Yavapai College

NSF
&
Self Service Banner Budget Transfers

NSF

NSF error – results when there is not enough expense budget to cover YTD Actuals, Commitments and Pending Transactions (Unposted Commitments) in Banner.

Requisitions are subject to NSF Checking.

NSF checking - will be done at a higher level Organization. This will generally be for a unit or department. Specific level information will be provided to you.

Indicators of NSF

The initiator will see an error message while inputting a requisition (**Insufficient budget, suspending transaction**). At this point the initiator should stop and research the NSF condition.

Why Am I Getting a NSF Error Message?

Go to FGIBAVL (Budget Availability Status) and enter the Fund and Organization that controls the NSF checking for the FOAP entered on the requisition. The last column on FGIBAVL will display the available balance. The amount of the requisition is most likely greater than the available balance.

NSF

Budget Availability Status FGIBAVL 8.0.0.1 (BANTEST)

Chart:	Y	Fund:	0000	Unrestricted Funds - General	
Fiscal Year:	11	Organization:	10210A	Visual & Performing Arts	
Index:		Account:			
Commit Type:	Both	Program:			

Control Keys ---> Fund: 0000 Organization: 10210A Account: BAVL Program:

Enter the Fund and Org that controls NSF checking for your requisition.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
BAVL	Default Account for BAVI Query	1,324,246.13	672,198.42	647,047.71	5,000.00
	Total:	1,324,246.13	672,198.42	647,047.71	5,000.00

In this example the available balance that can be used for all Organizations that Org 10210A controls is $5,000. If a requisition is entered for over $5,000, an “Insufficient budget, suspending transaction” error will result.

Example:

Org 10210A is a higher level Org and has an available balance of $5,000. It controls NSF for the following four lower levels Orgs:

102101 – Visual Performing Arts
102102 – Ceramics
102103 – Graphic Design
102104 - Jewelry

A requisition using any of these Organizations can be entered for $5,000 or less without a NSF error. If a requisition is entered for over $5,000, a NSF error will result. If this occurs, a budget transfer will need to be done. Example assumes Fund 0000.

Note: Banner will allow you to complete a requisition with a NSF error and it will go through the approval process. Upon approving the requisition the approvers will see the message: "Document Rxxxxxxx has your approval but remains in non-sufficient funds". After the last approver approves the requisition, the requisition will go into the NSF queue . The requisition will never make it to the Purchasing department. The NSF queue is monitored by the Business Office.

Budget Transfers

The Finance Self-Service Budget Transfer Form allows users to process budget adjustments on the web.

- This form enables users to transfer budget from one FOAP to another.

<u>Restrictions</u>

- Budget transfers cannot not be done using labor/personnel accounts. Budget Transfer Requests affecting labor accounts should be sent to Duane Ransom.
- Budget transfers need to be done within the same fund.
- Users can only do budget transfers for Organizations that they have security over.

Budget Transfers

Exercise to Create a Budget Transfer:

