

## The FATS main menu

**T**he Form 27/27A Request Menu is the main menu for FATS. It provides the user with PF key selections for entering new requests, reviewing existing requests, and submitting reports.

*NOTE: You may access the main menu from any screen in FATS by pressing PF12 until the main menu screen is displayed.*

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	PF7 COMPLETED
AGENCY NO:		PF8 VOIDED
REQUEST NO:		PF9 DENIED
DEPRESS APPROPRIATE PF KEY		
DEPRESS PF12 TO EXIT SYSTEM		

### Main Menu PF Keys

Here is a summary of the functions represented by each PF key on the main menu screen.

<b>Pf Key</b>	<b>What it means</b>
<b>PF1</b>	<b>Create New Request.</b> This function will display the Form 27 Request screen that allows the user to add Form 27/27A requests.
<b>PF2</b>	<b>Select Existing Request.</b> This function will display a specific form 27/27A request based on the request number entered on the main menu.
<b>PF11</b>	<b>Report.</b> This function will display the report selection screen.
<b>PF12</b>	<b>Exit.</b> This function will exit the user from FATS.
<b>Fiscal Year</b>	This defaults to the current fiscal year. You may enter a prior fiscal year or the next fiscal year.
<b>Agency Code</b>	This will be supplied by the system if your logon is set up to have access to only one agency.

- Request Number** This should be left blank when creating a new request (PF 1). The system will supply the next sequential number. When selecting an existing request (PF 2), you must enter the request number.
- PF3-PF9** **Review.** These functions will display all Form 27/27A requests based on their current status. Refer to the next section for a description of each status.

## FATS processing status codes

FATS provide an automated review and approval process of Form 27/27A requests for agencies and DPB. Each request has a “status” which identifies the current stage of processing. The “status” changes as requirements are met for the various phases of processing. Refer to “Approvals,” in Chapter 4, for more information on these functions. Listed below is a description of each “status” in FATS.

<b>Status</b> _____	<b>What it means</b> _____
AGY PEND	The request is currently in progress at the agency level. The request may have been partially keyed or may be awaiting appropriate approvals.
DPB PEND	The request has been approved by the agency and now “belongs” to DPB. The request will go through DPB’s review and approval process. 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 approvals screen, the request may not be changed by the originating agency, unless DPB removes this logon id from the review line.
APPROVED	The request has received appropriate DPB approval. The request is ready to be extracted by the batch update program and applied to the DPB Execution Master File. The corresponding CARS transactions are produced.
COMPLETE	Batch processing has been completed. The online request is updated with the CARS batch number and date. DPB Appropriation/ Allotment Status Reports are routed to agencies.
VOIDED	The request was created in error and has been withdrawn by the originating agency. <i>NOTE: The system will not allow a request to be physically deleted. The record is simply given a voided status and remains on the system.</i>
DENIED	The request has been denied by DPB.

## The Request Screen

The Request Menu is used to create new FATS adjustments. It can be accessed by pressing PF 1 from the Main Menu. Two steps are involved in creating new requests: (1) entering data on the "general information line," and (2) adding detail line items.

FISCAL 06		DEPARTMENT OF PLANNING AND BUDGET					DPBM043	
AGENCY 501		FORM 27 REQUEST						
DEPT OF TRANSPORTATION								
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A	BRF
AGY PEND	0001							
		FUND	SUBPGM	SUBOBJ	ADJ AMOUNT			
		---	-----	-----	-----			
					-----			
		TOTAL ADJUSTMENT						
		NEW BALANCE						
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF	PF7 PREV	PF11 REPORT				
PF2 VALIDATE	PF4 CROSS REF	PF6 FUND SUM	PF8 NEXT	PF12 RETURN				

### Creating a new FATS request

#### Step 1: Entering data on the 'general information line'

**System:** The fiscal year, agency code, agency title, request status and request number appear on the Request Menu screen.

**User:** Enter the general information as described below:

**Field** \_\_\_\_\_ **What they do** \_\_\_\_\_

- ADJ TYPE - **Adjustment Type** - Enter the adjustment type. Refer to "Operating Plan Adjustment Types," in Chapter I, for a list of all valid adjustment types and a description of each.
- PGM - **Program Code** - Enter a valid 3-digit numeric program code. If education and general program, use program 100. If capital, enter "998" or leave blank, and the system will assign "998."
- PROJ - **Project Code** - If capital, enter a valid 5-digit numeric project code. If operating, leave blank.
- BOND INDICATOR **Indicate an "B" in this box if Form 27 is being submitted** for a capital project financed by bonded debt. Otherwise, leave blank.
- 27A - **Position Adjustment Indicator**. If adjusting positions, enter "Y." Otherwise, leave blank.

