

## What is the FATS online system?

**T**he Form 27/27A Automated Transaction System (FATS) provides a means for state agencies to submit operating plan adjustments and transaction briefs to the Department of Planning and Budget (DPB) via computer terminal. The FATS system allows the agencies to monitor the Form 27/27A process from origination of the adjustment request through review, approval, and final release to CARS.

FATS allow agencies to identify funding by subobject. From this information, the system automatically calculates the appropriation and the allotted and unallotted program/project balances. DPB rolls up the funding information to the program level prior to passing approved adjustments to CARS for further processing.

FATS stores eight years of data: the current biennium and three previous biennia. At the start of a new biennium, the oldest biennial data will be archived and deleted from FATS. Fiscal year open and close dates will restrict agency access to FATS, i.e., closing date by which agencies must have entered all adjustments for the closing of a fiscal year, as well as an open date when agencies may start entering adjustments for the startup of a new fiscal year. These dates will vary slightly from year to year, based on deadlines set by the Department of Accounts. Agencies will be notified of these dates by DPB.

FATS provides the user with online data entry capability, an automated approval process, a batch system for passing transactions to CARS, and a reporting capability which includes agency summaries, adjustment type summaries and others. Definitions, descriptions, and procedures to address each of the FATS capabilities are provided in individual sections of this manual.

FATS provides extensive online editing to validate requests and provides error messages to guide the user through corrective action. Should you have any questions or require assistance when working with the system, please see Chapter V, "DPB Contacts and Assistance," for a list of individuals who can help.

## Equipment overview

**T**he Hitachi GX8624 (IBM Series 9000 compatible) at the Virginia Information Technologies Agency (VITA) and terminals in your agency are used to communicate with FATS.

Reports are printed either at VITA, DPB, or at an authorized remote job entry (RJE) print location at your agency. The terminal or CRT is the primary interface to FATS. The agency should have an IBM 3270-type terminal or equivalent with twelve function keys (PF1-12 or PF13-24). Other equipment configurations may be capable of interfacing with FATS. Consult with your data processing department or VITA to be sure.

## Using PF keys in FATS

All functions within FATS are controlled by the ENTER key, PF keys (program function keys), or the CLEAR key. These keys, typically located at the top of your keyboard, are used to update records and to move from one screen to another. For 24-key terminals, PF keys 1-12

produce the same results as keys 13-24. If you are using 3270 emulation software, consult your documentation for the CLEAR key equivalent.

## Security and user access

**T**here are various levels of security that can be assigned to users of FATS. The DPB Agency Security Officer is responsible for establishing and maintaining all aspects of system security.

A FATS Access Request Form must be completed for each user and sent to the DPB Agency Security Officer before access can be granted to FATS. Instructions for completing this form are given in "Becoming A User," on the following page.

There are three basic levels of security in FATS. They are:

### Access to agency data

Most users will be set up to access only the data for the agency at which they work. However, there are certain circumstances where users will be given access to multiple agencies. This enhanced access is for those state agencies which, by legislation, serve as "control" agencies and are responsible for the accounting requirements and procedures of other state agencies.

### Inquiry or Update

"Inquiry" gives the user access to view the data only. "Update" gives the user access to add or modify data.

### Review/Approval

Signoff authority is given to those users who are authorized by the agency budget or fiscal officer to review or approve Forms 27/27A. Users granted review/approval signoff authority automatically receive update access to the data. Users granted approval signoff authority automatically receive review authority. At a minimum, each agency must have one user with approval signoff authority. The approval process in your agency will determine if you need to set up logons with review signoff authority.

If you have questions or problems regarding security or user access, contact the DPB Agency Security Officer (see Chapter V, "Contacts and Assistance").

## Online/Batch processing schedules

**F**ATS online services are available as outlined below. These hours are set by VITA and are subject to change.

<b>Monday - Friday</b>	6:00 a.m. - 10:00 p.m.
<b>Saturday</b>	7:45 a.m. - 10:00 p.m.
<b>Sunday</b>	8:00 a.m. - 10:00 p.m.

The batch update will run each night (Monday-Friday) at approximately 11:00 p.m. This process will extract all DPB-approved Forms 27/27A from the FATS file and apply these transactions to the DPB Execution Master File. This process will also create CARS transactions for the Department of Accounts, and update each FATS online request with a "Complete" status, extract date, and CARS batch number.

