

# BUDGET LETTER

	NUMBER: <b>98-37</b>
SUBJECT: <b>AUTOMATED ACCOUNTING SYSTEMS</b>	DATE ISSUED: October 30, 1998
REFERENCES: <b>STATE ADMINISTRATIVE MANUAL SECTION 7260</b>	SUPERSEDES: <b>MM 94-18</b>

TO: Agency Secretaries  
Department Directors  
Departmental Budget Officers  
Departmental Accounting Officers  
Departmental of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

The California State Accounting and Reporting System (CALSTARS) is designed to satisfy the specific accounting needs and requirements of most State departments and conform to State accounting standards and Generally Accepted Accounting Principles (GAAP). The system is intended to provide timely and accurate financial information, standardized accounting and reporting functions within and across State departments, and to provide consistency and uniformity between budget and accounting processes.

CALSTARS is being installed in selected departments each year as staff resources from the Department of Finance are available to provide support in making the installation or in overseeing an independent installation.

There have been instances where departments have independently acquired systems or consultant services for the development of systems and/or automated processes which duplicate the functionality of CALSTARS. For these reasons, this Budget Letter is being reissued to remind State departments that the State Administrative Manual (SAM) Section 7260 specifies that State departments cannot contract with private consulting firms or other State departments for the acquisition, design, or implementation of any automated accounting system without advance approval from the Department of Finance. Requests for approval should be forwarded to the Department of Finance, Fiscal Systems and Consulting Unit (FSCU), 915 'L' Street, 9<sup>th</sup> Floor, Sacramento, CA 95814. A copy of the request should be forwarded to CALSTARS.

Departments already using CALSTARS and contemplating the acquisition and implementation of any subsystems or automated interfaces to complement CALSTARS, or its usage, also must first obtain approval from the Department of Finance, CALSTARS Unit, 915 'L' Street, 7<sup>th</sup> Floor, Sacramento, CA 95814.

If you need further information on either of these processes, please call Mike Shamrock at (916) 445-0211, extension 2802, (ATSS) 485-0211 or Glen Wayne Cole at (916) 445-0211, extension 2804, (ATSS) 485-0211.

A handwritten signature in cursive script that reads "Diane M. Cummins".

DIANE M. CUMMINS  
Chief Deputy Director