

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

January 2016

Program ID/Title: AGS-101/Accounting System Development and Maintenance

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I. Goal

The goal of the program is to satisfy the following requirements:

- A. Making changes and modifications in the accounting system (including the design and implementation of an adequate system of internal controls to encompass the changes or modifications in the accounting system) that appears to be in the best interest of the State and counties, as promulgated by Section 40-2 of the Hawaii Revised Statutes (HRS).
- B. Determining the forms required to adequately supply accounting data for the State government, maintaining the applicability, relevancy and uniformity (i.e., classification, numbering and standardization of such forms in terms of design, dimension, color and grade of paper) of accounting forms in Statewide use, and recording such forms in a catalogue of Statewide accounting forms, as promulgated by Section 40-6 of the HRS.
- C. Providing the only cost efficient and feasible means of developing and implementing changes or modifications in the Statewide Accounting System (which includes the Financial Accounting and Management Information System or FAMIS, Payroll System, Central Warrant Writing System, Warrant Reconciliation System, and Financial Datamart) to enhance or improve the functionality and/or internal controls of the system.

II. Objectives and Policies

- A. Systems Development and Implementation - Develop and implement new Statewide accounting applications and/or major enhancements to existing Statewide accounting applications to correct accounting deficiencies (i.e., non-compliance with Generally Accepted Accounting Principles or GAAP), improve operational efficiency by providing accounting applications with greater functionality or improved capabilities, and comply with changes in applicable State and Federal laws, and management policies.
- B. Systems Maintenance - Maintain existing Statewide accounting applications to improve operational efficiency and/or usability through continued monitoring of the system's performance in providing useful and timely information, and collaboration with users on a Statewide basis to identify, develop and implement system

modifications due to changes in applicable State or Federal laws, or management policies that will benefit all system users.

- C. Statewide Accounting Controls - Establish and maintain proper internal control over Statewide accounting functions through the use of Statewide Accounting Manuals to safeguard assets against loss or waste, and provide reasonable assurance that the financial information generated from the Statewide Accounting System can be relied upon to fairly present the financial position of the State for a given accounting period by prescribing the accounting policies of the State and standardizing the accounting methods and practices of the State.

This function also controls the content, format, flow and timing of accounting information required by applications comprising the Statewide Accounting System through the use of Statewide Accounting Forms (SAFORMs). Use of standardized accounting forms promotes operational efficiency through maintenance of applicable, uniform and consistent information.

### III. Action Plan with Timetable

#### A. Objective/Policy #1 - Systems Development and Implementation

1. Required Actions – The following major actions/tasks are usually required to develop and implement new Statewide accounting applications and/or major enhancements to existing Statewide accounting applications to correct accounting deficiencies. Custom software is developed only when the purchased software cannot properly satisfy the requirements of the new system, and interfaces are developed only when the new system is required to share data with other systems.
  - a. Project Management of State Resources
  - b. System Scope and Requirements Definition
  - c. Purchased Software Installation, Configuration, and Testing
  - d. Gap Analysis and System Functional Design Development
  - e. System Process and Document Re-engineering
  - f. Custom Software Requirements Definition, Programming, and Testing
  - g. System Interface Requirements Definition, Programming, and Testing
  - h. User Manual and Training Documentation Development

- i. User Training
  - j. Pilot Implementation
  - k. Statewide Deployment
2. Implementation Timetable
- a. New Payroll System Project – Participate in the selection and implementation of a new Payroll System which will replace the existing Payroll System.
    - (1) Past Year Accomplishment  

Participated in the identification of requirements for the new Payroll System, and the preparation of the Request for Proposals.
    - (2) One Year  

Participate in the review and selection process of the new Payroll System. Participate in the configuration and implementation activities of the new Payroll System.
    - (3) Two Year  

Participate in the configuration and implementation activities of the new Payroll System.
    - (4) Five Year  

Participate in the changes to the new Payroll System needed to integrate the new Time and Attendance System.
  - b. New Time and Attendance System Project – Participate in the selection and implementation of a new Time and Attendance System.
    - (1) Past Year Accomplishment  

Participated in the identification of requirements for the new Time and Attendance System, and the preparation of the Request for Proposals.

