

Requisition Error - Quick Reference

Vendor Section:

Error: Ship Code is required

Definition: A Ship Code is required before a requisition can be completed. Please use the Lookup function at the bottom of the requisition or refer to the Requisition packet provided at training for the 5 Ship Code locations.

Error: Address is not valid

Definition: You may have chosen an address sequence that does not exist in Banner. Change the Address Type (PO for purchasing address or CK for remit-to address) and/or Address Sequence.

Commodity Section:

Error: Commodity 1 is required (note, this could also be Commodity 2, 3, 4, or 5)

Definition: A Commodity Code (number relating to the type of commodity you are purchasing) is required on line 1 of the Commodity section in order to process the requisition.

Error: Commodity 1 is not valid (note, this could also be Commodity 2, 3, 4, or 5)

Definition: The Commodity code entered on line 1 of the Commodity section is not a valid Banner commodity code. Please refer to the Commodity Codes list either through the Lookup function at the bottom of the requisition, or by accessing the [Commodity Codes list](#) on the Controller's Office Banner website.

Error: Quantity 1 is required (note, this could also be Quantity 2, 3, 4, or 5)

Definition: A Quantity (number of items) is required on line 1 of the Commodity section.

Error: Unit Price 1 is required (note, this could also be Unit Price 2, 3, 4, or 5)

Definition: A Unit Price (cost per item) is required on line 1 of the Commodity section.

Accounting or FOAPAL Section:

Error: Accounting percentages not 100

Definition: The percentage breakouts in the "Accounting" column of the FOAPAL information must total 100%. Each line indicates the % of the total requisition cost you want to charge to each FOAPAL.

Error: Chart of sequence 1 is required

Definition: Chart "T" must be entered in the Accounting or FOAPAL section for each line is necessary.

Error: Sequence 1 accounting information is incomplete (note, this could also be Sequence 2, 3, 4, or 5)

Definition: Line 1 of the Accounting or FOAPAL section is incomplete. First, make sure your index filled in the fund, organization and program fields. If any of these fields are blank, enter your index and click validate again. (Note: After you enter your index and click validate, the index field should be blank.) Second, make sure your account is entered in the "account" field. This step should be done **after** your index has been validated.

Error: Sequence 1 Account is not a data entry account.

Definition: The account entered is not a valid Banner account. Please refer to the Account listing either through the Lookup function at the bottom of the requisition or by accessing the [Account List](#) on the Controller's Office Banner website.