**User:** After entering information on the 'general information line,' press (ENTER) to create the request. If you have entered invalid data in any of the above fields, you will receive an error message the bottom of the screen. Correct the entry and press (ENTER). If the request is valid, you will receive the message "FORM 27/27A REQUEST CREATED."

FISCAL 06		DEPARTMENT OF PLANNING AND BUDGET					DPBM043			
AGENCY 501		FORM 27 REQUEST								
DEPT OF TRANSPORTATION										
STATUS	REQ NO	ADJ	TYPE	DESCRIPTION		PGM	PROJ	BOND IND	27A	BRF
AGY PEND	0001		Q	NGF XFER FR		603	00000			
		FUND	SUBPGM	SUBOBJ		ADJ AMOUNT				
		----	-----	-----		-----				
				PROGRAM BALANCE		1204,302,033				
						-----				
		TOTAL ADJUSTMENT								
		NEW BALANCE								
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF		PF7 PREV	PF11 REPORT					
PF2 VALIDATE	PF4 CROSS REF	PF6 FUND SUM		PF8 NEXT	PF12 RETURN					
04348-FORM 27 REQUEST CREATED (OTHER PENDING REQUESTS EXIST FOR THIS PGM/PROJ)										

### Changing the "general information line"

- ▶ Once a request has been successfully created, you can change any of the field values on the general information line provided you have not entered any detail line items.
- ▶ Once you have entered detail line items, the only field values on the general information line that can be changed are ADJ TYPE and BOND INDICATOR. **To change the fields on the general information line,** position your cursor on the field you wish to change and key in the new value. Press (ENTER). If valid you will receive an "Update Successful" message.
- ▶ If you wish to change PGM, PROJ, or 27A, you must delete all detail line items first.



**TIP: When is the program/project balance updated in FATS?**

The current program or project balance from DPB's Execution Master File is displayed on the screen. However, this balance does not reflect any Form 27/27A requests coded to the same program or project on FATS that have the status of AGY PEND, DPB PEND, or APPROVED. If this situation exists, the following message is displayed, "OTHER PENDING OR APPROVED REQUEST(S) MAY AFFECT PGM/PROJ BALANCE." **The program balance only reflects FATS requests that have the status of COMPLETED.**

---

**Step 2: Adding detail line items**

**User:** To create the detail line items of the request, enter the following

<b>Field</b> _____	<b>What to enter</b> _____
--------------------	----------------------------

FUND	<b>Fund Code</b> – Enter a valid 4-digit numeric fund or fund detail code.
------	--

*NOTE: The system accepts multiple fund adjustment (general fund and/or nongeneral funds) within a single request, provided you follow the guidelines established for the adjustment type. Refer to "Operating plan adjustment types," in Chapter 1, for a complete description of valid adjustment types.*

SUBPGM	<b>Subprogram Code</b> – Enter a valid 2-digit numeric subprogram code.
--------	---

*NOTE: If you entered Program 100 (Higher Education – Educational & General) on the general information line, the SUBPGM field will format as AAA BBB, where AAA = one of the E&G programs 101-107 and BB = subprogram.*

SUBOBJ	<b>Subobject Detail Code</b> – Enter a valid 4-digit numeric subobject code.
--------	--

ADJ AMOUNT	<b>Adjustment Amount</b> – Left-justified numeric amount. If FTE adjustment, enter 100 for "1" position. The system will assume the two decimal points. Amounts must be rounded down to the nearest dollar: e.g., \$458.99 would be entered as 458.
------------	---

**User:** After entering all the information on the detail line, press (ENTER) to add the detail information. If you have entered any invalid data in the above fields, you will receive an error message at the bottom of the screen. If you receive an error, correct the entry and press (ENTER). If the request is valid, the record will be updated and you will see the detail line item appear below the "Program/Project Balance." Also, the Total Adjustment field and Program Balance fields will be incremented. (See example completed screen in the next page.)

