

THE UNIVERSITY OF NEW MEXICO

# AVOIDING NSF THROUGH APPROPRIATE BUDGETING

Presented by  
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2/9/09  
(Revised for reserves 11/8/11)



# Who and what are Affected by NSF Reject?

NSF is set to reject in Banner for:

- Level 5 Organization and Fund Level 3 for I&G funds
- Level 5 Organization and Fund Level 3 for Unrestricted Research indices
- Level 5 Organization and Fund Level 3 Unrestricted Public Service indices including non-endowed spending indices
- Athletics at Organization Level 6



# How does Banner Calculate NSF?

Total Accumulated Expense Budget  
Less: Fiscal YTD Actual  
Less: Fiscal YTD Commitments  
Less: Pending Transactions  
**=Budget Available for Spending**

# Transactions subject to NSF

All documents initiated in Banner, including:

- Journal Vouchers
- Invoices
- Requisitions from LoboMart
- Purchase Orders
- General Encumbrances
- P-card reallocations




# Transactions not subject to NSF

- Any feeds into Banner:
  - Payroll
  - P-card
  - Banner tax
  - Telecommunications
  - Internal Sales Feeds, such as Bookstore, etc.

# Account Codes do not Affect NSF

- Moving budgeted funds from one account code to another within:
  - an index
  - fund level 3
  - Organization level 5
- **will never relieve NSF status**



# How to tell you are in NSF Status

- Initiator of document will see an error message

# NSF Status -JV

Oracle Developer Forms Runtime - Web: Open > FGAJVCQ

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAJVCQ 7.3.0.1 (BANP)

Document Number: J0219078 Document Total: 100.00

Sequence: 1 Currency: Status: N

Journal Type: JE2 JE16 - Dept General Journal Entry

Chart: U University of New Mexico

Index: 99706Z Rehab Residual Pedrotty Fees

Fund: 3U0007 HU Carrie Tingley Hospital

Organization: 997R03 Rehab Faculty #04

Account: 3100 Office Supplies General

Program: P171 Non Sponsored Public Service

Activity: GNACTV General Activity

Location:

Project:

Percent:

Description: TEST

Budget Period:

Gift Date:


Amount: 100.00 D/C: D  NSF Override

Bank: BK

Number of Units:

Insufficient budget for sequence 1, suspending transaction.

Record: 1/1 <OSC>



# How to tell you are in NSF Status

- The document is routed to an NSF approval queue instead of the regular approval queues in Central Accounting.
- If document is suspended due to NSF, it will be in the “NSF-Over Budget” queue.



# Tools to Assist:

- Hyperion Report FOH0003

# Budget Availability Reports

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application interface. The address bar shows the URL <https://hyperprod.unm.edu/hyperion/browse/Main>. The page header includes the text "Hyperion Performance Suite" and "hyper01.unm.edu:1800 | tshoe". The main content area lists several reports, each with a date and time, a "bqv" icon, and a brief description. The report "FOH0003&4: Budget Availability Detail & Summary Reports" is highlighted with a red rectangular box. Other reports include "FOH0007 - Unrestricted Balances and Savings Summary for UBPP 7000", "FRH0001&2 Grant Ledger Detail and Summary", "FSH0001L Payroll and Payroll Benefits Distribution", "FSH0001 Salary Labor Benefits and Encumbrance Report", and "FSH0002 Labor Distribution Reports". The Windows taskbar at the bottom shows the "start" button and several open applications, including "BudgetNSF.12.10.08...", "MyUNM - Microsoft In...", and "Browse - tshoe on hy...". The system clock in the bottom right corner displays "12:43 PM".

