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# STARS USER MANUAL

## AGENCY DESCRIPTOR TABLE D16 - ACTIVITY

### D16 – ACTIVITY

The D16 activity table reflects the third level of the program structure within your agency (agency/function/activity). This table contains the number and title your agency assigns to each program activity. See the [Classification Structure](#) document for more information. Additions or changes require approval from your agency’s Division of Financial Management (DFM) analyst. Send an [PGM-23 Program Structure Maintenance](#) form to your agency’s Division of Financial Management (DFM) analyst for approval, and then to the State Controller’s Office (SCO), Bureaus of Accounting Operations.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: <b>16 ACTIVITY</b>		
<p style="text-align: center;"> ..... .....1..... .....2..... .....3..... .....4..... .....5 </p>		
TABLE-ENTRY-KEY: <b>2300230</b>		
<p style="text-align: center;">AGCY, FUNCT, ACT</p>		
REFERENCE-DATA:		
<p style="text-align: center;">TITLE: <b>SECURITY</b></p>		

### D16 – ACTIVITY DATA ENTRY REQUIREMENTS

<u>Data Element</u>	<u>Description</u>
TABLE-ID-NUMBER	Enter 16 on the PGM-23 form. Updated by SCO only. Send form to DFM for approval.
TABLE-ENTRY-KEY	AGENCY - Enter the three-digit agency code set up in Descriptor Table 02 for the agency.  FUNCTION - Enter the two-digit function code set up in Descriptor Table 15 for the function this activity is set up under.  ACTIVITY - Enter the two-digit activity code the agency assigns for this activity. This is the third level of the agency’s program structure.

<b>Data Element</b>	<b>Description</b>
REFERENCE DATA	Leave blank.
TITLE	Enter the name, up to 50 characters, the agency assigns for this activity. This title will show on reports that include program structure.