Approvals

F ATS provides an automated review and approval process for the individual agencies and for DPB. This process is accomplished by changing the status code on requests. When a request is created, the status code is AGY PEND. FATS allows for one agency review signoff and one approval signoff. The status code of the request remains AGY PEND during the agency review period.

If, during the entry process or the agency review and approval process, a decision is made to withdraw the request from the system, an authorized agency user can change the status code to VOID. The request still can be viewed and reported on but is not active.

Once the agency approves the request, the status code changes to DPB PEND. FATS allows for one DPB review signoff and one approval signoff.

TIP: To make a change when the status is 'DPB PEND'

Until an authorized DPB user places his or her logon id on the review line, the agency can still change the request. To make a change at this time, the agency would first remove its logon id from the agency approval line. However, after a DPB review signoff has been entered, the agency can no longer change the request. In order for the agency to change the request at this time, DPB must remove its review signoff.

During DPB's review process, the status code of the request remains DPB PEND. DPB PEND* indicates DPB has requested corrections or additional information from the originating agency. Once DPB approves the request, the status code changes to APPROVED. If DPB denies the request, the status code changes to DENIED.

All requests with the status code of APPROVED are extracted in the nightly batch update. If these approved requests successfully pass additional batch editing, they are processed to update DPB's Execution Master File and transactions are created for transmittal to the Department of Account's CARS System. The status code of the updated requests on FATS changes to COMPLETE.

From any screen within FATS, except the main menu, you can press PF3 to access the approvals screen, *as shown on the following page.*

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 EXTRA! A - Session1                                              _ □ ✕
 File  Edit  Transfer  Options  Connection  Macro  Window  Help
 ▣▣ ▣▣ ▣▣ ▣▣ ▣▶▣▲ ▣▣▣ ▣
 FISCAL 98            DEPARTMENT OF PLANNING AND BUDGET           DPBM045
 AGENCY 122                       FORM 27 REQUEST
 DEPT OF PLANNG & BUDGET              APPROVALS

  STATUS     REQ NO    ADJ TYPE    DESCRIPTION     PGM   PROJ   ACT   27A   BRF
 AGY PEND     0001        N        GF XFER TO      715   00000   A

 PREP: DPBMOT  TWIGGS,M O      07/02/97   LAST: DPBMOT  TWIGGS,M O     07/02/97

 -----------AGENCY APPROVAL----------- | ------------DPB APPROVAL-----------
 REVU:                                 | REVU:
 APRV:  _                              | APRV:
 VOID:                                 | VOID:
                                       | DENY:
                                       |
 REMK:                                 | REMK:
                                       |
                                       |
                                       |
                                       |
                            PF5  TRAN BRF                   PF11 REPORT
             PF4  CROSS REF  PF6  FUND SUM                  PF12 RETURN

 ▣▣                 Aa    A Session1    R 12 C 8        9:04   7/02/97
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Access to any of the functions described on the following pages is determined by the type of data access and signoff authority granted to a user through the FATS security system as specified on the FATS Access Request Form.

Reviewing

For both the agency and DPB, the system allows one review signoff field for a request. This is an optional entry in the system. The status of the request does not change as a result of a review signoff; however, once DPB enters a logon in the review signoff, the agency can no longer change the request. The approval process in your agency will determine if a review signoff entry is required. Users with review or approval signoff authority can enter their logon id in the review field.

To indicate review signoff:

1. Position your cursor on the review signoff field (item A of screen diagram).

2. Enter your logon id.

3. Press (ENTER).

4. Your name and current date appear on the line.

To remove review signoff:

1. Position your cursor on the review signoff field (item A of screen diagram).
2. Use the space bar or delete key to remove the logon id.
3. Press (ENTER).
4. Your name and review date are removed from the screen.

Approving

For both the agency and DPB, the system allows one approval signoff. The agency must approve the request in order to change the status to DPB PEND (which signals DPB to start its review and approval process), and DPB must approve the request before the batch system will extract the request for update to the DPB Execution Master File and transmittal to CARS. Only users with approval signoff authority can approve a request.

To indicate approval signoff:

1. Position your cursor on the approval signoff field (item B of screen diagram).
2. Enter your logon id.
3. Press (ENTER).
4. Your name and current date appear on the line.

To remove approval signoff:

1. Position your cursor on the approval signoff field (item B of screen diagram).
2. Use the space bar or delete key to remove the logon id.
3. Press (ENTER).
4. Your name and approval date are removed from the screen. The status of the request returns to the previous status.

Voiding

If a request is created in error or later withdrawn by the originating agency, you may void the request. This changes the status of the request to "VOID," and no further processing occurs. FATS does not allow for the physical deletion of requests. Only users with update access to the data can void a request.

To void a request:

1. Position your cursor on the void field (item C of screen diagram).
2. Enter your logon id.
3. Press (ENTER).
4. Your name and current date appear on the line.

To activate a voided request:

1. Position your cursor on the void field (item C of screen diagram).

2. Use the space bar or delete key to remove the logon id.

3. Press (ENTER).

4. Your name and void date are removed from the screen. The status of the request returns to the previous status.

Denying

This action is used only by DPB for those requests that are not approved. The status of the request changes to "DENIED," and no further processing occurs. Only DPB users with approval authority can deny a request.

To deny a request:

1. Position your cursor on the deny field (item D of screen diagram).

2. Enter your logon id.

3. Press (ENTER).

4. Your name and current date appear on the line.

To activate a denied request:

1. Position your cursor on the deny field (item D of screen diagram).

2. Use the space bar or delete key to remove the logon id.

3. Press (ENTER).

4. Your name and deny date are removed from the screen. The status of the request returns to "DPB PEND."

Remarks

This area may be used for explanations as needed. The remarks area allows for five lines (160 characters) of text. Only users with update access to the data can enter remarks. Remarks can only be entered before the request is approved, denied, or voided.

To add remarks:

1. Position your cursor on the remark field (item E of screen diagram).

2. Enter your remarks.

3. Press (ENTER).

4. Message displays "Update Successful."

To remove remarks:

1. Position your cursor on the remark field (item E of screen diagram).

2. Use the space bar or delete key to remove your remarks.
3. Press (ENTER).
4. Message displays "Update Successful." Remarks are removed from the screen.

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

Pf Keys____	*What they do* _____
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 detail level with allotted and unallotted amounts.
PF11	REPORT - This function will display the report selection screen.
PF12	RETURN - This function will return the user to the previous screen.

Notes