



# 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

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: Program: P131 Institutional Support  
 Commit Type: Both

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

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
<b>Total:</b>		159,198.00	54,476.09	116,164.72	-11,442.81

Account Code. Record: 1/1 <OSC>

**NSF-102 Resubmitting NSF Journal Vouchers**

**Access Journal Voucher in FGIJSUM**

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

Oracle Developer Forms Runtime - Web: Open > FGAJVCQ - FGIJSUM

Journal Voucher Summary Form FGIJSUM 8.4 (BANP)

Document: 00282789 Submission: 0 Transaction Date: Document Total: 5,000.00

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
N	1	JE2	U	201003	2U0224	201A	3100	P131	031B03		2,500.00	D
P	2	JE2	U	201003	2U0224	201A	3800	P131	031B03		2,500.00	C

Each box in the Status field should have a "P" for Postable. There are insufficient funds for the transaction if the Status is an "N".

Total: 5,000.00

Status Indicator: (P)ostable, (E)rror, (N)SF Error.

**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."

