IV-D43 PCA Activity

The PCA Activity Descriptor Table allows agencies to establish codes to track agency-defined activities within a PCA. When entered on financial transactions, the data is available for reporting outside of Requestable Standard Reports.

The PCA Activity Descriptor Table ID is **43** and is available on the Command **I.5**: Agency Descriptor Tables screen.

STRUCTURE

The PCA Activity Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each PCA Activity record and contains the Descriptor Table Identification (ID), Organization Code, Program Cost Account (PCA), and PCA Activity.

The Organization Code is determined by the Userid. The PCA and PCA Activity codes are agency assigned.

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

RELATIONSHIP TO OTHER TABLES

Both the PCA Activity code and its related PCA(s) must be established before they can be used in other table entries (Automated Payables and Labor). The PCA code must be established before the PCA Activity code.

INPUT CODING

A listing of the fields contained on the PCA Activity Entry screen and/or the activity reports is shown in Exhibit IV-D43-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the PCA Activity Entry screen is keyed from the PCA Activity Descriptor Table Entry form (CALSTARS 1.43). The form, shown in Exhibit IV-D43-2, 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.

PCA ACTIVITY ENTRY SCREEN

The Entry screen shown below is available through Command **I.5.43**.

```
9990 I.5.43: PCA Activity (D43) Entry                04-07-2005 01:05 PM

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

 PCA          > _____

 PCA ACTIVITY> ____

 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 Activity 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 ACTIVITY 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 Activity (D43) List                            04-07-2005 01:09 PM

 Function: _ (P=Print Table)                      Go to PCA/Acty: _____ ____
           (R=Recall Maint/Print)
 Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
 F   PCA  ACTY                    TITLE
 -  ----- ----  -------------------------------------------------
 _  00130 0001  PROG 10 - GENERAL FUND - ASSIGNMENT 01
 _  00130 0002  PROG 10 - GENERAL FUND - ASSIGNMENT 02
 _  00130 0003  PROG 10 - GENERAL FUND - ASSIGNMENT 03
 _  00130 0004  PROG 10 - GENERAL FUND - ASSIGNMENT 04




 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 and PCA Activity 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/Acty' 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/PCA Activity). 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, PCA Activity and Title fields to **A**dd a record to the PCA Activity 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 Activity Table. Modification to the PCA or the PCA Activity 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 PCA and PCA Activity 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 PCA and PCA Activity 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.
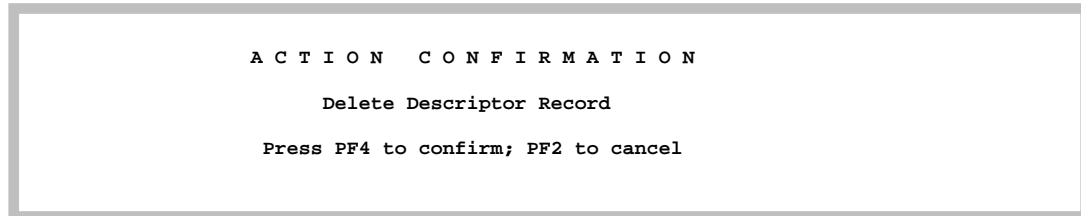
From The List Screen:

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 and PCA Activity 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 and PCA Activity 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 Activity 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 Activity 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 Activity Descriptor Table Listing Report and/or printing the report. The report contains all records within the PCA Activity Table and is displayed in Exhibit IV-D43-3.

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 Activity (D43)



    _  Enter Destination:
         F=Report File only
            Report File: CS9990.CSI902.TBL-D43.IQ.D2050407.T1320149
         P=Printer Output and Report File
            Printer ID : CTP2      Report Class: Z      Report ID: ITBL
            Report File: CS9990.CSI902.TBL-D43.IQ.D2050407.T1320149
         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 Activity Descriptor Table Listing Report (CSI90243)

✪ **P** – Immediately generates an electronic report file (CSI90243) <u>and</u> ROPES the PCA Activity Descriptor Table Listing Report (CSI90243) to an agency printer

✪ **O** - ROPES the PCA Activity Descriptor Table Listing Report (CSB90243),
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 PCA Activity 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 D43
                        *** 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

<u>From The Entry Screen</u>:

Key a **V** in the Function field, the appropriate values in the PCA and PCA Activity fields, and press **Enter** to **V**iew a record. A confirmation message is displayed at the bottom of the screen.

<u>From The List Screen</u>:

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 (CSI902043) <u>and</u> generates a single record report file from the PCA Activity Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D43.IQ.Dcyymmdd.Thhmmss.

<u>From The Entry Screen</u>:

Key a **W** in the Function field, the appropriate values in the PCA and PCA Activity 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.

<u>From The List Screen</u>:

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 Activity 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 PCA Activity 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 PCA Activity 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 ACTIVITY DESCRIPTOR TABLE REPORTS

The following reports are system generated:

- ✪ PCA Activity Descriptor Table Activity Report (CSB90143) - 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-D43-3.

- ✪ PCA Activity Descriptor Table Upload Activity Report (CSB90443) – 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-D43-3.

The following report is produced upon agency request:

- ✪ PCA Activity Descriptor Table Listing Report (CSB90243/CSI90243) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on an PCA Activity screen. The report is displayed in Exhibit IV-D43-3.

CONTROL

The PCA Activity Descriptor Table Activity Report (CSB90143) and the PCA Activity Descriptor Table Upload Activity Report (CSB90443) 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-D43-1

Data Element	Length	Contents
Control Key:		
DESCRIPTOR TABLE ID (D43)	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.
PROGRAM COST ACCOUNT (PCA)	5	Enter the **Program Cost Account** code. (Must be defined in Program Cost Account Table.)
PCA ACTIVITY (PCA ACTY)	4	Enter the **PCA Activity** code.
Informational Elements:		
TITLE	50	Enter the **PCA Activity** 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-D43-2

CALSTARS 1.43
(revised 04-29-2005)

PCA ACTIVITY (D43) 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 ☐☐☐☐☐   **PCA ACTIVITY** ☐☐☐☐

TITLE ☐☐

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

PCA ☐☐☐☐☐   **PCA ACTIVITY** ☐☐☐☐

TITLE ☐☐

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

PCA ☐☐☐☐☐   **PCA ACTIVITY** ☐☐☐☐

TITLE ☐☐

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

PCA ☐☐☐☐☐   **PCA ACTIVITY** ☐☐☐☐

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-D43-3

