

# Requesting a Purpose Code Flag Update

## Reference Guide

PCM

DoDAAC Purpose Codes

Request Flag Update

### Role Access

PCM roles with the capability to update Purpose Code flags:

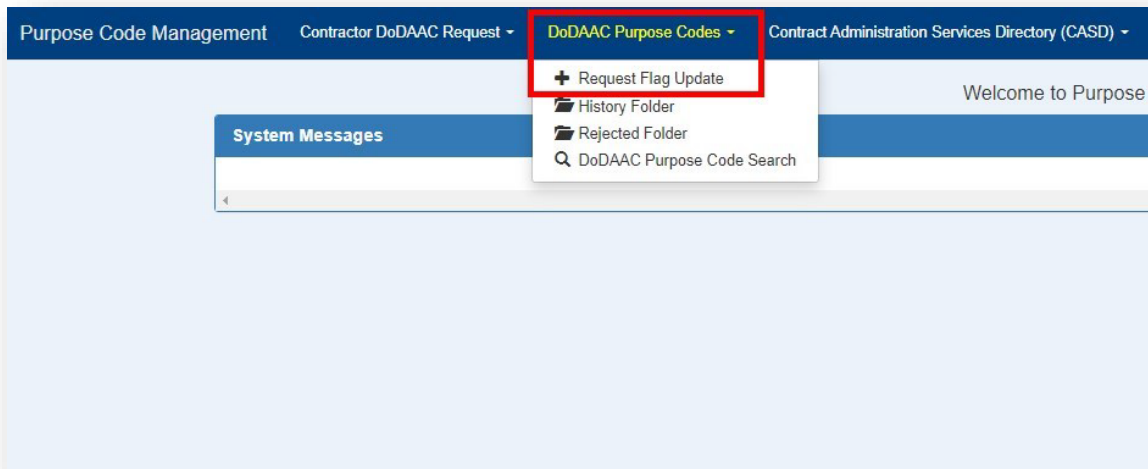
- Contract Admin Purpose Code Manager
- Contractor Purpose Code Manager
- Payment Office Purpose Code Manager
- Procurement and Grant Purpose Code Manager
- Funding Office Purpose Code Manager
- PCM PMO

### Request Flag Update

Each Purpose Code Flag has a corresponding PCM Purpose Code Manager role. Users with one or more of these roles will be responsible for approving/rejecting flag status update requests for their entire Service-Agency, which is designated by the group assigned to that role. Users with one or more of these roles will also manage the new DoDAAC database table for DoDAACs associated with their respective flags.

Purpose Code Managers registered against the DOD Level 1 group will be able to change the applicable Purpose Code flag of any location code from levels 2 through 7 in the DoD hierarchy.

**Step 1.** To request a Purpose Code flag update, select the **Request Flag Update/Update Purpose Code** menu option in the DoDAAC Purpose Code dropdown menu.



**Step 2.** Enter the DoDAAC requiring a Purpose Code flag update.

The screenshot shows the 'Update DoDAAC Flags' form. The form has a blue header with the title 'Update DoDAAC Flags'. Below the header, there is a section for 'DoDAAC Information' with two input fields: 'DoDAAC \*' (highlighted with a red box) and 'Activity Name \*'. Below this is a 'DoDAAC Group Path' input field. The main section is titled 'Flag (Purpose Code) Name \*' and contains a table with four rows of flags. Each row has a flag name, a dropdown menu, a 'Start Date' field, and an 'End Date' field.

Flag (Purpose Code) Name *	Dropdown	Start Date ↑	End Date ↑
Procurement* ⓘ	Nc ▾	YYYY-MM-DD	YYYY-MM-DD
Grants* ⓘ	Nc ▾	YYYY-MM-DD	YYYY-MM-DD
Contract Administration* ⓘ	Nc ▾	YYYY-MM-DD	YYYY-MM-DD
Payment Office* ⓘ	Nc ▾	YYYY-MM-DD	YYYY-MM-DD

At the bottom of the form, there are two buttons: 'Submit' and 'Help'.

**Step 3.** Enter any desired Purpose Code flag changes.

1. The DoDAAC information will be pre-populated from the DAASC interface.
2. An information icon located next to each flag name may be selected to display a description of each flag.
3. All flags will be set to their current values. Select the dropdown menu to change the value of a flag.
4. Start Date fields will be displayed for each flag. Any existing Start Dates will be pre-populated. When updating a flag value from N to Y, Start Date will be required for that flag. The following logic applies:
  - Flag is Y: Start Date is locked.
  - Flag is N: Start Date is locked.
  - Updating flag from Y to N: Start Date is locked. Any existing Start Date will remain.
  - Updating flag from N to Y: Start Date is required.
5. End Date fields will be displayed for each flag and may be edited. Any existing End Dates will be pre-populated.

**1** DoDAAC Information

DoDAAC \* ZZZC1C Activity Name \* MOOG INC.

DoDAAC Group Path TOP\DEPT OF DEFENSE\DEPT OF THE ARMY

**Flag (Purpose Code) Name \***

Flag Name	Value	Start Date	End Date
Procurement* <b>2</b> ⓘ	N <b>3</b>	2021-10-15 <b>4</b>	2021-11-22 <b>5</b>
Grants* ⓘ	N	YYYY-MM-DD	YYYY-MM-DD
Contract Administration* ⓘ	N	YYYY-MM-DD	YYYY-MM-DD
Payment Office* ⓘ	N	YYYY-MM-DD	YYYY-MM-DD

Submit Help

Start and End Dates represent the period of time that the related flag is set to YES. If a flag has a Start Date and no End Date, the flag was set to YES on the Start Date. If a flag has a Start Date and an End Date in the past, the flag was set to YES during that time period, but is now NO. If a flag is set to YES after having been set to NO, the new Start Date overwrites the old Start Date and the End Date is reset to NULL. If a flag has neither a Start Date nor an End Date, it was either set to YES prior to being brought into PIEE, or it has never been set to YES.

**Step 4.** Select the **Submit** button upon completing any required flag updates. The submission will be routed to the applicable Purpose Code approvers, depending on the type of flag update requested. An email will be sent to the Central Service Point (CSP) POC and includes an attachment of the updated form in XML. Details of an approval or rejection of a request will be displayed in all applicable approver's history folders.





Flag Update requests submitted by PCM PMO users will be automatically approved upon submission.

### DoDAAC Information

DoDAAC \*  Activity Name \*

DoDAAC Group Path

### Flag (Purpose Code) Name \*

Procurement* 	<input type="text" value="Ni"/>	Start Date ↑ <input type="text" value="2021-10-15"/>	End Date ↑ <input type="text" value="2021-11-22"/>
Grants* 	<input type="text" value="Ni"/>	Start Date ↑ <input type="text" value="YYYY-MM-DD"/>	End Date ↑ <input type="text" value="YYYY-MM-DD"/>
Contract Administration* 	<input type="text" value="Ni"/>	Start Date ↑ <input type="text" value="YYYY-MM-DD"/>	End Date ↑ <input type="text" value="YYYY-MM-DD"/>
Payment Office* 	<input type="text" value="Ni"/>	Start Date ↑ <input type="text" value="YYYY-MM-DD"/>	End Date ↑ <input type="text" value="YYYY-MM-DD"/>