
STARS MANUAL	1
PCA	1
INTRODUCTION	1
REQUIREMENTS	2
RELATIONSHIP TO OTHER TABLES	2
PCA TABLE MAINTENANCE S026 DATA ENTRY	3
HOW TO CORRECT OR ADJUST PCA CONTROLS	7
DAY 1 – REVERSE THE INCORRECT TRANSACTIONS	7
DAY 2 – RE-ENTER THE OLD TRANSACTIONS	7
PCA-26 PDF FORM	8
PCA REPORTS	8

STARS MANUAL

PCA

INTRODUCTION

The STARS classification structure has five levels of internal program structure:

<u>Level</u>	<u>Descriptor Table</u>
FUNCTION	D15
ACTIVITY	D16
PROGRAM	D17
ELEMENT	D18
PCA	Table 26
PCA1 (if used)	D19

The PCA is a five (5) character alphanumeric code that typically identifies the lowest levels of program structure within your agency. In addition, a PCA can retrieve (look up) a Fund, Budget Unit, as well as other optional codes such as Facility, Task, Location, Project, and Grant. This look up functions so that when a PCA is entered in STARS or Statewide Accounting Web applications, these other fiscal codes are automatically entered as well. Most transactions require both a four character alphanumeric Index and a five character alphanumeric PCA.

Most agencies are either PCA-driven (where the PCA automatically enters the Index) or Index-driven (where the Index automatically enters the PCA). Some agencies are both. Your agency normally sets up PCAs at the first of each year. However, some additions or changes can be made during the year.

In addition to this document, be sure you are also familiar with the [Classification Structure](#) document. You must also know:

- your agency's Program structure requirements
- your Index structure and how your agency uses it for reporting
- if your PCA should look up a Grant and how to find it on STARS
- if your PCA should look up a Project and how to find it on STARS

REQUIREMENTS

1. The agency defines the program structure before assigning the PCA Codes. Prepare a program chart that illustrates the hierarchical relationship between Agency, Function, Activity, Program, and Element. See the [Classification Structure](#) document for more information on program structure.
2. Choose unique PCA numbers for each of the lowest level program units in the chart. Develop a numbering convention to use for your PCAs. This should correspond with the program structure scheme. (You cannot use all zeros.)
3. Determine if a Budget Unit (BU) will be associated with each PCA. If your agency is Index-driven, put the Budget Unit on the Index Code. If your agency is PCA-driven, the put the Budget Unit on the PCA.
4. Determine if a Fund will be associated with each PCA. If your agency is Index-driven, put the Fund on the Index Code. If your agency is PCA-driven, put the Fund on the PCA.
5. Prepare and code Descriptor Table entries for each Program category using the Descriptor Table Maintenance forms. Complete your Descriptor Tables that define the Program structure before completing the PCA Table Maintenance Form.
6. Be sure other table entries for the Fund and other optional codes are entered.
7. Determine the Program level at which you will track and/or control allocations.
8. Determine if an Index, Project, Grant, Task, Facility, Location, or Organization Reporting Category will be related to a PCA code, and if so, complete the related forms.
9. Code the PCA Table Maintenance Form (PCA-26).

RELATIONSHIP TO OTHER TABLES

STARS uses the Descriptor Tables to validate the elements of the program structure and other classification elements included in the PCA Table. The PCA Table is closely tied to the other system tables. The Function, Activity, Program, Element, Facility, Task, and Location must be entered in their respective Descriptor Tables before using them on a PCA setup.

The Project and Grant, if used, must be defined in the Descriptor Table and the Project Control Table or Grant Control Table. STARS requires the same of all the data elements on the PCA table.

PCA TABLE MAINTENANCE S026 DATA ENTRY

Many agencies enter their own PCA codes instead of submitting them to the State Controller's Office. However, those agencies also accept the responsibility for fixing any data entry problems.

