STARS MANUAL

PROJECTS

INTRODUCTION

Projects can be used to record, maintain, and report on related revenues and expenditures. You cannot control the Projects based on available cash, and Projects cannot post to the General Ledger file. If you need this functionality, you can set up a Grant under a specific Project, since Grants can have controls by Fund/Grant and can report on the General Ledger File (for trial balances).

The Project file postings are controlled by a series of indicators and data elements stored in the Project Control Table Maintenance screen S027 (see below). Start and End Dates are used to open and close the Project in order to post financial transactions.

Projects can be purged anytime as long as there are no records on the Document File (S064) that reference those Projects.

See also the Grant Accounting document and the Grant Budgeting document for uses of Projects.

Reports can be run in IBIS and in Online Reporting that will show your agency structure. Click here for more information about IBIS.

RELATIONSHIP TO OTHER TABLES

The Project Control Table uses the Project Descriptor Table (D42) and, if a Grant is involved, the Grant Control Table S029.

PROJECT DESCRIPTOR TABLE – D42

You can set up a six-character Project Number and a Title on the Project Descriptor Table (D42) so that the Title will be printed on STARS DAFR reports (otherwise the STARS DAFR reports will read “No Title on File”). The Project Number and Description on the Project Control Table Maintenance screen S027 will be printed on STARS DAFR reports, so using the Descriptor table is optional. No other controls are involved on this table.

The TABLE-ENTRY-KEY must be your three digit Agency Code followed by your six-character Project number.

```
VERSION 3.1          STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY          S023

FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

TABLE-ID-NUMBER: 42 PROJECT

                 ....|....1....|....2....|....3....|....4....|....5

TABLE-ENTRY-KEY: 686SAWCDA

                 AGENCY, PROJECT NUMBER

 REFERENCE-DATA:


          TITLE: SAWC CDA PROJECTS
```

PROJECT CONTROL TABLE MAINTENANCE/INQUIRY S027

With proper security levels set up, agencies can enter their own Projects on the PROJECT CONTROL TABLE MAINTENANCE S027 screen.

```
VERSION 3.1        STARS--PROJECT CONTROL TABLE MAINTENANCE/INQUIRY       S027

 FUNCTION:   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
 AGCY: 000 PROJECT-NO:        PROJECT-PHASE:                        PRI:
 VENDOR:                     VEND-FYE-MO:
DESCRIPTION:                                          PROJECT-TYPE:
START DATE:        END-DATE:        LOOKUP GRANT-NO:        GRANT-PH:
OBJ-POST-LEVEL:   REV-POST-LEVEL:   BUDGET-CTL-TYPE:   CAT:          PI:
PROJECT MANAGER                                          ORC:
               * * * * * * * * * BILLING INFO * * * * * * * * *
METHOD:   CYCLE:   MMDD: 1      2      3      4      VENDOR #:
RANGE  LOW EXP-SOBJ-DTL:         HIGH EXP-SOBJ-DTL:         RATE:
               * * * * * * * * * BUYER`S SEGMENT * * * * * * * *
             AGCY:     CUR DOC:      SFX:         TC:   INDEX:
            EXPSBJ:         ED:     FABC:        PCA:    FUND:      FD:
              PROJ:        PPH:    GRANT:        GPH:    TASK:
           REF DOC:       RSFX:      FAC:        LOC:     CRC:
              * * * * * * * * * SELLER`S SEGMENT * * * * * * * * *
            CUR DOC:         SFX:        TC:      INDEX:
             EXPSBJ:          ED:        PCA:       FUND:      FD:
             REVSBJ:      RD:          REF-DOC:             RSFX:
```

The following are descriptions of data elements on the Project Control Table Maintenance/Inquiry screen S027.

Data Element	Description
FUNCTION	Enter the one character FUNCTION code: **A –** ADD a new record **C –** CHANGE an existing record DELETE is not used. You can remove Project records through the Project purge process.

For the following data elements (Control Key), once they are added, they cannot be changed.

Data Element	Description
AGCY	Enter your three-digit Agency code.
PROJECT-NO	Enter the six-character Project Number.
PROJECT PHASE	The two-alphanumeric Project Phase that uniquely identifies a Project. You could use the same Project Number with individual Project Phases. If you are not identifying the Project by Phases, enter zeros (00) in the Project Phase field. You can set up budgets for Project and Phases in order to track or control the amount of expenditures per Project and Phase. Depending on the controls in the Grant Control Table, it will determine whether postings to the Grant/Phase can exceed the amount of the Project budget.

The following are Information or Lookup elements used to reduce manual data entry.

