IV-D02 Organization Hierarchy (D02-D06)

These tables are used to establish a department's internal organizational structure. The structure identified on these descriptor tables determines the levels where the department chooses to capture costs.

The Organization Hierarchy Descriptor Table ID is 02 and is available on the Command I.5 Agency Descriptor Tables screen.

STRUCTURE

Each of the Organization Hierarchy Descriptor Tables is divided into two segments: the control key and informational elements. The control key segment for each organization structure contains the Descriptor Table Identification (ID), Organization Code, and Organization Hierarchy Codes.

The Organization Code is determined by the Userid. The Organization Hierarchy, entered by the department, is defined as follows:

- **Section** - a two-digit code that represents the highest level of Organization Hierarchy within an organization.
- **Sub-Section** - a four-digit code that represents the second level of Organization Hierarchy within an organization. The first two digits of its coding structure contain the Section number.
- **Unit** - a six-digit code that represents the third level of Organization Hierarchy within an organization. The first four digits of its coding structure contain the Section and Sub-Section numbers respectively.
- **Sub-Unit** - an eight-digit code that represents the fourth level of Organization Hierarchy within an organization. The first six digits of its coding structure contain the Section, Sub-Section, and Unit numbers respectively.
- **Sub-Sub-Unit** - a ten-digit code that represents the fifth level of Organization Hierarchy within an organization. The first eight digits of its coding structure contain the Section, Sub-Section, Unit, and Sub-Unit numbers respectively.

Refer to the Organization Hierarchy example below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Section 10</td>
</tr>
<tr>
<td>10 20</td>
<td>Section 10, Sub-Section 20</td>
</tr>
<tr>
<td>10 20 30</td>
<td>Section 10, Sub-Section 20, Unit 30</td>
</tr>
<tr>
<td>10 20 30 40</td>
<td>Section 10, Sub-Section 20, Unit 30, Sub-Unit 40</td>
</tr>
<tr>
<td>10 20 30 40 10</td>
<td>Section 10, Sub-Section 20, Unit 30, Sub-Unit 40, Sub-Sub-Unit 10</td>
</tr>
</tbody>
</table>
The informational elements segment for the Organization Hierarchy Descriptor Tables is the Title.

**RELATIONSHIP TO OTHER TABLES**

Upper level Organization Hierarchy codes must be established before lower levels are established. For example, Section 10 must be established before a Section 10, Sub-Section 10 can be created. Organization Hierarchy (OH) codes must be established before they are used in Index Code Table entries.

**INPUT CODING**

A listing of the fields contained on the OH Entry screen and/or the activity reports are shown in Exhibit IV-D02-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Entry screen is keyed from the Organization Hierarchy Descriptor Table Entry form (CALSTARS 1.OH). The form, shown in Exhibit IV-D02-2, is formatted the same as the Entry screen and is available at [http://www.dof.ca.gov/Accounting/CALSTARS/User_Procedures/CALSTARS_Forms/](http://www.dof.ca.gov/Accounting/CALSTARS/User_Procedures/CALSTARS_Forms/).

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

**ORGANIZATION HIERARCHY ENTRY SCREEN**

The Entry screen is available through Command I.5.02. The screen, shown below, is used for the D02, D03, D04, D05 and D06 tables.
All OH Descriptor Table maintenance (A=Add, C=Change, D=Delete, N=Next, P=Print Table, R=Recall Maintenance/Print, V=View, and W=Print Record) can be performed from the Entry screen.

To perform maintenance for a lower level hierarchy record, the higher level hierarchy fields must contain data. For example, the D02 Section and the D03 Sub-Section fields must be filled when establishing a D04 Unit.

**ORGANIZATION HIERARCHY LIST SCREEN**

The List screen is displayed when the F5=List key on the Entry screen is pressed.

