

OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Project Control Table (PC)

Screen TM.5

April 2007

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What is the Project Control Table?

The Project Control Table (PC) is a non-financial file in AFRS that allows an agency to establish and account for Projects as single entities across biennial fiscal periods. **This is the only coding element in AFRS that accumulates revenues, expenditures and FTE's across biennia.**

Use of projects is optional for agencies. While the main feature of project codes is that they track activities that occur in more than one biennium, agencies may choose to use project codes to account for activities that need to be monitored regardless of whether or not they cross biennia. The Project is an additional coding element in AFRS that can be used when the activity to be monitored does not fit within the agency Program or Organization structures.

Each record on the PC Table is made up of a control key and informational elements.

The **control key** uniquely identifies each PC record and consists of:

- Agency
- Project
- Sub-Project
- Project Phase

The **informational elements** segment of the PC Table provides additional information about the Project including the following:

- Start and end dates
- Federal catalog number and federal agency
- Project type
- Sub-grantee
- Indirect cost allocation and reimbursement data (not currently used)
- Posting level and control indicators

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.

When a project is completed and the final project reports have been received, an agency should use the Project Purge Process (on Screen TM.P) to delete old project codes from the tables & files. After the project purge process has been completed, old project codes may be reused for a different purpose.

NOTE:

If you are an Enterprise Reports user, the transaction history is stored for up to 10 years, so you will need to be careful to not re- use project numbers that could mean different activities when comparing several biennial periods .

Project Posting and Reporting Options

Option	Selected By
1. Budget Variance (Includes allotments, expenditures, encumbrances, revenues, FTE's)	a. Adding project descriptor tables b. Adding project control table c. Posting transactions using project codes d. Inputting allotments with project codes e. Ordering project reports through Enterprise Reporting
2. Budget Variance AND General Ledger/Financial Statement	a. Contacting OFM to complete advance planning necessary for this option b. Adding project descriptor tables c. Adding project control table with a General Ledger Project Indicator of 1 d. Posting transactions using project codes e. Inputting allotments with project codes f. Ordering project reports through Enterprise Reporting g. Sending OFM a memo requesting financial statements be run at project level

Project Control Table Maintenance

The **Project Control Maintenance** screen (TM.5) allows an agency to view, update and print copies of its project control table.

To access the **Project Control Maintenance** screen (TM.5):

Type *TM* on the **AFRS Primary Menu**;
Select **5** on the **Table Maintenance Menu**.

-- *OR* --

From other AFRS screens, type *TM.5* in the transfer field **TR:** _____ and press [Enter].

The following screen will display:

```
== AFRS =(TM.5)===== PROJECT CONTROL MAINTENANCE ===== C105P120 ===
TR: _____                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: _____

START DATE: _____   END DATE: _____   FEDERAL CATALOG: _____
MMDYY      MMDYY
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: _____

PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Functions: The function codes are as follows:

A = (A)dd a new PC Table record. Refer to Field Names section below for information about each field on this screen.

NOTE: Before adding a PC Table 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)

D46 Project Phase (if used)

D47 Federal Agency (if used)

V = (V)iew an existing PC record. Requires:

- Project
- Sub-Project (*must be zero-filled if not used*)
- Project Phase (*must be zero-filled if not used*)

N = Display the (N)ext PC record.

P = (P)rint an alphanumeric 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 = (C)hange any field on a PC record *except* Project, Sub-Project and Project Phase which are part of the record key. You must view the record before changing it. Change the function to **C**, change the fields to be updated and press [Enter].

CAUTION: *If a PC record has been used on an encumbrance transaction, changing Project Type, Object Posting Level or GL Project Level will cause the encumbrance liquidation transaction to be in error because it will not match the encumbrance information on the document file.*

D = (D)elete a PC record. You must view the record before deleting it. Change the function to **D** and press [Enter]. To delete 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 your agency's master files.

NOTE:

There is a separate PURGE function that removes the data from the project files and provides the option of deleting all table records. This PURGE function is located on the Table Maintenance Menu (TM), function P (Project Purge Maintenance). Refer to separate Project Purge user manual.

Field Names:

- *Project* – (required) a four-character alphanumeric code that 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) a two-character alphanumeric code that 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, it must be ‘00’.
- *Project Phase* – (optional) a two-character alphanumeric code that identifies a further division within a Sub-Project. This field should only be used when additional levels of information within a Sub-Project are required. If this field is *not* used, it must be ‘00’.
- *Title* – (required) an alphanumeric field, 1-40 characters, that assigns an English description to each Project Control code. The number of characters that print on the reports varies by report, so abbreviation is suggested.
- *Start Date* – (required) the effective project start date or the grant beginning entitlement period. The date format is month, day, year (MMDDYY).
- *End Date* – (required) the effective project ending date or the grant ending entitlement period. The date format is month, day, year (MMDDYY).

NOTE:

Agencies may edit their input transactions against the Start and End Dates by using the Fund Related Error section in the Organization Control Table (TM.7). If field #57 in the Fund-Related Severity Indicator section is coded with a W (Warning) or F (Fatal), the document date on an input transaction must be within the Start and End Dates. If field #57 is coded with an I (Ignore), there is no date edit for transaction input.

- *Federal Catalog* – (required if project type = 1 – Federal Grants) a nine-digit numeric field that contains the state’s Federal Domestic Catalog number.

- *Federal Agency* – (required if project type = 1 - Federal Grants) a four-digit numeric field that contains the code that identifies the particular federal agency from which the grant funds are received.
- *Project Type* – (required) a one-digit numeric field that identifies the specific type of Project. This may be a Grant or Capital Project or other type of Project as defined by the agency. This field is **required**. The valid Project Type codes are as follows:

0	=	Agency Operating Project
1	=	Federal Grants
2	=	Capital Projects
3 - 7	=	Agency Operating Project
9	=	Interagency Reimbursement

(Note: there are some special project types established for use by the WA State Lottery Commission. These codes are not listed above as they are not for general usage.)

- *Sub-Grantee** – (optional) a four-digit alphanumeric informational field that 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 Rate** – (optional) a three-digit numeric field that is for informational purposes only and identifies the indirect rate of reimbursement of overhead for each grant. If this field is used, the Indirect Limit and Reimbursement Method (see below) must also be entered.
- *Indirect Limit** – (optional, unless the Indirect Rate field is used) a six-digit numeric field that 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.
- *Reimbursement Method** – (optional, unless the Indirect Rate field is used) a one-digit field that identifies the type of reimbursement. 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

NOTE:

*The 4 * fields listed above have no functionality in the AFRS system. They only provide information to the table viewer.*

- *Object Posting Level* – (required) a one-digit numeric field that 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 (**Only choice available currently**)

- *Revenue Posting Level Indicator* – (required) a one-digit numeric field that 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 (**Only choice available currently**)

- *General Ledger Project Level* – (required) a one-digit numeric field that 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 one-digit numeric field that is used to define whether or not appropriation control is to be maintained at the Project level. The valid Appropriation Control Type codes are as follows:

0 = No Project Appropriation control (**Only choice available currently**)

- *Cash Control Type* – (required) a one-digit numeric field that indicates whether or not cash control is maintained for the Project. The valid Cash Control Type codes are as follows:

0 = No Project Cash Control (**Only choice available currently**)