DPB forwards a monthly hard copy submission to the Department of Human Resource Management reflecting any transfers of positions between agencies.

Please note that not all DPB-approved requests from the FATS file are automatically processed through the batch update procedure. Following the extraction of the records, additional batch editing is performed. Such conditions as insufficient funding and matching of to/from transfer adjustments are verified. Requests that fail the batch edits will be written to an EXM EDIT Report. DPB Information System Services staff will review the EXM EDIT Report daily and notify DPB budget analysts, or the agency, of problems that require their attention.

## How to become a FATS user

**F**ATS runs under the CICS communications monitor at VITA. To access the system, you will need a valid VITA User Identification logon, and you must register and terminate access with DPB as a FATS user.

To acquire or terminate a VITA logon, fill out form VITA03-001, "Logon ID Request Form - IBM Technology." This VITA form is available on the VITA web site at [www.vita.virginia.gov/misforms/forms/vita03\\_001.cfm](http://www.vita.virginia.gov/misforms/forms/vita03_001.cfm). Your agency security officer must sign the form and can assist you with its preparation, including logon identification naming conventions.

To register or terminate access with DPB as a FATS user, complete a "FATS Access Request Form." Completion instructions are provided on the next page. (Please see sample form in the back of this chapter.)

**You may also access the form from DPB's website** at [www.dpb.virginia.gov](http://www.dpb.virginia.gov) by clicking on Document and Forms and typing "FATS access" in the Search Phrase. The link to the form will then appear.

*NOTE 1: Please feel comfortable forwarding both forms to the Agency Security Officer at DPB, who will process them and forward the appropriate information to VITA.*

*NOTE 2: For FATS access terminations, while VITA requires its forms in hardcopy, DPB will accept electronic mail notification from your agency's budget officer to our ACF2 security officer. Hardcopy is required by both VITA and DPB for FATS access additions or changes.*

## How to complete the FATS access request form

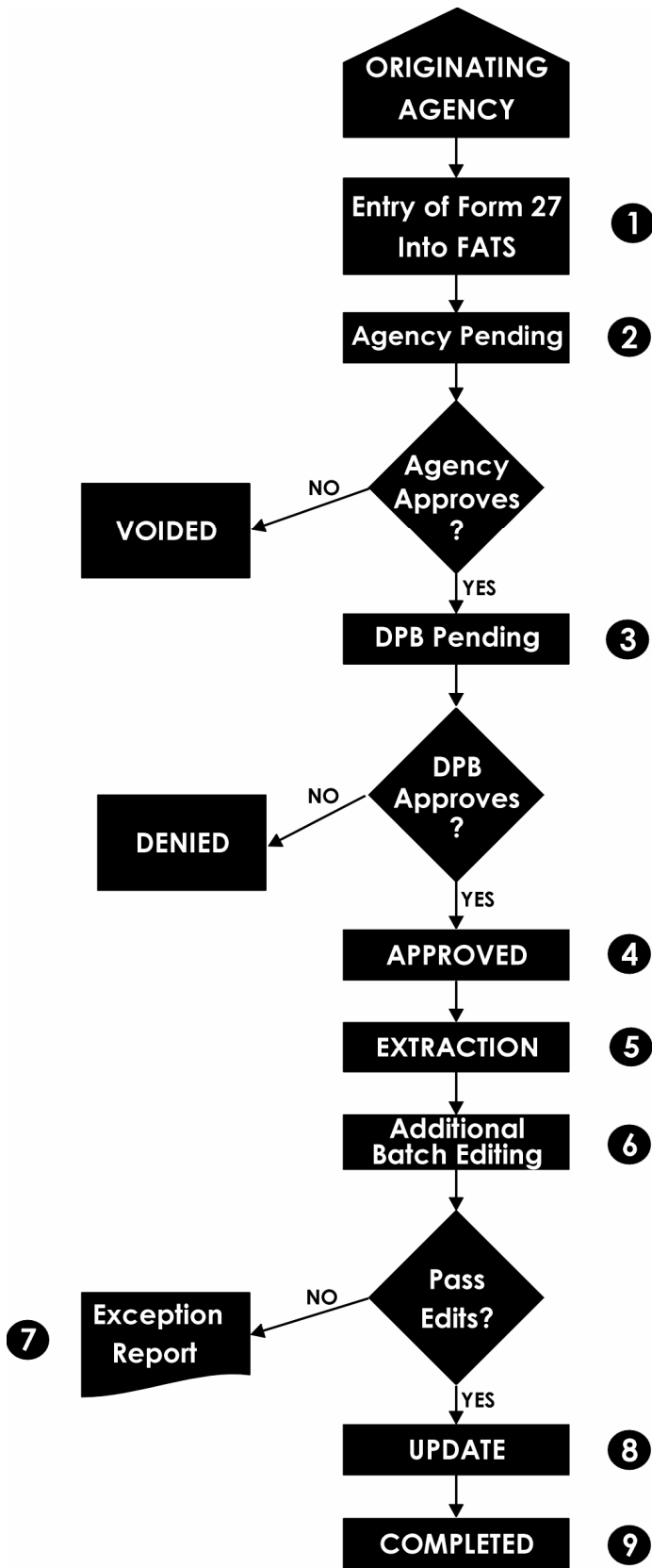
A copy of the form appears at the end of this chapter.

