



## IV-PCA Program Cost Account Table

The Program Cost Account (PCA) Table supports the cost accounting system and performs the following functions:

- ✧ Contains up to four levels of an agency's program hierarchy for reporting purposes;
- ✧ Identifies in the Disbursement Fund Segment the appropriation item from which expenditures are to be initially paid (i.e., via claim schedules and payroll); and
- ✧ Assigns the funds, appropriations and program identification that will ultimately receive the costs through the Fund Split distribution process.

The PCA Table is available through Command **I.9** on the Table Maintenance/Inquiry screen.

### STRUCTURE

The PCA Table is divided into two segments, the control key and informational elements. The control key identifies each PCA record and contains the Organization Code, Funding Fiscal Year and PCA. The Organization Code identifies the agency. The PCA is a five-digit, alpha-numeric code assigned at the lowest level of programmatic detail. It identifies a program activity or a cost center for cost allocation.

The informational elements segment contains the PCA Title, the PCA Type, and the following classification elements:

- ✧ Programmatic Hierarchy (Program, Element, Component, and Task)
- ✧ Indicators that control the posting level of detail for accounting transactions
- ✧ Miscellaneous data elements such as PCA Level 1 and Location
- ✧ Disbursement Fund - identifies the fund and the account that initially captures accounting activity
- ✧ Ultimate Funds - identify the fund(s) and the account(s) that ultimately capture cost or accounting activity according to the specified fund distribution percentages

The coding requirements for all of the informational elements are defined in Exhibit IV-PCA-1.

## RELATIONSHIP TO OTHER TABLES

During PCA Table maintenance, the following data elements are validated against other related tables:

- ✦ Program Hierarchy (Program, Element, Component, and Task) is validated against the Program Hierarchy Descriptor Table (D15-D18)
- ✦ PCA Level 1 (if used) is validated against the PCA Level 1 Descriptor Table (D19)
- ✦ Location (if used) is validated against the Location Descriptor Table (D35)
- ✦ Appropriation Symbol (AS) is validated against the AS Table
- ✦ Fund Detail (FD), if used, is validated against the Fund Detail Descriptor Table (D23)
- ✦ Project/WP (if used) is validated against the Project Control Table

## INPUT CODING

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

Data entered on the PCA Entry screen is keyed from the PCA Table Entry Form (CALSTARS 10). The form, shown in Exhibit IV-PCA-2, is formatted the same as the PCA Entry screen. It is available at [www.dof.ca.gov/html/calstars/forms.htm](http://www.dof.ca.gov/html/calstars/forms.htm).

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

**Note:** PROGRAM-ELEMENT-COMPONENT-TASK may be coded at an equal or lower level than the AS Table, but never at a higher level.

The PCA Table should be entered after most tables but before the Cost Allocation Table.

## PCA ENTRY SCREEN

The PCA Entry screen shown below is available through Command **I.9**.

```

9990 I.9: PCA Entry                                     12-20-2005 11:19 AM

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

FFY: ____ PCA> ____ TITLE> _____ TYPE> _

PROGRAM HIERARCHY: PROGRAM> __ ELEMENT> __ COMPONENT> __ TASK> __
INDICATORS       : ALLOTMENT PROGRAM> _ CFIS PROGRAM> _ ACTIVE/INACTIVE> _
MISCELLANEOUS    : PCA LEVEL 1> ____ LOCATION> ____

          AS>  FS>  FUND>  FD>  M>  PERCENT  PROJ/WP>
DISBURSEMENT FUND: ____ - ____ - ____ - ____ - ____ - ____
ULTIMATE FUNDS
DISTRIBUTION  1: ____ - ____ - ____ - ____ - ____ - ____
DISTRIBUTION  2: ____ - ____ - ____ - ____ - ____ - ____
DISTRIBUTION  3: ____ - ____ - ____ - ____ - ____ - ____
DISTRIBUTION  4: ____ - ____ - ____ - ____ - ____ - ____
DISTRIBUTION  5: ____ - ____ - ____ - ____ - ____ - ____
To access all distribution lines (1 through 10), press F11
Command: _____ LP DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit  Log   List  Dfalt Bkwrđ Frwrđ Clear      D1-10 Main

```

Most PCA Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **F**=Funding Fiscal Year Maintenance, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **U**=Generate a single record, **V**=View, and **W**=Print Record, can be performed from the PCA Entry screen.

FFY maintenance (**G**=Generate FFY, **P**=Print Table, **R**=Recall Maintenance/Print Request, and **X**=Delete FFY) is performed from the FFY Maintenance screen. Refer to the *FFY Maintenance Screen* section in this chapter for further discussion.

The PCA Entry screen displays only the first five of the ten Ultimate Funds Distribution lines. Press **F11**=D1-10 to display the pop-up Fund Distribution screen, which displays all ten Distribution lines available for key entry. An example of the Fund Distribution screen is displayed below.

```

9990 I.9: PCA Entry                                     12-20-2005 11:11 AM
                                     Fund Distribution

FFY:      PCA:      TITLE:
TYPE:     PROGRAM:  ELEMENT:  COMPONENT:  TASK:

DISBURSEMENT FUND:  AS>  FS>  FUND>  FD>  M>  PERCENT  PROJ/WP>
ULTIMATE FUNDS
DISTRIBUTION  1:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION  2:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION  3:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION  4:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION  5:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION  6:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION  7:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION  8:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION  9:  ___  ___  ___  ___  ___  ___  ___
DISTRIBUTION 10:  ___  ___  ___  ___  ___  ___  ___
Press Enter to accept, F2 to cancel, or F11 to access Entry Screen
          PF2                      PF6                      PF11
          Retrn                    Dfalt                    Entry

```

**Note:** The PCA record key, title, type, and program hierarchy are displayed on the pop-up screen, but must first be keyed on the PCA Entry screen.

