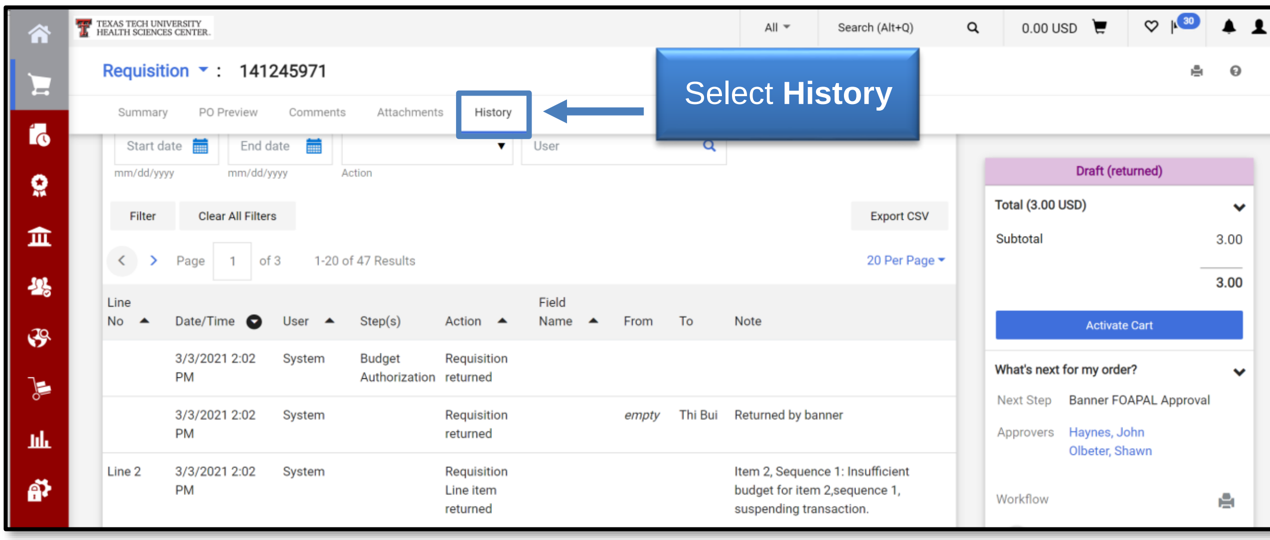
TechBuy validates information entered on the requisition form against Banner prior to the creation of the purchase order. Banner reviews the data and returns the information into TechBuy. If TechBuy receives an error from Banner, the system will return the cart for resubmission.

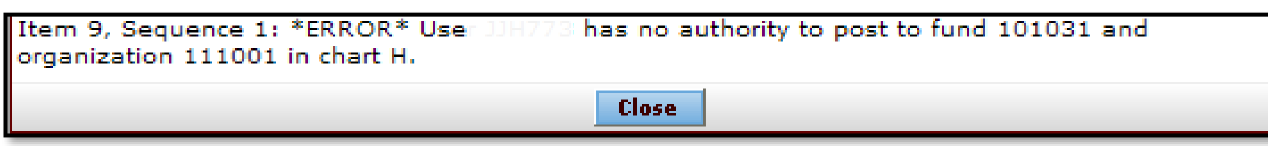
This document addresses the top three systematic order errors received during the Banner validation process.

The error information is available in the **History** section of the requisition.



User Has No Authority to Post

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



If a user receives this error, notify the Fund Manager. The Fund Manager can grant the appropriate access in the TEAM application. For additional information, review the TEAM Financial Registration Help document.

Insufficient Budget

This error occurs when there are not enough budgeted funds in Banner for the FOAP entered on the requisition.

> Item 2, Sequence 1: Insufficient budget for item 2,sequence 1, suspending transaction.

If you receive this error, enter a different **FOAP** with enough available budget or enter a **budget revision** through the Budget Revision System.

Transaction Date is Not In 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.