<b>Field</b>	<b>What to put in the field</b>
<b>Name</b>	Format is LAST NAME, FIRST NAME, MIDDLE INITIAL.
<b>Phone</b>	Phone number of the agency user.
<b>Agency name</b>	Agency name.
<b>Agency code</b>	Three-digit agency code.
<b>Are there other agencies for which this agency is responsible?</b>	Indicate with a "Yes" or "No." Answer "Yes" if you are the controlling or responsible agency for any other agency and have the authority to process budget information for that agency. List the other agency codes in the special considerations area of the form.
<b>System access</b>	Indicate with one choice if this request is to ADD a new FATS user, CHANGE the access rights of an existing FATS user, or DELETE a FATS user.
<b>Data access</b>	Indicate with one choice if this user should have INQUIRY or UPDATE access to the Form 27/27A data.
<b>Signoff authority</b>	Indicate with one choice the level of signoff authority the user should have to the Form 27/27A data. Signoff authority is given to those users who are authorized by the Agency Budget/Fiscal Officer for review/approval of Forms 27/27A. Users granted review/approval signoff authority automatically receive update access to the data.  Users granted approval signoff authority automatically receive review authority.  At a minimum, each agency must have one user with approval signoff authority. The approval process in your agency will determine if you need to set up logons with review signoff authority.
<b>VITA logon id</b>	Enter the user's VITA User Identification logon. Refer to item on Form VITA03-001 (Logon ID Request Form - IBM Technology).
<b>CICS opid</b>	Leave this field blank. DPB will assign the CICS Operator ID upon receipt of the request.
<b>VITA account</b>	Enter the 10-character VITA Account Number that is to be used for billing.
<b>Printer destination</b>	Identify where printed output is to be routed. Agencies which have remote printers registered with VITA: enter your RJE remote location number. Agencies not having remote printers: enter LOCAL. Output will be printed at VITA and delivered to you.
<b>Special considerations</b>	Use this area for any comments or to note any special circumstances you feel are necessary. Also use this area to list the other agency codes for which you have the authority to process budget information.
<b>Agency/Budget Fiscal Officer</b>	Please have your budget or fiscal officer to print and sign his/her name. It would be very helpful to include his/her phone number.

## Flow of data through FATS

(See flow chart on the following page)

1. Agency enters the Form 27/27A request into FATS. The online status becomes AGY PEND.
2. AGY PEND means the request is currently in progress at the agency level. The request may have been only partially keyed or awaiting appropriate review/approval signoff. System "ownership" of the request belongs to the agency until necessary signoffs have been entered, at which time the online status will change to DPB PEND. Once the status becomes DPB PEND, the originating agency no longer has access to change the request. If changes are necessary, the originating agency must remove the logon id from the approval line, changing the status of the request back to AGY PEND.
3. DPB PEND means the request is currently in progress at DPB for review and approval. DPB PEND\* indicates DPB has requested corrections/additional information from the originating agency. Once the DPB Budget Analyst has entered his or her logon id on the review line of the approval function, the request may not be changed by the originating agency unless DPB removes this logon id from the review line. When DPB approval is entered, the status will change to APPROVED.
4. APPROVED means the request is ready to be extracted by the batch update program for processing.
5. During the extraction process, all Form 27/27A requests which have the status of APPROVED are pulled from the FATS file. These transactions are then input into an edit program.
6. Batch editing takes place on the FATS approved requests. Conditions such as insufficient funding, correct to/from transfer adjustment matching, etc. are verified.
7. All requests that fail the batch edit are written to an EXM Edit Report. DPB Information System Services staff reviews the EXM Edit Report daily and notifies DPB budget analysts of problems that require their attention to resolve.
8. All requests that pass the batch edit are processed to update the DPB Execution Master File. The necessary CARS transactions are generated and the status of the online requests is changed to COMPLETE.
9. The online requests are updated with the CARS batch number and date. Appropriation/allotment status reports are produced and routed to the agencies, showing the incremental change(s) as a result of the Form 27/27A adjustment(s) by fund, program, subprogram, and subobject.



