NORTHWESTERN STATE UNIVERSITY
Line Item Deficit Notification

I. Purpose and Scope: This notification is used to inform Budget Unit Heads of line item deficits that exist within their accounts.

II. Reference: None.

III. Responsible Area: All Departments

IV. Procedure:

Business Affairs

1. The Line Item Deficit Notification (Attachment 1) is ran nightly in Argos and e-mailed to the Requestor, and Budget Unit responsible for the account.

Budget Unit Head/Designee

2. Review the report to determine what actions are necessary to eliminate any line item deficits within the account.

    Actions may include the following:

    A. Submit Budget Revision Request to realign budget in accordance with Business Affairs Policy and Procedure User's Guide, VII-1 Request for Budget Revision.

    B. Reduce encumbrance for Requisition or Purchase Orders.

    C. Reduce expenditures by moving charges to another account.

NOTE: The Banner Purchasing System will not allow a requisition to be processed against a category of expenditure containing a deficit. Therefore, all line item deficits should be resolved immediately to avoid delays of request to expend funds.

Budget Unit Heads experiencing uncontrollable budgetary problems must report their budget problems to their respective Vice President through their Approving Agent. The Vice Presidents are responsible for their area's budgets and are responsible for setting priorities within their areas and must shift funds among their budget units' budgets accordingly.

A Vice President determining there is insufficient funds within his area to satisfy a budget problem, and therefore, must request funds from outside his budgetary authority, should submit on a Budget Revision the request for additional funds to the President for review and consideration.

Budget Unit Heads of non-operating budgets, (Restricted, System Revenue, Recreational Complex and Agency) must not incur deficits. If you have a budgetary problem that may result in a deficit, you must report this condition to your Approving Agent, Vice President for Business Affairs & Controller, and President immediately.

Attachment 1

From: argos@nsula.edu [mailto:argos@nsula.edu]
Sent: Tuesday, October 11, 2016 7:15 AM
To: Requestor
Cc: Budget Unit Head

Subject: Requisition NSF Notification (Line Item Deficit)

NSF Requisitions Message:

You are receiving the attached report as a notification that you have a line item deficit. This is caused when a requisition is put on the system without proper funds available.

Please review your account on FGIBDST and make the appropriate adjustments to clear this deficit. Refer to Checking Budget Availability in the Banner Finance Departmental User Guides at http://businessaffairs.nsula.edu/banner-finance-departmental-user-guides/ for further instructions.

To eliminate any line item deficits, refer to Banner Line Item Deficit Report in the Banner Fiscal Policy and Procedures User Guides at http://businessaffairs.nsula.edu/business-affairs-policy-and-procedures-user-guides/.

For Incomplete Requisitions complete the following steps:

Complete a Budget Revision Request (http://businessaffairs.nsula.edu/accounting-reporting/) and forward to Business Affairs Accounting and Reporting requesting approval to transfer/increase funds to the appropriate Budget Pool.

Accounting and Reporting will process the Budget Revision and the requestor will proceed with completing the requisition.

NOTE: To review the status of the Budget Revision and if it has been posted - Go to FGITRND. Enter the Index code, tab to the Account code and put in the budget pool account that you requested the money to be moved to, control page down then F8.

Once the budget revision has been posted do the following:
        Go to FPAREQN change the Transaction Date, Order Date and Delivery Date to the current date or a future date.
        TAB through all Commodity Accounting fields to revalidate all information and mark COMPLETE on the last form.

For Completed Requisitions complete the following steps:

NOTE: If the requisition has been completed, the user will no longer have access to make changes and will receive a message stating Requisition is Complete no changes allowed. Someone in the approval process will need to deny the requisition.

To see which approval queue the requisition is in go to FOAAINP.
        Put in the requisition number, control page down.
        One of the approvers will have to deny the requisition.
        Once the requisition is denied and your budget revision is posted do the following.
        Go to FPAREQN change the Transaction Date, Order Date and Delivery Date to the current date or future date.
        TAB through all Commodity Accounting fields to revalidate all information and mark COMPLETE on the last form.

To review your Document History, refer to Document History FOIDOCH in the Frequently Used Banner Finance Queries of the Banner Finance Departmental User Guides at http://businessaffairs.nsula.edu/banner-finance-departmental-user-guides/ for further instructions.

If you believe you have received this email in error please contact by email:

Accounting Data Coordinator

Northwestern State University
REQUISITION - NSF Notification (Line Item Deficit)

10/11/2016

REQ	LINE ITEM	DESC	AMT	INDEX	FUND	ORGN	ACCT	PROG	ACCT TITLE	APPROVING AGENT	ORGANIZATION HEAD
R0009220	1	HP LaserJet Pro MFP M225dn	$478.00	105510	100001	211231	707342	50	Band	handelg@nsula.edu	matthewsj@nsula.edu
USER_ID:		CONLEY			USER_EMAIL:		conley@nsula.edu				