



II The CALSTARS Procedures Manual

This chapter contains information on the organization structure of the CALSTARS Procedures Manual (CPM), maintenance of the CPM and other CALSTARS documents, how to access CALSTARS documents, and the e-mail subscription service.

PROCEDURES MANUAL SCOPE AND ORGANIZATION

- ✦ VOLUME 1--SYSTEM OVERVIEW AND DATA ENTRY presents overview descriptions of the accounting capabilities and automated features of CALSTARS. This volume primarily contains procedures for daily accounting functions such as data entry, accounts payable, accounts receivable, and remitting cash. Other miscellaneous subjects are also included such as ORF accounting, the checkwriter subsystem, daily batch reconciliation, internal controls, automated payables, and record retention.
- ✦ VOLUME 2--TABLES AND LABOR PROCESS includes instructions for coding and entering CALSTARS table transactions. Information is also included on the CALSTARS System processing and schedule, the CALSTARS Labor Distribution Process, Program Cost Accounting, and CALSTARS client services.
- ✦ VOLUME 3--CALSTARS OPERATING PROCEDURES includes instructions for accounting for specialized types of accounting activities such as operating transfers, loans, securities/investments, SCO/CALSTARS reconciliation, projects, and Federal Trust Fund accounting.
- ✦ VOLUME 4--ERROR CORRECTION/ERROR CODES provides instructions for correcting errors. It also includes a listing of all CALSTARS error codes and the descriptions and causes of the errors.
- ✦ VOLUME 5--TRANSACTION INFORMATION contains detail coding requirements for the 600+ Transaction Codes in CALSTARS. Two cross-reference guides are included. The first is a cross-reference between General Ledger Accounts and the Transaction Codes. The second lists Transaction Codes by security group.
- ✦ VOLUME 6--CALSTARS STANDARD REPORTS describes each of the 70+ CALSTARS requestable reports and displays one or more sample pages of each report. Also included is a chapter on how to request Standard reports, the available report file options and how to control the printing of reports.
- ✦ VOLUME 7--YEAR-END PROCEDURES provides detailed instructions for preparing Year-end Financial Statements and procedures for the year-end close and year-end open processes.

MAINTENANCE OF CALSTARS DOCUMENTS

The Department of Finance maintains the CPM electronically on the Internet. Revisions and updates to the CPM are issued as needed. Notifications of these changes are made through Transmittals Letters (TLs), which are announced via an e-mail subscription service as well as the CALSTARS news.

In addition to the CPM and CPM updates, CALSTARS Operations Memos (COMs) are issued electronically as a means of communicating policies, procedures, and other information. Notifications of new COMs are also distributed via an e-mail subscription service as well as the CALSTARS news.

