



## BANNER BUDGET

### Troubleshooting NSF in Banner

#### NSF-101 Troubleshooting Non-Sufficient Funds (NSF)

Date Issued/Rev: 01/03/2016

**General Description:** This procedure explains how to analyze and correct an NSF condition in Banner.

**Responsible Manager:** Office of Planning, Budget and Analysis (OPBA)  
HSC Budget Office

#### How Banner Calculates NSF

Total Accumulated Expense Budget (Original and Revisions)

**Less:** Fiscal YTD Actual Expenditures

**Less:** Fiscal YTD Expense Commitments (Encumbrances and Reservations)

**Less:** Pending Expense Transactions (Unposted Commitments)

Equals: Budget Available for Spending

NSF checking is done at the Fund Level and Organization Level 5 using I&G funds, unrestricted Research and Public Service indices, including non-endowed foundation indices. Athletics checking is at Organization Level 6.

#### Why Am I Getting an NSF Error Message?

The NSF error is a result of insufficient expense budget recorded in Banner to cover Fiscal YTD Actual Expenditures, Fiscal YTD Expense Commitments and Pending Expense Transactions recorded in Banner.

#### Transactions Subject to NSF Checking

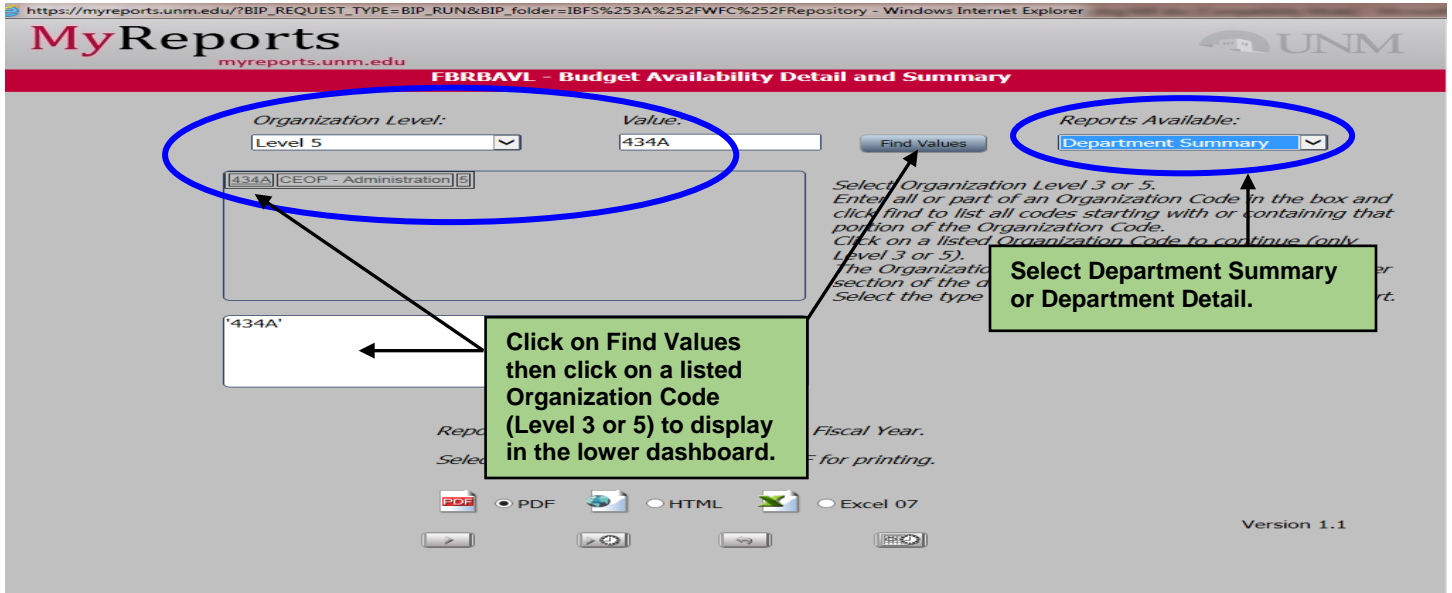
All documents initiated in Banner, including:

- Journal Vouchers
- Invoices
- Requisitions from LoboMart
- Purchase Orders
- General Encumbrances
- P-card reallocations



**NSF 101 – NSF Troubleshooting**

- Go to MyReports and run the **FBRBAVL - Budget Availability Detail and Summary** report found in the Finance\F All Campus Reports folder for the Level 5 Organization noted in the Control Key Section. Find Values and select report view Department Summary or Department Detail.



