IV-D12 Agency Object

The Agency Object Descriptor Table is used to establish an agency-defined lower level breakdown of the Object Detail codes contained in the Statewide Object Detail Descriptor Table (D11).

The Agency Object Descriptor Table ID is **12** and is available on the Command **I.5**: Agency Descriptor Tables screen.

STRUCTURE

The Agency Object Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Agency Object record and contains the Descriptor Table Identification (ID), Organization Code, Object Detail Code, and Agency Object.

The Organization Code is determined by the Userid. The Object Detail code is defined by the Statewide Object Detail Descriptor Table (D11). The Agency Object code is agency assigned.

The informational element segment for the Agency Object Descriptor Table is the Title.

RELATIONSHIP TO OTHER TABLES

The Object Detail code used in the setup of the Agency Object code must be defined in the D11 and established in the Uniform Codes Manual (UCM). Once created, Agency Object codes are used in other table entries (Automated Payables, Cost Allocation, Payroll Object Conversion, and Labor).

INPUT CODING

A listing of the fields contained on the Agency Object Entry screen and/or the activity reports is shown in Exhibit IV-D12-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Agency Object Entry screen is keyed from the Agency Object Descriptor Table Entry form (CALSTARS 1.12). The form, shown in Exhibit IV-D12-2, is formatted the same as the Entry screen and is available at http://www.dof.ca.gov/html/calstars/forms.htm.

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

AGENCY OBJECT ENTRY SCREEN

The Entry screen shown below is available through Command **I.5.12**.

```
9990 I.5.12: Agency Object (D12) Entry                    03-09-2005 02:56 PM
Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)


OBJECT DETAIL> ___

AGENCY OBJECT> __

TITLE      : _____






Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit        List        Bkwrd Frwrd Clear              Main
```

All Agency Object Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) may be performed from the Entry screen.

AGENCY OBJECT 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 Agency Object (D12) List                        03-09-2005 03:00 PM

 Function: _ (P=Print Table, R=Recall Maint/Print)      Go to OD/AO: ___ __

 Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
 F  OD  AO                     TITLE
 -  --- --  --------------------------------------------------
 _  226 01  MINOR EQUIPMENT - LABORATORY
 _  226 02  MINOR EQUIPMENT - COMPUTERS
 _  226 03  MINOR EQUIPMENT - COMPUTER NETWORKING
 _  226 99  MINOR EQUIPMENT - OTHER
 _  238 08  LABORATORY CHEMICALS
 _  238 08  LABORATORY SUPPLIES
 _  257 01  LOCAL TELEPHONE CALLS
 _  257 02  LONG DISTANCE TELEPHONE CHARGES
 _  257 03  CALLING CARDS
 _  257 04  OTHER TELEPHONE CHARGES
 _  261 01  STAMPS AND POSTAGE MACHINES
 _  261 02  EXPRESS MAIL

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

The list of records is displayed in Object Detail (OD) and Agency Object (AO) order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the agency. Otherwise, it will begin with the record shown when **F5** was pressed.

To find a specific record, enter the code in the 'Go to OD/AO' 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 <u>or</u> 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 OD/AO). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

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 OD, AO and Title fields to **A**dd a record to the Agency Object 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.

From The List Screen:

The **A**dd function is not available on the List screen.

C=Change

Only the Title field can be changed in the Agency Object table. Modification to the OD or the AO fields requires the deletion of the original record and the addition of a new record.

From the Entry screen:

To **C**hange 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 OD and AO fields, and press **Enter** to **V**iew a record. Key a **C** in the Function field.

(3) Key a **C** in the Function field, the appropriate values in the OD and AO fields, and press **Enter**.

Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. 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 change. 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.
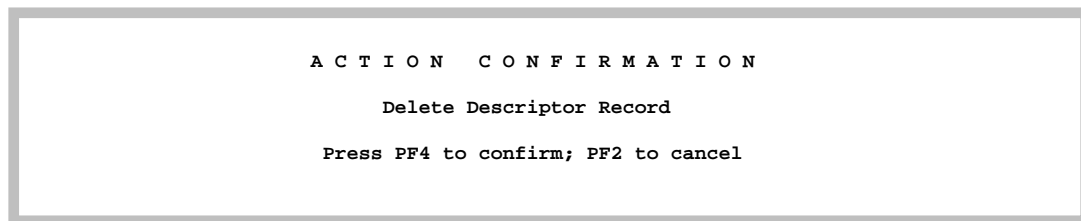
D=Delete

From The Entry Screen:

To **D**elete 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 OD and AO fields, and press **Enter** to **V**iew 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 OD and AO fields, and press **Enter**.

