

**SECTION P****January 2021****PROJECT CONTROL (TM.2.4) &  
PROGRAM INDEX (TM.2.2)  
MAINTENANCE**

Project Control Table (TM.2.4) maintenance transactions and Program Index Table (TM.2.2) maintenance transaction are entered and edited directly online. Transactions must pass the online edits before they are added to the Project Control Table or the Program Index Table.

**Program Index Key:** Agency, Program Index and Biennium

**Project Control Key:** Agency, Project, Sub-Project and Project Phase

```
=== AFRS =(TM.2.2)===== PROGRAM INDEX MAINTENANCE ===== C105P130 ===
```

```
TR: _____ LAST UPDATE:
```

```
FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)
```

```
AGENCY: 0000 PROGRAM INDEX: _____ BIENNIUM: _
```

```
FUNCTION: _ PROGRAM: _____ SUB-PROGRAM: _
```

```
ACTIVITY: _ SUB-ACTIVITY: _____ TASK: _
```

```
ALLOT PROG LEVEL IND: _ GL PROGRAM LEVEL: _ RESTRICTOR: _
```

```
TITLE: _____
```

```
F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

```

=== AFRS =(TM.2.4)===== PROJECT CONTROL MAINTENANCE ===== C105P120 ===
TR: _____ CREATE DATE: _____ LAST UPDATE: _____

FUNCTION: _ (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)

AGENCY: 0000 PROJECT: _____ SUB-PROJECT: 00 PROJ PHASE: 00

TITLE: _____

          MMDDYY          MMDDYY
START DATE: _____ END DATE: _____ CFDA NO: __ . ____
FEDERAL AGENCY: _____ PROJECT TYPE: _ SUB-GRANTEE: _____
INDIRECT RATE: _____ INDIRECT LIMIT: _____ REIMB METHOD: _
OBJ POST LEVEL: _ REV POST LEVEL: _ GL PROJ LEVEL: _
APPN CTL TYPE: _ CASH CTL TYPE: _

