

IV-Statewide Descriptor Tables

This chapter introduces the 14 Statewide Descriptor Tables, which are established and maintained by CALSTARS under Organization Code **0000**. The inactive Agency Tables are also included in this chapter.

STRUCTURE

The Statewide Tables and a short description of each are listed below.

- ✦ **D01 Organization** -- contains the 4-digit statewide Organization codes (from the *Uniform Codes Manual*) and the Organization titles that identify state agencies.
- ✦ **D09 Category** -- contains the 1-digit statewide Category codes (from the *Uniform Codes Manual*) and the category titles that identify general types of expenditures.
- ✦ **D10 Category/Object** -- contains the 3-digit statewide control key consisting of Category and Object (from the *Uniform Codes Manual*) and the Object titles that reflect the details within each Category.
- ✦ **D11 Object Detail** -- contains the 3-digit statewide Object Detail codes (from the *Uniform Codes Manual*) and the Object Detail titles. Each Object Detail code also references the Category, Object and the Reportable Payment Indicator.
- ✦ **D20 Funding Source** -- contains the 1-letter statewide Funding Source codes (from the *Uniform Codes Manual*) and the Funding Source titles that identify the fund sources associated with statewide Funds (D22).
- ✦ **D21 GAAP Fund** -- contains the 1-letter statewide Generally Accepted Accounting Practices (GAAP) Fund codes (from the *Uniform Codes Manual*) and the GAAP Fund titles that identify the types of funds recommended by the National Council on Government Accounting
- ✦ **D22 Fund** -- contains the 4-digit statewide Fund codes (from the *Uniform Codes Manual*) and the Fund titles that identify the particular statutory accounting funds. Fund is used to reference both the GAAP Fund and the Funding Source. This table also contains an indicator that controls if the fund is shared among agencies or managed exclusively by one agency. In addition, the State Appropriation Limit (SAL) Code is stored here for all funds.

- ✧ **D24 Character** -- contains the 1-digit statewide Character codes (from the *Uniform Codes Manual*) and the Character titles that classify appropriations according to major purpose, i.e., Support, Local Assistance or Capital Outlay.
- ✧ **D25 Method** -- contains the 1-digit Method codes (from the *Uniform Codes Manual*) and the Method titles that classify appropriations according to the mechanism used to make the appropriation
- ✧ **D31 General Ledger Account** -- contains the 4-digit statewide General Ledger Account numbers and the General Ledger Account titles (from the *Uniform Codes Manual*). Indicators in the table identify whether the account is a real or nominal account and whether it normally has a debit or credit balance.
- ✧ **D33 Source** -- contains the 6-digit statewide Source codes (from the *Uniform Codes Manual*) and the Source titles to identify funds received. This table also contains indicators that control posting of in-transit and unremitted cash to the appropriation file and indicators that relate receipt source to general ledger account. In addition, the State Appropriation Limit (SAL) Code is stored here only for Revenue (1st digit 1) source codes.
- ✧ **D45 Agency Conversion** -- contains the 10-digit control key, which includes the SCO Payroll Agency Code (Payroll Reporting Unit - PRU), Attendance Reporting Unit Code (ARU), and Funding Fiscal Year. The D45 table is used to convert the SCO payroll information to Organization Code for use in the CALSTARS labor subsystem. The ARU is coded '000' in CALSTARS unless the field is needed to identify a specific organization.
- ✧ **D46 Pay Period** -- contains the 6-digit control key, which includes the pay period year and month. This table identifies the pay period beginning and ending date, the number of hours in the month, and the warrant issue date.
- ✧ **D52 Correction Element** -- contains the 2- to 17-character statewide control key to identify the Data Element for error correction. The Correction Element key includes Data Element names, abbreviations, and commonly used 2-digit numbers to reference the Data Element to be corrected in the CALSTARS Error Correction process.

The inactive Agency Tables and a short description of each are listed below.

- ✧ **D27 Sequence** -- contains the 6-digit control key, which includes the Organization and Sequence codes, and the Sequence title. Sequence has been dropped from the *Uniform Codes Manual*. Although it is not used by CALSTARS, the data element has not been removed from CALSTARS. **This agency table is inactive.**

- ✪ **D48 Object Conversion** -- contains the 20-digit control key, which includes the Organization, Project, Object-Low and Object-High codes and the Converted Object codes and titles to convert the UCM object coding structure for Grant Project File reporting. **This agency table is inactive.**

- ✪ **D49 Agency Transaction Code Data Requirements** -- contains the 7-digit control key, which includes the Organization Code and Transaction Code, and indicators that specify what data elements must be coded on specific types of transactions. Under current policy, all agencies must use the Statewide Transaction Decision Table, therefore **This agency table is inactive**

RELATIONSHIP TO OTHER TABLES

The Descriptor Tables affect all levels of accounting and reporting through their relationship with the other files and tables.

