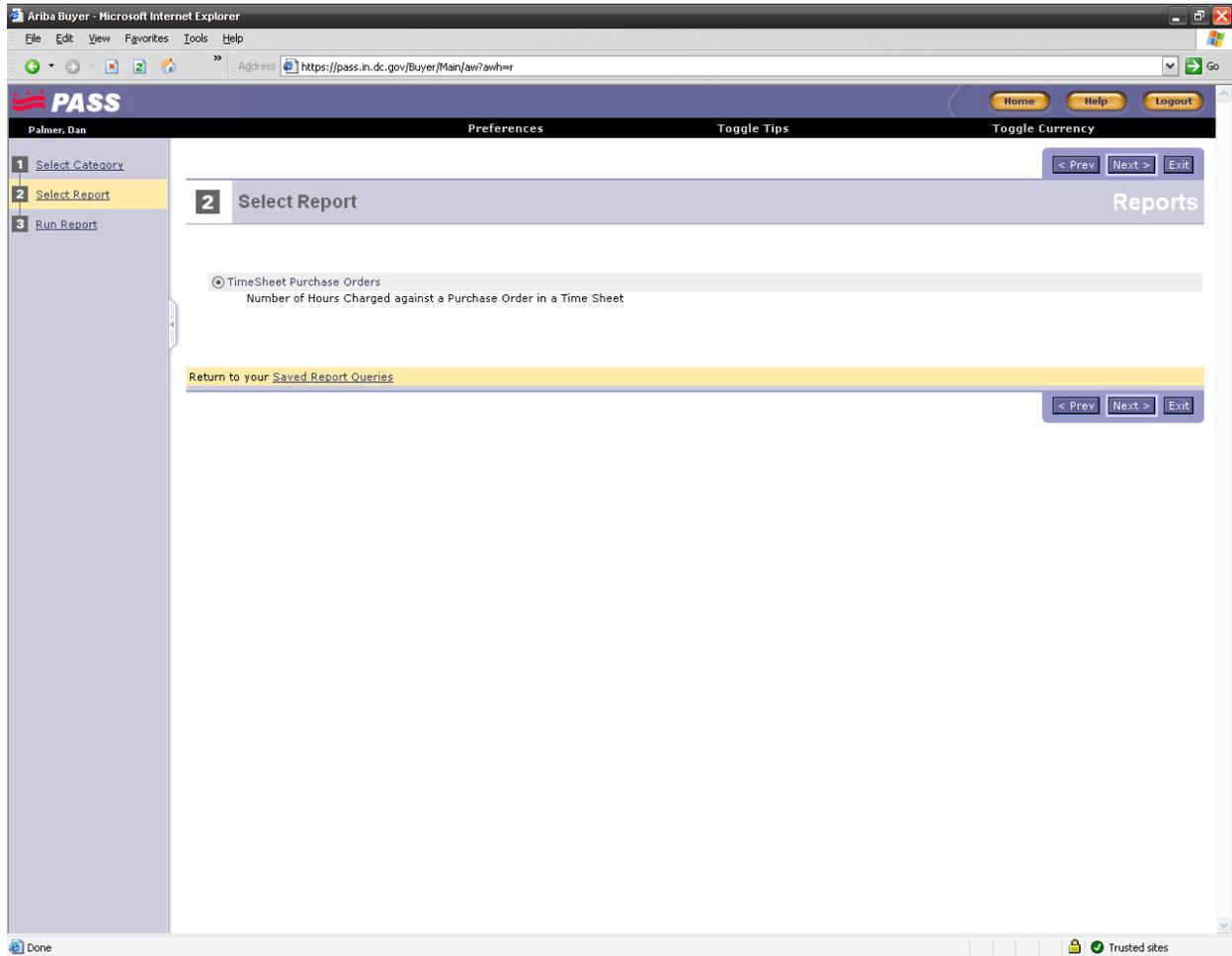# Closing PASS eTime POs

A PASS How-To Guide

Process Overview

The Procurement Automated Support System (PASS) is used to manage purchase orders (POs) for the District. In the case of contracted resources that provide services to the District, a PO is needed to authorize the resource to work and bill for their services. In many cases, resources complete their services, or are separated from the District, before the PO is completely exhausted. This procedure explains how to close the purchase order in PASS so the remaining funds could be used for other purposes. This document is split into two parts; the first explains how to replace a contractor resource whose PO is an eTime-based PO, and the second explains how to replace a resource whose PO is conventional.

