

Form 27/27A Request Reports

The functions on the Form 27/27A request report screen allow the user to print Form 27/27A request data in formatted reports, including detail listings, agency summaries and adjustment type summaries.

You can access this report function from any screen within FATS by pressing PF11.

| | | | | | |
|-----------------------------------|--|---------------------|-------------------|---------------|-------------|
| DEPARTMENT OF PLANNING AND BUDGET | | | | DPBM048 | |
| FORM 27 REQUEST | | | | | |
| REPORT | | | | | |
| RPT LEVEL: | DETAIL _ | SUMMARY _ | RPT TYPE: | OPERATNG _ | CAPITAL _ |
| | INCLUDE ALL XREFS _ | | | DOLLARS _ | POSITION _ |
| STATUS: | ALL _ | AGY PEND _ | DPB PEND _ | APPROVED _ | COMPLETE _ |
| | VOIDED _ | DENIED _ | | | |
| SEQUENCE: | REQ NO _ | ADJ TYP _ | PGM/PROJ _ | BATCH NO _ | PREP DATE _ |
| SELECTIONS: | AGY ___ | RESP AGY ___ | SEC ___ | | |
| | REQNO ___ | ADJ TYP _ _ _ | PGM ___ | | |
| | SUBPGM ___ | PROJ ___ | FUND ___ | | |
| | BATCH NO ___ | START PREP DATE ___ | END PREP DATE ___ | | |
| | FISCAL YR 06 _ _ | DPB ANALYST _____ | SECONDARY _ | SECTION _ _ _ | |
| PRODTST: | PROD | | | | |
| REMOTE ID: | N23R114 | ROOM: ___ | FORMS: STD | PRTCLASS: _ | |
| | (DETAIL - PORTRAIT; SUMMARY - LANDSCAPE) | | | | |
| | PF1 SUBMIT | PF2 CLEAR | PF11 OPER PLAN | PF12 RETURN | |

How to submit a report

To submit a report, complete the screen to indicate the request selection criteria. You must enter a selection for Report Level, Report Type, Status, 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. Any requests that are to be extracted for the report must meet all of the selection criteria you enter. If you access the report function from the request entry screen, transaction brief screen, fund summary screen, or the approval screen, certain defaults will appear on the report screen, indicating the individual request that you were accessing. You may change any of the defaults before submitting the report. You may also press PF2 that will erase all of the defaults from the screen. (See "Making sections on the report screen" below for details on the selections on the report screen.)

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.



TIP: Want to get an Operating Plan report?

From the report screen, you can request an Operating Plan report. For details, see the *Operating Plan Report* section of this manual.

Report Screen PF keys

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

| PF key ____ | What it does _____ |
|--------------------|---|
| PF1 | SUBMIT - Submits the batch report request based on values entered on report screen. |
| PF2 | CLEAR - Erases the default values for all fields on the report screen. |
| PF11 | OPER PLAN - This function will display the operating plan report selection screen. Refer to page II - 47 for a description. |
| PF12 | RETURN - This function will return the user to the previous screen. |

Making selections on report screen

Choices on the report screen include report level, report type, status, sequence, selections, and program. A discussion of each of these selection fields follows:

RPT LEVEL

Enter an "X" beside Detail or Summary, but not both.

| Level ____ | What it means _____ |
|-------------------|---|
| DETAIL | Produces a report (similar to the hard-copy Form 27/27A), itemizing all FATS information associated with the request. The Detail Report lists the general information, appropriation/allotment/FTE adjustments, approvals, cross reference information, fund summary, and transaction brief text for each request. A minimum of two report pages is generated for each request. See the example of a <i>Detail Report</i> on page 43. |
| SUMMARY | Produces a report summarizing the Form 27/27A request information. For each Form 27/27A request, one print line is generated showing status code, request number, adjustment type, adjustment type description, program/project, bond indicator, Form 27A indicator, transaction brief indicator, request preparation date, completion date, CARS batch number, agency approval signoff, DPB approval signoff and the total adjustment amount. Report totals are provided for |

adjustment amount, allotted amount, and unallotted amount. See the example of a *Summary Report* on page 45.

INCLUDE ALL XREFS Enter an "X" in this field if you want to include all other requests that are cross-referenced to the request(s) you are selecting. This option is only valid for the Summary Report.