INPUT CODING

Exhibit IV-DS-1 is an overview of the control key and informational elements for the Statewide and inactive Agency Descriptor Tables.

EXHIBIT IV-DS-1
STATEWIDE AND INACTIVE AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type ^{1/}	Table Entry Key	Reference Data	Title
Organization	01	0000 ^{1/}	4	N	Organization ^{2/}	1-digit status 2-alpha ROPES printer ID 2-alpha dept./billing code 2-digit 1 st yr. on CALSTARS 1-not currently used 2-alpha analyst (2 analysts intl.) 1-alpha location 1-alpha size 7-alpha RJE/VPS (see Exhibit IV-DS-2 for additional information)	Organization Title
Category	09	0000 ^{1/}	1	N	Category ^{2/}	None	Category Title
Category/Object	10	0000 ^{1/}	3 (1) (2)	N N	Category ^{2/} Object ^{2/}	None	Object Title
Object Detail	11	0000 ^{1/}	3	N	Object Detail ^{2/}	<u>9-digit Object Detail:</u> 1-digit Category ^{2/} 2-digit Object ^{2/} 1-digit CFIS Category 2-digit CFIS Object 3-digit Object Detail ^{2/} <u>4-char Reportable Paymnt. Ind.:</u> (see Exhibit IV-DS-3)	Object Detail Title
Funding Source	20	0000 ^{1/}	1	A	Funding Source ^{2/}	None	Fund Source Title
GAAP Fund	21	0000 ^{1/}	1	B	Fund ^{2/}	None	GAAP Fund Title

EXHIBIT IV-DS-1 (Continued)
STATEWIDE AND INACTIVE AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type ^{1/}	Table Entry Key	Reference Data	Title
Fund	22	0000 ^{1/}	4	N	Fund ^{2/}	1-char GAAP Fund Type ^{2/} 1-char Funding Source ^{2/} 1-char <u>Shared Fund Ind:</u> S - Shared Fund T - Shared Federal Trust N - Non-shared Fund M - Non-shared Fed Fund F - Federal Trust Fund 1-char <u>State Appropriation Limit</u> (SAL) Code (Required for all) E - Excluded I - Included O - Always excluded	Fund Title
Character	24	0000 ^{1/}	1	N	Character ^{2/}	None	Character Title
Method	25	0000 ^{1/}	1	N	Method ^{2/}	None	Method Title
Sequence (Inactive Agency Table)	27	Org Code	2	N	Sequence (table not used)	Not applicable	Not applicable
General Ledger Account	31	0000 ^{1/}	4	N	General Ledger Acct ^{2/}	1-letter <u>Dr/Cr Indicator:</u> D - Debit C - Credit 1-digit <u>Close Indicator:</u> 0 - Budgetary 1 - Real Account (bal. not closed at YE) 2 - Nominal Account (bal. closes at YE)	General Ledger Account Title

EXHIBIT IV-DS-1 (Continued)
STATEWIDE AND INACTIVE AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type ^{1/}	Table Entry Key	Reference Data	Title
Source	33	0000 ^{1/}	6	N	Source ^{2/}	4-digit General Ledger Acct. ^{2/} 1 st posting: 1-digit <u>Summary Appropriation</u> <u>File Indicator:</u> + = Add (debit) - = Subtract (credit) 2-digit <u>Financial Field Posting</u> <u>Indicator:</u> 23 - Unremitted Abatments 24 - Unremitted Reimbs. 25 - Unremitted Revenue 26 - In-transit Abatements 27 - In-transit Reimbs. 28 - In-transit Rev 1-digit <u>Match Indicator:</u> M - Detail transaction must find record match N - Detail transaction must not find record match Blank - No file control 2 nd posting: 1-digit <u>Summary Appropriation</u> <u>File Indicator:</u> + = Add (debit) - = Subtract (credit) 2-digit <u>Financial Field Posting</u> <u>Indicator:</u> 23 - Unremitted Abatments 24 - Unremitted Reimbs. 25 - Unremitted Revenue 26 - In-transit Abatements 27 - In-transit Reimbs. 28 - In-transit Revenue	Source Title

