



IV-Project Control Table

The Project Control Table is used to account for federal grants, capital outlay projects and special agency projects. Activities that overlap several appropriation years or have a reporting period different than the state fiscal year may be tracked by establishing a Project Number in the Project Control Table. Unlike many CALSTARS tables, the Project Control Table is not controlled by Funding Fiscal Year.

Use of the Project Control Table is mandatory for any agency that accounts for federal funds. Refer to Volume 3, Chapter IX, Project Accounting for more information on Project Accounting.

The Project Control Table is available through Command **I.10** on the Table Maintenance/Inquiry screen.

STRUCTURE

The Project Control Table is divided into two segments: the control key and informational elements. The control key segment identifies each Project Control record and contains the Organization Code, Project Number and Work Phase.

The Organization Code identifies the agency responsible for the particular project. The Project Number identifies each capital, Federal or special project. The Work Phase provides additional detail for project or grant related activity and is agency assigned.

The informational elements segment includes fields of descriptive information as well as posting and control indicators for each project.

RELATIONSHIP TO OTHER TABLES

When the Project Control table is updated, the Project Number is validated against the Project Table (D42) and the Federal Catalog is validated against the Federal Catalog Table (D40). No other table related editing occurs during update. The Project Control table is used to validate the Project/Work Phase that is coded in other tables, such as the Program Cost Account (PA) and Index Code (IC) Tables.

INPUT CODING

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

Data entered on the Project Control Entry screen is keyed from the Project Control Table Entry form (CALSTARS 12). The form, shown in Exhibit IV-PC-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.

PROJECT CONTROL ENTRY SCREEN

The Entry screen shown below is available through Command **I.10**.

```

9990 I.10: Project Control Entry                                04-05-2005 12:59 PM
FUNCTION: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

PROJECT/WORK PHASE> _____ _
TITLE> _____

START DATE: MM DD YYYY
END DATE  : MM DD YYYY

PROJECT TYPE> _ FEDERAL CATALOG> _____ SUB GRANTEE CODE: _____

POSTING AND CONTROL INDICATORS:
OBJECT> _ REVENUE> _ GENERAL LEDGER> _ APPROPRIATION> _ CASH> _

OTHER INDICATORS:
ACTIVE/INACTIVE> _ BILLING CYCLE> _

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 Main

```

All Project Control Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) can be performed from the Entry screen.

PROJECT CONTROL 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 finished.

An example of the screen is shown below.

```

9990 Project Control List                                03-08-2005 11:26 AM

Function: _ (P=Print Table, R=Recall Maint/Print)  Go to Project/WP: _____

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  PROJ  WP  TITLE                                START DATE  END DATE A/I
-----
_ 171000 00 AMERICORPS                        09-30-1994 09-30-2005 0
_ 503000 00 DAQ - STUDY THE AIR                07-01-1996 06-30-2000 0
_ 790101 00 DAQ - CLEAN AIR GRANTS              07-01-1979 06-30-1984 0
_ 790104 00 DAQ - CLEAN AIR FILTERS             07-01-1982 07-01-1984 0
_ 800101 00 DAQ - CLEAN UP THE AIR CAMPAIGN          07-01-1980 06-30-1984 0
_ 800102 00 DAQ - INDOOR AIR STUDY                     09-05-1980 06-30-1982 0
_ 800103 00 DAQ - ADMINISTERING CLEAN AIR         01-01-1980 06-30-1984 0
_ 800104 00 DAQ - CLEANER AIR USING SCRUBBERS       01-01-1980 06-30-1984 0
_ 800105 00 EPA-EVALUATION OF EMERGING TECHNOLOGIES    03-18-1981 06-30-1983 0
_ 800107 00 ACTION-ACTION TRAINING CONTRACT           04-01-1981 06-30-1983 0
_ 800108 00 ACTION-VISTA PROJECT SUPERVISOR           04-01-1981 06-30-1983 0
_ 800108 00 ACTION-VISTA PROJECT MANAGEMENT         04-01-1981 06-30-1983 0

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

```

The list of Project Control (PC) records is displayed in Project/Work Phase (WP) 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 the **F5** was pressed.

