

HOW TO

Process Emergency Preparedness

Purpose: The office of the Deputy Mayor for Public Safety and Justice was given responsibility for overseeing the funds to ensure that the money is used for goods and services within the scope of the appropriation. In order for the agencies to utilize these funds, they must be able to utilize PASS and have an approval flow, which contains the Deputy Mayor Margret Kellems as well as other necessary agency specific approvers. The requestors to create the requisition would perform the following steps. It also shows the approval flow. The approval flow is triggered based on the 'Fund Type' Selection by the requestor in the accounting screens.

Requestors can initiate a Requisition in PASS. They select the items they want to purchase and go on to the Accounting fields.

The image displays three screenshots from the Ariba Spend Management system. The top-left screenshot shows the main navigation menu with sections like 'To Do', 'Reconcile', 'Status', 'Create', 'Explore', and 'Report'. A central diagram illustrates the process flow: Create -> Approve. The top-right screenshot shows the 'Shopping Cart' for an 'Untitled Requisition' (RQ300243) with 0 items and a total of \$0.00USD. The 'Add Title' step is highlighted, with instructions to enter the requisition title and other fields. The bottom screenshot shows the 'Add Title' step completed, with 1 item added to the requisition for a total of \$5.99USD. The item is 'File Folders, Ltr, 1/3 Cut-2nd pos'. The 'Accounting' step is highlighted in the navigation menu.

Shopping Cart RQ300243: Untitled Requisition
Items: 0 Total: \$0.00USD

1 Add Title
Enter the requisition title and change one or more of the other requisition fields, if desired. If you shipping, and delivery information apply.

Title:
Preparer's Agency:
On Behalf Of:
PIF#:
Funds Status: No Funds Committed
Converted PO:
Change Effective Date Flag:

1 Add Title
2 Add Items
3 Accounting
4 Checkout

RQ300243: dsfds
Items: 1 Total: \$5.99USD

Shopping Cart Requisition

These are the items you have added to your requisition. You can edit, copy, or delete selected line items, and add new line items. If you change any values, update the total.
To hide this screen in the future, click the check box; to show the screen again, reset the default preference.

No.	Type	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	1	File Folders, Ltr, 1/3 Cut-2nd pos	1	box	\$5.99USD	\$5.99USD

Total Cost: \$5.99USD
Update Total

Select the Accounting combination that will trigger the Emergency Preparedness Approval Flow. The trigger for the rule is the Fund Type. The following fund detail has been established for the Department of Homeland Security, Office of Domestic Preparedness grants:

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1. Agency Fund: 7200
2. Approp Fund: 0700
3. GAAP Fund: 0100
4. State Fund: 0100

Accounting - by Line Item

Fixed Asset Indicator: (no value) ▾

Bill To: OFFICE OF CONTRACTING & PROCUREMENT ▾

Appropriation Year: 2008 (10/1/2007-9/30/2008) ▾

*Comptroller Object: (no value) ▾
Value must be set.

*Agency Object: (no value) ▾

Agency: T00 (OFFICE OF CHIEF TECHNOLOGY OFFICER) ▾

*Index No: (no value) ▾
Value must be set.

*Program Cost Account: (no value) ▾
Value must be set.

*Fund: (no value) ▾
Value must be set.

Grant No/Phase: (no value) ▾

SubGrantee: (no value) ▾

Project No/Phase: (no value) ▾

*Appropriation No: (no value) ▾
Value must be set.

Agency Code 1: (no value) ▾

Agency Code 2: (no value) ▾

Agency Code 3: (no value) ▾

Grant Object: (no value) ▾

Based on the Fund Type (7200). The approval flow will change to include all the Emergency Manager Approvers.

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Step	Role	Description
1	Funds Commit	Preencumbrance
2	Chain of Command	Standard Approvers
3	Budget Responsible Manager	Standard Index, PCA, Grant, Project Manager Approvers
4	Agency Director (New)	(Must be final approver before Emergency Prep Approver <u>NOT</u> in parallel)
5a	Emergency Preparedness Approver (New)	Margret Kellems
5b	Emergency Preparedness Watcher (New)	Watcher role
6a	Emergency Preparedness Contracting Lead Specialist	Emergency Preparedness Contracting Lead Specialist Approvers
6b	Emergency Preparedness OCP Database Administrator (New)	Emergency Preparedness OCP Database Administrator Approvers
7	Emergency Preparedness Contracting Officer (New)	Emergency Preparedness Contracting Officer Approvers

Once the approval is completed, the PO will be created and sent to the vendor. The key changes in the approval flow, compared to the standard approval flow are the addition of additional Emergency Preparedness Approvers and the addition of the Agency Director, who has to approve prior to the Emergency Preparedness Approvers.