

# IV-D12 Agency Object

The Agency Object Descriptor Table is used by departments to establish a lower level breakdown of the Object Detail codes contained in the Statewide Object Detail Descriptor Table (D11).

The Agency Object Descriptor Table ID is **12** and is available on the Command **I.5: Agency Descriptor Tables** screen.

## STRUCTURE

The Agency Object Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Agency Object record and contains the Descriptor Table Identification (ID), Organization Code, Object Detail Code, and Agency Object.

The Organization Code is determined by the Userid. The Object Detail code is defined by the Statewide Object Detail Descriptor Table (D11). The Agency Object code is assigned by the department.

The informational element segment for the Agency Object Descriptor Table is the Title.

## RELATIONSHIP TO OTHER TABLES

The Object Detail code used in the setup of the Agency Object code must be defined in the D11 and established in the Uniform Codes Manual (UCM). Once created, Agency Object codes are used in other table entries (Automated Payables, Cost Allocation, Payroll Object Conversion, and Labor).

## INPUT CODING

A listing of the fields contained on the Agency Object Entry screen and/or the activity reports is shown in Exhibit IV-D12-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Agency Object Entry screen is keyed from the Agency Object Descriptor Table Entry form (CALSTARS 1.12). The form, shown in Exhibit IV-D12-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/html/calstars/forms.htm>.

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

## AGENCY OBJECT ENTRY SCREEN

The Entry screen shown below is available through Command **I.5.12**.

```

9990 I.5.12: Agency Object (D12) Entry                                03-09-2005 02:56 PM
Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

OBJECT DETAIL> ____
AGENCY OBJECT> ____
TITLE      : _____

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

```

All Agency Object Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) may be performed from the Entry screen.

## AGENCY OBJECT LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives departments the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```

9990 Agency Object (D12) List                                03-09-2005 03:00 PM

Function: _ (P=Print Table, R=Recall Maint/Print)          Go to OD/AO: ___ _

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  OD  AO  TITLE
-----
_  226  01  MINOR EQUIPMENT - LABORATORY
_  226  02  MINOR EQUIPMENT - COMPUTERS
=  226  03  MINOR EQUIPMENT - COMPUTER NETWORKING
=  226  99  MINOR EQUIPMENT - OTHER
=  238  08  LABORATORY CHEMICALS
=  238  08  LABORATORY SUPPLIES
=  257  01  LOCAL TELEPHONE CALLS
=  257  02  LONG DISTANCE TELEPHONE CHARGES
=  257  03  CALLING CARDS
=  257  04  OTHER TELEPHONE CHARGES
=  261  01  STAMPS AND POSTAGE MACHINES
=  261  02  EXPRESS MAIL

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

```

The list of records is displayed in Object Detail (OD) and Agency Object (AO) order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the department. Otherwise, it will begin with the record shown when **F5** was pressed.

To find a specific record, enter the code in the 'Go to OD/AO' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order (by OD/AO). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

## AGENCY OBJECT ACTIVITY LOG SCREEN

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

