

FAMIS PROCEDURES MANUAL

VOLUME II - SYSTEM MAINTENANCE MANUAL

CHAPTER II

TABLE MAINTENANCE CODING PROCEDURES

One of the features of FAMIS is the utilization of system tables to maintain information which, in most systems, is "hard-coded" into programs. This feature allows changes to the definition of the system, for such things as edit rules and posting logic, without making programming modifications. All variable control and descriptive information are placed in one of nine such system tables. The purposes of the tables are to:

- o provide descriptive information (data element titles) to be used in reporting;
- o identify all valid codes used in the system for transaction editing;
- o maintain all posting and edit rules to be used for each transaction code; and
- o maintain constant data in order to provide an input coding reduction capability.

The nine system tables maintained in the table maintenance subsystem (TMS) are the:

- o Descriptor Table - which contains descriptive information for all system codes (such as general ledger account titles), error messages, error correction control, interface/batching control, and automated interest generation information.
- o Appropriation Account Table - which contains constant data associated with each appropriation symbol. This data includes such things as GAAP fund, function code and means of financing.
- o Vendor Edit Table - which contains name and address information on vendors who do business with the State.
- o Contract Ledger Table - which contains constant data related to each contract as well as variable data pertaining to each contract suffix. This data includes such things as vendor number, appropriation, start date, and stop date.
- o Transaction Code Decision Table - which defines the transaction dependent information, such as edits required and account and file posting rules, for each transaction code to be entered into the system.
- o Cost Center Table - which contains the classification detail (e.g., division, branch) that is associated with departmental cost center code.
- o Project Control Table - which contains classification and descriptive information on departmental projects.

- o Department Activity Table - which contains the seven levels of program activity codes used by the departments for internal management and control.
- o Relationship Edit Table - which contains the seven levels of cost center, activity, and project/project phase ranges and various relationship edit indicators used by the departments to detect invalid combinations of departmental classification codes entered on input accounting transactions.

Most of the Descriptor Tables are maintained by Central Accounting personnel. There are, however, several descriptor subtables which contain departmental specific classification codes, and these subtables are maintained by departmental personnel. The Appropriation Account Table, Vendor Edit Table, Contract Ledger Table, and the Transaction Code Decision Table are all maintained centrally. The remaining four tables, Cost Center Table, Project Control Table, Department Activity Table, and Relationship Edit Table, are provided for departmental use and are, therefore, maintained by each department that uses FAMIS for expanded accounting and reporting. Each of these tables is described in detail in individual sections of this chapter. Each table is described in terms of its purpose, structure, content, and the coding requirements necessary to add, change, or delete a table entry. Data entry procedures for keying the data into FAMIS are contained in Chapter IV, "Table Maintenance Data Entry", in Volume II of the FAMIS Procedures Manual.

A control log should be kept for all table maintenance activity. The Table Maintenance Input/Output Control Log is shown in Exhibit II-1, and the data elements contained in the control log are described in Exhibit II-2. The various Table Maintenance Activity reports shown throughout this chapter must be reconciled to the Table Maintenance Input/Output Control Log to ensure that all table entries were processed.

STATE OF HAWAII  
TABLE MAINTENANCE INPUT/OUTPUT CONTROL LOG

[illegible]

EXHIBIT 11-1  
TABLE MAINTENANCE INPUT/OUTPUT CONTROL LOG

STATE ACCOUNTING FORM A-46  
JULY 1, 1983

EXHIBIT II-2

TABLE MAINTENANCE INPUT/OUTPUT CONTROL LOG (A-46)

PREPARATION INSTRUCTIONS

<u>Number</u>	<u>Title</u>	<u>Instructions</u>
1	Date	Enter the date the table maintenance form is submitted to data input/output.
2	Type	Enter the type of table maintenance forms submitted.
3	Number	Enter the number of transactions submitted.
4	Date Received	Enter the date the table maintenance activity report is received from the data center.
5	Input Transaction Count	Enter the number of transactions key entered into the system.
6	Error Count	Enter the number of transactions flagged as errors on the activity report.
7	Input Valid Count	Enter the number of current transactions posted to the files.
8	Remarks	Enter any comments or remarks that more fully describe the transactions.

## DESCRIPTOR TABLE

### Purpose

The Descriptor Table (DT) serves three main purposes. First, it contains both title and other descriptive information relating to the majority of the codes used throughout the system. Secondly, it is used to validate the allowable codes on input accounting transactions and other table maintenance transactions. For example, when a cost center code is being added to the Cost Center Table, most of the classification codes (the division code, for example) used on that maintenance transaction must be found in the Descriptor Table. Otherwise the transaction is rejected as an error. Thirdly, it is used to determine unique departmental batching and automated interest generation requirements in FAMIS.

### Structure

The Descriptor Table is actually made up of several subtables. Each subtable is uniquely identified by a code from D01 through D54. Each record in each table contains two basic data elements -- a table entry key and informational elements. The table entry key is composed of a data type (which is always a "T" for table), and a control key (consisting of the table type, which is always "D" for descriptor, table number, and the data element being defined). The informational elements segment is subdivided into reference data and title information. The subtables that make up the Descriptor Table are:

- o D01 Department - The D01 table contains the two-digit statewide department codes and department titles.
- o D02 Division - The D02 table contains a four-digit control key (consisting of department and division codes) and the division titles that reflect the first level of internal organizational breakdown within the Department.

- o D03 Branch - The D03 table contains a six-digit control key (consisting of department, division, and branch codes) and the branch titles that reflect the organizational breakdown of the Division.
- o D04 Section - The D04 table contains an eight-digit control key (consisting of department, division, branch, and section codes) and the section titles that reflect the organizational breakdown of the Branch.
- o D05 Unit - The D05 table contains a ten-digit control key (consisting of department, division, branch, section, and unit codes) and unit titles that reflect the organizational breakdown of the Section.
- o D06 Department Interest Payment - The D06 table contains a ten-digit control key (consisting of department, division, fund, fiscal year, and appropriation account code) that is used to match against the original transaction from which interest was generated, a twenty-one-digit informational element section (consisting of fund, fiscal year, appropriation account code, cost center, department activity, and project/phase) which is used to indicate classification elements to be used on automated interest transaction if control key match is found and a description of the department interest payment table record. (Refer to Volume II, System Maintenance Manual, Chapter XI, Aging of Vendor Payments for detailed information on the usage of this descriptor table.)
- o D07 Interface/Batching Control - The D07 table contains a three-digit control key (consisting of department and batch type) that is used to match against transactions to be rebatched, a series of yes and no indicators used to indicate the batching options to be performed by the interface/batching program and a description of the interface/batching control record. (Refer to Volume II, System Maintenance Manual, Chapter XII, Interface/Batching Program for detailed information on the usage of this descriptor table.)
- o D09 Cost Element - The D09 table contains the one character cost element codes and the cost element titles that identify the broad classification of expenditures that identify the general type of commodity or service purchased.
- o D10 Allotment Category - The D10 table contains the two-digit allotment category codes and allotment category titles that identify general types of expenditures.
- o D11 Object - The D11 table contains the two-digit statewide major object codes and object code titles and the minor object codes and title that may be defined on either a statewide or departmental basis.
- o D14 Report Program - The D14 table contains the six-character DB&F Program ID codes and report program titles that DAGS sequentially assigns to supplemental and specific capital project appropriations.
- o D15 Program Level I - The D15 table contains the two-digit statewide program codes and program titles. Level I is the highest level within the State's program structure.

- o D16 Program Level II - The D16 table contains a four-digit control key (consisting of Program Level I and II codes) and the Program Level II titles.
- o D17 Program Level III - The D17 table contains a six-digit control key (consisting of Program Level I, II, and III codes) and the Program Level III titles.
- o D18 Program Level IV - The D18 table contains an eight-digit control key (consisting of Program Level I, II, III, and IV codes) and the Program Level IV titles.
- o D19 Program Level V - The D19 table contains a ten-digit control key (consisting of Program Level I, II, III, IV, and V codes) and the Program Level V titles.
- o D20 Program Level VI - The D20 table contains a twelve-digit control key (consisting of Program Level I, II, III, IV, V, and VI codes) and the Program Level VI titles.
- o D21 Program Level VII - The D21 table contains a fourteen-digit control key (consisting of Program Level I, II, III, IV, V, VI, and VII codes) and the Program Level VII titles.



- D22 Program Priority - The D22 table contains a one-digit control key (consisting of the program priority code) that identifies the priority of a program as assigned by the Governor.
- D23 GAAP Fund - The D23 table contains the two-digit statewide GAAP Fund codes and the GAAP Fund titles that identify the eight funds and two groups of accounts recommended by the National Council on Government Accounting.
- D24 GAAP Subfund - The D24 table contains a four-digit control key (consisting of GAAP Fund and GAAP Subfund codes) and the GAAP Subfund titles that identify the subentities of GAAP Fund.
- D25 Accounting Fund - The D25 table contains the one-digit DAGS statutory fund codes and fund code titles.
- D26 Fund Detail - The D26 table contains a three-digit control key (consisting of accounting fund and fund detail codes) and fund detail titles that provide a breakdown of Accounting Funds for specialized reporting.
- D28 Function - The D28 table contains the three-character function codes and function code titles that identify the governmental function with which the appropriation account is associated.
- D29 Law - The D29 table contains the twelve-digit control key (consisting of Act/year codes) that identify the authorization or legislative act that funds a particular appropriation.
- D30 Means of Financing - The D30 table contains the one-character means of financing code and descriptive titles assigned by DB&F.
- D31 General Ledger Account - The D31 table contains the three-digit general ledger account codes, reference data and the general ledger account code titles.
- D32 Subsidiary Account - The D32 table contains a nine-digit control key (consisting of general ledger account and subsidiary ledger account codes) and subsidiary account titles which provide agencies with a breakdown of general ledger accounts.
- D33 Revenue Source - The D33 table contains the four-digit source codes and source code titles that identify the sources of funds received.
- D36 Department Activity Level I - The D36 table contains the two-character Department Activity Level I codes and the Department Activity Level I code titles.
- D37 Department Activity Level II - The D37 table contains a four-character control key (consisting of Department Activity Level I and Department Activity Level II codes) and the Department Activity Level II code titles.