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

PROJECT CONTROL ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4=Log** key on the Entry or List screen is pressed. An example of the screen is displayed below.

```

9990 Project Control - Activity Log                                08-02-2007 02:37 PM

Sort: K (D=Date/Time, U=UserID, K=Proj/WP)
-----Go To----- -Go To-- --Go To--
      DATE      TIME      USERID      PROJ  WP
F  -----
C  12-14-2005  03:16 PM  CSAQKLC      DODR71 02  DOD-CR EL CENTRO NAF
C  07-13-2005  12:35 PM  CSAQKLC      DODR71 02  DOD-CR EL CENTRO NAF
C  07-28-2006  10:09 AM  CSAQKLC      DODR71 03  DOD-CR TWENTYNINE PALMS MCAGCC
C  12-14-2005  03:17 PM  CSAQKLC      DODR71 03  DOD-CR TWENTYNINE PALMS MCAGCC
C  07-13-2005  12:35 PM  CSAQKLC      DODR71 03  DOD-CR TWENTYNINE PALMS MCAGCC
C  07-28-2006  10:10 AM  CSAQKLC      DODR71 04  DOD-CR SALTON SEA NAVAL TEST BASE
A  12-14-2005  03:44 PM  CSAQKLC      DODR71 04  DOD-CR SALTON SEA NAVAL TEST BASE
C  07-28-2006  10:10 AM  CSAQKLC      DODR81 00  DOD-CR PROGRAM MANAGEMENT REGION 8
C  12-14-2005  03:17 PM  CSAQKLC      DODR81 00  DOD-CR PROGRAM MANAGEMENT REGION 8
C  07-13-2005  12:35 PM  CSAQKLC      DODR81 00  DOD-CR PROGRAM MANAGEMENT REGION 8
C  07-28-2006  10:10 AM  CSAQKLC      DODR81 01  DOD-CR TUSTIN MCAS
C  12-14-2005  03:18 PM  CSAQKLC      DODR81 01  DOD-CR TUSTIN MCAS

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

```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by Project/Work Phase when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by Project/Work Phase in ascending order beginning with the Project/Work Phase of the record previously on the Entry screen or the Project/Work Phase of the List screen record where the cursor was positioned. If there are multiple activity records for the same Project/Work Phase, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Project/Work Phase column is displayed in white to indicate Project/Work Phase as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Project/WP in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, Project, or Project/Work Phase in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted

according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all PC Table records can be viewed on the PC Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a maintenance record, place the cursor on any record line and press **F5=Dtail**.

An example of the Log Detail screen is displayed below.

```

9990 Project Control Log Detail - Proj/Wp/Date/Time order   08-02-2007 02:47 PM
Function: C  DATE: 07-10-2007  TIME: 10:32:24 AM  USERID: CSAQKLC
PROJECT/WORK PHASE: 832199 01
TITLE: CA/BAJA ENVIRON MGMT SYS PROJECT
START DATE: 10-01-2004
END DATE   : 11-30-2006
PROJECT TYPE: 1  FEDERAL CATALOG: 66305011  SUB GRANTEE CODE:
POSTING AND CONTROL INDICATORS:
  OBJECT: 4  REVENUE: 2  GENERAL LEDGER: 0  APPROPRIATION: 0  CASH: 0
OTHER INDICATORS:
  ACTIVE/INACTIVE: 0  BILLING CYCLE: 0
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                               Bkwrdr Frwrdr                               Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

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, the Project and WP, and the appropriate values in the informational elements fields to **Add** a record to the PC Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the PC 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 **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 a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the Project and WP fields, and press **Enter** to **View** a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate values in the Project and WP fields, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the PC 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 a **C** in the F action column to the left of the desired project 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.

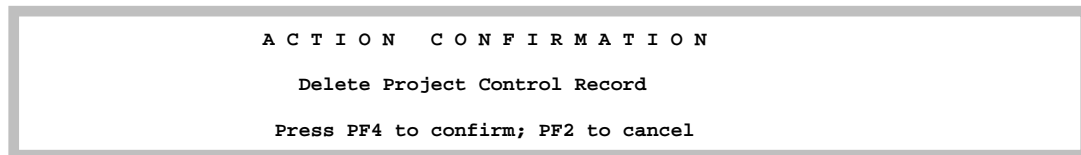
D=Delete

From The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key 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 Project and WP fields, and press **Enter** to **View** 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 Project and WP 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.



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

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

Note: Deleting a PC record impacts the Grant Project File. Refer to the *Purge of Grant Project File* section for more information.

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 **P** function provides agencies the option of generating an electronic report file of the PC Table Listing Report and/or printing a report. The report contains all records within the Project Control Table and is displayed in Exhibit IV-PC-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
Project Control (PC) Table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI950-2.TBL-PC.IQ.D2050308.T1139491
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI950-2.TBL-PC.IQ.D2050308.T1139491
  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 on the pop-up screen:

F – Immediately generates an electronic report file of the Project Control Table Listing Report (CSI950-2)

- P** – Immediately generates an electronic report file (CSI950-2) and ROPES the Project Control Table Listing Report (CSI950-2) report to an agency printer
- O** – ROPES the Project Control Table Listing Report (CSB950-2), including the current day's table maintenance, to an agency printer after overnight processing is complete

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

Note: The Output Destination for reports is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov.

R=Recall Maint/Print

The **Recall** function is used to delete overnight PC table maintenance before it is initiated. For the PC 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
Project Code (PC) Table

Select one or more with a 'Y'

_ Remove the request to Print the Table
*** End of Data ***

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