Data Element	Description
VENDOR	If the Project type is ‘6’ (subgrantee), enter the nine-digit Vendor Number and two-digit Vendor Number Sfx of the subgrantee. Otherwise, it must be blank. See the PRJ TYPE below.
VEND-FYE-MO	If the Project type is ‘6’ (subgrantee), enter the two-digit Vendor Fiscal Year End Month showing when the subgrantee's fiscal year ends. If this is not a subgrantee, this field must be blank.
DESCRIPTION	Enter the Project Description, up to forty-characters.

Data Element	Description
PROJECT-TYPE	Enter the one-digit Project Type that identifies the record as being a Project or Work Authorization: **1 –** Other Project **–** Use for Projects not otherwise classified below. **2 –** Capital Project **–** Use for capital Projects. **3 –** Work Authorization To Be Billed By Task **–** Use for jobs billed to another agency or billed to another Project within the same agency. Billable budgets are restricted to Phase level only. **4 –** Work Authorization **–** Use for jobs billed to another agency or billed to another Project within the same agency. If billed, you normally generate one charge transaction and multiple recovery transactions. **5 –** External Project **–** Use for Projects performed on behalf of an external organization. If billed, you have one charge and multiple recovery transactions reported, but not automatically posted. **6 –** Subgrantee – Use for subgrantee Projects. The VENDOR NUMBER and VEND-FYE-MO must be entered, as well as the following CATALOG NUMBER.
START DATE	Enter the six-digit Project Start Date (MMDDYY) or leave blank. If entered, this date identifies the effective start date for posting to the Project. You cannot make postings to this Project before the effective start date. If you do not enter a start date, postings can begin any time.
END-DATE	Enter the six-digit Project End Date (MMDDYY) or leave blank. If entered, this date identifies the effective end date for posting to the Project. You cannot make postings to this Project after the effective end date. If you do not enter an end date, you can make postings any time.
LOOK-UP GRANT NO GRANT-PH	Enter the six-character Lookup Grant Number and the two-alphanumeric Lookup Grant Phase or leave both fields blank. STARS uses the Lookup Grant Number/Phase to associate a Grant/Phase with the Project/Phase defined in the Project Control Table. When you post transactions to the Project records, STARS simultaneously posts the Grant with the same transaction information. You must have the Grant set up on your agency's Grant Control (29) Table before you can enter this lookup.

The following factors will influence decisions about which level expenditure and revenue object post level indicator to use.

- Once you enter these indicators, do not change them even at year-end, since Projects are not restricted to fiscal years. If you must make a change, we recommend making the change on the Project for the new Project year.
- The level on the Project Control Table will be the level displayed on the "online" Project File Inquiry screens (80 and 81).
- If a lot of detail is required for reporting purposes, then this indicator must reflect that degree of detail. Reports can give information at more summarized levels, but reports cannot be requested for a lower level of detail than is posted to the file. This level should be the lowest level of detail that you want on your reports and online.

Data Element	**Description**
OBJ-POST-LEVEL	Enter the one-character Expenditure Object Posting Level indicator that determines the Expenditure Object level that STARS will post transactions to the Project File and if it posts with a Fund. Note: You must post your Project budgets at this level if you are using fatal controls. When budgets are not used, this indicator should be set at the lowest level desired for reporting and online inquiry. FUND — OBJECT LEVEL **0 –** No FUND — No Exp Object **1 –** No FUND — EXP OBJECT level **2 –** No FUND — EXP SUMMARY OBJECT level **3 –** No FUND — EXP SUBOBJECT level **4 –** No FUND — EXP SUBOBJECT DETAIL level -OR- **A –** FUND — No Exp Object **B –** FUND — EXP OBJECT level **C –** FUND — EXP SUMMARY OBJECT level **D –** FUND — EXP SUBOBJECT level **E –** FUND — EXP SUBOBJECT DETAIL level

Data Element	Description
REV-POST-LEVEL	Enter the one-digit Revenue Object Posting Level indicator that identifies the level of Revenue Object that STARS will post a Project in the Project File. The types of indicators are as follows: OBJECT LEVEL **0 –** No Rev Object **1 –** REV OBJECT level **2 –** REV SUMMARY OBJECT level **3 –** REV SUBOBJECT level **4 –** REV SUBOBJECT DETAIL level
BUDGET-CTL-TYPE	Enter the one-digit Budget Control Type indicator. Identifies whether STARS will control the Project Expendable Budget Control on a fatal or warning basis, if at all. Values are as follows: **0 – NONE -** No Control. All transactions will post and STARS will issue no error messages. You can make postings in excess of the Project budget. **1 – FATAL -** Fatal Control. Expenditures over the Project budget will not post and STARS will issue a fatal error message. You must enter a large enough Project expendable budget to allow an expenditure transaction to post against the Project. **2 – WARNING -** Warning Control. Expenditures over the Project budget will post and STARS will issue a warning error message. To avoid constant generation of warning messages, you should enter adequate expendable budgets. See the BUDGETING chapter for more information. NOTE: You can change the budget control type without problems to the reporting or online screens. Enter budgets into STARS through the standard data entry process.