- o D38 Department Activity Level III - The D38 table contains a six-character control key (consisting of Department Activity Level I, II, and III codes) and the Department Activity Level III code titles.
- o D39 Department Activity Level IV - The D39 table contains an eight-character control key (consisting of Department Activity Level I, II, III, and IV codes) and the Department Activity Level IV code titles.
- o D40 Department Activity Level V - The D40 table contains a ten-character control key (consisting of Department Activity Level I, II, III, IV, and V codes) and the Department Activity Level V code titles.
- o D41 Department Activity Level VI - The D41 table contains a twelve-character control key (consisting of Department Activity Level I, II, III, IV, V, and VI codes) and the Department Activity Level VI code titles.
- o D42 Department Activity Level VII - The D42 table contains a fourteen-character control key (consisting of Department Activity Level I, II, III, IV, V, VI, and VII codes) and the Department Activity Level VII code titles.
- o D44 Project Type - The D44 table contains the one-digit Project Type codes and Project Type code titles which indicate the particular type of project (e.g., capital outlay, federal grant) as identified by each department.
- o D45 Statewide Project - The D45 table contains the six-character Statewide Project codes and the Statewide Project code titles that tie specific detailed project appropriations to overall projects on a statewide basis. This table is reserved for future use.
- o D46 Control Project - The D46 table contains the six-character Control Project codes and the Control Project code titles which tie a number of detailed appropriations for specific phases of a project to an overall control level.
- o D47 Project - The D47 table contains the six-digit Project codes and Project code titles that are assigned to specific departmental projects.
- o D48 Location - The D48 table contains the two-character Location codes and the Location code titles for particular locations.
- o D49 Federal Catalog No. - The D49 table contains the eight-character Federal Catalog Number codes and the Federal Catalog Number titles.
- o D50 Federal Agency - The D50 table contains the four-character Federal Agency codes and the Federal Agency code titles.

- o D51 Error Code - The D51 table contains the three-character Error Codes, the corresponding Error Messages that describe the specific errors that have been detected, and reference data.
- o D52 Correction Element - The D52 table contains the data element names, commonly used names or abbreviations, and their numbers. All of these are used to identify the elements to be corrected.
- o D53 Departmental Indicators - The D53 table contains the department and (optional) division code which reference a series of indicators that control editing of departmental data.
- o D54 Relationship Edit - The D54 table contains the relationship edit departments and divisions that have access to the D53 table for the purpose of updating relationship edit indicators.

The structure and use of each of the accounting classification data elements contained in the Descriptor Table is defined in Volume I, Chapter III, "Classification Structure", of the FAMIS Procedures Manual. Data elements that are unique to the Descriptor Tables are defined in Exhibit II-3.

#### Relationship to Other Tables

The Descriptor Tables are closely related to all other tables in the system. They serve as the chart of legal codes for most of the codes contained in the other tables. For example, all maintenance transactions for the Cost Center Table are edited against the Descriptor Tables to ensure that all classification codes referenced by the cost center codes are contained in the Descriptor Tables.

#### Creation and Maintenance

There are four maintenance functions that may be used to affect the Descriptor Tables. They are:

- o A (Add) - This function allows the user to add a new code and associated descriptor title to any of the descriptor subtables.
- o D (Delete) - This function allows the user to delete a code and descriptor information from any of the subtables. When this option is used, only control key data and the delete function code "D" may be entered.

## EXHIBIT II-3

## DESCRIPTOR TABLE DATA ELEMENT DESCRIPTIONS

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
Standard data elements used by the Descriptor Table:		
Table Type	1	Always 'D' to indicate descriptor tables.
Table Number	2	The Descriptor Table subtable identification.
Department	2	The department code.
Table Entry Key	22	The <u>left justified</u> key used to access a subtable in the Descriptor Table.
Reference Data	29	Special editing and other information relating to a record.
Title	50	Descriptor Table title.
For Subtables D51 and D52, the following data elements also apply:		
Data Element Number	2	The number of the field in the input data record to be corrected.
Data Element Length	2	The length of the field in the input data record to be corrected.
Severity Indicator	1	An indicator used with error messages to indicate if an error is fatal or a warning.
Data Element Name	20	The name of the field in the input data record to be corrected.
Correction Element Location	3	The location of the data element being corrected in the accounting transaction.
Correction Element Length	2	The length of the data element that is to be transferred from the error correction transaction to the accounting transaction in error.
Correction Element Name Level	1	The flag that indicates whether a correction is to apply to the entire batch, coded "B"; to a single transaction, coded "D"; to the batch header only, coded "H"; or to all the details within the batch, coded "G".

- C (Change) - This function allows the user to change the reference data or descriptor title of any code already contained in one of the subtables. Only the control key information and the fields to be changed need to be coded on the maintenance transaction. If any field is to be blanked out, a dollar sign (\$) should be entered in the corresponding position on the Descriptor Table Maintenance form. The data elements in the control key cannot be changed using a function code of 'C'. In order to change data elements in the key, the existing record must be deleted and a new record added.
- P (Print) - This function causes the printing of the entire table after all other maintenance functions have been completed. There are two print options. The first option is to print all the tables and the second option is to print only those records within a specific table. To use the first option, only data type code and print option code "P" is entered. The second option requires that the table type and number also be coded. Specific departmental subtables may be printed by including the department code.

### Input Coding

The coding of descriptor table maintenance transactions is a straight-forward process. Specific coding instructions are contained in Exhibit II-4. The actual coding form is illustrated in Exhibit II-5.

### Edit Rules

All error codes and messages which apply to table maintenance transactions are defined in Appendix D. Those listed in Exhibit II-6 apply to the Descriptor Tables. Both batch and online error codes and messages are identified.

### Outputs

The Descriptor Tables File maintenance program can produce two reports for each subtable. One is a Maintenance Activity Report showing each transaction and a message for each transaction violating an edit rule. The other (optional) output is a listing of the contents of a specified Descriptor Table

EXHIBIT II-4  
DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

DESCRIPTOR TABLE NAME	TABLE ID-NO.	-----CONTROL KEY-----		REFERENCE DATA	REQUIRED/ OPTIONAL/ NOT ALLOWED	TITLE
		DEPT CODE	TABLE-ENTRY-KEY			
DEPARTMENT	01	Dept	Leave blank.	None		Department Title
DIVISION	02	Dept	Two-digit Division code	None		Division Title
BRANCH	03	Dept	Two-digit Division code Two-digit Branch code	None		Branch Title
SECTION	04	Dept	Two-digit Division code Two-digit Branch code Two-digit Section code	None		Section Title
UNIT	05	Dept	Two-digit Division code Two-digit Branch code Two-digit Section code Two-digit Unit code	None		Unit Title
DEPARTMENT INTEREST PAYMENT	06	Dept	Two-digit Division code One-digit Fund code Two-digit Fiscal Year code Three-digit Appropriation Account code	One-digit Fund code Two-digit Fiscal Year code Three-digit Appropriation Account code Four-digit Cost Center code Three-digit Department Activity code Eight-digit Project Number and Phase code	0 0 0 0 0 0	Interest Payment Record Title
INTERFACE/ BATCHING CONTROL	07	Dept	One-digit Batch Type code	One-digit Division Indicator One-digit Fund Indicator One-digit Payment Window Indicator One-digit Vendor Number Indicator One-digit Vendor Name Indicator (Note: Valid Values are Y-Batch by Classification Data indicated and N - Do not batch by Classification Data indicated)	R R R R R	Interface/Batching Control Title
COST ELEMENT	09	ZZ	One-character Cost Element code	None		Cost Element Title
ALLOTMENT CATEGORY	10	ZZ	Two-digit Allotment Category code	None		Allotment Category Title

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EXHIBIT II-4 (Continued)  
DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

DESCRIPTOR TABLE NAME	TABLE ID-NO.	-----CONTROL KEY-----		REFERENCE DATA	REQUIRED/ OPTIONAL/ NOT ALLOWED	TITLE
		DEPT CODE	TABLE-ENTRY-KEY			
OBJECT	11	ZZ	Two-digit Major Object	Two-digit Allotment Category	R	Major Object Title
				One-digit Minor Object Ind:	R	
				Y - Statewide Minor Obj Required		
				blank - Statewide Minor Obj Not Required		
				Two-digit Cost Element	R	
				Three digits of Vendor Payment File Posting	R	
				information, enter 'Y' in one of the		
				following positions:		
				1 - 1099 Indicator		
				2 - W-2 Indicator		
				3 - Other Payment Indicator		
-----OR-----						
		ZZ	Two-digit Major Object	Two-digit Allotment Category	N	Minor Object Code Title
		or	and Two-digit Minor Object	One-digit Minor Object Ind	N	
		Dept.		Two-digit Cost Element	N	
				Three digits of Vendor Payment File Posting	R	
				information, enter "Y" in one of the		
				following positions:		
				1 - 1099 Indicator		
				2 - W-2 Indicator		
				3 - Other Payment Indicator		

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## EXHIBIT II-4 (Continued)

## DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

DESCRIPTOR TABLE NAME	TABLE ID-NO.	-----CONTROL KEY-----		REFERENCE DATA	REQUIRED/ OPTIONAL/ NOT ALLOWED	TITLE
		DEPT CODE	TABLE-ENTRY-KEY			
REPORT PROGRAM	14	ZZ	Six-character Report Program code	None		Report Program Title
PROGRAM LEVEL I	15	ZZ	Two-digit Program Level I code	None		Program Level I Title
PROGRAM LEVEL II	16	ZZ	Two-digit Program Level I code Two-digit Program Level II code	None		Program Level II Title
PROGRAM LEVEL III	17	ZZ	Two-digit Program Level I code Two-digit Program Level II code Two-digit Program Level III code	None		Program Level III Title
PROGRAM LEVEL IV	18	ZZ	Two-digit Program Level I code Two-digit Program Level II code Two-digit Program Level III code Two-digit Program Level IV code	None		Program Level IV Title
PROGRAM LEVEL V	19	ZZ	Two-digit Program Level I code Two-digit Program Level II code Two-digit Program Level III code Two-digit Program Level IV code Two-digit Program Level V code	None		Program Level V Title
PROGRAM LEVEL VI	20	ZZ	Two-digit Program Level I code Two-digit Program Level II code Two-digit Program Level III code Two-digit Program Level IV code Two-digit Program Level V code Two-digit Program Level VI code	None		Program Level VI Title
PROGRAM LEVEL VII	21	ZZ	Two-digit Program Level I code Two-digit Program Level II code Two-digit Program Level III code Two-digit Program Level IV code Two-digit Program Level V code Two-digit Program Level VI code Two-digit Program Level VII code	None		Program Level VII Title
PROGRAM PRIORITY	22	ZZ	One-digit Program priority code	None		Program Priority Title
GAAP FUND	23	ZZ	Two-digit GAAP Fund code	None		GAAP Fund Title



