



Budget Office

Date: 07/01/2011

Budget Availability Overview
FSJA-029

Budget Availability Status Form FGIBAVL

Review your budget availability by querying the Banner Finance Form FGIBAVL. Like FGIBDST, departments will input their index to view their available funds.

FGIBDST

Calculates at the Department Level

FGIBAVL

Calculates at the Level 3 Org

Equation:

Adjusted expense budget at the level 3 organization (**revenue not included**)

Less: Expense activity (budget, actual, and encumbrances)

Less: Completed documents (**regardless of whether or not the JV is completed**)

Equals: Budget availability at the level 3 Org

When a department begins to have NSF errors this indicates there are no funds available to cover the expense.

There are several ways to address this issue; this checklist is meant to address the more common issues that are occurring:

PO's that span more than one fiscal year:

Analyze PO's for those that may span more than one fiscal year. Contact the FSSC for assistance.

See: [FastInfo Answer ID 2347](#)

How do Purchase Orders affect NSF Checking?

Budget Entries

Before a department can begin to spend funds on an index they must have a budget.

Departments are not allowed to go into the negative.

NSF checking looks at the Level 3 Org in total, not by account code.

A review of each line item is often the best indicator of where over expenditures are occurring.

See: [FastInfo Answer ID 511](#)

How do I create a Budget Transfer?

Does the department have a balance forward that is intended to fund the current fiscal year?

Balance forwards are recorded as a YTD actual using revenue account code 1900.

Therefore, this amount is not taken into consideration in the budget

See: [FastInfo Answer ID 1798](#)

Moving Balance Forwards

See: [FastInfo Answer ID 2911](#)

Guidelines for Submitting Allocation and Balance Forward Journal Entries

Does the department have encumbrances from the prior year that were rolled forward?

Encumbrances reduce the funds available for purchasing or recording activity. If an encumbrance from a non-canceled requisition, or approved PO has been carried forward from the prior year, it will reduce current year fund availability.

See: [FastInfo Answer ID 2047](#)

How are encumbrance rolls determined?

Reconcile your indexes monthly.

All activity reduces the availability of funds. If there is a document coded to the wrong index, it will cause that department not have those funds available.

See: [FastInfo Answer ID 711](#)

There are several options to obtain information to reconcile an index or account.

Are labor distributions up to date and accurately entered in Banner?

The majority of a department's expenditures are on salary. Periodically review the labor distributions of your employees. It is in the best interest of the department to insure that all labor distributions are correct and accurate for each employee.

End