Expected Knowledge

This document assumes the reader is an active PASS user who has attended the Buyer training class. The reader should know how to navigate PASS, use Choosers to select values in filters, and use the standard system searches to search for requisitions, purchase orders, etc. If the contractor uses eTime to record time, the reader should be familiar with creating eTime-based POs and eTimesheet approvals, and should have read the SOPs related to eTime or attended a PASS eTime webinar. The reader should also have a working knowledge of Microsoft Excel.

Closing PASS eTime POs

Step 1 – *Finalize all eTimesheets in PASS*

Before de-encumbering a PO for an eTime contractor, it's important to finalize all timesheets in PASS to accurately record the District's outstanding liability to the contractor.

1. If possible, be sure to have the contractor enter his time on the last day of his/her work with the District. If this is not possible, the contractor's project manager can enter the last timesheet for the contractor. The project manager must have the *Create Timesheet On Behalf Of* role in PASS in order to do this.

> *You must have the* Create Timesheet *and* Timesheet On Behalf Of *role in order to perform timesheets for the contractor.*

2. Have all timesheets approved.

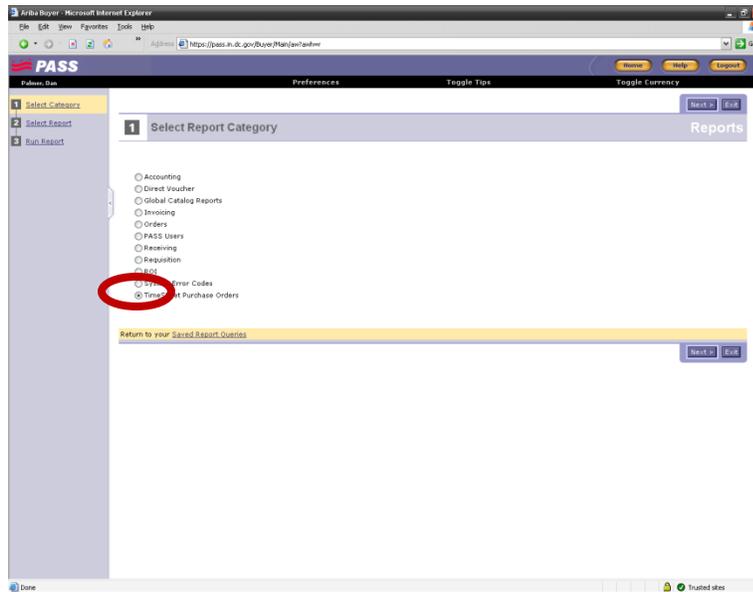3. Inspect all timesheets for the contractor by running the *TimeSheet Purchase Orders* report in PASS:

a. From the swoosh screen, click *Reports* in the left column:
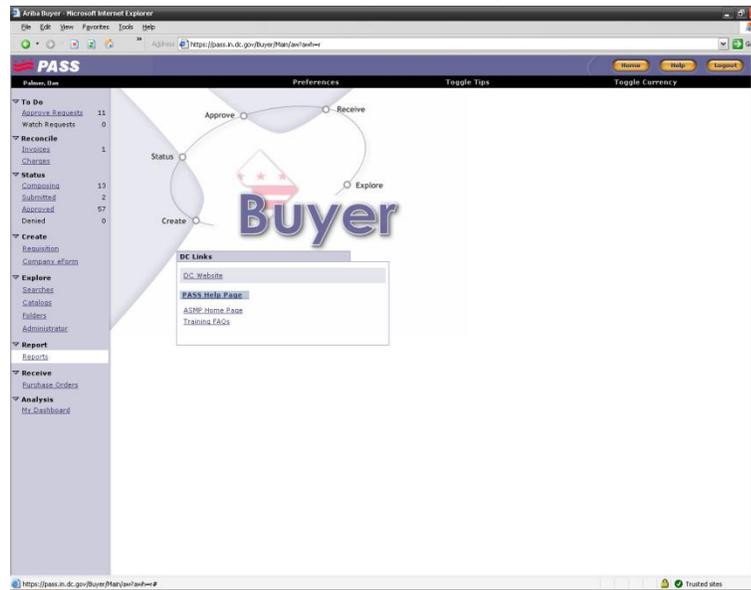
b. Select the gold *New Report* button:
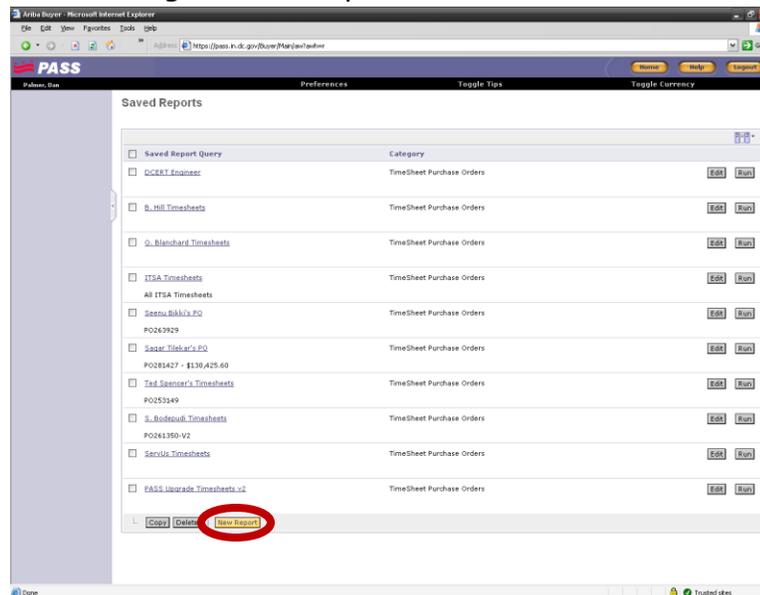
c. Select the *TimeSheet Purchase Orders* category. There will only be one report in this category called *TimeSheet Purchase Orders*. Click *Next*.