## EXHIBIT II-4 (Continued)

## DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

DESCRIPTOR TABLE NAME	TABLE ID-NO.	-----CONTROL KEY-----		REFERENCE DATA	REQUIRED/ OPTIONAL/ NOT ALLOWED	TITLE
		DEPT CODE	TABLE-ENTRY-KEY			
GAAP SUBFUND	24	ZZ	Two-digit GAAP Fund code Two-digit GAAP Subfund code	None		GAAP Subfund Title
ACCOUNTING FUND	25	ZZ	One-digit Fund code	None		Accounting Fund Title
FUND DETAIL	26	ZZ	One-digit Fund code Two-digit Fund Detail code	None		Accounting Fund Detail Title
FUNCTION	28	ZZ	One, two or three-character Function code	One-digit Function level Indicator: blank - has a lower level function code Y - is the lowest level function code	R	Function Title
LAW	29	ZZ	Twelve-digit law code	None		Law Title
MEANS OF FINANCING	30	ZZ	One-character Means of Financing Code	None		Means of Financing Title.
GENERAL LEDGER ACCOUNT	31	ZZ	Three-digit General Ledger	One-digit Debit/Credit Indicator: Account code D - Debit C - Credit One-digit Close Indicator: 0 - Not applicable 1 - Real account; balance not closed. 2 - Nominal account; balance is closed.	R    R	General Ledger Account Title
SUBSIDIARY ACCOUNT	32	ZZ	Three-digit General Ledger Account code Six character Subsidiary Account code	Six-digit Interest Rate Fifteen-digit Par Value Six-digit maturity date	0 0 0	Subsidiary Account Title
REVENUE SOURCE	33	ZZ	Four-digit Revenue Source code	None		Revenue Source Code Title
DEPARTMENT ACTIVITY LEVEL I	36	Dept	Two-character Department Activity Level I	None		Department Activity Level I Title

II-14

## EXHIBIT II-4 (Continued)

## DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

DESCRIPTOR TABLE NAME	TABLE ID-NO.	-----CONTROL KEY-----		REFERENCE DATA	REQUIRED/ OPTIONAL/ NOT ALLOWED	TITLE
		DEPT CODE	TABLE-ENTRY-KEY			
DEPARTMENT ACTIVITY LEVEL II	37	Dept	Two-character Department Activity Level I code Two-character Department Activity Level II code	None		Department Activity Level II Title
DEPARTMENT ACTIVITY LEVEL III	38	Dept	Two-character Department Activity Level I code Two-character Department Activity Level II code Two-character Department Activity Level III code	None		Department Activity Level III Title
DEPARTMENT ACTIVITY LEVEL IV	39	Dept	Two-character Department Activity Level I Two-character Department Activity Level II code Two-character Department Activity Level III code Two-character Department Activity Level IV code	None		Department Activity Level IV Title
DEPARTMENT ACTIVITY LEVEL V	40	Dept	Two-character Department Activity Level I code Two-character Department Activity Level II code Two-character Department Activity Level III code Two-character Department Activity Level IV code Two-character Department Activity Level V code	None		Department Activity Level V Title
DEPARTMENT ACTIVITY LEVEL VI	41	Dept	Two-character Department Activity Level I code Two-character Department Activity Level II code Two-character Department Activity Level III code Two-character Department Activity Level IV code Two-character Department Activity Level V code Two-character Department Activity Level VI code	None		Department Activity Level VI Title
DEPARTMENT ACTIVITY LEVEL VII	42	Dept	Two-character Department Activity Level I code Two-character Department Activity Level II code Two-character Department Activity Level III code Two-character Department Activity Level IV code Two-character Department Activity Level V code Two-character Department Activity Level VI code Two-character Department Activity Level VII code	None		Department Activity Level VII
PROJECT TYPE	44	Dept	One-digit Project Type code	None		Project Type Title

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EXHIBIT II-4 (Continued)  
DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

DESCRIPTOR TABLE NAME	TABLE ID-NO.	-----CONTROL KEY-----		REFERENCE DATA	REQUIRED/ OPTIONAL/ NOT ALLOWED	TITLE
		DEPT CODE	TABLE-ENTRY-KEY			
STATEWIDE PROJECT	45	ZZ	Reserved for future use			
CONTROL PROJECT	46	ZZ	Six-character Control Project code	None		Control Project Title
PROJECT	47	Dept	Six-digit Project code	None		Project Title
LOCATION	48	ZZ	Two-digit Location code	None		Location Title
FEDERAL CATALOG NO.	49	Dept	Eight-character Federal Catalog No. code	None		Federal Catalog No. Title
FEDERAL AGENCY	50	Dept	Four-character Federal Agency code	None		Federal Agency Title
ERROR CODE	51	ZZ	Three-character error code	Two-digit Data Element Number-Enter the Data Element Number (01-99), if the accounting transaction error code refers to a specific input data element	0	Error Message Title
				Two-digit Data Element Length - If the Data Element Number is coded, the Data Element Length must be coded 01-99. Otherwise, leave blank.	0	
				One-character Severity Indicator - If the Data Element Number and Length are coded, enter one of the following: o B - Batch error o E - Field table lookup error	0	

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## EXHIBIT II-4 (Continued)

## DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

DESCRIPTOR TABLE NAME	TABLE ID-NO.	-----CONTROL KEY-----		REFERENCE DATA	REQUIRED/ OPTIONAL/ NOT ALLOWED	TITLE
		DEPT CODE	TABLE-ENTRY-KEY			
CORRECTION ELEMENT	52	ZZ	Data Element Number or Name, up to 20 characters	Two-digit Correction Element Name Length Three-digit Correction Element Name Location One-digit Correction Element Name Level. Enter one of the following: B - Batch (header and all detail) H - Header only D - Detail transaction only G - Group of transactions Three-digit Correction Element Name Detail Location	R R R      0	None
DEPARTMENT DATA EDIT CRITERIA	53	Dept	Two-digit Division code	<div> <div>Position</div> <div>Title</div> <div>Value</div> </div>		Maximum of fifty characters
				<div> <div>1</div> <div>Minor Object Ind</div> <div>Y - Used blank - Not used</div> </div>		
				<div> <div>2</div> <div>Allotment Obj Ind</div> <div>0 - Allotments not by Object 1 - Allotments by Major Object 2 - Allotments by Minor Object</div> </div>		
				<div> <div>3</div> <div>Activity Ind</div> <div>Y - Used blank - Not used</div> </div>		
				<div> <div>4</div> <div>Cost Center Ind</div> <div>Y - Used blank - Not used</div> </div>		
				<div> <div>5</div> <div>Project Ind</div> <div>Y - Used blank - Not used</div> </div>		
				<div> <div>6</div> <div>Allot. Revert Ind</div> <div>Y - Revert Department Allotments with Central Allotments N - Do not revert Department Allotments with Central Allotments</div> </div>		
				<div> <div>7</div> <div>Online Dept. Appr. Control Indicator</div> <div>W - Warning I - Ignore F - Fatal</div> </div>		
				<div> <div>8</div> <div>Online Allotment Fund Control Indicator</div> <div>W - Warning I - Ignore F - Fatal</div> </div>		
				<div> <div>9</div> <div>Online Project Fund Control Indicator</div> <div>W - Warning I - Ignore F - Fatal</div> </div>		

## EXHIBIT II-4 (Continued)

## DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

<u>DESCRIPTOR TABLE NAME</u>	<u>TABLE ID-NO.</u>	<u>-----CONTROL KEY-----</u>		<u>-----REFERENCE DATA-----</u>			<u>REQUIRED/ OPTIONAL/ NOT ALLOWED</u>	<u>TITLE</u>
		<u>DEPT CODE</u>	<u>TABLE-ENTRY-KEY</u>	<u>Position</u>	<u>Title</u>	<u>Value</u>		
DEPARTMENT DATA EDIT CRITERIA	53	Dept	Two-digit Division code					Maximum of fifty characters
				10	Relationship Edit Match Method Indicator	Trial match(es) to table performed as follows: 1 - Appropriation match. 2 - Cost Center match; and Appropriation match. 3 - Activity match; and Appropriation match. ✓ 4 - Project/phase match; and Appropriation match. 5 - Cost Center match; Project/ phase match; and Appropriation match. 6 - Cost Center match; Activity match; and Appropriation match. 7 - Activity match; Project/Phase match; and Appropriation match. 8 - Universal match.		
				11	Relationship Edit On-line Switch Indicator	✓ 1 - Relationship edits are performed and all on-line errors are fatal. 2 - Relationship edits are performed and all on-line errors are warnings. blank - No relationship edits are performed.		

## EXHIBIT II-4 (Continued)

## DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

<u>DESCRIPTOR TABLE NAME</u>	<u>TABLE ID-NO.</u>	<u>-----CONTROL KEY-----</u>		<u>-----REFERENCE DATA-----</u>			<u>REQUIRED/ OPTIONAL/ NOT ALLOWED</u>	<u>TITLE</u>
		<u>DEPT CODE</u>	<u>TABLE-ENTRY-KEY</u>	<u>Position</u>	<u>Title</u>	<u>Value</u>		
DEPARTMENT DATA EDIT CRITERIA	53	Dept	Two-digit Division code	12	Relationship Edit Batch Switch Indicator	Y - Department in key intends to use the relationship edit feature during the batch update cycle. blank - Department in key does not intend to use the relationship edit feature during the batch update cycle.		Maximum of fifty characters
RELATIONSHIP EDIT CONTROL TABLE	54	ZZ	Two-digit Relationship Edit Department code Two-digit Relationship Edit Division code		None			Relationship Edit Title

II-17b

JUN 1 1968

## DESCRIPTOR TABLE MAINTENANCE

TD CONSTANT DATA AND TABLE TYPE

F UNC	TABLE NO	DEPT	TABLE ENTRY KEY	REC	REFERENCE DATA
					TITLE (50 x)
				1	
				2	
				1	
				2	
				1	
				2	
				1	
				2	
				1	
				2	

EXHIBIT 11-5  
DESCRIPTOR TABLE MAINTENANCE FORM

PREPARED BY \_\_\_\_\_

DATE \_\_\_\_\_

ENTERED BY \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_

DATE \_\_\_\_\_

## EXHIBIT II-6

## DESCRIPTOR TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
D00	TRANS ALREADY EXISTS
D01	ADD/MATCH ERROR
D02	CHANGE/NO MATCH ERR
D03	DELETE/NO MATCH ERR
D04	DELETE/TRANS HAS DATA
D05	INVALID FUNCTION
D06	INVALID RECORD NO
D07	INVALID DATA TYPE
D08	INVALID TABLE TYPE
D09	DT TITLE MISSING
D10	ERROR MSG TOO LONG
D11	CHANGE HAS NO DATA
D12	TABLE DOES NOT EXIST
D13	INVALID KEY LENGTH
D14	REFERENCE NOT BLANK
D15	EXTRA DATA IN REFER
D16	INVALID DEPT
D17	DEPT MUST BE ZZ
D18	INVALID DIVISION
D19	DEPT NOT IN D01
D20	INVALID BRANCH
D21	DEPT/DIV NOT IN D02
D22	INVALID SECTION
D23	D/DIV/BR NOT IN D03
D24	INVALID UNIT
D25	D/DIV/B/S NOT IN D04
D26	INVALID COST ELEMENT
D27	INVALID ALLOT CAT
D28	INVALID MAJOR OBJ
D29	ALLOT CAT NOT IN D10
D30	COST ELEM NOT IN D09
D31	INVALID D11 M OBJ IND
D32	INVALID MINOR OBJ
D33	MAJ OBJ NOT IN D11
D35	INVAL D11 VF 1099
D36	INVAL D11 VF W2
D37	INVAL D11 VF OTH PAY
D38	INVAL REPT PGM
D40	INVALID PGM LVL I
D41	INVALID PGM LVL II
D42	D/PGM LVL NOT IN D15
D43	INVALID PGM LVL III
D44	D/PGM LVL NOT IN D16
D45	INVALID PGM LVL IV
D46	D/PGM LVL NOT IN D17
D47	INVALID PGM LVL V
D48	D/PGM LVL NOT IN D18
D49	INVALID PGM LVL VI



