



IV-OC Organization Control Table

CALSTARS is designed to meet the diverse accounting needs of most state departments. Substantial flexibility is available to enable each department to tailor the system processing to meet its needs. Much of that flexibility is provided through the Organization Control (OC) Table.

The OC Table impacts almost all aspects of CALSTARS operations and performs the following functions:

- ✦ Maintains control over each Funding Fiscal Year (FFY) period for establishing FFY tables and posting accounting transactions;
- ✦ Maintains indicators that allow the department to control the timing of recurring processes such as labor distribution, cost allocation, fund split and year-end close (YEC) and new year-end open (YEO); and
- ✦ Maintains indicators that allow the department to define the severity of data errors and fund errors for each Funding Fiscal Year.

STRUCTURE

The OC Table is divided into two segments: the control key and informational elements. The control key identifies each Organization Control record and contains the Organization Code and Funding Fiscal Year (FFY).

The informational elements include the following:

- ✦ Labor Distribution Indicator: Tells the system when to run the labor distribution process, and provides a screen message prior to and after the process has been completed.
- ✦ Cost Allocation Indicators: Tells the system when to run the cost allocation process. It includes indicators and information elements that govern the type of cost allocation and the formula to use whenever the cost allocation process is run. It also provides a screen message to describe the progress status for the cost allocation process.
- ✦ Miscellaneous Indicators: Contains indicators that apply to various system features such as the prior month open or closed status, the use of the online check file, the use of fund source edits, the creation of the system generated CalATERS ORF batches, and allows for the automated posting of CD102 documents.

- ✪ **Budget-Related Indicators:** Contains three indicators that control the Schedule 10 Subsystem. This subsystem is used to interface financial data in CALSTARS to budgetary data in the Department of Finance Budget Preparation System (BPS).
- ✪ **Year-end Related Indicators:** Contains indicators that apply to the year-end process, prior year open or close status, and parameters for generating new funding fiscal year records for the uncleared collections and/or the Office Revolving Fund (ORF).
- ✪ **Hierarchy:** Defines the department hierarchy in the statewide structure as contained in the Uniform Codes Manual (UCM).
- ✪ **Error Severity Segments:** Defines the error severity setting for Data Errors and Fund Errors. The levels of severities are 'fatal', 'warning' or 'ignore'. The first segment specifies the severity of Data Errors; the second segment specifies the severity of Fund Errors.

RELATIONSHIP TO OTHER TABLES

During OC Table maintenance, the Run Labor, Run Cost, Run Type, and Nbr Step Down are validated against the Department Profile (D07) Descriptor Table.

NOTE: The (D07) Descriptor Table record must be established before an OC Table record. The D07 Descriptor Table is created exclusively to control the type of monthly processes (i.e., Labor and Cost Allocation) an agency requests. Please refer to Volume 2, Chapter IV-D07 for detailed information and instruction on this table.

The department hierarchy entered in the OC Table must be present in the Statewide Organization Code (D01) Descriptor Table, which is derived from the Uniform Codes Manual. As noted in other sections of this chapter, editing of maintenance transactions against many other tables is dependent upon the presence of the OC Table.

SYSTEM PROCESSING AND ROLL-OVER

The OC Table record is created prior to the beginning of a new fiscal year. The current year OC Table requires monthly and year-end maintenance for recurring processes such as Labor Distribution, Cost Allocation (CA)/Fund Split (FS) and month and year-end closing.

It is very important to verify that all month-end processes have been run and completed prior to the last processing day of the month. The OC Table displays messages which state whether or not the Labor, Cost Allocation, and Year-end Closing processes were run. It also includes the LAST STEP RUN field to indicate which step(s) of cost allocation were completed (**01**, **02**, **03**, etc.) and whether Fund Split was performed. A table activity report is produced automatically each time a processing indicator is set. This report should be reviewed. After running any system process, verify on the Edit Activity Error Report (CFB800-2) that no fatal

errors resulted from the transactions generated by the system during the process. Also, prior to closing the month or ordering month-end reports, the PCA Report (Q21) should be reviewed to verify that all indirect PCA costs were allocated.

The OC Table is updated at designated "roll-over" times which occur at month-end and year-end, as described below:

✧ **Last processing day of each month (Month-end):** After the regular nightly process runs, CALSTARS generates an OC Table maintenance record for every department's current FFY table and routes a CSB960-1 report to all departments. The automatic changes are to:

- ✧ Reset the RUN LABOR and RUN COST Indicators to **N**;
- ✧ Reset the PRIOR MONTH OPEN Indicator to **Y**; and
- ✧ Reset the LAST STEP RUN Indicator to **00** (zero, zero).

NOTE: If the Department did not run any month-end processes during the month, the table activity report (CSB960-1) will show a **blank** Change maintenance record to indicate that no values were needed to reset.

✧ **Last processing day in June (Year-end):** CALSTARS generates an OC Table maintenance transaction for the *new* (next) FFY OC Table. (This transaction will post only if the *new* (next) FFY OC record was previously established). The automatic changes are to:

- ✧ Set the YEC RUN Indicator to **blank** (if not previously blank);
- ✧ Set the PRIOR YEAR OPEN Indicator to **Y** (if not previously **Y**); and
- ✧ Set the BR-1 POSTED and PY SCH10 TRANS Indicators to **N**.

NOTE: Departments cannot set the PRIOR YEAR OPEN Indicator to **N**. Only the automated year-end close process can set it to **N**.

INPUT CODING

Once the OC Table is established, the only maintenance required for the current year OC Table is to set the system process indicators. There are two input screens to set the system process indicators: the main OC Table Entry Screen (Command I.8) and the Monthly and Special Processes Entry Screens (Command F.3, F.4, and F.5).

A listing of the fields contained on the OC Entry screen and/or on the activity reports is shown in Exhibit IV-OC-1. A listing of the fields contained on the Process Entry screen is shown in Exhibit IV-OC-2, -3, and -4. These exhibits include explanations of the fields as well as coding instructions for data entry. A listing of the settings for the Error Severity Indicators is shown in Exhibit IV-OC-5.

The OC Table Maintenance coding form (CALSTARS 4) and Monthly and Special Processes Maintenance coding form (CALSTAR 5) is formatted as the Entry screens. They are illustrated in Exhibits IV-OC-6 and IV-OC-7. The forms are available at 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.

ORGANIZATION CONTROL ENTRY SCREEN

The Entry screen shown here is available through Command I.8.

```

9990 I.8: Organization Control Entry Screen 1                                04-24-2012 12:32 PM
                                                                                   MORE=Down
Function:  _ (A=Add, C=Change, D=Delete, P=Print Table)
           (R=Recall Maint/Print, V=View, W=Print Rec)
FFY:      _____

LABOR     : RUN LABOR > _

COST      : RUN COST > _           RUN TYPE      > _           NBR STEP DOWNS:  _
           PCA METHOD> _           ENCUMB ALLOC > _           LAST STEP RUN   :  _

MISC      : PM OPEN  > _           FUND/FS EDITS > _           CHECK FILE      > _
           CD102    > _           CALATERS ORF  > _
BUDGET    : BUD SEQ  > _           BR-1 POSTED  > _           PY SCH10 TRANS> _

YEAR-END  : RUN YEC  > _           PY OPEN      > _           UNCLR COLL FFY> _
           ORF FFY  > _

HIERARCHY: LEVELA: _____ LEVELB: _____ LEVEL1: _____ LEVEL2: _____ LEVEL3: _____

Command: _____ LP DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log                Bkwrд Frwrд Clear Up    Down Main
    
```