          F3=RETURN, F12=MESSAGE, CLEAR=EXIT
    
```

**P01 - EXISTING RECORD**

***Explanation:*** There is a record already in the system for the Control Key specified. Add transactions must not find a matching record.

***Suggestion:*** Verify the Control Key information. If incorrect, input the correct data. If correct, the record already exists for the Control Key.

**P02 - RECORD NOT FOUND FOR CHANGE**

***Explanation:*** There is no previous entry in the system for the Control Key specified. Change transaction must find a matching record.

***Suggestion:*** Use the correct Control Key.

**P03 - RECORD NOT FOUND FOR DELETE**

***Explanation:*** There is no previous entry in the system for the Control Key specified. Delete transactions must find a matching record.

***Suggestion:*** Use the correct Control Key.

**P04 - DELETE TRAN HAS DATA*****Explanation:******Suggestion:*****P05 - INVALID FUNCTION*****Explanation:*** An invalid character was entered in the Function. Valid characters are the letters 'A' = Add; 'C'= Change; 'D' = Delete; 'V' = View; 'N' = Next; or 'P' = Print.***Suggestion:*** Use one of the valid functions to enter or correct the Project Control Table.**P06- INVALID RECORD NO*****Explanation:******Suggestion*****P07 - INVALID REIM METHOD*****Explanation:*** An invalid character was entered in the reimbursement method. Enter a valid character in the reimbursement method field.***Suggestion:*** Valid characters are:  
0 = Advance by Letter of Credit  
1 = Actual Cost Reimbursement  
2 = Advance by Treasurer Check  
3 = Quarterly Billing  
4 – 9 = Agency Defined**P08- ORG NOT IN D01*****Explanation:*** Valid agency is defined by a record in the D01 and the D53 Tables.***Suggestion*** Check for valid agency in Tables**P09 - PROJECT NOT IN D42*****Explanation:*** Project number must be defined in the Project Descriptor Table (D42).***Suggestion:*** Use a Project Number which is defined in the Project Descriptor Table (D42), update the Project Descriptor Table or leave blank. D42 entry must be made prior to creating the Project Control entry.

**P10 - SUB-PROJ NOT IN D43**

***Explanation:*** Sub-Project Number must be defined in the Sub-Project Descriptor Table (D43).

***Suggestion:*** Use the correct Sub-Project Code, as defined in the Sub-Project Descriptor Table or leave blank. D43 entry must be made prior to creating the Project Control entry.

**P11 - INVALID SUB-PROJ**

***Explanation:*** An invalid character was entered in the Sub-Project field.

***Suggestion:*** Use the correct Sub-Project Code, as defined in the Sub-Project Descriptor Table (D43). Valid characters are 00 to 99 and A through Z.

**P12- PHASE NOT IN D44**

***Explanation:*** Project-Phase must be defined in the Project Phase Descriptor Table (D44).

***Suggestion:*** Use a Project Phase Code which is defined in the Project Phase Descriptor Table, update the table or leave blank. D44 entry must be made prior to creating the Project Control entry.

**P13 - PROJ TITLE BLANK**

***Explanation:*** Project Title must not be blank.

***Suggestion:*** Enter a description in the Project Title field.

**P14 - INVALID PROJ TYPE**

***Explanation:*** Project Type must be defined in the Project Type Descriptor Table (D41).

***Suggestion*** Enter a Project Type Code, as defined in the Project Type Descriptor Table: Valid characters are:

0 = Agency Operating Project

1 = Federal Grants

2 = Capital Projects

3 – 7 = Agency Operating Projects

9 = Interagency Reimbursement

**P15 - INVALID FED CAT**

***Explanation:*** Federal Catalogue Number must be defined in the Federal Catalogue Descriptor Table (D46).

***Suggestion:*** Use a Federal Catalogue Number, as defined in the Federal Catalogue Descriptor Table or leave blank.

**P16 - INVALID PROJ DATES**

***Explanation:*** When the Project Type is greater than zero, Project Start Date and Project End Date must not be blank and must be in the format MMDDYY. MM must be 01-12, DD must be 01-31, YY must be numeric. End Date must be later than Start Date.

***Suggestion:*** Refer to the explanation of this error and make the appropriate corrections.

**P17 - INVALID START DATE**

***Explanation:*** The Project Start Date is invalid. The format must be MMDDYY and the month must be a number 01-12, the day must be a number from 01-31 and year must be a number from 00 through 99.

***Suggestion:*** Refer to the explanation of this error and make the appropriate corrections.

**P18 - INVALID END DATE**

***Explanation:*** The Project End Date is invalid. The format must be MMDDYY, the month must be a number from 01-12, the day must be a number from 01-31 and year must be a number from 01-31 and year must be a number from 00 through 99.

***Suggestion:*** Refer to the explanation of this error and make the appropriate corrections.

**P19 - FED CAT NUMBER REQUIRED FOR TYPE 1**

***Explanation:*** Federal Catalogue Number must be defined in the Federal Catalogue Descriptor Table (D46), if coded. If the Project Type is one, the Federal Catalogue Number must be coded.

***Suggestion:*** Enter the correct Federal Catalogue Number, as defined in the Federal Catalogue Descriptor Table and if the Project Type is one. If not, the Federal Catalogue Number field can be left blank.

