



# I Introduction

This volume contains descriptions and codes used in CALSTARS to maintain accounting data and system tables. Listed below are the major topics of each chapter:

## **Chapter II - System Processing Schedule and Cycle**

The system availability, processing schedule and cycle, and report outputs are described.

## **Chapter III - CALSTARS Client Services**

The available CALSTARS staff services, special processing services, CALSTARS assistance on the Internet, communication tools and special or unscheduled sessions are described.

## **Chapter IV - Table Maintenance Coding Procedures:**

Procedures for coding and entering maintenance transactions for the nine CALSTARS tables are described. Table activity reports and listings are displayed.

## **Chapter V - Program Cost Accounting**

A detailed discussion of the cost allocation process is presented and the decision making process to use when preparing table maintenance transactions that control cost allocation is described.

## **Chapter VI - Labor Distribution Process**

Procedures for maintaining and using the Labor Distribution Subsystem are described. Several methods for allocating those agency labor costs and recording related statistics are provided.

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