



IV-PCA Program Cost Account Table

The Program Cost Account (PCA) Table supports the cost accounting system and performs the following functions:

- ✧ Contains up to four levels of an agency's program hierarchy for reporting purposes.
- ✧ Identifies in the Disbursement Fund Segment the appropriation item from which expenditures are to be initially paid (i.e., via claim schedules and payroll).
- ✧ Assigns the funds, appropriations and program identification that will ultimately receive the costs through the Fund Split distribution process.

The PCA Table is available through Command **I.9** on the Table Maintenance/Inquiry screen.

STRUCTURE

The PCA Table is divided into two segments, the control key and informational elements. The control key identifies each PCA record and contains the Organization Code, Funding Fiscal Year and PCA. The Organization Code identifies the agency. The PCA is a five-digit, alpha-numeric code assigned at the lowest level of programmatic detail. It identifies a program activity or a cost center for cost allocation.

The informational elements segment contains the PCA Title, the PCA Type, and the following classification elements:

- ✧ Programmatic Hierarchy (Program, Element, Component, and Task).
- ✧ Indicators that control the posting level of detail for accounting transactions.
- ✧ Miscellaneous data elements such as PCA Level 1 and Location.
- ✧ Disbursement Fund - identifies the fund and the account that initially captures accounting activity.
- ✧ Ultimate Funds - identify the fund(s) and the account(s) that ultimately capture cost or accounting activity according to the specified fund distribution percentages.

The coding requirements for all of the informational elements are defined in Exhibit IV-PCA-1.

RELATIONSHIP TO OTHER TABLES

During PCA Table maintenance, the following data elements are validated against other related tables:

- ✦ Program Hierarchy (Program, Element, Component, and Task) is validated against the Program Hierarchy Descriptor Table (D15-D18).
- ✦ PCA Level 1 (if used) is validated against the PCA Level 1 Descriptor Table (D19).
- ✦ Location (if used) is validated against the Location Descriptor Table (D35).
- ✦ Appropriation Symbol (AS) is validated against the AS Table.
- ✦ Fund Detail (FD), if used, is validated against the Fund Detail Descriptor Table (D23).
- ✦ Project/WP (if used) is validated against the Project Control Table.

INPUT CODING

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

Data entered on the PCA Entry screen is keyed from the PCA Table Entry Form (CALSTARS 10). The form, shown in Exhibit IV-PCA-2, is formatted the same as the PCA Entry screen. It is available at www.dof.ca.gov/accounting/calstars/forms/.

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.

Note: PROGRAM-ELEMENT-COMPONENT-TASK may be coded at an equal or lower level than the AS Table, **but never at a higher level.**

The PCA Table should be entered after most tables but before the Cost Allocation Table.

PCA ENTRY SCREEN

The PCA Entry screen shown here is available through Command **I.9**.

```

9990 I.9: PCA Entry                                     12-20-2005 11:19 AM

Function: _ (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall Maint/Print, U=Gen Rec, V=View, W=Print Rec)

FFY: ____ PCA> ____ TITLE> _____ TYPE> _

PROGRAM HIERARCHY: PROGRAM> __ ELEMENT> __ COMPONENT> __ TASK> __
INDICATORS       : ALLOTMENT PROGRAM> _ CFIS PROGRAM> _ ACTIVE/INACTIVE> _
MISCELLANEOUS    : PCA LEVEL 1> ____ LOCATION> ____

          AS>  FS>  FUND>  FD>  M>  PERCENT  PROJ/WP>
DISBURSEMENT FUND: ____ - ____ - ____ - ____ - ____ - ____
ULTIMATE FUNDS
DISTRIBUTION  1: ____ - ____ - ____ - ____ - ____ - ____
DISTRIBUTION  2: ____ - ____ - ____ - ____ - ____ - ____
DISTRIBUTION  3: ____ - ____ - ____ - ____ - ____ - ____
DISTRIBUTION  4: ____ - ____ - ____ - ____ - ____ - ____
DISTRIBUTION  5: ____ - ____ - ____ - ____ - ____ - ____
To access all distribution lines (1 through 10), press F11
Command: _____ LP DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log List Dfalt Bkwrд Frwrд Clear          D1-10 Main

```

Most PCA Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **F**=Funding Fiscal Year Maintenance, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **U**=Generate a single record, **V**=View, and **W**=Print Record, can be performed from the PCA Entry screen.

FFY maintenance (**G**=Generate FFY, **P**=Print Table, **R**=Recall Maintenance/Print Request, and **X**=Delete FFY) is performed from the FFY Maintenance screen. Refer to the *FFY Maintenance Screen* section in this chapter for further discussion.

The PCA Entry screen displays only the first five of the ten Ultimate Funds Distribution lines. Press **F11=D1-10** to display the pop-up Fund Distribution screen, which displays all ten Distribution lines available for key entry.

