Office of Financial Management
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Agency Financial Reporting System

Project Control Table (PC)

Screen TM.2.4

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WHAT IS THE PROJECT CONTROL TABLE?

The Project Control Table (PC) is a non-financial file in AFRS which allows an agency to establish and account for Projects as single entities across biennial fiscal periods.

Each record on the PC Table is made up of a control key and informational element:

> The **control key** uniquely identifies each PC record and consists of:
>
> - Agency
> - Project Code
> - Sub-project
> - Project Phase
>
> The **informational elements** segment of the AI Table provides the expanded Organization related classification elements for:
>
> - CFDA Number & Federal Agency
> - Project Type
> - Indirect Rate
> - Indirect Limit
> - Reimbursement Method

The PC Table also contains start and end dates. An AFRS edit checks whether the document date on a transaction is within these dates. If not, the transaction will go to the error file.

> *NOTE:*
> *Since the Project Control Table is not biennialized, a project code may not be used to identify two separate entities during the six-month overlap between bienniums.*

PROJECT CONTROL TABLE MAINTENANCE

PROJECT CONTROL TABLE MAINTENANCE allows an agency to view, update and print copies of its project control table.

To access the **Project Control Table Maintenance** screen (TM.2.4):
Enter *TM* on the **AFRS Primary Menu;**
Enter 2 in the *Select Function* field on the **Table Maintenance Menu** and press [Enter]. This will bring up the **Coding Tables Menu**.
Enter 4 in the *Select Function* field on the **Coding Tables menu** and press [Enter]. This will bring up the **Project Control Table Maintenance** screen.
OR
Use the transfer field **TR: ___** from any other AFRS screen to get to the **Project Control Table Maintenance** screen by typing *TM.2.4* in the field and press [Enter].

Then following screen will display

```
=== 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: 9990   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
```

Functions: The function codes are as follows:

A = Add a new PC Table record. Reference Field Names section below for information about each field on this screen.

> *NOTE:* **Before adding a Project Control record, titles must be loaded in the descriptor tables for the data elements listed below:**
>
> > **D41   Project Type (Statewide Table maintained by OFM)**
> > **D42   Project**
> > **D43   Sub-Project (if used)**
> > **D44   Project Phase (if used))**

V = View an existing PC record. Requires:
- Project Code *(do not remove default zeroes)*
- Sub-Project *(if used)*
- Project Phase *(if used)*

N = Displays the **N**ext PC record.

P = Print an alphabetical listing of PC records.

> Upon pressing [Enter], a **Batch Job Submission** screen will display. Change the default values as needed, and press [Enter] to submit the batch job. Refer to the **Batch Job Submission** screen document for instructions.

C = Change any field on an PC record. You must view the record before changing it. Change the function to *C*, change the fields to be updated and press [Enter].

D = Delete an PC record. You must view the record before deleting it. Change the function to *D* and press [Enter]. Finish deleting the table record, press [Enter] a second time.

> *NOTE:*   **The delete function removes the project control record. It does _not_ remove the entries from the descriptor tables D42, D43 & D44, and it does _not_ remove the data that may have posted to the files.**

Field Names:

