Terminology

NSF

“NSF” is a suspension status in Banner that is created due to a lack of available funds within the budget pooling account under a given budget control. The budget pooling account (PLBUD) consists of the sum of all direct expenditure and transfer budgets less the sum of all expenditures, transfers, and encumbrances within that budget control level.

Budget Authority

Budget authority refers to the full budget authorized within a given programmatic area for expenditure by the individual to whom the authority is delegated. It is the responsibility of a unit’s financial manager to maintain sufficient budget within the unit’s accounting structure to accomplish the goals of the unit, within the allowable budget authority. Any time an encumbrance falls into NSF status, the financial manager must make the determination as to whether the purchase may be accomplished within the constraints of the authorized budget.

Budget Control

Budget control refers to the org code used to process the budget checking for NSF purposes within any given fund. Budget control can be set using any org code—it does not have to be the same as the org to which it is attached. If left blank, the org will budget check itself. All orgs that share the same budget control code are pooled when determining available budget. For more information on Budget control, please see the Budget Control section.

Incomplete Documents

Incomplete documents result from a user who begins to input a transaction but does not follow the transaction through to completion. This can be due to a myriad of reasons, but it is most often due to encountering an NSF suspension. These documents encumber funds against the budget authority and must be managed to avoid invalid incomplete documents from encumbering the budget authority. For more information on incomplete documents, please see the Incomplete Document section.

Budget Revisions

Budget revisions increase or otherwise alter the budget authority at the university. They are used to adjust personnel, direct expenditure, and revenue budget and are the only method of increasing budget authority in order to eliminate an NSF situation. For more information on the budget revision process, please see the Budget Revision section.

Restricted Fund Budget Revisions

Restricted fund budget revisions, previously called BRFs, are processed through Office of Grant and Contract Administration (OGCA). These revisions are used to set up or alter restricted fund budgets.
Budget control on these funds is always set as itself, so any active restricted fund should have a budget attached to it. Please see OGCA’s website for more information on the current BRF process.

Emergency Procurement

Emergency procurement is any procurement that requires immediate action with no advance notice, whether budget is available or not. This type of procurement is most often associated with equipment that needs a large lead time or other time-sensitive and time-intensive procurement that is unforseen. Travel does not (or rarely) fall within this category.

Accessing and Completing Incomplete Documents

Incomplete documents may be accessed by Banner users at any time by typing the document number into the proper banner screen. Any time a user enters a banner document, the activity date associated with the document will update. In order to complete the document, the user must tab through (“touch”) the full document, and then attempt to complete it. If any NSF situations remain, the suspense window will pop up to notify the user.