



## IV-D07 Department Profile

The Department Profile Descriptor Table is used to establish an agency-defined profile for Labor and Cost Allocation processes. These profiles enable the system to determine if the department uses CALSTARS to perform Labor Distribution and Cost Allocation/Fund Split processes. Furthermore, the profile for the Cost Allocation processes allows the system to verify whether the monthly cost processes requested by department are matching to the profile.

When the request to run Cost Allocation is initiated from the Organization Control (OC) Table, the system performs a Department Profile Table look up. If the setting from the OC Table is different from the Department Profile Table, a warning message will be issued. From the warning message, the Cost Allocation request can be confirmed or canceled. The warning messages help prevent departments from requesting erroneous Cost Allocations processes.

The Department Profile Descriptor Table ID is **07** and is available on the Command **I.5: Agency Descriptor Tables** screen.

### STRUCTURE

The Department Profile Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Department Profile record. It contains the Descriptor Table Identification (ID) and Organization Code. The Organization Code is determined by the Userid.

The informational element segment for the Department Profile are the Run Labor Indicator, Run Cost Indicator, Run Type Indicator, and Nbr Steps Down Indicator.

Each Department will only have one Department Profile record.

### RELATIONSHIP TO OTHER TABLES

The Department Profile record must be established in the Descriptor Table before Labor and/or Cost Allocation processes can be requested in the Organization Control Entry Screen (Command I.8) or the Monthly Processes Entry Screens (Command F.3 and F.4).

### INPUT CODING

A listing of the fields contained on the Department Profile Entry screen and/or the activity reports is shown in Exhibit IV-D07-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

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

## DEPARTMENT PROFILE ENTRY SCREEN

The Entry screen shown below is available through Command **I.5.07**.

```

9990 I.5.07: Department Profile (D07) Entry                03-22-2013 11:25 AM
Function: _ (C=Change, V=View)

RUN LABOR      : _ (Y=Agency runs Labor)
                (N=Agency does not run Labor)

RUN COST       : _ (A=Runs Cost Allocation Only)
                (C=Runs Cost Allocation/Fund Split or Fund Split Only)
                (Y=Runs one step of Cost Allocation or Fund Split per day)
                (N=Agency does not run Cost Allocation or Fund Split)

RUN TYPE       : _ (C=Cumulative Cost Allocation)
                (S=Standard Cost Allocation)
                (N=Agency does not run Cost Allocation)

NBR STEPS DOWN: __ (00=FS only or does not run Cost Allocation)
                  (01-09=1 to 9 steps of Cost Allocation)

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

```

Table maintenance **C**=Change or **V**=View may be performed from the Entry screen.

Note: If the department does not have a Department Profile record in file, Function **A**=Add is displayed on the screen as allowable Function when the screen is invoked.

## DEPARTMENT PROFILE 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.

```

9990 Department Profile (D07) - Activity Log                                03-22-2013 08:07 AM

Sort: D (D=Date/Time, U=UserID)
-----Go To----- -Go To--
      DATE      TIME      USERID      RUN   RUN   RUN   NBR
      -----      -----      -----      -    -    -    -
      F  _____  _____  _____  LABOR COST  TYPE  STEPS
      -  _____  _____  _____  -    -    -    -
      C  03-21-2013  11:50 AM  CSCSPRT      Y    Y    S    04
                                     End of Data

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

```

The list of activity records is sorted by date when **F4** is pressed. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time or **U**=UserID 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 or UserID 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 no matching record is found, the next sequential record is displayed according to the search field used.

Only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

## LOG DETAIL SCREEN

There is no Log Detail Screen for the Department Profile Description Table.

## TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

### C=Change

From the Entry screen:

To **C**hange a record, key over the field to be changed, and press **Enter**. When **Enter** is pressed, a message confirming that the record was changed successfully is displayed at the bottom of the screen.

### V=View

From The Entry Screen:

The V=View function can be used immediately after the Department successfully added the Department Profile record. Key a **V** in the Function field and press **Enter** to **V**iew a record. A confirmation message is displayed at the bottom of the screen.

## FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Department Profile DT screens:

**F1=Help**—General text information is available when the cursor is placed on the screen and **F1** is pressed.

**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 Department Profile Log Activity screen.

**F7=Bkwrđ (Backward)**—Goes to the previous page of log records.

**F8=Frwrđ (Forward)**—Goes to the next page of log records.

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

## DEPARTMENT PROFILE DESCRIPTOR TABLE REPORT

The following report is system generated:

Department Profile Descriptor Table (D07) Activity Report (CSB90107) - This report (sorted by the Table activity's Date and Time) displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is done. The report is shown in Exhibit IV-D07-2.

**NOTE:** Because each Department has only one Department Profile record, there is no Table Listing Report.

## CONTROL

The Department Profile Descriptor Table Activity Report (CSB90107) should be proofread to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT IV-D07-1

Data Element	Length	Contents
<b>Control Key:</b>		
DESCRIPTOR TABLE ID (D07)	2	The <b>Descriptor Table ID</b> is automatically set based on the CALSTARS I.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The <b>Organization Code</b> is automatically set based on the signon used. It cannot be altered.
<b>Informational Elements:</b>		
RUN LABOR	1	<p><b>Enter one of the codes below to specify whether Agency uses CALSTARS to run Labor Distribution process:</b></p> <p><b>Y</b> - Agency uses CALSTARS to run Labor Distribution.</p> <p><b>N</b> - Agency does not use CALSTARS to run Labor Distribution.</p> <p><b>Blank not allowed.</b></p>
RUN COST	1	<p><b>Enter one of the codes below to specify how Agency executes the multi-step Cost Allocation process:</b></p> <p><b>A</b> - Execute all steps of cost allocation <b>excluding</b> fund (split) distribution.</p> <p><b>C</b> - Execute all steps of cost allocation <b>including</b> fund (split) distribution.</p> <p><b>Y</b> - Execute the next step (one step) of cost allocation or the fund (split) distribution per day.</p> <p><b>N</b> - Agency does not use CALSTARS to run the cost allocation process.</p> <p><b>Blank not allowed.</b></p>
RUN TYPE	1	<p><b>Enter one of the codes below to specify how costs will allocate during the cost allocation/fund split process.</b></p> <p><b>C</b> - Cumulative cost allocation and/or fund split. Amounts allocated for CY are based on the year-to-date cumulative expenditures (GL9000). Amounts allocated for PY are based on the cumulative activity from inception to date (GL9000). See Note below.</p> <p><b>S</b> - Standard cost allocation and/or fund split. Amounts allocated for CY are based on the prior's month's expenditures (GL9000). Amounts allocated for PY are based on the cumulative activity from inception to date (GL9000). See Note below.</p> <p><b>N</b> - Agency does not run the cost allocation process.</p> <p><b>Blank not allowed.</b></p> <p><b>NOTE:</b> If the OC Table Encumbrance Allocation Indicator is <b>Y</b>, all Encumbrances (GL 6150) are also allocated.</p>
NBR STEP DOWNS	2	<p><b>Enter the total number of step-down allocations needed to perform the cost allocation process.</b> 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 <b>00</b> if cost allocation is not used.</p> <p><b>Blank not allowed</b></p>

EXHIBIT IV-D07-1

Data Element	Length	Contents
<b><u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND REPORTS.</u></b>		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.
<b><u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.</u></b>		
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

EXHIBIT IV-D07-2

CSB90107 *****					DEPARTMENT OF AIR QUALITY			*****		ORG NUMBER:	9990
					CALSTARS DEPARTMENT PROFILE DESCRIPTOR TABLE (D07) ACTIVITY REPORT					ORG PAGE:	1
03/21/2013 (06:00) *****										RUN PAGE:	1
					NBR						
	RUN	RUN	RUN	STEP							
F	LABOR	COST	TYPE	DOWN	TRANS DATE	TRANS TIME		USERID			
-	-	-	-	--	-----	-----		-----			
C	Y	Y	S	04	03-21-2013	11:50:04 AM		CSCSPRT			