An example of the Fund Distribution screen is displayed here.

```

9990 I.9: PCA Entry                                     12-20-2005 11:11 AM

                                Fund Distribution

FFY:      PCA:      TITLE:
TYPE:     PROGRAM:  ELEMENT:  COMPONENT:  TASK:

AS>  FS>  FUND>  FD>  M>  PERCENT  PROJ/WP>
DISBURSEMENT FUND:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
ULTIMATE FUNDS
DISTRIBUTION  1:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION  2:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION  3:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION  4:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION  5:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION  6:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION  7:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION  8:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION  9:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
DISTRIBUTION 10:  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -  ___ -
Press Enter to accept, F2 to cancel, or F11 to access Entry Screen
PF1  PF2                                PF6                                PF11
Help Retrn                                Dfalt                                Entry

```

Note: The PCA record key, title, type, and program hierarchy are displayed on the pop-up screen, but must first be keyed on the PCA Entry screen.

To exit the Fund Distribution screen and return to the PCA Entry screen, press one of the following keys:

- ✪ **Enter** – When **Enter** is pressed to exit the Fund Distribution screen, edits are performed. If the data passes all online edits, the PCA Entry screen is displayed. Press **Enter** again to complete table update.
- ✪ **F2=Retrn**—When **F2=Retrn** is pressed to exit the Fund Distribution screen, all data entered on the Fund Distribution screen is lost.
- ✪ **F11=Entry**—When **F11=Entry** is pressed to exit the Fund Distribution screen, all data entered is retained. Edits are **not** performed when using **F11=Entry** to return to the PCA Entry screen.

PCA 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**, **F=FFY Maintenance** (**G=Generate FFY** and **X=Delete FFY**), **P=Print Table**, **R=Recall Maintenance/Print**, **U=Generate a single record**, **V=View**, and **W=Print Record**, may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is finished.

PCA 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 here.

```

9990 PCA - Activity Log                                08-02-2007 10:55 AM

Sort: D (D=Date/Time, U=UserID, K=FFY/PCA)
-----Go To----- -Go To-- --Go To---
      DATE      TIME      USERID      FFY      PCA
F  -----
-  -----
A  08-02-2007 10:38 AM  CSAQKLC      2007 27825  C/A 202 ENVIRON CIRCUIT PROSECUTO
A  08-02-2007 09:54 AM  CSAQKLC      2007 49501  WATER RECYCLING PROGRAM-PROP 50 A
C  08-02-2007 09:36 AM  CSAQKLC      2007 30322  UST F(UST) SPCL ACTVTIES (ST BRD
C  08-01-2007 01:53 PM  CSAQKLC      2007 27852  C/A 134 - TURLOCK OVERSIGHT
C  08-01-2007 01:53 PM  CSAQKLC      2007 27826  C/A 203-SANTA CLARA CTY DRY CLEAN
A  07-31-2007 04:32 PM  CSAQKLC      2007 22140  LAWRENCE LIVERMORE NAT LAB(07NA28
C  07-31-2007 03:39 PM  CSAQKLC      2007 27805  CAA-218 SEDMNT CLNUP IN SLIP, LA
C  07-31-2007 02:46 PM  CSAQKLC      2007 27875  LEVIATHAN MINE POND TREATMENT
D  07-30-2007 02:15 PM  CSAQKLC      2007 49501  WATER RECYCLING PROGRAM-PROP 50 A
C  07-30-2007 12:21 PM  CSAQKLC      2007 49501  WATER RECYCLING PROGRAM-PROP 50 A
C  07-30-2007 12:20 PM  CSAQKLC      2005 49501  WATER RECYCLING PROGRAM-PROP 50 A
A  07-28-2007 08:52 AM  CSAQKLC      2007 10581  ANGORA FIRE RECOVERY

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

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

LOG DETAIL SCREEN

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

```

9990 PCA Log Detail-FFY/PCA/Date/Time Order                08-02-2007 12:48 PM

Function: G  DATE: 06-12-2007  TIME: 06:02:00 PM  USERID: CSAQKLC

FFY: 2007  PCA: 16011  TITLE: REDV- REGION 1 SITE SPECIFIC CHARGE      TYPE: 1

PROGRAM HIERARCHY:  PROGRAM: 10  ELEMENT: 20  COMPONENT: 160  TASK: 163
INDICATORS          :  ALLOTMENT PROGRAM: 0  CFIS PROGRAM: 3  ACTIVE/INACTIVE: 0
MISCELLANEOUS      :  PCA LEVEL 1:          LOCATION:

                AS  FS  FUND FD  M  PERCENT  PROJ/WP
DISBURSEMENT FUND:  900 D  0439   2
ULTIMATE FUNDS
DISTRIBUTION  1:  100 R  0001   1  1.00000
DISTRIBUTION  2:
DISTRIBUTION  3:
DISTRIBUTION  4:
DISTRIBUTION  5:
To access all distribution lines (1 through 10), press F11
Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      D1-10 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.