## EXHIBIT II-6

DESCRIPTOR TABLE ERROR MESSAGES  
(continued)

<u>CODE</u>	<u>MESSAGE</u>
D50	D/PGM LVL NOT IN D19
D51	INVALID PGM LVL VII
D52	D/PGM LVL NOT IN D20
D53	INVALID GAAP FUND
D54	INVALID GAAP SUBFUND
D55	GAAP FUND NOT IN D23
D56	INVALID FUND
D57	INVALID FUND DETAIL
D58	FUND NOT IN D25
D59	INVALID D28 FUNCTION
D60	INVALID LAW
D61	INVALID MOF
D62	INVALID G/L ACCT
D63	INVALID D31 DR/CR IND
D64	INVALID D31 CLOSE IND
D65	INVALID SUBSIDIARY ACCT
D66	GL ACCT NOT IN D31
D68	INVALID SOURCE
D69	INVALID ACT LVL I
D70	INVALID ACT LVL II
D71	D/ACTV LVL NOT IN D36
D72	INVALID ACTV LVL III
D73	D/ACTV LV NOT IN D37
D74	INVALID ACTV LVL IV
D75	D/ACTV LV NOT IN D38
D76	INVALID ACTV LVL V
D77	D/ACTV LV NOT IN D39
D78	INVALID ACTV LVL VI
D79	D/ACTV LV NOT IN D40
D80	INVALID ACTV LVL VII
D81	D/ACTV LV NOT IN D41
D82	INVALID PROJECT TYPE
D83	INVALID STW PROJECT
D84	INVALID CONTROL PROJ
D85	INVALID PROJECT
D86	INVALID LOCATION
D87	INVALID FED CAT NO
D88	INVALID FEDERAL AGY
D89	INVALID ERROR CODE
D90	INVALID D51 ELEM NO
D91	INVALID D51 ELEM LEN
D92	INVALID D51 SEVERITY IND
D93	INVAL CORR ELEMENT
D94	INVAL D52 ELEM LEN

## EXHIBIT II-6

DESCRIPTOR TABLE ERROR MESSAGES  
(continued)

<u>CODE</u>	<u>MESSAGE</u>
D95	INVAL D52 ELEM LOC
D96	INVAL D52 CORR LEVEL
D97	INVAL D11 DEPT
D98	INVAL D11 REF DATA
D99	ZZ MIN OBJ PRESENT
DA3	INVAL D53 MIN OBJ IND
DA4	INVAL D53 ACTIVITY IND
DA5	INVAL D53 COST CTR IND
DA6	INVAL D53 PROJECT IND
DA7	INVAL D53 AL OBJ IND
DA8	INVAL D53 PRJ FUND CTL
DA9	INVAL D53 ALOT FND CTL
DB1	INVAL ALLOT REV IND
DB2	INVAL POSTING IND
DB3	INVAL D53 APRN FD CTL
DB4	INV D51 ELEMENT NAME
DC1	INVALID D03-DIV
DC2	INVALID D04-KEY
DC3	INVALID D05 KEY
DC4	INVALID KEY COMBO
DC5	INVALID D16-KEY
DC6	INVALID D17-KEY
DC7	INVALID D18-KEY
DC8	INVALID D19-KEY
DC9	INVALID D20-KEY
DD1	INVALID D21-KEY
DD2	INVALID D24-KEY
DD3	INVALID D26-KEY
DD4	INVALID D32-KEY
DD5	INVALID D37-KEY
DD6	INVALID D38-KEY
DD7	INVALID D39-KEY
DD8	INVALID D40-KEY
DD9	INVALID D41-KEY
DE1	INVALID D42-KEY
DE2	UNAUTHORIZED DEPARTMENT
DE3	INVALID ALLOT CAT
DE4	INVALID COST ELEMENT
DE5	INVALID KEY APP ACCT
DE6	INVALID REF COMBO
DE7	INVALID INFO APP ACCT
DE8	INVALID ACTIVITY
DE9	INVALID COST CENTER
DF1	INVALID PROJECT
DF2	INVALID PHASE
DF3	ACTIVITY NOT IN TABLE
DF4	COST CENTER NOT IN TABLE

## EXHIBIT II-6

DESCRIPTOR TABLE ERROR MESSAGES  
(continued)

<u>CODE</u>	<u>MESSAGE</u>
DF5	PROJECT NOT IN TABLE
DF6	INVALID DIVISION
DF7	NO D53 TABLE
DG1	INVALID BATCH TYPE
DG2	INVALID DIV INDICATOR
DG3	INVALID FUND INDICATOR
DG4	INVALID PAY INDICATOR
DG5	INVALID VEND NO INDICATOR
DG6	INVALID VEND NAME INDICATOR
DG7	INVALID VEND INDICATORS-YY
DG8	INVALID VEND INDICATORS-NN
DH1	INVALID RT ONLINE SW
DH2	INVALID RT MATCH SW
DH3	INVALID RT BATCH SW
DH4	INVALID RT IND UPDATE

or the contents of all Descriptor Tables. This listing is produced when a transaction using maintenance operator "P" is input. Formats of the two outputs are shown in Exhibit II-7 and II-8.

### Control

The Descriptor Tables affect all levels of accounting and reporting through their relationship with the other files and tables. However, changes in the descriptor titles themselves have little effect on the system data base, so they can be made as the requirements for changes become known. Careful manual control of deletions is essential, since there is no automatic editing to ensure that valid codes are not deleted accidentally. It should also be noted that those subtables with Department Code equal to "ZZ" in the control key cannot be modified by the user departments. These tables are maintained centrally by DAGS Accounting Division. Finally, in order to ensure that all changes to the Descriptor Tables are processed, appropriate logs must be maintained. It is mandatory that all transactions submitted be manually checked against the Maintenance Activity Report to ensure that they were correctly keyed and processed.

## APPROPRIATION ACCOUNT TABLE

### Purpose

The purpose of the Appropriation Account Table (AC) is to provide a variety of constant data about specific operating and capital project appropriations of the State. The control key of the Appropriation Account Table is composed of the Fiscal Year, Fund, Appropriation Account and Department. The combination of these four data elements uniquely identify each State appropriation. Each time a transaction affecting an appropriation

# EXHIBIT II-7

900-1 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: A  
 DESCRIPTOR TABLE MAINTENANCE REPORT DEPT PAGE: 2  
 25/87 [14.04] \*\*\*\*\* RUN PAGE: 32

## ACTIVITY REPORT

.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100	CODE	MESSAGES
02A 01	A1	
02A 01	A2LAND DIVISION	
02A 02	A1	
02A 02	A2WATER DIVISION	
03A 0201	A1	
03A 0201	A2SALT WATER BRANCH	
03A 0202	A1	
03A 0202	A2FRESH WATER BRANCH	
04A 020101	A1	
04A 020101	A2SHELLFISH SECTION	
04A 020102	A1	
04A 020102	A2FISH SECTION	
05A 02010201	A1	
05A 02010201	A2TILAPIA UNIT	
05A 02010202	A1	
05A 02010202	A2AKU UNIT	

EXHIBIT II-7  
 DESCRIPTOR TABLE MAINTENANCE ACTIVITY REPORT

# EXHIBIT II-8

4BP900-2 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: A  
 DESCRIPTOR TABLE MAINTENANCE REPORT DEPT PAGE: 9  
 12/25/83 (15,06) \*\*\*\*\* SUN PAGE: 32

## 002 DIVISION SUB-TABLE LISTING

DEPT	DESCRIPTOR KEY	DESCRIPTOR TITLE
XX	XXXXXXXXXXXXXXXXXXXX	XX
A 01		LAND DIVISION
A 02		WATER DIVISION

EXHIBIT II-8  
 DESCRIPTOR TABLE LISTING

account is recorded in the system, the table is accessed and constant data associated with appropriation account is retrieved from the table and appended to the accounting transaction. The expanded transaction is then used for subsequent editing, file posting and financial reporting.

### Structure

The Appropriation Account Table control key uniquely identifies each appropriation account record. The control key consists of four data elements: Department, Fund, Fiscal Year and Appropriation. The informational elements in the table include data element fields for fund codes, hierarchical program codes, project codes and several indicators. The data elements are defined in Exhibit II-9.

### Relationship to Other Tables

Data elements contained in the Appropriation Account Table control key and informational elements are edited against the appropriate Descriptor subtables to ensure they are valid. The Descriptor Tables must, therefore, be loaded before the Appropriation Account Table.

### Creation and Maintenance

There are four maintenance functions that may be used to effect the Appropriation Account Table. They are:

- A (Add)--This function allows the user to add a new code and the associated information to the Appropriation Account Table.
- D (Delete)--This function allows the user to eliminate a code and the corresponding information from any of the table entries. No data other than the control key (i.e., department, fund, fiscal year, appropriation account) and the function is allowed on this maintenance transaction.

## EXHIBIT II-9

## APPROPRIATION ACCOUNT TABLE DATA ELEMENT DESCRIPTIONS

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
Department	2	The department code.
Fund	1	The fund code which indicates the DAGS accounting fund with which a record is associated.
Fiscal Year	2	The funding fiscal year of a particular appropriation.
Appropriation Account	3	The appropriation code which DAGS assigns to identify appropriations and capital project authorizations.
Title	40	The appropriation account title.
Division	2	The division code. This field is used for sorting selected reports by division for distribution
Means of Financing	1	The DB&F means of financing code.
Fund Detail	2	A particular subentity within an accounting fund.
GAAP Fund	2	A data element indicating the eight fund categories and two groups of accounts recommended in GAAFR.
GAAP Subfund	2	A data element indicating a sub-entity of a GAAP Fund.
Program Priority	1	A data element which identifies an appropriation as an A or B priority, as specified in the legislative appropriation act.
Report Program	6	The DB&F Program ID code used to relate the program with the program ID code which DB&F has sequentially assigned to supplemental and specific capital project appropriations.