VERSION 3.1	STARS--PROGRAM COST ACCOUNT TABLE MAINTENANCE/INQUIRY	S026
ENTER FUNCTION: (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
AGENCY: 000	PCA:	BFY: PRI:
PCA TYPE:	TITLE:	
FUNCTION:	ACTIVITY:	PROGRAM: ELEMENT:
PCA-LEVEL-1:	ALLOC-PRG-LEVEL:	BUDGET UNIT:
PROJECT-NO:	PROJECT-PHASE:	FUND/DET:
GRANT-NO:	GRANT-PHASE:	INDEX:
FACILITY:	TASK:	LOCATION:
SERVICE UNIT	STANDARD:	TYPE: TITLE:

The following are descriptions of the data elements on the S026 Table.

Data Element	Description
ENTER FUNCTION	Enter the one-character Function code. A - ADD a new record C - CHANGE an existing record DELETE is not used. Put an end date on the PCA in order to stop usage and/or eliminate table rollover into the next fiscal year

Once the following data elements (known as Control Keys) are added, they cannot be changed.

Data Element	Description
AGENCY	Your three-digit agency code.
PCA	Enter a five character alphanumeric PCA code which uniquely identifies the lowest level of the Program structure. Do not use all zeros.
BFY	Enter the two-digit Budget Fiscal Year to identify the fiscal year of the PCA. This should not be greater than the current fiscal year or next fiscal year after table rollover.

Data Element	Description
PRI	One-character Payroll Indicator: Y – Yes. Will show on IPOPS or ITIME N – No. Will not show on IPOPS or ITIME

The following data elements are Information or Lookup elements.

Data Element	Description
PCA TYPE Cannot be changed	Identifies the type of Program Cost Account (PCA). Default : 1 – DIRECT
TITLE	Enter the PCA Title, up to forty characters. Do not leave this blank.

For the next group of data elements (or indicators), it is important to understand the implications before you enter them. Refer to the [How to Correct or Adjust](#) section below if you incorrectly enter or change the elements.

- Once you enter these indicators, you should not change them. However, if you need to make a change, we recommend that you make the change on the PCA for the new fiscal year.
- The level you use will be the level displayed on the "online" File Inquiry screens.
- If a high degree of detail is required for reporting purposes then this indicator must reflect that degree of detail. Reports can be produced with information at more summarized levels, but reports cannot be ordered for a lower level of detail than is posted to the file. This level should be the lowest level of detail that you may want on your reports and online.

Data Element	Description
FUNCTION	Enter the two-digit Function code or leave blank. If entered, the AGENCY, FUNCTION combination must already be in the Function (D15) descriptor table. When using a Budget Unit on this form, this PCA Function code must equal the Function on the Budget Unit (as entered on the Budget Unit (20) Table).
ACTIVITY	Enter the two-digit Activity code or leave blank. If entered, the AGENCY, FUNCTION, ACTIVITY combination must be in the Activity (D16) descriptor table.
PROGRAM	Enter the two-digit Program code or leave blank. If entered, the AGENCY, FUNCTION, ACTIVITY, PROGRAM combination must already be in the Program (D17) descriptor table.

Data Element	Description
ELEMENT	Enter the three-digit Element code or leave blank. If entered, the AGENCY, FUNCTION, ACTIVITY, PROGRAM, ELEMENT combination must already be in the Element (D18) descriptor table.
PCA LEVEL 1	Enter the five-character alphanumeric PCA-LEVEL-1 or leave blank. If entered, the PCA Level 1 must already be in the PCA Level 1 (D19) descriptor table. The PCA Level 1 functions the same as the Org. Reporting Category (ORC). The ORC is for organizational grouping. PCA LEVEL 1 is for programmatic grouping.
ALLOC PRG LVL	<p>Enter the one-character Allocation Program Level that indicates the level of Program and Fund at which you want to post and/or control your allocation for this PCA. The PCA Table usually contains data below the level required for appropriation control. Additionally, this indicator designates if you want the allocation posted/controlled by Fund. You must enter the Program Levels on the PCA at least to the level of the Allocation Program Level indicator. For example, if level 'C' is used, you must enter the AGENCY, FUNCTION, and ACTIVITY.</p> <p>0 – No FUND, No Program level 1 – No FUND, FUNCTION level 2 – No FUND, ACTIVITY level 3 – No FUND, PROGRAM level 4 – No FUND, ELEMENT level 5 – No FUND, PCA level</p> <p>-OR-</p> <p>A – By FUND, No Program level B – By FUND, FUNCTION level C – By FUND, ACTIVITY level D – By FUND, PROGRAM level E – By FUND, ELEMENT level F – By FUND, PCA level</p>

