PPD ALERT

Report Identifying Errors in PC PRCH Transactions

Miscoding Problems in PC-PRCH - A number of purchase transactions have been incorrectly coded in the SF-281 portion of the Federal Procurement Data System (FPDS). These transactions exceeded $25,000 were not coded as "22", were rejected by the SF-281 Summary, and they were not reported in the SF-279. A major effort was undertaken by Areas/Offices during the first and second quarters of FY 2002 to correct the codes and submit SF-279 reports for these transactions. Currently, errors of this type are not being detected except through special reports generated by Discoverer 3.

SF-281 Error Report - We now have the ability to run reports on data entered in PC PRCH that is reported on the SF-281, Summary Contract Action Report. The "SF-281 Error Report," is being made available through these instructions to disclose coding errors for easy identification. Corrections are made by amending PC PRCH, and entering the transactions on a SF-279 report into the FPDS. The report should be run quarterly (the earlier the better but not earlier than the 16th day at the beginning of the new quarter). This allows sufficient time to correct PC-PRCH before the Procurement Preference Program Reports are run on the SF-279 data on the 45th day at the beginning of the new quarter.

Download from PC PRCH to Discoverer occurs within 15 days after the end of the quarter. Unlike the SF-279 data, the SF-281 data is not "real time" and the data does not change once it is downloaded into Discoverer. After the SF-281 download, the only way to ensure that the data has been corrected is to verify that the transactions appear in the SF-279 detailed reports. A detailed SF-279 Total Action Report should be reviewed immediately after entering the SF-279 data to ensure that the transactions appear on the report.

Instructions for Generating the "Detailed SF-281 Total Action Report" - To generate the report for detecting transactions greater than $25,000 in the SF-281 system, follow the instructions below:

- Open Discoverer software (enter your FPDS ID and password).
- Click on "File," then click "Open."
- A window appears, and asks "where is file located?" Click on "database" and then "open."
- Scroll down until you find file, "FPDS588.Procurements Greater Than $25,000" and then double click on the file name.
- Select "Open Workbook in the current database account." This should be the default selection). Click "OK".

- Another screen will appear and ask, "do you want to run a report now?" Click "Yes" to run the report.

There are two reports in the file:

Summary Report - which gives only the total number of actions and dollars for each Contract Office Code.

Detailed Report - which lists each transaction associated with the summary report. The Detailed Report will pop up and the report will run automatically.

Extracting Area/Office Data from the Agency Report - Since the Contract Office Codes are not associated with the Area, as in the SF-279 System, you will see all of the actions for ARS (PPD may also see actions for CSREES, ERS, and NASS). The actions are sorted by Agency and Contract Office Code. You can pick out your Area's Contract Office Codes from the report, however, it requires setting conditions, etc. If you should need further assistance to do this, please contact Angelia Fleming on 301-504-1730.

Exporting the Report to Excel (for editing) - This is another method of extracting Area/Office data from Discoverer. We recommend that you export the report into MS Excel (spreadsheet software) then modify/edit the report.

To Export the Report -
- Click on "File," then "Export".
- Select "Current Sheet" (this should be the default selection).
- Select MS EXCEL workbook (.xls) format.
- Click on "Browse," and select where you want to save your report (i.e. c:\excel).
- Name the document (remember to keep the .xls extension on the filename), then click "Save".
- Click "Finish" to export the report
- Open your report in MS EXCEL and proceed with editing the report, that is, deleting all transactions which do not pertain to your Area Office.

Review SF-279 Total Action Report - Run a detailed SF-279 Total Action Report in Discoverer. Review immediately to ensure all of the SF-279 data appears on the report. The review should be completed before the 45th day of the quarter, to ensure that all data has been entered prior to this date.

If you have any questions regarding running, exporting, or editing the report, please contact Angelia Fleming on 301-504-1730. Contact Theresa Stephens on 301-504-1725 if you should have questions relating to Procurement Preference goals or achievements.

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