Most OC Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

The **F10**=Up and **F11**=Down keys are used to toggle through Entry Screen 1 through 6. Examples of Entry Screens 2 – 6, which contain the severity level of data errors and fund errors, are displayed here.

```

9990 I.8: Organization Control Entry Screen 2                                04-24-2012 12:32 PM
                                                                                   MORE=Up/Down
Function:  _ (A=Add, C=Change, D=Delete, P=Print Table)
           (R=Recall Maint/Print, V=View, W=Print Rec)
FFY:      _____

DATA ERROR CODE/MESSAGE  SEVERITY          DATA ERROR CODE/MESSAGE  SEVERITY
-----
EA4 PCA ACTIV NOT IN D43:  _ (FIW)          E48 REQD INDEX NOT IN IC:  _ (FW)
EJ1 AP OBJ REQS OBJ DTL :  _ (FW)          E49 MULTI PUR REQUIRED      :  _ (FW)
EP2 PROJECT NOT IN PCA   :  _ (FIW)          E58 FUND DTL NOT ALLOWED:  _ (FW)
E07 LOCATION NOT IN D35 :  _ (FIW)          E59 OPT FD NOT IN D23    :  _ (FW)
E13 AGCY OBJ NOT IN D12 :  _ (FIW)          E60 FUND DETAIL REQUIRED   :  _ (FW)
E16 AGCY SRCE NOT IN D34:  _ (FIW)          E61 REQD FD NOT IN D23   :  _ (FW)
E38 INDEX REQUIRED        :  _ (FW)          E71 OPT SRCE NOT IN D33  :  _ (FW)
E39 MULTI PUR NOT ALLOW :  _ (FW)          E76 PROJECT REQUIRED      :  _ (FIW)
E45 INDEX NOT ALLOWED   :  _ (FW)          E78 VEND NBR NOT ALLOWED:  _ (FW)
E46 OPT INDEX NOT IN IC :  _ (FW)          E91 INVOICE REQUIRED      :  _ (FW)
E47 INDEX REQUIRED        :  _ (FIW)
(F=Fatal, I=Ignore, W=Warning)

Command: _____ LP DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log                Bkwrд Frwrд Clear Up    Down Main
    
```

```

9990 I.8: Organization Control Entry Screen 3                                04-24-2012 12:32 PM
                                                                                   MORE=Up/Down
Function:  _ (A=Add, C=Change, D=Delete, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)
FFY:      _____

DATA ERROR CODE/MESSAGE   SEVERITY
-----
FI0 IC TO DF NO MATCH*   :  _ (FIW)
FI1 PA TO DF NO MATCH*   :  _ (FIW)
FI2 PROJ TO DF NO MATCH* :  _ (FIW)
FI3 LOC/MP DF NO MATCH*  :  _ (FIW)
FI5 FD TO DF NO MATCH*   :  _ (FIW)
FI6 SRC/AGY DF NO MATCH* :  _ (FIW)
FI7 OBJ TO DF NO MATCH*  :  _ (FIW)
FI8 VE TO DF NO MATCH*   :  _ (FIW)
FJ0-FJ9 DOC NO MATCH**   :  _ (FIW)
(* ENCUMBRANCE TRANSACTION)
(** NON ENCUMBRANCE TRANSACTION)
(F=Fatal, I=Ignore, W=Warning)
Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log                      Bkwrdr Frwrdr Clear Up   Down Main
    
```

```

9990 I.8: Organization Control Entry Screen 4                                04-24-2012 12:32 PM
                                                                                   MORE=Up/Down
Function:  _ (A=Add, C=Change, D=Delete, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)
FFY:      _____

FUND ERROR CODE/MESSAGE   SEVERITY           FUND ERROR CODE/MESSAGE   SEVERITY
-----
F01 ABNORMAL DF BAL CM0   :  _ (FIW)           F15 CONTROL OVEREXP-CM1   :  _ (FIW)
F02 ABNORMAL DF BAL CM1   :  _ (FIW)           F16 CONTROL OVEREXP-PY13  :  _ (FIW)
F03 ABNORMAL DF BAL PY13  :  _ (FIW)           F17 BUDGET DETAIL OV-CM0  :  _ (FIW)
F04 DF DOCUMENT NOT OPEN  :  _ (FW)           F18 BUDGET DETAIL OV-CM1  :  _ (FIW)
F08 DETAIL OVEREXP CM0    :  _ (FIW)           F19 BUDGT DETAIL OV-PY13  :  _ (FIW)
F09 DETAIL OVEREXP CM1    :  _ (FIW)           F21 BUDGET CONTRL OV-CM0  :  _ (FIW)
F10 DETAIL OVEREXP PY13   :  _ (FIW)           F22 BUDGET CONTRL OV-CM1  :  _ (FIW)
F11 INVAL DETAIL BAL CM0  :  _ (FIW)           F23 BUDGT CONTRL OV-PY13  :  _ (FIW)
F12 INVAL DETAIL BAL CM1  :  _ (FIW)           F24 FED AUTH OVEREXP-CM0  :  _ (FIW)
F13 INVAL DTL BAL PY13   :  _ (FIW)           F25 FED AUTH OVEREXP-CM1  :  _ (FIW)
F14 CONTROL OVEREXP CM0   :  _ (FIW)           F26 FED AUTH OVREXP-PY13  :  _ (FIW)
(F=Fatal, I=Ignore, W=Warning)
Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log                      Bkwrdr Frwrdr Clear Up   Down Main
    
```

```

9990 I.8: Organization Control Entry Screen 5                                04-24-2012 12:32 PM
                                                                                   MORE=Up/Down
Function:  _ (A=Add, C=Change, D=Delete, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)
FFY:     ____

FUND ERROR CODE/MESSAGE  SEVERITY          FUND ERROR CODE/MESSAGE  SEVERITY
-----
F27 ENC OVEREXPEND-CM0   : _ (FIW)          F39 AL OVEREXP REIM-PY13: _ (FIW)
F28 ENC OVEREXPEND-CM1   : _ (FIW)          F40 INSUFF CASH-CM0     : _ (FIW)
F29 ENC OVEREXPEND-PY13  : _ (FIW)          F41 INSUFF CASH-CM1     : _ (FIW)
F30 INVAL ALLOT BAL-CM0  : _ (FIW)          F42 INSUFF CASH-PY13    : _ (FIW)
F31 INVAL ALLOT BAL-CM1  : _ (FIW)          F43 NOT EQ DF BAL-CM0   : _ (FIW)
F32 INVAL ALLOT BAL-PY13 : _ (FIW)          F44 NOT EQ DF BAL-CM1   : _ (FIW)
F33 ALLOT OVEREXPEND-CM0 : _ (FIW)          F45 NOT EQ DF BAL-PY13  : _ (FIW)
F34 ALLOT OVEREXPEND-CM1 : _ (FIW)          F46 REIMB DETAIL OVR-CM0: _ (FIW)
F35 ALLOT OVEREXPEN-PY13 : _ (FIW)          F47 REIMB DETAIL OVR-CM1: _ (FIW)
F37 AL OVEREXP REIMB-CM0 : _ (FIW)          F50 INVAL GP BUDGET-CM0 : _ (FIW)
F38 AL OVEREXP REIMB-CM1 : _ (FIW)          F51 INVAL GP BUDGET-CM1 : _ (FIW)
(F=Fatal, I=Ignore, W=Warning)
Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log          Bkwrdr Frwrdr Clear Up   Down Main
    
```

```

9990 I.8: Organization Control Entry Screen 6                                04-24-2012 12:32 PM
                                                                                   MORE=Up
Function:  _ (A=Add, C=Change, D=Delete, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)
FFY:     ____

FUND ERROR CODE/MESSAGE  SEVERITY          FUND ERROR CODE/MESSAGE  SEVERITY
-----
F52 INVAL GP BUDGET-PY13 : _ (FIW)          F63 CONTRL REV OVER-PY13: _ (FIW)
F53 GP BUD OVEREXP-CM0   : _ (FIW)          F64 INVALID CNTL BAL-CM0 : _ (FIW)
F54 GP BUD OVEREXP-CM1   : _ (FIW)          F65 INVALID CNTL BAL-CM1 : _ (FIW)
F55 GP BUD OVEREXP-PY13  : _ (FIW)          F66 INVALD CNTL BAL-PY13 : _ (FIW)
F56 FIFO MONEY AVAILABLE: _ (FIW)          F67 REIMB DETAIL OV-PY13 : _ (FIW)
F57 GP PROJECT NOT OPEN  : _ (FW)           F68 REIMB BUDGET OVR-CM0 : _ (FIW)
F58 DETAIL REV OVER-CM0  : _ (FIW)          F69 REIMB BUDGET OVR-CM1 : _ (FIW)
F59 DETAIL REV OVER-CM1  : _ (FIW)          F70 REIMB BUDGET OV-PY13 : _ (FIW)
F60 DETAIL REV OVER-PY13 : _ (FIW)
F61 CONTROL REV OVER-CM0 : _ (FIW)
F62 CONTROL REV OVER-CM1 : _ (FIW)
(F=Fatal, I=Ignore, W=Warning)
Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log          Bkwrdr Frwrdr Clear Scr5 Scr1 Main
    
```

MONTHLY AND SPECIAL PROCESSES ENTRY SCREENS

In additional to the main OC Entry Screen (Command I.8), the Entry screens shown in the next page can also be used to set system processes such as Labor Distribution, Cost Allocation/Fund Split, and Year-End Close/Year-End Open. They are available through Command F.3, F.4, and F.5 respectively.

Entry screen to request Labor Process (Command F.3):

```

9990 F.3: Labor Process Entry                                03-04-2013 02:02 PM

FUNCTION: _ (C=Change, V=View)

RUN LABOR: N (N=Do Not Run Labor, Y=Run Labor, A=Run Timesheet Adjustments)

LABOR STATUS: LABOR COMPLETED

PRIOR MONTH OPEN: Y (Must be Y to Run Labor)

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

```

Entry screen to request Cost Allocation/Fund Split Process (Command F.4):

```

9990 F.4: Cost Allocation/Fund Split Process Entry          03-04-2013 02:23 PM

FUNCTION: _ (C=Change, V=View)

COST ALLOCATION/FUND SPLIT STATUS:
      CURRENT REQUEST - NEXT STEP OF CA/FS - FM13

RUN COST           > Y
RUN TYPE           > A
ENCUMB ALLOCATION> Y
LAST STEP RUN      : 00

PRIOR MONTH OPEN> Y (Must be Y to run Cost Allocation/Fund Split)

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

```

Entry screen to request Year-end Close/Open Processes (Command F.5):

```

9990 F.5: Year-end Processes Entry                                03-04-2013 02:34 PM

FUNCTION: _ (C=Change, V=View)

Year-end Closing Status:
      YEAR-END CLOSING HAS NOT BEEN RUN

RUN YEC> _ (Blank = Not Started)
          (C = Run Year-end Close)
          (D = Year-end Close complete - system generated only)
          (E = Run Year-end Open)
          (X = Year-end Open Complete - system generated only)

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

```

Only **C**=Change and **V**=View table maintenance functions are available from the Processes screens (F Screen).

The F4=Log key is used to access the OC Table Activity Log Screen. Detail of the OC Table Activity Log Screen is discussed in the Organization Control Activity Log Screen section below.

To access and perform OC Table maintenance in the Labor Process Entry screen (Command F.3), the Cost Allocation/Fund Split Process Entry screen (Command F.4), and the Year-end Processes Entry screen (Command F.5), the Labor Dist Proc, Cost Alc/FS Proc, and Year End Proc indicators in the Security Table (Command I.70) must be set to **I**=Input individually.

NOTE: The security indicators for accessing the Process Entry screens are different from the security indicator for accessing the OC Table. For example, a user can have input rights to the Processes Entry screen(s) and have no input rights to the OC Table screen.

Organization Control Status Messages

There are four status messages displayed on the screen 1 of the OC Entry Screen and the Process (Command F) Entry Screens relating to Run Labor, Run Cost, PM Open, and Run YEC indicators. These messages explain the current stage of the respective processes based on the value in those fields. Refer to Exhibit IV-OC-8 for different messages that may be displayed.

ORGANIZATION 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 is pressed. An example of the screen is displayed here.

```

9990 Organization Control - Activity Log                                08-12-2012 09:20 AM

Sort: D (D=Date/Time, U=UserID, K=FFY)
-----Go To----- -Go To-- Go To
      DATE      TIME      USERID  FFY
F
-
C 08-11-2007 10:40 AM COST      2007 F/S-EXP & ENC      N  N  FS  C  X  N
C 08-11-2007 10:40 AM COST      2007 CA STD-EXP & ENC  N  C  02  C  X  N
C 08-11-2007 10:28 AM COST      2007 CA STD EXP & ENC  N  C  01  C  X  N
C 08-11-2007 10:20 AM CSAAAAAA 2007          Y  N  00  Y  X  N
C 08-05-2007 03:15 PM LABOR     2007 LABOR-STD        N  N  00  Y  X  N
C 08-05-2007 09:30 AM CSAAAAAA 2007          Y  N  00  Y  X  N
C 08-01-2007 03:17 PM LABOR     2007 LABOR-ADJ        N  N  00  Y  X  N
C 08-01-2007 02:45 PM CSAAAAAA 2007          A  N  00  Y  X  N
C 07-31-2007 06:02 PM MONTHEND 2007 MONTH-END ROLL   N  N  00  Y  X  N
C 07-31-2007 04:30 PM CSAAAAAA 2007          N  N  FS  N  X  N
C 07-11-2007 10:40 AM COST      2007 F/S-EXP & ENC      N  N  FS  N  X  N
C 07-11-2007 10:40 AM COST      2007 CA STD EXP & ENC  N  C  02  C  X  N

LST
RUN RUN STP PM RUN PY
LBR CST RUN OP YEC OP

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

```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank. The records are displayed in descending order beginning with the most recent activity performed. A **D** (sort by Date) 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 FFY when **F4** is pressed if a record is displayed on the Entry screen. The records are displayed by FFY in ascending order beginning with the FFY of the record previously on the Entry screen. If there are multiple activity records for the same FFY, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the FFY column is displayed in white to indicate FFY as the sort order.

Activity records may be re-sorted by keying a **D=Date/Time**, **U=UserID**, or **K=FFY** 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, or FFY 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 OC Table records can be viewed on the OC 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.

NOTE: For Change maintenance transactions, the changed fields are highlighted.