Data Element	Description
BUDGET UNIT	Enter the four-character Budget Unit code or leave blank. If entered, it must be in the Budget Unit Table (table 20). The function levels on the Budget Unit (20) Table must match the PCA function levels.
PROJECT NO PROJECT PHASE	Be aware that information in the PCA reports may be for multiple Projects/Phases. Enter the six-character Project Number and the two-alphanumeric Project-Phase or leave both fields blank. If entered, it must be in the Project Control (PC table 27). Use a “dummy” Project Number (999999-99) with an end date to force users to manually enter a Project Number on a transaction.
FUND FUND DETAIL	Enter the four-digit Fund or leave blank. If entered, it must be in the Fund (D22) descriptor table and on the budget unit you use. Enter the two-digit Fund Detail or leave blank. If entered, it must be in the Fund Detail (D23) descriptor table.
GRANT NO GRANT PHASE	You can change these as long as your agency is aware that information on the PCA reports may be for multiple Grants/Phases. Enter the six-character Grant number and the two-alphanumeric Grant-Phase, or leave both fields blank. If entered, it must be in the Grant Control Table 29. Use a “dummy” Grant Number (999999-99) with an end date to force users to manually enter a Grant Number on a transaction.
INDEX CODE	Enter the four-character alphanumeric Index number or leave blank. If entered, it must be in the Index Code Table 26. If you are PCA-driven, this should be entered.
FACILITY	You can change these as long as your agency is aware that the PCA reports may be for multiple facilities. Enter the four-character Facility code or leave blank. If entered, it must be in the Facility (D26) descriptor table.
TASK	You can change these as long as your agency is aware that their PCA reports may be for multiple tasks. Enter the four-character Task code or leave blank. If entered, it must be in the Task (D27) descriptor table.

Data Element	Description
LOCATION	<p>You can change these as long as your agency is aware that their PCA reports may be for multiple locations.</p> <p>Enter the six-character Location code or leave blank. If entered, it must be in the Location (D36) descriptor table.</p>

The following data elements are Information or Lookup elements. End Dates are included to close the PCA for posting financial transactions and for year-end rollover:

Data Element	Description
EFF-START-DATE	<p>Enter the six-digit Effective Start Date (MMDDYY) or leave blank. Identifies when the PCA Code becomes effective. You cannot use this PCA in transactions before the effective start date. If left blank, it can be used any time.</p>
EFF-END-DATE	<p>Enter the six-digit Effective End Date (MMDDYY) or leave blank. Identifies when a PCA Code ceases to be effective. You cannot use a PCA in transactions after the effective end date. If left blank, you can use it at any time. If you do not want this PCA rolled forward into the next fiscal year, put on a 06-30-XX end date before table rolls.</p>

HOW TO CORRECT OR ADJUST PCA CONTROLS

If you enter PCA controls incorrectly, correcting the PCA table will not automatically correct the transactions that have already processed in STARS. In order to correct a transaction that has already processed, complete the following steps:

DAY 1 – REVERSE 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.

Do not release any other batches for that day that might post to the incorrect PCA information. If you do, they will process under the incorrect controls and will have to be reversed.

DAY 2 – RE-ENTER 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.

If you are making the change upward, you may be able to leave the old data as is and request your reports at the higher level. However, online information for transactions already posted will be at the lower level.

PCA-26 PDF FORM

If you do not enter PCA information in STARS yourself, you can send a form to the SCO. [Click here for the PCA-26 form and its instructions.](#)

PCA REPORTS

Reports can be run in IBIS that will show your agency details of Statewide Classification 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.](#)

Report Name	Description
DAFR6660	Program/PCA Hierarchy Lists all of the program structure including agency, function, activity, program, element, PCA1, and the corresponding PCA within each structure hierarchy. You can request this report for one or more fiscal years using SS1 for the four-digit beginning fiscal year and SS2 for the four-digit ending fiscal year. This will report only that program structure which has not been purged.
DAFR8560	PCA Table Listing Lists all PCA codes on the PCA table with all the “lookup” structure information.