

Troubleshooting Guide

# **BASSnet Procurement – Error caused by no Voucher Series for Financial Year**

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# Background

**Customer:** Wilhelmsen

**CSS Number:** 145595, 145603, 145727

**Date:** 30 July 2025

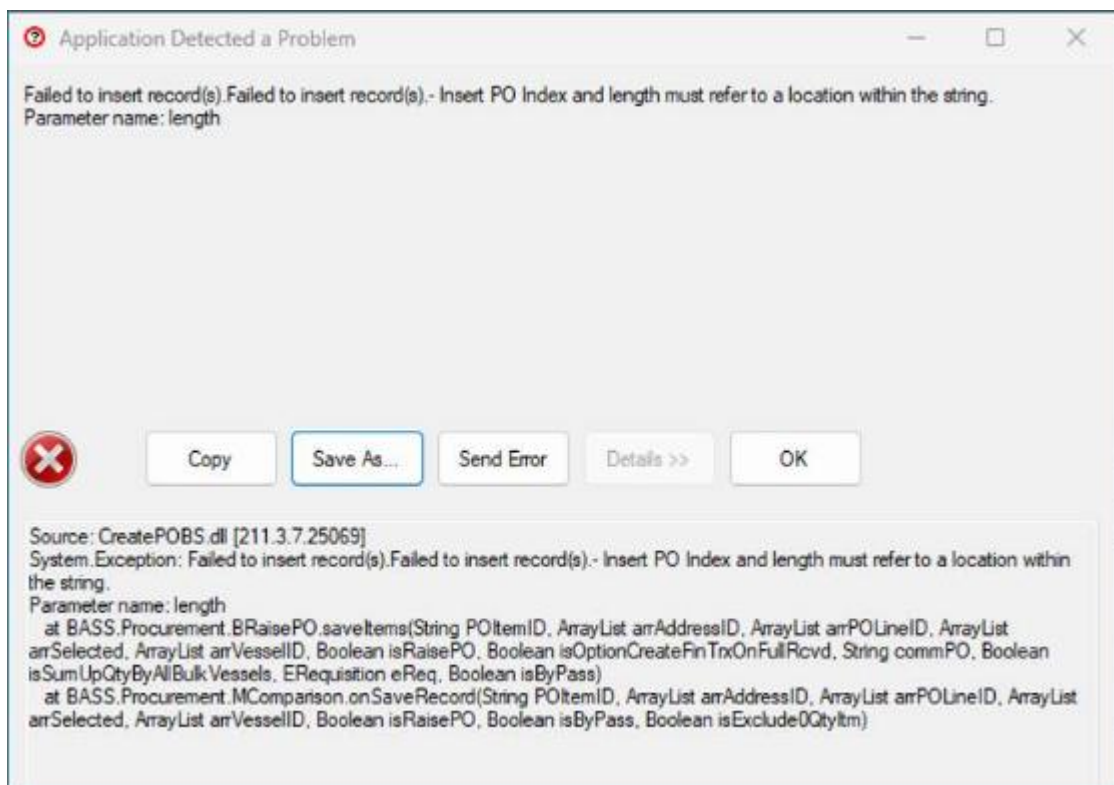
**BASSnet Version:** BN2.11 SP3 HF9-000

## Findings

When the Quotation Delivery Date crosses over to the following year, and no voucher series has been created (Financial Year does not exist) for the following year, the system will prompt an error to prevent the user from raising a Purchase Order.

### Error message:

Failed to insert record(s).- Insert PO Index and length must refer to a location within the string.  
Parameter name: length



