Common Error Messages

Error Message:

Delivery Date cannot be less than Record Date or application system date on APPCTRL

Explanation:

The delivery date is a past date and must be changed before the transaction will submit successfully.

Resolution:

1. On the Header of the Transaction scroll down to the Delivery Date field.
2. Change the Delivery Date to a future date.
3. Scroll up to the 3-dot menu on the header. Click the 3 dots and then click Ship/Bill To Lines
4. Click Validate again

How to avoid this error message:

1. Make sure you click Ship/Bill To Lines after all commodities are entered before you validate the transaction
2. If you add or change any commodities, click on the Ship/Bill To Lines link again.

Error Message:

At lease one accounting line is required for this commodity line.

Explanation:

One or more commodity lines do not have an accounting line.

Resolution:

1. If you used Accounting Distribution, go back to the Accounting Distribution tab of the transaction, click the 3 dots and click Distribute Accounting Lines.

2. If you did not use Accounting Distribution, on the Commodity tab highlight the new commodity line and then click the Accounting tab. Click the + to add a new accounting line for this commodity. Enter all applicable accounting information.
3. Click Validate on the transaction

How to avoid this error message:

1. Make sure to click the Distribute Accounting link after you add a new commodity or change information on a commodity.
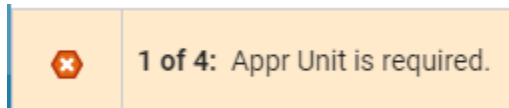
Error Message:

Appr Unit is required, and Budget line not found for Fund/Dept AU within OC Expense Budget

Explanation:

This budget line does not exist in the Fiscal Year for the unit and object combination you are trying to use

Note: You will never have to manually enter your appropriation unit on Purchasing or GAX1 transactions.

Resolution:

1. Contact the Budget Department and have them add the missing budget line OR
2. Charge the item to another unit/object combination OR
3. You have an incorrect grouping of elements in a budget line (such as the wrong fund)

How to avoid this error message:

1. Check the budget table before entering the transaction to ensure the budget exists.
2. Only enter the Accounting Template and Object Code. ALL other information will infer upon validating the transaction.