FFY MAINTENANCE SCREEN

The FFY Maintenance screen is available for online tables that have a FFY and require FFY maintenance, such as the **Generate** function. The FFY Maintenance screen is accessed from:

- ✪ The PCA Entry or List screen by keying an **F** in the Function field and pressing **Enter** (Entry screen must be blank, except FFY, when **Enter** is pressed).
- ✪ The I: Table Maintenance/Inquiry screen by keying **80** in the Code field at the bottom of the screen and pressing **Enter**.
- ✪ Any CALSTARS screen with a Command line by keying **I.80** on the Command line and pressing **Enter**.

An example of the screen is displayed here.

```

9990 FFY Maintenance                                02-24-2005 01:36 PM

Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                    (X=Delete FFY)
Enter under FFY below the year to Generate from, Delete, or Print.

F  FFY          TABLE
-  ----  -----
-  _____ Index Code          (IC)
-  _____ Appropriation Symbol (AS)
-  2007 Program Cost Account      (PCA)
-  _____ Cost Allocation       (CA)
-  _____ Employee Master       (EM)

-  _____ DGS Invoice Allocation (EA)
-  _____ DGS Services           (OD)

Press Enter to submit request(s)

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

```

To initiate maintenance activity from the FFY Maintenance screen, key **G**, **P**, **R** or **X** in the F action column to the left of the desired table. Key the appropriate FFY, and press **Enter**. If the FFY is displayed on the Entry or List screen when the **F** Function is initiated, the FFY will already be displayed on the FFY Maintenance screen.

TABLE MAINTENANCE FUNCTIONS

The following functions (except **G**, **X** and some **P**) 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 **A** in the Function field, the FFY, PCA, and the appropriate values in the informational elements fields to **Add** a record to the PCA Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the PCA Table. A fresh screen is displayed with blank data fields, and a message confirming that the PCA Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

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

C= Change**From The Entry Screen:**

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

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

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

From The List Screen:

Key **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 fields to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

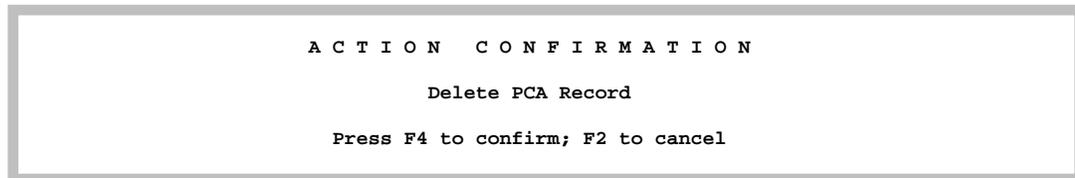
Note: To blank out (delete) information on input fields, use the delete key or the space bar. Dollar signs are no longer used in Change transactions to delete information on input fields.

D=Delete**From The Entry Screen:**

To **Delete** a record, either:

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

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



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

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

F=FFY Maint

The **F=FFY** Maintenance function is used to access the FFY Maintenance screen. To access the screen, key **F** in the Function field of the PCA Entry or List screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

G=Generate FFY

The **Generate** function copies PCA records from one year to the next and increases the FFY by one during overnight processing. This function is only available through the FFY Maintenance screen.

To initiate the **Generate** function from the FFY Maintenance screen, key **G** in the F action column on the Program Cost Account line. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the following example.

Key the existing FFY: (Year 1) in the FFY field	To Generate records for: (Year 2)
2007	2008
2008	2009
2009	2010

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **Generate** function may be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **Generate** function a second time may be quicker than manually adding new Year 1 records to Year 2 records **after** Year 1 records were generated. The **Generate** function does not update or replace records previously **Added** or **Generated**, so records are not duplicated. However, if a Year 1 record is deleted from year 2 and the **Generate** function is run a second time, the deleted Year 1 records will be added back to Year 2.

If an attempt is made to **Generate** records that have already been **Added**, an error message is displayed on the Program Cost Account (PCA) Table Activity Report for each existing record. However, error messages are not issued when an attempt is made to **Generate** previously generated records. If the **G=Generate** function is keyed more than once during the same processing day, an online message is displayed stating that the **Generate** FFY has already been requested.

Successful **G**enerate transactions update the PCA File during the CALSTARS nightly process. **G**enerate transactions that do not pass all edits are not added to the PCA Table; they are displayed on that day's activity report with their corresponding error messages.

N=Next

From The Entry Screen:

Next performs the same as the **A**dd function, except the data remains on the screen after **E**nter is pressed.

