Banner Finance NSF Functionality

Frequently Asked Questions (FAQ)

What is NSF?

The NSF or Non-Sufficient Funds functionality in Banner Finance is a tool used for budget management by CNM departments and administrators. NSF will not allow purchase orders to be issued on a cost account that does not have available budget.

When will NSF be implemented?

The NSF functionality is effective on Monday, August 3, 2015 for FY16 operating budgets (Funds 1xxxx) and grants and contracts budgets (Funds 2xxx).

What accounts are not affected by NSF?

For FY16, capital project budgets, miscellaneous expenses, payroll, Ingenuity (Chart of Accounts “S”) and the Foundation (Chart of Accounts “F”) are not affected. More budgets may be affected by NSF in FY17.

How will NSF change the way we do business at CNM?

The major change will require all CNM departments to fund or encumber funds by fiscal year and not roll encumbrances into future years. This means that purchase orders or blanket purchase orders will only be encumbered and paid for the amount of budget within any given fiscal year.

My department’s FY16 Contract Services budget is in negative at August 1, 2015? Will this impact my ability to purchase additional services?

Maybe. Where the cost account has insufficient funds, the NSF function will prohibit the transaction. In most instances, the department can complete an IBR to transfer funds among operating expense accounts to make a purchase. In rare occurrences, the Budget Office or the Contracts and Grants Accounting Office can authorize a NSF override. The Budget Office or Contracts and Grants Accounting Office may also refer you to Purchasing to review existing contracts.
How does NSF change my department’s budget management processes?

The NSF trigger requires department staff to make sure funds are available before making a purchase. This means, department staff must

- monitor contracts and other operating expenses using Banner Finance forms or myCNM’s Web for Finance,
- check fund balances regularly, and
- recognize that Pcard charges and other expenses, including travel, may not yet be posted and included in the fund balance totals.

What forms in Banner are available to check the budget Available Balance?

There are two forms in Banner you can go to check your Available Balance, Form FGIBDST and FGIBAVL. You can type in the form name directly in the Go to Box on the top left Banner screen, or you can go to the Control Agent Department Finance Query Menu to find the forms. Form FGIBAVL is not available in Web for Finance.

If a NSF condition exits, can a department complete online requisitions?

Yes, with an existing NSF condition, the department can still complete an online requisition, and the department control agent can approve it and forward it to the next approver. However, Purchasing cannot turn the requisition into a purchasing order unless the NSF condition is overridden.

Will Budget Office or Contracts and Grants Office override every NSF condition?

No. And, some of the NSF conditions cannot be overridden, such as, a revision to increase or change cost accounts on an existing blanket (BO) or purchase order (PO).

What will pre-audit do if a requisition has a NSF condition come to them?

As a general rule, Pre-audit staff from the Business Office will deny a purchase requisition (REQ) either on line or on paper if a NSF condition exists, unless the department received pre-approval from Budget Office or Contract and Grant Accounting Office staff. The pre-approval may be documented by an email from staff in the Budget Office or Contract & Grants Accounting Office. This pre-approval documentation will need to be attached to the on-line REQ in OnBase or
attached to your paper REQ. If the on-line REQ is denied, the requestor and the control agent will get an email notification.

**What accounts are being pooled in Banner and what does it mean?**

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<th>Pool account</th>
<th>82P1</th>
<th>Account</th>
<th>Account Title</th>
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<td>8235</td>
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<td>Other Expenses</td>
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<td>Training</td>
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<tr>
<td></td>
<td>8242</td>
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<td>In State Travel</td>
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Pool accounts are set up to reduce the NSF condition situation. Pooled accounts are solely for the checking available balance only; this does not affect anything else. If the balance of a pool account is sufficient, then you will not have a NSF condition, even the individual account balance is not enough.

However, Budget Office will expect that all negative budget available amounts will be cleared using an Internal Budget Revision (IBR).

**What transaction doesn’t go through the NSF process currently?**

Payroll expenses; internal allocations, such as IT Services allocation; airfare; travel reimbursements; P Card transactions; and some miscellaneous direct reimbursements, like petty cash reimbursement, do not go through NSF process.

**How will NSF impact my department’s purchasing processes?**

Purchasing will be teaming with the departments and the Business and Budget Offices as needed to address blanket orders, multiyear contracts and other purchase order issues affected by NSF. In most cases, BOs will be converted to POs that are funded and expire on or before the fiscal year end. BOs may also be converted to a price agreement (PAs) to document the contract terms, with POs issued against the PAs to fund goods and/or services within the fiscal period. Banner Blanket orders will remain BOs but funded within the fiscal year.
For example, the FY16 blanket order for NM Gas Company at CNM will only be authorized to pay for college utility expenses from July 1, 2015 through June 30, 2016.

More questions? Contact

Budget Office  505-224-4460
Grants and Contracts Accounting Office  505-224-4000 Ext. 52667
Purchasing Office  505-224-4546
Business Office (Pre-Audit)  505-224-4000 Ext. 2150

http://www.cnm.edu/depts/budget-fiscal-operations - See Banner Non-Sufficient Funds Functionality, for link to NSF training presentation.