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.
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.

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.