and expens	
Journal ID	Journal Date		
From Source		To Destination	
From Account D5301	Materials & Supplies Exp	To Account D5501	Other Operating Exp
From DeptID 151000	Finance-Gen	To DeptID 151000	Finance-Gen
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		To Function	
From Program		To Program	
From Purpose		To Purpose	
From Site		To Site	
From PC BU		To PC BU	
From Project ID		To Project ID	
From Activity		To Activity	
Justification Covering Deficit and expenses		Budget Office Comments	

Find | View All First 1 of 1 Last

Budget Office Use Only

Enter Journal Type:

EX_CHD NS_PRJ
 RE NS_PRJ_RE
 JE Manual

Enter Budget Entry Type:

Original Adjustment
 Transfer Original
 Transfer Adjustment

Enter Manual Journal Type:

JE Budget Journal

Current/ Previous FY

Current FY Previous FY

Budget Office Comments

Attachments

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment

Budget Authorization Approval

Covering Deficit: Pending

Budget Authorization Routing

```

    Admin Approved (Sullivan, Susan Teresa) → Admin Approved (Brown Jr, Robert E) → Skipped (No approvers found) → Admin Approved (Brown Jr, Robert E) → Admin Approved (Brown Jr, Robert E) → Admin Approved (Brown Jr, Robert E)
  
```

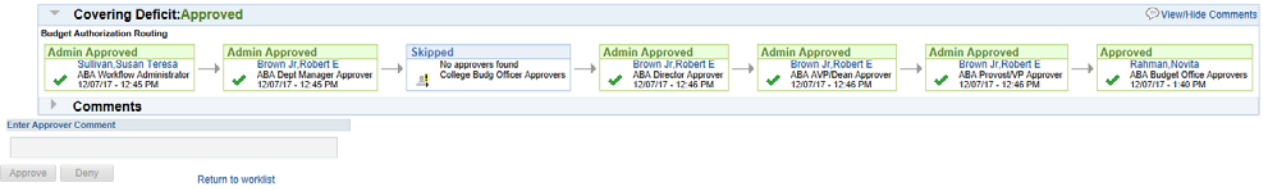
Comments

Enter Approver Comment

[Approve](#) [Deny](#) [Return to worklist](#)

When Budget Office approval is complete, the Transfer Status changes to Approved.

Budget Authorization Approval



Select the **Print Form** button to print a copy of the ABA. To view the approval information and any comments, select **View Approvals** button.

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

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance
12/07/2017 12:48:28 (d/b refreshed as of 10/30/2017 09:01am)

ABA Form

Business Unit: NT752
Prepared By: Rahman, Novita (nr0257)
Last Updated By: Rahman, Novita (nr0257)

Transfer ID: 000000021
*Contact Number: 940/988-9888
Prepared on: 12/07/2017
Last Updated on: 12/07/2017 11:22:07AM

Transfer Status: **Approved** (highlighted in red)
Budget Transfer Type: Adjustment
*Authorization Description: Covering Deficit

Print Form (highlighted in red)

Budget Adjustment Lines

Line No	*Transfer Amount	Journal Line Descr
1	\$500.00	21-Covering Deficit and expens

Journal ID: [] Journal Date: []

From Source		To Destination	
*From Account	D5301 Materials & Supplies Exp	*To Account	D5501 Other Operating Exp
*From DeptID	151000 Finance-Gen	*To DeptID	151000 Finance-Gen
*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	[]	To Function	[]
From Program	[]	To Program	[]
From Purpose	[]	To Purpose	[]
From Site	[]	To Site	[]
From PC BU	[]	To PC BU	[]
From Project ID	[]	To Project ID	[]
From Activity	[]	To Activity	[]

*Justification: Covering Deficit and expenses

Budget Office Comments: Testing ABA Budget office comments in FSQA.

Attachments

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment (+)

View Approvals (highlighted in red) | Submit for Approval | Recycle Transfer | Delete Transfer

Requester Training Guide


Return to Search | Previous in List | Next in List | Refresh | Add

To expand the information, click the gray arrow.