From The List Screen:

The **N**ext function is not available on the List screen.

P=Print Table

The **P**rint 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 Program Cost Account (PCA) Table Listing Report and/or printing the report. If a FFY is displayed on the pop-up screen when a report is requested, only records for the specified FFY are selected. If the FFY field is blank, the **entire** PCA Table (all FFYs) is selected. An example of the CSB970-2 report is displayed in Exhibit IV-PCA-3.

From The Entry Screen:

Key **P** in the function field, and press **E**nter to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the Entry screen when **E**nter is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when **E**nter is pressed, the FFY is not displayed on the screen.

From The List Screen:

Key **P** in the function field, and press **E**nter to display the Print/Report File Selection pop-up screen. To request **all** records within the PCA Table, delete the FFY from the FFY field on the pop-up screen.

From The FFY Maintenance Screen:

Key **P** in the F action column, the FFY if desired, and press **E**nter to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **E**nter is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when **E**nter is pressed, the FFY is not displayed on the screen.

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

```

Print/Report File Selection
Program Cost Account (PCA) Table

___ Enter FFY or leave blank for entire table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI970-*.TBL-PA.IQ.D2050324.T090233
  P=Printer Output and Report File
    Printer ID : CTP2   Report Class: Z   Report ID: ITBL
    Report File: CS9990.CSI970-*.TBL-PA.IQ.D2050324.T090233
  O=Report Output after Overnight Processing
    Printer ID : CTP2   Report Class: A   Report ID: TBLE

_ Enter 'Y' to create a fixed format report (suitable for Monarch use)

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 Program Cost Account (PCA) Table Listing Report (CSI970-2).
- P** – Immediately generates an electronic report file of the Program Cost Account (PCA) Table Listing Report (CSI970-2) **and** ROPES the PCA Table Listing Report (CSI970-2) to an agency printer.
- O** – ROPES the Program Cost Account Table Listing Report (CSB970-2), including the current day's table maintenance, to an agency printer after overnight processing is complete.

Leave **Blank** or key **Y** in the _ Enter 'Y' to create a fixed format report (suitable for Monarch use) field as explained below:

- Blank** – Suppresses the printing of a line if all record fields included in that line are blank (e.g., Ultimate Funds Distribution lines).
- Y** – Creates a report that prints all lines of every record.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry, List or I: Table Maintenance/Inquiry).

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.

The PCA Table can be requested in raw data format through Command **G.1**. Note that the name of the file containing the raw data is PA.

R=Recall Maintenance/Print

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

From The Entry Screen Or The List Screen:

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

From The FFY Maintenance Screen:

Key **R** in the F action column and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is pressed.

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

```
Recall Overnight Maintenance/Print Request
Program Cost Account (PCA) Table

Select one or more with a 'Y':

- Remove the request to Delete FFY 2005
- Remove the request to Generate FFY 2007
- Remove the request to Print FFY 2006
*** 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 desired maintenance or print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

U=Generate Record**From The Entry Screen:**

Key **U=Generate Record** in the Function field, the FFY and PCA in their respective fields, and press **Enter** to generate an individual record for the new FFY. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **U** in the F action column to the left of the desired record(s) and press **Enter**. 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.

V=View**From The Entry Screen:**

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

From The List Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. 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.

W=Print Record

The **W=Print Record** function immediately prints a single record report (CSI970-2) **and** generates a single record report file from the PCA Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI970-2.TBL-PA.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key **W** in the Function field, the FFY and PCA in their respective 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:

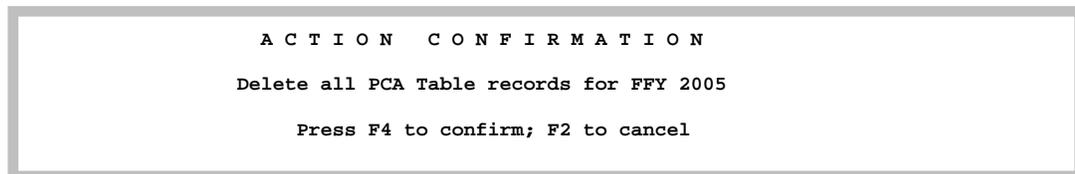
Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

X=Delete FFY

The **X=Delete FFY** function initiates the deletion of all PCA records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown here.



If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the PCA Table.

A message confirming that the records were deleted successfully or that the Delete function was cancelled is displayed at the bottom of the screen.

Note: Function **X** cannot be used for the current, prior or prior-prior fiscal years. If an attempt is made to delete the current, prior or prior-prior FFY, an error 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 PCA Table screens:

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

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

NOTE: When table look-up assistance is used with the PCA or Title fields, the entire record is displayed when a selection is made.

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

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

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

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back 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 PCA Log Activity screen.