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

```
              A C T I O N   C O N F I R M A T I O N

                    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 Agency Object Table.

A message confirming that the record was deleted successfully or that the **D**elete 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 Agency Object Table.

A message confirming that the record was deleted successfully or that the **D**elete 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.

N=Next

From The Entry Screen:

Next performs the same as the **A**dd function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **N**ext function is not available on the List screen.

P=Print Table

The **P** function provides agencies the option of generating an electronic report file of the Agency Object Descriptor Table Listing Report and/or printing the report. The report contains all records within the Agency Object Table and is displayed in Exhibit IV-D12-3.

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.

```
                        Print/Report File Selection
                    Descriptor Table - Agency Object (D12)



    _  Enter Destination:
         F=Report File only
            Report File: CS9990.CSI902.TBL-D12.IQ.D2050309.T1553521
         P=Printer Output and Report File
            Printer ID : CTP2     Report Class: Z      Report ID: ITBL
            Report File: CS9990.CSI902.TBL-D12.IQ.D2050309.T1553521
         O=Printer Output after Overnight Processing
            Printer ID : CTP2     Report Class: A      Report ID: TBLE

         Press Enter to submit the request, or press PF2 to cancel
```

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

✪ **F** – Immediately generates an electronic report file of the Agency Object Descriptor Table Listing Report (CSI90212)

✪ **P** – Immediately generates an electronic report file (CSI90212) <u>and</u> ROPES the Agency Object Descriptor Table Listing Report (CSI90212) to an agency printer

   ✪ **O** - ROPES the Agency Object Descriptor Table Listing Report (CSB90212), 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 Agency Object 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 D12
                    *** End of Data ***




               Press Enter to remove the request(s).
        PF2                               PF7   PF8
        Retrn                             Bkwrd Frwrd
```

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 OD and AO fields, and press **Enter** to **V**iew 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 (CSI902012) <u>and</u> generates a single record report file from the Agency Object Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D12.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the OD and AO fields, 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 Agency Object Descriptor Table screens:

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

✪ <u>Field look-up assistance</u> 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 AO field, 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. 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.

F5=**List**—Displays the Agency Object List screen.

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

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

F9=**Clear**—Erases all keyed fields.

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

AGENCY OBJECT DESCRIPTOR TABLE REPORTS

The following reports are system generated:

✪ Agency Object Descriptor Table Activity Report (CSB90112) - This report displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D12-3.

✪ Agency Object Descriptor Table Upload Activity Report (CSB90412) – This report displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D12-3.

The following report is produced upon agency request:

✪ Agency Object Descriptor Table Listing Report (CSB90212/CSI90212) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on an Agency Object screen. The report is displayed in Exhibit IV-D12-3.

CONTROL

The Agency Object Descriptor Table Activity Report (CSB90112) and the Agency Object Descriptor Table Upload Activity Report (CSB90412) 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.

EXHIBIT IV-D12-1

Data Element	Length	Contents
Control Key:		
DESCRIPTOR TABLE ID (D12)	2	The **Descriptor Table ID** is automatically set based on the CALSTARS I.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The **Organization Code** is automatically set based on the signon used. It cannot be altered.
OBJECT DETAIL (OD)	3	Enter the **Object Detail** code. (Must be defined in Statewide Descriptor Table 11.)
AGENCY OBJECT (AO)	2	Enter the **Agency Object** code. (Further breakdown of associated Object Detail code)
Informational Element:		
TITLE	50	Enter the **Agency Object** title.
THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND REPORTS.		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.
THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.		
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

EXHIBIT IV-D12-2

CALSTARS 1.12
(revised 04-29-2005)

AGENCY OBJECT (D12) DESCRIPTOR TABLE ENTRY FORM

ORG: _____

PREPARED BY: _____   DATE: _____   ENTERED BY: _____   DATE: _____

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

OBJECT DETAIL ☐   **AGENCY OBJECT** ☐

TITLE ☐☐

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

OBJECT DETAIL ☐   **AGENCY OBJECT** ☐

TITLE ☐☐

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

OBJECT DETAIL ☐   **AGENCY OBJECT** ☐

TITLE ☐☐

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

OBJECT DETAIL ☐   **AGENCY OBJECT** ☐

TITLE ☐☐

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

OBJECT DETAIL ☐   **AGENCY OBJECT** ☐

TITLE ☐☐

REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED ☐ (F=Report File only, P=Printer Output and Report File)
(O=Overnight Printer Output)

