

# PASS Express

April 2014

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## Special points of interest:

- We want to hear from you. Submit topics you would like us to discuss.
- Contract Administrator?
- Vendors
- Error codes

## PASS Feedback Form

The PASS monthly newsletter is for YOU! If you have an article or topic submission ideas and recommendations, please submit by clicking the following link, [PASS Feedback Form](#).

## ARE YOU A CONTRACT ADMINISTRATOR?

**PASS Buyer and Contract Administration** trainings are required for all Contract Administrators (CA) in OCP Supported agencies before they can be identified on an existing contract.

When creating a contract, the Contract Specialist must be able to select the CAs name in PASS, which is not possible if the user does not have a PASS Buyer account and the Contract Administrator role.

### How Do You Sign Up for the Training?

To sign up for either training, please check PeopleSoft for class availability.

While Independent agencies not using the Contracts Module are not required to take training for Contract Administration, the information included in the training will be helpful for the duties they must perform in this role.

## Save Time- Understand the Error Codes

Back by popular demand. Understanding the error codes you receive on a requisition or voucher helps speed up the overall processing time for each procurement or payment in PASS.

Without having to contact the Help Desk, you can run a PASS report to find the SOAR Explanation of the error.

Under Manage, create a New Report and select "System Error Codes."

On the next page type in the first three characters of the error code.

Ex: Current Document Number-

RQ123XXX Line 1, Accounting line 2 **F81**-CUM AGY OVREXP P-ENC

Click "Run."

**Common Errors:**  
**B42 and EX2 Security error messages.**

**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.



## PASS Training, AGAIN?

\*REMINDER\*

PASS training is offered each month. Log in to PeopleSoft to sign up for the class. If you are a little rusty on creating RQs, you can retake the course. Come ready to learn! ([PeopleSoft Login](#))



## 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 against the funding attributes selected on the requisition.

## Helpful Tips

### TIP #3:

#### HOW TO DELEGATE YOUR APPROVAL AUTHORITY

If you will be out of the office and need to appoint someone else to approve your PASS documents on your behalf, PLEASE, DELEGATE your approval authority in PASS. You can set the delegation for a future date if you have a scheduled vacation approaching. It only takes a few moments, but will save essential time by allowing DC Procurements to process without delay.

Go to **PREFERENCES** and click on **DELEGATE AUTHORITY**. From there, complete the form and **SUBMIT**. Approvals are **NOT** required.

If a colleague forgot to delegate approval authority prior to leaving the office, contact the helpdesk. With written approval from the PASS User's supervisor, delegation will be established on an emergency bases, not to exceed 30 days.

\*Delegation of approval authority is only to APPROVE on behalf of a user, not to edit or create documents. The delegatee will only have the ability to approve or deny.

\*\*Submitting a delegation of approval authority request is not to be confused with submitting a Deactivation User Maintenance request. Delegation is temporary and will not remove the User from PASS. Deactivation will close the PASS user's account and remove him/her from PASS.



## New Changes in PASS (Release 6.12)

### User Profile

- ◇ The issue of new users not receiving the PASS welcome email has been fixed.
- ◇ The oAPT e-form has been locked for the current fiscal year. The oAPT can be entered only for the following fiscal year (i.e. FY2015) (*Applicable to OCP Customer agencies only*)
- ◇ The user maintenance requests can now be searched by the name of the user.

### PASS OAPT

- ◇ To understand green codes, PASS now has added a link for green procurement on the OAPT form. There is a link visible for green procurement. When the user clicks on the link, the user will be able to go to the OCP's green procurement page. (*Applicable to OCP Customer agencies only*)

### Reports

- ◇ New search filters have been added to the PO re-

ports by contractor. The new filters are project start date and project end date.

### Contracts

- ◇ In the contracts module, the CBE expiration task has been added to track the vendor's CBE expiration date. The contract owner will receive a 30 day notification before the CBE expiration date. It is a non-mandatory task.

**To stay up to date with the changes made in PASS, visit <http://passhelp.dc.gov/> and click on Release Information.**

## Vendor Suspension on the ARIBA Supplier Network

Occasionally, vendors who have registered for the ARIBA Supplier Network fall behind in paying any associated fees. Vendors who are not sure what fees may be owed can check the supplier website, <http://supplier.ariba.com>. All questions concerning any charges can be located here. Contrary to what many vendors believe, they are not charged for every purchase order they receive electronically.

Vendors who have been suspended from the ARIBA Supplier Network (ASN) are not suspended in PASS, however, updates and changes to the account may not be processed, and the vendor will not be able to receive electronic purchase orders.

### How will this affect services?

Contract Specialists and Contracting Officers who award requisitions to suspended companies will have to manually send purchase orders to these companies until the issue is resolved. If you are notified that your vendor has been suspended from the ASN by the Supplier Enablement Administrator, the company will need to contact ARIBA directly, not OCP or OCTO, to resolve the issue.



# RESOURCES

## PASS Help

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

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

## 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

### YOU ARE IMPORTANT - UPDATE YOUR PASS PROFILE

Keep your profile current. If your supervisor, phone number, email address, fax number or PASS roles have changed, please update your account. When your information is incorrect, approval flows may be affected, you may not be accessible, therefore delaying vital DC government operations.

It's easy to do. Follow the steps below:

Click on CREATE

Then select USER MAINTENANCE REQUEST

Type in a title

Click MAINTAIN

(Your name should appear in the box below)

Click NEXT

Update your information

Click NEXT

Add a comment if necessary

SUBMIT

Once the UM is fully approved, your profile information will be updated.

IT'S JUST THAT SIMPLE!

So remember, PLEASE KEEP YOUR PROFILE UP TO DATE.

If you need help, don't hesitate to contact the Help Desk!