## EXHIBIT II-9

APPROPRIATION ACCOUNT TABLE DATA ELEMENT DESCRIPTIONS  
(continued)

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
Program Level 1-7	14	The data elements which identify up to seven levels of the State program structure. Level I is the highest and Level VII the lowest.
Control Project	6	A numerical code which ties a number of detailed appropriations for specific phases of a specific project to an overall control level. The first three positions are the department code and the second three positions are a number assigned to the specific project phases by DAGS.
Statewide Project	6	A code used to tie specific detailed project appropriations to overall projects on a statewide basis.
Location	2	A code used to identify where a project activity is to occur.
User Department	2	The department which will benefit from the completed capital project as opposed to the expending agency which is responsible for the funds appropriated for acquisition or construction.
Function	3	A code used to identify the governmental function with which the appropriation account is associated.
Law	12	A field used to identify the appropriation act or authorization to which the appropriation applies.
Lapse Date	6	The date a capital project or operating appropriation lapses.
Stop Date	6	The date on which spending of a particular appropriation is flagged as "stopped".

## EXHIBIT II-9

APPROPRIATION ACCOUNT TABLE DATA ELEMENT DESCRIPTIONS  
(continued)

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
Bond Series	10	A field that indentifies the bond series which funds the appropriation.
Section Item	8	A field that identifies the section and item number of the Act authorizing an appropriation.
Appropriation Type Indicator	1	A data element used to identify the type of appropriation and allotment process.
Appropriation Control Indicator	1	An indicator used to define the type of action taken if the funds control edits are not passed.
Reversion Indicator	1	An indicator used to indicate that the unexpended unencumbered balance of a quarterly allotment is returned at the close of the quarter to the related appropriation.

- C (Change)--This function allows the user to change the information of any element already contained in the table. Only the Control Key, function and the fields to be changed need to be coded on the maintenance transaction. If it is desired to blank out a data element on a table record, a dollar sign (\$) should be coded in the appropriate input field of the maintenance transaction. The data elements in the control key (i.e., department, fund, fiscal year, appropriation account) cannot be changed using a function 'C'. In order to change any of these data elements, the existing record must be deleted and a new record added.
- P (Print)--This function will cause the printing of the entire table after all other maintenance functions have been completed. Note that when using this function, no data other than the table type and function is coded on the input maintenance transaction.

### Input Coding

Input coding instructions for the Appropriation Account Table are contained in Exhibit II-10. The coding form is illustrated in Exhibit II-11.

### Edit Rules

All error codes and messages for table maintenance are defined in Appendix D. Those listed in Exhibit II-12 apply to the Appropriation Account Table. Both batch and online error codes and messages are identified.

### Outputs

The Appropriation Account Table maintenance program has two outputs. One is a Maintenance Activity Report showing each transaction and a message for each transaction violating an edit rule. The other (optional) output is a printout of the entire contents of the table. This latter printout is produced when a transaction using function 'P' is entered. Formats of the two outputs are shown in Exhibit II-13 and II-14, respectively.

## EXHIBIT II-10

## APPROPRIATION ACCOUNT TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Control Key</u>		
DEPARTMENT	R	Enter the Department code. One character Department codes should be entered in the left-most position.
FUND	R	Enter the one-digit Fund code.
FY	R	Enter the two-digit Fiscal Year code.
APPN-ACCT	R	Enter the three-digit Appropriation Account code.
<u>Informational Elements</u>		
TITLE	R	Enter the appropriation title, up to forty characters.
DIVISION	0	Enter the two-digit division code or leave blank.
MOF	0	Enter the one-character Means of Financing code or leave blank if the Appropriation Type Indicator equals zero.
FUND DETAIL		Reserved for future use.
GAAP FUND	R	Enter the two-digit GAAP Fund code.
GAAP SUBFUND	0	Enter the two-digit GAAP Subfund code or leave blank.
PROGRAM PRIORITY	0	Enter the one-digit Program Priority code which identifies the appropriation priority or leave blank.
REPORT PROGRAM	0	Enter the six-character DB&F program code used to relate the program with DAGS program ID code or leave blank if the Appropriation Type Indicator equals zero.

## EXHIBIT II-10

APPROPRIATION ACCOUNT TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
PROGRAM LEVELS	0	Enter the two-digit program level codes representing a level within the State's program structure. Leave blank if the Appropriation Type Indicator equals zero. (Level V-VII reserved for future use.)
PROGRAM LEVEL I		Enter Program Level I code assigned by DB&F.
PROGRAM LEVEL II		Enter Program Level II code assigned by DB&F.
PROGRAM LEVEL III		Enter Program Level III code assigned by DB&F.
PROGRAM LEVEL IV		Enter Program Level IV code assigned by DB&F.
PROGRAM LEVEL V		Reserved for Future Use.
PROGRAM LEVEL VI		Reserved for Future Use.
PROGRAM LEVEL VII		Reserved for Future Use.
CONTROL PROJECT		Reserved for future use.
STATEWIDE PROJECT		Reserved for future use.
LOCATION	0	Enter the two-character Location code or leave blank.
USER DEPARTMENT	0	Enter the two-digit code of the department which will benefit from the capital project or leave blank.
FUNCTION	0	Enter the three-character function code that identifies the governmental function or leave blank if the Appropriation Type Indicator equals zero.
LAW	0	Enter the law identifying the appropriation act or authorization, up to 12 characters.
LAPSE DATE	R	Enter the date that the appropriation lapses (MMDDYY) or leave blank.

## EXHIBIT II-10

APPROPRIATION ACCOUNT TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
STOP DATE	0	Enter the six-digit capital project or operating appropriation stop date (MMDDYY format).
BOND SERIES	0	Enter the identification of the bond series which funds the appropriation, up to 10 characters or leave blank.
SECTION ITEM	0	Enter the section and item number of the Act authorizing the appropriation up to 18 digits, or leave blank if Appropriation Type equals zero.
APPN TYPE INDICATOR	R	Enter the one-digit Appropriation Type Indicator as follows: 0 Pseudo Codes 1 Operating Allotment 2 State Operating Allotment 3 Operating Trust 4 G. O. Bonds 5 Revenue Bonds 6 Operating Appropriations A Federal Operating Allotment B State CIP C Federal CIP D Revolving and OHA E State Operating Appn (Judiciary) F Federal Operating Appn (Judiciary)
APPN CTL INDICATOR	R	Enter the one-digit Appropriation Control Indicator as follows: 0 Absolute 1 Advisory 2 Ignore
REVERSION INDICATOR	R	Enter the reversion indicator used to indicate that the appropriation is subject to reversion, as follows: blank - account follows standard reversion lapse, closing and carryforward rules. 1 - account not subject to automated expiration, reversion, lapse, closing and carryforward rules. 2 - account not subject to daily, monthly or quarterly automated entries. Annual closing and carryforward entries are generated.

**STATE OF HAWAII**

T	A	C	
			CONSTANT DATA AND TABLE TYPE

FUNCTION ☐ (A=ADD, C=CHANGE, D=DELETE, P=PRINT)

DEPT. 

--	--

FUND ☐FISCAL YEAR 

--	--

APPN. CODE 

--	--	--

TITLE

DIVISION 

--	--

MOF ☐

FUND

DETAIL

GAAP FUND ☐ ☐GAAP SUBFUND 

--	--

PROGRAM ☐  
PRIORITY ☐

REPORT PROGRAM 

--	--	--	--	--	--

PROGRAM LVL. 1 

--	--

PROGRAM LVL. 2 

--	--

PROGRAM LVL. 3 

--	--

PROGRAM LVL. 4 

--	--

PROGRAM LVL. 5 

--	--

PROGRAM LVL. 6 

--	--

PROGRAM LVL. 7  CONTROL PROJECT 

--	--	--	--	--	--

STATEWIDE PROJECT 

--	--	--	--	--	--

LOCATION ☐ ☐

USER DEPT. ☐☐

FUNCTION 

--	--	--

[illegible]

LAPSE DATE 

M	M	D	D	Y	Y

STOP DATE 

M	M	D	D	Y	Y

BOND SERIES

SECTION ITEM 

--	--	--	--	--	--	--	--

APPN. TYPE ☐

APPN. CONTROL ☐

REVERSION INDICATOR ☐

PREPARED BY

DATE \_\_\_\_\_

ENTERED BY

DATE \_\_\_\_\_

**AUTHORIZED BY**

DATE \_\_\_\_\_

TT-33

## EXHIBIT II-12

## APPROPRIATION ACCOUNT TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
A01	ADD/MATCH ERROR
A02	CHANGE/NO MATCH ERR
A03	DELETE/NO MATCH ERR
A04	DELETE TRAN HAS DATA
A05	INVALID FUNCTION
A06	INVAL RECORD NO
A07	DEPT NOT IN D01
A08	FUND NOT IN D25
A09	INVALID FY
A10	INVALID APPN ACCT
A11	TITLE BLANK
A12	DIVISION NOT IN D02
A13	FUND DET NOT IN D26
A14	GAAP FUND NOT IN D23
A15	GAAP SFUND NOT IN D24
A16	MOF NOT IN D30
A17	PGM PRTY NOT IN D22
A18	REP PGM NOT IN D14
A19	PGM L I NOT IN D15
A20	PGM L II NOT IN D16
A21	PGM L III NOT IN D17
A22	PGM L IV NOT IN D18
A23	PGM L V NOT IN D19
A24	PGM L VI NOT IN D20
A25	PGM L VII NOT IN D21
A27	CNTL PROJ NOT IN D46
A28	STW PROJ NOT IN D45
A29	LOCATION NOT IN D48
A30	USER DEPT NOT IN D01
A31	FUNCTION NOT IN D28
A32	LAW NOT IN D29
A33	INVALID LAPSE DATE
A34	INVALID REVERSION
A35	INVALID APPN TYPE
A36	INVALID APPN CTL
A37	MOF S/B BLANK
A38	INVALID STOP DATE
A40	INV D28 FUNCTION IND
A41	LAW S/B BLANK
A42	FUNCTION S/B BLANK
A43	SEC/ITEM S/B BLANK
A44	PGM PRTY S/B BLANK
A45	RPT PGM S/B BLANK
A46	PGM LVLS S/B BLANK