To exit the Fund Distribution screen and return to the PCA Entry screen, press one of the following keys:

- ☛ **Enter** – When **Enter** is pressed to exit the Fund Distribution screen, edits are performed. If the data passes all online edits, the PCA Entry screen is displayed. Press **Enter** again to complete table update.
- ☛ **F2=Retrn**—When **F2=Retrn** is pressed to exit the Fund Distribution screen, all data entered on the Fund Distribution screen is lost.
- ☛ **F11=Entry**—When **F11=Entry** is pressed to exit the Fund Distribution screen, all data entered is retained. Edits are **not** performed when using **F11=Entry** to return to the PCA Entry screen.

## PCA 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**, **F=FFY Maintenance** (**G=Generate FFY** and **X=Delete FFY**), **P=Print Table**, **R=Recall Maintenance/Print**, **U=Generate a single record**, **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 finished.

An example of the screen is displayed below.

```

9990 PCA List                                     12-20-2005 11:26 AM

Function: _ (F=FFY Maint, P=Print Table)         Go to PCA: _____
          (R=Recall Maint/Print)                 FFY: 2004

Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View, W=Print Rec)
F  PCA              TITLE                          TYPE PG EL CMP TSK A/I
-----
-  00127 AMERICORPS HOMELAND SECURITY              1  11 15 125  0
-  00128 AMERICORPS HOMELAND SECURITY              1  11 15 125  0
-  00129 AMERICORPS HOMELAND SECURITY              1  11  40      0
-  00130 AMERICORPS HOMELAND SECURITY              1  11  40      0
-  00131 SECRETARY FOR EDUCATION 2                 1  11 10 131  0
-  00132 ADVANCED PLACEMENT                       1  11 10 132  0
-  00133 EDUCATION TECHNOLOGY SUPPORT              1  11 10 133  0
-  00134 CERT SUPPORT                             1  11 50 112  0
-  00135 ACADEMIC MENTORING                       1  11 10 135  0
-  00136 GOV'S READING IMPROVEMENT PROGRAM        1  11 10 136  0
-  00137 EDUCATION TECH GRANT SUPPORT             1  11 10 137  0

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

```

The list of PCA records is displayed in PCA order within the FFY. If the Entry screen is blank when F5 is pressed, the list of PCA records will begin with the first sequential record in the current FFY. Otherwise, it will begin with the FFY record shown when F5 was pressed.

The FFY is shown in the upper right corner of the screen. To change the FFY, enter the desired FFY and press **Enter**.

To find a specific record, enter the PCA in the 'Go to PCA:' 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, enter an **F**, **P** or **R** in the Function Field or enter a **C**, **D**, **U**, **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 within the FFY. All maintenance must be completed or cancelled (by pressing F2=Next) before the List screen or the FFY Maintenance screen may be re-accessed.

## FFY MAINTENANCE SCREEN

The FFY Maintenance screen is available for online tables that have a FFY and require FFY maintenance, such as the **Generate** function. The FFY Maintenance screen is accessed from:

- ✪ the PCA Entry or List screen by keying a **F** in the Function field and pressing **Enter** (Entry screen must be blank, except FFY, when **Enter** is pressed)
- ✪ the I: Table Maintenance/Inquiry screen by keying **80** in the Code field at the bottom of the screen and pressing **Enter**
- ✪ any CALSTARS screen with a Command line by keying **I.80** on the Command line and pressing **Enter**.

An example of the screen is displayed below.

```

9990 FFY Maintenance                                02-24-2005 01:36 PM

Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                    (X=Delete FFY)
Enter under FFY below the year to Generate from, Delete, or Print.

F  FFY          TABLE
-  ----  -----
-  _____  Index Code          (IC)
-  _____  Appropriation Symbol (AS)
-  2005  Program Cost Account      (PCA)
-  _____  Cost Allocation       (CA)
-  _____  Employee Master       (EM)

-  _____  DGS Invoice Allocation (EA)
-  _____  DGS Services           (OD)

Press Enter to submit request(s)

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

```

To initiate maintenance activity from the FFY Maintenance screen, key **G**, **P**, **R** or **X** in the F action column to the left of the desired table. Key the appropriate FFY, and press **Enter**. If the FFY is displayed on the Entry or List screen when the **F** Function is initiated, the FFY will already be displayed on the FFY Maintenance screen.

## TABLE MAINTENANCE FUNCTIONS

The following functions (except **G**, **X** and some **P**) 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 **A** in the Function field, the FFY, PCA, and the appropriate values in the informational elements fields to **Add** a record to the PCA Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the PCA Table. A fresh screen is displayed with blank data fields, and a message confirming that the PCA Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.

**C= Change**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 **C** in the Function field of the desired record.
- (2) Key **V** in the Function field, the appropriate values in the FFY and the PCA fields, and press **Enter** to **View** a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate values in the FFY and the PCA fields, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the PCA 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 **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 fields 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.

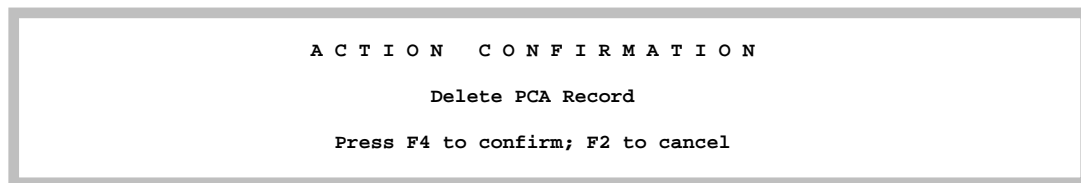
**Note:** To blank out (delete) information on input fields, use the delete key or the space bar. Dollar signs are no longer used in Change transactions to delete information on input fields.

**D=Delete**From The Entry Screen:

To **Delete** a record, either:

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

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



If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the PCA 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 **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 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 return to the List screen.

### F=FFY Maint

The **F=FFY Maintenance** function is used to access the FFY Maintenance screen. To access the screen, key **F** in the Function field of the PCA Entry or List screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

### G=Generate FFY

The **Generate** function copies PCA records from one year to the next and increases the FFY by one during overnight processing. This function is only available through the FFY Maintenance screen.