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 here.

```

9990 Org Control Log Detail Screen 1 - Date/Time Order      01-24-2012 12:32 PM
                                                                MORE=Down
Function: A  DATE: 01-12-2008  TIME: 11:01:10 AM  USERID: CSCSPRT
FFY: 2007

LABOR      : RUN LABOR : N
COST       : RUN COST  : N      RUN TYPE      : S      NBR STEP DOWNS: 04
           : PCA METHOD: 2      ENCUMB ALLOC  : Y      LAST STEP RUN  : 00
MISC       : PM OPEN   : Y      FUND/FS EDITS : 1      CHECK FILE     : Y
           : CD102     : Y      CALATERS ORF  : Y
BUDGET     : BUD SEQ   : N      BR-1 POSTED   : N      PY SCH10 TRANS: N
YEAR-END   : RUN YEC   :        PY OPEN    : N      UNCLR COLL FFY:
           : ORF FFY   :

HIERARCHY: LEVELA: 0001 LEVELB: 0002 LEVEL1: 0003 LEVEL2: 9999 LEVEL3:

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

```

F10=Up and F11=Down are used to navigate between Screen 1 through Screen 6. F7=Bkwrld and F8=Frwrld are used to scroll to the previous and next record.

NOTE: If the table maintenance was performed from the Monthly and Special Processes (F) Entry screens, the Activity Log records is displayed in this same Log Detail Screen. Although the F screens do not look like the OC (Command I.8) Entry screen, maintenances performed from the F screens are essentially table maintenance to the OC Table.

SPECIAL CONSIDERATIONS

There are special considerations when performing OC Table maintenance which are described below.

✪ **ADD (A) transactions:** For accuracy and efficiency, an **Add** transaction to establish a new year OC Table should be made by first viewing the existing table from the previous year, keying Function **A** and keying over the fields that need to be changed. When using this method, it is important to change the funding fiscal year and the other following fields: the Run Labor and Run Cost indicators must = **N**, the Last Step Run must = **00**, the BR-1 Posted must = **N**, the PY Sch10 Trans must = **N**, the Run YEC must = **blank** and the Prior Year Open indicator must = **Y**. When adding a past period table; e.g., '44' year, etc., the Run Labor and Run Cost indicators must = **N**.

✪ **CHANGE (C) transactions:** To initiate the execution of Labor Distribution, Cost Allocation/Fund Split, and YEC/YEO processes, a **Change** transaction must be performed in the current funding fiscal year OC record.

NOTE: In July, when setting to run labor distribution and cost allocation processes for June, a Change transaction must be performed in the new funding fiscal year OC record.

✪ **DELETE (D) transactions:** The new year and the two prior Funding Fiscal Year's table records in the OC Table cannot be deleted.

EDIT RULES

All error codes and messages that apply to table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

TABLE MAINTENANCE FUNCTIONS

The following functions (except some **P**) are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

Key **A** in the Function field, the FFY and the appropriate values in the informational elements fields to **Add** a record to the OC Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the OC Table. A fresh screen is displayed with blank data fields, and a message confirming that the OC Table record was added successfully is displayed at the bottom of the screen.

C= Change

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 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 press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, if the transaction passes all online edits, the OC record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the 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

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 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 press **Enter**.

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

```

A C T I O N   C O N F I R M A T I O N

Delete Organization Control Record

Press F4 to confirm or F2 to cancel

```

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

If **F2** is selected, the record remains in the OC 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.

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 OC Table Listing Report and/or printing the report. If a FFY is displayed on the pop-up screen when a report is requested, the record for the specified FFY is selected. If the FFY field is blank, the **entire** OC Table is selected. An example of the CSB960-2 report is displayed in Exhibit IV-OC-10.

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.

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

```

Print/Report File Selection
Organization Control (OC) Table

___ Enter FFY or leave blank for entire table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI960-2.TBL-OC.IQ.D2130131.T0934436
  P=Printer Output and Report File
    Printer ID : CTP2   Report Class: Z   Report ID: ITBL
    Report File: CS9990.CSI960-2.TBL-OC.IQ.D2130131.T0934436
  O=Report Output after Overnight Processing
    Printer ID : CTP2   Report Class: A   Report ID: TBLE

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 Organization Control (OC) Table Listing Report (CSI960-2).
- P** – Immediately generates an electronic report file of the Organization Control (OC) Table Listing Report (CSI960-2) **and** ROPES the OC Table Listing Report (CSI960-2) to an agency printer.
- O** – ROPES the Organization Control (OC) Table Listing Report (CSB960-2), 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. Use **F2** to return to the previous screen.

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

R=Recall Maintenance/Print

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

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

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

```

Recall Overnight Maintenance/Print Request
Organization Control (OC) 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 **Y** in the field to the left of the print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

V=View

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

W=Print Record

The **W=Print Record** function immediately prints a single record report (CSI960-2) **and** generates a single record report file from the OC Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI960-2.TBL-OC.IQ.Dcyymmdd.Thhmmss.

Key **W** in the Function field, the FFY 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.

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 OC 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 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.
- ☛ **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—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.

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 Organization Control Log Activity screen.

F5=Log Detail—Displays the Organization Control Log Detail screen.

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.

F10=Up—Go to the previous screen of the same record.

F11=Down—Go to the next screen of the same record.

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

ORGANIZATION CONTROL TABLE REPORT

The following report is system generated:

- ✪ Organization Control (OC) Table Activity Report (CSB960-1) - 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-OC-9.

The following report is produced upon agency request:

- ✪ Organization Control (OC) Table Listing Report (CSB960-2/CSI960-2) – This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the OC Entry 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 every record in the OC table. The report is displayed in Exhibit IV-OC-10.

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 Organization Control (OC) Table Activity Report (CSB960-1) should be proofread to ensure that all maintenance was done correctly. Tight control should be exercised over OC Table maintenance activity since this table controls most of the system editing and posting. An OC Table is required for any FFY for which financial transactions exist or will be entered. A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|---|--------|---|
| <u>Control Key:</u> | | |
| ORG CODE | 4 | The Organization Code is automatically displayed based on the signon used. It cannot be altered. |
| FFY | 4 | Enter the applicable Funding Fiscal Year. |
| <u>Labor:</u> Run indicators are always entered in the current Funding Fiscal Year OC Table. | | |
| RUN LABOR | 1 | <p>Enter one of the codes below when ready to run the Labor Distribution Process:</p> <p>Y - Run Labor Distribution. Automatically resets to 'N' after Labor Distribution is run.</p> <p>N - Do not run the Labor Distribution process. Indicates whether Labor Distribution is not to run, labor distribution has been successfully run, or department does not use the Labor Distribution process. N is normally system generated.</p> <p>A - Run Timesheet Adjustments. Automatically resets to 'N' after Timesheet Adjustments are run.</p> <p>NOTE 1: This indicator cannot be set to Y or A in a prior year OC Table or on an Add transaction.</p> <p>NOTE 2: Please refer to Exhibit IV-OC-8 for the OC Screen Status Messages for RUN LABOR</p> |
| <u>Cost:</u> Run indicators are always entered in the current Funding Fiscal Year OC Table. | | |
| RUN COST | 1 | <p>Enter one of the codes below when ready to run the cost allocation and/or fund distribution process:</p> <p>Y - Execute the next step (one step) of cost allocation or the fund (split) distribution. See NOTE 1.</p> <p>A - Execute all steps of cost allocation <i>excluding</i> fund distribution using the Multi-Step Process. Each step of cost allocation is executed successively until all steps are completed unless a data-related error is detected. See NOTE 1.</p> <p>C - Execute all steps of cost allocation <i>including</i> fund (split) distribution using the Multi-Step Process. Each step of cost allocation and fund distribution is executed successively to completion unless a data-related error is detected. See NOTE 1.</p> <p>N - Do not run the cost allocation process. Indicates no steps are to run or the step(s) previously requested have successfully run to completion. N is normally system generated.</p> <p>M - Stop running the Multi-Step Process because a data related error was found. M is a system generated value. If more than one step is specified using the Multi-Step Process, and data related error(s) stop the process, the last step completed is shown in LAST STEP RUN. Error(s) must be corrected before proceeding.</p> <p style="text-align: right;"><i>(continued)</i></p> |

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|--------------------------------|--------|---|
| RUN COST <i>(continued)</i> | | <p>NOTE 1: The Cost Allocation Run Indicator automatically resets to N upon completion of all steps requested or M if a data-related error is detected.</p> <p>NOTE 2: This indicator cannot be set to Y, A, C or M in a prior year OC Table record or on an Add transaction.</p> <p>NOTE 3: Please refer to Exhibit IV-OC-8 for the OC Screen Status Messages for RUN COST.</p> |
| RUN TYPE | 1 | <p>Enter one of the following codes to specify how costs will allocate during the cost allocation/fund split process.</p> <p>S - Standard cost allocation and/or fund split.</p> <p>Indirect PCAs with CA Table <i>actuals Distribution Type 4</i> or <i>5</i>: Amounts allocated for CY are based on the prior month's expenditures (GL 9000). The allocation base calculation for PY is cumulative activity from inception to date (GL 9000). If the OC Table Encumbrance Allocation Indicator is Y, all Encumbrances (GL 6150) are also allocated.</p> <p>Indirect PCAs with CA Table <i>standards Distribution Type 1, 2</i> or <i>3</i>: Amounts are allocated whether or not costs have been recorded against them. Encumbrances are not allocated for PCAs with a CA Table <i>standards Distribution Type of 1, 2</i> or <i>3</i>.</p> <p>C - Cumulative cost allocation and/or fund split. Similar to the S run type, except current amounts are allocated using the year-to-date cumulative base for CY. Statistics loaded at the beginning of the year are the base for the year. The allocation base for both <i>standards</i> and <i>actuals</i> is cumulative activity from inception for PY (same for both C and S run types).</p> <p>V - Periodic/Quarterly variance allocation (not year-end). The allocation amount is the prior month ending year-to-date (CM1) expenditures (GLA 9000) balance for CY and PY. Only PCAs with a CA Table <i>Variance Allocation Indicator of 1</i> or <i>2</i> are selected. The allocation base calculation is year-to-date activity. Encumbrances are not allocated for PCAs with a CA Table <i>standards Distribution Type of 1, 2</i> or <i>3</i>.</p> <p>Y - Year-end variance allocation. The allocation amount is the prior year adjusted (PY13) expenditures (GL 9000) balance for CY and PY. Only PCAs with a Variance Allocation Indicator of 2 are selected. The allocation base calculation is year-to-date activity. Encumbrances are not allocated for PCAs with a CA Table <i>standards Distribution Type of 1, 2</i> or <i>3</i>.</p> <p>A - Accrual/adjustment Fiscal Month 13 allocation.</p> <p>Indirect PCAs with CA Table <i>actuals Distribution Type 4</i> or <i>5</i>: Amount allocated is the prior year adjustment (FM13) expenditures (GLA 9000) amount. The allocation base</p> <p style="text-align: right;"><i>(continued)</i></p> |