The report will give you all the Current Unrestricted Funds associated with the organization and will give subtotals for each fund and a grand total for all funds at the bottom. For the purposes of this exercise, we are only interested in fund 2U0224 and its subtotals.

The Available Balance total for fund 2U0224 should be the same as form FGIBAVL. Exception: MyReports data is as of 5pm the previous day.

FBRBAVL THE UNIVERSITY OF NEW MEXICO Budget Availability Department Detail Report For the Fiscal Year Ended June 30, 2015 08/26/15

Unposted Commitments\*

		Accumulated Budget	Year-to-Date Activity	Encumbrances/Reservations	Document	Seq#	Item	Amount	Remaining Balance
Organization Level 3: ACC: Associate VP Student Services									
Organization Level 5: 434A: CEOP - Administration									
<b>2U0224: MU I &amp; G</b>									
Org Org									
Level 7	Level 8	Fund Index	Account	Description					
2U0224	434000	2020	Administrative Professional Gen		149,788.00	36,802.90	192,169.40	.00	(79,184.30)
2U0224	434000	20SA	Salary Adjustments		37,067.00	.00	.00	.00	37,067.00
2U0224	434000	3100	Office Supplies General		(1,398.00)	.00	.00	.00	(1,398.00)
2U0224	434000	3189	Computers & Servers <\$5,001		1,500.00	.00	.00	.00	1,500.00
2U0224	434000	31A0	Business Food - Local		1,000.00	.00	.00	.00	1,000.00
2U0224	434000	31G0	Dues Memberships Gen		400.00	.00	.00	.00	400.00
2U0224	434000	31R0	Postage Gen		100.00	.00	.00	.00	100.00
2U0224	434000	3300	In State Travel Gen		1,000.00	.00	.00	.00	1,000.00
2U0224	434000	3305	Instate Travel-Per Diem State \$		.00	58.30	.00	.00	(58.30)
2U0224	434000	3305	Instate Travel-Per Diem State \$		.00	.00	.00	.00	(24.00)
2U0224	434000	3310	Instate Travel-Per Diem Non-State \$		.00	.00	.00	24.00	(12.80)
2U0224	434000	3310	Instate Travel-Per Diem Non-State \$		.00	17.60	.00	.00	(17.60)
2U0224	434000	3320	Out Of State Travel Gen		6,000.00	499.75	.00	.00	5,500.25
2U0224	434000	6000	Telecom Charges Gen		810.00	45.00	.00	.00	765.00
2U0224	434000	6020	Long Distance Gen		100.00	9.90	.00	.00	90.10
2U0224	434000	6060	Voice Mail Box Gen		180.00	10.00	.00	.00	170.00
2U0224	434000	6080	Cellular Charges Gen		2,000.00	106.98	.00	.00	1,893.02
2U0224	434000	6350	Promotional Exp F&A Unallowable Gen		1,000.00	.00	.00	.00	1,000.00
2U0224	434000	63A0	Conference Fees Gen		3,500.00	150.00	.00	.00	3,350.00
2U0224	434000	63B0	Rental Fees Gen		.00	.00	325.00	.00	(325.00)
2U0224	434000	80K0	Banner Tax		406.00	8.98	.00	.00	397.02
2U0224	434000	80K2	Foundation Surcharge		1,294.00	98.59	.00	.00	1,195.41
Total: 2U0224: MU I & G					204,747.00	37,808.00	192,494.40	36.80	(25,592.20)
Titl Org Level 5: 434A: CEOP - Administration					204,747.00	37,808.00	192,494.40	36.80	(25,592.20)
Total Org Level 3: ACC: Associate VP Student Services					204,747.00	37,808.00	192,494.40	36.80	(25,592.20)

\*Unposted Commitments: Any completed but unapproved document as well as any postable JV line item (for both incomplete and completed JVs).

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# NSF 101 – NSF Troubleshooting

3. Analyze the Budget - Revenues and Expenses. Remember, the first piece of the NSF Calculation is:

## Total Accumulated Expense Budget (Original and Revisions)

For each index listed as being in NSF, analyze the budget and look for:

- a) Negative Expense Budget Totals
- b) Unbudgeted Revenues
- c) Unbudgeted Reserves (Note: Departments should budget only what they expect to spend, not their full reserves.)