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

List—Displays the PCA List screen.

Log Detail—Displays the PCA Log Detail screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will **not** be used, enter a period (.) in the **first** position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F11= D1-10 or Entry—The following two functions are available for the **F11** key:

D1-10 (Distribution line 1 through 10) —Go to the popup Fund Distribution screen to display all 10 distribution lines.

Entry—Exits the pop-up Fund Distribution screen and returns to the PCA Entry screen. All data keyed is retained. Edits are **not** performed when using **F11=Entry** to return to the PCA Entry screen.

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

PCA TABLE REPORTS

The following reports are system generated:

- ✪ Program Cost Account (PCA) Table Activity Report (CSB970-1) - 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-PCA-3.
- ✪ Program Cost Account (PCA) Table – Delete FFY (yyyy) Report (CSB970-3) – This report displays all records deleted when Function **X=Delete FFY** is entered. The report is displayed in Exhibit IV-PCA-3.
- ✪ Program Cost Account (PCA) Table Upload Activity Report (CSB970-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit IV-PCA-3.

The following reports are produced upon agency request:

- ✪ Program Cost Account (PCA) Table Listing Report (CSB970-2/CSI970-2) – This report is produced when function **P=Print Table** or **W=Print Rec** (1 record only) is entered on the PCA Entry or List 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 all fiscal years in the PCA table. The report is displayed in Exhibit IV-PCA-3.

NOTE: CSBnnn-n and CSIinnn-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 Program Cost Account (PCA) Table Activity Report (CSB970-1) and the Program Cost Account (PCA) Table Upload Activity Report (CSB970-4) should be proofread to ensure that all maintenance was done correctly.

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

EXHIBIT IV-PCA-1
PROGRAM COST ACCOUNT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
Control Key:		
ORGANIZATION NUMBER (ORG)	4	The Organization Code is automatically displayed based on the signon used. It cannot be altered.
FUNDING FISCAL YEAR (FFY)	4	Enter the Funding Fiscal Year that identifies the year to which this record pertains.
PROGRAM COST ACCOUNT (PCA)	5	Enter the Program Cost Account (PCA). This code may be alpha-numeric. Special symbols and 00000 are not allowed.
Informational Elements:		
TITLE	40	Enter the PCA Title. Although 40 characters are available, many reports print only the first 25 characters. Plan accordingly.
PCA TYPE (TP)	1	Enter the PCA Type: <ul style="list-style-type: none"> 1 - Direct (includes transfers, revenue, refunds to reverted appropriations) 2 - Service Center 3 - Redistribution Account 4 - Other Indirect 5 - Special – Administration 6 - Indirect PCA that is allocated only during variance or year-end variance cost allocation run
Program Hierarchy:		
PROGRAM (PG)	2	Enter the required Program (from I.5.15 Program Hierarchy Table). Also, refer to the UCM, Department Program chapter for coding guidelines including reserved Program codes (includes Programs 95-99).
ELEMENT (EL)	2	Enter the Element (from I.5.15 Program Hierarchy Table) or leave blank if program is the lowest level of detail in the agency's program structure.
COMPONENT (CMP)	3	Enter the Component (from I.5.15 Program Hierarchy Table) or leave blank if element is the lowest level of detail in the agency's program structure.
TASK (TSK)	3	Enter the Task (from I.5.15 Program Hierarchy Table) or leave blank if component is the lowest level of detail in the agency's program structure.
Indicators:		
ALLOTMENT PROGRAM INDICATOR (AL)	1	Enter the Allotment Program and Fund Level Indicator: <ul style="list-style-type: none"> 0 - Do not post allotments by Program 1 - Allotment by Program 2 - Allotment by Element 3 - Allotment by Component 4 - Allotment by Task 5 - Allotment by PCA A - Allotment by Fund B - Allotment by Program and Fund C - Allotment by Element and Fund D - Allotment by Component and Fund E - Allotment by Task and Fund F - Allotment by PCA and Fund