Repeat the above instructions for all additional detail line items comprising the request.

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET					DPBM043		
AGENCY 501		FORM 27 REQUEST							
DEPT OF TRANSPORTATION									
STATUS	REQ NO	ADJ	TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A	BRF
AGY PEND	0001		Q	NGF XFER FR	603	00000			
		FUND	SUBPGM	SUBOBJ	ADJ AMOUNT				
		----	-----	-----	-----				
				PROGRAM BALANCE	1204,302,033				
	0401		02	2323	-93,237,560				
	0472		02	2323	-4,495,859				
	****								
	****								
				TOTAL ADJUSTMENT	-97,733,419				
				NEW BALANCE	1106,568,614				
PF1 FIND	PF3 APPROVALS	PF5 TRAN	BRF	PF7 PREV	PF11 REPORT				
PF2 VALIDATE	PF4 CROSS REF	PF6 FUND	SUM	PF8 NEXT	PF12 RETURN				

### Changing/deleting detail line items

- ▶ **To change an existing detail line item:** Position the cursor on the field and key in the new value. Press (ENTER). If valid, you will receive an "Update Successful" message.
- ▶ **To delete a detail line item:** Position the cursor on the first character of the Fund Code. Enter "D" and press (ENTER). The message "UPDATE SUCCESSFUL - PRESS PF 1 TO REFRESH SCREEN" is displayed. Press PF 1. The record has been deleted. You cannot delete a line by spacing through the values in the fields. You must use a "D" as described above.

### Final Steps: Transaction Brief, Cross Reference and Approvals

To complete submission of a new FATS request, you must take additional steps:

- ▶ For all FATS transactions except Types A, C, D, I, and M transactions, you must complete a Transaction Brief to explain and justify the transaction. See the *Transaction Briefs* section in this chapter for more information.
- ▶ For FATS transactions involving a transfer, you must also complete a cross reference. See the *Cross Reference* section in this chapter for more information.
- ▶ Your agency must review and approve transaction prior to submitting to DPB. See Chapter 4, "Approvals" for details.

## Request Menu PF keys

Below is a summary of the functions represented by each PF key on the request screen :

<b>Pf Keys</b>	<b>What it does</b>
PF1	FIND - This function will perform a search on the detail line items. Enter the search values for fund, subprogram, or sub-object. You do not need to enter a value in all of the fields, but you must enter the values consecutively from left to right. After you press PF1, the detail line items will be displayed starting with the record equal to the search criteria.
PF2	VALIDATE - This function will perform several validity checks on the request and should be performed when all detail line items have been entered. Based on the adjustment type of the request, the following conditions may need to be met: 1) total net amount of the request must be positive/negative; 2) total amount of request must net to zero; or 3) fund code mix must be valid within a request. If these conditions do not meet the requirements, you will receive an error message. If the conditions are met, you will receive a message "REQUEST VALIDATED."
PF3	APPROVALS - This function will display the review and approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.
PF4	CROSS REF - This function will display the cross reference screen allowing the user to identify all related Form 27/27A requests which are part of a transfer adjustment.
PF5	TRAN BRF - This function will display a free-form text-entry screen that allows the user to document the need and effect of the adjustment request.
PF6	FUND SUM - This function will display the request summarized to the fund level with allotted and unallotted amounts.
PF7	PREV - This function will display the previous screen of detail line items for the request.
PF8	NEXT - This function will display the next screen of detail line items for the request.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.

## Review Status

Once you have submitted a request, you may wish to know its status. From the Main Menu press any of the review status PF keys (PF3 - PF9)

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		PF7 COMPLETED
AGENCY NO:		PF8 VOIDED
REQUEST NO:		PF9 DENIED
DEPRESS APPROPRIATE PF KEY		
DEPRESS PF12 TO EXIT SYSTEM		

### Viewing the status of requests

After pressing one of the review status PF keys on the Main Menu, a status screen appears. Based on the PF key selected, all records with a particular status code are displayed.

