Non-Sufficient Funds (NSF) Queue Procedure
There are several reasons why your document could end up in the NSF Queue after being keyed into Banner including:

1. The specific line item you are charging against was not budgeted (no money available)
2. The specific line item you are charging against is over spent (no money available)
3. The Organization or Program codes are incorrect (Please be sure Sponsored Programs Accounting is aware of all Orgs and Progs you may be using on your particular funds.)

The NSF Queue is monitored daily by the accountants in Sponsored Programs Accounting. Each document is either approved or disapproved. If your document is disapproved, you will receive a message in Banner with a brief explanation for the disapproval and a name and contact number for the accountant who disapproved your expense. Please be sure to contact that person if you have any questions about why your document was disapproved.

The majority of expenses that land in the NSF Queue are simply for the reason that no money is available for that specific line item (i.e. Contractual, Commodities, Travel, etc.) being charged against. It is either over spent or there was no money originally budgeted. Please be sure to always monitor the specific line items within your funds to be sure money is available to spend. If a line item is over spent or was not originally budgeted, please complete the Budget Revision form to move money into that line item to be available for expenditures. Of course, sponsor approval may be required on some funds. The Budget Revision form can be found at the following link:

http://www.controller.msstate.edu/forms/