

## SPECIAL NOTES FOR DPB staff only

### Confidential requests

Under certain circumstances, it may be necessary for DPB to designate a request “confidential.” This function is available to DPB staff only and will prevent agencies from viewing the request during any normal browse function. A request can be marked confidential at any time, regardless of its origination (agency or DPB).

### To make a request confidential

FISCAL 07		DEPARTMENT OF PLANNING AND BUDGET						DPBM043	
AGENCY 501		FORM 27 REQUEST							
DEPT OF TRANSPORTATION								CONF	Y
	ADJ							REV	
STATUS	REQ NO	TYPE	DESCRIPTION	PGM	PROJ	IND	27A	SOURCE	BRF
DPB PEND	6500	0	GF XFER FR	603	00000				Y
	FUND	SUBPGM	SUBOBJ	ADJ AMOUNT					
	----	-----	-----	-----					
			PROGRAM BALANCE	1803,704,498					
			TOTAL ADJUSTMENT	0					
			NEW BALANCE	1803,704,498					
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF	PF7 PREV	PF11 REPORT					
PF2 VALIDATE	PF4 CROSS REF	PF6 FUND SUM	PF8 NEXT	PF12 RETURN					

From the Form 27/27A Request Screen, position your cursor on the “CONF” field, located in the upper right corner of the screen. Enter a “Y” in this field, and press (ENTER). The message “Update Successful” is displayed in the lower left corner of the screen.

Once a request has been marked confidential, the agency no longer has access to display or update the request.

If you need to remove the confidential flag from a request, position the cursor on the “CONF” field, erase the “Y”, and press (ENTER). Again, the message “Update Successful” is displayed in the lower left corner of the screen.

## Review/approve all function

When you access the cross reference screen from any request which is part of a transfer “to” and “from” adjustment, you can review/approve all requests which have been cross-referenced as part of the transfer. This function is available to DPB users only.

From the cross-reference screen (shown below), press PF4 to review/approve all requests. (Depending on the signoff authority you have, PF4 will indicate “REVU ALL” or “APRV ALL.”)

AGY	REQ NO	STATUS	ADJ TYP	PGM/PROJ	BRF	ADJ AMOUNT
---	---	---	-	---	-	---
122	0001	DPB PEND	N	715		50,000
122	0002	DPB PEND	O	715	Y	-50,000
***						
***						
***						
***						
***						
***						
***						

PF1 FIND      PF3 APPROVALS      PF5 TRAN BRF      PF7 PREV      PF11 REPORT  
 PF2 SELECT      PF4 APRV ALL      PF6 FUND SUM      PF8 NEXT      PF12 RETURN

aa    A Session1    R 8    C 14    16:17    7/07/97

Editing is performed on the group of requests (total must net to zero, existence of transaction brief, correct fund codes based on adjustment type, etc.). If any of these conditions are not met, you will receive the following error message, “ONE OR MORE CROSS REFERENCE ERRORS, USE PF3 (APPROVALS) TO REVIEW ERRORS.” If you receive this error message, none of the requests have been reviewed/approved. Press PF3 to access the approval screen of any one of the individual requests. From the approvals screen, you will receive a more specific error message when you attempt to review/approve the individual request. Corrections will need to be made before the transfer requests can be reviewed or approved.

There also may be occasions when a portion of the requests are reviewed/approved, leaving some requests not reviewed/approved. If this occurs, you will receive the message, “ONE OR MORE REQUESTS NOT UPDATED, REVIEW THE STATUS LIST.” By looking at the status

column on the cross-reference screen, you will be able to identify those requests that were reviewed/approved and those that were not. This would occur if the transfer is made up of adjustment requests among multiple agencies, and the DPB user does not have review/approval authority for all agencies involved. Only those requests which he/she has authority to review/approve will be updated with the appropriate signoff.

## **Marking requests for agency corrective action**

On the FATS approval screen, the analyst can send the agency a message to identify the need for corrections/additional information.

From the approval screen, the DPB analyst can enter a message in the remarks area (REMK field under DPB APPROVAL on screen). Press PF2 to indicate correction required by the agency. The status code changes from DPB PEND to DPB PEND\*.

When the agency user sees a status of DPB PEND\*, he/she will access the approvals screen to read the message entered by the analyst. The agency user should remove his/her logon id from the agency approval, make the requested corrections, and reapprove the request. The status code returns to DPB PEND and the analyst may continue the review and approval process.

## **Report screen**

On the FATS report screen DPB staff can select a range for agency code and secretarial area. To report on a range of agencies, enter the lower limit of the agency code range in box 1, enter \*\*\* in box 2, and enter the upper limit of the agency code range in box 3. This option will be beneficial for DPB staff that has system agencies. For secretarial area, enter the lower limit of the secretarial code range in box 1, enter \*\* in box 2, and enter the upper limit of the secretarial code range in box 3.

