Client Resolve FANs (CRFN) is a browse function used to resolve any details entered via batch processing that need resolution (i.e., direct bill fleet). These details can be browsed by administrative area, mnemonic, or account. These details have already posted to the account but need to be resolved to the cost centers and/or sub-objects. After resolution, the detail is posted immediately.

The CRFN documentation is divided into the following areas:

- Cover Page
- Accounts to be Resolved
- Multiple Accounts Window
- Resolution Window
- Sub-Objects and Cost Centers
- Resolution Window (Completed)
- Browsing Resolved Details
- Browsing Details

Cover Screen

From the Main Function Screen (M1M1), at the Next Function line within the CCOM menus, type CRFN.

Press Enter.
Select **one** of the three ways to resolve details:

- At **Admin Area**, enter your administrative area.
- At **Mnemonic**, enter the department unit.
- At **Account**, enter the budget and fund combination.

Press **Enter**

---

**Accounts to be Resolved**
1. At Sel (selection), place an "X" beside the detail or details that you would like to resolve.

Press Enter

> Note:

- You may resolve up to 14 details at one time.

Multiple Accounts Window
If you selected more than one detail on the previous CRFN screen, this screen will appear.

1. At Selection, enter the number associated with the detail you would like to resolve.

Press PF10 to resolve the detail selected.

> Note:

- You will not receive this screen if you select only one detail on the previous CRFN screen.

**FANS Screen Functions**

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF9</td>
<td>Return to the previous CRFN screen.</td>
</tr>
<tr>
<td>PF10</td>
<td>Allows you to resolve the account information.</td>
</tr>
<tr>
<td>PF12</td>
<td>Allows you to browse the details that have been resolved.</td>
</tr>
</tbody>
</table>

**Resolution Window**
1. **Dept Space** is optional but it will allow you to explain the purchase in more detail if needed. This field is sortable on the PC/MAC reporting tools.

2. **Description** is optional but will allow you to describe the detail.

3. **Tieback** can be a planned encumbrance number (UPEN), an ordinary encumbrance number (either with UENC or an IBIS form) or a standing encumbrance number (PURC). If a tieback number is entered, this detail will tieback to the encumbrance and release all or a portion (the amount of the detail) of the encumbrance amount.

   Press **PF10** to resolve.

---

**Sub-Objects and Cost Centers**

If there are sub-objects and/or cost centers:

1. You need to enter the **Amount** in the appropriate sub-objects and/or cost centers and you are not limited to just one.
> Note:
  ○ If there is more than one page of sub-object and/or cost centers, you can press **PF8** to go to the next page.
  ○ If there are more than 21 cost centers, there will be a selection field to advance more quickly to the appropriate cost center.

2. The information that was entered in the Department Space on the previous **FANS** window will appear in the **Free Space** but can be modified.

Press **Enter**.

---

**Resolution Window (Completed)**

You will receive the message **Resolution is Complete**.

---

If you would like to browse the detail information that you just resolved, press **PF12**.

**Browsing Resolved Details**
If you press **PF12**, you will browse the details that will be posted.

This browse screen will show:

- Fiscal Year posted
- Budget posted
- Fund posted
- Object/Sub-object posted
- Cost Center it was posted to
- Activity it was posted to (not available yet)
- Amount posted and the Department Space information
- Press **PF9 once** to return to the previous FANS window (only if multiple details were selected).
- Press **PF9 again** to return to the previous CRFN screen and the details will be posted.

**Note:**
If you do **not** press **PF9** your information will **not** be posted.

**FANS Screen Functions**

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF5</td>
<td>Allows you to re-resolve the form if you made a mistake when you first resolved the detail.</td>
</tr>
<tr>
<td>PF6</td>
<td>Allows you to cancel or back out of the FANS window if you are not ready to resolve the detail (after PF10 is pressed).</td>
</tr>
<tr>
<td>PF9</td>
<td>Return to the CRFN window.</td>
</tr>
<tr>
<td>PF10</td>
<td>Allows you to resolve the detail information.</td>
</tr>
<tr>
<td>PF12</td>
<td>Allows you to browse the details that have been resolved.</td>
</tr>
</tbody>
</table>
When you press **PF9** to return to the previous CRFN screen, you will receive a pop-up window indicating that the system is posting the information that you just resolved.

Once you return to the original CRFN screen, you can select another detail or details to be resolved.

> **Note:**

- The detail which you have already resolved will remain on the screen with a "c" beside it to denote "completion" until you exit CRFN.

Last Revised: 10/27/2003