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|--------------------------------|--------|--|
| RUN TYPE <i>(continued)</i> | | <p>calculation is year-to-date activity. Encumbrances (GL 6150) are also allocated (all FFYs) if the Encumbrance Allocation Indicator is Y.</p> <p>Indirect PCAs with CA Table <i>standards Distribution Type</i> 1, 2 or 3: Amounts are allocated as if calculated <i>actuals</i>.</p> <p>NOTE: Upon completion of cost allocation/fund split using A or Y, CALSTARS blanks the Run Type field. RUN TYPE S, C, V, Y, or A must be re-entered for the next cost allocation and/or fund split cycle.</p> |
| NBR STEP DOWNS | 2 | <p>Enter the total number of step-down allocations needed to perform the cost allocation process. The number of step-downs in the current year OC Table must be equal to the greatest number of step-downs in any FFY subject to cost allocation. Enter code 00 if cost allocation is not used.</p> |
| PCA METHOD | 1 | <p>Enter the code that identifies if the cost allocation process uses the Index Code for assigning costs and/or matches Index with PCA in the CA Table key for cost allocation:</p> <p>NOTE 1: PCA Method is driven by the specific OC Table Funding Fiscal Year (FFY).</p> <p>NOTE 2: Refer to the Cost Allocation Table (Subchapter IV-CA) for further information and a matrix explaining the available cost allocation options.</p> <p>1 - Do not use Index Code. Index Code in the Cost Allocation Table Key must be 0000. The allocation of indirect PCA charges and determination of distribution range or base ignores Index Code. If the CA Table Allocation Range is used, all distributions must use Index 0000. Charge and credit transactions generated by cost allocation will include the credit Index of the indirect PCA transaction, if coded; otherwise, Index 9999 is assigned by CALSTARS.</p> <p>NOTE 3: Index 9999 must be established in the IC Table; code 0000 is never established in the IC Table.)</p> <p>2 - Index Code is in the Cost Allocation Table Key and the credit Index must be coded. Index Code is paired with a PCA to sum indirect charges and to determine the distribution allocation range or base. The distribution base determines the Index in the charge transactions. Credit transactions generated by cost allocation receive the credit Index and PCA.</p> <p>3 - Index Code in the Cost Allocation Table Key must be 0000. The allocation amount is determined by the indirect PCA without regard to Index. However, any Index Codes found within the distribution base or range will be contained in the charge transaction by the cost allocation process. Credit transactions created by cost allocation receive the credit Index, if coded, otherwise 9999 is assigned. See NOTE 3, above.</p> <p style="text-align: right;"><i>(continued)</i></p> |

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|----------------------------------|--------|---|
| PCA METHOD <i>(continued)</i> | | <p>4 - Index Code in the Cost Allocation Table key must be 0000. The allocation amount is determined by the indirect PCA without regard to Index. However, Index Code integrity is maintained in the distribution range or base. Charge and credit transactions created by cost allocation contain the credit Index used by the indirect PCA in the CA Table, if coded, otherwise 9999 is assigned. This method operates similarly to Method 3, except the Charge Index is assigned the Credit Index shown in the CA Table rather than the Index Code from the distribution base. This allows the distribution base to be restricted to specific Index Code ranges while charging and crediting a single Index Code and provides the ability to allocate charges to a program structure for a specific organizational unit without affecting the Index Codes originally charged. See NOTE 3, above.</p> <p>9 - Department does not use cost allocation.</p> |
| ENCUMB ALLOC | 1 | <p>Enter the code to specify whether encumbrances are to be allocated:</p> <p>E - Allocate encumbrances only - do not allocate expenditures (only if Cost Allocation RUN TYPE is S, A, or C).</p> <p>Y - Allocate encumbrances when expenditures are allocated.</p> <p>N - Do not allocate encumbrances.</p> |
| LAST STEP RUN | 2 | <p>The Last Step Run Indicator is automatically maintained by the system to keep track of the cost allocation and fund split (CA/FS) processing cycle. The value starts with 00 and increments by 01 for each cost allocation step completed. When the LAST STEP RUN value equals the NO STEP DOWNS value, fund split processing begins. The LAST STEP RUN value then changes to FS. The cycle ends when fund split is complete. During month-end rollover, the system changes LAST STEP RUN back to 00 to be ready for the next monthly processing cycle.</p> <p>When adding new OC Tables, enter code 00.</p> <p>At times a department may need to change the LAST STEP RUN for other than normal monthly processing:</p> <p>Example 1: To run (process) CA/FS for FM 13 (for Year-end adjustments): After CA/FS is run for FM 12, the system sets the LAST STEP RUN to FS. FS must be changed to 00 for FM 13 to be run during July. Otherwise, CA/FS will not run when RUN COST is set to C or Y and RUN TYPE is set to A.</p> <p>Example 2: To run CA/FS for expenditures separately from CA/FS for encumbrances:</p> <p>Task 1: Run expenditures only: The department sets RUN COST (Cost Allocation Run Indicator) to C or Y, RUN TYPE to S or C and ENCUMB ALLOC (Encumbrance Allocation Indicator) to N. The system cycles through the number of cost allocation steps specified in NO STEP DOWNS and performs the fund split for expenditures only. When complete, the system sets COST ALLOC to N; LAST STEP RUN to FS; and leaves RUN TYPE as S or C. <i>(continued)</i></p> |

EXHIBIT IV-OC-1
 ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|---|--------|---|
| LAST STEP RUN <i>(continued)</i> | | <p>Task 2: Run encumbrances only: The department sets RUN COST to C or Y, ENCUMB ALLOC to E, LAST STEP RUN to 00 (zero-zero) and leaves RUN TYPE as S or C. The system then starts the cycle over at step 01. After completion, ENCUMB ALLOC will remain as E. Until the indicator is changed, all future cost allocation processes will be set to Allocate Encumbrances only.</p> <p>Example 3: The use of the value V or Y (Periodic Variance or Year-End Variance) in RUN TYPE requires special handling of the LAST STEP RUN Indicator. First, the SEQ IND coded on all Cost Allocation Table cost centers to be allocated using V or Y must have a value greater than the sequence range for normal cost allocation. Second, NO STEP DOWNS must be set to the highest value of the SEQ IND coded for that particular variance run. Third, LAST STEP RUN must be set to a value of one less than the starting sequence value for the variance run.</p> <p>For example, the cost centers to be allocated have a SEQ IND value of 5 coded on the CA Table. The department sets COST ALLOC to Y for cost allocation only or C for cost allocation and fund split cycle; RUN TYPE to V or Y; NO STEP DOWNS to 05; and LAST STEP RUN to 04. (This tells the system that the next step to run is 05). After this process completes and before running the next normal monthly process, another maintenance transaction is required: Change RUN TYPE to S or C; NO STEP DOWNS to the normal monthly value and LAST STEP RUN to 00 (zero-zero).</p> |
| Misc : Enter miscellaneous indicators: | | |
| PM OPEN | 1 | <p>Enter a value:</p> <p>Y - Prior month open for posting. Default value. Automatically set by the monthly rollover process.</p> <p>N - Prior month closed for posting.</p> <p>T - Prior month temporarily closed for posting any transactions.</p> <p>C - Prior month closed for posting manual and external expenditure transactions. Only system generated cost allocation/fund split expenditure transactions will post. Department prepared transactions that use GL 9000 are not allowed to post. This code is automatically set during cost allocation/fund distribution.</p> <p>NOTE 1: When the Cost Allocation run indicator is C, Y or A, and the Cost Allocation RUN TYPE is S, C or V, the PRIOR MONTH OPEN displays C during processing and the LAST STEP RUN is FS.</p> <p style="text-align: right;"><i>(continued)</i></p> |

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|-------------------------------|--------|---|
| PM OPEN <i>(continued)</i> | | <p>The department may reset this indicator as follows:</p> <ul style="list-style-type: none"> • Y and C may be changed to T; • Y, C and T may be changed to N; • C and T may be changed to Y; and • N may be changed to Y. (See <u>NOTE 2</u>, below.) <p>NOTE 2: Transactions entered after the month is closed could affect cost allocation/fund split transactions, the monthly Plan of Financial Adjustment letter request to the SCO, month-end file reports and SCO reconciliations. A CALSTARS Analyst should be consulted before reopening the month and posting any transactions.</p> <p>NOTE 3: Please refer to Exhibit IV-OC-8 for the OC Screen Status Messages for PM OPEN.</p> |
| FUND / FS EDITS | 1 | <p>Enter the code to identify if funding information is edited against the Fund/Fund Source (D53) Edit Table:</p> <p>0 - Do not perform Fund-to-Fund Source edits.</p> <p>1 - Perform edits during PCA Table maintenance and IEUP financial transaction editing.</p> <p>2 - Perform edits during PCA Table maintenance, IEUP financial transaction and on-line shadow file editing.</p> |
| CHECK FILE | 1 | <p>Enter the Check File Indicator:</p> <p>Y - Post check transactions to the outstanding check file.</p> <p>N - Check file/reconciliation feature not used. Do not post checks to the outstanding check file (checks not available for Command A.2 use or for check reports).</p> <p>NOTE: If the check file is not used, but plans are to use it at some later date, change this value from N to Y approximately two months before use. (It is easier to let the system post the checks and then delete the ones no longer outstanding, than to manually enter all the outstanding checks.)</p> |
| CD102 | 1 | <p>Enter the CD102 Indicator:</p> <p>Y - Create automated posting transactions of SCO CD102 statements.</p> <p>N - Do not create automated posting transactions of SCO CD102 statements.</p> |
| CalATERS ORF | 1 | <p>Enter the CalATERS Indicator: (Set indicator to N if not using.)</p> <p>Y - Generate transactions and do not create batches for each Index Code.</p> <p>I - Generate transactions and create separate batches for each Index Code.</p> <p>N - Do not create ORF batches from SCO CalATERS data.</p> |