Finance Reports

Finance Production Report

Dec 2 2008 2:40 PM bqv  
**FOH0003&4: Budget Availability Detail & Summary Reports**

Dec 2 2008 1:20 PM bqv  
**FOH0007 - Unrestricted Balances and Savings Summary for UBPP 7000**  
*Used to measure current year savings in accordance with UBPP 7000*

Oct 2 2008 12:25 PM bqv  
**FRH0001&2 Grant Ledger Detail and Summary**  
*Grant Ledger summary and detail report*

Dec 2 2008 2:41 PM bqv  
**FSH0001L Payroll and Payroll Benefits Distribution**  
*This version contains static HRS legacy Payroll information as of Dec 31, 2007 ONLY. For additional information about this report, please refer to FastInfo Answer Id #4053--Finance Systems Management*

Oct 2 2008 12:27 PM bqv  
**FSH0001 Salary Labor Benefits and Encumbrance Report**  
*Included "Index no grouping" report which presents labor and fringe on same line if paid from same index. Also removed encumbrance column and restored fringe rate column in this report.*

Dec 3 2008 6:32 AM bqv  
**FSH0002 Labor Distribution Reports**  
*Labor distribution reports by organization or employee*

Nov 7 2008 2:01 PM bqv



## University of New Mexico Finance Reports

FOH0003 & FOH0004 - Budget Availability Summary & Detail Reports

### Query Parameters

Organization Level

Level 5

Value

997A

Find

997A: Pediatrics Level: 5

Select Values

Remove Values

Level 5:997A

Reports are cumulative for the entire fiscal year

### Reports Available

- Executive Summary
- Department Summary
- Department Detail
- Department Deficit

Generate Report

This is page 6 and 7 of the report.

https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UID=0000011 - Windows Internet Explorer

File Edit View Insert Format Report Tools Help

Data Function

<b>Organization Level 6: 997Q Pediatrics Pulmonary</b>				<b>\$2,220.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,220.00</b>
<u>Total: 3U0002: HU Non Endowed Spend</u>				<u>\$504,571.00</u>	<u>\$316,422.02</u>	<u>\$147,428.98</u>	<u>\$2,341.75</u>	<u>\$38,378.25</u>
<u>3U0007: HU Carrie Tingley Hospital</u>								
<b>Organization Level 6: 997R Pediatrics Rehab Physical Med</b>								
<u>Org</u>	<u>Org</u>	<u>Fund</u>	<u>Index</u>	<u>Account Description</u>				
<u>Level 7</u>	<u>Level 8</u>							
997R2	997R03	3U0007	99706Z	3189 - Computers <\$5,001	0.00	1,537.98	0.00	(1,537.98)
997R2	997R03	3U0007	99706Z	3100 - Office Supplies Genera	0.00	428.44	0.00	(428.44)
997R2	997R03	3U0007	99706Z	80K0 - Banner Tax	15.00	31.57	0.00	(16.57)
997R2	997R03	3U0007	99706Z	3820 - Out Of State Travel Gen	1,500.00	1,191.28	0.00	308.72
<b>Organization Level 6: 997R Pediatrics Rehab Physical Med</b>				<b>\$1,515.00</b>	<b>\$3,189.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,674.27)</b>

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Unposted Commitments: Any completed but unapproved document as well as any postable JV line item (for both incomplete and completed JVs)

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FOH0003

**Budget Availability Detail Deficit Report**

For the Fiscal Year Ended June 30, 2009

Report Generated on: 01/15/09 11:55 AM

	<u>Accumulated Budget</u>	<u>Year-To-Date Activity</u>	<u>Sum Encumbrances &amp; Reservations</u>	<u>Unposted Commitments</u>			<u>Remaining Balance</u>
				<u>Document</u>	<u>Sequence</u>	<u>Item</u>	
<u>Total: 3U0007: HU Carrie Tingley Hospita</u>	<u>\$1,515.00</u>	<u>\$3,189.27</u>	<u>\$0.00</u>				<u>(\$1,674.27)</u>
<u>3U0011: HU UNMH AR &amp; AP General</u>							

If you select View, and then select Section Catalog, a menu on the left appears.

