

PM1002 – Capital Projects Control Table

Required table. Coded defined by colleges.

Use the Capital Projects Control Table to identify capital project:

- numbers
- types
- subprojects
- phases
- titles
- start and end dates
- contractors
- billing information

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Capital Projects Control Table - Screen One

Screen One allows you to enter, edit and maintain detailed information about capital projects.

Note: The Project Number Table (GA1042) must be built before the Capital Projects Control Table.

User Function Keys

F1	REFRESH
F2	ADD
F3	CHANGE
F4	INQUIRY
F6	NEXT FORM
F8	MENU

Data Fields

PROJECT NUMBER (key field)	INDIRECT RATE
SUBPROJECT (key field)	INDIRECT LIMIT
PROJECT PHASE (key field)	VENDOR NUMBER
TITLE	VENDOR NAME
PROJECT STATUS (entry required)	CONTACT PERSON
ESTIMATED START DATE	PHONE
ESTIMATED COMPLETION DATE	RESPONSIBLE DEPARTMENT
ACTUAL START DATE	PROJECT DIRECTOR
ACTUAL COMPLETION DATE	AUTHORIZED SIGNATURE
REIMBURSEMENT METHOD	TOTAL PROJECT BUDGET
ACCOUNTS RECEIVABLE ID NUMBER	FUND

Project Number

Definition	Key field. A code defined by colleges identifying a capital project.
Length	4 characters

Subproject

Definition	Key field. A code defined by colleges identifying a subproject category within a capital project.
Length	2 characters
Edit	The project number and subproject combination must be valid on the Subproject Table (GA1043).

Project Phase

Description	Key field. A code defined by colleges identifying a phase within a capital project such as design, site preparation, or construction.
Length	2 characters
Edit	The project number, subproject and project phase combination must be valid on the Project Phase Table (GA1044).

Title

Definition	A title defined by colleges identifying the complete name of a capital project.
Length	20 characters

Project Status

Definition	Entry required. A code indicating the status of a capital project.
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Active (default) S Inactive/complete - suppress reporting I Inactive/complete - continue reporting D Delete

Estimated Start Date

Definition	A date identifying when a capital project is estimated to begin.
Length	6 digits
Format	YYMMDD

Estimated Completion Date

Definition	A date identifying when a capital project is estimated to end.
Length	6 digits
Format	YYMMDD
Edit	Must be later than the date in the Start Date field.

Actual Start Date

Definition	A date identifying when a capital project actually begins.
Length	6 digits
Format	YYMMDD

Actual Completion Date

Definition	A date identifying when a capital project actually ends.
Length	6 digits
Format	YYMMDD
Edit	Must be later than the date in the Start Date field.

Reimbursement Method

Definition	A code identifying a method of reimbursement for a capital project.
Length	1 digit

Values	0	Advance by letter of credit
	1	Actual cost reimbursement
	2	Advance by treasurer check
	4-9	College-assigned

Accounts Receivable Identification Number

Definition	A code identifying an agency to be invoiced for a capital project.
Length	6 characters
Edit	Must be valid on the AR Description Table (BM2001).

Indirect Rate

Definition	A number identifying the indirect rate of overhead reimbursement for a capital project.
Length	3 digits
Format	999

Indirect Limit

Definition	A number identifying the maximum amount of indirect overhead reimbursement for a capital project.
Length	6 digits
Format	999999
Edit	Must be greater than zero.

Vendor Number

Definition	A code identifying a vendor or prime contractor for a capital project.
Length	9 characters
Edit	Must be valid on the Vendor Table (MM2001)

Vendor Name

Definition	The name of a vendor or prime contractor for a capital project.
Length	30 characters

Contact Person

Definition	The name of a contact person at a vendor's or prime contractor's office for a capital project.
Length	30 characters

Phone

Definition	The telephone number of a contact person at a vendor's or prime contractor's office for a capital project.
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Length	10 digits
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Responsible Department

Definition	The program index code, organization index code and title of a department administering a capital project.
Length	3 characters; 4 characters; and 20 characters
Edit	The combination of program index code and organization index code must be valid on the Program Index/Organization Index Table (GA1062).

Project Director

Definition	The name of a person within an agency administering a capital project.
Length	30 characters

Authorized Signature

Definition	The name of a person authorized to sign for disbursement against a capital project.
Length	30 characters

Total Project Budget

Definition	A number indicating the total dollar amount that can be expended for a capital project.
Length	11 digits

Fund

Definition	A fund code and fund title associated with a capital project.
Length	3 characters; 20 characters
Edit	Must be valid on the Fund Table (GA1022).

Capital Projects Control Table - Screen Two

Screen Two is a free-form screen which allows you to add additional information regarding a capital project. This screen is accessed by pressing Next Form (F6) from Screen One.

User Function Keys

F1	REFRESH
F2	INSERT LINE
F5	PREVIOUS FORM
F8	MENU

Data Fields

PROJECT NUMBER (protected field)	TITLE (protected field)
SUBPROJECT (protected field)	LINE START
PROJECT PHASE (protected field)	REQUIREMENTS
PROJECT STATUS (protected field)	

Project Number

Definition	Protected field. A code defined by colleges identifying a capital project. Displayed from Screen One.
Length	4 characters

Subproject

Definition	Protected field. A code defined by colleges identifying a subproject category within a capital project. Displayed from Screen One.
Length	2 characters

Project Phase

Description	Protected field. A code defined by colleges identifying a phase within a capital project such as design, site preparation, or construction. Displayed from Screen One.
Length	2 characters

Project Status

Definition	Protected field. A code indicating the status of a capital project. Displayed from Screen One.
Length	1 character
Values	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> A Active (default) S Inactive/complete - suppress reporting I Inactive/complete - continue reporting D Delete

Title

Definition	Protected field. A title defined by colleges identifying the complete name of a capital project. Displayed from Screen One.
Length	20 characters

Line Start

Definition	The line number that will be used to begin typing.
Length	2 digits

Requirements

Definition	Narrative text describing additional or unique requirements for a capital project.
Length	18 lines, 70 characters each