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STARS SYSTEM MANAGEMENT GUIDE

ORGANIZATION CONTROL TABLE

INTRODUCTION

The Organization Control (OC) Table provides:

- Identification of valid agency-transaction year combinations to control certain system functions
- An indicator which shows the frequency of running depreciation for fixed assets
- Detail status of the cost allocation processes performed for an agency
- Identification of billing deficit accounts to accumulate expenditure overruns for billable projects
- Identification of default accounts to be used when the codes are not entered during transaction entry
- Fund and data severity control indicators defining whether certain errors should be fatal or advisory.

| | | | | |
|---|---|--|--------------|-----------------|
| VERSION 3.1 | STARS--ORGANIZATION CONTROL TABLE MAINTENANCE/INQUIRY | S025 | | |
| FUNCTION: (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL) | | | | |
| AGENCY: 000 | TRANS YEAR: | SAO EIN IND: | FAS IND: | |
| AGY DPR MTH2: | AGY CAP: | INV LIMIT: | | |
| COST- | CA-RUN: | CA-TYPE: | NO-STEPS: | LAST-STEP: |
| ALLOCATION | CA-BY-INDEX: | CA-BY-PROJ: | CA-BY-GRANT: | CA-BY-TASK-FAC: |
| | CA-POST: | CA-RANGE FROM: | TO: | |
| BILLING DEF | INDEX: | PCA: | FACILITY: | TASK: |
| DEFAULT | INDEX: | PCA: | EXP SUB/DTL: | REV SUB/DTL: |
| DATA-RELATED (1-40) | | | | |
| ERRORS (41-80) | | | | |
| | | 1234567890123456789012345678901234567890 | | |
| FUND-RELATED (1-40) | | | | |
| ERRORS (41-80) | | | | |
| | | | | LAST-PROC-DATE: |
| | | | | INTERRUPT: |

OVERVIEW OF INDICATORS

- **Fixed Asset Indicator** indicates if the agency utilizes the Fixed Assets subsystem, and whether monthly or periodic depreciation is used.
- **Cost Allocation Indicators** are used to monitor the status of cost allocation.
- **Object Level Indicators** allow each agency to define the posting level of appropriations and allocations separately for each object.
- **Default Accounts** classifications include Index, PCA, Expenditure Subobject and Detail, and Revenue Subobject and Detail, and may be used if a required code is not entered or is entered incorrectly.
- **Billing Deficit Accounts** provide a single classification (Index, PCA, Facility or Task) to accumulate expenditures which would be billed if they did not exceed a Work Authorization Billable Budget.
- Error Severity Indicators include **Data-Related Error Indicators** and **Fund-Related Error Indicators** to define certain errors in STARS as warning or ignore errors.

DATA ELEMENTS OF THE ORGANIZATION CONTROL TABLE MAINTENANCE/INQUIRY SCREEN

| <u>DATA ELEMENTS</u> | <u>INSTRUCTIONS</u> |
|----------------------|--|
| FUNCTION | Enter the one-character FUNCTION Code: A - ADD a new record C - CHANGE an existing record D - DELETE an existing record N - Next. To move to the next record by transaction year. R - Recall. To recall an existing record. |
| AGENCY | Enter the three-digit AGENCY Code, which must be defined on the Agency (D02) Descriptor Table. |
| TRANS YEAR | Enter the two-digit TRANSACTION YEAR to identify the fiscal year of the OC record. May not be greater than the current fiscal year plus one. |

| DATA ELEMENTS | INSTRUCTIONS |
|----------------------|---|
| SAO EIN IND | <p>Enter the one-character STATEWIDE ACCOUNTING OFFICE EIN INDICATOR. This indicator determines if an agency reports 1099 information using the SAO's EIN number (826000952).</p> <p>Y - Yes N - No</p> |
| FAS IND | <p>Enter the one-character FIXED ASSET INDICATOR as follows:</p> <p>N – Not using FAS. Y – Agency using FAS.</p> |
| AGY DPR MTH2 | <p>Enter the one-digit AGENCY DEPRECIATION METHOD INDICATOR.</p> <p>If FAS IND is N, the agency depreciation method indicator must be blank.</p> <p>If FAS IND is Y, the agency depreciation method indicator must be 1 – Straight Line depreciation (used by most agencies) 2 – Double Declining Balance depreciation method. 3 – Sum of the Years Digits depreciation method.</p> |
| AGY CAP | <p>If the FAS IND is N, the agency capitalize indicator must be 0.</p> <p>If the FAS IND is Y, the agency capitalized indicator must be less than or equal to the D01 state depreciation amount.</p> |
| INV LIMIT | <p>If the FAS IND is N, the inventory limit must be must be 0.</p> <p>If the FAS IND is Y, the inventory limit must be less than or equal to the D01 state depreciation capitalization amount.</p> <p>If the AGY CAP is 0, the inventory limit must be less than or equal to the D01 state depreciation amount.</p> |