To initiate the **Generate** function from the FFY Maintenance screen, key **G** in the F action column on the Program Cost Account line. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the example below.

| Key the existing FFY: (Year 1) in the FFY field | To <b>Generate</b> records for: (Year 2) |
|---|--|
| 2004  | 2005                                     |
| 2005  | 2006                                     |
| 2006  | 2007                                     |

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **Generate** function may be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **Generate** function a second time may be quicker than manually adding new Year 1 records to Year 2 records after Year 1 records were generated. The **Generate** function does not update or replace records previously **Added** or **Generated**, so records are not duplicated.

If an attempt is made to **Generate** records that have already been **Added**, an error message is displayed on the Program Cost Account (PCA) Table Activity Report for each existing record. However, error messages are not issued when an attempt is made to **Generate** previously generated records. If the **G=Generate** function is keyed more than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

**N=Next**From The Entry Screen:

**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.

**P=Print Table**

The **Print Table** function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the Program Cost Account (PCA) Table Listing Report and/or printing the report. If a FFY is displayed on the pop-up screen when a report is requested, only records for the specified FFY are selected. If the FFY field is blank, the entire PCA Table (all FFYs) is selected. An example of the CSB970-2 report is displayed in Exhibit IV-PCA-3.

From The Entry Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the Entry screen when **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when **Enter** is pressed, the FFY is not displayed on the screen.

From The List Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. To request all records within the PCA Table, delete the FFY from the FFY field on the pop-up screen.

From The FFY Maintenance Screen:

Key **P** in the F action column, the FFY if desired, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when **Enter** is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen is shown below.

```

Print/Report File Selection
Program Cost Account (PCA) Table

___ Enter FFY or leave blank for entire table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI970-*.TBL-PA.IQ.D2050324.T090233
  P=Printer Output and Report File
    Printer ID : CTP2   Report Class: Z   Report ID: ITBL
    Report File: CS9990.CSI970-*.TBL-PA.IQ.D2050324.T090233
  O=Report Output after Overnight Processing
    Printer ID : CTP2   Report Class: A   Report ID: TBLE

_ Enter 'Y' to create a fixed format report (suitable for Monarch use)

Press Enter to submit the request, or F2 to cancel

```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Program Cost Account (PCA) Table Listing Report (CSI970-2)
- P** – Immediately generates an electronic report file of the Program Cost Account (PCA) Table Listing Report (CSI970-2) and ROPES the PCA Table Listing Report (CSI970-2) to an agency printer
- O** – ROPES the Program Cost Account Table Listing Report (CSB970-2), including the current day's table maintenance, to an agency printer after overnight processing is complete

Leave **Blank** or key **Y** in the \_ Enter 'Y' to create a fixed format report (suitable for Monarch use) field as explained below:

- Blank** – Suppresses the printing of a line if all record fields included in that line are blank (e.g., Ultimate Funds Distribution lines)
- Y** – Creates a report that prints all lines of every record

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry, List or I: Table Maintenance/Inquiry).

**Note:** The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

The PCA Table can be requested in raw data format through Command **G.1**. Note that the name of the file containing the raw data is PA.

**R=Recall Maintenance/Print**

The Recall function is used to delete overnight PCA table maintenance before it is executed.

From The Entry Screen Or The List Screen:

Key **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below. The FFY must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

From The FFY Maintenance Screen:

Key **R** in the F action column and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is pressed.