> Item 4, Sequence 1: *ERROR* Transaction date | Oct. 6, 2020 | is not in an open accounting period for chart H.
>
> Close

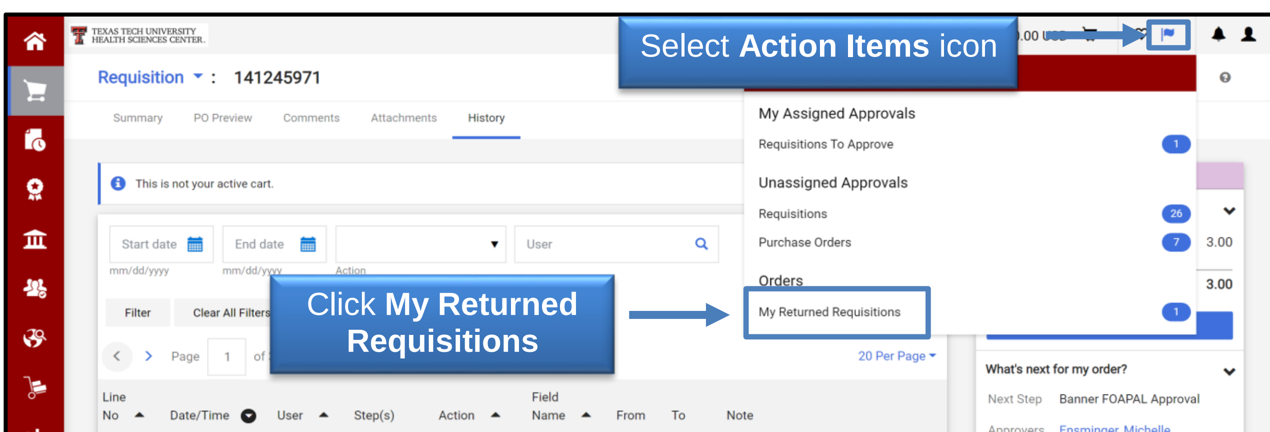
If you receive this error, change the accounting date on the requisition to the current date unless instructed otherwise by the Purchasing department. For more information about the accounting date, refer to the Reviewing the Cart document.

Locating the Returned Requisition

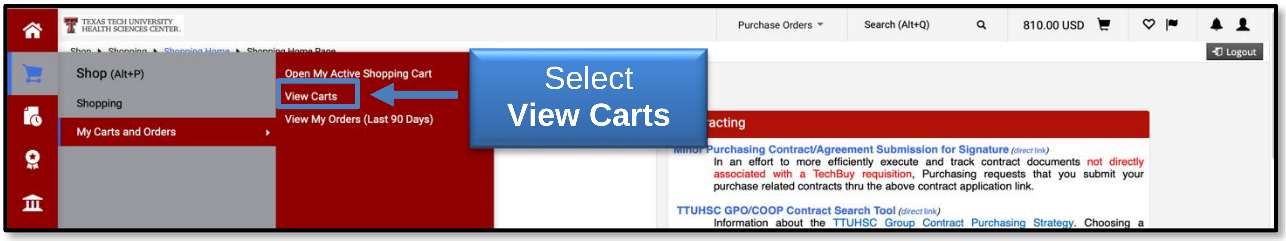
Once the requisition is returned for resubmission, make the necessary changes to the order and resubmit, or withdraw the order. It is important to remember that once the order is returned to you, no one else can touch the order until you resubmit. Once the order is resubmitted, it will maintain the same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

There are three ways to locate a returned order:

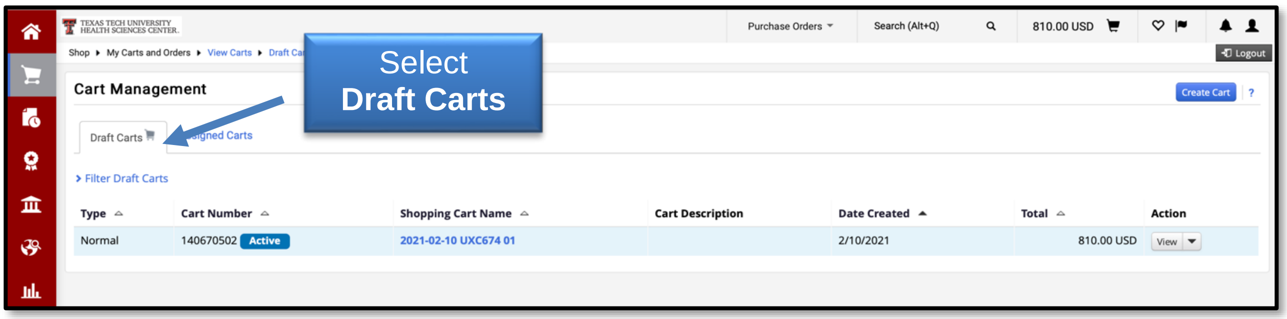
1. Click the **My Returned Requisitions** link under the Action Items icon in the top navigation.



2. Select **Shop**, **My Carts and Orders**, **View Carts.**



Choose the **Draft Carts** tab. The tab should default open.



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