

SAM—GENERAL OUTLINE OF PROCEDURES

AUTOMATED ACCOUNTING SYSTEMS/CALSTARS

7260

(Revised 6/00)

Implementation

The California State Accounting and Reporting System (CALSTARS) is designed to specifically satisfy the basic accounting needs of most State departments. CALSTARS is being installed in selected departments each year, as staff resources from the Department of Finance (DOF) are available to provide support in making or overseeing the installation.

For this reason, State departments are advised that advance approval by DOF is required for:

- a. Contracts to acquire, design, or develop any accounting system.
- b. Contracts to procure hardware or software components to modify or expand any accounting system.
- c. Contracts to obtain support staff to implement any accounting system.

Requests should be forwarded to DOF, Fiscal Systems and Consulting Unit (FSCU), at 915 L Street, Sacramento, CA 95814. A copy of the request should be forwarded to the CALSTARS Client Support Unit. If applicable, see SAM Sections 6700-6770 for more details on information technology systems.

CALSTARS Consulting Services

CALSTARS departments may request CALSTARS analyst assistance for accounting organizational studies, accounting system problems, or modification to their accounting operations or reporting capabilities. Requests should be forwarded to DOF, CALSTARS Client Support Unit, at 915 L Street, Sacramento, CA 95814.

CALSTARS departments need DOF approval to independently contract with other State departments or independent consulting firms or consultants for accounting related services. Requests should be forwarded to the CALSTARS System Support Unit at 915 L Street, Sacramento, CA 95814. Specific services requiring approval include:

- a. Operational assistance. Assistance with monthly reconciliations, year-end reports/process, problem solving, table review and analysis, etc.
- b. Report processes/reports. Requests to acquire, design, develop, or modify CALSTARS reporting processes or reports.
- c. Subsystems and automated interfaces. Assistance in reviewing subsystem specifications to determine interface to CALSTARS and developing coding requirements, dataset requirements, record layouts, etc.

Departments that receive approval from DOF to acquire services as defined above must continue to incorporate the State's uniform coding structure and capabilities prescribed in SAM Sections 7261–7262 or as amended in accordance with DOF instructions.