The screenshot shows a web browser window with the URL [https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST\\_TYPE=GET\\_DOCUMENT&DOC\\_UUID=0000011](https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC_UUID=0000011). The browser's menu bar has 'View' circled in red. On the left side of the browser window, a 'Sections' menu is open, showing a list of reports. Below this, a 'Section Catalog' is expanded, showing a tree view of organizational levels and descriptions.

The main content area displays a 'Budget Availability Department Summary Report' for the fiscal year ended June 30, 2009. The report is generated on 01/15/09 09:56 AM. It shows a summary of budget availability for various organizational levels, including AFC School of Medicine, Organization Level 5: 997A Pediatrics, Organization Level 6: 997E Peds Prvn and Population Sciences, Organization Level 6: 997M Pediatrics Hematology Oncology, Organization Level 6: 997B Pediatrics Administration Division, and Organization Level 6: 997C Pediatrics Adolescent Medicine. The report includes columns for Accumulated Budget, Year-To-Date Activity, Sum Encumbrances & Reservations, Unposted Commitments, and Remaining Balance.

	Accumulated Budget	Year-To-Date Activity	Sum Encumbrances & Reservations	Unposted Commitments	Remaining Balance	
<b>AFC School of Medicine</b>						
<b>Organization Level 5: 997A Pediatrics</b>						
<u>3U0001: HU Non Endowed Spending Research</u>						
<b>Organization Level 6: 997E Peds Prvn and Population Sciences</b>						
<u>Org. Level 7</u>	<u>Org. Level 8</u>	<u>Fund</u>	<u>Fund Description</u>			
997E07	3U0001	3U0001	HU Non Endowed Spending R	39,487.00	24,824.75   19,597.15   0.00   (4,934.90)	
<b>Organization Level 6: 997E Peds Prvn and Population Sciences</b>		<b>\$39,487.00</b>	<b>\$24,824.75</b>	<b>\$19,597.15</b>	<b>\$0.00</b>	<b>(\$4,934.90)</b>
<b>Organization Level 6: 997M Pediatrics Hematology Oncology</b>						
<u>Org. Level 7</u>	<u>Org. Level 8</u>	<u>Fund</u>	<u>Fund Description</u>			
997M1	3U0001	3U0001	HU Non Endowed Spending R	17,231.00	2,266.04   0.00   0.00   14,964.96	
997M2	997M05	3U0001	HU Non Endowed Spending R	0.00	0.00   190.00   0.00   (190.00)	
<b>Organization Level 6: 997M Pediatrics Hematology Oncology</b>		<b>\$17,231.00</b>	<b>\$2,266.04</b>	<b>\$190.00</b>	<b>\$0.00</b>	<b>\$14,774.96</b>
<b>Total: 3U0001: HU Non Endowed Spending Res</b>		<b>\$56,718.00</b>	<b>\$27,090.79</b>	<b>\$19,787.15</b>	<b>\$0.00</b>	<b>\$9,840.06</b>
<u>3U0002: HU Non Endowed Spending Education</u>						
<b>Organization Level 6: 997B Pediatrics Administration Division</b>						
<u>Org. Level 7</u>	<u>Org. Level 8</u>	<u>Fund</u>	<u>Fund Description</u>			
997B0	3U0002	3U0002	HU Non Endowed Spending E	1,500.00	838.36   0.00   0.00   661.64	
<b>Organization Level 6: 997B Pediatrics Administration Division</b>		<b>\$1,500.00</b>	<b>\$838.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$661.64</b>
<b>Organization Level 6: 997C Pediatrics Adolescent Medicine</b>						
<u>Org. Level 7</u>	<u>Org. Level 8</u>	<u>Fund</u>	<u>Fund Description</u>			
997C2	997C02	3U0002	HU Non Endowed Spending E	5,290.00	0.00   0.00   0.00   5,290.00	
<b>Organization Level 6: 997C Pediatrics Adolescent Medicine</b>		<b>\$5,290.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,290.00</b>

Page 1 of 2

Unposted Commitments: Any completed but unsubmitted document as well as any remaining .TV file

