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MEMORANDUM NO. 1984-44

TO: Heads of Departments and Agencies
Attn: Fiscal/Administrative Services Officers

FROM: Hideo Murakami, Comptroller

SUBJECT: Use of the Optional Remittance Data/Advice Field
for Encumbered Contracts

Since implementation of the FAMIS accounting system in 1983, some departments have been identifying their contract payments by payment-number or payment-month in certain positions on related accounting forms, and other departments have been making such identification in other positions of the forms. To achieve the benefits of certain enhancements now being made to the FAMIS contract process, it is necessary that payment-number or payment-month be entered consistently and uniformly on the forms.

Effective immediately, the contract payment-number or payment-month (the month for which services were rendered) will be required in the Optional Remittance Data/Advice field on the Payment Coding Input (SAFORMs C-12 and C-13) and Summary Warrant Voucher-Manual (SAFORM C-08) forms for encumbered contract payments. The first three positions in this field are to be used for this identification. Numerics are to be used to indicate payment-number; numbers should be left-zero-filled, 001, 002, 011, etc. The first three letters of each month are to be used to indicate payment-month -- JAN for January, FEB for February, etc.

Please assure that these instructions are forwarded promptly to the personnel in your department or agency who are involved in processing contract payments.


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Comptroller