IV-D19 PCA Level 1

The PCA Level 1 Descriptor Table (DT) is a code that can be established to group together multiple PCAs with similar activities, i.e., Administration/Distributed Administration or expenditures/reimbursements collected on the Q21, Q35-Q38 reports.

The PCA Level 1 Descriptor Table ID is **19** and is available on the Command **I.5**: Agency Descriptor Tables screen.

STRUCTURE

The PCA Level 1 Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each PCA Level 1 record and contains the Descriptor Table Identification (ID), Organization Code, and a PCA Level 1 code.

The Organization Code is determined by the Userid. The PCA Level 1 code is agency assigned.

The informational element segment for the PCA Level 1 Descriptor Table is the Title.

RELATIONSHIP TO OTHER TABLES

Once created, PCA Level 1 codes are used in the Program Cost Account codes.

INPUT CODING

A listing of the fields contained on the PCA Level 1 Entry screen and/or the activity reports is shown in Exhibit IV-D19-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the PCA Level 1 Entry screen is keyed from the PCA Level 1 Descriptor Table Entry form (CALSTARS 1.19). The form, shown in Exhibit IV-D19-2, is formatted the same as the PCA Level 1 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.

PCA LEVEL 1 ENTRY SCREEN

The Entry screen shown below is available through Command **I.5.19**.

```
9990 I.5.19: PCA Level 1 (D19) Entry                    03-10-2005 01:22 PM

Function: _  (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
             (R=Recall Maint/Print, V=View, W=Print Rec)

PCA LEVEL 1> _____

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 PCA Level 1 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.

PCA LEVEL 1 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 PCA Level 1 (D19) List                        03-10-2005 01:27 PM

    Function: _ (P=Print Table, R=Recall Maint/Print)      Go to PCA Lvl 1: _____

    Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
    F   PCA LVL 1                        TITLE
    -   -----    --------------------------------------------------
    _   10010    ADD BY UPLOAD LEVEL_1 ZZZZZ
    =   10020    GIANT SEQUOIA
    =   10030    LODGE POLE PINE
    =   10040    JEFFERSON PINE
    =   10050    CEDAR
    =   10060    DOUGLAS FIR
    =   10070    RED FIR
    =   10080    WHITE FIR
    =   10090    PONDEROSA PINE
    =   20100    BIRCH


    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 PCA Level 1 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 PCA Lvl 1' 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 PCA Level 1). 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 PCA Level 1 and Title fields to **A**dd a record to the 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 PCA Level 1 table. Modification to the PCA level 1 field 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 PCA Level 1 and Title 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 the PCA Level 1 and Title 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.
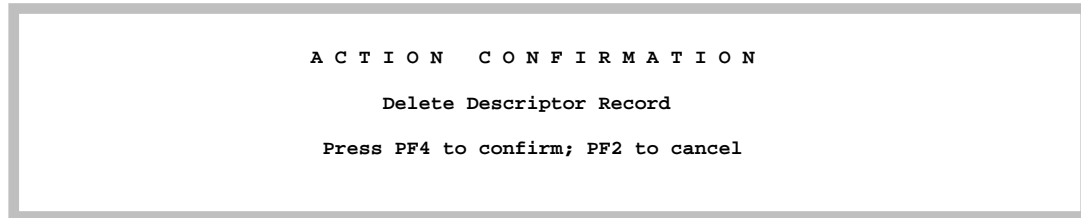
From The List Screen:

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 PCA Level 1 and Title 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 PCA Level 1 and Title 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 PCA Level 1 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 PCA Level 1 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 PCA Level 1 Descriptor Table Listing Report and/or printing the report. The report contains all records within the PCA Level 1 Table and is displayed in Exhibit IV-D19-3.

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 - PCA Level 1 (D19)


     _  Enter Destination:
          F=Report File only
             Report File: CS9990.CSI902.TBL-D19.IQ.D2050311.T1014553
          P=Printer Output and Report File
             Printer ID : CTP2      Report Class: Z      Report ID: ITBL
             Report File: CS9990.CSI902.TBL-D19.IQ.D2050311.T1014553
          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 PCA Level 1 Descriptor Table Listing Report (CSI90219)

✪ **P** – Immediately generates an electronic report file (CSI90219) and ROPES the PCA Level 1 Descriptor Table Listing Report (CSI90219) report to an agency printer

✪ **O** - ROPES the CSB90219 report, 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 initiated. For the PCA Level 1 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 D19
                          *** 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 value in the PCA Level 1 field, 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 (CSI902019) <u>and</u> generates a single record report file from the PCA Level 1 Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D19.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the PCA Level 1 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 PCA Level 1 DT 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 PCA Level 1 field, the entire record is displayed when a selection is made.

✪ <u>General text information</u> 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 PCA Level 1 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.

PCA LEVEL 1 DESCRIPTOR TABLE REPORTS

The following reports are system generated:

✪ PCA Level 1 Descriptor Table Activity Report (CSB90119) - This report (sorted by PCA Level 1, Date, and Time) displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is done. The report is shown in Exhibit IV-D19-3.

✪ PCA Level 1 Descriptor Table Upload Activity Report (CSB90419) – This report (sorted by PCA Level 1and 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-D19-3.

The following report is produced upon agency request:

✪ PCA Level 1 Descriptor Table Listing Report (CSB90219/CSI90219) - This
report is produced when function **P**=Print Table or **W**=Print Rec (1 record only)
is entered on a PCA Level 1 screen. The report is displayed in
Exhibit IV-D19-3.

CONTROL

The PCA Level 1 Descriptor Table Activity Report (CSB90119) and the PCA Level 1
Descriptor Table Upload Activity Report (CSB90419) should be proofread to ensure
that all maintenance was done 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-D19-1

Data Element	Length	Contents
Control Key:		
DESCRIPTOR TABLE ID (D19)	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.
PCA LEVEL 1 (PCA LVL1)	5	Enter the **PCA Level 1** code.
Informational Elements:		
TITLE	50	Enter the **PCA Level 1** 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-D19-2

CALSTARS 1.19 (revised 04-29-2005)	PCA LEVEL 1 (D19) 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)

PCA LEVEL 1 ☐☐☐☐

TITLE ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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

PCA LEVEL 1 ☐☐☐☐

TITLE ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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

PCA LEVEL 1 ☐☐☐☐

TITLE ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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

PCA LEVEL 1 ☐☐☐☐

TITLE ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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

PCA LEVEL 1 ☐☐☐☐

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-D19-3