- Sections
- Budget Availability EIS
  - Budget Availability Detail Report\_bk
  - Budget Availability Detail Report
  - Budget Availability Department Summary Report
  - Budget Availability Executive Summary Report**
  - Budget Availability Detail Deficit Report
  - Q\_Budget\_Avail
  - R\_Budget\_Avail
  - Q Organization Hierarchy
  - R Organization Hierarchy

- Q\_Budget\_Avail
  - R\_Budget\_Avail
    - Document Id
    - Sequence Number
    - Item Number
    - Index Code
    - Index Title
    - Fund
    - Organization Code
    - Account
    - Account Description
    - CC\_Acct\_Desc
    - Program
    - Activity
    - Organization Level 1
    - Organization Desc 1
    - Organization Level 2
    - Organization Desc 2
    - Organization Level 3
    - Organization Desc 3
    - Organization Level 4

Data Function

FOH004

**Budget Availability Executive Summary Report**  
For the Fiscal Year Ended June 30, 2009

Report Generated on: 01/15/09 09:54 AM

			Accumulated Budget	Year-To-Date Activity	Sum Encumbrances & Reservations	Unposted Commitments	Remaining Balance
<b>Organization Level 3: AFC School of Medicine</b>							
<b>Organization Level 5: 997A Pediatrics</b>							
<b>3U0001: HU Non Endowed Spending Rese</b>							
997E	3U0001	HU Non Endowed Spending Resear	39,487.00	24,824.75	19,597.15	0.00	(4,934.90)
997M	3U0001	HU Non Endowed Spending Resear	17,231.00	2,266.04	190.00	0.00	14,774.96
<b>Total: 3U0001: HU Non Endowed Spending</b>			<b>\$56,718.00</b>	<b>\$27,090.79</b>	<b>\$19,787.15</b>	<b>\$0.00</b>	<b>\$9,840.06</b>
<b>3U0002: HU Non Endowed Spending Educ</b>							
997B	3U0002	HU Non Endowed Spending Educatr	1,500.00	838.36	0.00	0.00	661.64
997C	3U0002	HU Non Endowed Spending Educatr	5,290.00	0.00	0.00	0.00	5,290.00
997H	3U0002	HU Non Endowed Spending Educatr	280,062.00	212,002.27	70,674.22	2,341.75	(4,956.24)
997K	3U0002	HU Non Endowed Spending Educatr	7,898.00	5,090.13	0.00	0.00	2,807.87
997M	3U0002	HU Non Endowed Spending Educatr	200,500.00	94,284.52	76,754.76	0.00	29,460.72
997N	3U0002	HU Non Endowed Spending Educatr	101.00	0.00	0.00	0.00	101.00
997O	3U0002	HU Non Endowed Spending Educatr	6,000.00	2,324.74	0.00	0.00	3,675.26
997P	3U0002	HU Non Endowed Spending Educatr	1,000.00	1,882.00	0.00	0.00	(882.00)
997Q	3U0002	HU Non Endowed Spending Educatr	2,220.00	0.00	0.00	0.00	2,220.00
<b>Total: 3U0002: HU Non Endowed Spending</b>			<b>\$504,571.00</b>	<b>\$316,422.02</b>	<b>\$147,428.98</b>	<b>\$2,341.75</b>	<b>\$38,378.25</b>
<b>3U0007: HU Carrie Tingley Hospital</b>							
997R	3U0007	HU Carrie Tingley Hospital	1,515.00	3,189.27	0.00	0.00	(1,674.27)
<b>Total: 3U0007: HU Carrie Tingley Hospital</b>			<b>\$1,515.00</b>	<b>\$3,189.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(1,674.27)</b>
<b>3U0011: HU UNMH AR &amp; AP General</b>							
997B	3U0011	HU UNMH AR & AP General	125,120.00	64,381.85	49,170.30	0.00	11,567.85
997R	3U0011	HU UNMH AR & AP General	353,355.00	174,414.25	137,730.48	0.00	41,210.27
<b>Total: 3U0011: HU UNMH AR &amp; AP Gene</b>			<b>\$478,475.00</b>	<b>\$238,796.10</b>	<b>\$186,900.78</b>	<b>\$0.00</b>	<b>\$52,778.12</b>
<b>3U0023: HU Research General</b>							
997E	3U0023	HU Research General	0.00	7,399.71	0.00	0.00	(7,399.71)
997K	3U0023	HU Research General	20,000.00	10,856.72	9,143.28	0.00	0.00
997L	3U0023	HU Research General	176,505.00	72,556.78	71,752.93	0.00	32,195.29
997O	3U0023	HU Research General	20,000.00	3,846.84	0.00	0.00	16,153.16
<b>Total: 3U0023: HU Research General</b>			<b>\$216,505.00</b>	<b>\$94,660.05</b>	<b>\$80,896.21</b>	<b>\$0.00</b>	<b>\$40,948.74</b>
<b>3U0029: HU Clinical Residuals</b>							