FISCAL 06	DEPARTMENT OF PLANNING AND BUDGET		DPBM042
AGENCY 501	FORM 27 REQUEST		
DEPT OF TRANSPORTATION	REVIEW		
	REQ ADJ	PGM/ 27A BRF	PREP COMP BATCH
STATUS	NO TYP	DESCRIPTION PROJ ? ?	DATE DATE ID
-----	-----	-----	-----
_ COMPLETE	0001 S	GF/NGF XFER FR 612	Y 06/08/05 06/24/05 041-042
_ COMPLETE	0002 R	GF/NGF XFER TO 612	Y 06/08/05 06/24/05 041-042
_ COMPLETE	0003 P	NGF XFER TO 612	Y 06/08/05 07/27/05 081-082
_ COMPLETE	0004 P	NGF XFER TO 612	Y 06/08/05 07/27/05 081-082
PF2 SELECT	PF4 CROSS REF	PF6 FUND SUM	PF8 NEXT PF12 RETURN
PF3 APPROVALS	PF5 TRAN BRF	PF7 PREV	PF11 REPORT PF13 APPROVE ALL



A brief summary of each request is given, i.e., status code, request number, adjustment type and description, program/project, 27A indicator and transaction brief indicator. The last two columns display the completion date and CARS batch number for those requests with a status of "COMPLETE." The Department of Accounts may need this information if questions arise concerning the request.

No changes can be made to the requests from this screen. To make changes or to display an individual request, position your cursor on the request and press one of the PF keys discussed below.



### **TIP: How to start the browse list at a request number**

If you enter a request number and press one of the PF3 - PF9 review keys, the browse listing will start with the request number entered.

---

### **Main Menu Review Status PF Keys**

Below is a summary of the functions represented by each of the Review Status PF key on the Main Menu screen:

<b>Pf Keys</b>	<b>What they do</b>
PF2	SELECT - This function will display the selected request.
PF3	APPROVALS - This function will display the review/approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.
PF4	CROSS REF - This function will display the cross reference screen allowing the user to identify all related Form 27/27A requests which are part of a transfer adjustment.
PF5	TRAN BRF - This function will display a free-form text-entry screen that allows the user to document the need and effect of the adjustment request.
PF6	FUND SUM - This function will display the request summarized to the fund level with allotted and unallotted amounts.
PF7	PREV - This function will display the previous screen of detail line items for the request.
PF8	NEXT - This function will display the next screen of detail line items for the request.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.
PF13	APPROVE ALL - This function will display the approve all screen allowing the user to approve a range of FATS adjustments by request series. Valid adjustment types for this function are "A through M." Transfer adjustments are not allowed.

## Transaction Brief

A transaction brief is the instrument used by agencies to document the need for and effect of appropriation adjustments and allotments of appropriations. In general, a transaction brief describes the circumstances that necessitate the request.

Under certain circumstances, a transaction brief need not be prepared. These circumstances include: submission of legislative adjustments to operating plan (adjustment types A, C, or I) and submission of adjustments to operating plans only (adjustment type M). Only one transaction brief is required for any group of requests that are part of a single transfer adjustment.

Online FATS gives you the ability to enter the transaction brief online. From any screen within FATS, except the main menu, you can press PF5 and access the transaction brief entry screen, as shown below.

FISCAL 06		DEPARTMENT OF PLANNING AND BUDGET				DPBM047		
AGENCY 501		FORM 27 REQUEST						
DEPT OF TRANSPORTATION		TRANS BRIEF				CONF		
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A	BRF
DPB PEND	0001	0	GF XFER FR	603	00000			
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
		PF3 APPROVALS	PF5 COPY _____	PF7 PREV	PF11 REPORT			
PF2 TAB OFF		PF4 CROSS REF	PF6 FUND SUM	PF8 NEXT	PF12 RETURN			

### How to add a transaction brief

Lines 01 through 13 of the Transaction Brief Screen provide a free-form text-entry area. The screen provides 13 lines of text. If you need additional lines, press PF8. This will give you an additional 12 lines each time you press PF8. The maximum number of lines for any transaction brief is 80.

**User:** To create a transaction brief, follow these steps:

- Step 1:** Enter the title and addressee. The addressee is the agency's DPB budget analyst.
- Step 2:** Enter the name and the three-digit agency code of the originating agency.
- Step 3:** Describe the transaction being requested, e.g., carry-forwards, transfers, redistribution between funds, etc.
- Step 4:** In general, describe the circumstances that necessitate the request.
- Step 5:** Press (ENTER) to update.

