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


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.
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.

![Image of Banner Form FGIJSUM]

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."

![Journal Voucher Summary Form](image)

Complete JV in FGAJVCQ

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

*** END ***