

# Hot Sheet



Topic	Print Sequence Duplicating Numbers on Master Blanket and Req Items
<b>Document Types Involved</b>	Bid <input type="checkbox"/> Master Blanket <input checked="" type="checkbox"/> Requisition <input checked="" type="checkbox"/> PO <input checked="" type="checkbox"/> Receipt <input type="checkbox"/> Invoice <input type="checkbox"/> Credit Memo <input checked="" type="checkbox"/> Report <input type="checkbox"/> Vendor <input type="checkbox"/> User Profile <input type="checkbox"/> Agency Setup <input type="checkbox"/> Other <input type="checkbox"/>
<b>Reason for Publication</b>	<p>Some users completing change orders on Purchase Orders have reported the print sequence of the items seems to duplicate existing numbers within the item list causing an error.</p> <p>This has also occurred in a non-change order scenario when a Release Requisition was approved to create a Release PO.</p>
<b>Steps Resulting in Scenario</b>	<p>A Release Requisition was approved and converted to PO.</p> <p> <b>Overall Validation Errors</b>  <b>Print sequence XX has already been created.</b>            (Where XX stands for a print sequence number that was duplicated on an item added by a change order)</p> <p style="text-align: center;"><b>OR</b></p> <p>A user creates a Change Order on a Purchase Order (includes Master Blanket PO Change Orders)</p> <p>a. When submitting the change order for approval, the system displays a red error message</p> <p> <b>Overall Validation Errors</b>  <b>Print sequence XX has already been created.</b>            (Where XX stands for a print sequence number that was duplicated on an item added by a change order)</p>
<b>Recommended Strategy</b>	<p><b>The Print Sequence error message is displayed when accessing the Release Purchase Order and there is not an in process Change Order:</b></p> <ol style="list-style-type: none"> <li>1) An authorized user will need to create a change order.               <ol style="list-style-type: none"> <li>a. The authorized user would be either the individual who created the Release Requisition, OR a BP user that is DA Super user for the department on the document</li> </ol> </li> <li>2) Change the duplicate Print Sequence number on the Items &gt; General Tab for the offending item               <ol style="list-style-type: none"> <li>a. Save the Items &gt; General tab</li> </ol> </li> <li>3) Move to the Summary tab               <ol style="list-style-type: none"> <li>a. Submit the Change order</li> </ol> </li> <li>4) Apply the change order after any needed approvals.</li> <li>5) User can now notify/send to vendor.</li> </ol>

**Recommended Strategy**

**The Print Sequence Error Message occurs during the Change Order creation process:**

1. The user that is creating the change order should highlight the duplicate print sequence number and change it to a new/unique print sequence number.
2. User should save the Items tab.
3. User can complete any remaining actions on the Change Order.
4. Move to the Summary tab to review and Submit the Change Order.
5. Apply the Change Order after any needed approvals.

**Screenshots**

**When the Print Sequence error message is displayed when Accessing the Release Purchase Order and there is not an in process Change Order**

**1) User receives error when the Release PO is created after approval of the Requisition**

The screenshot displays the 'Release Purchase Order ADSP015-085238:520' interface. The status is '3PRS - Ready to Send'. The 'Summary' tab is active, showing an 'Overall Validation Errors' message: 'Print sequence 1.0 has already been created.' Below this, the 'Header Information' section provides details for the purchase order, including the number (ADSP015-085238), release number (520), status (3PRS - Ready to Send), purchaser (Elli Balstad), PO type (Release), and location (FIELD - Field Office).

The 'Items' tab is also shown, displaying a 'General Item Information Validation Errors' message: 'Print sequence 1.0 has already been created.' Below the error message, there is a table with columns for 'Item #', 'Links', 'Print Sequence', 'Receipt Method', 'Quantity', 'Minimum Order Quantity', and 'Catalog Unit'. Two items are listed, both with a print sequence of 1.0, which is highlighted by a red box in the original image.

Item #	Links	Print Sequence	Receipt Method	Quantity	Minimum Order Quantity	Catalog Unit
1	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 1</a> Req # / Item #: <a href="#">TRAIN15-00253923 / 1</a>	1.0	553 - 30 ) widget	1.0	0.0	
2	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 2</a> Req # / Item #: <a href="#">TRAIN15-00253923 / 2</a>	1.0	553 - 30 ) whatsit	2.0	0.0	

## 2) Authorized user Creates a Change order on the Release document

- Go to Items > General tab
- Change the duplicate Print sequence number (blue box on screen shot)
- Click Save and continue

**Change Order (In Progress) - Release Purchase Order ADSP015-085238:520**

General **Items** Subcontractors Address Accounting Attachments Summary [Back to PO](#)

**General** Address Accounting

Confirmation Messages

- Changes saved successfully.

Sort by Column:   Sort Descending

Item #	Links	Print Sequence	Receipt Method	
			Quantity	
1	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 1</a> Req # / Item #: <a href="#">TRAIN15-00253923 / 1</a>	<input type="text" value="1.0"/>	(553 - 30) widget	<input type="text"/>
2	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 2</a> Req # / Item #: <a href="#">TRAIN15-00253923 / 2</a>	<input type="text" value="2.0"/>	(553 - 30) whatsit	<input type="text"/>

**i** Please save your changes before sorting . Otherwise, your changes will be lost.

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- User Submits for approval and then applies the change order

## 3) PO can now be sent to Vendor

**When the Print Sequence Error Message occurs during the Change Order creation process**

**1) User Receives Error on a Change Order**

**Change Order (In Progress) - Release Purchase Order ADSP015-085238:498**

General **Items** Subcontractors Address Accounting Attachments Summary [Back to PO](#)

**General** Address Accounting

**General Item Information Validation Errors**

- Print sequence 2.0 has already been created.

Sort by Column:   Sort Descending

Item #	Links	Print Sequence	Receipt Method	
			Quantity	Quantity
<u>1</u>	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 1</a> Req # / Item #: <a href="#">TRAIN15-00253828 / 1</a>	<input type="text" value="1.0"/>	( 553 - 30 ) widget	
			Quantity	<input type="text" value="2.0"/>
<u>2</u>	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 2</a>	<input type="text" value="2.0"/>	( 553 - 30 ) whatsit	
			Quantity	<input type="text" value="1.0"/>
<u>3</u>	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 3</a>	<input type="text" value="2.0"/>	( 553 - 30 ) thingie	
			Quantity	<input type="text" value="1.0"/>

2) User Changes the Print Sequence on the duplicate item  
 a. Saves on Items Page

**Change Order (In Progress) - Release Purchase Order ADSP015-085238:498**

General **Items** Subcontractors Address Accounting Attachments Summary [Back to PO](#)

**General** Address Accounting

**Confirmation Messages**

- Changes saved successfully.

Sort by Column:   Sort Descending

Item #	Links	Print Sequence		
			Receipt Method	Quantity
<a href="#">1</a>	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 1</a> Req # / Item #: <a href="#">TRAIN15-00253828 / 1</a>	<input type="text" value="1.0"/>	( 553 - 30 ) widget	<input type="text" value="2.0"/>
<a href="#">2</a>	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 2</a>	<input type="text" value="2.0"/>	( 553 - 30 ) whatsit	<input type="text" value="1.0"/>
<a href="#">3</a>	Master Blanket # / Line #: <a href="#">ADSP015-085238 / 3</a>	<input type="text" value="3.0"/>	( 553 - 30 ) thingie	<input type="text" value="1.0"/>

**i** Please save your changes before sorting . Otherwise, your changes will be lost.