An example of the pop-up screen is shown below.

```
Recall Overnight Maintenance/Print Request
Program Cost Account (PCA) Table

Select one or more with a 'Y':

_ Remove the request to Delete FFY 1997
_ Remove the request to Generate FFY 2005
_ Remove the request to Print FFY 2005
*** End of Data ***

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

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

**U=Generate Record**

From The Entry Screen:

Key **U=Generate Record** in the Function field, the FFY and PCA in their respective fields, and press **Enter** to generate an individual record for the new FFY. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **U** in the F action column to the left of the desired record(s) and press **Enter**. 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.

**V=View**From The Entry Screen:

Key a **V** in the Function field, the FFY and PCA in their respective fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. 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.

**W=Print Record**

The **W=Print Record** function immediately prints a single record report (CSI970-2) and generates a single record report file from the PCA Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI970-2.TBL-PA.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key **W** in the Function field, the FFY and PCA in their respective 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:

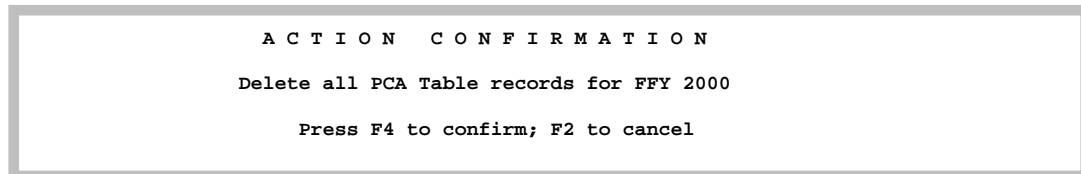
Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

**X=Delete FFY**

The **X=Delete FFY** function initiates the deletion of all PCA records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown below.



If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the PCA Table.

A message confirming that the records were deleted successfully or that the Delete function was cancelled is displayed at the bottom of the screen.

**Note:** If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the 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 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 or title in the fields 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 or Title 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 selected is displayed, the label below the **F2** key changes back 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 Index Code List 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=Bkwrđ** (Backward)—Go to the previous record (page of records).

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

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

**F11= D1-10 or Entry**—The following two functions are available for the **F11** key.

**D1-10** (Distribution line 1 through 10) —Go to the popup Fund Distribution screen to display all 10 distribution lines.

**Entry**—Exits the pop-up Fund Distribution screen and returns to the PCA Entry screen. All data keyed is retained. Edits are **not** performed when using **F11=Entry** to return to the PCA Entry screen.

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

## PCA TABLE REPORTS

The following reports are system generated:

- ✦ Program Cost Account (PCA) Table Activity Report (CSB970-1) - This report displays all transactions successfully entered online during the work day. It is produced during overnight processing whenever online table maintenance has been completed. The report is displayed in Exhibit IV-PCA-3.
- ✦ Program Cost Account (PCA) Table – Delete FFY (yyyy) Report (CSB970-3) – This report displays all records deleted when Function **X**=Delete FFY is entered. The report is displayed in Exhibit IV-PCA-3.
- ✦ Program Cost Account (PCA) Table Upload Activity Report (CSB970-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit IV-PCA-3.

The following reports are produced upon agency request:

- ✦ Program Cost Account (PCA) Table Listing Report (CSB970-2/CSI970-2) – This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the PCA Entry or List screen. If Function **P** and a Funding Fiscal Year are entered, the listing is limited to the specific fiscal year requested. If **P** is entered without a FFY, the listing contains all fiscal years in the PCA table. The report is displayed in Exhibit IV-PCA-3.

## CONTROL

The Program Cost Account (PCA) Table Activity Report (CSB970-1) and the Program Cost Account (PCA) Table Upload Activity Report (CSB970-4) 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-PCA-1  
PROGRAM COST ACCOUNT TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element                          | Length | Contents   |
|---------------------------------------|--------|--|
| <b><u>Control Key:</u></b>            |        |  |
| ORGANIZATION NUMBER (ORG)             | 4      | The Organization Code is automatically displayed based on the signon used. It cannot be altered.   |
| FUNDING FISCAL YEAR (FFY)             | 4      | Enter the Funding Fiscal Year that identifies the year to which this record pertains.  |
| PROGRAM COST ACCOUNT (PCA)            | 5      | Enter the Program Cost Account (PCA). This code may be alpha-numeric. Special symbols and <b>00000</b> are not allowed.  |
| <b><u>Informational Elements:</u></b> |        |  |
| TITLE                                 | 40     | Enter the PCA Title. Although 40 characters are available, many reports print only the first 25 characters. Plan accordingly.  |
| PCA TYPE (TP)                         | 1      | Enter the PCA Type:<br><ul style="list-style-type: none"> <li><b>1</b> - Direct (includes transfers, revenue, refunds to reverted appropriations)</li> <li><b>2</b> - Service Center</li> <li><b>3</b> - Redistribution Account</li> <li><b>4</b> - Other Indirect</li> <li><b>5</b> - Special – Administration</li> <li><b>6</b> - Indirect PCA that is allocated only during variance or year-end variance cost allocation run</li> </ul>  |
| <b><u>Program Hierarchy:</u></b>      |        |  |
| PROGRAM (PG)                          | 2      | Enter the required Program (from <b>I.5.15</b> Program Hierarchy Table). Also, refer to the UCM, Department Program chapter for coding guidelines including reserved Program codes (includes Programs <b>95-99</b> ).  |
| ELEMENT (EL)                          | 2      | Enter the Element (from <b>I.5.16</b> Program Hierarchy Table) or leave blank if program is the lowest level of detail in the agency's program structure.  |
| COMPONENT (CMP)                       | 3      | Enter the Component (from <b>I.5.17</b> Program Hierarchy Table) or leave blank if element is the lowest level of detail in the agency's program structure.  |
| TASK (TSK)                            | 3      | Enter the Task (from <b>I.5.18</b> Program Hierarchy Table) or leave blank if component is the lowest level of detail in the agency's program structure.   |
| <b><u>Indicators:</u></b>             |        |  |
| ALLOTMENT PROGRAM INDICATOR (AL)      | 1      | Enter the Allotment Program and Fund Level Indicator:<br><ul style="list-style-type: none"> <li><b>0</b> - Do not post allotments by Program</li> <li><b>1</b> - Allotment by Program</li> <li><b>2</b> - Allotment by Element</li> <li><b>3</b> - Allotment by Component</li> <li><b>4</b> - Allotment by Task</li> <li><b>5</b> - Allotment by PCA</li> <li><b>A</b> - Allotment by Fund</li> <li><b>B</b> - Allotment by Program and Fund</li> <li><b>C</b> - Allotment by Element and Fund</li> <li><b>D</b> - Allotment by Component and Fund</li> <li><b>E</b> - Allotment by Task and Fund</li> <li><b>F</b> - Allotment by PCA and Fund</li> </ul> |

EXHIBIT IV-PCA-1 (CONTINUED)  
PROGRAM COST ACCOUNT TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element                          | Length | Contents   |
|---------------------------------------|--------|--|