The following indicators identify when the cost allocation process is run. Agencies that do not use cost allocation must leave this section blank.

| DATA ELEMENTS | INSTRUCTIONS |
|----------------------|--|
| CA-RUN | <p>Enter the one-position Cost Allocation Run indicator as follows:</p> <p>Y - Run the next step of cost allocation</p> <p>C - Run the full cost allocation cycle</p> <p>N - Do not run cost allocation</p> <p>NOTE: At the conclusion of the cost allocation process, the CA RUN indicator will automatically reset to 'N'.</p> |
| CA-TYPE | <p>Enter the one-character CA-TYPE indicator. The type of cost allocation run are as follows:</p> <p>S - STANDARD COST - The allocation is based on the prior period's expenditures.</p> <p>C - STANDARD W/YTD BASE - The allocation is based on a periodic average or expenditures year to date.</p> <p>V - PERIODIC VARIANCE - The variance amount is allocated on a periodic basis.</p> <p>Y - YEAR END VARIANCE - The variance amount is allocated at year end.</p> <p>A - ADJUSTMENT ALLOCATION - The allocation amount is the prior year adjustment period expenditures.</p> <p>R - RANGE - The allocation is based on a range of periods.</p> |
| NO-STEPS | <p>Enter the two-digit total NUMBER OF STEP-DOWN allocations (up to 99) that will be required to complete the indirect cost allocation process.</p> |
| LAST-STEP | <p>Enter the two-digit LAST-STEP RUN indicator which identifies the last cost allocation step processed by STARS. This indicator is automatically incremented by STARS when a Cost Allocation step is completed and will remain at the last step until month end roll is complete.</p> <p>The LAST-STEP RUN INDICATOR may be manually changed by the user. This may be required if a cost allocation step is to be re-run. Note, if the CA-Post Indicator = 'N', the Last-Step Run will remain at '00'.</p> |

| DATA ELEMENTS | INSTRUCTIONS |
|----------------------|---|
| CA-BY-INDEX | <p>Enter the one-digit CA-BY-INDEX Code which indicates if the cost allocation process should include Index Code. CA-BY-INDEX Code 3 posts the necessary (credit) transactions to the original INDEX codes charged. CA-BY-INDEX code 4 post the necessary (charge) transactions to the original Index Code.</p> <p>1 - NO INDEX 2 - With INDEX 3 - With CHARGE INDEX 4 - With CREDIT INDEX</p> |
| CA-BY-PROJ | <p>Enter the one-digit CA-BY-PROJ indicator. Indicates if the cost allocation process should be performed with or without regard to PROJECT.</p> <p>1 - No PROJECT 2 - With PROJECT</p> |
| CA-BY-GRANT | <p>Enter the one-digit CA-BY-GRANT indicator. Indicates if the cost allocation process should be performed with or without regard to GRANT.</p> <p>1 - No GRANT 2 - With GRANT</p> |
| CA-BY-TASK-FAC | <p>Enter the one-digit CA-BY-TASK-FACILITY indicator. Indicates whether cost allocation is to be performed with or without regard to TASK and FACILITY.</p> <p>1 - No TASK and FACILITY 2 - With TASK and FACILITY</p> |
| CA-POST | <p>Enter the one-digit CA POSTING indicator. Indicates if the transactions generated by Cost Allocation will post to the STARS Master files.</p> <p>Y - Post N - Do Not Post</p> |
| CA-RANGE FROM/TO | <p>Enter the two-digit CA-RANGE-FROM and the two-digit CA-RANGE-TO if CA-TYPE is 'R' otherwise leave blank. Valid values are 01 through 14. Indicates the financial periods to be included for the Cost Allocation run.</p> |

