

PASS Express

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Inside this issue:

PASS Reaching Out 1

What is PASS? 1

Training 1

Error Codes 2

Helpful Tips 2

PASS Changes 2

PASS Vendors 2

Help 3

Special points of interest:

- We want to hear from you. Submit topics you would like us to discuss.
- Don't delay your procurement. Make sure it ordered.
- Error codes? Find out what they mean.

PASS Reaching Out!

The PASS Operations Team will be circulating a monthly PASS Newsletter. This communication will provide current information about the application. If you have an article or topic submission ideas and recommendations, please submit by clicking the following link, [PASS Feedback Form](#).



What is PASS?

The Procurement Automated Support System (PASS) is the District Government's e-Procurement system, that supports the full range of District procurement of goods and services. It is the mission critical District-wide Procurement application available 365 days.

PASS serves the needs of 90 District Agencies for over \$2.7 billion of procurement expenditures with an expanding user base consisting of 4500 District government employees and 42,000 vendors.

PASS supports the full end-to-end procurement needs of the District, and is the source of record for all District procurements. PASS is supported by the Enterprise Application Services Group (PASS) team in the Office of the Chief Technology Officer.



Training

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 as well. Come ready to learn! ([PeopleSoft Login](#))



Need Help with Error Codes?

Have you ever seen an error message on a RQ or Voucher and had NO idea what it meant? Yes, you screamed! Well there is a report just for you.

Under the "Manage" tab, click on "Reports."

Create a New Report and select "System Error Codes."

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

Run the report to see the SOAR Explanation.

Example Error on RQ:

Funds Commit Failed The funds commitment creation failed, due to the following error: Batch Agency-XX0, Batch Number-001, Current Document Number-

RQ123XXXX Line 1, Accounting line 1 F81-CUM AGY OVREXP P-ENC

HOW TO READ THE MESSAGE:

Current Doc= RQ number

Line= PO Line number

Accounting line= Split accounting line

Error= F81

Helpful Tips

TIP #1:

ALWAYS CHECK YOUR REQ!

When your RQ is fully approved, check the status to ensure the PO is ORDERED.

If the status is **ORDERING,

1. You will not be able to RECEIVE on the PO.
2. You will not be able to submit your timesheet (if applicable).
3. You will not be able to create an invoice.

The main culprit:

Check the History tab of the RQ..

The Action probably says FAILED. This means the PO was unable to reach the vendor electronically.

How to FIX this:

Contact the Contracting Officer (CO) listed on the approval flow.

The CO will then need to search for the Purchase Order (not the RQ), click on the PO, then HIT Force Order.

Manually send a copy of the PO to the vendor.



New Changes in PASS

REQUISITIONS:

Editing a fully approved Requisition will not prompt for an oPIF or an oAPT # any longer. (Applicable to OCP Customer Agencies only)

When selecting an oAPT on the requisition, you may now search by Fiscal Year (FY) (Applicable to OCP Customer Agencies only)

TIMESHEETS:

The system will not allow the user's to edit/submit timesheets once the invoicing phase is complete.

The ITSA PM role is a new role that is added to the approval work flow. This creates approval rerouting when a user tries to edit or make changes to the approved timesheets so as to ensure better monitoring.

PASS oAPT/oPIF:

When selecting an oAPT on the requisition, you may now search by Fiscal Year (FY) 2015, 2016 & 2017 in the drop down on the OCP oAPT form (Applicable to OCP Customer Agencies only)

OAPT/OPIF # in the Requisition form drop down is now based on the requestor agency (Applicable to OCP Customer Agencies only)

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

PASS Vendors

What is the ASN?

ASN stands for the ARIBA Supplier Network. Vendors are asked to register for this system to allow for the electronic transfer of purchase orders. *What is the benefit?* Having a vendor register for the ASN allows them to immediately receive a copy of their purchase order.

No more wondering if the order has been lost in the mail, or attempting to manually fax

or email the order to the vendor. The vendor benefits by having access to thousands of companies who may be looking for the service they provide.

Vendors will need to read the information concerning the registration on the company's website. <http://supplier.ariba.com>



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

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