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|-----------------------|--------|---|
| <u>Budget:</u> | | |
| BUD SEQ | 1 | <p>Enter the BUD SEQ Indicator to indicate if the department wants to participate in the Schedule 10 subsystem:</p> <p>Y - Yes indicates that the department wants to participate this fiscal year in the schedule 10 subsystem. If Y is selected, Budget Sequence numbers are required on appropriation transactions.</p> <p>N - No indicates that the department does not want to participate this year in the Schedule 10 subsystem. If N is selected, Budget Sequence numbers are not required on appropriation transactions and the N series reports will not be produced.</p> |
| BR-1 POSTED | 1 | <p>Enter N when adding new OC Table records (<i>blank</i> is not allowed).</p> <p>For participating departments, the indicator allows the department to specify when their BR-1 (to remove the payables from their main support item) is approved, their initial appropriations posted, and the generated matching reports are no longer desired. Departments that do not post BR-1 need to set this indicator to Y to discontinue receiving Exception Matching Reports as of BR-1 (CSBB30-1). This indicator is active in both the Current and Past year OC Table records. This indicator is typically changed only once during a fiscal year cycle.</p> <p>Enter the BR-1 POSTED Indicator:</p> <p>N - No, BR-1 (s) and the initial appropriations have not been posted or do not match the generated matching reports.</p> <p>Y - Yes, BR-1 (s) and the initial appropriations have been posted and verified.</p> <p>NOTE: Before changing this indicator to Y, verify that Record Type D on the Schedule 10 Summary Worksheet (Report CSTARN10) for all funds is zero.</p> |
| PY SCH10 TRANS | 1 | <p>Enter N when adding new OC Table records (<i>blank</i> is not allowed).</p> <p>For participating departments, the PY Schedule 10 Transmittal Authorization Indicator displays the status of the department's financial statements. It is active in only the current year OC Table, but is applicable to the prior year financial records.</p> <p>Enter the Prior Year Schedule 10 Transmittal Authorization Indicator :</p> <p>N - No, the past year financial statements have not been completed.</p> <p>Y - Yes, the past year financial data is complete and the Past Year Schedule 10 is ready to submit to the Department of Finance.</p> <p>X - System entry produced from reading the OC Table. Indicates the department is "all done" with financial statements. The department cannot enter X or change an X to any other value.</p> <p>Z - System entry (set after Indicator is set to X). Indicates that a past year authorization, expenditure, or encumbrance transaction(s) has been posted to FM13 after financial statements and the Schedule 10's have been submitted. Material changes to the authorization, expenditure or encumbrance amount(s) may warrant revision to the financial statements or the Schedule 10's. The change should be investigated to determine appropriate action. The department cannot enter Z or change a Z to any other value.</p> |

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|-------------------------|--------|--|
| <u>Year-End:</u> | | Run indicators are always entered in the current Funding Fiscal Year OC Table. |
| RUN YEC | 1 | <p>Enter a code (if appropriate).</p> <p>Some of the indicators below are department controlled and others are system generated. See Volume 7, Chapter VI, Year-End Closing – YEC and YEO Processes, for specific instructions.</p> <p>Blank - Year-End Close processing has not begun.</p> <p>C - Run Year-End Close (YEC) process.</p> <p>D - Year-End Close Process complete. (System generated)</p> <p>E - Run General Ledger Year-End Open Process (YEO).</p> <p>X - Year-End Open Process complete. (System generated)</p> <p>NOTE 1: The Year-End indicator may not be set to C or E in a prior year OC Table record and must be blank on an 'Add' transaction. The indicator cannot be changed to a lower value in the following sequence: Blank, C, D, E, and X with Blank being lowest. D and X are system-set and cannot be entered.</p> <p>NOTE 2: Please refer to Exhibit IV-OC-8 for the OC Screen Status Messages for RUN YEC.</p> |
| PY OPEN | 1 | <p>Enter the code to identify if the prior fiscal year is open for posting:</p> <p>Y - Prior year open for posting; automatically set by the June 30 month-end rollover.</p> <p>N - Prior year closed for posting. (System generated)</p> <p>T - Prior year temporarily closed for all posting.</p> <p>C - Prior year closed only for manual entry of transactions affecting GLA 9000, expenditures. However, the <i>system generated</i> transactions from cost allocation/fund split still post.</p> <p>NOTE: The General Ledger Open program automatically changes the value to N. The department can change PRIOR YEAR OPEN:</p> <ul style="list-style-type: none"> • Y and C may be changed to T; and • C and T may be changed to Y. <p><i>Only the CALSTARS staff can change N to Y.</i></p> |
| UNCLR COLL FFY | 1 | <p>Enter the indicator for uncleared collection documents:</p> <p>N No, do not roll forward uncleared collections documents to the new FFY/EY; or</p> <p>C - Yes, roll forward all uncleared collection documents to the new FFY/EY.</p> |
| ORF FFY | 1 | <p>Enter the indicator for Office Revolving Fund documents:</p> <p>N No, do not roll forward ORF documents to the new FFY/EY; or</p> <p>C - Yes, roll forward all ORF documents to the new FFY/EY.</p> |

EXHIBIT IV-OC-1
ORGANIZATION CONTROL TABLE INPUT CODING INSTRUCTIONS

| Data Element | Length | Contents |
|---|--------|---|
| <u>Hierarchy:</u> | | |
| LEVEL A | 4 | Enter the organization hierarchy. The lowest level of the Organization Hierarchy should normally equal the Org-Code in the Control Key. Classification information is from the <i>Uniform Codes Manual</i> : |
| LEVEL B | 4 | Statewide Agency code; |
| LEVEL 1 | 4 | Statewide Sub-Agency code; |
| LEVEL 2 | 4 | Statewide Department code; |
| LEVEL 3 | 4 | Statewide Division code, or leave blank if appropriate; and Statewide Bureau code, or leave blank if appropriate. |
| <u>Error Severity:</u> | | |
| VALID VALUES (for DATA ERRORS and FUND ERRORS) | 1 | Enter the appropriate Value to specify the error severity: F - Fatal W - Warning I - Ignore <u>NOTE:</u> Both the Data and Fund Error Severity Segments edit transactions based on the Funding Fiscal Year (FFY) of the transaction. For example, FY 2010 transactions are edited based on the Error Severity Segments of the FY 2010 OC Table; the FY 2011 transactions are edited based on the Error Severity Segments of the FY 2011 OC Table, etc. |
| <u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND REPORTS.</u> | | |
| LAST PROCESSED DATE (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. |
| <u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS</u> | | |
| TRANSACTION DATE (TRANS) | 2+2+4 | The Transaction Date identifies the date the transaction was processed. |
| TRANSACTION TIME (TRANS) | 2+2+2 | The Transaction Time identifies the time the transaction was processed. |
| USER IDENTIFICATION (USERID) | 7 | The User Identification identifies the Sign-on ID used to input the transaction. |

EXHIBIT IV-OC-2
LABOR PROCESS CODING INSTRUCTIONS

| Data Element | Length | Contents |
|---|--------|---|
| <u>Control Key:</u> | | |
| ORG CODE | 4 | The Organization Code is automatically displayed based on the signon used. It cannot be altered. |
| <u>Labor:</u> Run indicators are always entered in the current Funding Fiscal Year OC Table. | | |
| RUN LABOR | 1 | <p>Enter one of the codes below when ready to run the Labor Distribution Process:</p> <p>Y - Run Labor Distribution. Automatically resets to 'N' after Labor Distribution is run.</p> <p>N - Do not run the Labor Distribution process. Indicates Labor Distribution is not to run, labor distribution has been successfully run, or department does not use the Labor Distribution process. N is normally system generated.</p> <p>A - Run Timesheet Adjustments. Automatically resets to 'N' after Timesheet Adjustments are run.</p> <p><u>NOTE 1:</u> This indicator cannot be set to Y or A in a prior year OC Table or on a future year Add transaction.</p> <p><u>NOTE 2:</u> Please refer to Exhibit IV-OC-8 for the OC Screen Status Messages for RUN LABOR.</p> |

EXHIBIT IV-OC-3
COST ALLOCATION/FUND SPLIT PROCESS CODING INSTRUCTIONS

| Data Element | Length | Contents |
|--|--------|---|
| Control Key: | | |
| ORG CODE | 4 | The Organization Code is automatically displayed based on the signon used. It cannot be altered. |
| Cost: | | |
| Run indicators are always entered in the current Funding Fiscal Year OC Table. | | |
| RUN COST | 1 | <p>Enter one of the codes below when ready to run the cost allocation and/or fund distribution process:</p> <p>Y - Execute the next step (one step) of cost allocation or the fund (split) distribution. See NOTE 1.</p> <p>A - Execute all steps of cost allocation <i>excluding</i> fund distribution using the Multi-Step Process. Each step of cost allocation is executed successively until all steps are completed unless a data-related error is detected. See NOTE 1.</p> <p>C - Execute all steps of cost allocation <i>including</i> fund (split) distribution using the Multi-Step Process. Each step of cost allocation and fund distribution is executed successively to completion unless a data-related error is detected. See NOTE 1.</p> <p>N - Do not run the cost allocation process. Indicates no steps are to run or the step(s) previously requested have successfully run to completion. N is normally system generated.</p> <p>M - Stop running the Multi-Step Process because a data related error was found. M is a system generated value. If more than one step is specified using the Multi-Step Process, and data related error(s) stop the process, the last step completed is shown in LAST STEP RUN. Error(s) must be corrected before proceeding.</p> <p>NOTE 1: The Cost Allocation Run Indicator automatically resets to N upon completion of all steps requested or M if a data-related error is detected.</p> <p>NOTE 2: This indicator cannot be set to Y, A, C or M in a prior year OC Table record or on a new year Add transaction.</p> <p>NOTE 3: Please refer to Exhibit IV-OC-8 for the OC Screen Status Messages for RUN COST.</p> |
| RUN TYPE | 1 | <p>Enter one of the following codes to specify how costs will allocate during the cost allocation/fund split process.</p> <p>S - Standard cost allocation and/or fund split.</p> <p>Indirect PCAs with CA Table <i>actuals Distribution Type 4 or 5:</i></p> <p>Amounts allocated for CY are based on the prior month's expenditures (GL 9000). The allocation base calculation for PY is cumulative activity from inception to date (GL 9000). If the OC Table Encumbrance Allocation Indicator is Y, all Encumbrances (GL 6150) are also allocated.</p> <p style="text-align: right;"><i>(continued)</i></p> |

EXHIBIT IV-OC-3
COST ALLOCATION/FUND SPLIT PROCESS CODING INSTRUCTIONS

| Data Element | Length | Contents |
|--|----------|--|
| <p>RUN TYPE <i>(continued)</i></p> | | <p>Indirect PCAs with CA Table <i>standards Distribution Type 1, 2 or 3</i>:</p> <p>Amounts are allocated whether or not costs have been recorded against them. Encumbrances are not allocated for PCAs with a CA Table <i>standards Distribution Type of 1, 2 or 3</i>.</p> <p>C - Cumulative cost allocation and/or fund split. Similar to the S run type, except current amounts are allocated using the year-to-date cumulative base for CY. Statistics loaded at the beginning of the year are the base for the year. The allocation base for both <i>standards</i> and <i>actuals</i> is cumulative activity from inception for PY (same for both C and S run types).</p> <p>V - Periodic/Quarterly variance allocation (not year-end). The allocation amount is the prior month ending year-to-date (CM1) expenditures (GLA 9000) balance for CY and PY. Only PCAs with a CA Table <i>Variance Allocation Indicator of 1 or 2</i> are selected. The allocation base calculation is year-to-date activity. Encumbrances are not allocated for PCAs with a CA Table <i>standards Distribution Type of 1, 2 or 3</i>.</p> <p>Y - Year-end variance allocation. The allocation amount is the prior year adjusted (PY13) expenditures (GL 9000) balance for CY and PY. Only PCAs with a Variance Allocation Indicator of 2 are selected. The allocation base calculation is year-to-date activity. Encumbrances are not allocated for PCAs with a CA Table <i>standards Distribution Type of 1, 2 or 3</i>.</p> <p>A - Accrual/adjustment Fiscal Month 13 allocation.</p> <p>Indirect PCAs with CA Table <i>actuals Distribution Type 4 or 5</i>:</p> <p>Amount allocated is the prior year adjustment (FM13) expenditures (GLA 9000) amount. The allocation base calculation is year-to-date activity. Encumbrances (GL 6150) are also allocated (all FFYs) if the Encumbrance Allocation Indicator is Y.</p> <p>Indirect PCAs with CA Table <i>standards Distribution Type 1, 2 or 3</i>:</p> <p>Amounts are allocated as if calculated <i>actuals</i>.</p> <p>NOTE: Upon completion of cost allocation/fund split using A or Y, CALSTARS blanks the Run Type field. RUN TYPE S, C, V, Y, or A must be re-entered for the next cost allocation and/or fund split cycle.</p> |
| <p>ENCUMB ALLOC</p> | <p>1</p> | <p>Enter the code to specify whether encumbrances are to be allocated:</p> <p>E - Allocate encumbrances only - do not allocate expenditures (only if Cost Allocation RUN TYPE is S, A, or C).</p> <p>Y - Allocate encumbrances when expenditures are allocated.</p> <p>N - Do not allocate encumbrances.</p> |