# Scope

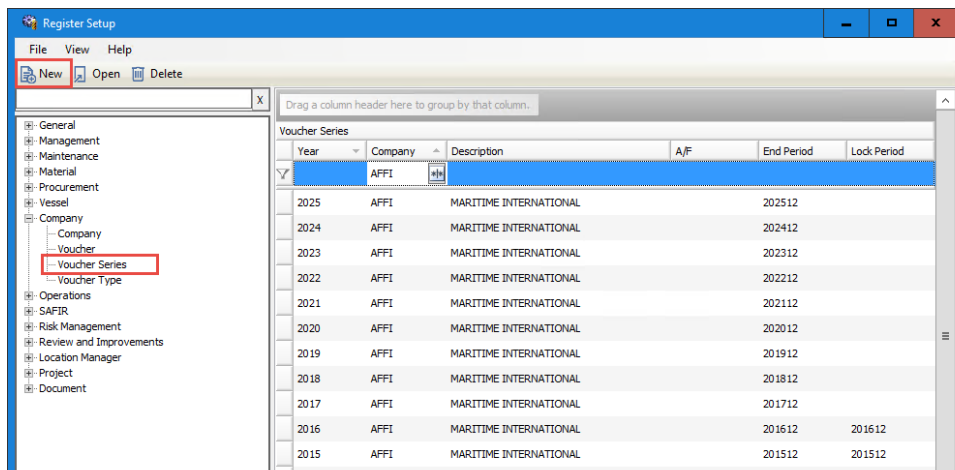
**Module:** Procurement > Requisition > Compare Quotes > Raise PO

**Versions affected:** BN2.11 SP3 HF9-000 onwards

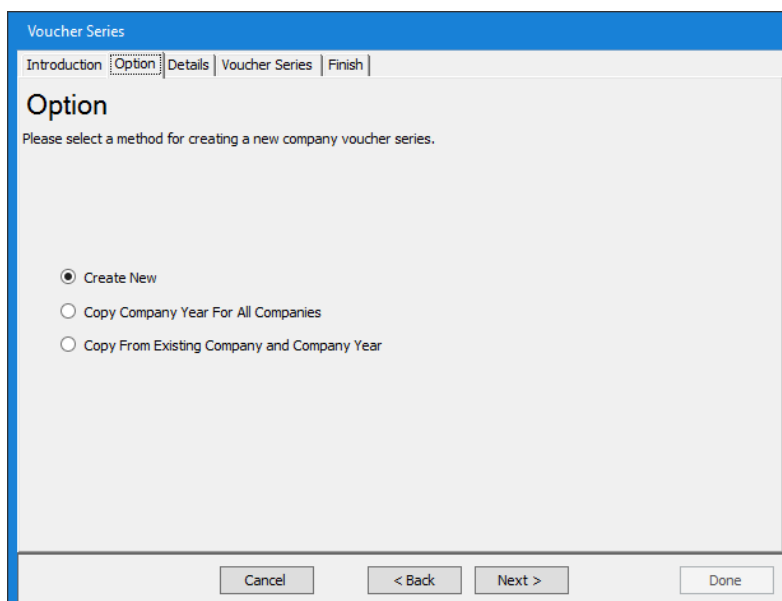
# Solution

Create the voucher series for the following year in the Company register.

1. In the Administration module, open the **Register Explorer**.
2. Open the **Company - Voucher Series** register.



3. Click **New** to create a new Voucher Series for the following year.
4. Select **Create New** and click **Next**.



5. Click the lookup button to select the **Company Code**.
6. Enter the following year as the **Financial Year**.
7. Then enter the **End Period** of the Financial Year.

**Voucher Series**

Introduction | Option | Details | Voucher Series | Finish

**Details**

Please enter \* Company Code,\* Financial Year,\* End Period as the fields below.

\* Company Code: AFF1 ...

Description: MARITIME INTERNATIONAL

\* Financial Year: 2026

A/F:

\* End Period: 202612 (YYYYMM)

Lock Period: (YYYYMM)

Cancel < Back Next > Done

8. Click **Next** to proceed to the **Voucher Series** tab.
9. Click **Insert** to select the applicable vouchers, then click **OK**.

**Voucher Series**

Introduction | Option | Details | Voucher Series | Finish

**Voucher Series**

Record: 1 Of 22

**Lookup - Voucher**

Drag a column header here to group by that column.

Code	Description
AP	Accounts Payable
AR	Accounts Receivable
BB	Bank Voucher
BV	Bank Voucher (conv. Ahlmark)
CF	CARRY FORWARD
CA	Change of Account - Year End
DB	Disbursement Voucher
ES	Estimate Voucher
VP	IAS Accounts Payable

Record: 1 Of 22

Select OK Cancel

10. Finally, click **Done**.
11. Return to the **Compare Quotes** screen and raise the Purchase Order.





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