HOW TO ACCESS CALSTARS DOCUMENTS

The CALSTARS Procedures Manual

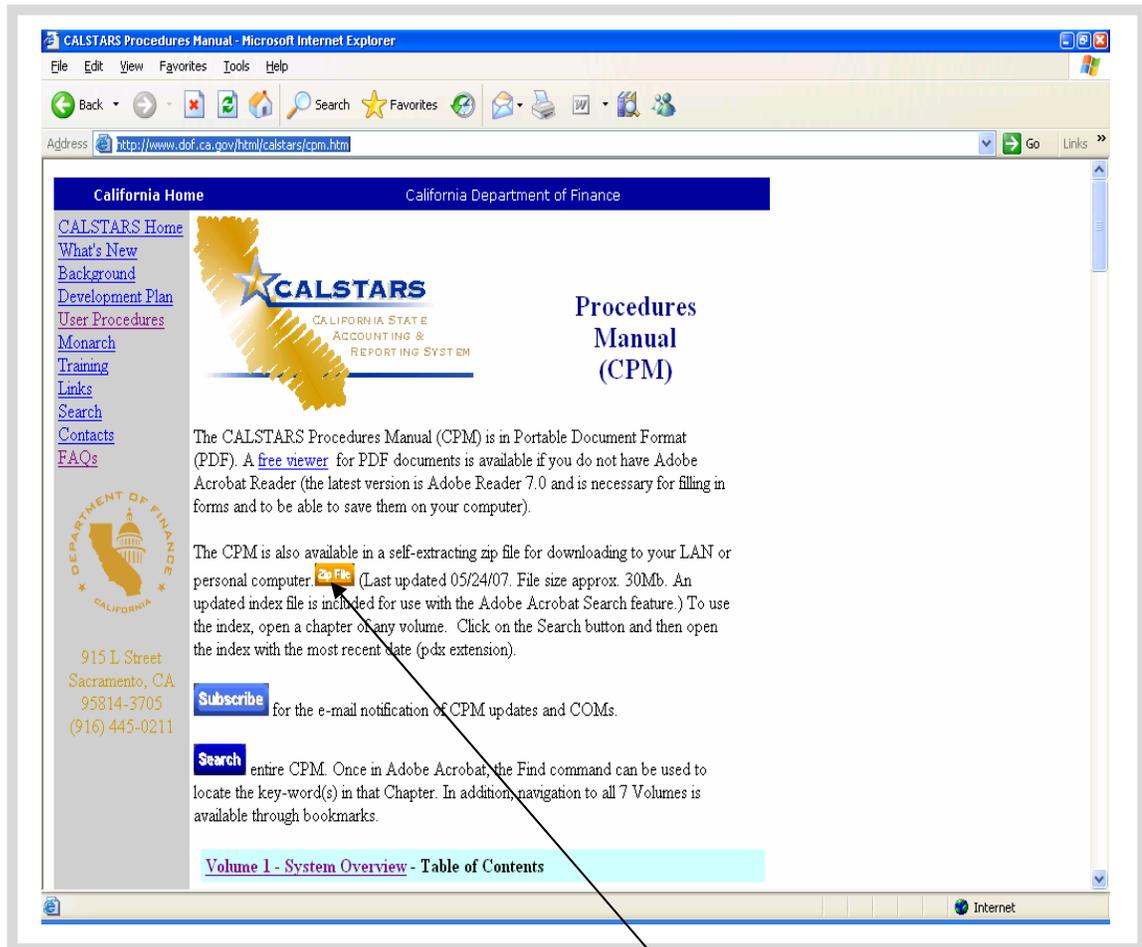
The CALSTARS Procedures Manual (CPM) is available in Adobe Acrobat pdf file format on the Internet at http://dof.ca.gov/Accounting/CALSTARS/Procedures_Manual/. The CPM web page contains a search feature for key-word searches across all 7 volumes. The search feature identifies the chapters containing the key word(s). Once in a chapter, the Find command in Adobe Acrobat Reader must be used to locate the key word(s) in the text.

Zip File

A zipped file of the CPM provides a user friendly means of searching one or all of the volumes of the CPM at the same time. When a search is performed for a word (or a combinations of words), each occurrence of the word and its location within the CPM is listed on the right side of the screen. When one of the items is selected (clicked on), the CPM page containing that word is displayed on the left side of the screen.

The zipped file of the CPM can be downloaded to an agency's LAN or individual PC. The zip file is available on the Internet from either the CPM page or the CALSTARS Procedures Manual search page. Refer to the following paragraphs for detailed instructions about downloading the zip file.

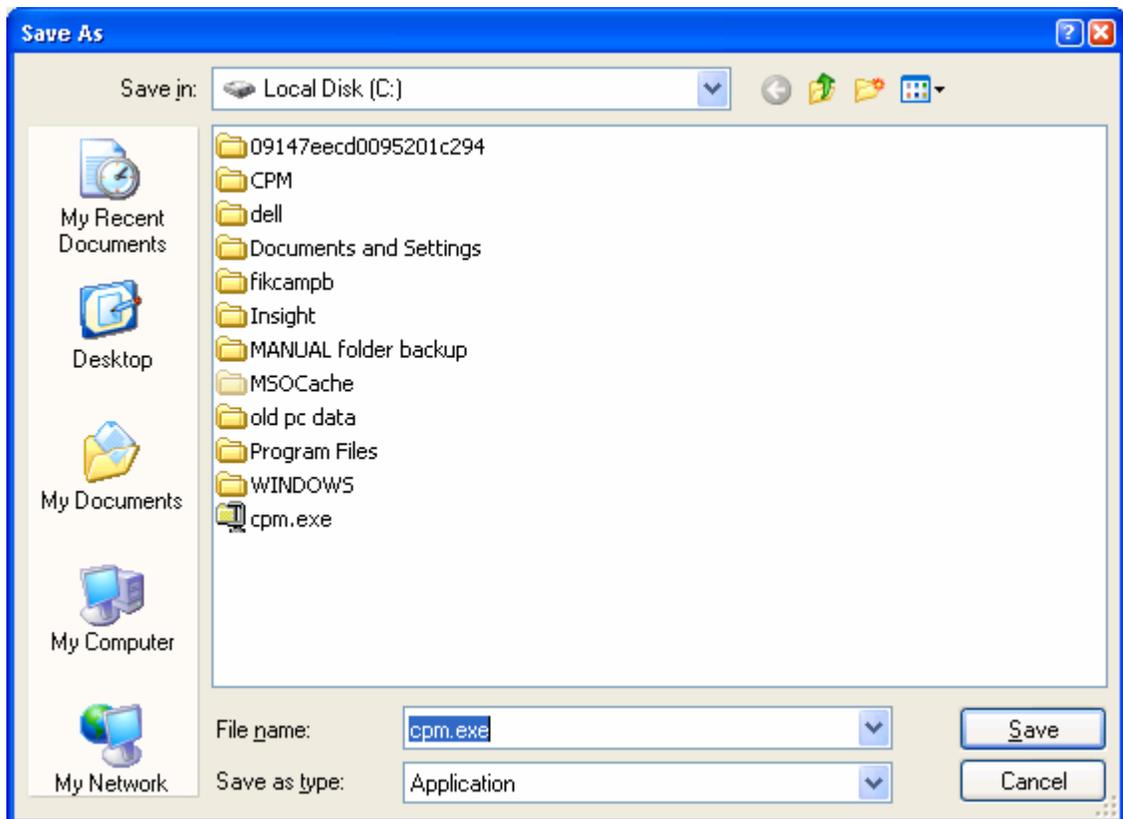
The zip file can be downloaded from the Internet at <http://www.dof.ca.gov/html/calstars/cpm.htm>. The zip file button is displayed on the screen below.