EXHIBIT IV-PCA-1
PROGRAM COST ACCOUNT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
CFIS PROGRAM INDICATOR (CP)	1	Enter one of the following codes to indicate the lowest level of program detail displayed on the Plan of Financial Adjustment (PFA) Q22 and Q23 Reports. This indicator should be the same as the 'Appn Program' indicator in the AS Table for the ultimate fund Appropriation Symbol. 0 - No program identification 1 - Program level 2 - Element level 3 - Component level 4 - Task level
ACTIVE/INACTIVE (A/I)	1	Enter the code to specify whether the PCA is active or inactive: 0 - Active – transactions referencing this PCA Table record will post after passing the normal edits. 1 - Inactive – transaction referencing this PCA Table record will not post unless the I Modifier is keyed in the transaction (to override an inactive table record).
<u>Miscellaneous:</u>		
PCA LEVEL 1	5	Enter the Program Cost Account Level 1 (from I.5.19 PCA Level 1 Descriptor Table) or leave blank if not used. NOTE: This code is available to group PCAs together for reporting as an extra program level or on some other basis. See Q-Operating File reports in Volume 6.
LOCATION	6	Enter the Location (from I.5.35 Location Descriptor Table) if the PCA is to be identified with a specific geographical location, or leave blank.
<u>DISBURSEMENT FUND INFORMATION:</u>		Includes Appropriation Symbol, Fund Source, Fund, Fund Detail, Method, and Project/WP (if used) For expenditures: enter the AS and fund information that identifies the SCO account to which expenditures (claim schedules, direct transfers, payroll, abatements, etc.) are initially recorded. For revenues and reimbursements: enter the AS and fund information that identifies the SCO account used to track revenues/ reimbursements or to record budgetary estimates for the collection of those revenues/reimbursements.
APPROPRIATION SYMBOL (AS)	3	Enter the Appropriation Symbol that identifies the SCO disbursement or receipt account.
FUND SOURCE (FS)	1	Enter the alpha statewide Fund Source. See the UCM, Funding Source/Appropriation chapter. Use FS= D to identify the Clearing Account when the Appropriation Symbol above is for the Clearing Account.
FUND	4	Enter the statewide Fund. See the UCM, Fund chapter.
FUND DETAIL (FD)	2	Enter the Fund Detail (from I.5.23 Fund Detail Table) or leave blank.

EXHIBIT IV-PCA-1
PROGRAM COST ACCOUNT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
METHOD (M)	1	Enter the statewide Method (from the UCM). <ol style="list-style-type: none"> 1 - Budget Act 2 - Statutory 3 - Constitutional 4 - Carryover 5 - Financial Legislation 6 - Reappropriation 7 - Other
PROJECT (PROJ)	6	Enter the Project (from I.10 Project Control Table) or leave blank.
WORK PHASE (WP)	2	Enter the Work Phase if Project is not blank. (The Work Phase must first be established in the I.10 Project Control Table.)
<u>ULTIMATE FUNDS DISTRIBUTION INFORMATION:</u>		Includes Appropriation Symbol, Fund Source, Fund, Fund Dtl. [optional], Method and Project/WP [optional] For expenditures: enter the AS and fund information that identifies the SCO account that expenditures are ultimately charged to when fund split is run. For revenues and reimbursements: enter the same data as the "disbursement" segment. Complete the Ultimate Funds section of the screen. Up to ten funding sources can be charged when the fund (split) distribution process is run.
APPROPRIATION SYMBOL (AS)	3	Enter the Appropriation Symbol used by the fund split process to identify the ultimate funding sources(s). For revenue and reimbursement PCAs, enter the same data as the Disbursement Fund Information.
FUND SOURCE (FS)	1	Enter the alpha statewide Fund Source. See the UCM, Funding Source/Appropriation chapter. Use FS = D to identify the clearing account only for an indirect PCA (recovers costs to itself in the cost allocation process when a clearing account is used).
FUND	4	Enter the statewide Fund. See the UCM, Fund chapter.
FUND DETAIL (FD)	2	Enter the Fund Detail (from I.5.23 Fund Detail Table) or leave blank.
METHOD (M)	1	Enter the statewide Method (from the UCM). <ol style="list-style-type: none"> 1 - Budget Act 2 - Statutory 3 - Constitutional 4 - Carryover 5 - Financial Legislation 6 - Reappropriation 7 - Other
PERCENT	1	Enter the Fund Split Percentage (9.99999 format). The sum of all percentages must equal 1.00000 (100%). Use a decimal point. Percentages less than 100% are entered as 0.nnnnn (<i>n</i> = digit).
PROJECT (PROJ)	6	Enter the Project (from I.10 Project Control Table) or leave blank.
WORK PHASE (WP)	2	Enter the Work Phase if Project is not blank. (The Work Phase must first be established in the I.10 Project Control Table.)

EXHIBIT IV-PCA-1
PROGRAM COST ACCOUNT TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB970-2 AND CSB970-3 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 CSB970-1 AND CSB970-4 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.
DISTRIBUTION NUMBER (DIST #)	2	The Distribution Number identifies the Ultimate Fund Distribution line that applies to the error message listed to the right of this field.