- *Project* – (required) a four-character alphanumeric code field, which uniquely identifies each individual project on an agency's file. This may be a Capital Project, Federal Grant or a Special Operating Project. Each agency should establish only those Projects that require separate accountability and special reporting.
- *Sub-Project* – (optional) an alphanumeric field, 2 characters long, which identifies a further division within a Project. This field should only be used when additional levels of information within a project are required. If this field is ***not*** used, the system will ***default*** the code '00'.
- *Project Phase* – (optional) an alphanumeric field, 2 characters long, which identifies a further division within the Sub-Project. This element should only be used when additional levels of information within a Sub-Project are required. If this field is ***not*** used, the system will ***default*** the code '00'.
- *Project Title* – (required) an alphanumeric field, 1-40 characters long, that gives a description to each Project Code. The number of characters that print on the reports varies by report, so abbreviation is suggested. *(Copy and paste of special characters may not be allowed and will require a hard key entry instead of copy and paste.)*
- *Start Date* – (required) a numeric field, 6 characters long. The start date indicates the effective date of the project. The date format is month, day and year (MMDDYY).
- *End Date* – (required) a numeric field, 6 characters long. The end date indicates the date when the project ends. The date format is month, day and year (MMDDYY).
- *CFDA* – (required with Project Type "1") an alphanumeric field, a combination of 2 characters/5 characters long. The CFDA identifies projects that were funded by the Federal Government. Are used for Federal project reporting purposes. CFDA code must be on the CFDA Table (TM.4.2). If a CFDA entry is missing, contact your Statewide Accounting Consultant to ask that it be added.
- *Federal Agency* – a numeric field, 2 characters long, that is auto filled by the system from the first two characters in the CFDA Number when entered.
- *Project Type* – (required) an alphanumeric field, 1 character in length, which identifies the specific type of Project. This may be a Grant or Capital Project or other type of Project as defined by the agency. The valid Project Type codes are as follows:
  - 0 = Agency Operating Project
  - 1 = Federal Grants
  - 2 = Capital Projects
  - 3 = Agency Operating Project
  - 4 = Agency Operating Project
  - 5 = Agency Operating Project
  - 6 = Agency Operating Project
  - 7 = Agency Operating Project
  - 9 = Interagency Reimbursement
  - X = IT acquisitions/new development expenditures
  - Y = IT maintenance & operations expenditures

THE FOLLOWING FIELDS ARE INFORMATION ONLY AND ARE NOT VISIBLE ON A TRANSACTION.

- *Sub-Grantee* – (optional) an alphanumeric field, 4 characters long, which contains the code used to identify a particular entity that is the recipient of a pass-through grant. This could be another agency or a city or a county.
- *Indirect Cost Rate* – (optional) a numeric field, 3 characters long, which is for informational purposes only and identifies the indirect rate of reimbursement of overhead for each grant. If used, the Indirect Limit and the Reimbursement Method must also be entered.
- *Indirect Limit* – (optional) a numeric field, 6 characters long, which is for informational purposes only and is used to identify the maximum amount of indirect overhead reimbursement associated with a particular Project or Grant. The limit must be greater than zero. If using the Indirect Cost Rate field must be entered.
- *Reimbursement Method* – (optional) a numeric field, 1 character in length, which identifies the type of reimbursement. If using the Indirect Cost Rate field, the valid Reimbursement Method codes are as follows:
  - 0 = Advance by Letter of Credit
  - 1 = Actual Cost Reimbursement
  - 2 = Advance by Treasurer Check
  - 3 = Quarterly Billing
  - 4-9 = Agency Defined
- *Object Posting Level* – (required) a numeric field, 1 character in length, which identifies the level of object detail to be used for posting and controlling project expenditures on the Project and Grant Project Files. The valid Object Posting Level codes are as follows:
  - 0 = No Project Object Control *(recommended by OFM)*
  - 1 = Object level control *(must be approved by OFM)*
  - 2 = Sub-Object level control *(not used)*
- *Revenue Posting Level Indicator* – (required) a numeric field, 1 character in length, which identifies the level of revenue detail to be used for posting and controlling project revenues on the Project and Grant Project Files. The valid Revenue Posting Level Indicator codes are as follows:
  - 0 = No Project Revenue Control *(recommended by OFM)*
  - 1 = Control by Major Group *(not used)*
  - 2 = Control by Major Source *(not used)*
- *General Ledger Project Level* – (required) a numeric field, 1 character in length, which is used to determine if a separate General Ledger should be maintained for the Project. The valid General Ledger Project Level codes are as follows:
  - 0 = Do Not maintain a separate general ledger for the Project *(recommended by OFM for most situations)*
  - 1 = Maintain a separate general ledger for the Project (**Use of this code requires advance planning. Contact OFM before using.**)
- *Appropriation Control Type* – (required) a numeric field, 1 character in length, which is used to define whether or not appropriation control is to be maintained at the Project level. The valid Appropriation Control Level codes are as follows:

- 0 = No Project Appropriation Control *(recommended by OFM)*
- 1 = Absolute Project Appropriation control (*not used*)
- 2 = Advisory Project Appropriation control (*not used*)