To download the zip file, click on the [Zip File](#) button. When selected, the following pop-up screen is displayed.

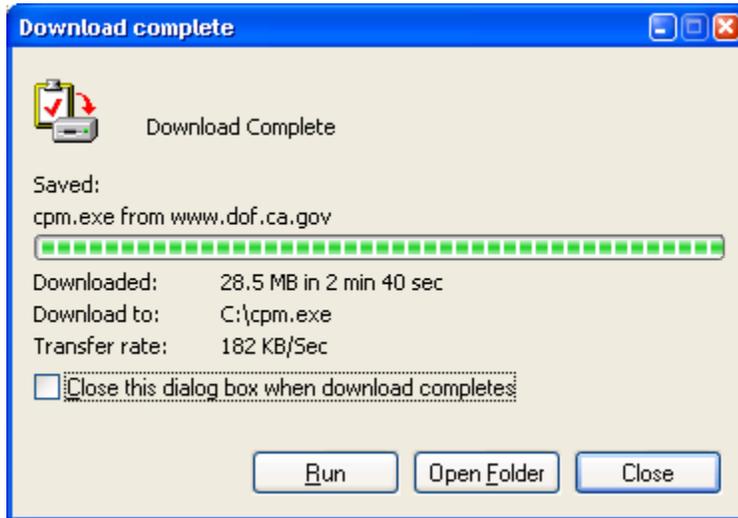


Click the Save button.



Select the location where the CPM.exe file is to be saved. Click 'Save' to save the application file. It typically takes at least a couple of minutes to download the file.

When the file is downloaded, the following screen is displayed.

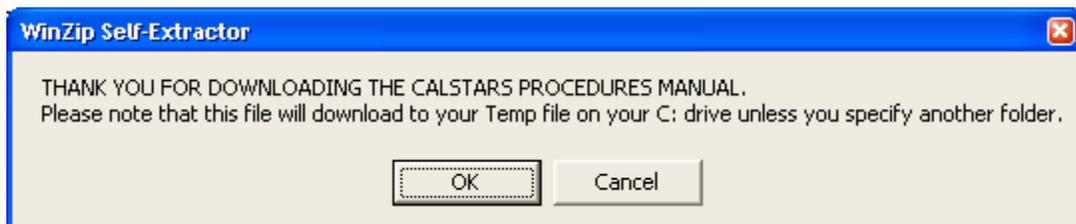


Click the Run button.

If the following screen appears, click the Run button again.



The WinZip Self-Extractor screen is displayed as shown below.



Click the OK button.

The following screen is displayed.



Use the Browse button to select where the CPM folder and chapters should be saved. Once the proper location is selected, click Unzip.

When the files are unzipped, a confirmation pop-up screen is displayed as shown below.



