TechBuy validates information entered on the requisition form against Banner prior to the creation of the purchase order. Banner will review the data and return the information into TechBuy. If TechBuy receives an error from Banner, the system will return the cart for resubmission.

This document will address the top three systematic order errors received during the Banner validation process.

The error information can be found on the History tab in the requisition.

**User has No Authority to Post**

This error is caused when the Fund Manager has not granted access to the user in the TEAM Application.

If a user receives this error, the Fund Manager will need to be notified. The Fund Manager can grant the appropriate access in the TEAM application. For additional information, please review the TechBuy Registration document.

**Insufficient Budget**

This error is caused when there are not enough budgeted funds in Banner for the FOAP entered on the requisition.
If you receive this error, you will need to enter a different FOAP with enough available budget or you will need to enter a budget revision through the Budget office.

**Transaction Date is not an Open Accounting Period**

If the accounting date entered on the requisition relates to a closed fiscal period in Banner, you will receive an error.

If you receive this error, change the accounting date on the requisition to the current date unless instructed otherwise from the Purchasing department. For more information on the accounting date, please reference the Reviewing the Cart document.

**Locating the Returned Requisition**

Once the requisition has been returned for resubmission, you must make the necessary changes to the order and resubmit, or you can withdraw the order. It is important to remember that once the order has been returned to you, no one else can touch the order until you resubmit. Once the order is resubmitted, it will maintain the same requisition number and will flow through the entire approval process. You can locate your returned order three ways:

1. Click **My Returned Requisitions** link under the Orders section on the Action Items on the Home / Shop screen.
2. Select **Shop, My Carts and Orders, View Carts.** Select the **Draft Carts** tab.

3. Use the **View Requisition** link provided in the email you received when the order was returned.

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**CAUTION:** This email originated from outside of TTUHSC. Do not click links or open attachments unless you recognize the sender and know the content is safe.