| CFIS PROGRAM INDICATOR (CP)           | 1      | Enter one of the following codes to indicate the lowest level of program detail displayed on the Plan of Financial Adjustment (PFA) Q22 and Q23 Reports. This indicator should be the same as the 'Appn Program' indicator in the AS Table for the ultimate fund Appropriation Symbol.<br><br><b>0</b> - No program identification<br><b>1</b> - Program level<br><b>2</b> - Element level<br><b>3</b> - Component level<br><b>4</b> - Task level  |
| ACTIVE/INACTIVE (A/I)                 | 1      | Enter the code to specify whether the PCA is active or inactive:<br><br><b>0</b> - Active – transactions referencing this PCA Table record will post after passing the normal edits.<br><br><b>1</b> - Inactive – transaction referencing this PCA Table record will not post unless the I Modifier is keyed in the transaction (to override an inactive table record).  |
| <u>Miscellaneous:</u>                 |        |  |
| PCA LEVEL 1                           | 5      | Enter the Program Cost Account Level 1 (from <b>I.5.19</b> PCA Level 1 Descriptor Table) or leave blank if not used.<br><br>NOTE: This code is available to group PCAs together for reporting as an extra program level or on some other basis. See Q-Operating File reports in Volume 6.  |
| LOCATION                              | 6      | Enter the Location (from <b>I.5.35</b> Location Descriptor Table) if the PCA is to be identified with a specific geographical location, or leave blank.  |
| <u>DISBURSEMENT FUND INFORMATION:</u> |        | Includes Appropriation Symbol, Fund Source, Fund, Fund Detail, Method, and Project/WP (if used)<br><br>For expenditures: enter the AS and fund information that identifies the SCO account to which expenditures (claim schedules, direct transfers, payroll, abatements, etc.) are initially recorded.<br><br>For revenues and reimbursements: enter the AS and fund information that identifies the SCO account used to track revenues/ reimbursements or to record budgetary estimates for the collection of those revenues/reimbursements. |
| APPROPRIATION SYMBOL (AS)             | 3      | Enter the Appropriation Symbol that identifies the SCO disbursement or receipt account.  |
| FUND SOURCE (FS)                      | 1      | Enter the alpha statewide Fund Source. See the UCM, Funding Source/Appropriation chapter. Use FS=D to identify the Clearing Account when the Appropriation Symbol above is for the Clearing Account.   |
| FUND                                  | 4      | Enter the statewide Fund. See the UCM, Fund chapter.   |
| FUND DETAIL (FD)                      | 2      | Enter the Fund Detail (from <b>I.5.23</b> Fund Detail Table) or leave blank.   |

EXHIBIT IV-PCA-1 (CONTINUED)  
PROGRAM COST ACCOUNT TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element                                    | Length | Contents   |
|---|--------|--|
| METHOD<br>(M)                                   | 1      | Enter the statewide Method (from the UCM).<br><br><ul style="list-style-type: none"> <li>1 - Budget Act</li> <li>2 - Statutory</li> <li>3 - Constitutional</li> <li>4 - Carryover</li> <li>5 - Financial Legislation</li> <li>6 - Reappropriation</li> <li>7 - Other</li> </ul>  |
| PROJECT<br>(PROJ)                               | 6      | Enter the Project (from <b>I.10</b> Project Control Table) or leave blank.   |
| WORK PHASE<br>(WP)                              | 2      | Enter the Work Phase if Project is not blank. (The Work Phase must first be established in the <b>I.10</b> Project Control Table.)   |
| <u>ULTIMATE FUNDS DISTRIBUTION INFORMATION:</u> |        | Includes Appropriation Symbol, Fund Source, Fund, Fund Dtl. [optional], Method and Project/WP [optional]<br><br>For expenditures: enter the AS and fund information that identifies the SCO account that expenditures are ultimately charged to when fund split is run.<br><br>For revenues and reimbursements: enter the same data as the "disbursement" segment.<br><br>Complete the Ultimate Funds section of the screen. Up to ten funding sources can be charged when the fund (split) distribution process is run. |
| APPROPRIATION SYMBOL<br>(AS)                    | 3      | Enter the Appropriation Symbol used by the fund split process to identify the ultimate funding sources(s). For revenue and reimbursement PCAs, enter the same data as the Disbursement Fund Information.   |
| FUND SOURCE<br>(FS)                             | 1      | Enter the alpha statewide Fund Source. See the UCM, Funding Source/Appropriation chapter. Use FS = <b>D</b> to identify the clearing account only for an indirect PCA (recovers costs to itself in the cost allocation process when a clearing account is used).   |
| FUND  | 4      | Enter the statewide Fund. See the UCM, Fund chapter.   |
| FUND DETAIL<br>(FD)                             | 2      | Enter the Fund Detail (from <b>I.5.23</b> Fund Detail Table) or leave blank.   |
| METHOD<br>(M)                                   | 1      | Enter the statewide Method (from the UCM).<br><br><ul style="list-style-type: none"> <li>1 - Budget Act</li> <li>2 - Statutory</li> <li>3 - Constitutional</li> <li>4 - Carryover</li> <li>5 - Financial Legislation</li> <li>6 - Reappropriation</li> <li>7 - Other</li> </ul>  |
| PERCENT   | 1      | Enter the Fund Split Percentage (9.99999 format). The sum of all percentages must equal <b>1.00000</b> (100%). Use a decimal point. Percentages less than 100% are entered as <b>0.nnnnn</b> ( <i>n</i> = digit).  |
| PROJECT<br>(PROJ)                               | 6      | Enter the Project (from <b>I.10</b> Project Control Table) or leave blank.   |
| WORK PHASE<br>(WP)                              | 2      | Enter the Work Phase if Project is not blank. (The Work Phase must first be established in the <b>I.10</b> Project Control Table.)   |

EXHIBIT IV-PCA-1  
PROGRAM COST ACCOUNT TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element  | Length | Contents   |
|---|--------|--|
| <b><u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB970-2 AND CSB970-3 REPORTS</u></b> |        |  |
| LAST PROCESSED DATE<br>(LP)   | 2+2+4  | The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a maintenance transaction is processed. It cannot be altered by the user. |
| <b><u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB970-1 AND CSB970-4 REPORTS:</u></b>                 |        |  |
| TRANSACTION DATE<br>(TRANS)   | 2+2+4  | The Transaction Date identifies the date the transaction was processed.  |
| TRANSACTION TIME<br>(TRANS)   | 2+2+2  | The Transaction Time identifies the time the transaction was processed.  |
| USER IDENTIFICATION<br>(USERID)   | 7      | The User Identification identifies the Sign-on ID used to input the transaction.   |
| DISTRIBUTION NUMBER<br>(DIST #)   | 2      | The Distribution Number identifies the Ultimate Fund Distribution line that applies to the error message listed to the right of this field.  |

EXHIBIT IV-PCA-2  
PROGRAM COST ACCOUNT (PCA) TABLE ENTRY FORM

|   |  |   |
|---|--|---|
| <b>CALSTARS 10</b><br><small>(revised 08-12-2005)</small>   | <b>PROGRAM COST ACCOUNT (PCA) TABLE ENTRY FORM</b> | ORG: _____  |
| PREPARED BY: _____  | DATE: _____  | ENTERED BY: _____                                       |
| <b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table, R=Recall Maint/Print, U=Gen Record, V= View, W=Print Record) |  |   |
| <b>FFY</b> <input type="text"/>   | <b>PCA</b> <input type="text"/>                    | <b>TITLE</b> <input style="width: 600px;" type="text"/> |
| <b>PROGRAM HIERARCHY:</b>   |  |   |
| <b>PROGRAM</b> <input type="text"/>   | <b>ELEMENT</b> <input type="text"/>                | <b>COMPONENT</b> <input type="text"/>                   |
| <b>TASK</b> <input type="text"/>  |  |   |
| <b>INDICATORS:</b>  |  |   |