EXHIBIT IV-PCA-2
PROGRAM COST ACCOUNT (PCA) TABLE ENTRY FORM

CALSTARS 10 <small>(revised 08-12-2005)</small>	PROGRAM COST ACCOUNT (PCA) TABLE ENTRY FORM	ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____
FUNCTION <input type="checkbox"/> (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table, R=Recall Maint/Print, U=Gen Record, V= View, W=Print Record)		
FFY <input style="width: 40px;" type="text"/>	PCA <input style="width: 40px;" type="text"/>	TITLE <input style="width: 700px;" type="text"/>
PROGRAM HIERARCHY:		
PROGRAM <input style="width: 20px;" type="text"/>	ELEMENT <input style="width: 20px;" type="text"/>	COMPONENT <input style="width: 20px;" type="text"/>
INDICATORS:		
ALLOTMENT PROGRAM <input type="checkbox"/>	CFIS PROGRAM <input type="checkbox"/>	ACTIVE/INACTIVE <input type="checkbox"/>
MISCELLANEOUS:		
PCA LEVEL 1 <input style="width: 40px;" type="text"/>	LOCATION <input style="width: 60px;" type="text"/>	
DISBURSEMENT FUND:	AS <input style="width: 20px;" type="text"/>	FS <input style="width: 10px;" type="text"/>
ULTIMATE FUNDS:	FUND <input style="width: 30px;" type="text"/>	FD <input style="width: 10px;" type="text"/>
	M <input style="width: 10px;" type="text"/>	PERCENT <input style="width: 40px;" type="text"/>
		PROJ <input style="width: 40px;" type="text"/>
		WP <input style="width: 10px;" type="text"/>
DISTRIBUTION 1:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 2:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 3:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 4:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 5:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 6:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 7:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 8:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 9:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
DISTRIBUTION 10:	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>
F=FFY MAINT FUNCTION SELECTED, FUNCTION ON FFY MAINT SCREEN <input type="checkbox"/> (G=Generate FFY, P= Print Table, R=Recall Maint/Print, X=Delete FFY)		
P=PRINT FFY FUNCTION SELECTED: REPORT DESTINATION <input type="checkbox"/> (F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)		
CREATE FIXED FORMAT REPORT <input type="checkbox"/> (Y=Fixed Format Report for use with Monarch, Blank=Suppress Blank Lines)		
ADDITIONAL FFYS TO PRINT _____		
R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL _____		

EXHIBIT IV-PCA-3

CSB970-1 *****										DEPARTMENT OF AIR QUALITY			*****			ORG NUMBER: 9990						
CALSTARS										PROGRAM COST ACCOUNT (PCA) TABLE ACTIVITY			REPORT		ORG PAGE: 1							
03/14/2005 (17:57) *****															RUN PAGE: 7							
										PROGRAM HIERARCHY			INDICATORS		-----TRANSACTION-----							
FFY	PCA	F	TITLE				TP	PG-EL-CMP-TSK	AL	CP	A/I	DATE	TIME	USERID								
										AS	FS	FUND	FD	M	PERCENT	PROJ	WP	PCA LEVEL	1	LOCATION	DIST #	ERROR MESSAGES
2004	00111	A	CITIZEN CORP SUPPORT				1	11-15-111	2	2	1	03-14-2005	02:02:50 PM	CSCSPRT								
			DISBURSEMENT FUND : 900 D 0001 1					111000	04													
			DISTRIBUTION FUND 1: 111 F 0890 1				0.20000	111000	04													
			2: 111 F 0890 1				0.00000	111000	03													
			3: 123 F 0890 1				0.20000	123000	04													
			4: 123 F 0890 1				0.00000	123000	03													
			5: 130 F 0890 1				0.20000	130000	04													
			6: 130 F 0890 1				0.00000	130000	03													
			7: 155 F 0890 1				0.20000	155000	04													
			8: 155 F 0890 1				0.00000	155000	03													
			9: 171 F 0890 1				0.20000	171000	04													
			10: 171 F 0890 1				0.00000	171000	03													
2004	00112	C	CERT SUPPORT								1	03-14-2005	02:03:55 PM	CSCSPRT								
2004	00123	A	CITIZEN CORPS LA				1	11-15-123	2	2	0	03-14-2005	03:04:00 PM	CSCSPRT								
			DISBURSEMENT FUND : 171 F 0890 1					123000	04													
			DISTRIBUTION FUND 1: 171 F 0890 1				0.50000	123000	03													
			2: 175 F 0890 1				0.50000	123000	04													

EXHIBIT IV-PCA-3 (Continued)