EXHIBIT IV-OC-3
COST ALLOCATION/FUND SPLIT PROCESS CODING INSTRUCTIONS

| Data Element | Length | Contents |
|---------------|--------|--|
| LAST STEP RUN | 2 | <p>The Last Step Run Indicator is automatically maintained by the system to keep track of the cost allocation and fund split (CA/FS) processing cycle. The value starts with 00 and increments by 01 for each cost allocation step completed. When the LAST STEP RUN value equals the NO STEP DOWNS value, fund split processing begins. The LAST STEP RUN value then changes to FS. The cycle ends when fund split is complete. During month-end rollover, the system changes LAST STEP RUN back to 00 to be ready for the next monthly processing cycle.</p> <p>When adding new OC Tables, enter code 00.</p> <p>At times a department may need to change the LAST STEP RUN for other than normal monthly processing:</p> <p>Example 1: To run (process) CA/FS for FM 13 (for Year-end adjustments): After CA/FS is run for FM 12, the system sets the LAST STEP RUN to FS. FS must be changed to 00 for FM 13 to be run during July. Otherwise, CA/FS will not run when RUN COST is set to C or Y and RUN TYPE is set to A.</p> <p>Example 2: To run CA/FS for expenditures separately from CA/FS for encumbrances:</p> <p style="padding-left: 20px;">Task 1: Run expenditures only: The department sets RUN COST (Cost Allocation Run Indicator) to C or Y, RUN TYPE to S or C and ENCUMB ALLOC (Encumbrance Allocation Indicator) to N. The system cycles through the number of cost allocation steps specified in NO STEP DOWNS and performs the fund split for expenditures only. When complete, the system sets COST ALLOC to N; LAST STEP RUN to FS; and leaves RUN TYPE as S or C.</p> <p style="padding-left: 20px;">Task 2: Run encumbrances only: The department sets RUN COST to C or Y, ENCUMB ALLOC to E, LAST STEP RUN to 00 (zero-zero) and leaves RUN TYPE as S or C. The system then starts the cycle over at step 01. After completion, ENCUMB ALLOC will remain as E. Until the indicator is changed, all future cost allocation processes will be set to Allocate Encumbrances only.</p> <p>Example 3: The use of the value V or Y (Periodic Variance or Year-End Variance) in RUN TYPE requires special handling of the LAST STEP RUN Indicator. First, the SEQ IND coded on all Cost Allocation Table cost centers to be allocated using V or Y must have a value greater than the sequence range for normal cost allocation. Second, NO STEP DOWNS must be set to the highest value of the SEQ IND coded for that particular variance run. Third, LAST STEP RUN must be set to a value of one less than the starting sequence value for the variance run.</p> <p style="text-align: right;"><i>(continued)</i></p> |

EXHIBIT IV-OC-3
COST ALLOCATION/FUND SPLIT PROCESS CODING INSTRUCTIONS

| Data Element | Length | Contents |
|-------------------------------------|--------|--|
| LAST STEP RUN <i>(continued)</i> | | <p>For example, the cost centers to be allocated have a SEQ IND value of 5 coded on the CA Table. The department sets COST ALLOC to Y for cost allocation only or C for cost allocation and fund split cycle; RUN TYPE to V or Y; NO STEP DOWNS to 05; and LAST STEP RUN to 04. (This tells the system that the next step to run is 05). After this process completes and before running the next normal monthly process, another maintenance transaction is required: Change RUN TYPE to S or C; NO STEP DOWNS to the normal monthly value and LAST STEP RUN to 00 (zero-zero).</p> |

EXHIBIT IV-OC-4
YEAR-END CLOSE/YEAR-END OPEN PROCESS CODING INSTRUCTIONS

| Data Element | Length | Contents |
|----------------------------|--------|--|
| <u>Control Key:</u> | | |
| ORG CODE | 4 | The Organization Code is automatically displayed based on the signon used. It cannot be altered. |
| <u>Year-End:</u> | | |
| | | Run indicators are always entered in the <u>current</u> Funding Fiscal Year OC Table. |
| RUN YEC | 1 | <p>Enter a code (if appropriate).</p> <p>Some of the indicators below are department controlled and others are system generated. See Volume 7, Chapter VI, Year-End Closing – YEC and YEO Processes, for specific instructions.</p> <p>Blank - Year-End Close processing has not begun.</p> <p>C - Run Year-End Close (YEC) process.</p> <p>D - Year-End Close Process complete. (System generated)</p> <p>E - Run General Ledger Year-End Open Process (YEO).</p> <p>X - Year-End Open Process complete. (System generated)</p> <p>NOTE 1: The Year-End indicator may not be set to C or E in a prior year OC Table record and must be blank on an 'Add' transaction. The indicator cannot be changed to a lower value in the following sequence: Blank, C, D, E, and X with Blank being lowest. D and X are system-set and cannot be entered.</p> <p>NOTE 2: Please refer to Exhibit IV-OC-8 for the OC Screen Status Messages for RUN YEC.</p> |

EXHIBIT IV-OC-5
DATA RELATED ERROR SEVERITY

| <u>DATA ERROR CODE/MESSAGE</u> | | <u>SEVERITY</u> | | |
|--------------------------------|------------------------|-----------------|---|---|
| EA4 | PCA ACTIV NOT IN D43 | F | I | W |
| EJ1 | AP OBJ REQ OBJ DTL | F | | W |
| EP2 | PROJECT NOT IN PCA | F | I | W |
| E07 | LOCATION NOT IN D35 | F | I | W |
| E13 | AGCY OBJ NOT IN D12 | F | I | W |
| E16 | AGCY SRCE NOT IN D34 | F | I | W |
| E38 | INDEX CODE REQUIRED | F | | W |
| E39 | MULTI PUR NOT ALLOW | F | | W |
| E45 | INDEX NOT ALLOW | F | | W |
| E46 | OPT INDEX NOT IN IC | F | | W |
| E47 | INDEX CODE REQUIRED | F | I | W |
| E48 | REQ INDEX NOT IN IC | F | | W |
| E49 | MULTI PUR REQUIRED | F | | W |
| E58 | FUND DTL NOT ALLOWED | F | | W |
| E59 | OPT FD NOT IN D23 | F | | W |
| E60 | FUND DETAIL REQUIRED | F | | W |
| E61 | REQ FD NOT IN D23 | F | | W |
| E71 | OPT SRCE NOT IN D33 | F | | W |
| E76 | PROJ NO REQUIRED | F | I | W |
| E78 | VEND NO NOT ALLOWED | F | | W |
| E91 | INVOICE NO REQD | F | | W |
| FI0 | IC TO DF NO MATCH * | F | I | W |
| FI1 | PA TO DF NO MATCH * | F | I | W |
| FI2 | PROJ TO DF NO MATCH * | F | I | W |
| FI3 | LOC/MP DF NO MATCH * | F | I | W |
| FI5 | FD TO DF NO MATCH * | F | I | W |
| FI6 | SRC-AGY/DF NO MATCH * | F | I | W |
| FI7 | OBJ TO DF NO MATCH * | F | I | W |
| FI8 | VE TO DF NO MATCH * | F | I | W |
| FJ0 | IC TO DF NO MATCH ** | F | I | W |
| FJ1 | PA TO DF NO MATCH ** | F | I | W |
| FJ2 | PROJ TO DF NO MATCH ** | F | I | W |
| FJ3 | LOC/MP DF-NO MATCH ** | F | I | W |
| FJ4 | AS TO DF NO MATCH ** | F | I | W |
| FJ5 | FD TO DF NO MATCH ** | F | I | W |
| FJ6 | SRC-AGY/DF NO MATCH ** | F | I | W |
| FJ7 | OBJ TO DF NO MATCH ** | F | I | W |
| FJ8 | VE TO DF NO MATCH ** | F | I | W |
| FJ9 | SUBSID/DF NO MATCH ** | F | I | W |

Note: Error Severity settings for FJ0 –FJ9 are defined in the same field on the OC Entry Screen.

* Encumbrance transactions ** Non-encumbrance transactions

EXHIBIT IV-OC-5
FUND RELATED ERROR SEVERITY

| <u>FUND ERROR CODE/MESSAGE</u> | | <u>SEVERITY</u> | | |
|--------------------------------|------------------------|-----------------|---|---|
| F01 | ABNORMAL DF BAL-CM0 | F | I | W |
| F02 | ABNORMAL DF BAL-CM1 | F | I | W |
| F03 | ABNORMAL DF BAL-PY13 | F | I | W |
| F04 | DF DOCUMENT NOT OPEN | F | | W |
| F05 | REV CODE NOT ALLOWED * | F | | |
| F08 | DETAIL OVEREXP-CM0 | F | I | W |
| F09 | DETAIL OVEREXP-CM1 | F | I | W |
| F10 | DETAIL OVEREXP-PY13 | F | I | W |
| F11 | INVAL DETAIL BAL-CM0 | F | I | W |
| F12 | INVAL DETAIL BAL-CM1 | F | I | W |
| F13 | INVAL DTL BAL-PY13 | F | I | W |
| F14 | CONTROL OVEREXP-CM0 | F | I | W |
| F15 | CONTROL OVEREXP-CM1 | F | I | W |
| F16 | CONTROL OVEREXP-PY13 | F | I | W |
| F17 | BUDGET DETAIL OV-CM0 | F | I | W |
| F18 | BUDGET DETAIL OV-CM1 | F | I | W |
| F19 | BUDGT DETAIL OV-PY13 | F | I | W |
| F21 | BUDGET CONTRL OV-CM0 | F | I | W |
| F22 | BUDGET CONTRL OV-CM1 | F | I | W |
| F23 | BUDGT CONTRL OV-PY13 | F | I | W |
| F24 | FED AUTH OVEREXP-CM0 | F | I | W |
| F25 | FED AUTH OVEREXP-CM1 | F | I | W |
| F26 | FED AUTH OVREXP-PY13 | F | I | W |
| F27 | ENC OVEREXPEND-CM0 | F | I | W |
| F28 | ENC OVEREXPEND-CM1 | F | I | W |
| F29 | ENC OVEREXPEND-PY13 | F | I | W |
| F30 | INVAL ALLOT BAL-CM0 | F | I | W |
| F31 | INVAL ALLOT BAL-CM1 | F | I | W |
| F32 | INVAL ALLOT BAL-PY13 | F | I | W |
| F33 | ALLOT OVEREXPEND-CM0 | F | I | W |
| F34 | ALLOT OVEREXPEND-CM1 | F | I | W |
| F35 | ALLOT OVEREXPEN-PY13 | F | I | W |
| F36 | AL ALLOT NOT OPEN * | F | | |
| F37 | AL OVEREXP REIMB-CM0 | F | I | W |
| F38 | AL OVEREXP REIMB-CM1 | F | I | W |
| F39 | AL OVEREXP REIM-PY13 | F | I | W |
| F40 | INSUFF CASH-CM0 | F | I | W |
| F41 | INSUFF CASH-CM1 | F | I | W |
| F42 | INSUFF CASH-PY13 | F | I | W |
| F43 | NOT EQ DF BAL-CM0 | F | I | W |
| F44 | NOT EQ DF BAL-CM1 | F | I | W |
| F45 | NOT EQ DF BAL-PY13 | F | I | W |
| F46 | REIMB DETAIL OVR-CM0 | F | I | W |
| F47 | REIMB DETAIL OVR-CM1 | F | I | W |
| F48 | NO DOC TO REVERSE * | F | | |
| F49 | IT AMT > DF PMT AMT * | F | | |

*Does not display on the Entry Screen.