Unposted Commitments: Any completed but unapproved document as well as any postable JV line item (for both incomplete and completed JVs)



- **Hyperion Report FSH0002:  
Labor Distribution Report**

- This report can be found in the Finance Production Reports folder, and will allow you to verify whether the organization labor distributions are current and accurate.

- **Banner Form FGIBAVL**

- Budget Availability Status Form – allows you to query by index code or specific Fund/Organization combination and check the available balance at org level 5 and fund.



• **Banner form FGIBDST**, Organizational Budget Status Form – allows you to query by index code and check the available balance.

*FGIBDST shows you Available Balance for an index or fund.*





# Avoiding NSF

- Accurately **budget** within Banner all your current unrestricted indices.
- Timely **reconcile** all indices to verify that expenses are complete and accurate (especially transactions that are uploaded to the banner system bypassing central accounting approval).
- Since salaries comprise about 80% of most budget, **verify labor** distribution and reconcile salary changes on a timely basis.

# Avoiding NSF

- **Process Salary Reallocations and Labor Distribution** changes in a **timely** fashion.
- **Review** outstanding **Purchasing Orders** for need and appropriateness.
- **Process** any necessary **PO Modifications** in a timely manner.
- **Renew** master Purchase Orders **on a fiscal year basis**.

# Avoiding NSF

- **Liquidate manual encumbrance** as soon as transaction has been completed/posted to Banner. [This does NOT happen “automatically”!]
- **Budget reserves amounts** that the unit intends to spend in the current fiscal year.
- **Purge** any pending transactions from Banner system that were initiated but are no longer intended to be completed.

# Trouble Shooting NSF

- Do I have PO's that span more than one fiscal year?

# Trouble Shooting NSF

- Banner looks at the remaining amount on a purchase order and assumes it will be spent in the current fiscal year.
- Example: You have a five year purchase order in place for \$5,000, and intend to spend \$1,000 per year, and only budget \$1,000 in Banner. Banner subtracts the entire \$5,000 from your budget, leaving you \$4,000 overspent.
- Modify multiyear purchase orders with a PO Modification form. Each purchase order should reflect what is to be spent in the current fiscal year.

# Trouble Shooting NSF

- Are my labor distributions current and accurate?



# Trouble Shooting NSF

- **Reconcile your indices monthly.** Labor Distributions can be updated with an EPAF, which you will access through Loboweb. Once the EPAF is approved and posted, the labor distribution will post correctly for future payrolls.
- Labor redistributions are made with PZAREDS. This is how you correct already posted labor that is not in the correct index.

# Trouble Shooting NSF

Are my expenses properly charged?

# Trouble Shooting NSF

- **Reconcile your indices monthly.**
- See the LEARNs posted at <http://hsc.unm.edu/financialservices/accounting/learn.shtml> entitled, *Index Reconciliation Fundamentals*, and *Intermediate Index Reconciliation* for assistance.

# Trouble Shooting NSF

- **Banner feeds.**
  - Banner feeds will post whether you are in NSF or not. This includes ITS (Telecom) charges. These can put you into NSF.