### a) Negative Expense Budget Totals

FBRBAVL THE UNIVERSITY OF NEW MEXICO 08/26/15  
 Budget Availability Department Detail Report  
 For the Fiscal Year Ended June 30, 2015

		Accumulated Budget	Year-to-Date Activity	Encumbrances/Reservations	Unposted Commitments*			Remaining Balance		
					Document	Seq#	Item	Amount		
Organization Level 3: ABJ: College of Education COE										
Organization Level 5: 950A: Partnership Collaborative PC										
2U0006: MU Idc										
Organization Level 6: 950A00 PC PI #1										
Org	Org									
Level 7	Level 8	Fund	Index	Account Description						
2U0006	950002	2007: Faculty Temp Part Time			3,862.00		708.50	3,153.60	.00	(.10)
2U0006	950002	2110: Fica Gen			.00		54.19	.00	.00	(54.19)
2U0006	950002	2140: Retirement Gen			.00		98.48	.00	.00	(98.48)
2U0006	950002	2180: Unemployment Compensation Gen			.00		1.06	.00	.00	(1.06)
2U0006	950002	21A0: Workers Compensation Gen			.00		.42	.00	.00	(.42)
2U0006	950002	63V0: Consultant Fees Gen			1,306.00		92.45	1,213.31	.00	.24
2U0006	950002	80E0: Other Operating Costs Gen			.00		.00	.00	.00	.00
2U0006	950002	80E0: Contingency Budget Gen			(55,875.00)		.00	.00	.00	(55,875.00)
Organization Level 6: 950A00: PC PI #1					(50,707.00)		955.10	4,366.91	.00	(56,029.01)
Total: 2U0006: MU Idc					(50,707.00)		955.10	4,366.91	.00	(56,029.01)
Ttl Org Level 5: 950A: Partnership Collaborative PC					(50,707.00)		955.10	4,366.91	.00	(56,029.01)
Total Org Level 3: ABJ: College of Education COE					(50,707.00)		955.10	4,366.91	.00	(56,029.01)

\*Unposted Commitments: Any completed but unapproved document as well as any postable JV line item (for both incomplete and completed JVs).

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### b) Unbudgeted Revenues

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status Form: FGIBDST 8.5 (BANP)

Chart: U  
 Fiscal Year: 16  
 Index: 353044

Organization: 353B Health Exer Sports Sci Gen Admin  
 Fund: 2U0203 MU Public Service  
 Program: P176 Public Service Special Projects  
 Account Type:  
 Activity: GNACTV General Activity  
 Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
0720	R	Other Sales and Service Revenu	0.00	50.00	0.00	-50.00
1000	R	Gifts Gen	0.00	200.00	0.00	-200.00
1901	R	Budgeted Use of Reserves	0.00	0.00	0.00	0.00
20P0	L	Temporary Salary Gen	0.00	1,954.50	0.00	-1,954.50
2110	L	Fica Gen	0.00	149.52	0.00	-149.52
2180	L	Unemployment Compensation Ge	0.00	2.93	0.00	-2.93
21A0	L	Workers Compensation Gen	0.00	1.18	0.00	-1.18
31B0	E	Food F&A Unallowable Gen	1,980.00	1,080.00	0.00	900.00
31J0	E	Parking Permits Gen	0.00	44.00	0.00	-44.00
31M1	E	Staff Recruitment Expense Gen	0.00	821.28	0.00	-821.28
69Z0	E	Other Professional Services Ger	12,805.00	0.00	0.00	12,805.00
Net Total:			0.00	-5,038.26	0.00	

c) Unbudgeted Reserves

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
1900	R	Reserves	0.00	12,289.87	0.00	-12,289.87
1901	R	Budgeted Use of Reserves	2,000.00	0.00	0.00	2,000.00
4020	E	Student Awards Gen	4,400.00	3,000.00	0.00	1,400.00
4060	E	Scholarships Fellowships Gen	1,500.00	2,000.00	0.00	-500.00
4090	E	Student Travel Gen	300.00	0.00	0.00	300.00
40A0	E	Student Participant Costs Gen	1,440.00	0.00	0.00	1,440.00
<b>Net Total:</b>			<b>0.00</b>	<b>7,289.87</b>	<b>0.00</b>	

