PASS Express

Special points of interest:

- Split Accounting
- Timesheet Approver Change
- Changes to PASS
- Error Messages

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.

PO Modification and Receiving

Do you need to modify a Purchase Order but you don't see the "Change" option on the requisition? First, check the status of the PO. If it is in "Received" status, this means that the order is fully received or the Close Order option is set to "Yes." Contact the Receiver on the PO to reopen the PO. From the Home tab, the Receiver should click on Manage, then Receive. Search by Order ID and click Reopen Order. Once the order is reopened, Exit and Save. The requisitioner should be able to see the "Change" option on the RQ once the order is reopened.

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.

Split Accounting

When creating a requisition that requires multiple funding sources, edit the line and select split accounting. Add the necessary splits and complete the RQ. If later the PO needs to be modified, you will NOT be able to change the funding attributes on a split that has been invoiced. To add a split on a modification, click Split Accounting then Add Split. Edit the added split at the bottom of the page. Do not change the original funding codes on the existing split. Submit the modification when all the changes are made.

PASS Timesheet Approver Change

To update the supervisor on the approval flow of a PASS Timesheet, modify the Purchase Order and update the Project Manager field to the appropriate person. Submit the PO modification for approval. Once the modification is fully approved, the approver will be updated on the timesheet.

Helpful Tips

TIP #4:

E7E error:

If you encounter this error message, check the effective date of the vendor in PASS on the SOAR Supplier Maintenance eForm (Contract Specialists have access to this form). Refer to the Contract Specialist to review and or update the vendor's PASS information accordingly.

Archiving in PASS

We've been notified by our PASS community of users that you are not able to Archive your PASS documents as you did prior to the upgrade. This issue will be fixed in our next Service Pack installation, which is scheduled to take place soon. Stay tuned...

New Changes in PASS (Releases 6.20 - 6.21)

Since the beginning of the fiscal year, the PASS Operations Team has completed 21 Releases.

REQUISITIONS:

The approval flow has been modified for the following 21 agencies:

Office of Motion Picture and Television Development
Office of Planning
Commission on the Arts and Humanities
Alcoholic Beverage Regulation Administration
Real Property Tax Appeals Commission
Office of Zoning
DC National Guard
Executive Office of the Mayor
DC Board of Elections
Office of the City Administrator
Office of the Deputy Mayor for Education
Office of Campaign Finance
Office on Latino Affairs
Office of the Secretary
Office on Asian and Pacific Islander Affairs
Public Employee Relations Board
Metropolitan Police Department
Department of Motor Vehicles
Department of Health
Department of Corrections
District Department of the Environment

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

USER PROFILE:

The OPIF Manager will be on the approval flow for all OPIFs for all commodity codes.
The IT project initiation form (PIF) will not be automatically escalated.

DIRECT VOUCHER:

The direct voucher issue related to the duplicate vendor addresses has been fixed.

CONTRACTS:

In the Contracts module, the "contact has been deleted" error issue has been resolved.

RESOURCES

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.

PROCUREMENT AUTOMATED SUPPORT SYSTEM

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.