



Yavapai College

NSF

&

Self Service Banner Budget Transfers



NSF

NSF error – results when there is not enough expense budget to cover YTD Actuals, Commitments and Pending Transactions (Unposted Commitments) in Banner.

Requisitions are subject to NSF Checking.

NSF checking - will be done at a higher level Organization. This will generally be for a unit or department. Specific level information will be provided to you.



Indicators of NSF

The initiator will see an error message while inputting a requisition (**Insufficient budget, suspending transaction**). At this point the initiator should stop and research the NSF condition.

Why Am I Getting a NSF Error Message?

Go to FGIBAVL (Budget Availability Status) and enter the Fund and Organization that controls the NSF checking for the FOAP entered on the requisition. The last column on FGIBAVL will display the available balance. The amount of the requisition is most likely greater than the available balance.



NSF

Example:

Org 10210A is a higher level Org and has an available balance of \$5,000. It controls NSF for the following four lower levels Orgs:

102101 – Visual Performing Arts

102102 – Ceramics

102103 – Graphic Design

102104 - Jewelry

A requisition using any of these Organizations can be entered for \$5,000 or less without a NSF error. If a requisition is entered for over \$5,000, a NSF error will result. If this occurs, a budget transfer will need to be done. Example assumes Fund 0000.

Note: Banner will allow you to complete a requisition with a NSF error and it will go through the approval process. Upon approving the requisition the approvers will see the message: “Document Rxxxxxxx has your approval but remains in non-sufficient funds”. After the last approver approves the requisition, the requisition will go into the NSF queue . The requisition will never make it to the Purchasing department. The NSF queue is monitored by the Business Office.



Budget Transfers

The Finance Self-Service Budget Transfer Form allows users to process budget adjustments on the web.

- This form enables users to transfer budget from one FOAP to another.

Restrictions

- Budget transfers cannot not be done using labor/personnel accounts. Budget Transfer Requests affecting labor accounts should be sent to Duane Ransom.
- Budget transfers need to be done within the same fund.
- Users can only do budget transfers for Organizations that they have security over.



Budget Transfers

Exercise to Create a Budget Transfer:

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Budget Transfers

Exercise to Create a Budget Transfer:

Login to the Portal

A screenshot of the Yavapai College website. The browser address bar shows "https://www.yc.edu/Default.asp". The page features the Yavapai College logo, a weather widget showing "70.3°", and a search bar. A navigation menu includes links for "Students", "Employees", "Community", "Become a Student", "Search and Register for Classes", "Academics", "A-Z", "Giving", "Campuses", and "Quicklinks". A large banner at the bottom reads "The ultimate one-day inside look at life as a college student. Friday, Oct. 21" with the "Be YC" logo and a photo of a student. The "Login" button in the top right corner is circled in red, with an arrow pointing to it from the text "Login to the Portal".



Budget Transfers

The screenshot shows the Yavapai College website interface. At the top, there is a navigation bar with links for 'My Email (4)', 'My News (0)', 'My Courses', and 'My Services'. The 'My Services' dropdown menu is open, listing various services: Canvas LMS, Office 365, COGNOS Main Menu, Email, Employees, Students, My Drives, My Web Applications, and My Personal Information. The 'Employees' item is highlighted in blue. A secondary dropdown menu is visible for 'Employees', listing: My Timesheet, My Benefits & Deductions, My Pay Information, My Tax Forms, My Leave Balances, Employee Main Menu, Finance Main Menu (circled in red), and Marketing Request Form. A red circle is also present on the 'Employees' item in the main dropdown. Below the navigation bar, the Yavapai College logo is displayed, followed by navigation links for 'Students', 'Employees', 'Community', and 'Become a Student'. A weather widget shows '70.7°' and a search bar. A banner for the 'Spring 2017 Enrollment Guide' is visible, with text indicating registration for continuing, degree-seeking students starts Oct. 24.

Click on



Budget Transfers

https://arthur.yc.edu/MYSSB/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu Search



Browse

Welcome, Duane M. Ransom, to Yavapai College Self-Service

Home > Finance

Personal Information	Student	Financial Aid	Employee	Finance
Budget Queries	Encumbrance Query	Approve Documents	View Document	
Budget Transfer	Multiple Line Budget Transfer	Budget Development	Delete Finance Template	

Click on



Budget Transfers

Use template

Transaction Date

Journal Type

Transfer Amount

Document Amount

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text"/>	-							
To	<input type="text"/>	+							

Description Budget Period

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

Maximum rows to return

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from one FOAP to another FOAP.

Journal Type:

BD05(Permanent) – select this type of transfer if you want the budget transfer to be reflected in the current and future budget years.

BD06 (Temporary) – this type of transfer will only be reflected in the current fiscal year.



Budget Transfers

Use template **None**

Transaction Date **28** **JUN** **2011**

Journal Type **BD05 (Permanent Budget Adjustments-SS)**

Transfer Amount

Document Amount **0.00**

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text"/>	-							
To	<input type="text"/>	+							

Description Budget Period **01**

Save as Template

Shared **Enter Y**

Code Lookup

Chart of Accounts Code **Y**

Type **account**

Code Criteria

Title Criteria

Maximum rows to return **10**

Enter the amount to be Transferred.

Enter a From FOAP and a To FOAP.

Enter the current month for the Budget Period (e.g. Sept would be 3).

Enter a Description. This is a required field.

Final Step – click on Complete to perform a validation and to forward the document for processing.



Budget Transfers

- Once complete the document will route to the Budget office for approval.
- Once approved by the Budget office the document will post and be reflected in Banner. The posting can be verified by using FGIBDST or running a Budget Query using Self Service.



Budget Transfers

Multiple Line Budget Transfers

The Multiple Line Budget Transfer Form is similar to the Budget Transfer Form except that it allows budget transfers between up to five FOAPs.

When completing this form please remember the following:

- The pluses (transfers to) must equal the minuses (transfers from).
- The sum of the plus and minus amounts must equal the document amount. The document amount is the total value without regard to the + or - sign.
- Refer to the Budget Transfer screen shots (pages 11 & 12) for information about the various fields on this form. The fields on the Multiple Line Budget Transfer Form are the same as the Budget Transfer Form.
- Choose complete to perform a validation and for the document to be forwarded to approvals.
- Once approved by the Budget office the document will post and be reflected in Banner. The posting can be verified by using FGIBDST or running a Budget Query using Self Service.