```

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=ViewFrom The Entry Screen:

Key a **V** in the Function field, the Project and WP in the Project/ WP field, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired project 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 (CSI950-2) and generates a single record report file from the Project Control Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI950-2.TBL-PC.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the Project and WP in the Project/ WP field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired project 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 PC 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 Project or WP 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 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.

F4=Log—Displays the Project Control Log Activity screen.

F5=List or **Log Detail**—The following two functions are available for the F5 key.

List—Displays the Project Control List screen.

Log Detail—Displays the Project Control Log Detail 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**.

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

PURGE OF GRANT PROJECT FILE RECORDS

To purge the Grant Project File records for a particular Project/ WP, the Project/ WP must be deleted from the Project Control Table. The Grant Project File records for the Project/ WP will remain in the Grant Project File until the next Year-End Close process is run. The absence of the Project/ WP in the Project Control Table causes the associated Grant Project File records to be purged as part of the Year-End Close process. A Project/ WP in the Project Control Table should only be deleted under the following conditions:

- ❖ A Project/ WP was established with an incorrect key (all Grant Project File records must be moved to the correct key prior to deleting the incorrect particular Project/ WP); or
- ❖ A Project/ WP was closed, there will be no more financial information recorded in the Grant Project File, and all required historical reports have been requested.

PROJECT CONTROL TABLE REPORTS

The following reports are system generated:

- ✪ Project Control (PC) Table Activity Report (CSB950-1) - This report displays all transactions successfully entered on-line during the work day. It is produced during overnight processing whenever on-line table maintenance has been completed. The report is displayed in Exhibit IV-PC-3.
- ✪ Project Control (PC) Table Upload Activity Report (CSB950-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed Exhibit IV-PC-3.

The following reports are produced upon agency request:

- ✪ Project Control (PC) Table Listing Report (CSB950-2/CSI950-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on a Project Control screen. The report is displayed in Exhibit IV-PC-3.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The Project Control (PC) Table Activity Report (CSB950-1) and the Project Control (PC) Table Upload Report (CSB950-4) 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-PC-1
PROJECT CONTROL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
Control Key:		
ORGANIZATION CODE (ORG CODE)	4	The Organization Code is displayed based on the User's signon and cannot be altered.
PROJECT (PROJ)	6	Enter the alphanumeric Project assigned to the project or grant. (Must first be defined in Descriptor Table 42.)
WORK PHASE (WP)	2	Enter the numeric Work Phase (00 through 99) . If the project or grant is not broken down into Work Phases, enter zeros (00).
Informational Elements:		
TITLE	40	Enter the Project Title. The Project Title must not be blank.
START DATE	8	Enter the Project Start Date (MMDDYYYY format) . May be blank if Project Type equals 0 or A . Note: The Start Date/End Date identifies the continuous period that the funds are available for expenditure, encumbrance or cash receipt. The Document Date in the transaction must be within this range in order for the transaction to post to the GP File. If the Document Date field is blank, the edit uses the processing date internally assigned by CALSTARS.
END DATE	8	Enter the Project Ending Date (MMDDYYYY format) . May be blank if Project Type equals 0 or A .
PROJECT TYPE (TP)	1	Enter the Project Type. The Project Type is used to determine if the Project is subject to the GP File financial edits. <ul style="list-style-type: none"> 0 - Agency Project - Not subject to GP File financial edits *. 1 - Federal Grant - subject to GP File financial edits *. 2 - Capital Project - subject to GP File financial edits *. 3 - Local Agency Grant (must be used for sub grantee accounting) - subject to GP File financial edits *. 4 - Reimbursable Project - subject to GP File financial edits *. <p>* GP File financial edits are OC-Table Fund Related Error Severity Segments F50 through F55.</p> <p>In addition to the edits described above, the following Project Types are also subject to the FIFO (First In, First Out) project edits (OC Table Fund Related Error Severity Segment F56). FIFO Projects are those that require monies from the prior project period be expended before the current project funds can be expended. For the purposes of FIFO project edits, Work Phases 00 through 20 (typically representing years 2000 through 2020) are treated as higher Work Phases than 21 through 99 (typically representing years 1921 through 1999). For additional information concerning the FIFO edits and the manner in which expenditures are posted to these projects refer to Volume 3, Chapter IX, Project Accounting.</p> <ul style="list-style-type: none"> A - FIFO Agency Project B - FIFO Federal Grant C - FIFO Capital Project D - FIFO Local Agency Grant E - FIFO Reimbursable Project