- *Cash Control Type* – (required) a numeric field, 1 character in length, which indicates whether or not cash control is maintained for the Project. This is a **required** field. The valid Cash Control Type codes are as follows:
  - 0 = No Project Cash Control *(recommended by OFM)*
  - 1 = Project Cash Control (*not used*)
  - 2 = Advisory Project Cash Control (*not used*)

BATCH JOB SUBMISSION SCREEN - PRINT PROJECT CONTROL TABLE

The purpose of the **Batch Job Submission** screen is to provide report print and output options. After the *P = Print* function is entered on the **Project Control Maintenance (TM.2.4)** screen, the **Batch Job Submission** screen will appear. It will be pre-loaded with the print selection criteria that you last used on the AFRS **Batch Job Submission** screen.

```
=== AFRS =(TM.3.7)========== BATCH JOB SUBMISSION =============== C105U100 ===
                                                                      9990
                          PRINT AGENCY CONTROLS

 ---------------------------- JOB PARAMETERS ---------------------------------

          CLASS: D  (H=HOT, A=PRIORITY, D=TODAY, E=TONIGHT, C=SCHED)

        CONTACT: YOUR_NAME_____  (PERSON OUTPUT IS DIRECTED TO)

 SEND OUTPUT TO: IOF_____  (LOCAL, R###, CLUSTER ID, EXCHANGE, IOF)

     BIN NUMBER: 00

       LOCATION: XX

        LOGONID: XXXX105   COPIES: 01   PRINT JCL: N (Y OR N)

         JOB ID: AFR (FIRST 3 CHARACTERS OF JOB NAME)



            (ENTER=SUBMIT,  F3=RETURN,  F12=MESSAGE, CLEAR=EXIT)
 CHANGE THE DEFAULT VALUES AS NEEDED AND PRESS ENTER TO SUBMIT THE BATCH JOB.
```

1. Refer to the next page for a list of optional values for each field.
   All fields are REQUIRED except for the location field which is RECOMMENDED.

2. Update any fields by overtyping and press [Enter].

3. If the submission is successful, a job name or exchange file name will appear on the bottom line of the screen. The first three characters of the Job Name come from the Job ID field on the screen. The Job Name is used to identify the report for tracking purposes as described under output options and Job ID on the next page

BATCH JOB SUBMISSION SCREEN - PRINT AND OTHER OUTPUT OPTIONS

Field	Options
Class	The class controls the parameters your job runs under. **H** = HOT, fastest turnaround but use with caution (size and time parameters) **A** = Less than two hours (for short reports, quick turnaround) **D** = Less than four hours (for longer reports) **E** = Overnight (lengthy or detail reports) **C** = For high resource (huge) jobs
Contact	Person output is directed to.
Send Output To:	Printer ID or media report is directed to: **local** = Page Printer, Department of Enterprise Services, Printing & Imaging **R###** = Agency's own remote printer no. (### or 0## preceded by an **R**) **Cluster Id** = Agency's own cluster printer no. (usually 8 characters) **Exchange** = For exchange file output. After pressing [Enter] the name of the exchange file will display at the bottom of the screen. Save the filename. The exchange file will be located in the TSO region of the mainframe computer under option 3.4. The file may be browsed, edited, or downloaded to your PC. On your PC, the file may be imported into word-processing software as an ASCI text file and printed out. **IOF** = To have your report held in the IOF (Interactive Output Facility) for viewing prior to printing. [IOF is located in the TSO region of the mainframe computer and requires separate security access from CTS. If you have that security access, reports sent to IOF can be viewed, canceled, or released to print at either the DES Printing & Imaging local printer or at your remote printer.]
Location	Code used to reference a mailing label from screen RR.3. The mailing label referenced should include a mail stop or US Mail address.
LOGONID	You're LOGONID or if the report is to be held in IOF, the LOGONID of the person who will be viewing the report in IOF.
Copies	**01-99** (If ordering more than 1 copy, system will prompt you to press [Enter] a second time to confirm the number of copies.)
Job ID	Default value is AFR. You may overtype to uniquely identify your job. (Position 1 = alpha. Position 2, 3 = alphanumeric.) If using AFR, job name will be AFRFSXXX, where XXX is your agency number. The Job Name is used for tracking a report using output IOF described above.