d. If desired, set the *Report Format* field to "Excel" and use one or more search filters. It is recommended that the *Purchase Order* filter be used. Be sure that all pop-up blockers are disabled. Click *Run*.
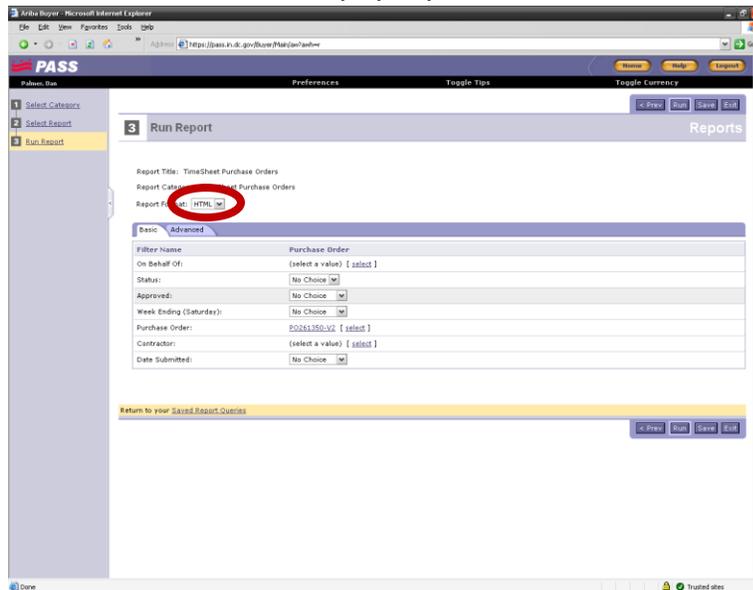
e. Excel will start and display all the timesheets entered against the selected filter criteria. Inspect this report for accuracy. Note that the report shows all timesheets against the filter criteria, whether or not the timesheet is approved. There is no way to delete submitted timesheets in PASS. If the un-approved timesheets were simply errors, ignore them. If they should be approved, be sure to approve them.

4. If necessary, change any timesheet that may inaccurately state the number of hours worked. For example, if a contractor erroneously entered 8 hours for a holiday and the eTimesheet was approved, open the incorrect timesheet by searching for it, and clicking "Change" at the top of the eTimesheet and make the necessary changes. This will create a –V2 of the timesheet. Be sure to have the eTimesheet approved.

> *You must have the Change Timesheet* role *in order to change timesheets in PASS.*

5. Once all timesheets are finalized, run the *Timesheet Purchase Orders* report and obtain the total expended amount by obtaining the sum of column J in the report. Make a note of this sum:

6. Search for the Purchase Order noted in the *Timesheet Purchase Orders* report by using the *Purchase Order* system search.

7. Open the PO and obtain the requisition number. Go back to the swoosh screen and search for the requisition by using the *All Requisitions* system search.

