



***Yavapai College***

***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 in many cases. A listing of of NSF Controlling Organizations can be found at:  
<http://www.yc.edu/v4content/business-office/>



## 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.





## What do I do if I get a NSF message?

If this occurs, a budget transfer will most likely need to be done. Before a budget transfer is done, you will want to review the actual expenditures and commitments in the FOAP to determine if a misposting or error exists. If no issues exist you will want to contact your Dean, Director, or the Business Office to discuss a possible budget transfer.

**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.