# Trouble Shooting NSF

## Unbudgeted reserves

- . Any reserves that you wish to spend in the current year must be budgeted.
- If you have a reserves amount budgeted, it will be budgeted in account 1901.

# Trouble Shooting NSF

## Unbudgeted Reserves

- If necessary, submit a budget revision, documenting how you are going to spend the reserves. To submit a budget revision, you will submit a journal voucher with journal type BD4. Once this journal voucher is approved and posted, the entry should relieve your NSF status.

# Trouble Shooting NSF

## Pending Transactions?

- When calculating NSF, Banner subtracts all outstanding JVs, DPEZs and Purchase Requisitions. Banner subtracts these whether they are posted or pending. If you have documents in existence that will never be posted, remove them.

# Trouble Shooting NSF

## Removing Pending Transactions

Document to Purge	Form to Use	How to Purge
Journal Voucher	FGAJVCQ	Record/Delete , twice
DPEZ	FZADPEZ	Record Remove, twice
Purchasing Requisition Part 1	FOADOCU	Delete the completed purchasing requisition [Note: this is only for pending reqs. Completed reqs are handled with a PO mod.]
Purchasing Requisition Part 2	LoboMart	Remove purchase requisition



# Trouble Shooting NSF

## Is NSF due to another Index?

- Your index is not in NSF
- You are getting NSF indicators
- Another index within your organization could be the cause.***

# Quick Reference Guide

## Budgeting Questions:

- Main Campus:

..... 277-6465

- HSC Campus:

..... 272-2885

# Quick Reference Guide

## Unrestricted Accounting Questions:

- Main Campus:

..... 277-2018

- HSC Campus:

..... 272-6264

# Quick Reference Guide

- **Payroll Encumbrance Questions:**

Financial Services Support Center..... 277-3457

- **EPAF Questions:**

HRPR Support Center..... 277-3457

# Quick Reference Guide

## WEBSITES

- HSC Budgeting: <http://hsc.unm.edu/about/budget/>
- Main Campus Budgeting:  
<http://www.unm.edu/~budget/>
- Unrestricted Accounting HSC:  
<http://hsc.unm.edu/financialservices/accounting/>
- Unrestricted Accounting Main:  
<http://www.unm.edu/~gacctng/>
- Contract & Grant Accounting HSC:  
<http://hsc.unm.edu/financialservices/postaward/>

# Quick Reference Guide

## WEBSITES

- Contract & Grant Accounting Main:  
<http://www.unm.edu/~cgacctng/>
- Financial Services Support Center:  
<http://www.unm.edu/~fssc/index.html>
- Fast Info: <http://fastinfo.unm.edu/v0508/index.php>

# Quick Reference Guide

## OTHER

### LEARN Material:

- HSC Campus:  
<http://hsc.unm.edu/financialservices/accounting/learn.shtml> (includes LEARN Schedule of upcoming topics , past manuals and past Power Point presentations)
- Main Campus: <http://www.unm.edu/~fssc/index.html> (select “Banner Bytes” on the left. You will find many presentations, including the LEARN presentations)

# Quick Reference Guide

## OTHER

**Financial Services Support Center:** [  
<http://www.unm.edu/~fssc/index.html> ]

On the left, select:

- ***Banner Bytes***- contains many helpful Presentations, including all the LEARN presentations
- ***Job Aides***- helpful “how to’s”, for completing Finance specific tasks

# Quick Reference Guide

## OTHER

**Financial Services Support Center:** [  
<http://www.unm.edu/~fssc/index.html> ]

On the left, select:

- ***Participant Guides***- the most current guides used in EOD classes
- ***Forms***- direct links to Financial Services Forms

# Quick Reference Guide

## ITS Help:

- <http://its.unm.edu/support/index.html> this site lists phone numbers for help desks on Main Campus, HSC Campus, the Hospital, and others. It has a direct link to Fast Info. It lists several other ways to get technical support, all on the main page.

# Questions?

