

Weekly Update

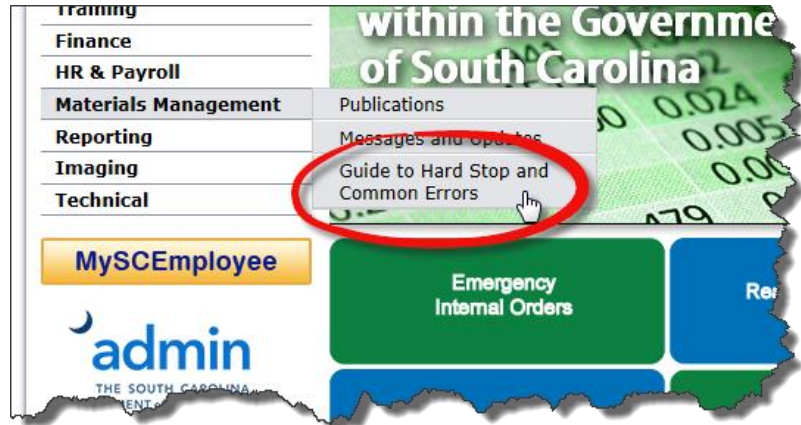
Week of January 22, 2018

Subject: Reminder: Materials Management Guide to Hard Stop and Common Errors
Audience: Materials Management Users

Please remember that **a comprehensive guide to Materials Management hard stop and common errors is now available** on the SCEIS website.

Access the tool using the steps below:

1. On the home page of the [SCEIS website](#), hover over Materials Management on the left side of the screen and select **Guide to Hard Stop and Common Errors**.



2. **Select the module** in which the error is occurring. From the new page, open the
 - a. **Master List** or
 - b. **A specific error message**

Guide to Hard Stop and Common Errors

The SCEIS team has developed guides to help users resolve hard stop and common errors related to the topics listed below links to a page that includes a master guide for the topic and individual common errors » [Shopping Carts - SRM Guide to Hard Stop and Common Errors](#)

Click on one of the links below to use these helpful resources. If you need additional assistance, please contact the SCEIS Helpdesk.

- [Purchase Orders](#)
- [Shopping Cart](#)
- [Bidding](#)
- [Contracts](#)
- [General System Issues](#)
- [Goods Receipts](#)

Shopping Carts - SRM Guide to Hard Stop and Common Errors

Below is a collection of hard stop and common errors related to Shopping Carts. Select the Master List for a collection of errors, or select a topic below the Master List for a quick-reference solution to a specific issue.

Press the Ctrl and f keys on your keyboard simultaneously to display a text box you can use to search. This search feature can also be used within the PDF documents below.

Master List

- [Shopping Carts Guide to Hard Stop and Common Errors Master List \(197kb PDF\)](#)

Individual Errors

- [Approver cannot see the shopping cart in queue and has been able to in the past \(27kb PDF\)](#)
- [Entry has too many decimal places \(maximum 2\) \(25kb PDF\)](#)
- [Error in external tax system \(25kb PDF\)](#)
- [Funds Management error: Annual budget almost exhausted for several document items \(25kb PDF\)](#)
- [Funds Management error: Annual budget exceeded by xxx.xx USD \(FMPB Availability Control\) for several items \(25kb PDF\)](#)
- [Funds Management error: invalid account assignment of the availability control ledger 9H \(76kb PDF\)](#)
- [Item Status of "Cannot Be Ordered" \(79kb PDF\)](#)
- [Line x: Block on Source of Supply \(80kb PDF\)](#)
- [Line x: Block reason: Total block \(80kb PDF\)](#)
- [Line x: Contact CG's Office if any vendor questions \(80kb PDF\)](#)
- [Line x: Contract can't be used; target value xxx.xx USD of contract exceeded by xx.xx USD \(80kb PDF\)](#)

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The SCEIS team encourages Materials Management users to bookmark this guide as a quick reference tool and to consult the guide with any Materials Management hard stop or common errors before contacting the SCEIS Help Desk.

If you have questions about this information, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.

Please distribute this message to all Materials Management users in your agency.