

PASS Express

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Special points of interest:

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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](#).

SPRING CLEANING - De-Ob & Deactivate

Purchase Order De-Obligation

It's a good time to review your Purchase Orders and determine whether you can de-obligate any unused funds. If you have funds on a PO that you are *certain* will NOT be used, create a modification to de-obligate the unused portion. This way, you can create a new requisition with the remaining money, if applicable. Don't delay, do it today.

PASS User Deactivation

If a person has separated from your agency or no longer needs access to PASS, the user's PASS account should be deactivated immediately. When creating the User Maintenance Request to deactivate the user, a replacement user must be designated in order to submit the form. Once the UM is fully approved, the account will be deactivated. If the person is joining another DC Government Agency, at this point a new PASS account can be created in the new agency.

NOGA- Notice of Grant Award

Need to create a Notice of Grant Award (NOGA) requisition? Can't figure out how to see the NOGA check box?

When creating a NOGA RQ, there are two (2) things in particular that need to be done.

First, when selecting the accounting attributes, you must select a comptroller object from the 0050 series or 0409. Then select the other accounting attributes designated for the grant request. Once completed, on the Summary Page, the Notice of Grant Award (NOGA) check box will be visible.

The **second** step is to, Check the NOGA box. After the box is checked, the approval flow will redraw with the agency's grant approvers.

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 #3:

We thought we'd repost TIP 3 again since Memorial Day is next week. **IF you will be on vacation, PLEASE delegate your approval authority in PASS.**

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 (Releases 6.13 and 6.14)

Requisitions

◇ The OCP approval flow has been modified for the following agencies: DMV (Department of Motor Vehicles) & MPD (Metropolitan Police Department).

◇ The approval flow has been modified for the following agencies: OCTO (Office of the Chief Technology Officer), DCHD (Department of Housing

and Community Development) and ORM (Office of Risk Management).

◇ The PCard approval eForm will not be automatically withdrawn or escalated by the system.

Reports

◇ The "Receiving" reports issue related to the "on behalf of" filter has been fixed.

◇ The reports by "User" which had the HTML/CSV formatting issues have been fixed.

◇ The PO Report by Last Approver is now available in PASS.

◇ To run this report: Login to PASS. Click on Manage > Reports > Orders > PO Report with Last Approver.

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

VENDOR ADDRESSES- Mail Codes

Have you ever tried to change a vendor's address in PASS to reflect the payment address and it was denied? Unless a business has moved to another location, the main account information in the system should not be changed. PASS uses a series of 'Mail Codes' designed to add additional addresses for payments, etc.

For example, separate addresses for payments should be entered as a mail code in the 200 series. If you receive an error message that the first code has been used, you can continue to the next number, i.e.

201, 202, 203, etc. As a rule, these addresses should be entered by users performing accounts payable services.

Additional purchase order addresses should be entered under the 300 series. If a large company, like Maryland State Government, uses one tax ID number, but has several different entities, each different agency would be listed as a different code.

The updating of main accounts and adding mail code 300's, should be performed by contracting personnel.



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

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.

Follow the steps below to update your profile:

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!