## **Information System Services utility & maintenance functions**

DPB Information System Services has additional capabilities within FATS to perform various file maintenance and utility functions. These are:

- Ability to override edits on certain adjustment types, which restrict the amounts to positive/negative entries. This feature allows Information System Services to reverse adjustments that already have been updated to the file.

- Ability to delete requests in lieu of voiding requests. This function will be primarily used by Information System Services. In order to delete, the logon id must have a “3” under the security system in the logon id file.
- Ability to enter requests into FATS beyond the fiscal year close date assigned to other DPB users. There is a fiscal year close date that restricts access to FATS, i.e., a closing date by which analysts must have approved all adjustments for the closing of a fiscal year. Information System Services may need to make final adjustments to the file beyond this date.
- Ability to process requests for specific adjustments that are restricted to DPB budget analysts and agencies. They are:
  - D Amended Legislative Appropriation
  - G Additional Revenue Appropriation, General Fund Only
  - J Transfer from Second Year to First Year
  - K Reversion (decrease) and Restoration (increase) of Capital Projects

## **Procedures for hard copy forms 27**

The majority of Form 27 requests will be submitted through FATS. However, agencies will have the option to submit by hard copy Form 27, provided they meet certain requirements and have approval from DPB.

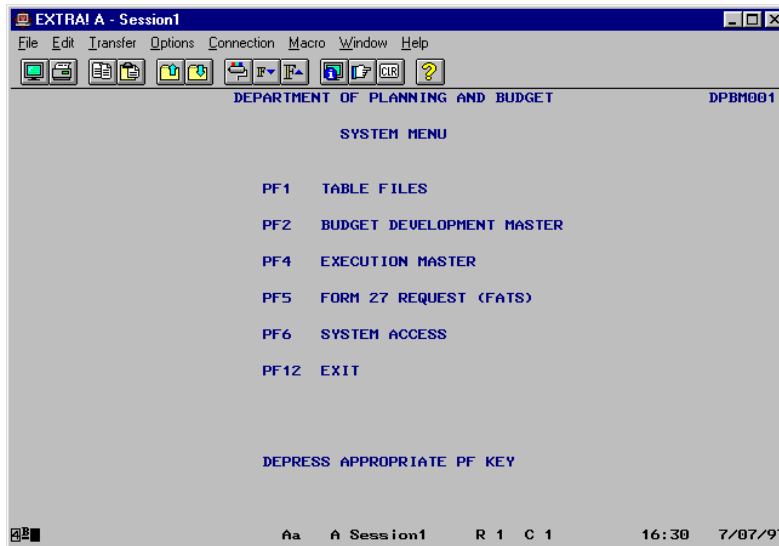
This type of submission is limited to those agencies that do not have the capability to access the online system. Hard copy Forms 27 will be routed to the appropriate budget analyst once received at DPB. The analyst will review and approve the request(s) and forward to Information System Services. Information System Services will key the request and the approval(s) into FATS, and forward the hard copy forms to central files.

## Maintaining agency or DPB analyst cross reference

Authorized users at DPB have access to the security application for the purpose of maintaining a "DPB to AGENCY" cross-reference file. This file maintains the relationship between DPB analysts and the agencies for which they are responsible, thus defining the FATS data they may access.

### To change the cross-reference file

To add, change, or delete entries in this file, logon to CICS as you would to access FATS, until the following screen is displayed:



**User:** Press PF6.

**System:** The System Access Menu is displayed.

1. You may key in the logon id if you want to position to a particular user in the file, or leave blank to display the file alphabetically by logon id.
2. Press PF2.

If you enter a logon id on the previous menu (System Access Menu), the display of records will start with that logon id. If you do not enter a logon id, all records will be displayed in alphabetical order by logon id.

### To find a specific record

You can key in a logon id in the blank area under this column and Press PF1. This displays the records starting with that logon id. Or, key in a 3-digit agency code in the blank area under that

column and press (ENTER). This displays the records in agency-code order starting with the entered agency code.

### **To add a new record**

- Position your cursor on the logon id field (above the dashes).
- Key in the logon id. Logon id is DPBXXX, where XXX = person's 3 initials.
- Key in the agency code.
- Press (ENTER) to add the record.

The record has been added. Values for user name, section, and agency name will be automatically supplied by the system.

If you receive the error "Logon Id must be in Logon Id File," the user does not have access to the FATS System. You will need to contact DPB Application Services to request appropriate access.

### **To change an existing record**

- Position your cursor on the field you wish to change (logon id or agency).
- Enter the new value.
- Press (ENTER) to update record.
- Press PF1 to refresh the screen.

The new values have been updated.

### **To delete an existing record**

- Position your cursor on the Logon ID field for the record you want to delete.
- Key in the word "DELETE."
- Press (ENTER) to delete the record.
- Press PF1 to refresh the screen.

The record has been deleted.