(2) One Year

Participate in the review and selection process of the new Time and Attendance System.

(3) Two Year

Participate in the gathering of the time attendance information needed for the configuration and implementation of the new Time and Attendance System.

(4) Five Year

Participate in the configuration and implementation activities of the new Time and Attendance System.

c. New Financial System Project – Participate in the selection and implementation of a new Financial System.

(1) Past Year Accomplishment

None

(2) One Year

None

(3) Two Year

Participate in the identification of requirements for the new Financial System and the preparation of the Request for Proposals.

(4) Five Year

Participate in the review and selection process of the new Financial System. Participate in the configuration and implementation activities of the new Financial System.

d. Financial Datamart System

(1) Past Year Accomplishment

Enhancements were made to improve the efficiency of the Financial Datamart system, and provide improved functionality for the departments.

(2) One Year

Continue enhancing the Financial Datamart system by improving system performance and providing more data, functionality and reports for the departments.

(3) Two Year

Continue enhancing the Financial Datamart system to provide more data, functionality and reports for the departments.

B. Objective/Policy #2 - Systems Maintenance

1. Required Actions – The following systems maintenance functions are required to maintain all Statewide accounting applications:

- a. User Support
- b. System Modification and Enhancement
- c. System Analysis and Re-engineering

2. Implementation Timetable

a. Check Image Storage and Retrieval System

(1) Past Year Accomplishment

None

(2) One Year

Develop and implement a check image storage and retrieval system needed for the reconciliation process of the 2 million plus checks issued by the Comptroller.

b. User Support for Statewide Accounting System

Provide assistance and support to all users of the Statewide Accounting System (which includes the Financial Accounting and Management Information System or FAMIS, Payroll System, Central Warrant Writing System, Warrant Reconciliation System, and Financial Datamart).

c. Systems Maintenance and Enhancement

Provide on-going systems maintenance, trouble shooting and resolving problems, and making necessary improvements to the Statewide Accounting System.

C. Objective/Policy #3 – Statewide Accounting Controls

1. Required Actions

a. Statewide Accounting Controls are required to ensure that the accounting policies and procedures of the State:

- (1) Comply with the Generally Accepted Accounting Principles (GAAP) and pronouncements from GASB
- (2) Include adequate accounting controls for all Statewide accounting applications
- (3) Reflect management’s expressed authorization with regard to the treatment of a given accounting event and processing of accounting transactions related to that event

b. The three areas of Statewide Accounting Controls are:

- (1) Statewide Accounting Manual Revisions
- (2) Other User Manual Revisions
- (3) Forms Control

2. Implementation Timetable

a. Past year Accomplishment

Created more PDF fillable State Accounting Forms (SAFORMS) and revised existing PDF SAFORMS into savable format and placed them on the State’s Form Central web site, which can now be used in place of preprinted forms.

b. One Year

Continue creating more single part and multipart SAFORMS in PDF fillable format and place them on the State’s Form Central web site for

departments to download and use. Revise existing PDF SAFORMS into a savable format.

c. Two Year

Continue creating more single part and multipart SAFORMS in PDF fillable format and place them on the State's Form Central web site for departments to download and use. Revise existing PDF SAFORMS into a savable format.

IV. Performance Measures

- A. Customer Satisfaction measure – Key departments are involved with the development of new systems and/or major enhancements to existing systems to provide input into the design and functionality of the systems. Departments are also contacted periodically to inquire on needs and changes that would impact them.
- B. Program Standard measure – Percentage of projects completed for development of new Statewide accounting systems and enhancement/maintenance to existing Statewide accounting systems. Percentage of projects completed for maintenance of accounting manuals and forms.
- C. Cost Effectiveness measure – Greater utilization of the Statewide accounting systems. Expenditures not exceeding budget amounts.