**P20 - INVALID SUB GRANTEE**

***Explanation:*** An invalid character was entered in the four character Sub-Grant field. Valid characters are 0 to 9 and A to Z, as defined by the agency.

***Suggestion:*** Enter a valid character in the Sub-Grantee field or leave blank.

**P21- FEDERAL AGENCY INVALID**

***Explanation:*** Federal agency code not valid as defined in the D47 Table.

***Suggestion***

**P22 - FED AGY NOT IN D47**

***Explanation:*** The Federal Agency Code must be defined in the Federal Agency Descriptor Table (D47), if coded. If Project Type is one (1), the Federal Agency must be coded.

***Suggestion:*** Enter a valid four-digit Federal Agency Code, as defined in the Federal Agency Descriptor Table (D47).

**P23- BILL DATA NOT ALLOW**

***Explanation:***

***Suggestion***

**P24 - INVALID OBJ POST LVL**

***Explanation:*** An invalid character was entered in the Object Posting Level Indicator.

***Suggestion:*** Enter a valid character in the Object Posting Level Indicator field. Valid characters are numbers 0 through 2.

**P25 - INVALID REV POST LVL**

***Explanation:*** An invalid character was entered in the Revenue Posting Level Indicator.

***Suggestion:*** Enter a valid character in the Revenue Posting Level Indicator field. Valid characters are numbers 0 through 2.

**P26 - INVALID APPN CNTL**

- Explanation:*** An invalid character was entered in the Appropriation Control Type Indicator. Enter a valid character in the Appropriation Control Type Indicator field. Valid characters are:
- 0 = No Project Appropriation control (recommended by OFM)
  - 1 = Absolute Project Appropriation control (not used)
  - 2 = Advisory Project Appropriation control (not used)
- Suggestion:*** Enter a valid character into the Appropriation Control type field.

**P27 - INVALID CASH CNTL**

- Explanation:*** An invalid character was entered in the Cash Control Type Indicator. Valid characters are numbers 0, 1 or 2.
- Suggestion:*** Enter a valid character in the Cash Control Type Indicator field. Valid characters are numbers 0 through 2.

**P28 - INVALID GL POST LVL**

- Explanation:*** An invalid character was entered in the General Ledger Posting Level Indicator field. Valid characters are number 0 or 1.
- Suggestion:*** Enter a valid character in the General Ledger Posting Level Indicator field. Valid characters are numbers 0 to 1.

**P29- INVALID BILLING DATA**

- Explanation:***
- Suggestion***

**P30- INVALID CR SUB-SRCE**

- Explanation:***
- Suggestion***

**P31 - INDIRECT COST INFO REQ**

- Explanation:*** When Indirect Cost Rate, Indirect Limit or Reimbursement Method is entered, all three must be entered.
- Suggestion:*** Refer to the explanation of the error and enter the appropriate information.

**P32- INVALID BILL CYCLE**

- Explanation:***
- Suggestion***

**P33- INVALID BILL METHOD**

*Explanation:*

*Suggestion*

**P34- INVALID BILL RATE**

*Explanation:*

*Suggestion*

**P35- INVALID BILL OBJ-LOW**

*Explanation:*

*Suggestion*

**P36- INVALID BILL OBJ-HI**

*Explanation:*

*Suggestion*

**P37- VENDOR ID NOT IN VE**

*Explanation:*

*Suggestion*

**P38- CR AGY NOT IN D01**

*Explanation:*

*Suggestion*

**P39- INVALID CR INDEX**

*Explanation:*

*Suggestion*

**P40- INVALID CR BIENNIUM**

*Explanation:*

*Suggestion*

**P41- INVALID CR FUND**

*Explanation:*



*Suggestion***P42 - INVALID IND RATE**

***Explanation:*** An invalid character was entered in the optional Indirect Cost Rate, which identifies the indirect rate of reimbursement of overhead for each grant. Valid characters are 001 to 999.

***Suggestion:*** Enter a valid character in the Indirect Cost Rate field. Valid characters are 001 to 999.

**P43 - INVALID IND LIMIT**

***Explanation:*** An invalid character was entered in the optional Indirect Limit, which identifies the Maximum amount of indirect overhead reimbursement allowed on the grant. Valid characters are 000001 to 999999.

***Suggestion:*** Enter a valid character in the Indirect Cost Rate field. Valid characters are 000001 to 999999.

**P44- INVALID CR FUND DET**

***Explanation:***

***Suggestion***

**P45- INVALID CR S-S-OBJ**

***Explanation:***

***Suggestion***

**P46- INVALID CR SUB-OBJ**

***Explanation:***

***Suggestion***

**P47- INVALID CR MAJ GP**

***Explanation:***

***Suggestion***

**P48- INVALID CR MAJ-SRCE**

***Explanation:***

***Suggestion***

**P49- INVALID CR PGM INDEX*****Explanation:******Suggestion*****P50- INVALID CR TRAN CODE*****Explanation:******Suggestion*****P51 - RECORD EXISTS**

***Explanation:*** There is an entry already in the system for the **PROGRAM INDEX** Control Key specified. All transactions must not find a matching record.

***Suggestion:*** Verify the Control Key information. If incorrect, input the correct data. It is recommended that once financial transactions have posted to the AFRS system for a program index, the informational elements not be changed for that index.

**P52 - CHANGE/NO MATCH ERR**

***Explanation:*** There is no previous entry in the system for the Control Key specified. Change transactions must find a matching record.

***Suggestion:*** Verify the Control Key information. If incorrect, input the correct data. It is recommended that once financial transaction have posted to the AFRS system for a program index, the informational elements not be changed for that index.