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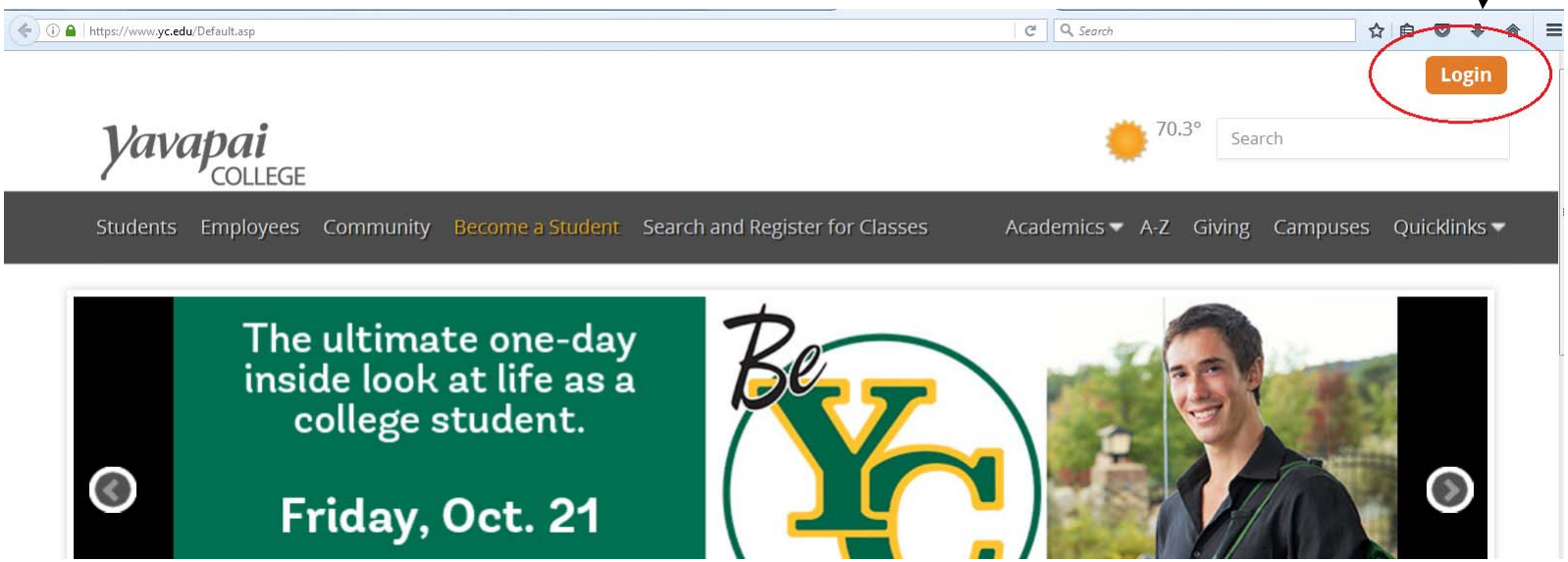
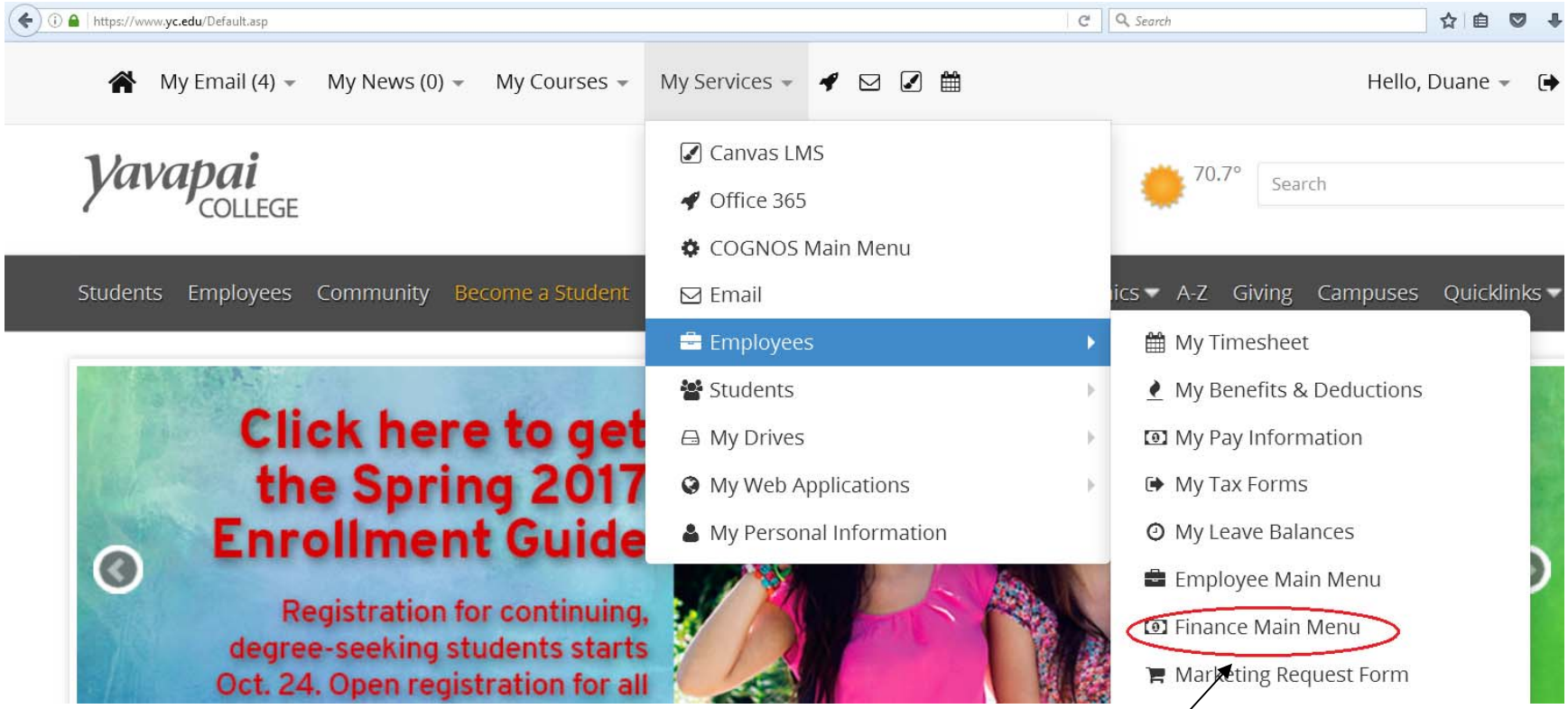
Exercise to Create a Budget Transfer:

