General Description: This procedure explains how to resubmit a Journal Voucher that entered the NSF queue and was disapproved due to insufficient funds.
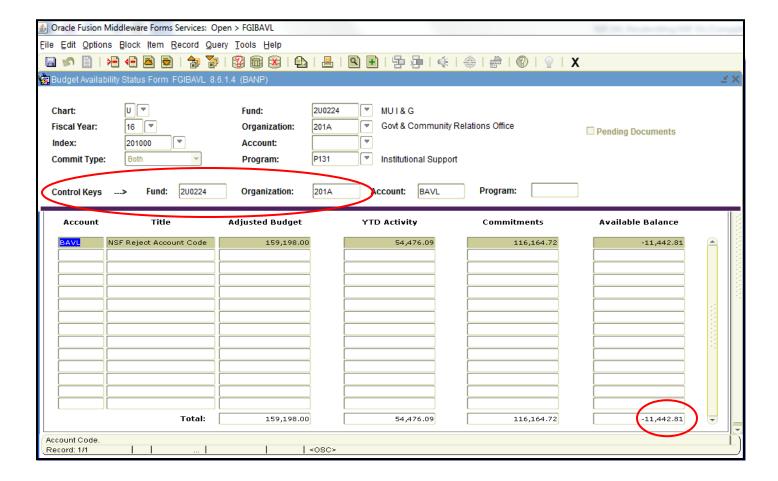
Responsible Manager: Office of Planning, Budget and Analysis (OPBA)
HSC Budget Office

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*.
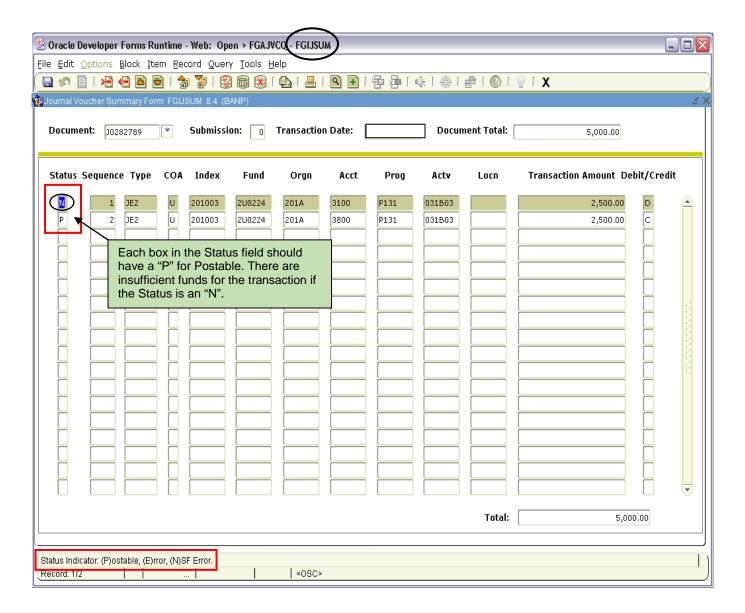
Check funds in FGIBAVL

- **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.

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.
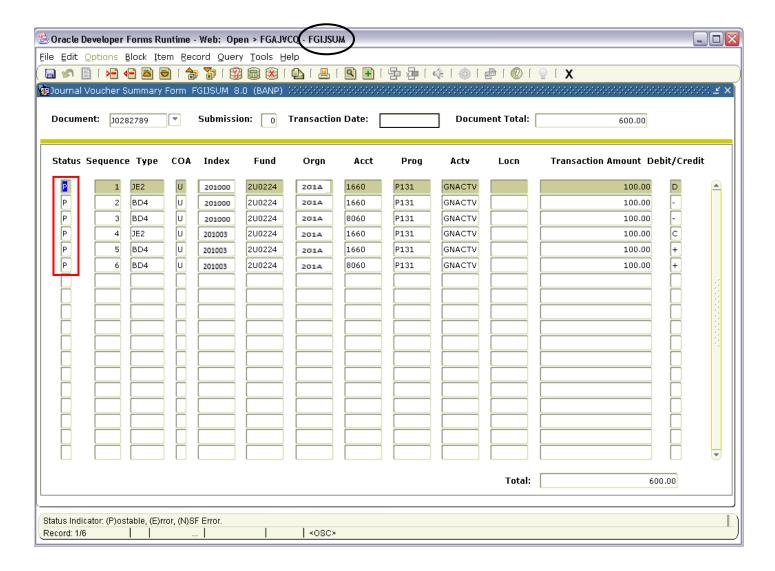- Each record must have a "P" for postable.

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."

Complete JV in FGAJVCQ

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

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