**P53 - DELETE/NO MATCH ERR**

***Explanation:*** There is no previous entry in the system for the Control Key specified. Delete transactions must find a matching record.

***Suggestion:*** Verify the Control Key information. If incorrect, input the correct data.

**P54 - DELETE TRAN HAS DATA*****Explanation:******Suggestion:***

**P55 - INVALID FUNCTION**

***Explanation:*** An invalid character was entered in the Function. Valid characters are the letters 'A' = Add; 'C' = Change; 'D' = Delete; 'V' = View; 'N' = Next; or 'P' = Print.

***Suggestion:*** Use one of the valid functions to enter or correct the Program Index Table.

**P56- INVALID RECORD NO**

***Explanation:***

***Suggestion***

**P57 - CFDA END DATE REACHED**

***Explanation:*** The Inactive Date of the CFDA number is not valid within the dates of the Project Control. Check the CFDA Table Maintenance screen (AD.1.2.A) for inactive date.

***Suggestion:*** Remove the CFDA number from the Project Control screen, or Enter a new CFDA number on the Project Control Screen, or Contact your Statewide Accounting Consultant and request that it be reactivated.

**P58 - AGENCY NOT IN D01**

***Explanation:*** The agency code must be defined in the Agency Descriptor Table (D01) for the biennium specified.

***Suggestion:*** Use an Agency Code which is defined in the Agency Code Descriptor Table (D01), or update the Descriptor Table to include the appropriate biennium.

**P59 - BIENNIUM INVALID**

***Explanation:*** The biennium entered is invalid. The biennium must be equal to, ONE greater or ONE less than the Current Biennium, as defined in the System Management File.

***Suggestion:*** Refer to the explanation of the error and enter the appropriate biennium.

**P60 - PROG INDEX INVALID**

***Explanation:*** An invalid character was entered in the Program Index Code. Valid characters are alphanumeric and greater than zeros.

***Suggestion:*** Refer to the explanation of the error and enter the appropriate Program Index Code.

**P61 - TITLE BLANK**

***Explanation:*** Program Index Code Title must not be blank.  
***Suggestion:*** Input a Program Index Code Title on the Title line.

**P62 - FUNCTION NOT IN D15**

***Explanation:*** Program Function must be defined in the Function Descriptor Table (D15).  
***Suggestion:*** Use a Function, as defined in the Function Descriptor Table.

**P63 - PROGRAM NOT IN D16**

***Explanation:*** Program must be defined in the Program Descriptor Table (D16).  
***Suggestion:*** Use a Program Code, as defined in the Program Descriptor Table (D16).

**P64 - SUB PROG NOT IN D17**

***Explanation:*** Sub-Program must be defined in the Sub-Program Descriptor Table (D17).  
***Suggestion:*** Use a Sub-Program Code, as defined in the Sub-Program Descriptor Table (D17).

**P65 -ACTIVITY NOT IN D18**

***Explanation:*** Activity must be defined in the Activity Descriptor Table (D18).  
***Suggestion:*** Use an Activity Code, as defined in the Activity Descriptor Table (D18).

**P66 - SUB-ACT NOT ON D19**

***Explanation:*** Sub-Activity must be defined in the Sub-Activity Descriptor Table (D19).  
***Suggestion:*** Use a Sub-Activity Code, as defined in the Sub-Activity Descriptor Table (D19).

**P67 - TASK NOT ON D20**

***Explanation:*** Task must be defined in the Task Descriptor Table (D20).  
***Suggestion:*** Use a Task Code, as defined in the Task Descriptor Table (D20).

**P68 - INVALID ALLOT-LVL**

***Explanation:*** An invalid character was entered in the Allotment Program Level Indicator.

***Suggestion:*** Valid characters are “ZERO” or A thru G.

**P69 - ALLOT PROG INVALID**

***Explanation:*** When the Allotment Program Level Indicator is equal to 'O', 'A', 'B', or 'C', Function and Program must not be blank; when 'D' Function, Program and Sub-Program must not be blank; when 'E', Function, Program, Sub-Program and Activity must not be blank; when 'F', Function, Program, Sub-Program, Activity and Sub-Activity must not be blank; when 'G', Function, Program, Sub-Program, Activity, Sub-Activity and Task must not be blank.

***Suggestion:*** Refer to the explanation of the error and make the appropriate entries.

**P70- GL PROG INVALID**

***Explanation:*** General Ledger Program Level is invalid.

***Suggestion*** Valid codes are “ZERO” or A.

**P71- PI RESTRICTOR INVALID**

***Explanation:*** PI Restrictor code is invalid.

***Suggestion*** Valid codes are:

1. “SPACE’,
2. “A” = Allotment, or
3. “I” = Inactive (NOT allowed on new transactions).

**P72- PROGRAM INDEX HAS BEEN USED**

***Explanation:*** The Program Index has already been used and you cannot change key fields or delete the PI.

***Suggestion*** Create a new PI and let staff know that the old one should not be used. Agency will then want to move the costs to the new PI.

**P73- UNUSED PROGRAM INDEX NOT ROLLED**

***Explanation:*** This Program Index (PI) record was created before the current fiscal year and has not been used on a transaction during the entire

current biennium. Thus, it will not be rolled/was not rolled to the ensuing biennium.

***Suggestion***

If this PI is needed for the ensuing biennium, the agency will need to re-establish the record after the AFRS table roll occurs.