CSB970-2 *****		DEPARTMENT OF AIR QUALITY										*****		ORG NUMBER:	9990		
CALSTARS		PROGRAM COST ACCOUNT (PCA) TABLE LISTING										REPORT		ORG PAGE:	2		
03/14/2005 (17:57) *****		*****										*****		RUN PAGE:	8		
PCA	FFY	PROGRAM HIERARCHY										INDICATORS		LP DATE			
---	---	AS	FS	FUND	FD	M	TP	PG-EL-CMP-TSK	AL	CP	A/I	PCA LEVEL	1	LOCATION	---	---	
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
00111	2004	CITIZEN CORP SUPPORT										1	11-15-111	2	2	1	03-14-2005
		DISBURSEMENT FUND	:	900	D	0001	1		111000	04							
		DISTRIBUTION FUND	1:	111	F	0890	1	0.20000	111000	04							
			2:	111	F	0890	1	0.00000	111000	03							
			3:	123	F	0890	1	0.20000	123000	04							
			4:	123	F	0890	1	0.00000	123000	03							
			5:	130	F	0890	1	0.20000	130000	04							
			6:	130	F	0890	1	0.00000	130000	03							
			7:	155	F	0890	1	0.20000	155000	04							
			8:	155	F	0890	1	0.00000	155000	03							
			9:	171	F	0890	1	0.20000	171000	04							
			10:	171	F	0890	1	0.00000	171000	03							
00112	2004	CERT SUPPORT										1	11-15-112	2	2	1	03-14-2005
		DISBURSEMENT FUND	:	900	D	0001	1		111000	04							
		DISTRIBUTION FUND	1:	111	F	0890	1	1.00000	111000	04							
			2:	111	F	0890	1	0.00000	111000	03							
			3:														
			4:														
			5:														
			6:														
			7:														
			8:														
			9:														
			10:														

EXHIBIT IV-PCA-3 (Continued)

PCA	FFY	TITLE	TP	PG-EL-CMP-TSK	AL	CP	A/I	LP DATE
CSB970-3 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990 CALSTARS PROGRAM COST ACCOUNT (PCA) TABLE DELETE FFY (2002) REPORT ORG PAGE: 3 03/14/2005 (17:57) ***** RUN PAGE: 9								
PROGRAM HIERARCHY INDICATORS								
		AS FS FUND FD M PERCENT PROJ WP PCA LEVEL 1 LOCATION						
00131	2002	SECRETARY FOR EDUCATION	1	11-10-131	2	2	0	03-14-2004
		DISBURSEMENT FUND : 131 G 0001 1						
		DISTRIBUTION FUND 1: 131 G 0001 1 1.00000						
		2:						
		3:						
		4:						
		5:						
		6:						
		7:						
		8:						
		9:						
		10:						
00137	2002	EDUCATION GRANT TECH SUPPORT	1	11-10-137	2	2	0	03-14-2004
		DISBURSEMENT FUND : 131 G 0001 1						
		DISTRIBUTION FUND 1: 131 G 0001 1 1.00000						
		2:						
		3:						
		4:						
		5:						
		6:						
		7:						
		8:						
		9:						
		10:						

EXHIBIT IV-PCA-3 (Continued)

CSB970-4 *****										DEPARTMENT OF AIR QUALITY				*****				ORG NUMBER: 9990		
CALSTARS PROGRAM COST ACCOUNT (PCA) TABLE UPLOAD ACTIVITY REPORT														ORG PAGE: 4						
03/14/2005 (17:57) *****														RUN PAGE: 10						
FFY	PCA	F	TITLE							TP	PROGRAM HIERARCHY			INDICATORS			-----TRANSACTION-----			
			AS	FS	FUND	FD	M	PERCENT	PROJ	WP	PCA	LEVEL	1	LOCATION	DIST	#	ERROR MESSAGES			
2004	00124	A	CERT LA							7	11-15-124		2	2	0					
			DISBURSEMENT FUND : 900 D 0000							1	111000	05							P68-DISB PROJ/WP NOT PC	
			DISTRIBUTION FUND 1: 112 X 0890							1	1.00000	111000	04						P69-DISB AS NOT IN AS	
			2: 111 F 0890							1	0.00000	111000	03						P72-DISB FUND NOT IN D22	
			3: 123 F 0890							1	0.00000	123000	04		1				P74-DIST AS NOT IN AS	
			4: 123 F 0890							1	0.00000	123000	03		1				P76-DIST FND SRC NOT D20	
			5: 130 F 0890							1	0.00000	130000	04		1				P86-DIST PROJ NOT IN PC	
			6: 130 F 0890							1	0.00000	130000	03							
			7: 155 F 0890							1	0.00000	155000	04							
			8: 155 F 0890							1	0.00000	155000	03							
			9: 171 F 0890							1	0.00000	171000	04							
			10: 171 F 0890							1	0.00000	171000	03							
2004	00125	A	AMERICORPS HOMELAND SECURITY							1	11-15-125		2	2	0				03-14-2005 06:00:00 PM UPLOAD	
			DISBURSEMENT FUND : 171 F 0890							1	123000	04								
			DISTRIBUTION FUND 1: 171 F 0890							1	1.00000	123000	04							
			2: 175 F 0890							1	0.00000	123000	03							
			3: 151 F 0890							1	0.00000	111000	04							
			4: 155 F 0890							1	0.00000	151000	03							