

TOOL

Handling of Common PASS Errors

Message:  Value must be set.


- Action:**
- Indicates the field requires a value before proceeding to the next step.
 - Fill in the field with a value.

Message: Please complete the missing or invalid information indicated below.

- Action:**
- Indicates that you attempted to move to the next step without filling in the required fields.
 - Complete the missing or invalid information.

Message:  At least one of the Purchase Orders generated from this requisition will not be automatically transmitted to the supplier. Please check the History tab after the requisition goes to Ordered status to determine which Purchase Orders were not automatically transmitted and mail those orders to the supplier via U.S. Mail.

- Action:**
- Indicates that one of the Purchase Orders (PO) generated has not been transmitted via the Ariba Supplier Network (ASN).
 - The Contracting Officer must check the History Tab to find which PO needs to be printed and sent to the Supplier via U.S. mail.

Message:  The sum of the line items does not match the value entered in the Invoice Amount field.


- Action:**
- Indicates the Invoice Amount Total does not match the Line Item Amount total (generated from a Purchase Order).
 - AP Specialist inputs the Invoice Amount Total from the manual invoice received.

TOOL

Handling of Common PASS Errors

Message:  Value must not be zero.

- Action:**
- Indicates that in split accounting, one of the splits cannot be of zero value.
 - Split the accounting by percentage, quantity or dollar amount.

Message:  The split values do not add up to 100%.

- Action:**
- Indicates that in split accounting, the split amounts must equal 100%
 - Split the accounting so that the field totals to 100% of total amount or total quantity.

Message:  Either select a Supervisor or add the No Supervisor role to user.

- Action:**
- Indicates a Supervisor must be selected when adding a new user using the User Maintenance Request eForm.
 - Select a Supervisor using drop down menu the selecting 'Other...'

Message:  Line Item(s) 1 have a zero dollar price. Are you sure this is correct?

- Action:**
- Indicates that the non-catalog requisition had a zero dollar amount associated with the line items.
 - Submit requisition with zero dollar amount OR change value and then submit.