## EXHIBIT II-12

## APPROPRIATION ACCOUNT TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
A47	REV IND S/B BLANK
A48	BOND SRS S/B BLANK
A49	APPN CTL S/B BLANK
A50	UNAUTHORIZED DEPT
A51	INVALID FUND
A52	INVALID APPN CODE
A54	INVALID MOF
A55	INVALID FUND DETAIL
A56	INVALID GAAP FUND
A57	INVALID GAAP S-FUND
A58	INVALID PGM PRIORITY
A59	INVALID PGM LVL I
A60	INVALID PGM LVL II
A61	INVALID PGM LVL III
A62	INVALID PGM LVL IV
A63	INVALID PGM LVL V
A64	INVALID PGM LVL VI
A65	INVALID PGM LVL VII
A66	INVALID CNTL PROJ
A67	INVALID STATE PROJ
A68	INVALID DIVISION
A69	INVALID USER DEPT
A70	INVALID LOCATION
A72	INVALID FUNCTION
A73	INVALID RPT PGM

EXHIBIT II-13

MRP940-1 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: E  
 APPN ACCOUNT TABLE MAINTENANCE REPORT DEPT PAGE: 1  
 02/25/83 (14.06)\*\*\*\*\* RUN PAGE: 60

ACTIVITY REPORT

1.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100 CODE MESSAGES

TACE G03015A1 10 10 A EDN105 07010101 HEJA 1/SSL81 820630 Y  
 TACE G83015A2 05/G14A KAUMANA ELEMENTARY-DESIGN

APPROPRIATION ACCOUNT TABLE MAINTENANCE ACTIVITY REPORT

EXHIBIT II-13

EXHIBIT II-14

MBP940-2 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: 22  
 APPN ACCOUNT TABLE MAINTENANCE REPORT  
 02/25/83 (14.06)\*\*\*\*\* RUN PAGE: 22

AC - TABLE LISTING

*--- RECORD KEY ---*				*--- INFORMATION ELEMENTS ---*											
DEPT	FUND	FY	APPN	TITLE		DIV	FD-DET	GP-FD	GP-SFD	MOF	PRTY	PGM/LVL	CTL-PRJ	STATE-PROJ	LOC
				*---PGM LVLS ---*	USER-DEPT FUNCTION	LAW	LAPSE-DATE	STOP-DATE	REV	BOND-SER	SEC-ITEM	AP-TYP	AP-CTL		
XX	Y	XX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX	XX	XX	XX	X	X	XXXXXX	XXXXXX	XXXXXX	XX	XX
				XX XX XX XX XX XX XX	XX	XXX	XXXXXXXXXX	MM/DD/YY	MM/DD/YY	X	XXXXXXXXXX	XXXXXXXXXX	X	X	
E	G	83	015	KAUMANA ELEMENTARY-DESIGN				10		A	EDN105				
				07 01 01 01	HEJ A	1/SSL81	06/30/82		Y		05/G14A	1	0		

EXHIBIT II-14  
 APPROPRIATION ACCOUNT TABLE LISTING

### Control

As described in the preceding paragraphs, the Appropriation Account Table controls the level at which appropriations are posted and controlled. Once accounting transactions have been processed, extreme care should be exercised when modifying Appropriation Account Table entries. Improper maintenance could cause system files to become out-of-balance, create invalid accounts, and complicate the maintenance of other tables.

### VENDOR EDIT TABLE

#### Purpose

The purpose of the Vendor Edit Table (VE) is to provide name and address information relating to vendors. Each vendor is identified by a 10-character vendor number and a 2-character vendor number suffix. Use of the Vendor Edit Table eliminates the need to code vendor name and address information with each accounting transaction. Instead, the appropriate vendor code is used and the necessary data is supplied from the Vendor Edit Table.

#### Structure

The Vendor Edit Table control key specifically identifies each vendor by Vendor Number and Vendor Suffix. The Vendor Number is used to uniquely identify the vendor associated with a transaction. The vendor suffix can be used to identify multiple mailing addresses. Therefore, a single vendor with different mailing addresses may appear in the Vendor Edit Table a number of times with each address uniquely identified by the suffix.

The informational element segment contains vendor-related information. This includes the vendor name, address, telephone number and other vendor classification elements. At the end of the informational element segment is a ten position sort sequence which should contain the first ten positions of the

vendor's last name. This field is used to prepare a listing of vendors on file in alphabetical order. These data elements are defined in Exhibit II-15.

#### Relationship to Other Tables

Table maintenance entries to the Vendor Edit Table may be made independently of other table maintenance entries since no table lookups are required to validate either control key or informational data elements.

#### Creation and Maintenance

There are four maintenance functions that may be used to effect the Vendor Edit Table. They are:

- A (Add)--This function allows the user to add a new code and the associated information to the Vendor Edit Table.
- D (Delete)--This function allows the user to eliminate a code and the corresponding information from any of the table entries. No data other than the Control Key (i.e., Vendor Number, Suffix) and the function are allowed on this maintenance transaction.
- C (Change)--This function allows the user to change the information of any data element already contained in the table. Only the control key, function and fields to be changed need to be coded on the maintenance transaction. If it is desired to blank a data element out on a table record, separate procedures should be followed depending on whether the maintenance transaction will be posted online or in batch. If the transaction is to be posted online, the field may be blanked out by merely entering blanks. If the maintenance transaction is to be processed in batch mode, then dollar signs (\$) should be coded in the field to be blanked out.

The data elements in the control key (i.e., Vendor Number and Suffix) cannot be changed using a function 'C'. In order to change these data elements, the existing record must be deleted and a new record added.

#### Input Coding

Input coding instructions for the Vendor Edit Table are contained in Exhibit II-16. The coding form is illustrated in Exhibit II-17.

## EXHIBIT II-15

## VENDOR EDIT TABLE DATA ELEMENT DESCRIPTIONS

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
Vendor Number	10	The ten-digit number that is used to uniquely identify each vendor.
Vendor Number Suffix	2	Suffix used to identify multiple mailing addresses for a single vendor.
Sort Sequence	10	A field used to structure the sorting of vendors on the alpha listing.
Vendor Type	1	The type code that may be used to distinguish between various types of vendors.
Minority Business Indicator	1	The code used to identify minority businesses for special reporting purposes. Reserved for future use.
Small Business Indicator	1	The code used to identify small businesses for special reporting purposes. Reserved for future use.
Vendor Phone	10	The vendor's phone number.
Vendor Status	1	The code used to indicate whether the vendor is active. Reserved for future use.
Vendor County	2	The county in which the vendor is located.
Vendor District	2	The vendor location designation.
Vendor Country	2	The code identifying the country in which the vendor is located.
Department Indicators	50	The code used to identify all departments dealing with any particular vendor.
Vendor Name	30	The vendor name.
Vendor Address-1	30	The first line of the vendor's address.
Vendor Address-2	30	The second line of the vendor's address, if applicable.

## EXHIBIT II-15

VENDOR EDIT TABLE DATA ELEMENT DESCRIPTIONS  
(continued)

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
Vendor Address-3	30	The third line of the vendor's address, if applicable.
Vendor City	19	The name of the vendor's city.
Vendor State	2	The state abbreviation identifying the state in which the vendor is located.
Vendor Zip	9	The postal zipcode associated with the vendor address.
Contact Name	30	The name of the specific person with whom the department deals at the vendor's office.
Vendor Conversion	12	The code used to facilitate tying in data in the vendor file to data in other State files. Reserved for future use.
SS-EIN Number	14	The vendor's social security number or federal identification number.

## EXHIBIT II-16

## VENDOR EDIT TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Control Key</u>		
VENDOR NO.	R	Enter the vendor number. The vendor number should contain no imbedded blanks.
VENDOR-NO. SFX	R	Enter the two-digit vendor number suffix. A separate suffix should be assigned to each different mailing address.
<u>Informational Elements</u>		
SORT SEQ	R	Enter up to ten positions of the vendor's last name.
VENDOR TYPE		Reserved for future use.
MINORITY-BUS-IND		Reserved for future use.
SMALL BUSINESS-IND		Reserved for future use.
VENDOR PHONE	0	Enter the ten-digit vendor phone number.
VENDOR STATUS	0	Reserved for future use.
VENDOR COUNTY	0	Enter the two-character vendor county.
DISTRICT	0	Enter the vendor's two-character district code.
COUNTRY	0	Enter the vendor's two-character country code.



EXHIBIT II-16  
(continued)

VENDOR EDIT TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>																																																																		
<u>Informational Elements</u>																																																																				
DEPARTMENT INDICATORS	R	Enter a "Y" (yes) to indicate all the departments which use the particular vendor. Department indicators are arranged as follows:																																																																		
		<table><tr><th><u>Position</u></th><th><u>Department</u></th></tr><tr><td>1</td><td>Agriculture</td></tr><tr><td>2</td><td>Planning &amp; Economic Development</td></tr><tr><td>3</td><td>Land and Natural Resources</td></tr><tr><td>4</td><td>Transportation</td></tr><tr><td>5</td><td>Education</td></tr><tr><td>6</td><td>University of Hawaii</td></tr><tr><td>7</td><td>Defense</td></tr><tr><td>8</td><td>Health</td></tr><tr><td>9</td><td>Hawaiian Home Lands</td></tr><tr><td>10</td><td>Judiciary</td></tr><tr><td>11</td><td>Social Services</td></tr><tr><td>12</td><td>Labor and Industrial Relations</td></tr><tr><td>13</td><td>Accounting and General Services</td></tr><tr><td>14</td><td>Attorney General</td></tr><tr><td>15</td><td>Budget and Finance</td></tr><tr><td>16</td><td>Personnel Services</td></tr><tr><td>17</td><td>Governor</td></tr><tr><td>18</td><td>Commerce and Consumer Affairs</td></tr><tr><td>19</td><td>Lieutenant Governor</td></tr><tr><td>20</td><td>Taxation</td></tr><tr><td>21</td><td>City and County Of Honolulu</td></tr><tr><td>22</td><td>County of Maui</td></tr><tr><td>23</td><td>County of Hawaii</td></tr><tr><td>24</td><td>County of Kauai</td></tr><tr><td>25</td><td>Senate</td></tr><tr><td>26</td><td>House of Representatives</td></tr><tr><td>27</td><td>Legislative Auditor</td></tr><tr><td>28</td><td>Legislative Reference Bureau and Revision of Statutes</td></tr><tr><td>29</td><td>Ombudsman</td></tr><tr><td>30</td><td>State Ethics Commission</td></tr><tr><td>31</td><td>Office of Hawaiian Affairs</td></tr><tr><td>32</td><td>DAGS Accounting Division</td></tr></table>	<u>Position</u>	<u>Department</u>	1	Agriculture	2	Planning & Economic Development	3	Land and Natural Resources	4	Transportation	5	Education	6	University of Hawaii	7	Defense	8	Health	9	Hawaiian Home Lands	10	Judiciary	11	Social Services	12	Labor and Industrial Relations	13	Accounting and General Services	14	Attorney General	15	Budget and Finance	16	Personnel Services	17	Governor	18	Commerce and Consumer Affairs	19	Lieutenant Governor	20	Taxation	21	City and County Of Honolulu	22	County of Maui	23	County of Hawaii	24	County of Kauai	25	Senate	26	House of Representatives	27	Legislative Auditor	28	Legislative Reference Bureau and Revision of Statutes	29	Ombudsman	30	State Ethics Commission	31	Office of Hawaiian Affairs	32	DAGS Accounting Division
<u>Position</u>	<u>Department</u>																																																																			
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EXHIBIT II-16  
(continued)

VENDOR EDIT TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
VENDOR NAME	R	Enter the name of the vendor, up to thirty characters.
VENDOR ADDRESS-1	R	Enter the first line of the vendor's address, up to thirty characters.
VENDOR ADDRESS-2	O	Enter the second line of the vendor's address, if applicable.
VENDOR ADDRESS-3	O	Enter the third line of the vendor's third address, if applicable.
VENDOR CITY	R	Enter the vendor city, up to 19 characters.
VENDOR STATE	R	Enter the two-character vendor state abbreviation.
VENDOR ZIP	R	Enter the vendor zipcode.
CONTACT NAME	O	Enter the name of the specific person with whom the department deals at the vendor's office, up to thirty characters.
VENDOR CONVERSION		Reserved for future use.
SS-EIN-NO.	O	Enter the employer's identification number or employee's social security number.