EXHIBIT IV-DS-1 (Continued)
STATEWIDE AND INACTIVE AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type ^{1/}	Table Entry Key	Reference Data	Title
Source (Continued)	33					1-digit <u>Match Indicator</u> M - Detail transaction must find record match N - Detail transaction must not find record match Blank - No file control 1-char <u>State Appropriation Limit (SAL) Code</u> (Required for 1 st digit 1 Source codes) E - Excluded I - Included O - Always excluded	
Agency Conversion	45	0000 ^{1/}	10 (3) (3) (4)	N N N	SCO Payroll Agency Number Attendance Reporting Unit (ARU) s/b = 000 <i>unless agency reqrd.</i> FFY (yyyy, start)	4-digit Organization ^{2/} 4-digit Fund ^{2/} 1-digit <u>Fund Type</u> : 2 = Cash In St. Treasury	Agency Name and Year
Pay Period	46	0000 ^{1/}	6 (4) (2)	N N	Pay Period Year (yyyy) Pay Period Month (mm)	8-digit Pay Period -- Start (yyyymmdd) 8-digit Pay Period -- End (yyyymmdd) 3-digit SCO Monthly Hours 8-digit Warrant Issue Date (yyyymmdd)	Month and Year of Pay Period
Object Conversion (Inactive Agency Table)	48	Org Code	16 (6) (5) (5)	B N N	Project Number Object – low (Object Detail ^{2/} & Agy.) Object – high (Object Detail ^{2/} & Agy.)	6-digit Conversion Object (Category, Object, Obj. Detail)	Conversion Object Title

EXHIBIT IV-DS-1 (Continued)
STATEWIDE AND INACTIVE AGENCY DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type ^{1/}	Table Entry Key	Reference Data	Title
Agency Transaction Data Requirements (Inactive Agency Table)	49	Org Code	3	--	Not available	Not available	not available
Correction Element	52	0000 ^{1/}	2 - 17	B	Data Element Number or Data Element Abbreviation or Data Element Name	2-digit Data Element Length 1-alpha <u>Correction Level Indicator</u> : B - Batch, header and all detail H - Header only D - Detail transaction only G - Group transaction, all detail in batch 1-digit <u>Delete Indicator</u> : Y/Blank - Yes N - Not allowed 1-alpha <u>Field Format Ind</u> : N - Numeric only A - Alphanumeric S - Special chars. Allowed D - Date (yymmdd) M - 2-char month (FM) 1-alpha <u>Field Filled Ind</u> : Y - Field must be filled N - Field not filled (variable) 20-alpha-numeric Program Data Field Name 3-digit Detail Record Location	Optional

^{1/} Type of field: A = alpha, B = both alpha and numeric, N = numeric.

^{2/} UCM - *Uniform Codes Manual*.

EXHIBIT IV-DS-2
D01 - ORGANIZATION CODE REFERENCE DATA DETAIL

Reference	Length	Valid Values
STATUS	1	The 1-digit status of the agency. 0 - Future Implementation 1 - Pre-Implementation Support 2 - First Year Implementation Support 3 - Specific Support 4 - Other Support 5 - Hotline Support Only 6 - Self or Special Support (Corrections, Education, etc.) 7 - Consumer Affairs Boards & Bureaus 8 - Rollup Structure (Any organization that is used by the UCM in rollup structure on agencies' OC or IC table must be on D01. No other data is usually shown.) 9 - Other Accounting System (the only current usage is for organizations that have gone off of CALSTARS). The only reference data shown is the "DEPT" and the "YEAR".
ROPES	2	Two-letter code for the ROPES destination. If it is different than Department code, then it shows that another agency (or Headquarters) does the accounting.
DEPT	2	Two-letter code that describes the department, board or commission and is used for the HWDC billing account. If it is the same as the ROPES ID, the agency does its own accounting.
YEAR	2	The first year the agency was on CALSTARS
AD HOC	1	Agency is authorized to use Adhoc (<i>Obsolete</i>). Y - Yes N - No
ANALYST	2	First position is Client Service's (CS) Primary/Lead Analyst; second position is CS Secondary/Backup Analyst. Shown only for Status 1-4.
LOCATION	1	Location of accounting office: F - San Francisco or Bay Area L - Los Angeles or greater Los Angeles area O - Other location (Other than Sacramento, SF or LA) S - Sacramento
SIZE	1	Characterization of accounting staff. (Determined from FSCU Survey - fixed at the time of implementation by CS.) L - Large- 31+ M - Medium - 15-30 S - Small - 14 or less
RJE/VPS	7	Remote Job Entry code for an agency that uses RJE or the Virtual Printer System printer identification for an agency that is connected through VPS.

EXHIBIT IV-DS-3
D11 - OBJECT DETAIL REFERENCE: REPORTABLE PAYMENTS INDICATORS

Form Type ^{a/}	Box Number	RPI On RA	1099 Destination
Blank	Blank	Blank	Not applicable
I	01	5 ^{b/}	Interest
M	01	1	Rents
M	02	2	Royalty Payments
M	03	3	Other Income
M	06	6	Medical and Health Care Services Payments
M	07	7	Non-employee Compensation

^{a/} Form type: I = interest and M = miscellaneous

^{b/} This RPI is assigned when the input transaction has an RPI = 8.
The Remittance Advice will display RPI = 5.

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

FUNCTION	TABLE ID NO.	TABLE ENTRY KEY	REFERENCE DATA
TITLE			

FUNCTION	TABLE ID NO.	TABLE ENTRY KEY	REFERENCE DATA
TITLE			

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TITLE			

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