FISCAL 06	DEPARTMENT OF PLANNING AND BUDGET		DPBM047
AGENCY 501	FORM 27 REQUEST		
DEPT OF TRANSPORTATION	TRANS BRIEF	CONF	
STATUS	REQ NO	ADJ TYPE	DESCRIPTION
AGY PEND	0001	Q	NGF XFER FR
			PGM PROJ BOND IND 27A BRF
			603 00000 Y
01	TO:	DPB BUDGET ANALYST	
02		DEPARTMENT OF PLANNING AND BUDGET	
03			
04	FROM:	DEPARTMENT OF TRANSPORTATION	
05			
06	REQUEST:	TO REDISTRIBUTE THE STP STATEWIDE AND STP REGIONAL FUNDING	
07		TO THE INTERSTATE, PRIMARY, SECONDARY, AND URBAN	
08		CONSTRUCTION PROGRAM TO MATCH VDOT'S SPENDING PLANS.	
09			
10			
11			
12			
	PF3 APPROVALS	PF5 COPY _____	PF7 PREV PF11 REPORT
PF2 TAB OFF	PF4 CROSS REF	PF6 FUND SUM	PF8 NEXT PF12 RETURN
04722-UPDATE SUCCESSFUL			

### How to change or delete a transaction brief

If you need to change a transaction brief, simply key over the existing text with the new text and press (ENTER) to update. *If you need to add or delete entire lines, follow these steps:*

1. Press PF2, Tab Off.
2. This will provide access to the line number area at the left of the screen.
3. To delete a line, position the cursor on the line number you want to delete. Type a "D" over the line number and press (ENTER). The line will be deleted.

4. To insert a line, position the cursor on the line number preceding where you wish to insert a line. Type an "I" over the line number and press (ENTER). A blank line will be inserted on which you can enter additional text.
5. After completing the insert or delete function, press PF2 (Tab On) to reposition your cursor within the text area.



### **TIP: How to copy an existing transaction brief**

If you want to copy a transaction brief from an existing request for the same agency on FATS, enter the request number at the bottom of the screen beside "PF5 COPY \_ \_ \_ \_ ." Press (PF5) and the transaction brief from the specified request will be copied.

---

### **Transaction Brief PF Keys**

Below is a summary of the functions of each PF key on the transaction brief screen:

<b>Pf Keys</b> _____	<b>What they do</b> _____
PF2	TAB OFF/ON - This function will unprotect/protect the left margin of the text screen area where the line numbers are located. When the tab is off, you are able to position the cursor on any line number for inserting or deleting lines. When the tab is on, the cursor automatically tabs to the first column in the text area.
PF3	APPROVALS - This function will display the review/approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.
PF4	CROSS REF - This function will display the cross reference screen allowing the user to identify all related Form 27/27A requests which are part of a transfer adjustment.
PF5	COPY - This function will copy a transaction brief from an existing request for the same agency on FATS.
PF6	FUND SUM - This function will display the request summarized to the fund level with allotted and unallotted amounts.
PF7	PREV - This function will display the previous screen of transaction brief text for the request.
PF8	NEXT - This function will display the next screen of transaction brief text for the request.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.



FORM 27 REQUEST CROSS-REFERENCE						
AGY	REQ NO	STATUS	ADJ TYP	PGM/ PROJ	BRF	ADJ AMOUNT
---	----	-----	-	-----	-	-----
501	0005	COMPLETE	Q	606	Y	-2,167,432
501	0006	COMPLETE	P	606	Y	2,167,432
***						
***						
***						
***						
***						
***						
***						
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF	PF7 PREV	PF11 REPORT		
PF2 SELECT	PF4 APRV ALL	PF6 FUND SUM	PF8 NEXT	PF12 RETURN		

### How to change or delete cross reference

Once a cross reference entry has been added, you can change the agency code or request number by positioning your cursor on the field you want to change, entering the new value and pressing (ENTER). The message "UPDATE SUCCESSFUL" will be displayed if the cross-reference is valid.

To delete a cross-reference entry, position the cursor on the first character of the agency (on the entry you wish to delete). Enter "D" and press (ENTER). The message "UPDATE SUCCESSFUL - PRESS PF1 TO REFRESH SCREEN" is displayed. Press PF1. The entry has been deleted from the cross-reference list. Deleting a request from the cross-reference list does not delete the request from the system.