STATE OF HAWAII  
**VENDOR TABLE MAINTENANCE**

**TVE** CONSTANT DATA AND TABLE TYPE

FUNCTION ☐ (A=ADD, C=CHANGE, D=DELETE, P=PRINT)

VENDOR NO.   SORT SEQ.

VENDOR TYPE ☐

MINORITY BUS. IND. ☐

SMALL BUS. IND. ☐

PHONE    
AREA CODE LOCAL NUMBER

STATUS ☐

COUNTY

DISTRICT

COUNTRY CODE

DEPARTMENT

USAGE

CODE

1	2	3	4	5	6	7	8	9	10	11	12	13
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14	15	16	17	18	19	20	21	22	23	24	25	26
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27	28	29	30	31	32	33	34	35	36	37	38	39
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
40	41	42	43	44	45	46	47	48	49	50		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

VENDOR NAME

VENDOR ADD. 1

VENDOR ADD. 2

VENDOR ADD. 3

VENDOR CITY

VENDOR STATE

VENDOR ZIP CODE

CONTRACT NAME

VENDOR CONVERSION

S.S.-E.I.N. NO.

PREPARED BY

DATE

ENTERED BY

DATE

AUTHORIZED BY

DATE

T T / C

### Edit Rules

All error codes and messages for table maintenance are defined in Appendix D. Those listed in Exhibit II-18 apply to the Vendor Edit Table. Both batch and online error codes and messages are identified.

### Outputs

The Vendor Edit Table maintenance program has two outputs. One is a Maintenance Activity Report showing each transaction and a message for each transaction violating an edit rule. The other (optional) output is a printout in vendor number sequence of the entire contents of the table. Due to the volume of print, the table listing must be requested through the report request module and its printing coordinated with EDPD. Formats of the activity report and table listing are shown in Exhibit II-19 and II-20, respectively. There are several report options available for producing the table listing. These options are described in Volume I, Chapter 8, - "Financial Reporting".

### Control

Edit rules, as described, validate the data elements of the Vendor Edit Table; however, the Maintenance Activity Reports should be reviewed for typing mistakes such as spelling errors, incorrect use of valid codes and to ensure that all changes and additions were actually made. Careful manual control of deletions is essential, since there is no automatic editing to ensure that table entries are not deleted accidentally. Furthermore, a control log as well as all input coding forms and Maintenance Activity Reports should be maintained.

## EXHIBIT II-18

## VENDOR EDIT TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
V01	ADD/MATCH ERR
V02	CHANGE/NO MATCH ERR
V03	DELETE/NO MATCH ERR
V04	DELETE TRAN HAS DATA
V05	INVALID FUNCTION
V06	INVALID RECORD NO
V07	VENDOR NO INVALID
V08	VENDOR SFX INVALID
V09	VENDOR NAME BLANK
V10	VENDOR ADDR-1 BLANK
V12	VENDOR CITY BLANK
V13	VENDOR STATE BLANK
V14	VENDOR ZIP BLANK
V15	VEN PHONE NOT NUMERIC
V16	DISTRICT NOT NUMERIC
V17	VEN SORT SEQ BLANK
V18	DEPT INDICATOR INV
V19	INVALID COUNTY
V20	INVALID COUNTRY
V21	INVALID SS-EIN
V22	VEN TYPE NOT ALLOWED
V23	MIN BUS NOT ALLOWED
V24	SMALL BUS NOT ALLOWED
V25	STATUS NOT ALLOWED

1.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100

CONFIDENTIAL

INTERNA HQ.

19x 17

WEST A J

272 MOHAWK ST.

CEH 1043

P.O. BOX 316

ASHIMINE

### PRECISION

DEPT. NO. (121)

DUBALL CO.

P D BOX 546

P U BOX 50

P. 3 BOX 516

● ● ● ● ● ● ●

MBP463-A \*\*\*\*\* OPTION: 6 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: 22  
 ALPHABETICAL VENDOR EDIT TABLE REPORT  
 05/14/83 (00.05)\*\*\*\*\* AS OF 05/14/83 \*\*\*\*\* RUN PAGE: 1

000000253-00 A & A DIST  
 A & A DISTRIBUTORS INC  
 MEAR RD  
 HOLENOKA MA 02343

0000005295-00 A & W PROM  
 A & W PROMOTIONAL BOOK CORP  
 45 MADISON AVE  
 NEW YORK NY 10016

0000002626-00 A A B S A  
 A A B S A  
 NEW MEXICO STATE UNIV  
 LAS CRUCES NM 88001

0000015021-00 A A C R A  
 A A C R A C  
 ONE DUPONT CIRCLE NW  
 WASHINGTON DC 20036

0000003417-00 A A H E AU  
 A A H E AUDIOTAPE PROGRAM  
 CURRENT INF ASSOC INC  
 PO BOX 22  
 HYATTSVILLE MD 20791

0000004328-00 A A L L CO  
 A A L L COMM ON EXCHANGE OF  
 DUPLICATES  
 DEPAUL UNIV LAW LIBRARY  
 25 E JACKSON BLVD  
 CHICAGO IL 60604

0000008627-00 A A T S E  
 A A T S E L OF THE US INC  
 UNIV OF ARIZONA  
 1 RUE LE NOIRE  
 TUCSON AZ 85721

0000007030-00 A B C AIR  
 A B C AIR FREIGHT  
 205 W 14TH ST  
 BUENOS AIRES  
 NEW YORK NY 10011

0000003475-00 A B DICK C  
 A B DICK CO  
 5700 WEST TOWNY AVE  
 CHICAGO IL 60648

0000007056-00 A & C SUPP  
 A & C SUPPLY CO  
 1300 W ADAMS ST  
 CHICAGO IL 60606

0000005130-00 A A A LAR  
 A A A LAR  
 6206 89TH AVE SE  
 MERCER ISLAND WA 98040

0000013740-00 A A B T  
 A A B T  
 1420 LEXINGTON AVE  
 NEW YORK NY 10017

0000007485-00 A A E S P  
 A A E S P H  
 1600 W ARMORY WAY  
 SEATTLE WA 98119

0000015022-00 A A H P E  
 A A H P E R D PUBLICATIONS  
 SALES  
 P O BOX 704  
 WALDORF MD 20601

0000017931-00 A A M D  
 A A M D  
 5101 WISCONSIN AVE  
 WASHINGTON DC 20016

0000017736-00 A B A H S  
 A B A H S A  
 BILL WALL  
 P O BOX 297  
 JACKSONVILLE IL 62651

0000025599-00 A B C AIR  
 A B C AIR FREIGHT  
 152-22 ROCKAWAY BLVD  
 JAMAICA NY 11434

0000011464-00 A B L ASSO  
 A B L ASSOCIATES, INC.  
 1975 E. 65TH ST.  
 CLEVELAND OH 44122

0000015511-00 A & L PUBL  
 A & L PUBLICATIONS  
 STATION A  
 CHAMPAIGN IL 61820

00000060435-00 A A ARCHB  
 A A ARCHBOLD PUBLISHER  
 2220 W SEVENTH ST  
 LOS ANGELES CA 90057

0000007491-00 A A C J C  
 A A C J C FEDERAL AFFAIRS  
 WORKSHOP  
 ONE DUPONT CIRCLE NW  
 WASHINGTON DC 20036

0000006644-00 A A G NATL  
 A A G NATL OFFICE  
 1710 SIXTEENTH ST NW  
 WASHINGTON DC 20009

0000004569-00 A A J C SU  
 A A J C SUBSCRPTN ACCT  
 PUBLISHER SERVICES INC  
 705 PRINCE ST  
 ALEXANDRIA VA 22314

0000016286-00 A A S E C  
 A A S E C  
 1815 15TH STREET NW  
 WASHINGTON DC 20005

0000000036-00 A B C - CL  
 A B C - CLIO INC  
 RIVIERA CAMPUS  
 2040 ALAMEDA PADRE SERR  
 SANTA BARRARA CA 93103

0000006001-00 A B C SCH  
 A B C SCHOOL SUPPLY INC  
 1437 ARMOUR CIRCLE  
 P. O. BOX 656  
 ATLANTA GEORGIA 30324

0000015289-00 A B T PUBL  
 A B T PUBLICATIONS  
 155 WHEELER ST  
 CAMBRIDGE MA 02133

VENDOR EDIT TABLE LISTING

EXHIBIT 11-20

## CONTRACT LEDGER TABLE

### Purpose

The Contract Ledger Table (CT) contains a wide variety of informational data associated with State contracts. In order to facilitate the recordation of informational data related to contracts, the Contract Ledger Table is divided into two segments. The first segment called the Contract Table Header contains contract level information. The second segment called the Contract Table Detail contains information relating to each individual contract ledger suffix. This information is available on-line through table inquiry and is displayed on financial reports.

### Structure

There are two control keys in the Contract Ledger Table. The first control key consisting of the Contract Number is associated with Contract Table Header records. The second control key consisting of the Contract Number and suffix is associated with Contract Table Detail records. The informational elements in the table include classification data associated with the contract number, contract number and suffix, vendor information, a series of date fields, a purge indicator, and any special instructions or notes pertaining to the contract. The data elements related to Contract Ledger Header records and Contract Ledger Detail records are defined in Exhibit II-21.

### Relationship to Other Tables

During update of the Contract Ledger Table, the Descriptor Vendor Edit, and Appropriation Account Code Tables are used to validate the classification data elements entered into the table.