```

9990 Agency Object (D12)- Activity Log                                08-13-2007 11:09 AM

Sort: K (D=Date/Time, U=UserID, K=OD/AO)
-----Go To----- -Go To-- Go To-
      DATE      TIME      USERID  OD  AO
F -----
- -----
A 06-29-2007 08:42 AM CSAQKLC 294 06 L&C INSTATE TRV TRNG (GRNT) COMMERC
A 04-23-2007 07:36 AM CSAQKLC 296 01 PRIVATE CAR-NON-REPORTABLE
A 04-23-2007 07:36 AM CSAQKLC 296 02 PRIVATE CAR-REPORTABLE
A 06-29-2007 08:43 AM CSAQKLC 297 06 L&C INSTATE TRV TRNG (GRNT) RENTAL
A 04-23-2007 07:36 AM CSAQKLC 297 98 GS-RENTAL CAR-INSTATE
A 06-29-2007 08:43 AM CSAQKLC 302 06 L&C INSTATE TRV (GRNT) RAIL, BUS, T
A 04-23-2007 07:37 AM CSAQKLC 308 01 TRAVEL-BUSINESS EXPENSE OVER $25
A 04-23-2007 07:37 AM CSAQKLC 308 02 EMPLOYEE TOOL ALLOWANCE-REPORTABLE
A 04-23-2007 07:37 AM CSAQKLC 308 03 TRAVEL-MISCELLANEOUS-REPORTABLE
A 04-23-2007 07:38 AM CSAQKLC 312 01 OUT-OF-STATE PER DIEM-TRAINING
A 06-29-2007 08:44 AM CSAQKLC 312 06 L&C OS TRNG (GRNT) PER DIEM, MILEAG
A 04-23-2007 07:38 AM CSAQKLC 314 01 COMMERCIAL AIR OUT-OF-STATE-TRAININ

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

```

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

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

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**= Object Detail/Agency Object 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 Object Detail/Agency Object in one of 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 A/O Table records can be viewed on the A/O Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

## LOG DETAIL SCREEN

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

An example of the Log Detail screen is displayed below.

```

9990 Agency Object Log Detail - OD/AO/Date/Time Order      08-13-2007 11:16 AM
Function: A  DATE: 04-23-2007  TIME: 07:36:27 AM  UserID: CSAQKLC

OBJECT DETAIL: 296 PRIVATE CAR-I/S
AGENCY OBJECT: 01
TITLE          : PRIVATE CAR-NON-REPORTABLE

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

```

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

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

## TABLE MAINTENANCE FUNCTIONS

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

### A=Add

#### From The Entry Screen:

Key an **A** in the Function field and the appropriate values in the OD, AO and Title fields to **Add** a record to the Agency Object Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the Descriptor Table file. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

#### From The List Screen:

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

### C=Change

Only the Title field can be changed in the Agency Object table. Modification to the OD or the AO fields requires the deletion of the original record and the addition of a new record.

#### From the Entry screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

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

Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

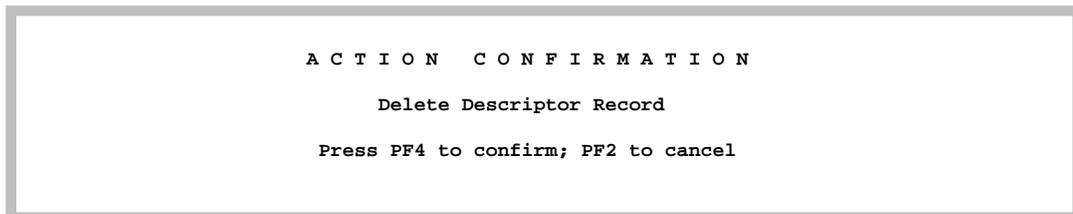
## D=Delete

From The Entry Screen:

To **Delete** a record, either:

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

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



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

If **F2** is selected, the record remains in the Agency Object Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

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

If **F2** is selected, the record remains in the Agency Object Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or to return to the List screen.

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

**Next** performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

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

**P=Print Table**

The **P** function provides departments the option of generating an electronic report file of the Agency Object Descriptor Table Listing Report and/or printing the report. The report contains all records within the Agency Object Table and is displayed in Exhibit IV-D12-3.

From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```

Print/Report File Selection
Descriptor Table - Agency Object (D12)

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI902.TBL-D12.IQ.D2050309.T1553521
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI902.TBL-D12.IQ.D2050309.T1553521
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel

```

Key one of the following 3 options in the Destination field:

- ⊛ **F** – Immediately generates an electronic report file of the Agency Object Descriptor Table Listing Report (CSI90212)
- ⊛ **P** – Immediately generates an electronic report file (CSI90212) and ROPES the Agency Object Descriptor Table Listing Report (CSI90212) to an agency printer
- ⊛ **O** - ROPES the Agency Object Descriptor Table Listing Report (CSB90212), including the current day's maintenance, to an agency printer after overnight processing is completed