4. **Analyze Year-to-Date Actual Expenses.** Remember the second piece of the NSF Calculation is:

Less: Fiscal YTD Actual Expenditures

For each index listed as being in NSF, analyze the YTD Actual Expenses and look for expenses hitting the indices such as:

- a) Incorrect Labor Distributions
- b) Inappropriate Telecommunication charges, etc.
- c) Other inappropriate charges

FBRBAVL THE UNIVERSITY OF NEW MEXICO Budget Availability Department Detail Report For the Fiscal Year Ended June 30, 2016 08/26/15

			Accumulated Budget	Year-to-Date Activity	Encumbrances/Reservations	Document	Seq#	Item	Amount	Remaining Balance
Organization Level 3: ACC: Associate VP Student Services										
Organization Level 5: 434A: CEOP - Administration										
2U0224: MU I & G										
Org Org										
Level 7	Level 8	Fund Index Account Description								
2U0224	434000	2020: Administrative Professional Gen	149,788.00	36,802.90	192,169.40				.00	(79,184.30)
2U0224	434000	20SA: Salary Adjustments	37,067.00	.00	.00				.00	37,067.00
2U0224	434000	3100: Office Supplies General	(1,398.00)	.00	.00				.00	(1,398.00)
2U0224	434000	3189: Computers & Servers <\$5,001	1,500.00	.00	.00				.00	1,500.00
2U0224	434000	31A0: Business Food - Local	1,000.00	.00	.00				.00	1,000.00
2U0224	434000	31C0: Dues Memberships Gen	400.00	.00	.00				.00	400.00
2U0224	434000	31K0: Postage Gen	100.00	.00	.00				.00	100.00
2U0224	434000	3800: In State Travel Gen	1,000.00	.00	.00				.00	1,000.00
2U0224	434000	3805: Instate Travel-Per Diem State S	.00	58.30	.00				.00	(58.30)
2U0224	434000	3805: Instate Travel-Per Diem State S	.00	.00	.00	11052001	1	0	24.00	(24.00)
2U0224	434000	3810: Instate Travel-Per Diem Non-State S	.00	.00	.00	11052001	2	0	12.80	(12.80)
2U0224	434000	3810: Instate Travel-Per Diem Non-State S	.00	17.60	.00				.00	(17.60)
2U0224	434000	3820: Out Of State Travel Gen	6,000.00	499.75	.00				.00	5,500.25
2U0224	434000	6000: Telecom Charges Gen	810.00	45.00	.00				.00	765.00
2U0224	434000	6020: Long Distance Gen	100.00	9.90	.00				.00	90.10
2U0224	434000	6060: Voice Mail Box Gen	180.00	10.00	.00				.00	170.00
2U0224	434000	6080: Cellular Charges Gen	2,000.00	106.98	.00				.00	1,893.02
2U0224	434000	6350: Promotional Exp F&A Unallowable Gen	1,000.00	.00	.00				.00	1,000.00
2U0224	434000	63A0: Conference Fees Gen	3,500.00	150.00	.00				.00	3,350.00
2U0224	434000	63B0: Rental Fees Gen	.00	.00	325.00				.00	(325.00)
2U0224	434000	80K0: Banner Tax	406.00	8.98	.00				.00	397.02
2U0224	434000	80K2: Foundation Surcharge	1,294.00	98.59	.00				.00	1,195.41
Total: 2U0224: MU I & G			204,747.00	37,808.00	192,494.40				36.80	(25,592.20)
Ttl Org Level 5: 434A: CEOP - Administration			204,747.00	37,808.00	192,494.40				36.80	(25,592.20)
Total Org Level 3: ACC: Associate VP Student Services			204,747.00	37,808.00	192,494.40				36.80	(25,592.20)

\*Unposted Commitments: Any completed but unapproved document as well as any postable JV line item (for both incomplete and completed JV's).