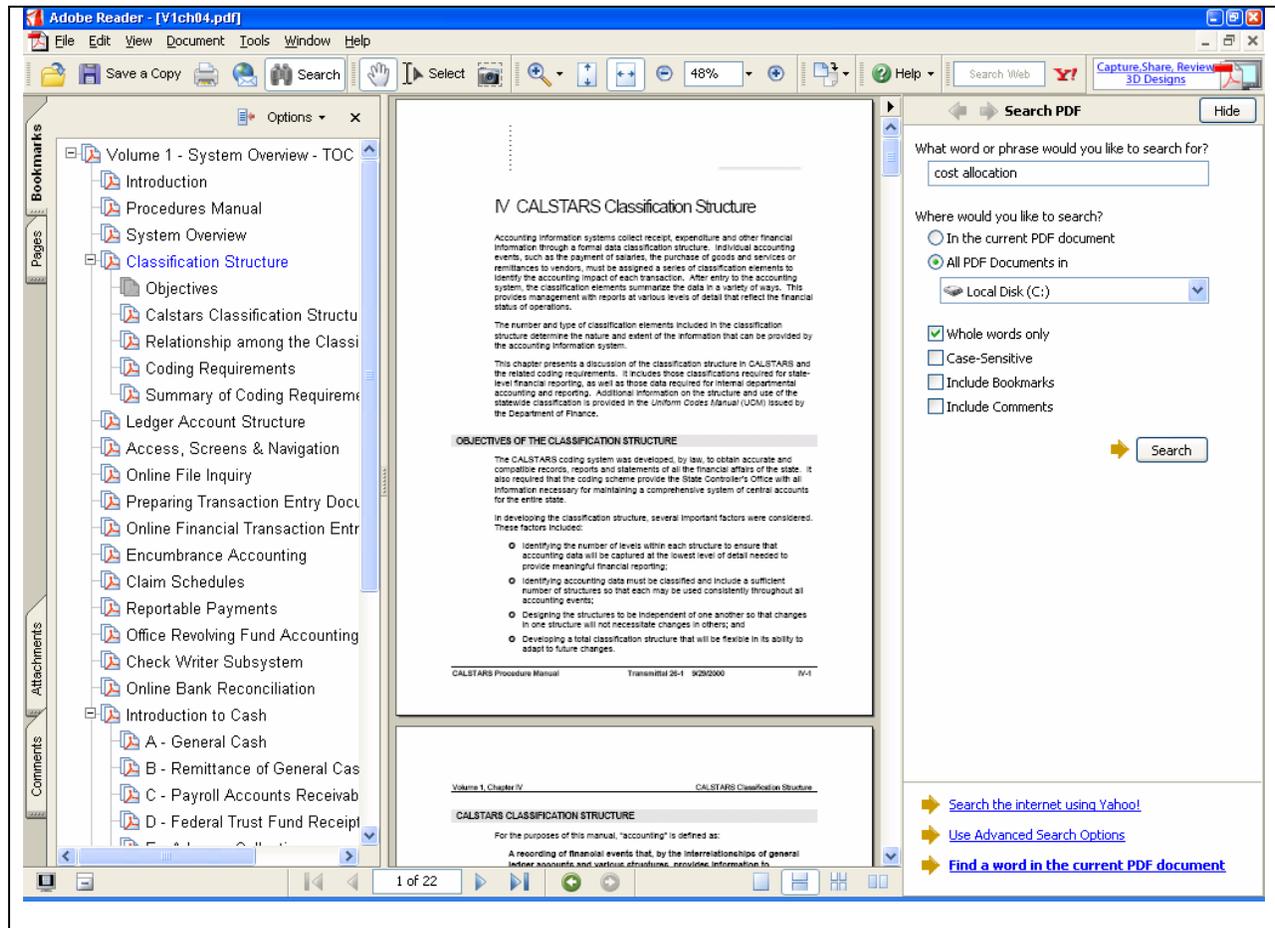
Click the OK button, and close the WinZip Self-Extractor cpm.exe window.

The CPM folder can now be accessed from your PC or LAN through Windows Explorer or Adobe Reader.