EXHIBIT IV-OC-5
FUND RELATED ERROR SEVERITY

| <u>FUND ERROR CODE/MESSAGE</u> | <u>SEVERITY</u> |
|--------------------------------|-----------------|
|--------------------------------|-----------------|

(continued)

| | | | | |
|-----|------------------------|---|---|---|
| F50 | INVAL GP BUDGET-CM0 | F | I | W |
| F51 | INVAL GP BUDGET-CM1 | F | I | W |
| F52 | INVAL GP BUDGET-PY13 | F | I | W |
| F53 | GP BUD OVEREXP-CM0 | F | I | W |
| F54 | GP BUD OVEREXP-CM1 | F | I | W |
| F55 | GP BUD OVEREXP-PY13 | F | I | W |
| F56 | FIFO MONEY AVAILABLE | F | I | W |
| F57 | GP PROJECT NOT OPEN | F | | W |
| F58 | DETAIL REV OVER-CM0 | F | I | W |
| F59 | DETAIL REV OVER-CM1 | F | I | W |
| F60 | DETAIL REV OVER-PY13 | F | I | W |
| F61 | CONTROL REV OVER-CM0 | F | I | W |
| F62 | CONTROL REV OVER-CM1 | F | I | W |
| F63 | CONTRL REV OVER-PY13 | F | I | W |
| F64 | INVALID CNTL BAL-CM0 | F | I | W |
| F65 | INVALID CNTL BAL-CM1 | F | I | W |
| F66 | INVALD CNTL BAL-PY13 | F | I | W |
| F67 | REIMB DETAIL OV-PY13 | F | I | W |
| F68 | REIMB BUDGET OVR-CM0 | F | I | W |
| F69 | REIMB BUDGET OVR-CM1 | F | I | W |
| F70 | REIMB BUDGET OV-PY13 | F | I | W |
| F71 | DF FILE NO MATCH * | F | | |
| F72 | INIT DOC EXCEPTION * | F | | |
| F73 | AP FILE NO MATCH * | F | | |
| F74 | INIT APPN EXCEPTION * | F | | |
| F75 | AL FILE NO MATCH * | F | | |
| F76 | INIT ALLOT EXCEPTION * | F | | |
| F77 | CC FILE NO MATCH * | F | | |
| F78 | INIT CASH EXCEPTION * | F | | |
| F79 | GP FILE NO MATCH * | F | | |
| F80 | INIT GP EXCEPTION * | F | | |

*Does not display on the Entry Screen.

EXHIBIT IV-OC-6

CALSTARS 4

(Rev. 4/13)

PREPARED BY: _____

DATE: _____

ENTERED BY: _____

ORG: _____

DATE: _____

STATE OF CALIFORNIA
CALSTARS ORGANIZATION CONTROL TABLE MAINTENANCE

FUNCTION

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

FFY

LABOR:

RUN LABOR:

COST:

RUN COST:

RUN TYPE

NBR STEP DOWNS:

PCA METHOD:

ENCUM ALLOC

LAST STEP RUN:

MISC:

PM OPEN:

FUND/FS EDITS

CHECK FILE

CD102:

CALATERS ORF

BUDGET:

BUD SEQ:

BR-1 POSTED

PY SCH10 TRANS

YEAR-END:

RUN YEC

PY OPEN

UNCLR COLL FFY

ORF FFY

HIERARCHY:

LEVEL A:

LEVEL B:

LEVEL 1:

LEVEL 2:

LEVEL 3:

P=PRINT FFY FUNCTION SELECTED, REPORT DESTINATION

(F=Report File only, P=Printer Output and Report File, O=Overnight Printer Output)

ADDITIONAL FFYS TO PRINT

R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL

EXHIBIT IV-OC-7

CALSTARS 5
(Rev. 4/13)

STATE OF CALIFORNIA
MONTHLY AND SPECIAL PROCESSES MAINTENANCE

ORG: _____

PREPARED BY: _____

DATE: _____

ENTERED BY: _____

DATE: _____

FUNCTION (C=Change)

FFY

LABOR: **RUN LABOR:**

COST: **RUN COST:**
RUN TYPE:
ENCUM ALLOCATION:
LAST STEP RUN:

YEAR-END: **RUN YEC**

EXHIBIT IV-OC-8

| RUN LABOR = | Status Message |
|--------------------|--|
| Y | CURRENT REQUEST – STANDARD LABOR DISTRIBUTION |
| A | CURRENT REQUEST – TIMESHEET ADJUSTMENT |
| N | Based on whether or not agency has completed labor distribution process, one of the following messages may display: <ul style="list-style-type: none"> • AGENCY DOES NOT RUN LABOR • LABOR HAS NOT BEEN RUN • LABOR COMPLETED |

| RUN COST = | Status Message |
|-------------------|---|
| Y | CURRENT REQUEST – NEXT STEP OF CA/FS |
| A | CURRENT REQUEST – ALL STEPS OF CA EXCLUDING FS |
| C | CURRENT REQUEST – ALL STEPS OF CA INCLUDING FS |
| M | MULTI-STEP PROCESS HAS BEEN STOPPED BY DATA RELATED ERRORS |
| N | Based on whether or not agency has completed cost allocation/fund split processes, one of the following messages may display: <ul style="list-style-type: none"> • AGENCY DOES NOT RUN CA/FS • NO CA/FS PROCESSES HAVE BEEN RUN • COST ALLOCATION/FUND SPLIT COMPLETED • NO TRANSACTION IS GENERATED FROM CA/FS |

| PM OPEN = | Status Message |
|------------------|--|
| Y | PRIOR MONTH OPEN |
| C | PRIOR MONTH CLOSED FOR POSTING EXPENDITURE |
| T | PRIOR MONTH CLOSED |
| N | PRIOR MONTH CLOSED |

| RUN YEC = | Status Message |
|------------------|-------------------------------------|
| Blank | YEAR-END CLOSING HAS NOT BEEN RUN |
| C | YEAR-END CLOSING HAS BEEN REQUESTED |
| D | YEAR-END CLOSING COMPLETED |
| E | YEAR-END OPEN HAS BEEN REQUESTED |
| X | YEAR-END OPEN COMPLETED |