| <b>ALLOTMENT PROGRAM</b> <input type="checkbox"/>   | <b>CFIS PROGRAM</b> <input type="checkbox"/>       | <b>ACTIVE/INACTIVE</b> <input type="checkbox"/>         |
| <b>MISCELLANEOUS:</b>   |  |   |
| <b>PCA LEVEL 1</b> <input type="text"/>   | <b>LOCATION</b> <input type="text"/>               |   |
| <b>DISBURSEMENT FUND:</b>   | <b>AS</b> <input type="text"/>                     | <b>FS</b> <input type="text"/>                          |
| <b>ULTIMATE FUNDS:</b>  | <b>FUND</b> <input type="text"/>                   | <b>FD</b> <input type="text"/>                          |
|   | <b>M</b> <input type="text"/>                      | <b>PERCENT</b> <input type="text"/>                     |
|   |  | <b>PROJ</b> <input type="text"/>                        |
|   |  | <b>WP</b> <input type="text"/>                          |
| <b>DISTRIBUTION 1:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 2:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 3:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 4:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 5:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 6:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 7:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 8:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 9:</b>  | <input type="text"/>                               | <input type="text"/>                                    |
| <b>DISTRIBUTION 10:</b>   | <input type="text"/>                               | <input type="text"/>                                    |
| <b>F=FFY MAINT FUNCTION SELECTED, FUNCTION ON FFY MAINT SCREEN</b> <input type="checkbox"/> (G=Generate FFY, P= Print Table, R=Recall Maint/Print, X=Delete FFY)      |  |   |
| <b>P=PRINT FFY FUNCTION SELECTED: REPORT DESTINATION</b> <input type="checkbox"/> (F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)    |  |   |
| <b>CREATE FIXED FORMAT REPORT</b> <input type="checkbox"/> (Y=Fixed Format Report for use with Monarch, Blank=Suppress Blank Lines)                                   |  |   |
| <b>ADDITIONAL FFYS TO PRINT</b> _____   |  |   |
| <b>R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL</b> _____  |  |   |

EXHIBIT IV-PCA-3

| CSB970-1 *****           |       |   |                                   |  |  |  |         |               |    | DEPARTMENT OF AIR QUALITY                 |     |            | *****       |         |                       | ORG NUMBER: 9990 |    |           |   |          |        |                |
|--------------------------|-------|---|-----------------------------------|--|--|--|---------|---------------|----|---|-----|------------|-------------|---------|-----------------------|------------------|----|-----------|---|----------|--------|----------------|
| CALSTARS                 |       |   |                                   |  |  |  |         |               |    | PROGRAM COST ACCOUNT (PCA) TABLE ACTIVITY |     |            | REPORT      |         | ORG PAGE: 1           |                  |    |           |   |          |        |                |
| 03/14/2005 (17:57) ***** |       |   |                                   |  |  |  |         |               |    |   |     |            |             |         | RUN PAGE: 7           |                  |    |           |   |          |        |                |
|                          |       |   |                                   |  |  |  |         |               |    | PROGRAM HIERARCHY                         |     |            | INDICATORS  |         | -----TRANSACTION----- |                  |    |           |   |          |        |                |
| FFY                      | PCA   | F | TITLE                             |  |  |  | TP      | PG-EL-CMP-TSK | AL | CP  | A/I | DATE       | TIME        | USERID  |                       |                  |    |           |   |          |        |                |
|                          |       |   |                                   |  |  |  |         |               |    | AS  | FS  | FUND       | FD          | M       | PERCENT               | PROJ             | WP | PCA LEVEL | 1 | LOCATION | DIST # | ERROR MESSAGES |
| 2004                     | 00111 | A | CITIZEN CORP SUPPORT              |  |  |  | 1       | 11-15-111     | 2  | 2   | 1   | 03-14-2005 | 02:02:50 PM | CSCSPRT |                       |                  |    |           |   |          |        |                |
|                          |       |   | DISBURSEMENT FUND : 900 D 0001 1  |  |  |  |         | 111000        | 04 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | DISTRIBUTION FUND 1: 111 F 0890 1 |  |  |  | 0.20000 | 111000        | 04 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 2: 111 F 0890 1                   |  |  |  | 0.00000 | 111000        | 03 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 3: 123 F 0890 1                   |  |  |  | 0.20000 | 123000        | 04 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 4: 123 F 0890 1                   |  |  |  | 0.00000 | 123000        | 03 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 5: 130 F 0890 1                   |  |  |  | 0.20000 | 130000        | 04 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 6: 130 F 0890 1                   |  |  |  | 0.00000 | 130000        | 03 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 7: 155 F 0890 1                   |  |  |  | 0.20000 | 155000        | 04 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 8: 155 F 0890 1                   |  |  |  | 0.00000 | 155000        | 03 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 9: 171 F 0890 1                   |  |  |  | 0.20000 | 171000        | 04 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 10: 171 F 0890 1                  |  |  |  | 0.00000 | 171000        | 03 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
| 2004                     | 00112 | C | CERT SUPPORT                      |  |  |  |         |               |    |   | 1   | 03-14-2005 | 02:03:55 PM | CSCSPRT |                       |                  |    |           |   |          |        |                |
| 2004                     | 00123 | A | CITIZEN CORPS LA                  |  |  |  | 1       | 11-15-123     | 2  | 2   | 0   | 03-14-2005 | 03:04:00 PM | CSCSPRT |                       |                  |    |           |   |          |        |                |
|                          |       |   | DISBURSEMENT FUND : 171 F 0890 1  |  |  |  |         | 123000        | 04 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | DISTRIBUTION FUND 1: 171 F 0890 1 |  |  |  | 0.50000 | 123000        | 03 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |
|                          |       |   | 2: 175 F 0890 1                   |  |  |  | 0.50000 | 123000        | 04 |   |     |            |             |         |                       |                  |    |           |   |          |        |                |

EXHIBIT IV-PCA-3 (Continued)

| CSB970-2 *****           |      |                                 |    |      |    |   |         |                   |    | DEPARTMENT OF AIR QUALITY                |            |          | *****     |            |  | ORG NUMBER: | 9990 |
|--------------------------|------|---------------------------------|----|------|----|---|---------|-------------------|----|--|------------|----------|-----------|------------|--|-------------|------|
| CALSTARS                 |      |                                 |    |      |    |   |         |                   |    | PROGRAM COST ACCOUNT (PCA) TABLE LISTING |            |          | REPORT    |            |  | ORG PAGE:   | 2    |
| 03/14/2005 (17:57) ***** |      |                                 |    |      |    |   |         |                   |    |  |            |          | RUN PAGE: |            |  | 8           |      |