RPT TYPE

You must make a selection on each of the two lines following RPT TYPE. Enter an "X" beside Operating, Capital, or both. Enter an "X" beside Dollars, Positions, or both.

Type _____ **What it means** _____

OPERATING Reports on the operating Form 27/27A requests.

CAPITAL - Reports on the capital Form 27 requests.

DOLLARS - Reports on Form 27 requests which adjust the dollar appropriation and allotment of funds.

POSITIONS - Reports on Form 27A requests that adjust the agency's position level.

STATUS

Enter an "X" beside the processing status on which you wish to report. You may select one or more of the status types. This selection corresponds to the status that is assigned to the Form 27/27A request on FATS. The status identifies the current state of processing.

Status _____ **What it means** _____

ALL Includes all of the processing status codes.

AGY PEND Requests that are currently in progress at the agency.

DPB PEND Requests that have been approved by the agency and are awaiting review and approval by DPB.

APPROVED Requests that have been approved by DPB and are awaiting extraction for update to the DPB Execution Master File and transmittal to CARS.

COMPLETE Requests that have been updated to the DPB Execution Master File and corresponding transactions have been transmitted to CARS. Requests will display the CARS batch number and date.

VOIDED Requests that were created in error and withdrawn by the originating agency.

DENIED Requests that have been denied by DPB.

SEQUENCE

Enter an "X" beside the sequence field on which to sort the requests (within agency) on the report. *Below is a description of each sequence field:*

REQ NO Will print the requests in numerical sequence by the request number.

- ADJ TYPE Will print the requests in alphabetical order by the adjustment type.
- PGM/PROJ Will print the requests in numerical sequence by program code (for operating) or project code (for capital).
- BATCH NO Will print the requests in numerical sequence by the CARS batch number for those requests with status of "COMPLETE."
- PREP DATE Will print the requests in ascending date sequence by the request preparation date.

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 upon need to be completed.

| Field _____ | What to enter _____ |
|--------------------|--|
| AGY | You may enter up to three selected agencies on which to report (provided you have access to multiple agency data). |
| RESP AGY | You may enter up to three selected responsible agencies on which to report (provided you have access to multiple responsible agency data). |
| SEC | You may enter up to three selected secretarial areas on which to report (provided you have access to multiple secretarial area data). For those DPB users who have access to statewide data, if you leave agency, responsible agency, and secretarial area selections blank, a statewide report will be generated. |
| REQ NO | You may enter up to three selected request numbers on which to report. To report on a range of request numbers, enter the lower limit of the request number range in box 1, enter "****" in box 2, and enter the upper limit of the request number range in box 3. |
| ADJ TYP | You may enter up to three selected adjustment types on which to report. To report on a range of adjustment types, enter the lower limit of the adjustment type range in box 1, enter "*" in box 2, and enter the upper limit of the adjustment type range in box 3. |
| PGM | You may enter up to three selected program codes on which to report. To report on a range of programs, enter the lower limit of the program range in box 1, enter "****" in box 2, and enter the upper limit of the program range in box 3. |
| SUBPGM | You may enter up to three selected subprogram codes on which to report. This function can only be used when selecting a detail report. To report on a range of subprograms, enter the lower limit of the subprogram range in box 1, enter "*****" in box 2, and enter the upper limit of the subprogram range in box 3. |
| PROJ | You may enter up to three selected project codes on which to report. |

To report on a range of projects, enter the lower limit of the project range in box 1, enter ***** in box 2, and enter the upper limit of the of the project range in box 3.

FUND You may enter up to three fund/fund detail codes on which to report. This function can only be used when selecting a "summary report."



To report on a range of fund/fund details, enter the lower limit of the fund code range in box 1, enter "*****" in box 2, and enter the upper limit of the fund code range in box 3.

BATCH NO You may enter up to three specific CARS batch numbers on which to report.

To report on a range of CARS batch numbers, enter the lower limit of the batch number range in box 1, enter "****" in box 2, and enter the upper limit of the batch number range in box 3.

START PREP You may enter a specific start preparation date on which to report.

DATE The format for this field is MMDDYY. The preparation date is the date a request was created on FATS. Entering a date in this field will produce a report of those requests created on the date you enter through the current date. If a date is entered in both the START and END PREP DATE, this range of dates is used for selecting the requests on which to report.

END PREP You may enter a specific end preparation date on which to report. The format for this field is MMDDYY. The preparation date is the date the request was created on FATS. Entering a date in this field will produce a report of those requests created prior to and including this date. If a date is entered in both the START and END PREP DATE, this range of dates is used for selecting the requests on which to report.