EXHIBIT IV-OC-9

| CSB960-1 ***** | | | | | | | | | | | | | | | DEPARTMENT OF AIR QUALITY | | | | | ***** ORG NUMBER: 9990 | | | | |
|--|--------|-------|-------|------|-------|------|-------|-------|-------|-------|-------|-------|-------|-------|--|------------|----------|--------|---------|------------------------|--|--|--|--|
| CALSTARS | | | | | | | | | | | | | | | ORGANIZATION CONTROL (OC) TABLE ACTIVITY | | | | | REPORT | | | | |
| 08/18/2012 (06:00) ***** | | | | | | | | | | | | | | | ***** | | | | | ***** | | | | |
| ---LABOR--- | | | | | | | | | | | | | | | ---COST ALLOCATION--- | | | | | ---MISCELLANEOUS--- | | | | |
| FFY | F | RUN | LABOR | RUN | RUN | NBR | PCA | ENCUM | LAST | COST | PM | F/FS | CHECK | CAL- | -----TRANSACTION----- | | | | | | | | | |
| ---- | - | LABOR | DONE | COST | TYPE | STEP | METH | ALLOC | STEP | DONE | OPEN | EDIT | FILE | CD102 | ATERS | DATE | TIME | USERID | | | | | | |
| ---- | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | MM-DD-YYYY | HH:MM:SC | PM | CSWBXXX | | | | | |
| 2012 | C | A | N | N | S | 04 | 4 | Y | 00 | N | Y | 0 | Y | Y | Y | | | | | | | | | |
| -----BUDGET----- | | | | | | | | | | | | | | | -----YEAR END----- | | | | | -----HIERARCHY----- | | | | |
| BUD | BR-1 | PY | RUN | PY | UNCLR | ORF | LEVEL | ERROR MESSAGES | | | | | | | | | |
| SEQ | POSTED | TRANS | YEC | OPEN | COLL | FFY | A | B | 1 | 2 | 3 | ----- | | | | | | | | | | | | |
| N | N | N | X | N | C | C | NNNN | NNNN | NNNN | NNNN | NNNN | ----- | | | | | | | | | | | | |
| <p>LABOR STATUS : CURRENT REQUEST - TIMESHEET ADJUSTMENTS</p> <p>COST STATUS : NO CA/FS PROCESSES HAVE BEEN RUN</p> <p>YEAR END STATUS: YEAR END OPEN COMPLETED</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>DATA ERROR CODE/MESSAGE : - FUND ERROR CODE/MESSAGE : - FUND ERROR CODE/MESSAGE : - FUND ERROR CODE/MESSAGE : -</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>EA4 PCA ACTIV NOT IN D43: A F01 ABNORMAL DF BAL-CM0 : A F27 ENC OVEREXPEND-CM0 : A F52 INVAL GP BUDGET-PY13: A</p> <p>EJ1 AP OBJ REQS OBJ DTL : A F02 ABNORMAL DF BAL-CM1 : A F28 ENC OVEREXPEND-CM1 : A F53 GP BUD OVEREXP-CM0 : A</p> <p>EP2 PROJECT NOT IN PCA : A F03 ABNORMAL DF BAL-PY13: A F29 ENC OVEREXPEND-PY13 : A F54 GP BUD OVEREXP-CM1 : A</p> <p>E07 LOCATION NOT IN D35 : A F04 DF DOCUMENT NOT OPEN: A F30 INVAL ALLOT BAL-CM0 : A F55 GP BUD OVEREXP-PY13 : A</p> <p>E13 AGCY OBJ NOT IN D12 : A F08 DETAIL OVEREXP-CM0 : A F31 INVAL ALLOT BAL-CM1 : A F56 FIFO MONEY AVAILABLE: A</p> <p>E16 AGCY SRCE NOT IN D34: A F09 DETAIL OVEREXP-CM1 : A F32 INVAL ALLOT BAL-PY13: A F57 GP PROJECT NOT OPEN : A</p> <p>E38 INDEX REQUIRED : A F10 DETAIL OVEREXP-PY13 : A F33 ALLOT OVEREXPEND-CM0: A F58 DETAIL REV OVER-CM0 : A</p> <p>E39 MULTI PUR NOT ALLOW : A F11 INVAL DETAIL BAL-CM0: A F34 ALLOT OVEREXPEND-CM1: A F59 DETAIL REV OVER-CM1 : A</p> <p>E45 INDEX NOT ALLOWED : A F12 INVAL DETAIL BAL-CM1: A F35 ALLOT OVEREXPEN-PY13: A F60 DETAIL REV OVER-PY13: A</p> <p>E46 OPT INDEX NOT IN IC : A F13 INVAL DTL BAL-PY13 : A F37 AL OVEREXP REIMB-CM0: A F61 CONTROL REV OVER-CM0: A</p> <p>E47 INDEX REQUIRED : A F14 CONTROL OVEREXP-CM0 : A F38 AL OVEREXP REIMB-CM1: A F62 CONTROL REV OVER-CM1: A</p> <p>E48 REQD INDEX NOT IN IC: A F15 CONTROL OVEREXP-CM1 : A F39 AL OVEREXP REIM-PY13: A F63 CONTRL REV OVER-PY13: A</p> <p>E49 MULTI PUR REQUIRED : A F16 CONTROL OVEREXP-PY13: A F40 INSUFF CASH-CM0 : A F64 INVALID CNTL BLA-CM0: A</p> <p>E58 FUND DTL NOT ALLOWED: A F17 BUDGET DETAIL OV-CM0: A F41 INSUFF CASH-CM1 : A F65 INVALID CNTL BLA-CM1: A</p> <p>E59 OPT FD NOT IN D23 : A F18 BUDGET DETAIL OV-CM1: A F42 INSUFF CASH-PY13 : A F66 INVALD CNTL BLA-PY13: A</p> <p>E60 FUND DETAIL REQUIRED: A F19 BUDGT DETAIL OV-PY13: A F43 NOT EQ DF BAL-CM0 : A F67 REIMB DETAIL OV-PY13: A</p> <p>E61 REQD FD NOT IN D23 : A F21 BUDGET CONTRL OV-CM0: A F44 NOT EQ DF BAL-CM1 : A F68 REIMB BUDGET OVR-CM0: A</p> <p>E71 OPT SRCE NOT IN D33 : A F22 BUDGET CONTRL OV-CM1: A F45 NOT EQ DF BAL-PY13 : A F69 REIMB BUDGET OVR-CM1: A</p> <p>E76 PROJECT REQUIRED : A F23 BUDGT CONTRL OV-PY13: A F46 REIMB DETAIL OVR-CM0: A F70 REIMB BUDGET OV-PY13: A</p> <p>E78 VEND NBR NOT ALLOWED: A F24 FED AUTH OVEREXP-CM0: A F47 REIMB DETAIL OVR-CM1: A</p> <p>E91 INVOICE REQUIRED : A F25 FED AUTH OVEREXP-CM1: A F50 INVAL GP BUDGET-CM0 : A</p> <p>FI0 IC TO DF NO MATCH* : A F26 FED AUTH OVREXP-PY13: A F51 INVAL GP BUDGET-CM1 : A</p> <p>FI1 PA TO DF NO MATCH* : A</p> <p>FI2 PROJ TO DF NO MATCH*: A</p> <p>FI3 LOC/MP-DF NO MATCH* : A</p> <p>FI5 FD TO DF NO MATCH* : A</p> <p>FI6 SRC/AGY-DF NO MATCH*: A</p> <p>FI7 OBJ TO DF NO MATCH* : A</p> <p>FI8 VE TO DF NO MATCH* : A</p> <p>FJ0-FJ9 DOC NO MATCH** : A</p> | | | | | | | | | | | | | | | | | | | | | | | | |

EXHIBIT IV-OC-10

CSB960-2 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS ORGANIZATION CONTROL (OC) TABLE LISTING REPORT ORG PAGE: 1
 08/18/2012 (06:00) ***** RUN PAGE: 1

| FFY | LABOR | DONE | COST | TYPE | STEP | METH | ALLOC | STEP | DONE | OPEN | EDIT | FILE | CD102 | ATERS | LP DATE |
|------|-------|------|------|------|------|------|-------|------|------|------|------|------|-------|-------|------------|
| 2012 | A | N | N | S | 04 | 4 | Y | 00 | N | Y | 0 | Y | Y | Y | MM-DD-YYYY |

| BUD | BR-1 | PY | RUN | PY | UNCLR | ORF | LEVEL | LEVEL | LEVEL | LEVEL | LEVEL |
|-----|--------|-------|-----|------|-------|-----|-------|-------|-------|-------|-------|
| SEQ | POSTED | TRANS | YEC | OPEN | COLL | FFY | A | B | 1 | 2 | 3 |
| N | N | N | X | N | C | C | NNNN | NNNN | NNNN | NNNN | NNNN |

LABOR STATUS : CURRENT REQUEST - TIMESHEET ADJUSTMENTS
 COST STATUS : NO CA/FS PROCESSES HAVE BEEN RUN
 YEAR END STATUS: YEAR END OPEN COMPLETED

| | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| DATA ERROR CODE/MESSAGE : - | FUND ERROR CODE/MESSAGE : - | FUND ERROR CODE/MESSAGE : - | FUND ERROR CODE/MESSAGE : - |
| EA4 PCA ACTIV NOT IN D43 : A | F01 ABNORMAL DF BAL-CM0 : A | F27 ENC OVEREXPEND-CM0 : A | F52 INVAL GP BUDGET-PY13 : A |
| EJ1 AP OBJ REQS OBJ DTL : A | F02 ABNORMAL DF BAL-CM1 : A | F28 ENC OVEREXPEND-CM1 : A | F53 GP BUD OVEREXP-CM0 : A |
| EP2 PROJECT NOT IN PCA : A | F03 ABNORMAL DF BAL-PY13 : A | F29 ENC OVEREXPEND-PY13 : A | F54 GP BUD OVEREXP-CM1 : A |
| E07 LOCATION NOT IN D35 : A | F04 DF DOCUMENT NOT OPEN : A | F30 INVAL ALLOT BAL-CM0 : A | F55 GP BUD OVEREXP-PY13 : A |
| E13 AGCY OBJ NOT IN D12 : A | F08 DETAIL OVEREXP-CM0 : A | F31 INVAL ALLOT BAL-CM1 : A | F56 FIFO MONEY AVAILABLE : A |
| E16 AGCY SRCE NOT IN D34 : A | F09 DETAIL OVEREXP-CM1 : A | F32 INVAL ALLOT BAL-PY13 : A | F57 GP PROJECT NOT OPEN : A |
| E38 INDEX REQUIRED : A | F10 DETAIL OVEREXP-PY13 : A | F33 ALLOT OVEREXPEND-CM0 : A | F58 DETAIL REV OVER-CM0 : A |
| E39 MULTI PUR NOT ALLOW : A | F11 INVAL DETAIL BAL-CM0 : A | F34 ALLOT OVEREXPEND-CM1 : A | F59 DETAIL REV OVER-CM1 : A |
| E45 INDEX NOT ALLOWED : A | F12 INVAL DETAIL BAL-CM1 : A | F35 ALLOT OVEREXPEN-PY13 : A | F60 DETAIL REV OVER-PY13 : A |
| E46 OPT INDEX NOT IN IC : A | F13 INVAL DTL BAL-PY13 : A | F37 AL OVEREXP REIMB-CM0 : A | F61 CONTROL REV OVER-CM0 : A |
| E47 INDEX REQUIRED : A | F14 CONTROL OVEREXP-CM0 : A | F38 AL OVEREXP REIMB-CM1 : A | F62 CONTROL REV OVER-CM1 : A |
| E48 REQD INDEX NOT IN IC : A | F15 CONTROL OVEREXP-CM1 : A | F39 AL OVEREXP REIM-PY13 : A | F63 CONTRL REV OVER-PY13 : A |
| E49 MULTI PUR REQUIRED : A | F16 CONTROL OVEREXP-PY13 : A | F40 INSUFF CASH-CM0 : A | F64 INVALID CNTL BLA-CM0 : A |
| E58 FUND DTL NOT ALLOWED : A | F17 BUDGET DETAIL OV-CM0 : A | F41 INSUFF CASH-CM1 : A | F65 INVALID CNTL BLA-CM1 : A |
| E59 OPT FD NOT IN D23 : A | F18 BUDGET DETAIL OV-CM1 : A | F42 INSUFF CASH-PY13 : A | F66 INVALD CNTL BLA-PY13 : A |
| E60 FUND DETAIL REQUIRED : A | F19 BUDGT DETAIL OV-PY13 : A | F43 NOT EQ DF BAL-CM0 : A | F67 REIMB DETAIL OV-PY13 : A |
| E61 REQD FD NOT IN D23 : A | F21 BUDGET CONTRL OV-CM0 : A | F44 NOT EQ DF BAL-CM1 : A | F68 REIMB BUDGET OVR-CM0 : A |
| E71 OPT SRCE NOT IN D33 : A | F22 BUDGET CONTRL OV-CM1 : A | F45 NOT EQ DF BAL-PY13 : A | F69 REIMB BUDGET OVR-CM1 : A |
| E76 PROJECT REQUIRED : A | F23 BUDGT CONTRL OV-PY13 : A | F46 REIMB DETAIL OVR-CM0 : A | F70 REIMB BUDGET OV-PY13 : A |
| E78 VEND NBR NOT ALLOWED : A | F24 FED AUTH OVEREXP-CM0 : A | F47 REIMB DETAIL OVR-CM1 : A | |
| E91 INVOICE REQUIRED : A | F25 FED AUTH OVEREXP-CM1 : A | F50 INVAL GP BUDGET-CM0 : A | |
| FI0 IC TO DF NO MATCH* : A | F26 FED AUTH OVREXP-PY13 : A | F51 INVAL GP BUDGET-CM1 : A | |
| FI1 PA TO DF NO MATCH* : A | | | |
| FI2 PROJ TO DF NO MATCH* : A | | | |
| FI3 LOC/MP-DF NO MATCH* : A | | | |
| FI5 FD TO DF NO MATCH* : A | | | |
| FI6 SRC/AGY-DF NO MATCH* : A | | | |
| FI7 OBJ TO DF NO MATCH* : A | | | |
| FI8 VE TO DF NO MATCH* : A | | | |
| FJ0-FJ9 DOC NO MATCH** : A | | | |