

SAM – GENERAL OUTLINE OF PROCEDURES

OTHER REQUIREMENTS FOR NEW OR MODIFIED ACCOUNTING SYSTEMS 7262 (New 11/1985)

Any department which implements [CALSTARS](#), acquires a new accounting system, or redesigns an existing accounting system after approval by the [Department of Finance](#), must incorporate into that system the following capabilities:

Reconciliations of Appropriation Balances with the [State Controller's Office](#)

The system must be capable of producing monthly appropriation reports which identify appropriations, expenditures, reimbursements, abatements, and unappropriated balances.

The system must also be capable of producing monthly cash and appropriated and unappropriated revenue reports in order to effect complete reconciliations with the SCO.

The system must also be capable of providing full transaction listings to support the above reports.

Allocation of Administrative and Other Indirect Costs

The system must be capable of collecting indirect costs and distributing them to direct programs and/or organizational units at the required levels of detail.

All allocated costs must be capable of maintaining their original object identity or changing it upon distribution.

Distribution of Costs to Funds

The system must be capable of accumulating multi-funded costs and distributing them to the proper funds/appropriations.

All distributed costs must be capable of maintaining their original organization and/or program and object identity.

Plans of Financial Adjustment

The system must be capable of providing supporting reports to enable preparation of plans of financial adjustment as required.