Most table maintenance (C=Change, D=Delete, P=Print Table, and R=Recall Maint/Print, V=View, and W=Print Record) may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```
9990 Organization Hierarchy (D02-D06) List 03-08-2005 08:26 AM
Function: _ (P=Print Table) Go to S/SS/U/SU/SSU: __ __ __ __ __ __
(R=Recall Maint/Print) Display through this level: D06
Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
D02 D03 D04 D05 D06
F S SS U SU SSU TITLE
- -- 10 10 20 30 30 OIL REFINERY TEAM
- 10 10 20 60 SACRAMENTO VALLEY DISTRICT - OTHER
- 10 10 30 NORTHERN SIERRA NEVADA DISTRICT
- 10 10 30 10 HIGH ALTITUDE PATROL
- 10 10 30 20 LAKE TAHOE PATROL
- 10 10 40 NC REGION SHMAT TEAM
- 10 10 90 NC ENFORCEMENT CHIEF
- 10 20 10 NC PARTICULATE MATTER DIVISION
- 10 20 10 NORTH COASTAL MOUNTAIN PARTICULATE INVESTIGATIONS
Command: Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Retrn Quit Log Bkwd Frwrd Clear Main
```

The list of records is displayed in OH order. If the Entry screen is blank when F5 is pressed, the list will begin with the first record for the department. Otherwise, it will begin with the record shown when F5 was pressed.

Initially all hierarchy levels are displayed. To conceal lower levels, key the lowest level to display in the 'Display through this level:' field and press Enter. To find a specific record, enter the code in the 'Go to S/SS/U/SU/SSU' field and press Enter.
If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a P or R in the Function Field or enter a C, D, V or W in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and Enter is pressed, the first record retrieved is displayed on the Entry screen. When C or D is selected, the C or D is inserted in the Function field on the Entry screen. The F2 key is used to go to the next record. All records are displayed in ascending order (by OH). All maintenance must be completed or cancelled (by pressing F2 Next) before the List screen may be re-accessed.

**ORGANIZATION HIERARCHY ACTIVITY LOG SCREEN**

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the F4=Log key on the Entry or List screen is pressed. An example of the screen is displayed below.

```
9990 Organization Hierarchy (D02-D06) - Activity Log 08-10-2007 10:40 AM

Sort: D (D=Date/Time, U=UserID, K=S/SS/U/SU/SSU) Display through this level: D06
-------Go To------- -Go To-- ------Go To-------
D02 D03 D04 D05 D06

DATE      TIME     USERID   S   SS  U   SU  SSU
---------- --------  --------  --  --  --  --  --  -------------------------
A  04-19-2006 02:11 PM  CSAQKLC   10 EXECUTIVE DIVISION
C  09-05-2006 11:24 AM  CSAQKLC   20 MANAGEMENT SERVICES DIVIS
C  09-05-2006 11:24 AM  CSAQKLC   20 MANAGEMENT SERVICES DIVIS
C  09-05-2006 11:23 AM  CSAQKLC   20 MANAGEMENT SERVICES
C  05-22-2006 04:14 PM  CSAQKLC   20 ELECTIONS
A  04-19-2006 02:11 PM  CSAQKLC   20 MANAGEMENT SERVICES DIVIS
A  06-13-2006 10:57 AM  CSAQKLC   20  10 MANAGEMENT SERVICES DIVIS
C  06-19-2006 01:58 PM  CSAQKLC   20  20 DEPARTMENT OVERHEAD COST
C  06-19-2006 01:58 PM  CSAQKLC   20  20 DEPARTMENT OVERHEAD COST
A  06-13-2006 10:59 AM  CSAQKLC   20  30 DEBT SERVICE ALLOCATIONS
C  06-19-2006 01:58 PM  CSAQKLC   20  30 DEBT SERVICE ALLOCATIONS

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn Quit Dtail Bkwd Frwrd Main
```

The list of activity records is sorted by date when F4 is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A D is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.
The list of activity records is sorted by OH when F4 is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed in ascending order by OH beginning with the OH of the record previously on the Entry screen or the OH of the List screen record where the cursor was positioned. If there are multiple activity records for the same OH, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a K, and the OH columns are displayed in white to indicate OH as the sort order.

Activity records may be re-sorted by keying a D=Date/Time, U=UserID, or K=Section/Sub-Section/Unit/Sub-Unit/Sub-Sub-Unit in the Sort field. For example, when U=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, or OH in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all OH Table records can be viewed on the OH Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

**LOG DETAIL SCREEN**

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a record, place the cursor on any record line and press F5=Dtail.
An example of the Log Detail screen is displayed below.