```
CSB90143 **************************        DEPARTMENT OF AIR QUALITY         ************************** ORG NUMBER:   9990
                            CALSTARS   PCA ACTIVITY DESCRIPTOR TABLE (D43) ACTIVITY   REPORT                    ORG PAGE:        1
04/20/2004 (17:58) ***************************************************************************************** RUN PAGE:        1
  PCA   ACTY  F                    TITLE                    TRANS DATE  TRANS TIME  USERID       ERROR MESSAGES
  ----- ----  -  ------------------------------------------ ----------  ----------  ------   ------------------------
  20000 0020  A  PROG 20 - GENERAL FUND - ASSIGNMENT 20     04-20-2004  11:30:53 AM CSAQQQQ
  30000 0010  C  PROG 30 - GENERAL FUND - ASSIGNMENT 10     04-20-2004  01:29:05 PM CSAQABC
  40000 0055  A  PROG 40 - GENERAL FUND - ASSIGNMENT 55     04-20-2004  01:30:00 PM CSAQABC
  40000 0056  A  PROG 40 - GENERAL FUND - ASSIGNMENT 56     04-20-2004  01:30:20 PM CSAQABC
  40000 0057  A  PROG 40 - GENERAL FUND - ASSIGNMENT 57     04-20-2004  01:30:40 PM CSAQABC
  40000 0058  A  PROG 40 - GENERAL FUND - ASSIGNMENT 58     04-20-2004  01:31:02 PM CSAQABC
```

