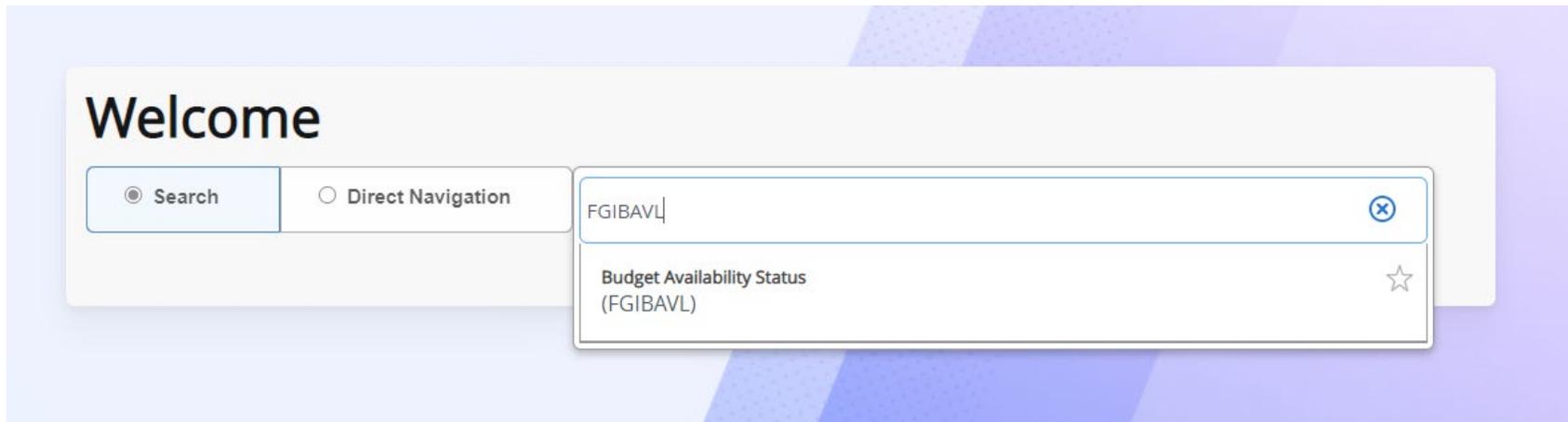


Quick review for NSF errors

You've just tried to make a purchase or submitted paperwork to AP for a reimbursement and received an NSF error. What do you do next?

The first step is to determine the index and account that is receiving the NSF error.

Navigate to Banner Admin Pages and go to the form "FGIBAVL" or Budget Availability Status.



Next, enter the index in question and the FOP information will autofill. For this screen the account box cannot be left blank; however, we suggest inputting the incomplete account number "6101" as this will capture all the pool accounts under your index.

ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: * 1 *** Fiscal Year: * 23 *** Go

Index: 110033 *** Commit Type: Both ▼

Fund: 110001 *** Education and General Organization: 302001 *** Budgeting and Payroll Services

Account: 6101 *** Program: 110 ***

Keys --->

Control Fund: Control Organization:

Control Account: Control Program:

Pending Documents:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Click "Go"

For this example, we'll say you've received an NSF error on a Travel Reimbursement. On this screen, you can see that at a quick, real-time glance, your travel account only has a \$13 available balance. Which would then tell you, you might need to process a budget transfer.

Budget Availability Status FGIBAVL 9.3.13 (PROD)

Chart: 1 Fiscal Year: 23 Index: █████ Commit Type: Both Fund: 110001 Education and General Organization: █████ Account: 6101 Unclassified Positions Program: █████ Keys ... >

Control Fund: 110001 Control Organization: █████ Control Account: 6101 Control Program: Pending Documents:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
610112	Chair and Director Stipends	5,000.00	3,333.44	1,666.72	-0.16	<input type="checkbox"/>
61030	Student Employment	0.00	0.00	0.00	0.00	<input type="checkbox"/>
61033	Assistantships	50,400.00	20,777.00	20,564.21	9,058.79	<input type="checkbox"/>
62000	Fringe and Health Benefits	1,136.70	1,136.70	0.00	0.00	<input type="checkbox"/>
71010	Contractual Services	436.00	432.62	0.00	3.38	<input type="checkbox"/>
72010	Supplies	1,091.66	74.79	0.00	1,016.87	<input type="checkbox"/>
73010	Travel	2,650.00	854.40	1,782.00	13.60	<input type="checkbox"/>
Total		60,714.36	26,608.95	24,012.93	10,092.48	

This screen is exactly what the NSF functionality looks at for available balances; as it will include any pending documents in the available balance, whereas no other screen in Banner will do that for you.

If you do have a pending document box checked, you can highlight the account, click "Related" in the top right and go to the Pending Documents screen, which will list out exactly what charges are still waiting to be approved.