Login to the Portal

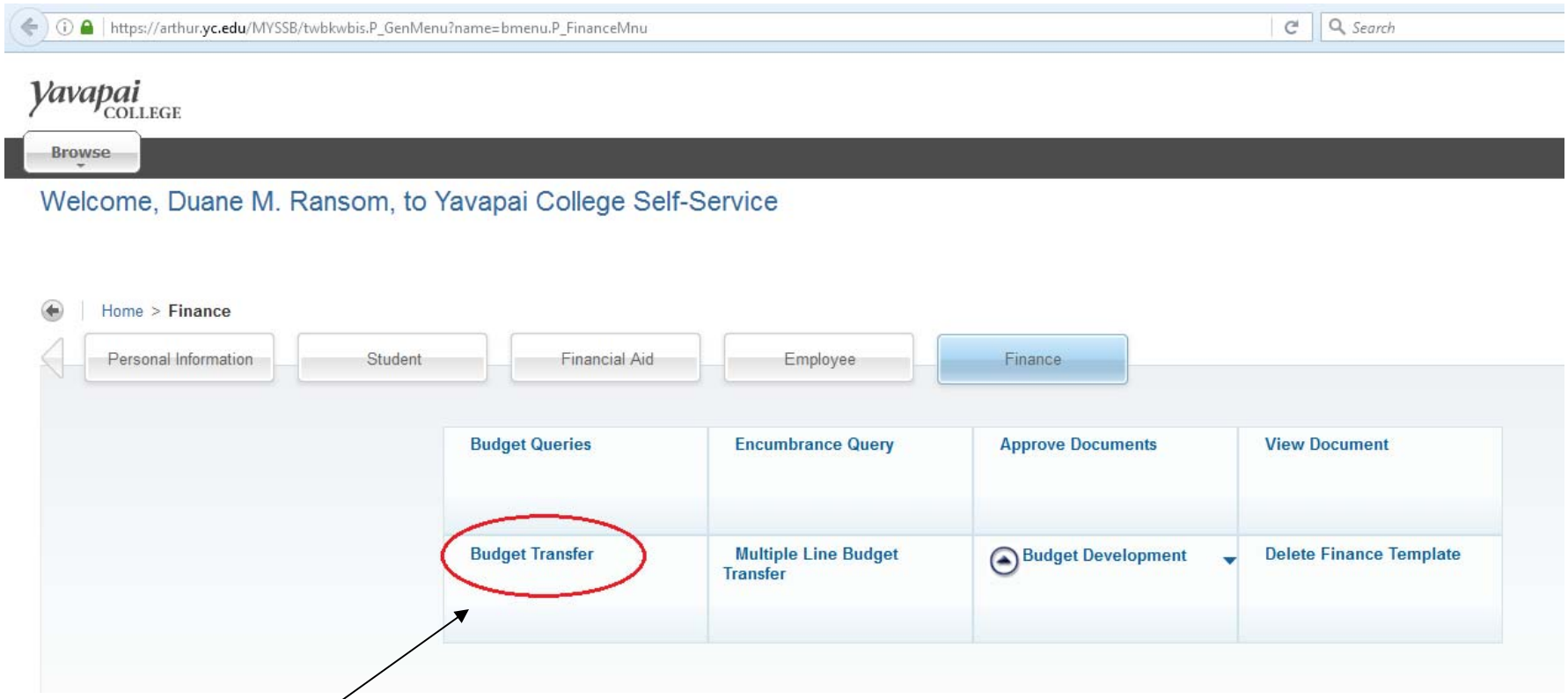


Budget Transfers



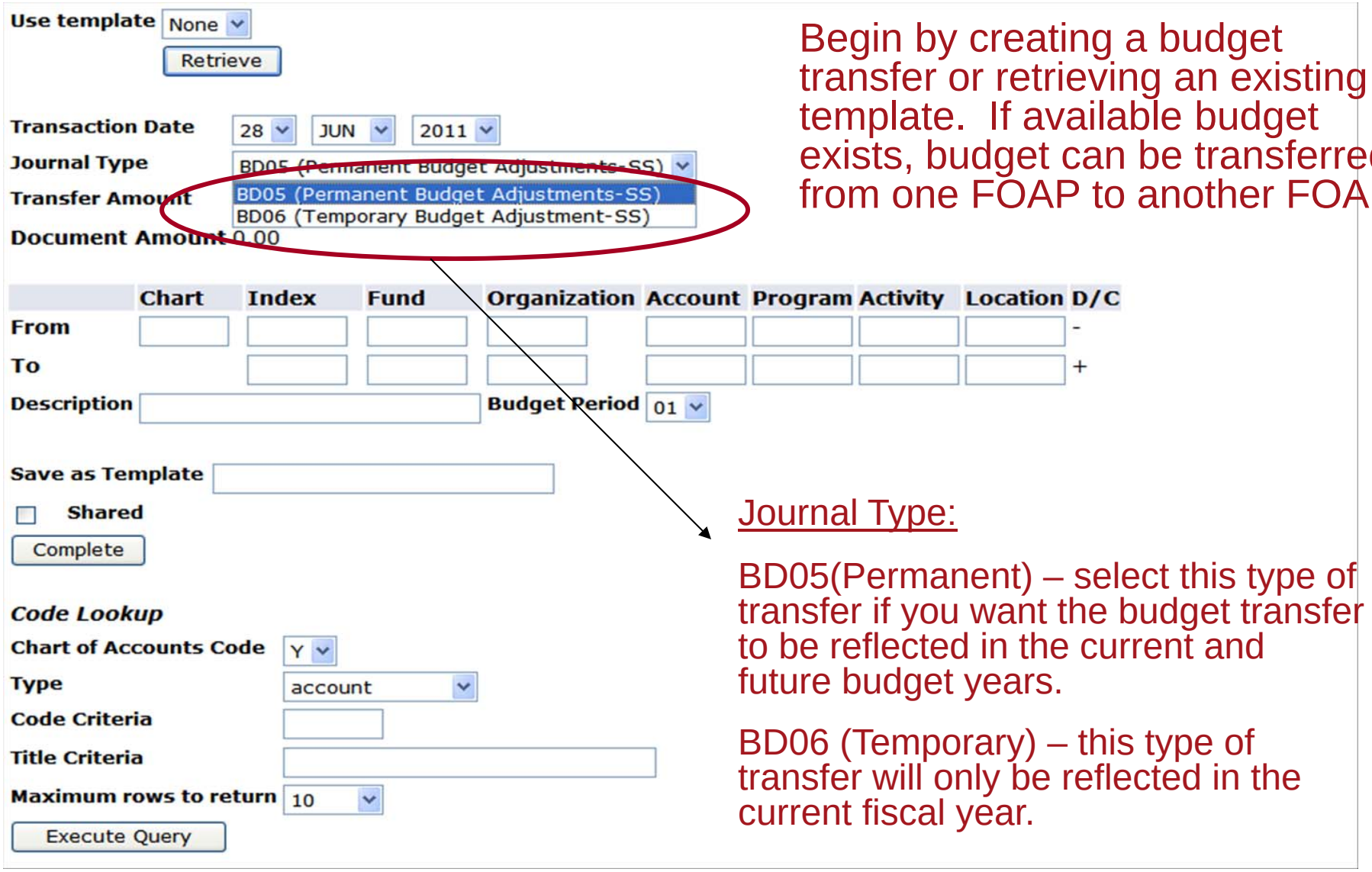
Click on

Budget Transfers



Click on

Budget Transfers



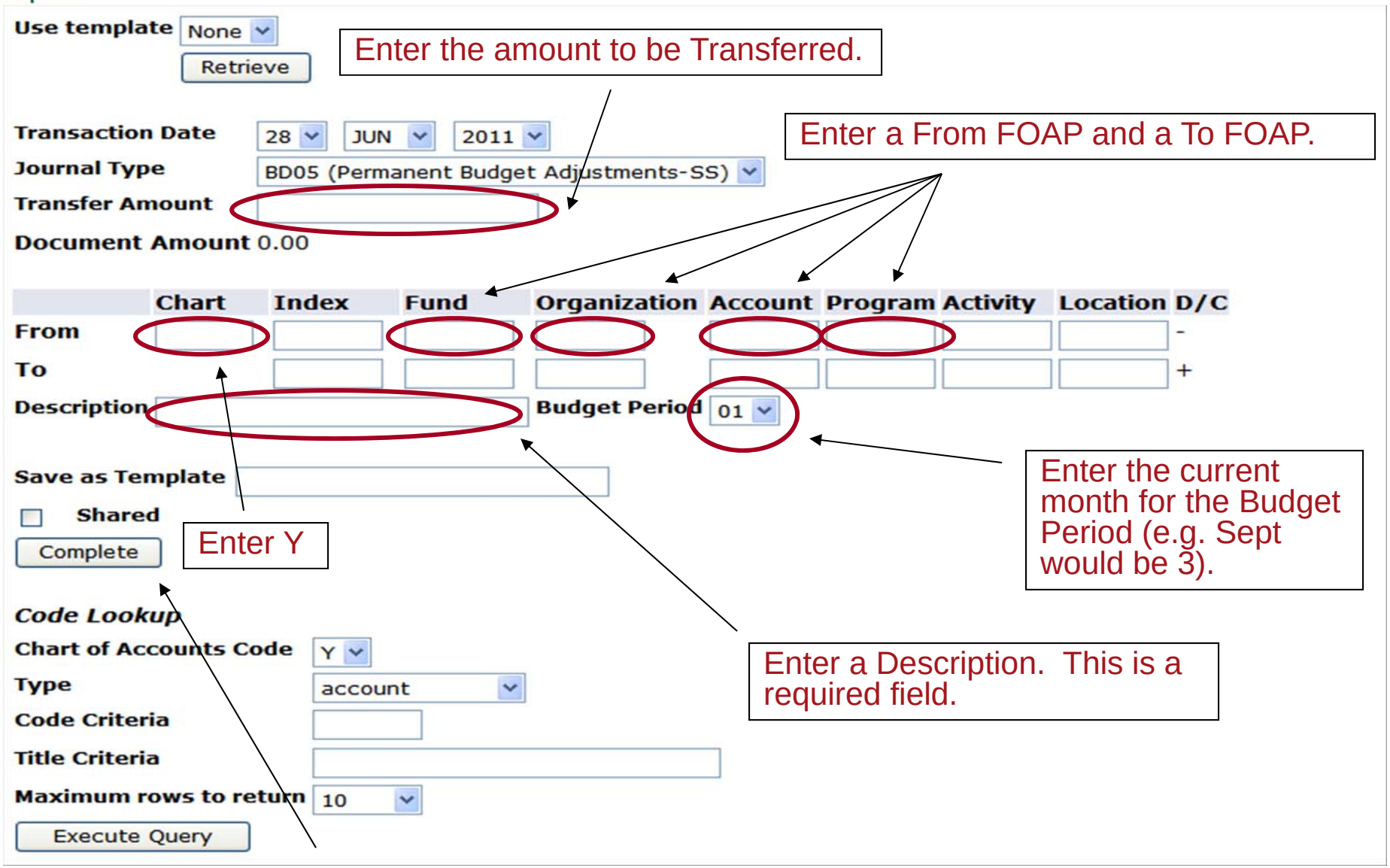
Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from one FOAP to another FOAP.

Journal Type:

BD05(Permanent) – select this type of transfer if you want the budget transfer to be reflected in the current and future budget years.

BD06 (Temporary) – this type of transfer will only be reflected in the current fiscal year.

Budget Transfers



Enter the amount to be Transferred.

Enter a From FOAP and a To FOAP.

Enter the current month for the Budget Period (e.g. Sept would be 3).

Enter Y

Enter a Description. This is a required field.

Final Step – click on Complete to perform a validation and to forward the document for processing.

Budget Transfers

- Once complete the document will route to the Budget office for approval.
- Once approved by the Budget office the document will post and be reflected in Banner. The posting can be verified by using FGIBDST or running a Budget Query using Self Service.

Multiple Line Budget Transfers

The Multiple Line Budget Transfer Form is similar to the Budget Transfer Form except that it allows budget transfers between up to five FOAPs.

<u>When completing this form please remember the following:</u>

- The pluses (transfers to) must equal the minuses (transfers from).
- The sum of the plus and minus amounts must equal the document amount. The document amount is the total value without regard to the + or - sign.
- Refer to the Budget Transfer screen shots (pages 11 & 12) for information about the various fields on this form. The fields on the Multiple Line Budget Transfer Form are the same as the Budget Transfer Form.
- Choose complete to perform a validation and for the document to be forwarded to approvals.
- Once approved by the Budget office the document will post and be reflected in Banner. The posting can be verified by using FGIBDST or running a Budget Query using Self Service.