| PCA                      | FFY  | TITLE                           |    |      |    |   | TP      | PROGRAM HIERARCHY |    |  | INDICATORS |          |           | LP DATE    |  |             |      |
| -----                    |      |                                 |    |      |    |   |         |                   |    | PG-EL-CMP-TSK                            | AL         | CP       | A/I       | -----      |  |             |      |
|                          |      | AS                              | FS | FUND | FD | M | PERCENT | PROJ              | WP | PCA LEVEL                                | 1          | LOCATION | -----     |            |  |             |      |
| 00111                    | 2004 | CITIZEN CORP SUPPORT            |    |      |    |   | 1       | 11-15-111         |    |  | 2          | 2        | 1         | 03-14-2005 |  |             |      |
|                          |      | DISBURSEMENT FUND : 900 D 0001  |    |      |    |   | 1       | 111000 04         |    |  |            |          |           |            |  |             |      |
|                          |      | DISTRIBUTION FUND 1: 111 F 0890 |    |      |    |   | 1       | 0.20000 111000 04 |    |  |            |          |           |            |  |             |      |
|                          |      | 2: 111 F 0890                   |    |      |    |   | 1       | 0.00000 111000 03 |    |  |            |          |           |            |  |             |      |
|                          |      | 3: 123 F 0890                   |    |      |    |   | 1       | 0.20000 123000 04 |    |  |            |          |           |            |  |             |      |
|                          |      | 4: 123 F 0890                   |    |      |    |   | 1       | 0.00000 123000 03 |    |  |            |          |           |            |  |             |      |
|                          |      | 5: 130 F 0890                   |    |      |    |   | 1       | 0.20000 130000 04 |    |  |            |          |           |            |  |             |      |
|                          |      | 6: 130 F 0890                   |    |      |    |   | 1       | 0.00000 130000 03 |    |  |            |          |           |            |  |             |      |
|                          |      | 7: 155 F 0890                   |    |      |    |   | 1       | 0.20000 155000 04 |    |  |            |          |           |            |  |             |      |
|                          |      | 8: 155 F 0890                   |    |      |    |   | 1       | 0.00000 155000 03 |    |  |            |          |           |            |  |             |      |
|                          |      | 9: 171 F 0890                   |    |      |    |   | 1       | 0.20000 171000 04 |    |  |            |          |           |            |  |             |      |
|                          |      | 10: 171 F 0890                  |    |      |    |   | 1       | 0.00000 171000 03 |    |  |            |          |           |            |  |             |      |
| 00112                    | 2004 | CERT SUPPORT                    |    |      |    |   | 1       | 11-15-112         |    |  | 2          | 2        | 1         | 03-14-2005 |  |             |      |
|                          |      | DISBURSEMENT FUND : 900 D 0001  |    |      |    |   | 1       | 111000 04         |    |  |            |          |           |            |  |             |      |
|                          |      | DISTRIBUTION FUND 1: 111 F 0890 |    |      |    |   | 1       | 1.00000 111000 04 |    |  |            |          |           |            |  |             |      |
|                          |      | 2: 111 F 0890                   |    |      |    |   | 1       | 0.00000 111000 03 |    |  |            |          |           |            |  |             |      |
|                          |      | 3:                              |    |      |    |   |         |                   |    |  |            |          |           |            |  |             |      |
|                          |      | 4:                              |    |      |    |   |         |                   |    |  |            |          |           |            |  |             |      |
|                          |      | 5:                              |    |      |    |   |         |                   |    |  |            |          |           |            |  |             |      |
|                          |      | 6:                              |    |      |    |   |         |                   |    |  |            |          |           |            |  |             |      |
|                          |      | 7:                              |    |      |    |   |         |                   |    |  |            |          |           |            |  |             |      |
|                          |      | 8:                              |    |      |    |   |         |                   |    |  |            |          |           |            |  |             |      |
|                          |      | 9:                              |    |      |    |   |         |                   |    |  |            |          |           |            |  |             |      |
|                          |      | 10:                             |    |      |    |   |         |                   |    |  |            |          |           |            |  |             |      |

EXHIBIT IV-PCA-3 (Continued)

| CSB970-3 *****                            |      |   |       |       |       |       |         |                   |           | DEPARTMENT OF AIR QUALITY |            |          | *****     |         |            | ORG NUMBER: | 9990 |
|---|------|---|-------|-------|-------|-------|---------|-------------------|-----------|---------------------------|------------|----------|-----------|---------|------------|-------------|------|
| CALSTARS PROGRAM COST ACCOUNT (PCA) TABLE |      |   |       |       |       |       |         |                   |           | DELETE FFY (2002) REPORT  |            |          | ORG PAGE: | 3       |            |             |      |
| 03/14/2005 (17:57) *****                  |      |   |       |       |       |       |         |                   |           |                           |            |          | RUN PAGE: | 9       |            |             |      |
| PCA                                       | FFY  | TITLE                                     |       |       |       |       | TP      | PROGRAM HIERARCHY |           |                           | INDICATORS |          |           | LP DATE |            |             |      |
| ----                                      | ---- | -----                                     | ----- | ----- | ----- | ----- | ---     | ---               | ---       | ---                       | ---        | ---      | ---       | -----   |            |             |      |
|   |      | AS  | FS    | FUND  | FD    | M     | PERCENT | PROJ              | WP        | PCA LEVEL                 | 1          | LOCATION |           |         |            |             |      |
|   |      | ----                                      | ----  | ----- | ----- | ----- | -----   | -----             | -----     | -----                     | -----      | -----    |           |         |            |             |      |
| 00131                                     | 2002 | SECRETARY FOR EDUCATION                   |       |       |       |       | 1       |                   | 11-10-131 |                           | 2          | 2        | 0         |         | 03-14-2004 |             |      |