## Accessing the online system

**O**nline FATS operates under the CICS communications monitor provided by the Virginia Information Technologies Agency through its Hitachi mainframe computer. To access FATS, you will need a valid CICS User Identification logon and you must be registered with the Department of Planning and Budget as a FATS user. Refer to “Becoming a User,” in Chapter 2, for more information.

### Logging on to FATS

#### Step 1: Connect to VITA

**System:** The Virginia Information Technologies Agency Commonwealth Network screen prompts the user with “ENTER.”

*NOTE: Some agencies provide a front-end menu listing various VITA options. Consult your Data Processing Department to determine the correct option.*

**User:** Key in “CICP5” and press (ENTER).

```
VIRGINIA INFORMATION TECHNOLOGIES AGENCY
COMMONWEALTH NETWORK

NOTICE AND WARNING: THIS SYSTEM IS THE PROPERTY OF THE COMMONWEALTH OF
VIRGINIA. ONLY PERSONS AUTHORIZED BY THE COMMONWEALTH OF VIRGINIA SHALL
BE
PERMITTED ACCESS TO THIS SYSTEM. PERSONS PERMITTED ACCESS SHALL USE THIS
SYSTEM ONLY FOR THOSE PURPOSES FOR WHICH THEY HAVE BEEN AUTHORIZED. ALL
ACCESSES AND ACTIVITIES ON THIS SYSTEM ARE MONITORED CONTINUOUSLY. ANY
EVIDENCE OF UNAUTHORIZED ACCESS, UNAUTHORIZED USE, MISUSE, OR ABUSE OF
THIS
SYSTEM OR THE INFORMATION CONTAINED IN THIS SYSTEM SHALL BE PROMPTLY
REPORTED
TO APPROPRIATE AGENCY MANAGEMENT, SECURITY PERSONNEL, AND FEDERAL, STATE,
AND
LOCAL LAW ENFORCEMENT OFFICIALS FOR INVESTIGATION AND PROSECUTION TO THE
FULLEST EXTENT OF THE LAW.

ENTER : CICP5
```

#### Step 2: Enter Logon ID and password

**System:** On the CICS sign on screen, the system will prompt you for “LOGONID,” “PASSWORD,” and “NEW PASSWORD.”

*NOTE: If you receive the message "Session Establishment Failed," CICS is not active at this time. Discontinue the access procedures and try again later.*

**User:** Key in your CICS LOGON ID and your CICS PASSWORD and press (ENTER).

*NOTE: The security system which controls access to FATS is a product called ACF2. ACF2 will require you to change your password every 30 days. Passwords must be between five and eight characters in length.*

```
SYSTEM: CICIP5    DFHZC2312 *** WELCOME TO CICS ***
                  CICS P5 SYSTEM SECURED BY CA-ACF2/CICS 6.5

TERMINAL: 0879
NODE: CIP01010
DAY: FRIDAY
SYSTEM DATE: MAY 25, 2006
SYSTEM TIME: 05:17 PM

LOGONID: ==> dpbvdt
PASSWORD: ==>

NEW PASSWORD: ==>
(enter twice) ==>

CICS - CIP5 (SYSTEM SIGNON/SIGNOFF FACILITY)
```



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### TIP: About FATS passwords

- ▶ **If you key your password incorrectly:** The system will prompt you for the correct password. After three unsuccessful attempts, your logon id will be suspended. If you have trouble logging on, contact YOUR agency security officer for assistance. Note: The DPB Agency Security Officer can only reset DPB logons that have been suspended.
- ▶ **If you receive a "Password Has Expired" message while logging on:** The system will prompt you for a new password. Key the new password once at the "NEW PASSWORD" prompt, press the (TAB) key, and key in the new password a second time for verification. Press the (ENTER) key. The next screen will display "Password Successfully Altered." The next time you access the system, use your new password at the "PASSWORD" prompt.
- ▶ **To change your password:** Follow these steps from the above sign-on screen. Key your CICS LOGON ID at the "LOGONID" prompt, press the (TAB) key, key your CICS password at the "PASSWORD" prompt, press the (TAB) key, key the new password once at the "NEW PASSWORD" prompt, press the (TAB) key, and key the new password a second time for verification. Press the (ENTER) key. The next screen



will display "Password Successfully Altered." The next time you access the system, use your new password at the "PASSWORD" prompt.