The following are used to identify the charge classification when billable Project/Work Authorization expenditures are greater than the billable budget amount. Billing deficit accounts are generally used when an agency has multiple Indexes, PCAs, Tasks and/or Facilities charged to a Project/Work Authorization with a billing method which limits billings to the billable budget (Billing Methods '3', '4', and '6' in the Project Control (PC) Table).

| <u>DATA ELEMENTS</u> | <u>INSTRUCTIONS</u> |
|-----------------------------|--|
| INDEX | Enter the four-character INDEX Code or leave blank. If entered, must be defined on the Index Code Table. |
| PCA | Enter the five-character PROGRAM COST ACCOUNT Code or leave blank. If entered, must be defined on the Program Cost Account (PA) Table. |
| FACILITY | Enter the four-digit FACILITY Code or leave blank. If entered, must be defined on the Facility (D26) Descriptor Table. |
| TASK | Enter the four-digit TASK Code or leave blank. If entered, must be defined on the TASK (D27) Descriptor Table. |

The following classifications are used to identify specific elements to be posted to when the elements are not entered on the data transaction entry screen, when other tables (such as Index Code Table or Budget Unit Table) cannot look up the elements, and when the elements are required by the Transaction Code Decision (TD) Table.

| <u>DATA ELEMENTS</u> | <u>INSTRUCTIONS</u> |
|-----------------------------|---|
| INDEX | Enter the four-character INDEX code or leave blank. If entered, must be defined on the Index Code Table. |
| PCA | Enter the five-character default PROGRAM COST ACCOUNT Code or leave blank. If entered, it must be defined on the Program Cost Account (PA) Table. The default PCA will be used under the following circumstances: No PCA is coded on the transaction No PCA is referenced by the INDEX Code entered on the transaction PCA is a required field on the transaction. |

| DATA ELEMENTS | INSTRUCTIONS |
|----------------------|--|
| EXP SUB/DTL | <p>Enter the four-digit EXPEND SUBOBJECT or the combination four-digit EXPEND SUBOBJECT and the two (2) character EXPEND DETAIL or leave blank.</p> <p>If entered, the EXPEND SUBOBJECT must be defined on the Expend Subobject (D10) Descriptor Table, or the EXPEND SUBOBJECT/DETAIL must be defined on the Expenditure Detail (D11) Descriptor Table.</p> <p>The Default EXP SUB or EXP SUB/DTL will be used under the following circumstances:</p> <p>No EXP SUB or EXP SUB/DTL is coded on the input transaction</p> <p>No EXP SUB or EXP SUB/DTL is referenced by the BUDGET UNIT which is either entered on the input transaction, or looked up by the INDEX Code entered on the input transaction.</p> <p>EXP SUB or EXP-SUB/DTL is a required field for the input transaction</p> |
| REV SUB/DTL | <p>Enter the four-digit REVENUE SUBOBJECT or the combination four-digit REVENUE SUBOBJECT and the two (2) character REVENUE DETAIL or leave blank.</p> <p>If entered, the REVENUE SUBOBJECT must be defined on the Revenue Subobject (D34) Descriptor Table, or the REVENUE SUBOBJECT/DETAIL must be defined on the Revenue Detail (D35) Descriptor Table.</p> <p>The Default REV SUB or REV SUB/DTL will be used under the following circumstances:</p> <p>No REV SUB or REV SUB/DTL is coded on the input transaction</p> <p>REV SUB or REV SUB/DTL is a required field for the input transaction</p> |

Error Severity Indicators

The error severity section of the Organization Control Table contains Data-Related Error indicators and Fund-Related Error indicators. An agency can use these indicators to define certain errors in STARS as warning or 'ignore' errors. These indicators can be used to reduce error severity from 'fatal' (as defined in other system tables) to either 'warning' or 'ignore'.

The level of control for a financial file is initially set by the control type indicators (for example, the Budget Control Type Indicator in the PC Table) which defines whether all errors for that file are warnings or fatal. The OC Table indicators allow one fund error to be fatal and another fund error to be a warning. For example, an agency may wish to reduce the control over projects to warning or ignore. This may be desirable if the project budget is finalized (or entered). Changing the project fund control edits allows expenditure transactions to post before the final budgets have been approved and entered. Up to 160 errors may be adjusted in the OC Table.

