

SAM – GENERAL OUTLINE OF PROCEDURES

AUTOMATED ACCOUNTING SYSTEMS/CALSTARS

7260

(Revised 6/2014)

Implementation

The California State Accounting and Reporting System ([CALSTARS](#)) is designed to 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 ([Finance](#)) are available to provide support in making or overseeing the installation.

Advance Finance approval is required for any state department that will:

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

Requests should be forwarded to Finance, [Fiscal Systems and Consulting Unit](#), 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 Finance, CALSTARS Client Support Unit, at 915 L Street, Sacramento, CA 95814.

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[CALSTARS](#) departments need [Finance](#) 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, 915 L Street, Sacramento, CA 95814. Other services requiring Finance approval include:

- a. Operational Assistance: Monthly reconciliations, year-end financial 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/Automated Interfaces. Assistance in reviewing subsystem specifications to determine interface to CALSTARS and developing coding requirements, dataset requirements, record layouts, etc.

Departments with Finance approval 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 Finance instructions.