EXHIBIT IV-D12-3

```
CSB90112 **************************          DEPARTMENT OF AIR QUALITY          ************************** ORG NUMBER:   9990
                           CALSTARS   AGENCY OBJECT DESCRIPTOR TABLE (D12) ACTIVITY    REPORT                ORG PAGE:        1
04/20/2004 (17:58) ********************************************************************************************* RUN PAGE:        1
OD   AO  F                   TITLE                    TRANS DATE  TRANS TIME   USERID       ERROR MESSAGES
---  --  -  --------------------------------------------  ----------  ----------  -------  -----------------------
238  08  A  LABORATORY CHEMICALS                          04-20-2004  11:30:53 AM  CSAQQQQ
238  08  C  LABORATORY SUPPLIES                           04-20-2004  01:29:05 PM  CSAQABC
257  01  A  LOCAL TELEPHONE CHARGES                       04-20-2004  01:30:00 PM  CSAQABC
257  02  A  LONG DISTANCE TELEPHONE CHARGES               04-20-2004  01:30:20 PM  CSAQABC
257  03  A  CALLING CARDS                                 04-20-2004  01:30:40 PM  CSAQABC
257  04  A  OTHER TELEPHONE CHARGES                       04-20-2004  01:31:02 PM  CSAQABC
```

```
CSB90212 **************************          DEPARTMENT OF AIR QUALITY          ************************** ORG NUMBER:   9990
                           CALSTARS   AGENCY OBJECT DESCRIPTOR TABLE (D12) LISTING     REPORT                ORG PAGE:        1
04/20/2004 (17:58) ********************************************************************************************* RUN PAGE:        1
OD   AO                   TITLE                         LP DATE
---  --  --------------------------------------------  ----------
226  01  MINOR EQUIPMENT - LABORATORY                  07-01-1997
226  02  MINOR EQUIPMENT - COMPUTERS                   07-01-1997
226  03  MINOR EQUIPMENT - COMPUTER NETWORKING         06-20-2001
226  99  MINOR EQUIPMENT - OTHER                       07-01-1997
238  08  LABORATORY CHEMICALS                          04-20-2004
238  08  LABORATORY SUPPLIES                           04-20-2004
257  01  LOCAL TELEPHONE CALLS                         04-20-2004
257  02  LONG DISTANCE TELEPHONE CHARGES               04-20-2004
257  03  CALLING CARDS                                 04-20-2004
257  04  OTHER TELEPHONE CHARGES                       04-20-2004
261  01  STAMPS AND POSTAGE MACHINES                   07-01-1997
261  02  EXPRESS MAIL                                  07-01-1997
261  03  UNITED PARCEL SERVICE                         07-01-1997
426  01  INDIRECT CHARGES - ADJUSTMENTS                07-21-1992
427  01  INDIRECT DISTRIBUTED COST ADJUSTMENTS         07-22-1992
427  07  QUARTERLY OVERHEAD ADJUSTMENTS                11-16-1995
427  08  YEAR END OVERHEAD ADJUSTMENTS                 07-19-1996
```

EXHIBIT IV-D12-3 (Continued)

```
CSB90412 **************************        DEPARTMENT OF AIR QUALITY          ************************** ORG NUMBER:    9990
                          CALSTARS    AGENCY OBJECT DESC TABLE (D12) UPLOAD ACTIVITY    REPORT                 ORG PAGE:         1
04/20/2004 (17:58) *************************************************************************************** RUN PAGE:          1
OD   AO  F                         TITLE                       TRANS DATE  TRANS TIME   USERID        ERROR MESSAGES
---  --  -  --------------------------------------------------  ----------  -----------  -------  ------------------------
238  08  C  LABORATORY CHEMICALS                                                                  M10 NO CHNG MADE TO REC
257  01  A  LOCAL TELEPHONE CHARGES                             04-20-2004  05:58:00 PM  UPLOAD
257  02  A  LONG DISTANCE TELEPHONE CHARGES                     04-20-2004  05:58:00 PM  UPLOAD
257  03  A  CALLING CARDS                                       04-20-2004  05:58:00 PM  UPLOAD
257  04  A  CONFERENCE CALL CHARGES                             04-20-2004  05:58:00 PM  UPLOAD
257  05  A  MISCELLANEOUS TELEPHONE CHARGES                     04-20-2004  05:58:00 PM  UPLOAD
```