The control can be set up in the following manner:

- **Position** - Represents the position in the OC Table corresponding to this control edit
- **Valid Values** - Identifies the values that may be entered for each fund control edit
- **I** - Ignore the control edit;
- **W** - Warning Control - posts and issues a warning message;
- **Blank** - The error severity is not determined or overridden in the OC Table;
- **Code** - identifies the error message number corresponding to each edit;
- **Error Message** - identifies the error message associated with each edit.

Determine which control edit to change. For example, the control edits concerning the over expenditure of the project are edits F62 - F65. Each edit is identified by current (CM), prior month (PM), prior period (PP), or prior year (PY) balances.

Enter an **I** or a **W** into the corresponding position on the Table. For example, if an agency needs advisory error messages when over-expending prior month, prior period, and prior year project budgets, enter the following:

- Position 63 W (PM PJ OVEREXPEND)
- Position 64 W (PP PJ OVEREXPEND)
- Position 65 W (PY PJ OVEREXPEND)

Note that the cumulative project budget edit has not been reduced to warning.

An agency can analyze other fund and data related error messages and enter override values as necessary. In the example below, note that 'W' is entered in the three fields relating to the project budget control.

DATA-RELATED ERRORS:

```

0   5   0   5   0   5   0   5   0   5
I---I---I---I---I---I---I---I---I---I
                        WWW
I---I---I---I---I---I---I---I---I---I
  
```

FUND-RELATED ERRORS:

```

0   5   0   5   0   5   0   5   0   5
I---I---I---I---I---I---I---I---I---I

I---I---I---I---I---I---I---I---I---I
  
```

The System Administrator controls all fund control edits that relate to appropriations or cash control. Therefore, many of the fund control edits may not be overridden in the OC Table.

| DATA ELEMENTS | INSTRUCTIONS |
|-------------------------|---|
| DATA RELATED ERROR CODE | Enter the one-character DATA RELATED ERROR code for each position relating to an error code. I - Ignore W - Warning F - Fatal Blank - No Override Each position is assigned a specific error code, and the valid values for each of the codes may differ. See below. |

| DATA ELEMENTS | INSTRUCTIONS |
|-------------------------|---|
| FUND-RELATED ERROR CODE | <p>Enter the one-character FUND RELATED ERROR code for each position relating to an error code as follows:</p> <p>I - Ignore W - Warning F - Fatal Blank - No Override</p> <p>Each position is assigned a specific error code, and the valid values for each of the codes may differ. See below.</p> |
| EXPLANATION | Enter a brief explanation to define the purpose of the transaction. |
| AUTHORIZED SIGNATURE | Indicates that all information is valid on the forms. |

DATA RELATED ERROR CODE SEVERITY AND POSITION

| POSITION | VALUES | CODE | ERROR MESSAGE |
|-----------------|---------------|-------------|-------------------------|
| 2 | I, W | E13 | SECOND AGENCY NOT BLANK |
| 3 | I, W | E16 | EXP DTL NOT BLANK |
| 4 | I, W | E35 | INVALID CUR DOC NUMBER |
| 5 | I, W | E38 | SUBSIDIARY REQUIRED |
| 6 | I | E39 | MULTIPUR NOT BLANK |
| 7 | I | E45 | INDEX NOT BLANK |
| 8 | I | E46 | INDEX NOT IN IC |
| 9 | I | E47 | INDEX BLANK |
| 10 | I, W | E48 | INDEX NOT IN IC |
| 11 | I | E49 | MULTIPUR REQUIRED |
| 12 | I, W | E58 | FUND DETAIL NOT BLANK |
| 13 | I, W | E59 | FUND DETAIL NOT IN D23 |

| <u>POSITION</u> | <u>VALUES</u> | <u>CODE</u> | <u>ERROR MESSAGE</u> |
|-----------------|---------------|-------------|------------------------|
| 14 | I, W | E60 | FUND DETAIL BLANK |
| 15 | I | E61 | FUND DETAIL NOT IN D23 |
| 16 | I | E63 | PCA NOT IN PCA TABLE |
| 17 | I, W | E64 | PCA REQUIRED |
| 18 | I | E65 | PCA NOT IN PCA TABLE |
| 19 | I | E67 | EXP DETAIL NOT IN D11 |
| 20 | I | E68 | EXP DETAIL BLANK |
| 21 | I | E69 | EXP DETAIL NOT IN D11 |
| 22 | I | E71 | REV DETAIL NOT IN D35 |
| 46 | I, W | EF5 | FACILITY NOT IN D26 |
| 47 | I, W | ET5 | TASK NOT IN D27 |
| 48 | I, W | EL5 | LOCATION NOT IN D36 |