```
CSB90119 **************************          DEPARTMENT OF AIR QUALITY          ************************** ORG NUMBER:   9990
                           CALSTARS   PCA LEVEL 1 DESCRIPTOR TABLE (D19) ACTIVITY    REPORT                 ORG PAGE:        1
04/20/2004 (17:58) ***********************************************************************************  RUN PAGE:        1
LVL 1  F                      TITLE                            TRANS DATE  TRANS TIME     USERID        ERROR MESSAGES
-----  -  -------------------------------------------------- ----------  ----------   --------  ------------------------
55090  C   RED OAK                                            04-20-2004  01:30:00 PM  CSAQABC
61030  A   BIRDS EYE MAPLE                                    04-20-2004  01:30:20 PM  CSAQABC
```

```
CSB90219 **************************          DEPARTMENT OF AIR QUALITY          ************************** ORG NUMBER:   9990
                           CALSTARS   PCA LEVEL 1 DESCRIPTOR TABLE (D19) LISTING    REPORT                 ORG PAGE:        1
04/20/2004 (17:58) ***********************************************************************************  RUN PAGE:        1
LVL 1                       TITLE                           LP DATE
-----  -------------------------------------------------- ----------
10010  CALIFORNIA REDWOOD                                 11-02-1987
10020  GIANT SEQUOIA                                      11-02-1987
10030  LODGE POLE PINE                                    11-02-1987
10040  JEFFERSON PINE                                     08-16-2001
10050  CEDAR                                              11-02-1987
10060  DOUGLAS FIR                                        11-02-1987
10070  RED FIR                                            11-02-1987
10080  WHITE FIR                                          11-02-1987
10090  PONDEROSA PINE                                     11-02-1987
20100  BIRCH                                              11-02-1987
20110  WILLOW                                             11-02-1987
```

```
CSB90419 **************************          DEPARTMENT OF AIR QUALITY          ************************** ORG NUMBER:   9990
                           CALSTARS PCA LEVEL 1 DESCRIPTOR TABLE (D19) UPLOAD ACTIVITY REPORT             ORG PAGE:        1
04/20/2004 (17:58) ***********************************************************************************  RUN PAGE:        1
LVL 1  F                      TITLE                            TRANS DATE  TRANS TIME     USERID        ERROR MESSAGES
-----  -  -------------------------------------------------- ----------  ----------   --------  ------------------------
55090  A   RED OAK                                                                                M08 REC ALREADY EXISTS
61030  A   BIRDS EYE MAPLE                                    04-20-2004  05:58:00 PM  UPLOAD
```