The following data elements are Information Elements or Lookup elements used to reduce coding on transactions:

Data Element	Description
CAT	Enter the eight-character Catalog (CFDA) Number or leave blank. You should use catalog numbers on all Federal Grants, especially for the subgrantee Project type.
PI	Enter the one-character Purge Indicator. **N –** Project not ready for purge. Use for new Project setups. **Y –** Project closed, ready for purge. The GL file is not involved.
PROJECT MANAGER	Enter the name of the Project Manager up to forty characters or leave blank. Identifies the Project manager or other optional information.
ORC	Enter the four-digit Organization Reporting Category or leave blank. Provides a statewide code that may be used for accumulating Project information across agencies. Most agencies would not use this unless instructed by another agency needing to accumulate this information across agencies.

The following elements define if, how, and when the Project will be billed.

Data Element	Description
METHOD	The one-digit Billing Method indicator. The default is **0 –** Project not billed This cannot be changed
CYCLE	The one-digit Billing Cycle. The default is: **0 -** Project not billed This cannot be changed

The **BUYER'S SEGMENT** and the **SELLER'S SEGMENT** are not currently being used.

PROJECT-27 PDF FORM

If you do not use STARS to fill out the Project Control Table Maintenance S027 screen, the Project-27 form is available. Click here to locate and open the Project-27 form and instructions.

TRANSACTION CODES THAT POST TO THE PROJECT FILE

The 090 – 095 range and the 406 – 455 range of transaction codes. See the DAFR8640 Transaction Code Decision Table report, the STARS screen 028, or the DAFR8740 GL to TC report.

TRANSACTION CODES USED BY SCO ONLY

(If you need any of these this types of transactions processed, please contact SCO, Statewide Accounting.)

Transaction Code	Description
912	Rec PY Billable & Expendable Budget – Subgrantee/Project
913	Record PY Amount Billed – Subgrantee/Project
914	Record PY Receipts/Collections – Subgrantee/Project
915	Record Prior Year Expendable Subgrantee/Project Budget
919	Record PY Cash Expenditures – Subgrantee/Project

ADJUSTING OR CORRECTING PROJECTS

Correcting the Project Control table will not correct transactions that have already processed in STARS. In order to correct prior postings, complete the following steps:

DAY 1 – REVERSING THE INCORRECT TRANSACTIONS

1. Set this table to the incorrect controls.
2. Enter adjusting entries to reverse out the posted transaction.
3. Release the batch for processing in the nightly processing.

You should not release any other batches that day that might post to the incorrect Project. If you do, they will process under the incorrect controls and will have to be reversed.

DAY 2 – RE-ENTERING THE OLD TRANSACTIONS

1. Set this table to the correct controls.
2. Enter adjusting entries to re-post the old transactions to the correct controls.
3. Release the batch, as well as other batches you have held, for processing in the nightly processing. **NOTE**: Your online information for transactions that have already posted will be at the original level that at which you set up the Projects.

REPORTS

Reports can be run in IBIS that will show your agency structure. Click here for more information about IBIS.

In Online Reporting on the SCO Web site, DAFR Reports (below) are available. Click here for information about Online Reporting.

PROJECT CLASSIFICATION REPORTS

DAFR8580	**Project Control Table Listing Report** Shows a list of Projects set up on the Project Control (27) Table. **NOTE:** To run through DM, see DA809135.
DAFR8750	**Descriptor Table Report** D42 – List of all Project titles

OTHER PROJECT REPORTS

DAFR8130	**Active Project Revenue and Expenditures** Summary report showing revenues and expenditures based on how STARS posts the information to the Project file.
DAFR8260	**Project Transaction Analysis** Detail report showing all transactions for a period based on Project number.

PROJECT PURGE REPORTS

DAFR0218	**Project Control Purge Indicator Report** Shows all Projects regardless of the type of purge indicator. Used to indicate changes needed to the PI (purge indicator) field on the Project Control Table. PI's need to be changed to Y in order for the Project to be purged.
DAFR0220	**Project Control Purge Report** Lists all Projects with a purge indicator of "Y". Projects that have a balance in the document file will not purge. If not, this report shows the GL accounts that need to be cleared before the end of the fiscal year before the system can purge the Project. (Note: SCO sets this up on the 91 screen and submits a run through DM using DA809191.)