# NSF 101 – NSF Troubleshooting

## 5. Analyze Posted Commitments. Remember the third piece of the NSF Calculation is:

### Less: Fiscal YTD Expense Commitments (Encumbrances and Reservations)

For each index listed as being in NSF, analyze the YTD Commitments and look for commitments hitting the indices such as:

- Incorrectly encumbered Labor Distributions
- Incorrectly encumbered Purchase Orders (PO's)
- Multi-year PO's and Encumbrances – The entire amount of a multi-year PO will be encumbered for the fiscal year in which it was initiated. Determine the amount that will actually be paid during the current fiscal year and submit a Change PO form to reduce the PO amount (encumbrance) accordingly. *Remember to submit a Change PO at the beginning of the next fiscal year to increase the PO amount to cover what will be paid during that fiscal year.*

FBRBAVL THE UNIVERSITY OF NEW MEXICO Budget Availability Department Detail Report For the Fiscal Year Ended June 30, 2016 08/26/15

Unposted Commitments\*

Organization Level 3: ACC: Associate VP Student Services Organization Level 5: 434A: CEOP - Administration	Accumulated Budget	Year-to-Date Activity	Encumbrances/Reservations	Document	Seq#	Item	Amount	Remaining Balance
<b>2U0224: MU I &amp; G</b>								
<b>Org Org</b>								
<b>Level 7 Level 8 Fund Index Account Description</b>								
2U0224 434000 2020: Administrative Professional Gen	149,788.00	36,802.90	192,169.40				.00	(79,184.30)
2U0224 434000 20SA: Salary Adjustments	37,067.00	.00	.00				.00	37,067.00
2U0224 434000 3100: Office Supplies General	(1,398.00)	.00	.00				.00	(1,398.00)
2U0224 434000 3189: Computers & Servers <\$5,001	1,500.00	.00	.00				.00	1,500.00
2U0224 434000 31A0: Business Food - Local	1,000.00	.00	.00				.00	1,000.00
2U0224 434000 31C0: Dues Memberships Gen	400.00	.00	.00				.00	400.00
2U0224 434000 31K0: Postage Gen	100.00	.00	.00				.00	100.00
2U0224 434000 3800: In State Travel Gen	1,000.00	.00	.00				.00	1,000.00
2U0224 434000 3805: Instate Travel-Per Diem State \$	.00	58.30	.00				.00	(58.30)
2U0224 434000 3805: Instate Travel-Per Diem State \$	.00	.00	.00	11052001	1	0	24.00	(24.00)
2U0224 434000 3810: Instate Travel-Per Diem Non-State \$	.00	.00	.00	11052001	2	0	12.80	(12.80)
2U0224 434000 3810: Instate Travel-Per Diem Non-State \$	.00	17.60	.00				.00	(17.60)
2U0224 434000 3820: Out Of State Travel Gen	6,000.00	499.75	.00				.00	5,500.25
2U0224 434000 6000: Telecom Charges Gen	810.00	45.00	.00				.00	765.00
2U0224 434000 6020: Long Distance Gen	100.00	9.90	.00				.00	90.10
2U0224 434000 6060: Voice Mail Box Gen	180.00	10.00	.00				.00	170.00
2U0224 434000 6080: Cellular Charges Gen	2,000.00	106.98	.00				.00	1,893.02
2U0224 434000 6350: Promotional Exp F&A Unallowable Gen	1,000.00	.00	.00				.00	1,000.00
2U0224 434000 63A0: Conference Fees Gen	3,500.00	150.00	.00				.00	3,350.00
2U0224 434000 63B0: Rental Fees Gen	.00	.00	325.00				.00	(325.00)
2U0224 434000 80K0: Banner Tax	406.00	8.98	.00				.00	397.02
2U0224 434000 80K2: Foundation Surcharge	1,294.00	98.59	.00				.00	1,195.41
<b>Total: 2U0224: MU I &amp; G</b>	<b>204,747.00</b>	<b>37,808.00</b>	<b>192,494.40</b>				<b>36.80</b>	<b>(25,592.20)</b>
<b>Ttl Org Level 5: 434A: CEOP - Administration</b>	<b>204,747.00</b>	<b>37,808.00</b>	<b>192,494.40</b>				<b>36.80</b>	<b>(25,592.20)</b>
<b>Total Org Level 3: ACC: Associate VP Student Services</b>	<b>204,747.00</b>	<b>37,808.00</b>	<b>192,494.40</b>				<b>36.80</b>	<b>(25,592.20)</b>

\*Unposted Commitments: Any completed but unapproved document as well as any postable JV line item (for both incomplete and completed JVs).