**Below is a summary of the functions of each PF key on the cross-reference screen:**

Pf Keys	What they do
PF1	FIND - This function will perform a search on the cross reference entries. Enter the search values for agency or for agency and request number. After you press PF1, the cross-reference entries will be displayed starting with the record equal to the search criteria.
PF2	SELECT - This function will display the related Form 27/27A request. Place the cursor on the desired request.
PF3	APPROVALS - This function will display the review/approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.

- PF5           TRAN BRF - This function will display a free-form text-entry screen that allows the user to document the need and effect of the adjustment request.
- PF6           FUND SUM - This function will display the request summarized to the fund level with allotted and unallotted amounts.
- PF7           PREV - This function will display the previous screen of cross-reference entries for the request.
- PF8           NEXT - This function will display the next screen of cross-reference entries for the request.
- PF11          REPORT - This function will display the report selection screen.
- PF12          RETURN - This function will return the user to the previous screen.

## Summarizing By Fund

This function will summarize all fund detail information for an individual adjustment request and display amounts at the fund detail level. The summary will also show whether fund totals are “allotted” or “unallotted.”

This function is available from any screen in FATS, except the main menu, by pressing PF6. For example, shown below is a detail listing for a Form 27 request:

FISCAL 99		DEPARTMENT OF PLANNING AND BUDGET						DPBM043	
AGENCY 501		FORM 27 REQUEST							
DEPT OF TRANSPORTATION									
STATUS	REQ NO	ADJ TYPE	DESCRIPTION		PGM	PROJ	BOND IND	27A	BRF
AGY PEND	0001	Q	NGF XFER FR		603	00000			
		FUND	SUBPGM	SUBOBJ	ADJ AMOUNT				
		----	-----	-----	-----				
			PROGRAM BALANCE		1204,302,033				
		0401	02	2323	-93,237,560				
		0472	02	2323	-4,495,859				
		****							
		****							
			TOTAL ADJUSTMENT		-97,733,419				
			NEW BALANCE		1106,568,614				
PF1 FIND	PF3 APPROVALS	PF5 TRAN BRF	PF7 PREV	PF11 REPORT					
PF2 VALIDATE	PF4 CROSS REF	PF6 FUND SUM	PF8 NEXT	PF12 RETURN					

To obtain a fund summary

User: Press PF6 from a FATS detail list to cause the Fund Summary screen to be displayed:

FISCAL 06		DEPARTMENT OF PLANNING AND BUDGET				DPBM044		
AGENCY 501		FORM 27 REQUEST						
DEPT OF TRANSPORTATION		FUND SUMMARY				CONF		
STATUS	REQ NO	ADJ TYPE	DESCRIPTION	PGM	PROJ	BOND IND	27A	BRF
COMPLETE	0005	Q	NGF XFER FR	606	00000			Y
	FUND	ADJ AMOUNT	ALLOTMENT	UNALLOTTED				
	----	-----	-----	-----				
	PGM BAL	61,971,600	61,971,600	0				
	0476	-2,167,432	-2,167,432	0				
	----	-----	-----	-----				
	TOT ADJ	-2,167,432	-2,167,432	0				
	NEW BAL	59,804,168	59,804,168	0				
PF3 APPROVALS		PF5 TRAN BRF		PF7 FIRST		PF11 REPORT		
PF4 CROSS REF				PF8 NEXT		PF12 RETURN		



**TIP: Program or project balance**

The first line displays the current program or project balance. This program/project balance reflects the current program/project balance on DPB’s Execution Master File. This balance does not reflect any requests on FATS that show a status of anything other than “COMPLETE,” since these requests have not yet been updated to the Execution Master File. The lines following the program/project balance display the individual fund detail totals of the request.

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

<b>Pf Keys</b>	<b>What they do</b>
PF3	APPROVALS - This function will display the review/approval log and comment area related to the specific request. The user enters his or her logon id to REVIEW, APPROVE, VOID, or DENY (DPB only) a request.
PF4	CROSS REF - This function will display the cross reference screen allowing the user to identify all related Form 27/27A requests which are part of a transfer adjustment.



PF5	TRAN BRF - This function will display a free-form text-entry screen that allows the user to document the need and effect of the adjustment request.
PF7	FIRST - This function will display the first screen of fund group summary records for the request.
PF8	NEXT - This function will display the next screen of fund group summary records for the request.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.

*Notes*