```
9990 Org Hier Log Detail - S/SS/U/SU/SSU/Date/Time Order    08-10-2007 11:04 AM

ORGANIZATION HIERARCHY
SECTIONS (D02): 20 MANAGEMENT SERVICES DIVISION
SUB-SECTIONS (D03): 10
UNIT (D04):
SUB-UNIT (D05):
SUB-SUB-UNIT (D06):
TITLE : MANAGEMENT SERVICES DIVISION

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help  Retrn Quit                    Bkwrd Frwrd                   Main
```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

**TABLE MAINTENANCE FUNCTIONS**

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

**A=Add**

**From The Entry Screen:**

Key an A in the Function field and the appropriate values in the OH and Title fields to Add a record to the Organization Hierarchy Table. When all data is entered on the screen, press Enter. If the transaction passes all online edits, it updates the Descriptor Table File. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

**Note:** Higher level OH records must be established before entering a related lower level record.
From The List Screen:

The Add function is not available on the List screen.

**C=Change**

Only the Title field can be changed in the Organization Hierarchy table. Modification to any other field requires the deletion of the original record and the addition of a new record.

**From The Entry Screen:**

To Change a record, the record must first be displayed on the screen. To display a record and make a change, either:

1. Scroll through the records using the F7 and F8 keys, and key a C in the Function field of the desired record.
2. Key a V in the Function field, the appropriate values in the OH field, and press Enter to View a record. Key a C in the Function field.
3. Key a C in the Function field, the appropriate values in the OH field, and press Enter.

Key over the field to be changed, and press Enter. When Enter is pressed, the OH record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

**From The List Screen:**

Key a C in the F action column to the left of the desired record(s), and press Enter to display the record on the Entry screen. Key over the field to be changed, and press Enter. When Enter is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use F2 to proceed to the next selected record or to return to the List screen.

**D=Delete**

**From The Entry Screen:**

To Delete a record, either:

1. Scroll through the records using the F7 and F8 keys, key a D in the Function field of the desired record, and press Enter.
2. Key a V in the Function field, the appropriate values in the OH field, and press Enter to View a record. Key a D in the Function field, and press Enter.
(3) Key a D in the Function field, the appropriate values in the OH field, and press Enter.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown below.

ACTION CONFIRMATION
Delete Descriptor Record
Press PF4 to confirm; PF2 to cancel

If F4 is selected, the record is deleted immediately.

If F2 is selected, the record remains in the Organization Hierarchy Table.

A message confirming that the record was deleted successfully or that the Delete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a D in the F action column to the left of the desired record, and press Enter. The record and the Action Confirmation pop-up screen are displayed.

If F4 is selected, the record is deleted immediately.

If F2 is selected, the record remains in the Organization Hierarchy Table.

A message confirming that the record was deleted successfully or that the Delete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use F2 to proceed to the next selected record or to return to the List screen.

From The Entry Screen:

N=Next performs the same as the Add function, except the data remains on the screen after Enter is pressed.

From The List Screen:

The Next function is not available on the List screen.
The **P** function provides agencies the option of generating an electronic report file of the Organization Hierarchy Table Listing Report and/or printing the report. The report contains all OH table records at the hierarchy level requested.

**From The Entry Screen Or The List Screen:**

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```
P=Print Table

The P function provides agencies the option of generating an electronic report file of the Organization Hierarchy Table Listing Report and/or printing the report. The report contains all OH table records at the hierarchy level requested.

**From The Entry Screen Or The List Screen:**

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```
```

Key option 2, 3, 4, 5, or 6 to the right of 'D0' to specify the hierarchy level. The following five organization levels are available:

- **D02** - Section only
- **D03** – Section and Sub-Section
- **D04** – Section, Sub-Section, and Unit
- **D05** – Section, Sub-Section, Unit, and Sub-Unit
- **D06** – All Organization Hierarchy levels

Key one of the following 3 options in the Destination field:

- **F** – Immediately generates an electronic report file of the Organization Hierarchy Table Listing Report (CSI9020n, where 0n represents the report number)
- **P** – Immediately generates an electronic report file (CSI9020n) and ROPES the Organization Hierarchy Table Listing Report (CSI9020n) to an agency printer

```
```
O - ROPES the Organization Hierarchy Table Listing Report (CSB9020n),
including the current day's maintenance, to an agency printer after overnight
processing is completed

When Enter is pressed, a confirmation message is displayed at the bottom of the
screen.

Note: To request a change to the printer/file destination or output media for a
specific report, send an e-mail to calstars@dof.ca.gov. Include 'Report
Routing' in the subject line.

R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is
processed. For the Organization Hierarchy Table, overnight print maintenance
(option O) is the only maintenance that may be recalled.