## System access reports

The functions on the system access report screen allow the user to print both logon id reports and agency/analyst cross reference reports. A logon id report will show CICS logon ids having access to one or more of the existing CICS subsystems (e.g., FATS, EXM, BDM, etc.). An agency/analyst cross-reference report will show the relationship between DPB analysts and the agencies for which they are responsible, thus defining the FATS data they may access.

You can access the system access report screen by pressing PF11 from the system access menu screen.

The system access report screen is displayed below:

```

EXTRA! A - Session1
File Edit Transfer Options Connection Macro Window Help
[Icons]
DEPARTMENT OF PLANNING AND BUDGET DPBM053
SYSTEM ACCESS REPORT

RPT TYPE: LOGON IDS x ANALYST/AGENCY XREF
SUB SYSTEM: ALL X TBL _ BDM _ EXM _ FAT _ SEC _
SEQUENCE: LOGON ID X NAME _ AGENCY _ SECT _
SELECTIONS: AGY _ _ _ RESP AGY _ _ _ SEC _ _ _
AGENCY PREFIX _ _ _ SECTION _ _ _
DPB ANALYST _ _ _ START ACCESS DATE _ _ _

REMOTE ID: RMT1690 ROOM: _ FORMS: STD PRTCLASS: _
PF1 SUBMIT PF2 CLEAR PF12 RETURN
Aa A Session1 R Z1 C Z2 16:41 7/07/97
    
```

To submit a report, complete the above screen to indicate the report criteria. You must enter a selection for Report Type and Sequence. The fields that follow the heading “Selections” are optional and need only be filled in to further define the data on which you wish to report.

Once you enter your selection criteria, press PF1 to submit the report. A message will be displayed identifying the job name of the submitted report.

## Making selections on the report screen

A discussion of the screen selection fields follows:

### RPT TYPE

Enter an "X" beside Logon Ids or Analyst/ Agency XREF, but not both.

<b>Selection</b> _____	<b>What to enter</b> _____
LOGON IDS	Enter an "X" beside this field to produce a report showing CICS logon id access to one or more of the existing CICS subsystems.
ANALYST/ AGENCY	Enter an "X" beside this field to produce a report showing XREF the relationship between DPB budget analysts and the agencies for which they are responsible.

### SUB SYSTEM

Enter an "X" beside one or more of the subsystems for which you wish to report logon ids having access. By leaving all selection fields blank for subsystem, a report of all logon ids which do not have access to any of the five subsystems will be produced.

### SEQUENCE

Enter an "X" beside the sequence field on which to sort the data on the report. Below is a description of each sequence field:

<b>Selection</b> _____	<b>What to enter</b> _____
LOGON ID	Will print the records in alphabetical order by the logon id.
NAME	Will print the records in alphabetical order by the user's last name.
AGENCY	Will print the records in numerical order by the agency code.
SECT	Will print the records in alphabetical order by the 2-character abbreviation for the sections within DPB.

### SELECTIONS

Use this section to choose specific data for the fields indicated. All fields within this section are optional and only those you wish to select need to be completed.

<b>Selection</b> _____	<b>What to enter</b> _____
AGY	You may enter up to three selected agencies on which to report.
RESP AGY	You may enter up to three selected responsible agencies on which to report.
SEC	You may enter up to three selected secretarial areas on which to report.
AGENCY PREFIX	You may enter up to three 3-character agency prefixes (DIT sets up all logons beginning with the DIT-assigned agency prefix) on which to report.



SECTION	You may enter up to three 2-character DPB section abbreviations on which to report.
DPB ANALYST	You may enter the logon id of a specific DPB analyst to report on agencies for which that analyst is responsible.
START ACCESS DATE	You may enter a specific start access date on which to report. The format for this field is MMDDYY. Entering a date in this field will produce a report of those logon ids that have accessed the selected subsystem on the date you enter, through the current date.
REMOTE ID	This field identifies the destination of the printed output. If you have a remote printer at your agency set up to receive printed output from DIT, your remote id will be displayed. If you do not have a remote printer, "LOCAL" will be displayed. LOCAL output will print at DIT and will be mailed to you.
ROOM	This field serves as a 4-character designation field. You may enter your room number, phone number, or other identifier that may help in routing reports within your agency. This field will print on the report banner page (first page) along with such things as job name, job number, remote printer number, time, and date.
FORMS	This field identifies a special forms code to be used for printing the report. Defaults to "STD." If you have a remote printer at your agency, and use special forms for printing, enter the 3-digit code for the appropriate forms.
PRT CLASS	This field identifies a 1-character code for printed output class. Defaults to "A." If you have a remote printer and use multiple print classes, contact your agency data processing section for assistance.

**Below is a summary of the functions of each PF key on the report screen:**

<b>PF key</b> _____	<b>What it does</b> _____
PF1	SUBMIT - Submits the batch report request based on values entered on the report screen.
PF2	CLEAR - Erases the default values for all fields on the report screen.
PF12	RETURN - This function will return the user to the previous screen.