



BANNER BUDGET

Resubmitting NSF Journal Vouchers

NSF-102 Resubmitting NSF Journal Vouchers

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General Description: This procedure explains how to resubmit a Journal Voucher that entered the NSF queue and was disapproved due to insufficient funds.

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

Related Information: OPBA website <http://www.unm.edu/~budget/NSF>, see SOP NSF-101 *Troubleshooting NSF* and PowerPoint presentation, *NSF Error Messages in Banner, What to do*.

Check funds in FGIBAVL

- Make sure in FGIBAVL that there are sufficient funds to cover the entry.
- Go to the Banner Form FGIBAVL and key in the index.
- Scroll to the far right and check the **Available Balance column**.
- Contact your Fiscal Agent if you are unsure how to resolve the insufficient funds issue.

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status Form FGIBAVL 8.6.1.4 (BANP)

Chart: U **Fund:** 2U0224 MU I & G
Fiscal Year: 16 **Organization:** 201A Govt & Community Relations Office
Index: 201000 **Account:** Pending Documents
Commit Type: Both **Program:** P131 Institutional Support

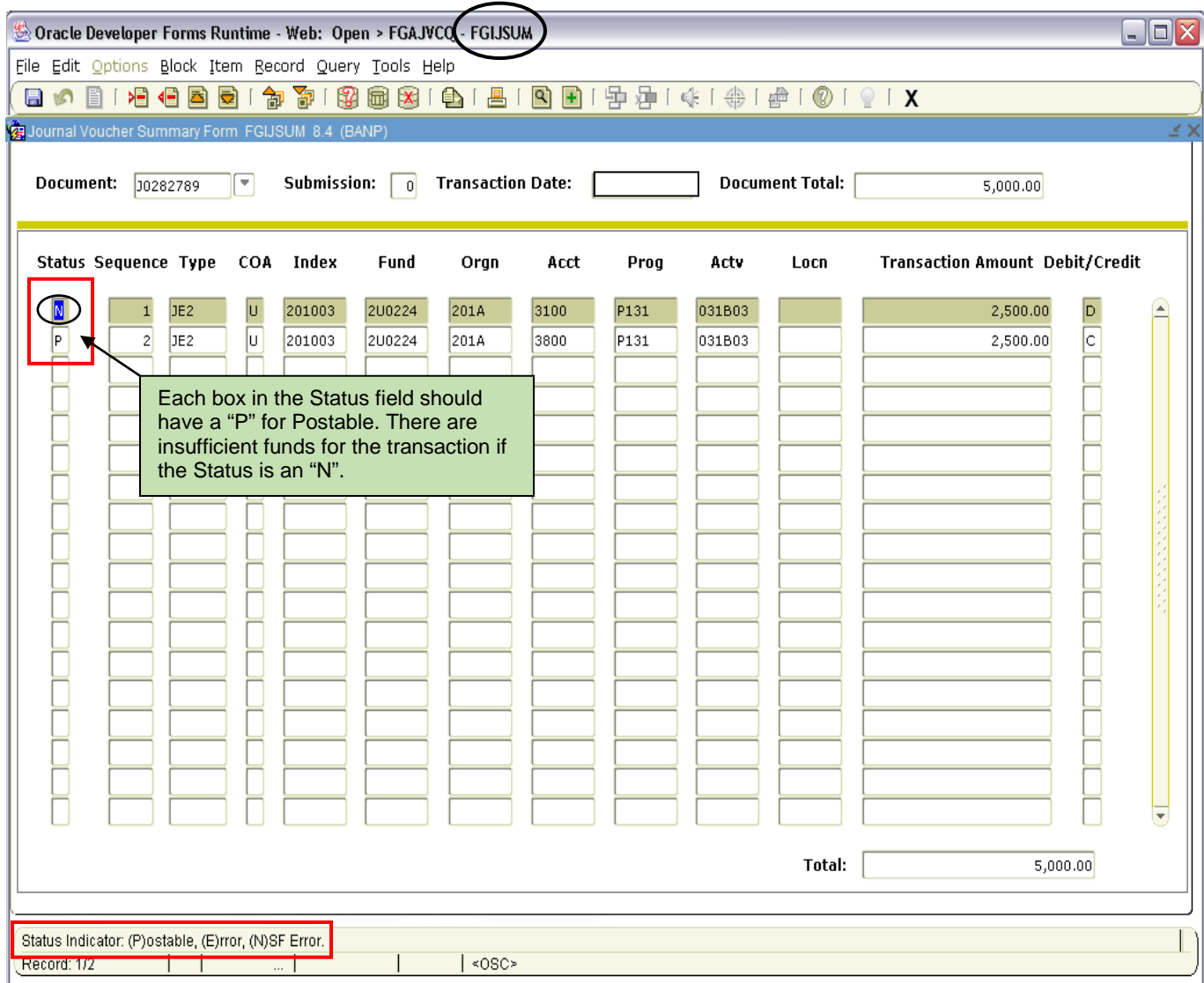
Control Keys ---> Fund: 2U0224 Organization: 201A Account: BAVL Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
BAVL	NSF Reject Account Code	159,198.00	54,476.09	116,164.72	-11,442.81
Total:		159,198.00	54,476.09	116,164.72	-11,442.81

Account Code.
Record: 1/1 ... <OSC>

Access Journal Voucher in FGJJSUM

- Once you have resolved the insufficient funds issue, pull the journal voucher up in the Banner Form **FGJJSUM**.
- If the status indicator has an "N" on the record, this means an NSF condition exists.
- Each record must have a "P" for postable.



Re-key problem records in FGAJVCQ

- Go to the Banner Form FGAJVCQ and pull up the problem records and rekey the index and account code.
- If sufficient funds exist, the status indicator should change to a "P."
- Go to Access Completion and click on "In Process."

Check status in FGIJSUM

- Go to the Banner Form FGIJSUM and make sure the all the records have a status indicator of "P."

Document: J0282789 Submission: 0 Transaction Date: Document Total: 600.00

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
P	1	JE2	U	201000	2U0224	201A	1660	P131	GNACTV		100.00	D
P	2	BD4	U	201000	2U0224	201A	1660	P131	GNACTV		100.00	-
P	3	BD4	U	201000	2U0224	201A	8060	P131	GNACTV		100.00	-
P	4	JE2	U	201003	2U0224	201A	1660	P131	GNACTV		100.00	C
P	5	BD4	U	201003	2U0224	201A	1660	P131	GNACTV		100.00	+
P	6	BD4	U	201003	2U0224	201A	8060	P131	GNACTV		100.00	+
Total:											600.00	

Status Indicator: (P)ostable, (E)rror, (N)SF Error.
Record: 1/6 <OSC>

Complete JV in FGAJVCQ

- Go back to the Banner Form FGAJVCQ, go to Access Completion and "Complete" the JV.

*** END ***