From The Entry Screen Or The List Screen:

Key an R in the function field and press Enter to display the Recall Overnight
Maintenance/Print Request pop-up screen as shown below.

```
Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':
  - Remove the request to Print D02
  - Remove the request to Print D03
  - Remove the request to Print D06
  - Remove the request to Print D12
  - Remove the request to Print D42
  - Remove the request to Print D43
  *** End of Data ***

Press Enter to remove the request(s).
PF2 PF7 PF8
Retrn Bkwd Fwrd
```

Key a Y in the field to the left of the desired maintenance or print request, and press
Enter to delete the request. A confirmation message is displayed at the bottom of
the screen.
**V=View**

**From The Entry Screen:**

Key a `V` in the Function field, the appropriate values in the OH fields, and press `Enter` to View a record. A confirmation message is displayed at the bottom of the screen.

**From The List Screen:**

Key a `V` in the F action column to the left of the desired record, and press `Enter`. A confirmation message is displayed at the bottom of the screen. Use `F2` to proceed to the next selected record or to return to the List screen.

**W=Print Record**

The `W` function immediately prints a single record report (CSI9020n) and generates a single record report file from the Organization Hierarchy Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-DOH.IQ.Dcyymmdd.Thhmmss.

**From The Entry Screen:**

Key a `W` in the Function field, the appropriate values in the OH field, and press `Enter` to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

**From The List Screen:**

Key a `W` in the F action column to the left of the desired record, and press `Enter` to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use `F2` to proceed to the next selected record or to return to the List screen.
FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Organization Hierarchy Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

- **Field look-up assistance** is available for fields that display a “>” (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a “>” and F1 is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

  **NOTE:** When table look-up assistance is used with the OH fields, the entire record is displayed when a selection is made.

- **General text information** is available when the cursor is placed on the screen and F1 is pressed. This does not apply for fields with look-up assistance.

**F2=Retrn** (Return) or **Next**—The following two functions are available for the F2 key.

- **Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

- **Next**—When more than one record is selected for action from the List screen and Enter is pressed, the first selected record is displayed. The label below the F2 key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record is displayed, **F2** changes from **Next** to **Retrn**.

**F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.
F4=Log—Displays the Organization Hierarchy Log Activity screen.

F5=List or Log Detail—The following two functions are available for the F5 key.

  List—Displays the Organization Hierarchy List screen.

  Log Detail—Displays the Organization Hierarchy Log Detail screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).

2. To skip fields that will not be used, enter a period (.) in the first position of the fields.

3. Press F6 to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press Enter to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing F6.

F7=Bkwd (Backward)—Go to the previous record (page of records).

F8=Frwd (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by F6=Dfalt.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

ORGANIZATION HIERARCHY DESCRIPTOR TABLES REPORTS

The following reports are system generated:

- Organization Descriptor Tables Activity Report (CSB901OH) - This report (sorted by Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit, Date, and Time) displays each transaction successfully entered on-line during the work day. It is produced during overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D02-3.
Organization Descriptor Tables Upload Activity Report (CSB904OH) – This report (sorted by Section, Sub-Section, Unit, Sub-Unit, Sub-Sub-Unit, and Function) displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D02-3.

The following report is produced upon department request:

Organization Descriptor Tables Listing Report (CSB9020n/CSI9020n) - This report, where 0n represents the report number, is produced when function \textbf{P=Print Table} or \textbf{W=Print Rec (1 record only)} is entered on an OH screen. The report is displayed in Exhibit IV-D02-3.

\textbf{NOTE:} CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

\textbf{CONTROL}

The Organization Descriptor Tables (D02-D06) Activity Report (CSB901OH) and the Org Descriptor Tables (D02-D06) Upload Activity Report (CSB904OH) should be proofread to ensure that all maintenance was entered correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.
## Data Element | Length | Contents
--- | --- | ---
**D02 SECTION:** | | (Organization Hierarchy Menu item)

### Control Key:
- **DESCRIPTOR TABLE ID (D02)**: 2
  - The **Descriptor Table ID** is automatically set based on the organization hierarchy data entered.
- **ORGANIZATION CODE (ORG CODE)**: 4
  - The **Organization Code** is automatically set based on the signon used. It cannot be altered.
- **SECTION (S)**: 2
  - Enter the **Section** code. (Highest level of the department's organization hierarchy)