### Step 3: Enter the FATS system

**System:** If the sign-on is successful, the following screen will display.

```
FATS

ACF01137 DPBVDT LAST SYSTEM ACCESS 11.26-05/04/06 FROM 0381
ACFAE139 CICS 0879 Signon OK: User=DPBVDT NAME=VAN NESSA DAVIS-
THORNTON
```

**User:** Key in "FATS" and press (ENTER).

*NOTE: If you encounter problems, press the (CLEAR) key. This will clear your screen. Key in "FATS" and press (ENTER).*

**FATS bulletin board:** Once you have entered "FATS", the following screen will appear if there is pertinent information concerning the system, such as when FATS may be coming down for maintenance, or of special FATS adjustments that have been processed that do not appear on the FATS system. After reviewing the bulletin board press (ENTER) to continue.

```
DEPARTMENT OF PLANNING & BUDGET
*-----*
--*
* THE FATS SYSTEM WILL BE BROUGHT DOWN TODAY
* APRIL 18 AT 3:00PM FOR 2 HOURS. THANKS.
**
**
** PRESS ENTER TO CONTINUE.....
**
**
**
**
**
*
```

## Step 4: The FATS Main menu

**System:** The FATS Form 27/27A Request Menu will appear on your screen.

```

DEPARTMENT OF PLANNING AND BUDGET
DPBM040
FORM 27 REQUEST
MENU
- REVIEW STATUS -

PF1 CREATE NEW REQUEST      PF3 ALL
PF2 SELECT EXISTING REQUEST  PF4 AGENCY PENDING
PF11 REPORT                  PF5 DPB PENDING
                               PF6 APPROVED

FISCAL YR: 06
AGENCY NO: 122              PF7 COMPLETED
REQUEST NO:
                               PF8 VOIDED

DEPRESS APPROPRIATE PF KEY   PF9 DENIED
DEPRESS PF12 TO EXIT SYSTEM

```

**User:** You have now completed the procedure for logging on to FATS.



### TIP: System will log you off in 15 minutes if no activity!

If you are logged on and have not used your (ENTER) key or PF keys for 15 minutes, VITA's monitoring system will automatically log you off and return you to the Virginia Information Technologies Agency Commonwealth Network screen.

## Logging off FATS

After completing a work session on FATS, you must log off properly. Do not remain logged on as this utilizes computer resources and presents security risks. The procedure for logging off the system involves the following steps:

### Step 1: Go to FATS main menu

**User:** If you are at the Form 27/27A Request Menu, go to Step 2. If you are at any other screen, press PF12 until you reach the Form 27/27A Request Menu, or press the (CLEAR) key.

**System:** The system displays the Form 27/27A Request Menu.

```
DEPARTMENT OF PLANNING AND BUDGET
DPBM040
FORM 27 REQUEST
MENU
- REVIEW STATUS -
PF1 CREATE NEW REQUEST      PF3 ALL
PF2 SELECT EXISTING REQUEST  PF4 AGENCY PENDING
PF11 REPORT                  PF5 DPB PENDING
                              PF6 APPROVED
FISCAL YR: 06
AGENCY NO: 122              PF7 COMPLETED
REQUEST NO:
                              PF8 VOIDED
DEPRESS APPROPRIATE PF KEY  PF9 DENIED
DEPRESS PF12 TO EXIT SYSTEM
```

## Step 2: Log off

**User:** Press PF12.

**System:** The System displays “CESF LOGOFF - DEPRESS ENTER KEY.”

```
CESF LOGOFF - DEPRESS ENTER KEY
```

**User:** Press (ENTER) to log off.

**System:** The System displays the Virginia Information Technologies Agency Commonwealth Network Screen with the prompt “ENTER.”

**User:** You have completed the procedure for logging off FATS.



### **TIP: If you encounter a problem while logging on or off CICS**

Press the (CLEAR) key, key “CESF LOGOFF” and press the (ENTER) key. This will log you off of CICS and return you to the Virginia Information Technologies Agency Commonwealth Network screen.