EXHIBIT IV-PC-1
PROJECT CONTROL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
FEDERAL CATALOG (FED CAT)	8	Enter the five-digit statewide Federal Catalog Number and three digit SCO Project number. Required for all projects that post to the Federal Trust Fund. Required if Project Type is 1 or B . (The Federal Catalog must first be defined in Descriptor Table 40.)
SUB GRANTEE CODE	12	Enter the Sub Grantee Code or leave blank. This is an alphanumeric field (all zeros is not allowed.) The Sub Grantee Code does not post to any master file.
OBJECT POSTING LEVEL (OBJECT)	1	<p>Enter the Object Posting Level Indicator. The Object Level Posting Indicator determines the level of detail for Object Codes AND Fund (if used) in the GP File. Level of Object Detail for controlling project overrides the level of control specified by the Appropriation, Allotment or PCA. Once set, this indicator should <u>not</u> be changed.</p> <p>The Object Posting Level Indicator must be set to 1, 2, 3 or 4 (or B through E) if posting prepayments to the GP File. The recommended setting for most projects is 4.</p> <ul style="list-style-type: none"> 0 - Fund (no object control) 1 - Category and fund 2 - Object and fund 3 - Object detail and fund 4 - Agency object and fund A - No object or fund control B - Category C - Object D - Object detail E - Agency object
REVENUE POSTING LEVEL (REVENUE)	1	<p>Enter the Revenue Posting Level Indicator. The Revenue Posting Level Indicator determines the level of detail for the Source Code field in the GP File. Indicator must be set to 1 or 2 if posting Advance Collections to the Grant Project File. Once set, this indicator should not be changed. The recommended setting for most projects is 2.</p> <ul style="list-style-type: none"> 0 - Do not post Source Code. 1 - Post Source Code only. 2 - Post Source Code and Agency Source Code.
GENERAL LEDGER POSTING LEVEL (GENERAL LEDGER) (GL)	1	<p>Enter the General Ledger Posting Level Indicator. This indicator determines if a separate General Ledger is maintained for the Project/Work Phase AND if the PCA is used in the fund control edits. Once set, this indicator must NEVER be changed. The recommended setting for most projects is 0 or A. Use A to match Budget Allowable Costs with the expenditures for the project (Budget Allowable Costs must be loaded by PCA).</p> <ul style="list-style-type: none"> 0 - Do not maintain a separate general ledger for the Project; do not use fund control by PCA. 1 - Maintain a separate general ledger for the Project; do not use fund control by PCA. A - Do not maintain a separate general ledger for the Project; perform fund control by PCA. B - Maintain a separate general ledger by Project; perform fund control by PCA.

EXHIBIT IV-PC-1
PROJECT CONTROL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
APPROPRIATION CONTROL TYPE (APPROPRIATION) (APPN)	1	<p>Enter the Appropriation Control Type Indicator. This indicator determines if the Project Budget related errors (OC Table Fund Related Error Severity Segments 53, 54 and 55) will be used for editing financial transactions. The recommended setting for most projects is 1.</p> <ul style="list-style-type: none"> 0 - No project budget control – Overrides OC Table settings - project overexpenditure transactions post without warnings. 1 - Default project budget control – Allows OC Table settings to control posting of project overexpenditure transactions. 2 - Advisory project budget control – Overrides 'Fatal' OC Table settings to post project overexpenditure transactions as 'Warnings'.
CASH CONTROL TYPE (CASH)	1	<p>Enter the Cash Control Type indicator. This indicator determines if the Project Budget related errors (OC Table Fund Related Error Severity Segments 24, 25 and 26) will be used for editing financial transactions. The recommended setting for most projects is 1.</p> <ul style="list-style-type: none"> 0 - No cash control – Overrides OC Table settings – insufficient cash transactions post without warnings. 1 - Default cash control – Allows OC Table settings to control posting of insufficient cash transactions. 2 - Advisory cash control – Overrides 'Fatal' OC Table settings to post insufficient cash transactions as 'Warnings'.
ACTIVE/INACTIVE (A/I)	1	<p>Enter the code to specify whether a project is active or inactive:</p> <ul style="list-style-type: none"> 0 - Active - transactions referencing the PC Table record will post after passing normal edits. 1 - Inactive - transactions referencing this PC Table record will not post unless the Modifier is I in the transaction (to override an inactive table).
BILLING CYCLE (BILL CYC)	1	<p>Enter the Billing Cycle Indicator. This indicator controls whether the Project/Work Phase is included in the F05 and H07 reports.</p> <ul style="list-style-type: none"> 0 - Project/WP is not displayed on F05 and H07 reports 1 - Project/WP is displayed on F05 and H07 reports
The Fields Below Appear On The Entry Screen And/Or 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 updated when a transaction is processed.
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 performed the transaction.