8. Open the RQ and click the *Change* button at the top of the requisition. PASS may ask for you to confirm that you will be making the change. Click OK:

Purchase orders cannot be directly changed by any PASS user. A new version of the requisition must be created and approved before PASS generates a new PO.
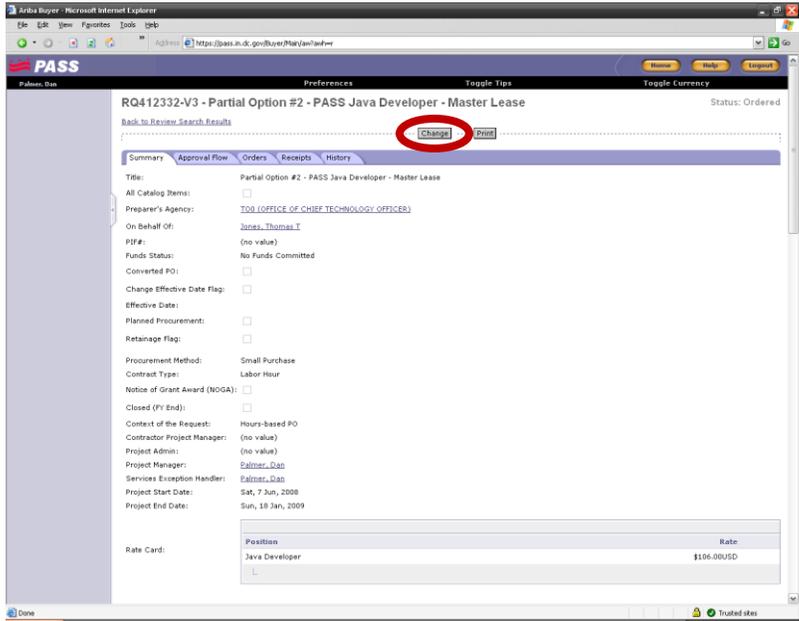

You must be the owner of the requisition in order to view the Change *button.*

9. Set the quantity of the commodity line to equal the total expended amount obtained in step 5. Click *Submit*:

If you created more than 1 line on your RQ, contact the PASS Help Desk for assistance.

10. Deactivate the contractor's PASS ID by using the *User Maintenance Request* eForm and selecting *Deactivate*. Select the project manager as the replacement user.

11. When the requisition is completely approved, PASS will automatically de-encumber the balance and the funds will be placed back in the account. You can use the funds for a new requisition.
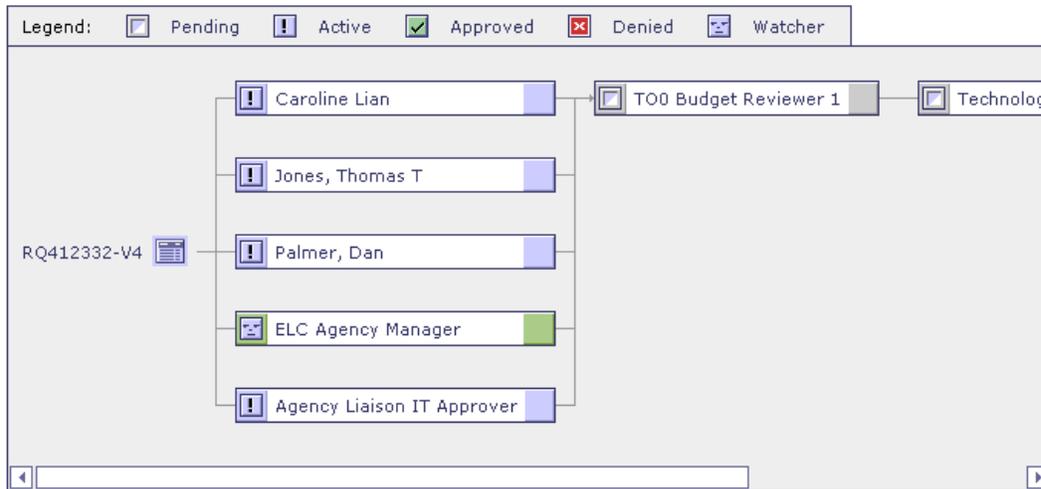
Replacing Conventional-PO Contractors

Because the conventional PO format does not actually track the hours worked by contractors, manual reconciliation of the hours worked under the PO using paper timesheets is required. After the reconciliation is complete, set the lines on the PO to equal the amount of time used (similar to steps 8-11 above) and have the new RQ version approved.