

PASS Express

September 2014

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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](#).

2015 Fiscal Year - October 1st

YOU CAN ENTER YOUR FY 15 RQs NOW!

- ◇ FY15 REQUISITIONS can be entered into PASS using the Fiscal Year Beginning Indicator.
- ◇ Create a new RQ and Check the Fiscal Year Beginning Indicator Box.
- ◇ Contracting officers can approve the FY 15 RQ before October 1.
- ◇ PASS will then hold the PO and automatically issue the PO to the vendor when the system is available on the 1st.

For additional assistance, click below the link below.

[Submitting New Fiscal Year Link](#)



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 re-



Special points of interest:

- 2015 Fiscal Year
- PASS Schedule
- Receiving

PASS: END OF FY YEAR SCHEDULE

PASS will be unavailable to users beginning at **5:00 pm, Saturday, September 27th** until approximately **9:00 am on Wednesday, October 1, 2014** to support the SOAR end-of-year processing.

Helpful Tips



TIP #6 :

PASS is not supported on all web browsers. If you are unable to click on or view certain screens, it may be due to the web browser you are using. When using Internet Explorer 11 (IE 11) many PASS Users have experienced timing out issues. Consider using Chrome, Firefox or an older version of Internet Explorer to view PASS properly.

New Changes in PASS (Releases 6.25)

REQUISITIONS:

- ◇ For all OCTO requisitions, a new 'Fiscal Year' field has been added. This is applicable to OCTO only.
- ◇ When contracting specialists/officers process "Hours Based" requisitions, the system will prompt them to populate the Resource Name field. This field is only visible to the contracting staff.

REPORTS:

- ◇ New fields have been added to the "Requisitions report by Requestor Agency and Date" report: Program Unit, Contractor Name, Fiscal Year, Project Start Date and Project End Date.

PASS Receipts

- ⇒ Receiving is an essential component to the PO Closeout process, as well as in the overall procurement process - part of the 3-Way Match.
- ⇒ The Receiver plays an important role in the operation of your agency - to record all goods and services that are delivered to your specified location.
- ⇒ Receiving must be done in a timely and accurate manner to ensure that program managers can easily see what has been received, and ensures that invoices are paid quickly and efficiently.
- ⇒ When receiving is accurate, it makes de-obligating a PO easier.
- ⇒ If a line item has been over received, submit a negative receipt to correct the receiving.
- ⇒ If the Receiver role appears on a voucher, do not simply approve the voucher. First, check the receiving on the PO for any discrepancies. The total amount received should equal the total amount invoiced. If additional receiving is necessary, go to the receipts and Receive. Once this is done, the receiver role will be removed from the Voucher approval flow. If the voucher is a duplicate payment, dispute the voucher and contact AP, if necessary.

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 MAINTAINANCE SCHEDULE

PASS will be down every SUNDAY

from

6:00PM - 7:00PM

*****Don't forget to delegate you approver 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

COMMON PASS ERRORS AND EXPLANATIONS

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.