

PASS Express

August 2014

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Special points of interest:

- End of Fiscal Year
- Changes to PASS
- Vendor Registration

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](#).

End of Fiscal Year

Do you need to de-obligate or cancel your POs for Year End Close Out? Well, if you have a remaining balance on a PO that you will not spend, it's time to de-obligate. The requestor should go to the requisition, Select "Change" and update the amount to what has been spent or the amount that will be spent. After the modification is fully approved, the money will return to the budget. If you have a PO where the ordered amount was never spent and no receiving or invoicing has been done, you can Cancel the PO. Search for the RQ, select "Change" and delete the line for Cancellation. It's just that simple.

User Maintenance - Reassign

People moving around in your agency? No worries. If a PASS user is no longer responsible for creating requisitions and those documents need to be reassigned to someone else, submit a UM to Reassign all of his/her documents to the reassignment user. Keep in mind, this is a mass change. Roles will not be reassigned only documents that are not in composing status.



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.



Helpful Tips



TIP #5:

PASS Timesheets:

If you entered the wrong time on your timesheet and it is fully approved but not invoiced, you can update your time by creating a modification. Here are the steps. Go to the Timesheet. Select “Change” and adjust the hours. Submit the modification for approval. Once it is fully approved, the hours will be corrected for the week selected.

New Changes in PASS (Releases 6.22 - 6.24)

REQUISITIONS:

This only applies if the agency of the requestor is **OCTO**. – A new field ‘program unit’ has been added, a mandatory field which appears with respective options when creating a requisition

INVOICING:

The PASS system will now show a warning if the invoice received date entered on the voucher is more than 30 days from the current date.

DIRECT VOUCHER:

- The duplicate address fields when creating a supplier on a Direct Voucher eForm have been eliminated.
- The issue of the vendor name populating in the address fields for one time vendors on direct vouchers has been rectified with this release.

Vendor Registration

As a part of the new OCP registration process, all businesses - with the exception of Individuals and Non Profits - must provide a Dun and Bradstreet and ARIBA Supplier Network (ASN) ID number. This allows for the automatic transmittal of purchase orders to the vendor, alleviating the need to manually fax or email orders.

Why Does It Take So Long to Register Vendors for Purchase Orders?

Before a vendor can do business with the District, it is important to understand that their company information is certified through several departments in the DC Government.

Why, you ask? The verifications performed - Dun and Bradstreet, IRS and others - helps to protect the District from bogus companies and ones that have underperformed in other arenas. For example, a vendor's Dun and Bradstreet account is the equivalent of an individual's credit report. Checking to make sure the vendor has an up to date valid account, helps to verify their credit worthiness on larger contracts.

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The accounts of vendors who are not up to date on their District or Federal taxes are placed on hold until either the outstanding amount has been paid, or an agreement has been reached between that company and the IRS. Until that time, these vendors cannot receive new purchase orders from the District.

Vendors who make sure they keep their information up to date in all of their pertinent accounts are certified faster than others.

Also, when vendors register for the ASN, please ensure that they read all of the information pertaining to any possible charges. CBE's are exempt from any ASN charges for standard accounts.

Additional information can be obtained through OCP's Customer Contact Center on 202.724.4477.

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.