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## Problem Diagnosis and System Messages

There may be times when the data entry equipment or FATS itself fails to operate. Below are some simple problem diagnosis procedures that can be performed locally prior to calling the DPB Information System Services for assistance:

First, verify that the terminal is turned on and that the intensity is turned up sufficiently to see what is displayed on the screen.

If the terminal is operating properly, but attempts to access FATS are unsuccessful, verify that the system logon procedure was executed properly. Refer to "Accessing Online System," in Chapter II, for appropriate logon procedure.

***Possible system messages that might be displayed are:***

1. "03920 - UNAUTHORIZED ACCESS" - User is not authorized to access FATS. You must be registered with DPB as a FATS user. See "Becoming a User," in Chapter II.
2. "03923 - APPLICATION NOT AVAILABLE - CALL DPB FOR MORE INFORMATION." FATS has been temporarily closed. Wait 15 minutes and try again.
3. If you are logged on and have not used your ENTER key or PF keys for fifteen minutes, the system will log you off and return you to the Virginia Information Technology Agencies Network screen. Fifteen minutes is the DIT default, but your agency security officer can change it if desired.

If you have checked all of these key areas and the terminal or system still fails to operate, contact your agency data processing section. If you cannot resolve the problem, call DPB's Information System Services. Refer to "DPB Contacts and Assistance," in Chapter 7, for a list of individuals who can help.

There are numerous system messages that a FATS user may receive while working with the system. If you are unable to resolve a problem, refer to "DPB Contacts and Assistance," in Chapter 7, for a list of individuals who can help. Please have the message number and message text available to give to DPB to enable us to identify problems in a timely manner. If you receive any of the messages starting with "CICS ERROR," please notify DPB immediately.



Virginia Department of Planning and Budget

FATS ACCESS REQUEST FORM

Name \_\_\_\_\_ Phone \_\_\_\_\_  
*Last, First, MI*

Agency Name \_\_\_\_\_ Agency Code \_\_\_\_\_

Are there other agencies for which this agency is responsible?  Yes  No  
 If yes, please list the agencies in the "Special Considerations" block below.

System Access	Data Access	Signoff Authority
<input type="checkbox"/> Add	<input type="checkbox"/> Inquiry Only	<input type="checkbox"/> None
<input type="checkbox"/> Change	<input type="checkbox"/> Update	<input type="checkbox"/> Review
<input type="checkbox"/> Delete		<input type="checkbox"/> Approval

VITA LOGIN ID \_\_\_\_\_

VITA ACCOUNT # \_\_\_\_\_ PRINT DESTINATION \_\_\_\_\_

**Special Considerations:**

**NOTE:** Twice a year, DPB will delete all FATS logons that have been inactive for two years. Please notify DPB within 30 days when a user no longer needs access to FATS.\*\*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Requesting Agency's Budget/Fiscal Officer:**

\_\_\_\_\_  
*Printed Name* \_\_\_\_\_ *Date* \_\_\_\_\_  
 \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Phone* \_\_\_\_\_

**DPB Security Officer:**

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Please forward to:** Agency Security Officer  
 Department of Planning and Budget  
 1111 E. Broad Street, Room 5040  
 Richmond, VA 23219  
 FAX NUMBER: (804) 225-3291



Use Black or Blue Ink



Virginia Department of Planning and Budget

DPB Form 27 / 27A (2006)

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**Appropriation / Allotment / Position Adjustment Request**

**SECTION A: General Information**

Agency Code  Title \_\_\_\_\_

Program Code  Title \_\_\_\_\_

Project Code  Title \_\_\_\_\_

Request No.  Transaction Brief Attached YES  NO

Fiscal Year  Position Adjustment YES  NO

Revenue Source Code  Bond Indicator YES  NO

Adjustment Type

**SECTION B: Appropriation / Allotment / Position Adjustments**

Current Balance (For this Program / Project)	Total Adjustment (All Pages)	New Balance (Current Balance + Total Adj.)	
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	
Fund	Subprogram	Subobject	Adjustment Amount
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Total adjustments for this page			<input style="width:100%;" type="text"/>

**SECTION C: Approvals**

Agency Approvals

Prepared By \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

DPB Approvals

Prepared By \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

**SECTION D: Cross References** (Mandatory for transfer adjustments)

Agency Code

Request Number