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

**Note:** To request a change to the printer/file destination or output media for a specific report, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

### R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is processed. For the Agency Object Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.

```

Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

_ Remove the request to Print D02
_ Remove the request to Print D12
*** End of Data ***

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

```

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

### V=View

#### From The Entry Screen:

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

#### From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

### W=Print Record

The **W** function immediately prints a single record report (CSI902012) and generates a single record report file from the Agency Object Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D12.IQ.Dcyymmdd.Thhmmss.

#### From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the OD and AO fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

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

**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 Agency Object Descriptor Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

- ✦ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

**NOTE:** When table look-up assistance is used with the AO field, the entire record is displayed when a selection is made.

- ✦ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

**F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

**Next**—When more than one record is selected for action from the List screen and Enter is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. When the last record is displayed, **F2** changes from **Next** to **Retrn**.

**F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

**F4=Log**—Displays the Agency Object Log Activity screen.

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

**List**—Displays the Agency Object List screen.

**Log Detail**—Displays the Agency Object 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.

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

## AGENCY OBJECT DESCRIPTOR TABLE REPORTS

The following reports are system generated:

- ☛ Agency Object Descriptor Table Activity Report (CSB90112) - This report displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D12-3.
- ☛ Agency Object Descriptor Table Upload Activity Report (CSB90412) – This report displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D12-3.

The following report is produced upon request of the department:

- ☛ Agency Object Descriptor Table Listing Report (CSB90212/CSI90212) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on an Agency Object screen. The report is displayed in Exhibit IV-D12-3.

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

report examples.

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

## **CONTROL**

The Agency Object Descriptor Table Activity Report (CSB90112) and the Agency Object Descriptor Table Upload Activity Report (CSB90412) should be proofread to ensure that all maintenance was entered 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-D12-1

Data Element	Length	Contents
<b>Control Key:</b>		
DESCRIPTOR TABLE ID (D12)	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.
OBJECT DETAIL (OD)	3	Enter the <b>Object Detail</b> code. (Must be defined in Statewide Descriptor Table 11.)
AGENCY OBJECT (AO)	2	Enter the <b>Agency Object</b> code. (Further breakdown of associated Object Detail code)
<b>Informational Element:</b>		
TITLE	50	Enter the <b>Agency Object</b> title.
<b>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND REPORTS.</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>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.</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.

<b>CALSTARS 1.12</b> <small>(revised 04-29-2005)</small>	<b>AGENCY OBJECT (D12) DESCRIPTOR TABLE ENTRY FORM</b>	ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____
DATE: _____		
<b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	<b>OBJECT DETAIL</b> <input type="text"/>	<b>AGENCY OBJECT</b> <input type="text"/>
<b>TITLE</b> <input style="width:100%;" type="text"/>		
<b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	<b>OBJECT DETAIL</b> <input type="text"/>	<b>AGENCY OBJECT</b> <input type="text"/>
<b>TITLE</b> <input style="width:100%;" type="text"/>		
<b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	<b>OBJECT DETAIL</b> <input type="text"/>	<b>AGENCY OBJECT</b> <input type="text"/>
<b>TITLE</b> <input style="width:100%;" type="text"/>		
<b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	<b>OBJECT DETAIL</b> <input type="text"/>	<b>AGENCY OBJECT</b> <input type="text"/>
<b>TITLE</b> <input style="width:100%;" type="text"/>		
<b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)	<b>OBJECT DETAIL</b> <input type="text"/>	<b>AGENCY OBJECT</b> <input type="text"/>
<b>TITLE</b> <input style="width:100%;" type="text"/>		
<b>REPORT DESTINATION IF P=PRINT TABLE FUNCTION SELECTED</b>		<input type="checkbox"/> (F=Report File only, P=Printer Output and Report File) <input type="checkbox"/> (O=Overnight Printer Output)