EXHIBIT IV-PC-3

CSB950-1 *****											DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990
CALSTARS											PROJECT CONTROL (PC) TABLE ACTIVITY		REPORT		ORG PAGE:	1
11/14/2004 (17:57) *****															RUN PAGE:	6
PROJ	WP	F	TITLE			START DATE	END DATE	TP	FED CAT	TRANS DATE	TRANS TIME	USERID				
			SUB GRANTEE	OBJECT	REVENUE	GL	APPN	CASH	A/I	BILL CYC	ERROR MESSAGES					
GFSL12	03	A	GENERAL FUND	SPECIAL LEGISLATION			07-01-2003	10-10-2007	3		06-14-2004	11:49:20 AM	CSCJAAA			
			4		1	B	0	0	0	0						
NCAP12	91	A	FEDERAL ANTI-SMOG				07-01-2001	06-30-2005	3	16579012	06-14-2004	11:50:00 AM	CSCJAAA			
			4		1	B	1	0	0	0						
NCAP12	93	A	FEDERAL ANTI-SMOG				07-01-2003	06-30-2005	3	16579012	06-14-2004	11:40:59 AM	CSCJAAA			
			4		1	B	1	0	0	0						

CSB950-2 *****											DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990
CALSTARS											PROJECT CONTROL (PC) TABLE LISTING		REPORT		ORG PAGE:	1
06/14/2004 (17:57) *****															RUN PAGE:	1
PROJ	WP	TITLE			START DATE	END DATE	TP	FED CAT				USERID				
			SUB GRANTEE	OBJECT	REVENUE	GL	APPN	CASH	A/I	BILL CYC	LP DATE					
AQ0001	20		2000 FREEZE UNMET NEEDS-LOCAL ASSISTANCE				12-31-1999	06-30-2006	1	83999012						
			3		1	0	0	0	0	0	08-20-2003					
AQ0001	21		2001 FREEZE UNMET NEEDS				12-31-1999	06-30-2006	1	83999011						
			3		1	0	0	0	0	0	07-11-2003					
AQPA01	10		PUBLIC ASSISTANCE-STATE ONLY				03-09-2000	06-30-2006	0							
			3		1	0	0	0	0	0	09-30-2003					

CSB950-4 *****											DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990
CALSTARS											PROJECT CONTROL (PC) TABLE UPLOAD ACTIVITY		REPORT		ORG PAGE:	1
11/14/2004 (17:57) *****															RUN PAGE:	6
PROJ	WP	F	TITLE			START DATE	END DATE	TP	FED CAT	TRANS DATE	TRANS TIME	USERID				
			SUB GRANTEE	OBJECT	REVENUE	GL	APPN	CASH	A/I	BILL CYC	ERROR MESSAGES					
ABCD01	02	D												P03-DELETE/NO MATCH ERR		
GFSL12	03	A	GENERAL FUND	SPECIAL LEGISLATION			07-01-2004	10-10-2007	3		11-14-2004	08:00:00 PM	UPLOAD			
			4		1	B	0	0	0	0						
NCAP12	91	A	FEDERAL ANTI-SMOG GRANT				07-01-2004	06-30-2005	3	16579012	11-14-2004	08:00:00 PM	UPLOAD			
			4		1	B	1	0	0	0						
NCAP12	93	A	FEDERAL ANTI-SMOG GRANT				07-01-2004	06-30-2005	3	16579012	11-14-2004	08:00:00 PM	UPLOAD			
			4		1	B	1	0	0	0						
POST11	03	A	AIR RESEARCHERS TRAINING				06-03-2004	06-30-2005	3					P09-PROJECT NOT IN D42		
			4		1	B	0	0	0	0						