FISCAL YR You may enter up to three selected fiscal years on which to report. To select a specific fiscal year, enter the last 2 digits of the fiscal year, e.g., for 1997, enter "97."

To report on a range of fiscal years, enter the lower limit of the fiscal year range in box 1, enter "***" in box 2, and enter the upper limit of the fiscal year range in box 3.

DPB You may enter a valid logon id of any DPB analyst if you wish to report on requests processed by a certain analyst.

SECTION You may enter up to three selected 2-character abbreviations for sections within DPB on which to report.

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 and have supplied this to DPB, 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 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 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 IT section for assistance.

Operating Plan report

The functions on the Operating Plan Report screen allow the user to print an Operating Plan Report which reflects either the original agency operating plan (the agency appropriation as enacted in the Appropriation Act) or the current operating plan (the current status of appropriation, allotment, and unallotment following Form 27/27A action).

You can access the Operating Plan Report screen by pressing PF11 from the Form 27/27A Request Report screen, displayed below.

| | | | | |
|-----------------------------------|--------------|-----------|-------------|-------------|
| DEPARTMENT OF PLANNING AND BUDGET | | | | DPBM049 |
| OPERATING PLAN | | | | |
| REPORT | | | | |
| RPT TYPE: | OPERATING | _ | CAPITAL | _ |
| | | | DOLLARS | _ |
| | | | POSITION | _ |
| | CURRENT | _ | ORIGINAL | _ |
| SELECTIONS: | AGY | ___ | RESP AGY | ___ |
| | | ___ | SEC | ___ |
| | FISCAL YR 06 | | PGM/PROJ | ___ |
| | | | | ___ |
| PRODTST: | PROD | | | |
| REMOTE ID: | N23R114 | ROOM: | FORMS: STD | PRTCLASS: _ |
| (USE LANDSCAPE FORMAT) | | | | |
| | PF1 SUBMIT | PF2 CLEAR | PF12 RETURN | |

To submit a report, complete the above screen to indicate the Operating Plan criteria. You must enter a selection for Report Type. 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 Operating Plan Report screen

A discussion of the screen selection fields follows:

RPT TYPE

You must make a selection on each of the two lines following RPT TYPE.

Enter an "X" beside Operating, Capital, or both.:

| Selection __ | What it does _____ |
|---------------------|---|
| Operating | Reports on the operating appropriation, allotment, and unallotment. |
| Capital | Reports on the capital appropriation, allotment and unallotment. |

Also Enter an "X" beside Dollars, Positions, or both.

| Selection __ | What it does _____ |
|---------------------|--|
| Dollars | Reports on dollar appropriation, allotment and unallotment of funds. |
| Positions | Reports on the agency's position level. |

Enter an "X" beside CURRENT or ORIGINAL, but not both.

| Selection __ | What it does _____ |
|---------------------|--|
| Current | Produces a report that reflects the current status of appropriation, allotment, and unallotment. |
| Original | Produces a report that reflects the original agency appropriation as enacted by the Appropriation Act. |

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. *A description of each of the selection fields follows:*

| Selection | What it does |
|------------------|--|
| AGY | You may enter up to three selected agencies on which to report (provided you have access to multiple agency data). Defaults to your agency if you only have access to your agency. |
| RESP AGY | You may enter up to three selected responsible agencies on which to report (provided you have access to multiple responsible agency data). |
| SEC | You may enter up to three selected secretarial areas on which to report (provided you have access to multiple secretarial area data). For those DPB users who have access to statewide data, if you leave agency, responsible agency, and secretarial area selections blank, a statewide report will be generated. |
| FISCAL YEAR | You may enter a selected fiscal year on which to report. To select a specific year, enter the last 2 digits of the fiscal year, e.g., for 2006, enter "06." Defaults to the current fiscal year. |
| PGM/PROJECT | You may enter up to three selected program or project codes on which to report. |
| 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 and have supplied this to DPB, your remote id will be displayed. If you do not have a remote printer, "LOCAL" will be displayed. LOCAL output will print at VITA 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 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 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 IT section for assistance. |

Operating Plan Report Screen PF Keys

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

| PF key ____ | What it does _____ |
|--------------------|---|
| PF1 | SUBMIT - Submits the batch report request based on values entered on 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. |