OVERRIDE PROCEDURES FOR BANNER NSF FLAGS
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Background

An NSF Override flag occurs in Banner any time that a user-keyed accounting block contains an accounting string in which the budget available balance is less than the requested encumbrance amount. The system makes this determination using the following formula for the given control level on a Fund-Org-Acct combination:

(Sum of Budget) – (Sum of YTD Activity) – (Sum of Encumbrances) – (Sum of Reservations) – (Sum of Incomplete Documents) = Budget Available Balance

As shown above, this calculation is somewhat complex and can involve more than meets the eye. Therefore, it is important to recognize that the available balance shown on screens such as FGIBDSR, FGIBDST, and FGIBSUM may not give an accurate picture of the available balance (as shown on FGIBAVL). After accounting for all control variables (fund, org, and object controls), if the balance on BAVL and the other screens do not agree, the most likely culprit is one or more incomplete documents.

Prior to authorizing any override of an NSF flag, the override authority must verify the accuracy of all entered accounting and identify (and plan to mitigate) the source of the lack of available budget.

NSF Flags

When Banner flags a transaction as having an accounting line that lacks sufficient funds, it notifies the user and includes the item number(s) and sequence(s) that flagged the error. The user should note the document number, the lines that are in NSF status, and then place the document "In Process."

Override Procedure

The override procedure for each document type is similar, although the exact process varies by document category. In all cases, the override itself requires that the override authority enter the procurement document through the appropriate Banner form, "touch" each line of accounting that has the "NSF Checking" check box active, and click, for that accounting line, the "NSF Override" box.

General Encumbrances (FGAENCB)

The general encumbrance screen, which includes documents such as travel authorizations, utility encumbrances, and direct pays, differs somewhat from other procurement transactions in that each sequence of the transaction is on a separate screen. As such, when the approver enters the form, they will see an active check box near the bottom of the screen labeled "NSF Checking."

This document does not note which sequence of the transaction caused the NSF flag, so it is important that the original data entry user noted which line of accounting caused the issue in order to navigate quickly to the sequence that requires the override. Once on the appropriate sequence, click the box to the left of "NSF Override" in the lower left corner of the transaction detail. This will activate the override and allow document completion.

Requisitions (FPAREQN), Calls (FPA2PUR), Purchase Orders (FPAPURR), and Change Orders (FPACHAR)

Call numbers, purchase orders, and requisitions all use the same commodity and accounting entry screen, so the process for overriding these transactions is the same. Once the user enters accounting information for each item and sequence, the system will check for available budget and reserve that line's dollar amount. Because of this, the transaction could have the same accounting on multiple items, with only the last item needing the override.

When the user accesses the Balancing/Completion tab on the form, informational text will display on the bottom of the screen. If one or more lines has insufficient budget, the user will see something similar to this:

If the user attempts to complete the transaction, they will get the following notice, which displays all items and sequences as well as noting which of them is in NSF status by displaying the check in the appropriate box:

If the user selects the line(s) in NSF status, and clicks "Select," the form will take them directly to this accounting line in the commodity information. This is helpful for approvers if the transaction is complex (e.g., multiple items and/or sequences) yet has only one or a few lines that are in suspense.

With the document in suspense status and before closing, they should record the document number, the items/sequences in suspense, and then click on "In Process" to close out.
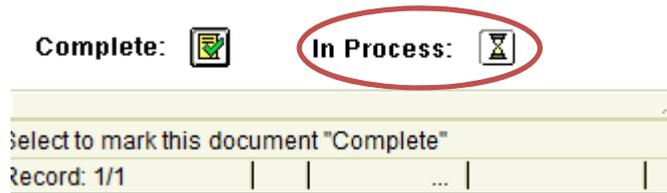
It is very important to remember to close out of the document before requesting an override from an approver! When a second user enters the Balancing/Completion area of the document and another user has the document open, they will get the error listed below. If this occurs, the error will clear if the first user closes out of the document. Otherwise, the approver can click "No" and leave the document in suspense until a later time; Banner will not save any changes they made to the document.

When the approver opens the document, they will need to navigate to the Commodity/Accounting block, choose the appropriate item, and then press CTRL-PGDN to access the accounting block. Once here, only the line that is in suspense will have an active check box in next to "NSF Suspense" in that block. Any line with the suspense active will either need updated accounting or for the approver to check the "NSF override" box.

Remember: Every sequence of accounting that is in suspense requires this override!

Once the approver fully overrides the document, access the completion block and select "Complete." Banner will display the confirmation text as with any document successfully entered without override.

Congratulations! You are now equipped to override urgent procurement documents successfully! Remember to follow up override actions with any needed adjustments to budget or budget controls.