```
CSB90243 **************************        DEPARTMENT OF AIR QUALITY         ************************** ORG NUMBER:   9990
                            CALSTARS   PCA ACTIVITY DESCRIPTOR TABLE (D43) LISTING    REPORT                    ORG PAGE:        1
04/20/2004 (17:58) ***************************************************************************************** RUN PAGE:        1
  PCA   ACTY                    TITLE                    LP DATE
  ----- ----  ------------------------------------------ ----------
  10000 0001  PROG 10 - GENERAL FUND - ASSIGNMENT 01     07-01-1997
  10000 0002  PROG 10 - GENERAL FUND - ASSIGNMENT 02     07-01-1997
  10000 0003  PROG 10 - GENERAL FUND - ASSIGNMENT 03     07-01-1997
  10000 0004  PROG 10 - GENERAL FUND - ASSIGNMENT 04     07-01-1997
  10000 0005  PROG 10 - GENERAL FUND - ASSIGNMENT 05     07-01-1997
  10000 0006  PROG 10 - GENERAL FUND - ASSIGNMENT 06     07-01-1997
  10000 0007  PROG 10 - GENERAL FUND - ASSIGNMENT 07     07-01-1997
  10000 0008  PROG 10 - GENERAL FUND - ASSIGNMENT 08     07-01-1997
  10000 0009  PROG 10 - GENERAL FUND - ASSIGNMENT 09     07-01-1997
  10000 0010  PROG 10 - GENERAL FUND - ASSIGNMENT 10     07-01-1997
  10000 0011  PROG 10 - GENERAL FUND - ASSIGNMENT 11     07-01-1997
  10000 0012  PROG 10 - GENERAL FUND - ASSIGNMENT 12     07-01-1997
  10000 0013  PROG 10 - GENERAL FUND - ASSIGNMENT 13     07-01-1997
  10000 0014  PROG 10 - GENERAL FUND - ASSIGNMENT 14     07-01-1997
  10000 0015  PROG 10 - GENERAL FUND - ASSIGNMENT 15     07-01-1997
  10000 0016  PROG 10 - GENERAL FUND - ASSIGNMENT 16     07-01-1997
  10000 0017  PROG 10 - GENERAL FUND - ASSIGNMENT 17     07-01-1997
```

EXHIBIT IV-D43-3 (Continued)

```
CSB90443 **************************         DEPARTMENT OF AIR QUALITY        ************************** ORG NUMBER:   9990
                            CALSTARS   PCA ACTIVITY DESC TABLE (D43) UPLOAD ACTIVITY    REPORT                 ORG PAGE:      1
04/20/2004 (17:58) ********************************************************************************** RUN PAGE:      1
  PCA   ACTY F                         TITLE                  TRANS DATE  TRANS TIME  USERID        ERROR MESSAGES
 -----  ---- -  --------------------------------------------  ----------  ----------  -------  ------------------------
 30000  0010 C  PROG 30 - GENERAL FUND - ASSIGNMENT 10                                         M10 NO CHNG MADE TO REC
 40000  0055 A  PROG 40 - GENERAL FUND - ASSIGNMENT 55        04-20-2004  05:58:00 PM  UPLOAD
 40000  0056 A  PROG 40 - GENERAL FUND - ASSIGNMENT 56        04-20-2004  05:58:00 PM  UPLOAD
 40000  0057 A  PROG 40 - GENERAL FUND - ASSIGNMENT 57        04-20-2004  05:58:00 PM  UPLOAD
 40000  0058 A  PROG 40 - GENERAL FUND - ASSIGNMENT 58        04-20-2004  05:58:00 PM  UPLOAD
 40000  0059 A  PROG 40 - GENERAL FUND - ASSIGNMENT 59        04-20-2004  05:58:00 PM  UPLOAD
```