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PASS Express

Special points of interest:

- DCPS Project
- PASS Tickets
- SAMS

PASS Feedback Form

The PASS monthly newsletter is for YOU! If you have an article or topic submission idea and/or PASS recommendations, please submit by clicking the following link, PASS Feedback Form.

DCPS Org Code Replacement Project

The District of Columbia Public Schools (DCPS) Org Code Replacement Project was a huge success! Since Go-live on October 1, 2014, all DCPS users are now classified by Program Code instead of Org Code.

ALL DCPS PASS users, keep in mind, if you are unable to see your program code(s), create a User Maintenance Request to Maintain your profile. First, make sure you have selected the appropriate DCPS User type, then proceed to add the necessary Program Code. If you are creating requisitions on behalf of another person, the "on behalf of" user must have the correct Program Codes on his/her PASS Profile.

PASS Help Desk

Do you need help in PASS? Do you have a question? Is there an error on your PASS document that you cannot fix? We are here to help you. Please call the Help Desk @ 202-727-8700. A Remedy Ticket is required in order to log, track and properly route your request.

Remedy Force Self-Service PASS Ticket

Want to create your own PASS Help Desk ticket? Well, you can!

1. Go to Start.dc.gov.
2. Select RemedyForce Self-Service Ticketing System.
3. Login using your DC government email address and password.
4. Select "Submit A Ticket."
5. Key in your contact information.
6. Describe the issue in as much detail as possible to expedite your request.
7. Choose a category: District Application —> PASS —> Drill down to the selection that closest identifies your request.
8. Add an attachment, if necessary.
9. SUBMIT and someone will be assigned to your ticket and contact you!

Helpful Tips

> **TIP #7 :**
> If you are a Receiver in PASS, make sure you have the PASS Receiver role. This role will allow you to search for receipts, edit them and reopen orders when necessary.

New Changes in PASS (Releases 6.29)

REQUISITIONS:

◊ The Mass Edit feature has been enabled for DC Supply schedule requisitions.
◊ The City Wide Contracts Catalog is now visible to all Independent agencies.

User Profile:

◊ The former Org Code field has been replaced by Program Code fields on the User Profile tab under Preferences.

New Requirements for Foreign Vendors

As most of you are aware, vendor requests submitted for approval undergo several checks and balances before they are entered into PASS/SOAR. Recently, the vendor security office has been tasked with another approval step. This step, required by the IRS, requires an additional check placed on Foreign Vendors. In these cases, this will add additional processing time.

SAMS

As many people are aware, the Federal Government uses SAMS as their one stop registration system for their vendors. Several vendors have contacted the Vendor approval team, unaware that this is a separate entity and does not reflect on the District's registration requirements. Should a vendor contact you stating that they are already registered for SAMS, please let them know that SAMS pertains to Federal Government contracts only – they must still register and meet the District's registration needs.

RESOURCES

PASS Help

Visit http://passhelp.dc.gov/ to learn more about PASS: Requisitioning, Receiving, Invoicing, PASS Roles & Explanations and much much more.

If you need immediate assistance in PASS, call 202-727-8700.

PASS MAINTENANCE SCHEDULE

PASS will be down every SUNDAY

from

6:00PM – 7:00PM

DELEGATE YOUR APPROVAL AUTHORITY in PASS when you are out of the office. You can cancel the delegation at anytime by logging into PASS and clicking STOP.

P R O C U R E M E N T   A U T O M A T E D   S U P P O R T   S Y S T E M

C O M M O N   P A S S   E R R O R S   A N D   E X P L A N A T I O N S

EBI DOC # NOT FOUND Error

Explanation: When this error is present, it means that the communication lines between PASS and SOAR were disrupted. If you see this error on a requisition, withdraw and resubmit to refresh the RQ and clear the error.
If you see this error on a voucher, zero out the voucher and Rekey.

B42 and EX2 Security Errors

Explanation: Typically, the Last Approver to approve the document prior to the generation of the error message does not have the appropriate security permissions in SOAR to approve the document. To check and or update your SOAR security profile, contact your Agency Security Officer.

F81 Error message

Explanation: When the F81 error is present, it means that sufficient funds are not available in SOAR to cover the amount requested on the line. Check the accounting attributes selected to ensure they are accurate. Contact your Budget office to review the available funds in SOAR on the 61 screen using the funding attributes selected on the requisition.