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## 6. Analyze Unposted Commitments. Remember the fourth piece of the NSF Calculation is:

### Less: Pending Expense Transactions (Unposted Commitments)

For each index listed as being in NSF, analyze the Unposted Commitments and look for commitments hitting the indices such as Completed but Unapproved:

- Invoices
- Purchase Orders (PO's)
- Requisitions
- Unapproved Journal Vouchers (JV's) - Completed or Incomplete with a status of "P" (postable)

# NSF 101 – NSF Troubleshooting

FBRBAVL

THE UNIVERSITY OF NEW MEXICO  
Budget Availability Department Detail Report  
For the Fiscal Year Ended June 30, 2016

08/26/15

				Accumulated Budget	Year-to-Date Activity	Encumbrances/Reservations	Unposted Commitments*				Remaining Balance
							Document	Seq#	Item	Amount	
<b>Organization Level 3: ACC: Associate VP Student Services</b> <b>Organization Level 5: 434A: CEOP - Administration</b> <b>2U0224: MU I &amp; G</b> <b>Org Org</b> <b>Level 7 Level 8 Fund Index Account Description</b>											
2U0224	434000	2020: Administrative Professional Gen		149,788.00	36,802.90	192,169.40				.00	(79,184.30)
2U0224	434000	20SA: Salary Adjustments		37,067.00	.00	.00				.00	37,067.00
2U0224	434000	3100: Office Supplies General		(1,398.00)	.00	.00				.00	(1,398.00)
2U0224	434000	3189: Computers & Servers <\$5,001		1,500.00	.00	.00				.00	1,500.00
2U0224	434000	31A0: Business Food - Local		1,000.00	.00	.00				.00	1,000.00
2U0224	434000	31C0: Dues Memberships Gen		400.00	.00	.00				.00	400.00
2U0224	434000	31U0: Printing & Reproduction		188.88	.00	.00				.00	100.00
2U0224	434000	31U0: Printing & Reproduction		.00	.00	.00				.00	1,000.00
2U0224	434000	31U0: Printing & Reproduction		.00	.00	.00				.00	(58.30)
2U0224	434000	31U0: Printing & Reproduction		.00	.00	.00	11052001	1	0	24.00	(24.00)
2U0224	434000	31U0: Printing & Reproduction		.00	.00	.00	11052001	2	0	12.80	(12.80)
2U0224	434000	31U0: Printing & Reproduction		.00	.00	.00				.00	(17.60)
2U0224	434000	31U0: Printing & Reproduction		.00	.00	.00				.00	5,500.25
2U0224	434000	31U0: Printing & Reproduction		.00	.00	.00				.00	765.00
2U0224	434000	6020: Long Distance Gen		100.00	9.90	.00				.00	90.10
2U0224	434000	6060: Voice Mail Box Gen		180.00	10.00	.00				.00	170.00
2U0224	434000	6080: Cellular Charges Gen		2,000.00	106.98	.00				.00	1,893.02
2U0224	434000	6350: Promotional Exp F&A Unallowable Gen		1,000.00	.00	.00				.00	1,000.00
2U0224	434000	63A0: Conference Fees Gen		3,500.00	150.00	.00				.00	3,350.00
2U0224	434000	63B0: Rental Fees Gen		.00	.00	325.00				.00	(325.00)
2U0224	434000	80K0: Banner Tax		406.00	8.98	.00				.00	397.02
2U0224	434000	80K2: Foundation Surcharge		1,294.00	98.59	.00				.00	1,195.41
<b>Total: 2U0224: MU I &amp; G</b>				<b>204,747.00</b>	<b>37,808.00</b>	<b>192,494.40</b>				<b>36.80</b>	<b>(25,592.20)</b>
<b>Ttl Org Level 5: 434A: CEOP - Administration</b>				<b>204,747.00</b>	<b>37,808.00</b>	<b>192,494.40</b>				<b>36.80</b>	<b>(25,592.20)</b>
<b>Total Org Level 3: ACC: Associate VP Student Services</b>				<b>204,747.00</b>	<b>37,808.00</b>	<b>192,494.40</b>				<b>36.80</b>	<b>(25,592.20)</b>

Check each document shown under "Unposted Commitments" to see if it is current and correct. If not, correct or delete it because it contributes to the NSF status.

\*Unposted Commitments: Any completed but unapproved document as well as any postable JV line item (for both incomplete and completed JV's).

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- After going through the above steps and identifying and fixing the problems, if there is still an NSF condition, talk to your **Fiscal Agent and/or VP Unit Representative** because your revenue streams do not match spending levels. An alternative funding source must be identified or your department needs to reduce spending to match revenue streams.

\*\*\* END \*\*\*