### Informational Elements:
- **TITLE**: 50
  - Enter the **Section** title.

### D03 SUB-SECTION:

### Control Key:
- **DESCRIPTOR TABLE ID (D03)**: 2
  - The **Descriptor Table ID** is automatically set based on the organization hierarchy data entered.
- **ORGANIZATION CODE (ORG CODE)**: 4
  - The **Organization Code** is automatically set based on the signon used. It cannot be altered.
- **SECTION (S)**: 2
  - Enter the **Section** code. (Must be defined in D02.)
- **SUB-SECTION (SS)**: 2
  - Enter the **Sub-Section** code. (Organization breakdown of the associated **Section**)

### Informational Elements:
- **TITLE**: 50
  - Enter the **Sub-Section** title.

### D04 UNIT:

### Control Key:
- **DESCRIPTOR TABLE ID (D04)**: 2
  - The **Descriptor Table ID** is automatically set based on the organization hierarchy data entered.
- **ORGANIZATION CODE (ORG CODE)**: 4
  - The **Organization Code** is automatically set based on the signon used. It cannot be altered.
- **SECTION (S)**: 2
  - Enter the **Section** code. (Must be defined in D02.)
- **SUB-SECTION (SS)**: 2
  - Enter the **Sub-Section code**. (Must be defined in D03.)
- **UNIT (U)**: 2
  - Enter the **Unit** code. (Organization breakdown of the associated **Sub-Section**)

### Informational Elements:
- **TITLE**: 50
  - Enter the **Unit** title.
<table>
<thead>
<tr>
<th>Data Element</th>
<th>Length</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D05 SUB-UNIT:</strong></td>
<td></td>
<td>(Organization Hierarchy Menu item)</td>
</tr>
<tr>
<td>Control Key:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESCRIPTOR TABLE ID (D05)</td>
<td>2</td>
<td>The Descriptor Table ID is automatically set based on the organization hierarchy data entered.</td>
</tr>
<tr>
<td>ORGANIZATION CODE (ORG CODE)</td>
<td>4</td>
<td>The Organization Code is automatically set based on the signon used. It cannot be altered.</td>
</tr>
<tr>
<td>SECTION (S)</td>
<td>2</td>
<td>Enter the Section code. (Must be defined in D02.)</td>
</tr>
<tr>
<td>SUB-SECTION (SS)</td>
<td>2</td>
<td>Enter the Sub-Section code. (Must be defined in D03.)</td>
</tr>
<tr>
<td>UNIT (U)</td>
<td>2</td>
<td>Enter the Unit code. (Must be defined in D04.)</td>
</tr>
<tr>
<td>SUB-UNIT (SU)</td>
<td>2</td>
<td>Enter the Sub-Unit code. (Organization breakdown of the associated Unit)</td>
</tr>
</tbody>
</table>

**Informational Elements:**

| TITLE             | 50     | Enter the Sub-Unit title.                                               |

| **D06 SUB-SUB-UNIT:** |        | (Organization Hierarchy Menu item)                                      |
| Control Key:        |        |                                                                          |
| DESCRIPTOR TABLE ID (D06) | 2 | The Descriptor Table ID is automatically set based on the organization hierarchy data entered. |
| ORGANIZATION CODE (ORG CODE) | 4 | The Organization Code is automatically set based on the signon used. It cannot be altered. |
| SECTION (S)         | 2      | Enter the Section code. (Must be defined in D02.)                       |
| SUB-SECTION (SS)    | 2      | Enter the Sub-Section code. (Must be defined in D03.)                   |
| UNIT (U)            | 2      | Enter the Unit code. (Must be defined in D04.)                          |
| SUB-UNIT (SU)       | 2      | Enter the Sub-Unit code. (Must be defined in D05.)                      |
| SUB-SUB-UNIT (SSU)  | 2      | Enter the Sub-Sub-Unit code. (Organization breakdown of the associated Sub-Unit) |

**Informational Elements:**

| TITLE             | 50     | Enter the Sub-Sub-Unit title.                                           |
The Fields Below Appear On The Entry Screen And/Or Reports:

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Length</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
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**FUNCTION**

- (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
- (R=Recall Maint/Print, V=View, W=Print Record)

### REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED

- (F=Report File only, P=Printer Output and Report File)
- (O=Overnight Printer Output)
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**ERROR MESSAGES**

- **M08 REC ALREADY EXISTS**
- **M10 NO CHNG MADE TO REC**