



## IV Table Maintenance Coding Procedures

To provide flexibility in meeting the needs of agencies, CALSTARS is designed as a "table-driven" system. The specific accounting structure and processing logic is controlled through tables, which are maintained by each agency and CALSTARS staff. CALSTARS responds to new and changing information requirements through the maintenance of these tables. Descriptions of most of the CALSTARS tables and procedures for preparing and entering table maintenance are contained in this chapter. The five tables related to the Labor Distribution Subsystem are discussed in Volume 2, Chapter VI. Tables for Automated Payables are discussed in Volume 1, Chapter XXI.

Statewide Tables are maintained by CALSTARS staff. These include the Transaction Code Decision Table (Volume 5), the Error Code Table (Volume 4), and certain Descriptor Tables that are included in this chapter.

Table maintenance transactions are entered through online screens, as described in this chapter, or through external transactions. External transactions may be created by agencies using spreadsheet or database software on a personal computer and electronically uploaded to CALSTARS. To learn more about processing external transactions, please call (916) 445-0211, extension 2811, and ask for the System Support Unit Manager.

Below is a list of most of the CALSTARS tables and their corresponding descriptions. Each table is commonly referred to by its 2 or 3- letter abbreviation, which is shown in parentheses. Refer to Volume I, Chapter XXI for information about Automated Payables Tables and to Chapter VI of this volume for information about Labor Tables.

- ❖ **Appropriation Symbol (AS)** -- contains descriptive data for each appropriation available to an agency and indicators that define the type and level of appropriation control.
- ❖ **Budget Sequence (BS)** – contains data elements and codes used to control the posting and sequencing of budgetary financial transactions in CALSTARS.
- ❖ **Cost Allocation (CA)** -- contains data elements and codes used to control the Cost Allocation subsystem.
- ❖ **Descriptor (DT)** -- contains descriptive information for all codes such as program, element, component, task, and agency object.
- ❖ **Index Code (IC)** -- contains the descriptive data that identifies an agency's internal organizational structure.

- ✦ **Organization Control (OC)** -- contains organizational classification data and indicators that enable CALSTARS to be tailored to meet each agency's requirements.
- ✦ **Program Cost Account (PCA)** -- contains descriptive data that identifies an agency's program structure and funding sources.
- ✦ **Project Control (PC)** -- contains descriptive data and control information for each project, contract or federal grant. The Project Control Table is based on inception-to-date rather than state fiscal year. Control data includes beginning and end dates and several posting and control level indicators.
- ✦ **Remittance Message Table (RM)** -- contains agency defined messages that are used to print on claim schedule remittance advices.
- ✦ **Vendor Edit (VE)** -- contains name, address and tax identification number for vendors who do business with the agency. Also, it contains employee records for those who may receive payments (other than payroll) from an agency. Vendor numbers are unique to each agency.

## TABLE PROCESSING

### Table Updating

All CALSTARS tables are updated online as they are successfully entered. The online input process edits transactions as they are entered. Online updating allows agencies to immediately use new or modified records.

**Note:** Generate FFY, Delete FFY, and all table maintenance transactions submitted externally are updated during the overnight process.

### Table Relationships

Most of the tables listed above are interrelated. Data contained in one table is edited against another for validity. Therefore, it is important that CALSTARS tables are established and processed sequentially according to table hierarchy. If table maintenance is not done in the correct order, online error messages are received and subsequent table additions and changes may not be accepted for processing. For example, the Budget Sequence Table contains data elements that must be established in Descriptor Tables before it will pass edits.

### Overnight Table Processing Sequence

Because of the table relationships discussed previously, the tables below are processed during the overnight process in the following order. This sequence applies to tables updated overnight by externally submitted transactions, and Generate and Delete FFY transactions.

1. Descriptor – (DT)
- 2.. Index Code (IC)
3. Vendor Edit (VE)
4. Appropriation Symbol (AS)
5. Project Control (PC)
6. Program Cost Account (PCA)
7. Cost Allocation (CA)

### Overnight Function Processing Sequence

The functions for table maintenance transactions are processed in the following order:

1. Delete a Funding Fiscal Year (Function **X**)
2. Delete (Function **D**)
3. Add (Function **A**)
4. Change (Function **C**)
5. Generate a Funding Fiscal Year (Function **G**)
6. Print Table Listing (Function **P**)

### GENERAL TABLE ENTRY PROCEDURES

The Table Maintenance Inquiry screens are accessed through Command **I** – Table Maintenance/Inquiry on the CALSTARS main menu. Authority for accessing each table and/or the functions is based on the user signon. Many of the table maintenance procedures and processing requirements are standard for all CALSTARS tables.

The input screen format for each table is similar to the corresponding input form.

### Table Data Entry Steps

The table data entry process for table maintenance transactions requires five steps:

- ✦ Access the appropriate table from the Table Maintenance/Inquiry submenu.
- ✦ Enter the desired maintenance function (A, C, D, etc.).
- ✦ Enter the table control key.
- ✦ Enter the informational elements, if required.
- ✦ Press the **Enter** key.

### Error Detection and Correction

After the **Enter** key has been pressed to release the transaction to CALSTARS, online edits are performed. Up to three error messages may be displayed at the bottom of the data entry screen. The fields containing errors are highlighted on the screen. Each error message consists of a three-character error code and a description of the error. The error codes generated by the online table maintenance data entry process are defined in Volume 4. Errors detected online during data entry should be corrected for immediate update. If no online errors are detected, the maintenance transactions are immediately updated in CALSTARS.

### Other Considerations

Two transactions with the same control key may be entered accidentally. This may occur, for example, when there is an interruption in the data entry activity immediately after a transaction was entered and the same transaction is entered again when the data entry activity resumes. In this situation, the screen will show that the table maintenance transaction has been 'Changed' rather 'Written'. When CALSTARS detects a duplicate table key for table maintenance transactions, it over-writes the first transaction with the second transaction.

The **F11** key works like the **Next** function that is used on other transaction entry screens. Pressing the **F11** key retains the information on the screen for the next entry.

Pressing the **F12** key rather than the **Enter** key returns to the Main Menu without entering or saving the transaction.

### Batch Edit Functions

All table maintenance errors (except **G**-Generated table transactions) detected through the nightly system update process are classified as 'Fatal'. Records are not kept after the table transaction activity report is printed. The only provision for 'correcting' an erroneous table transaction is to completely re-key it. When a

**Change** or **Delete** transaction fails the batch edit, the record being changed or deleted remains the same as it was prior to performing table maintenance.

### **Table maintenance log**

A control log should be kept for all table maintenance. The Table Maintenance log(s) and activity reports should be kept as long as the related financial records. The various Table Activity reports shown throughout this chapter must be reconciled to the Table Maintenance Log to ensure that each table is properly updated. The Table Maintenance Log, CALSTARS 20, is shown in Exhibit IV-1.

CALSTARS 20

**STATE OF CALIFORNIA**

**TABLE MAINTENANCE LOG**

TABLE \_\_\_\_\_

PAGE \_\_\_\_\_

DATE	NO. OF TRANSACTIONS	PREPARED BY	COMMENTS	VERIFIED BY	DATE	COMMENTS