FUND RELATED ERROR CODE SEVERITY AND POSITION

| <u>POSITION</u> | <u>VALUES</u> | <u>CODE</u> | <u>ERROR MESSAGE</u> |
|-----------------|---------------|-------------|-----------------------|
| 9 | I, W | F09 | INV REV OF LIQ |
| 10 | I, W | F10 | DOC MOD NOT-A |
| 11 | I, W | F11 | PAYMT < 50% DOC AMT |
| 12 | I, W | F12 | DOC DATE > BU DATE |
| 13 | I, W | F13 | CUM APPN BAL > 0 |
| 14 | I, W | F14 | PM APPN BAL > 0 |
| 15 | I, W | F15 | PP APPN BAL > 0 |
| 16 | I, W | F16 | PY APPN BAL > 0 |
| 17 | W | F17 | CUM ALLOCATION > APPN |
| 18 | W | F18 | PM ALLOCATION > APPN |
| 19 | W | F19 | PP ALLOCATION > APPN |
| 20 | W | F20 | PY ALLOCATION > APPN |

| POSITION | VALUES | CODE | ERROR MESSAGE |
|-----------------|---------------|-------------|-------------------------|
| 25 | I, W | F25 | CUM ALLOC OVEREXPEND |
| 26 | I, W | F26 | PM ALLOC OVEREXPEND |
| 27 | I, W | F27 | PP ALLOC OVEREXPEND |
| 28 | I, W | F28 | PY ALLOC OVEREXPEND |
| 29 | I, W | F29 | CUM ALLOC OVEREXPEND |
| 30 | I, W | F30 | PM ALLOC OVEREXPEND |
| 31 | I, W | F31 | PP ALLOC OVEREXPEND |
| 32 | I, W | F32 | PY ALLOC OVEREXPEND |
| 33 | I, W | F33 | CUM CASH BAL NEG |
| 34 | I, W | F34 | PM CASH BAL NEG |
| 35 | I, W | F35 | PP CASH BAL NEG |
| 36 | I, W | F36 | PY CASH BAL NEG |
| 37 | I, W | F37 | CUM GRANT BUD NEG |
| 38 | I, W | F38 | CUM GRANT BUD NEG |
| 39 | I, W | F39 | PM GRANT BID MEG |
| 40 | I, W | F40 | PP GRANT BUD NEG |
| 41 | I, W | F41 | CUM GRANT BUD NEG |
| 42 | I, W | F42 | PM GP OVEREXPEND |
| 43 | I, W | F43 | PP GP OVEREXPEND |
| 44 | I, W | F44 | PY GO OVEREXPEND |
| 50 | I, W | F50 | CUM PJ BUDGET NEG |
| 51 | I, W | F51 | PM PJ BUDGET NEG |
| 52 | I, W | F52 | PP PJ BUDGET NEG |
| 53 | I, W | F53 | PY PJ BUDGET NEG |
| 54 | I, W | F54 | CUM PJ OVEREXPEND |
| 55 | I, W | F55 | PM PJ OVEREXPEND |

| <u>POSITION</u> | <u>VALUES</u> | <u>CODE</u> | <u>ERROR MESSAGE</u> |
|------------------------|----------------------|--------------------|-----------------------------|
| 56 | I, W | F56 | PJ OVEREXPEND |
| 57 | I, W | F57 | PJ OVEREXPEND |
| 58 | I, W | F58 | CUM GP OVEREXPEND |
| 59 | I, W | F59 | PM GP OVEREXPEND |
| 60 | I, W | F60 | PP GP OVEREXPEND |
| 61 | I, W | F61 | PY GP OVEREXPEND |
| 62 | I, W | F62 | CUM PJ OVEREXPEND |
| 63 | I, W | F63 | PM PJ OVEREXPEND |
| 64 | I, W | F64 | PP PJ OVEREXPEND |
| 65 | I, W | F65 | PY PJ OVEREXPEND |
| 66 | I, W | F66 | CMO DOC OVERPAID |
| 67 | I, W | F67 | PM DOC OVERPAID |
| 68 | I, W | F68 | PP DOC OVERPAID |
| 69 | I, W | F69 | PY DOC OVERPAID |