Common SSB Requisition Mistakes

Pressing the Enter key on your keyboard

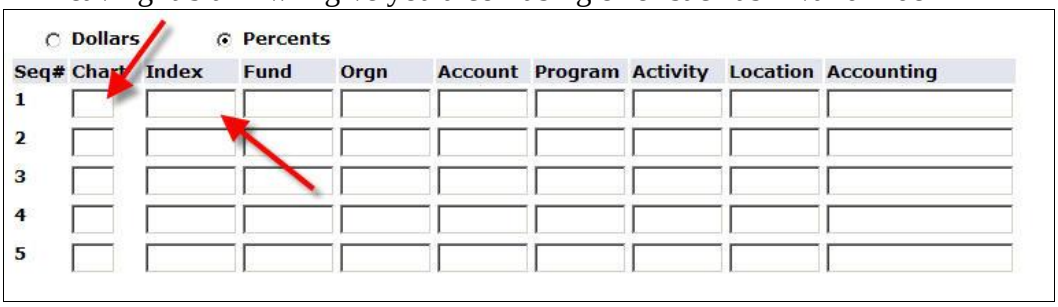
- SSB Banner is a point and click form. When pressing the enter key on your keyboard it will bring you to a document/code lookup or you will get an invalid message. Do not use the Enter Key function.

Fields are case sensitive

- When using code lookup use upper and lower case characters.

Leaving the Chart of Accounts blank when retrieving your FOP from your index

- To retrieve your FOP you must enter in the Chart as N and your index. Then click validate.
  - Leaving it blank will give you a confusing error such as Invalid Index

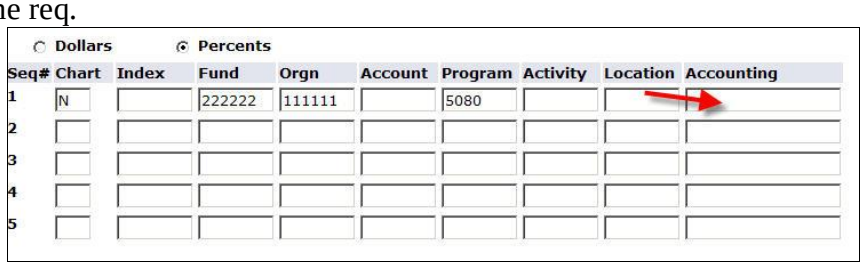


Entering in the Account before you Validate the Index into the FOP

- The account will be erased when you click validate. You will need to re-enter the Account.

Total Accounting must equal 100

After Validating the index to populate the FOP an error message saying

Total of Accounting percents does not equal 100

This is stating you need to make sure the Accounting field is populated before you complete the req.