

PASS Express

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Special points of interest:

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

We Want to Know!

The PASS monthly newsletter is for YOU! This communication provides 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](#).

ITSA

You may have noticed a new selection in the approval flow—ITSA Program Manager—Pamela (Jan) Whitener. This was created so that the ITSA Contract Administrator could see all timesheet changes made after they have been approved. You may be contacted by Ms. Whitener, inquiring about the changes made, as they may impact the invoices already in process. The ITSA Program Manager does NOT have to be on ITSA approvals unless there is a special need to have them reviewed. Please pay close attention when entering and approving time to minimize making changes to approved timesheets.

More Error Code Help

In the last edition of the PASS Express, we highlighted the Error Code report and how to read an error code message.

Here’s a recap: 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

Run the report to see the SOAR Explanation.

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.

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.



Training

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



Helpful Tips

TIP #2:

NEGATIVE RECEIVING

Oops! I didn't mean to Receive that. Need to back it out? Here are the steps:

1. If the PO has a status of **RECEIVED**, the Receiver will first need to reopen the order. (If the order is in Receiving status, skip to step 6.)
2. To reopen, from the Home page tab, click on Manage and scroll down to Receive.
3. Then type in the PO number.
4. Next hit Search.
5. A message should appear stating the order is currently closed for receiving. Click **REOPEN ORDER**.
6. Go to the receipt in **COMPOSING** and edit it.
7. In the **ACCEPTED Column** type in the amount by which you would like to reduce the line. Remember you must include the negative symbol, -. (Ex. -150)
8. You may add a comment to explain why you creating a negative receipt.
9. Next **SUBMIT** the Negative Receipt.
10. The receipt will remain Submitted Status.
11. **The final approver will NOT be able to approve the Negative Receipt.** The final approver can only approve positive amounts, as this feature is to correct and error.
12. The final approver should review the receipt for accuracy. Do not Deny the receipt. If it is not accurate, correct the amount.
13. If desired, move the negative receipt to another folder to clear it from your To Do Items.



New Changes in PASS (Release 6.10)

User Profile

⇒ When an employee is separated from employment in PeopleSoft, the user's login is automatically disabled in PASS and will not be able to access PASS. If the supervisor of the separated user has any questions or concerns regarding the user's PASS access, or if the user's account needs to be unlocked, contact the agency security officer.

⇒ The oAPT form now allows the user to identify if the acquisition is a Green Procurement.

⇒ The OCP PCard Request Form is now available in PASS with the following options:

- Add/Remove/Update Program Participant
- ART submission
- Increase Limit Request
- Food Waiver Request

Reports

⇒ OPIF & OAPT fields are now available in the report.

⇒ A PCard report is now available in PASS.

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

PASS Vendors

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.

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.



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!