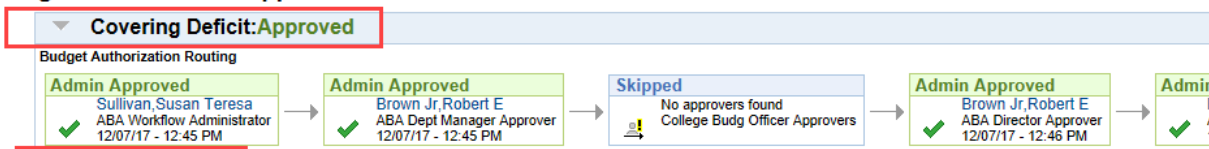
Budget Request Authorization Approval

Business Unit NT752 Transfer ID 000000021 Approval Status Approved [Print this page](#)
Requestor Name Rahman,Novita (nr0257) Approved By Rahman,Novita (nr0257) Budget Transfer Type Adjustment
[940/988-9888](#)

Review Request Details

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment 

Budget Authorization Approval



- Comments**
- Nirmala Vempati at 12/07/17 - 12:46 PM
Administrative approval performed by Vempati, Nirmala.
 - Nirmala Vempati at 12/07/17 - 12:46 PM
Administrative approval performed by Vempati, Nirmala.
 - Nirmala Vempati at 12/07/17 - 12:46 PM
Administrative approval performed by Vempati, Nirmala.
 - Nirmala Vempati at 12/07/17 - 12:45 PM
Administrative approval performed by Vempati, Nirmala.
 - Nirmala Vempati at 12/07/17 - 12:45 PM
Administrative approval performed by Vempati, Nirmala.

Enter Approver Comment

[Approve](#) [Deny](#) [Apply Changes](#)

[Return to Entry Page](#)

Upon identification of the journal and approval of the ABA by Budget Office, the system will automatically generate the journals for the requests. The journal number and date of the journal will be displayed.

[Favorites](#) > [Main Menu](#) > [Campus Self-Service](#) > [Transfers\(Budget & IDT\)](#) > [ABA IDT Entry](#)

nr0257 on FSQA (ps-fsqa-app01.its.unt.edu) - Quality Assurance Home | Worklist
 01/09/2018 14:06:49 (d/b refreshed as of 10/30/2017 09:01am)

ABA Form [Print Form](#)

Business Unit **NT752** Transfer ID **000000021** Transfer Status **Approved**
 Prepared By **Rahman,Novita (nr0257)** *Contact Number **940/988-9888** Budget Transfer Type **Adjustment**
 Last Updated By **Rahman,Novita (nr0257)** Prepared on **12/07/2017** *Authorization Description **Covering Deficit**
 Last Updated on **12/07/2017 11:22:07AM**

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

Line No	1	*Transfer Amount	\$500.00	Journal Line Descr	21-Covering Deficit and expens
Journal ID	BA00058779	Journal Date	12/07/2017		

From Source

*From Account **D5301** Materials & Supplies Exp

*From DeptID **151000** Finance-Gen

*From Fund Cat **200** Designated Operating-Managed

*From Fund **830001** Designated Tuition

From Function

From Program

From Purpose

From Site

From PC BU

From Project ID

From Activity

To Destination

*To Account **D5501** Other Operating Exp

*To DeptID **151000** Finance-Gen

*To Fund Cat **200** Designated Operating-Managed

*To Fund **830001** Designated Tuition

To Function

To Program

To Purpose

To Site

To PC BU

To Project ID

To Activity

*Justification

Covering Deficit and expenses

Budget Office Comments

Testing ABA Budget office comments in FSQA.

Attachments Personalize | Find | First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
			<input type="text"/>	Add Attachment

[View Approvals](#) [Submit for Approval](#) [Recycle Transfer](#) [Delete Transfer](#) [Requester Training Guide](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#) [Add](#)

Version History			
Date	Version	Revised By	Comments
12/8/17	DRAFT	Novita Rahman and Wendy Henry	
2/2/18	Final Draft	Novita Rahman	
3/2/18	1.0	Brenda Cates and Novita Rahman	