

SECTION P**September 2024****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 when entering directly in AFRS on the TM.2.4 - Project Control Maintenance screen. MM must be 01-12, DD must be 01-31, YY must be numeric. End Date must be later than Start Date.
If using the AFRS Table Upload process, the format must be YYYYMMDD.
- Suggestion:** Refer to the explanation of this error and make the appropriate corrections.

P17 - INVALID START DATE

- Explanation:** The Project Start Date is invalid.
When entering directly in AFRS on the TM.2.4 -Project Control Maintenance screen, the format must be MMDDYY. 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.
If using the AFRS Table Upload process, the format must be YYYYMMDD.
- Suggestion:** Refer to the explanation of this error and make the appropriate corrections.

P18 - INVALID END DATE

- Explanation:** The Project End Date is invalid.
When entering directly in AFRS on the TM.2.4 -Project Control Maintenance screen, 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.
If using the AFRS Table Upload process, the format must be YYYYMMDD.
- 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 CFDA Table (TM.4.2) if entered. If the Project Type = 1, the Federal Catalogue Number must be entered.
- Suggestion:** 1.) If the Project Type = 1, enter the correct CFDA number from the CFDA Table (TM.4.2).
1a.) If the Federal Catalogue Number entered is not found on the CFDA table (TM.4.2), please contact your Statewide Accounting Consultant for further assistance.
2.) If the Project Type is not equal to 1, 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 (TM.4.2) 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.

P74- INVALID CHARACTER USED

Explanation: An invalid character is recognized in the title field. Allowed characters are: Alphabetic, Numeric, and the following special characters: @ # ? % \$ & * ! / ; : () , - .

Suggestion Locate the position noted in the error message and update the title to ensure it only includes allowed characters.

Do not copy and paste into the title field.