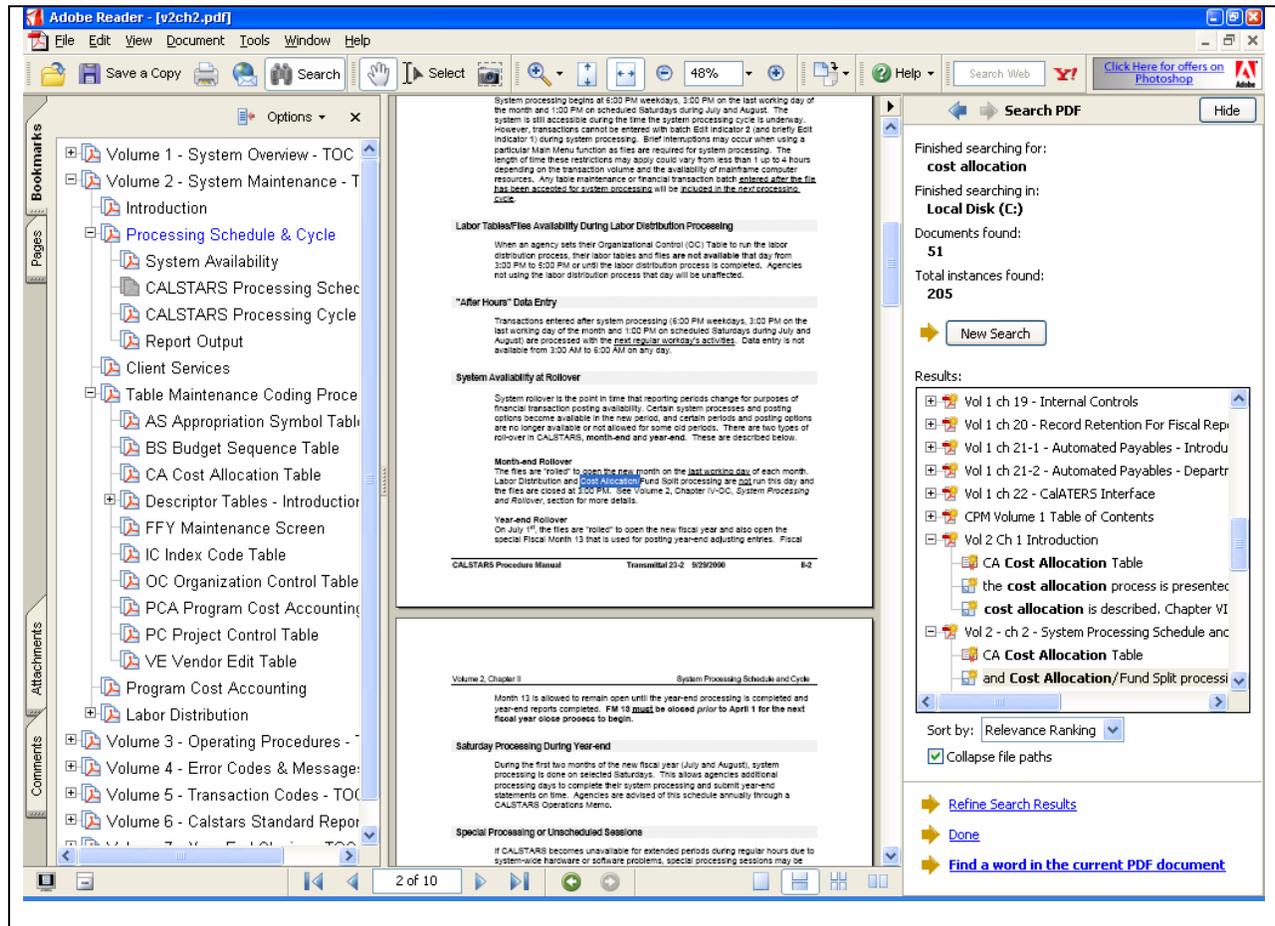
Searching the CALSTARS Procedures Manual

To perform a search from your PC or LAN, open the CPM folder through Windows Explorer or Adobe Reader. Open any chapter of any volume of the CPM. Once a chapter is opened, click on the binoculars at the tool bar at the top of the screen. Type the word or words to be searched for. To search all the volumes, select the 'All PDF documents in' and the drive in which the CPM is located.

An example of the screen is displayed below.



When the Search button is selected, every occurrence is listed to the right of the screen as shown below.



The results window can be scrolled through and each occurrence can be previewed. Note that 'cost allocation' is highlighted. The bookmarks on the left can either be displayed or hidden to show a larger CPM page.

CALSTARS Procedures Manual Updates

Transmittals (TLs) are available in Adobe Acrobat pdf file format on the Internet at http://dof.ca.gov/Accounting/CALSTARS/User_Procedures/Transmittal_Letters/. TLs identify the major changes for each update and list the pages that have changed by page number. The TL web page contains links to the changed pages, which are available in PDF file format for printing purposes, if desired.

CALSTARS Operations Memos

CALSTARS Operations Memos (COMs) are available as a Word document and as a PDF file on the Internet at http://dof.ca.gov/Accounting/CALSTARS/Operations_Memos/. When a COM is no longer effective, the COM is removed from the web page.

SUBSCRIPTION SERVICE FOR E-MAIL NOTIFICATION

A subscription service is available for clients who wish to receive notifications of new TLs or COMs through e-mail. Clients may subscribe to this service by accessing http://dof.ca.gov/index_mailing_list.html. Links to this web page are also available on the CPM web page, the TL web page, and the COMs web page.

All agency CALSTARS staff is encouraged to participate in the subscription service to ensure that everyone is aware of updates to the manual and COMs.