|   |      | DISBURSEMENT FUND : 131 G 0001 1          |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | DISTRIBUTION FUND 1: 131 G 0001 1 1.00000 |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 2:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 3:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 4:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 5:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 6:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 7:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 8:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 9:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 10:                                       |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
| 00137                                     | 2002 | EDUCATION GRANT TECH SUPPORT              |       |       |       |       | 1       |                   | 11-10-137 |                           | 2          | 2        | 0         |         | 03-14-2004 |             |      |
|   |      | DISBURSEMENT FUND : 131 G 0001 1          |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | DISTRIBUTION FUND 1: 131 G 0001 1 1.00000 |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 2:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 3:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 4:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 5:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 6:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 7:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 8:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 9:  |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |
|   |      | 10:                                       |       |       |       |       |         |                   |           |                           |            |          |           |         |            |             |      |

EXHIBIT IV-PCA-3 (Continued)

| CSB970-4 *****   |       |   |                                 |      |       |      |      |         |      | DEPARTMENT OF AIR QUALITY |                   |       |      | *****        |      |      |                       | ORG NUMBER: 9990         |    |        |
|--|-------|---|---------------------------------|------|-------|------|------|---------|------|---------------------------|-------------------|-------|------|--------------|------|------|-----------------------|--------------------------|----|--------|
| CALSTARS PROGRAM COST ACCOUNT (PCA) TABLE UPLOAD ACTIVITY REPORT |       |   |                                 |      |       |      |      |         |      |                           |                   |       |      | ORG PAGE: 4  |      |      |                       |                          |    |        |
| 03/14/2005 (17:57) *****   |       |   |                                 |      |       |      |      |         |      |                           |                   |       |      | RUN PAGE: 10 |      |      |                       |                          |    |        |
| FFY  | PCA   | F | TITLE                           |      |       |      |      |         |      | TP                        | PROGRAM HIERARCHY |       |      | INDICATORS   |      |      | -----TRANSACTION----- |                          |    |        |
|  |       |   | AS                              | FS   | FUND  | FD   | M    | PERCENT | PROJ | WP                        | PCA               | LEVEL | 1    | LOCATION     | DIST | #    | ERROR                 | MESSAGES                 |    |        |
|  |       |   | ----                            | ---- | ----- | ---- | ---- | -----   | ---- | ----                      | ----              | ----  | ---- | -----        | ---- | ---- | -----                 | -----                    |    |        |
| 2004   | 00124 | A | CERT LA                         |      |       |      |      |         |      | 7                         | 11-15-124         |       |      | 2            | 2    | 0    |                       |                          |    |        |
|  |       |   | DISBURSEMENT FUND : 900 D 0000  |      |       |      |      |         |      | 1                         | 111000 05         |       |      |              |      |      |                       | P68-DISB PROJ/WP NOT PC  |    |        |
|  |       |   | DISTRIBUTION FUND 1: 112 X 0890 |      |       |      |      |         |      | 1                         | 1.00000 111000 04 |       |      |              |      |      |                       | P69-DISB AS NOT IN AS    |    |        |
|  |       |   | 2: 111 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 111000 03 |       |      |              |      |      |                       | P72-DISB FUND NOT IN D22 |    |        |
|  |       |   | 3: 123 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 123000 04 |       |      |              | 1    |      |                       | P74-DIST AS NOT IN AS    |    |        |
|  |       |   | 4: 123 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 123000 03 |       |      |              | 1    |      |                       | P76-DIST FND SRC NOT D20 |    |        |
|  |       |   | 5: 130 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 130000 04 |       |      |              | 1    |      |                       | P86-DIST PROJ NOT IN PC  |    |        |
|  |       |   | 6: 130 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 130000 03 |       |      |              |      |      |                       |                          |    |        |
|  |       |   | 7: 155 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 155000 04 |       |      |              |      |      |                       |                          |    |        |
|  |       |   | 8: 155 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 155000 03 |       |      |              |      |      |                       |                          |    |        |
|  |       |   | 9: 171 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 171000 04 |       |      |              |      |      |                       |                          |    |        |
|  |       |   | 10: 171 F 0890                  |      |       |      |      |         |      | 1                         | 0.00000 171000 03 |       |      |              |      |      |                       |                          |    |        |
| 2004   | 00125 | A | AMERICORPS HOMELAND SECURITY    |      |       |      |      |         |      | 1                         | 11-15-125         |       |      | 2            | 2    | 0    | 03-14-2005            | 06:00:00                 | PM | UPLOAD |
|  |       |   | DISBURSEMENT FUND : 171 F 0890  |      |       |      |      |         |      | 1                         | 123000 04         |       |      |              |      |      |                       |                          |    |        |
|  |       |   | DISTRIBUTION FUND 1: 171 F 0890 |      |       |      |      |         |      | 1                         | 1.00000 123000 04 |       |      |              |      |      |                       |                          |    |        |
|  |       |   | 2: 175 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 123000 03 |       |      |              |      |      |                       |                          |    |        |
|  |       |   | 3: 151 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 111000 04 |       |      |              |      |      |                       |                          |    |        |
|  |       |   | 4: 155 F 0890                   |      |       |      |      |         |      | 1                         | 0.00000 151000 03 |       |      |              |      |      |                       |                          |    |        |