EXHIBIT IV-D12-3

CSB90112 *****							DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990	
04/20/2004 (17:58) *****							CALSTARS	AGENCY OBJECT DESCRIPTOR TABLE (D12)	ACTIVITY	REPORT		ORG PAGE:	1
OD	AO	F	TITLE				TRANS DATE	TRANS TIME	USERID	ERROR MESSAGES			
238	08	A	LABORATORY CHEMICALS				04-20-2004	11:30:53 AM	CSAQQQQ				
238	08	C	LABORATORY SUPPLIES				04-20-2004	01:29:05 PM	CSAQABC				
257	01	A	LOCAL TELEPHONE CHARGES				04-20-2004	01:30:00 PM	CSAQABC				
257	02	A	LONG DISTANCE TELEPHONE CHARGES				04-20-2004	01:30:20 PM	CSAQABC				
257	03	A	CALLING CARDS				04-20-2004	01:30:40 PM	CSAQABC				
257	04	A	OTHER TELEPHONE CHARGES				04-20-2004	01:31:02 PM	CSAQABC				

CSB90212 *****							DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER:	9990	
04/20/2004 (17:58) *****							CALSTARS	AGENCY OBJECT DESCRIPTOR TABLE (D12)	LISTING	REPORT		ORG PAGE:	1
OD	AO	TITLE				LP DATE							
226	01	MINOR EQUIPMENT - LABORATORY				07-01-1997							
226	02	MINOR EQUIPMENT - COMPUTERS				07-01-1997							
226	03	MINOR EQUIPMENT - COMPUTER NETWORKING				06-20-2001							
226	99	MINOR EQUIPMENT - OTHER				07-01-1997							
238	08	LABORATORY CHEMICALS				04-20-2004							
238	08	LABORATORY SUPPLIES				04-20-2004							
257	01	LOCAL TELEPHONE CALLS				04-20-2004							
257	02	LONG DISTANCE TELEPHONE CHARGES				04-20-2004							
257	03	CALLING CARDS				04-20-2004							
257	04	OTHER TELEPHONE CHARGES				04-20-2004							
261	01	STAMPS AND POSTAGE MACHINES				07-01-1997							
261	02	EXPRESS MAIL				07-01-1997							
261	03	UNITED PARCEL SERVICE				07-01-1997							
426	01	INDIRECT CHARGES - ADJUSTMENTS				07-21-1992							
427	01	INDIRECT DISTRIBUTED COST ADJUSTMENTS				07-22-1992							
427	07	QUARTERLY OVERHEAD ADJUSTMENTS				11-16-1995							
427	08	YEAR END OVERHEAD ADJUSTMENTS				07-19-1996							

EXHIBIT IV-D12-3 (Continued)

CSB90412 *****		DEPARTMENT OF AIR QUALITY				*****		ORG NUMBER:	9990	
		CALSTARS	AGENCY OBJECT	DESC TABLE (D12)	UPLOAD ACTIVITY	REPORT	ORG PAGE:		1	
04/20/2004 (17:58) *****								RUN PAGE:		1
OD	AO	F	TITLE	TRANS DATE	TRANS TIME	USERID	ERROR MESSAGES			
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238	08	C	LABORATORY CHEMICALS				M10 NO CHNG MADE TO REC			
257	01	A	LOCAL TELEPHONE CHARGES	04-20-2004	05:58:00 PM	UPLOAD				
257	02	A	LONG DISTANCE TELEPHONE CHARGES	04-20-2004	05:58:00 PM	UPLOAD				
257	03	A	CALLING CARDS	04-20-2004	05:58:00 PM	UPLOAD				
257	04	A	CONFERENCE CALL CHARGES	04-20-2004	05:58:00 PM	UPLOAD				
257	05	A	MISCELLANEOUS TELEPHONE CHARGES	04-20-2004	05:58:00 PM	UPLOAD				