## EXHIBIT II-21

## CONTRACT LEDGER TABLE DATA ELEMENT DESCRIPTIONS

<u>DATA ELEMENT</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>
CONTRACT NUMBER	8	The contract number.
STATE	13	The State portion of the contract amount.
FEDERAL	13	The Federal portion of the contract amount.
OTHER	13	The portion of contract amount that is financed from sources other than the State and Federal Government.
TOTAL	13	The total contract amount.
RETAINAGE PERCENTAGE	5	The percentage of payments to be retained on billings to vendors.
DEPARTMENT NAME	30	Name of department(s) funding the contract.
PURGE INDICATOR	1	An indicator used to purge records related to inactive contracts.
ENCUMBRANCE DATE	6	Effective date of initial contract encumbrance.
START DATE	6	The date on which contract begins.
END DATE	6	The date on which the contract is scheduled to end.
REVISED END DATE	6	The revised date on which the contract is scheduled to end.
VENDOR NUMBER AND SUFFIX	12	The vendor code and suffix assigned to the contractor.
VENDOR NAME	30	The name of the contractor. (Note: This is a protected field looked up from the Vendor Edit Table).
ASSIGNEE NUMBER AND SUFFIX	12	The vendor code and suffix assigned to the assignee.
ASSIGNEE NAME	30	The name of the assignee. (Note: This is a protected field looked up from the Vendor Edit Table).

## EXHIBIT II-21

## CONTRACT LEDGER TABLE DATA ELEMENT DESCRIPTIONS

<u>DATA ELEMENT</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>
INSTRUCTIONS	64	Any special instructions related to the contract.
PROJECT DESCRIPTION	216	A description of the project and/or contract.
SPECIAL NOTES	216	Any special notes related to the contract.
CONTRACT NUMBER	8	The contract number.
CONTRACT NUMBER SUFFIX	2	A sequentially assigned suffix code used to differentiate the various accounting classifications that may fund a contract.
FUND	1	The accounting fund within which the contract encumbrance and related expenditure will be posted.
FISCAL YEAR	2	The funding fiscal year of the appropriation account code.
APPROPRIATION	3	The three-digit appropriation account code.
DEPARTMENT	2	The two-digit department code.
AMOUNT	13	The total contract amount assigned to the Contract Number Suffix.
CONTINGENCY INDICATOR	1	An indicator used to identify Contract Number Suffixes that are funded by the contingency portion of the Contract.
FEDERAL INDICATOR	1	An indicator used to identify Contract Number Suffixes that are funded by the Federal portion of the Contract.
VENDOR/ASSIGNEE NUMBER AND SUFFIX	12	The vendor code and suffix representing the Contractor or Assignee that has been assigned to the Contract Number Suffix.
LEVY NUMBER AND SUFFIX	12	The vendor code assigned to the levier.
END DATE	6	The date on which the Contract Number Suffix is scheduled to end.

## EXHIBIT II-21

## CONTRACT LEDGER TABLE DATA ELEMENT DESCRIPTIONS

<u>DATA ELEMENT</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>
STOP DATE	6	The date from which all subsequent payments to the Contract Number Suffix are stopped.
CONTRACT CATEGORY INDICATOR	1	An indicator used to classify related contract suffixes into the following categories: <ul style="list-style-type: none"><li>o Basic Amounts</li><li>o Extra Amounts</li><li>o Reimbursable Amounts</li></ul>

### Creation and Maintenance

Currently, the creation and maintenance of Contract Ledger Table records are performed exclusively through on-line terminals by Central Accounting personnel. There are five maintenance functions that may be used to effect the Contract Ledger Table. They are:

- o A (Add) - This function allows the user to add both Contract Table Header and Contract Table Detail records with their associated information to the Contract Ledger Table.
- o D (Delete Contract Table Header) - This function allows the user to eliminate a Contract Table Header and its related Contract Table Detail records from the Contract Ledger Table. No data other than the Contract Number and the function is allowed on this maintenance transaction.
- o E (Delete Contract Table Detail) - This function allows the user to eliminate Contract Table Detail records from the Contract Ledger Table. Unlike the D (Delete Contract Table Header) function above, this function will only eliminate Contract Table Detail records specified. The Contract Table Header record will not be eliminated when this function is utilized.
- o C (Change) - This function allows the user to change the information of any element already contained in the table. Only the Control Key, function, and the fields to be changed need to be coded on the maintenance transaction. If it is desired to blank a data element out on a table record, a dollar sign (\$) should be coded in the appropriate input field of the maintenance transaction. The data elements in the Control Key (i.e., Contract Number or Contract Number and suffix) cannot be changed using a function 'C'. In order to change either of these data elements, the existing record must be deleted and a new record added.
- o P (Print) - This function allows the user to print the information related to a specific Contract Table Header or the entire Contract Ledger Table after all maintenance functions have been completed. No data other than the function (if entire table is printed) and Contract Number (if specific Contract Table Header is printed) is allowed on this maintenance transaction.

### Input Coding

The input coding requirements for the Contract Ledger Table are determined by Central Accounting personnel following a review of the various documents associated with the contract encumbrance process. These documents include the actual Contract and/or Contract Amendment, Transmittal Letter, and the Contract

Input form (C-41). The input coding requirements of the Contract Input form (C-41) are covered in Volume I, Users Manual, Chapter VI, Document Preparation. Input coding instructions for the Contract Ledger Table are contained in Exhibit II-22.

### Edit Rules

All error codes and messages for table maintenance are defined in Appendix D. Those listed in Exhibit II-24 apply to the Contract Ledger Table. Both batch and on-line error codes and messages are identified.

### Outputs

The Contract Ledger Table maintenance program has two outputs. One is a Maintenance Activity Report showing each transaction and a message for each transaction violating an edit rule. The other (optional) output is a printout of the entire contents of the table. This latter printout is produced when a transaction using function 'P' is entered. Formats of the two outputs are shown in Exhibit II-25 and II-26, respectively.

### Control

Edit rules, as described, will validate the data elements of the Contract Ledger Table; however, the Maintenance Activity Reports should be reviewed for typing mistakes such as spelling errors, incorrect use of valid codes and to ensure that all changes and additions were actually made. Careful manual control of deletions is essential, since there is no automatic editing to ensure that table entries are not deleted accidentally. Furthermore, a control log as well as input coding forms and Maintenance Activity Reports should be maintained. Finally, once accounting transactions have been processed, the impact of any Contract Ledger Table changes should be carefully evaluated.

## EXHIBIT II-22

## CONTRACT LEDGER TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Contract Table Header Control Key</u>		
CONTRACT NUMBER	R	Enter the eight-digit contract number.
<u>Contract Table Header Informational Elements</u>		
STATE	0	Enter the state amount.
FEDERAL	0	Enter the federal amount.
OTHER	0	Enter the other amount.
TOTAL	R	Enter the total of state, federal and other amount.
RETAINAGE PERCENTAGE	0	Enter the retainage percentage.
DEPARTMENT NAME	0	Enter the abbreviated name(s) of departments.
PURGE INDICATOR	0	Enter the one-digit code purge indicator.  Y - Purge Contract Data Blank - Do not purge Contract Data
ENCUMBRANCE DATE	R	Enter the date on which the initial contract encumbrance is effective (MMDDYY format).
START DATE	0	Enter the date on which the contract begins (MMDDYY format).
END DATE	0	Enter the date on which the contract is scheduled to end (MMDDYY format).
REVISED DATE	0	Enter the revised end date (MMDDYY format).
VENDOR NUMBER AND SUFFIX	R	Enter the twelve-digit vendor number and suffix of the contractor.
VENDOR NAME	N	This is a protected field which is looked up from the Vendor Edit Table.
ASSIGNEE NUMBER AND SUFFIX	0	Enter the twelve-digit vendor number and suffix of the assignee.

## EXHIBIT II-22

## CONTRACT LEDGER TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Contract Table Header Informational Elements (continued)</u>		
ASSIGNEE NAME	N	This is a protected field which is looked up from the Vendor Edit Table.
INSTRUCTIONS	O	Enter any special instructions related to the contract.
PROJECT DESCRIPTION	R	Enter the contract and/or project description.
SPECIAL NOTES	O	Enter any special notes related to the contract.
<u>Contract Table Detail Control Key</u>		
CONTRACT NUMBER	N	This is a protected field which is looked up from the Contract Table Header.
CONTRACT NUMBER SUFFIX	R	Enter the two-digit contract suffix.
<u>Contract Table Detail Informational Elements</u>		
FUND	O	Enter the one-digit Fund Code.
FISCAL YEAR	O	Enter the two-digit Fiscal Year Code.
APPROPRIATION	O	Enter the three-digit Appropriation Account Code.
AMOUNT	R	Enter the contract amount assigned to the Contract Number Suffix.
CONTINGENCY INDICATOR	O	Enter the one-digit Contingency Indicator Code.  C - Contingency amount Blank - Non-Contingency amount
FEDERAL INDICATOR	O	Enter the one-digit Federal Indicator Code.  F - Federal amount Blank - Non-Federal amount

## EXHIBIT II-22

## CONTRACT LEDGER TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Contract Table Detail Informational Elements (continued)</u>		
VENDOR NUMBER/ASSIGNEE	0	Enter the twelve-digit vendor number and suffix representing the Contractor or Assignee that has been assigned to the Contract Number Suffix.  Note: The Vendor Number and Suffix assigned to the Contract Table Header will automatically be assigned to this field if it is "blank".
LEVY NUMBER AND SUFFIX	0	Enter the twelve-digit vendor number and suffix assigned to the levier.
END DATE	0	Enter the date on which the Contract Number Suffix is scheduled to end (MMDDYY format).  Note: The End Date assigned to the Contract Table Header will automatically be assigned to this field if it is "blank".
STOP DATE	0	Enter the date from which all Contract payments for this suffix should be stopped (MMDDYY format).
CONTRACT CATEGORY INDICATOR	0	Enter the one-digit Contract Category Indicator code.  B - Basic Amount E - Extra Amount R - Reimbursable Amount Blank - Contract Category Not Applicable



## EXHIBIT II-24

## CONTRACT LEDGER TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
L00	TRANS ALREADY EXISTS
L01	ADD/MATCH ERROR
L02	CHANGE/NO MATCH ERR
L03	DELETE/NO MATCH ERR
L04	DELETE TRAN HAS DATA
L05	INVALID FUNCTION
L06	INVAL RECORD NO
L07	CONTRACT NO NOT ON FILE
L08	INVALID CONTRACT NO
L09	DES I REQUIRED
L10	INVALID ENCUMBRANCE DATE
L11	INVALID START DATE
L12	INVALID END DATE
L13	INVALID REV END
L14	INVALID STOP DATE
L15	INVALID VENDOR NO
L16	INVALID RETAIN PCT
L17	INVALID APPN SYM 1
L18	INVALID STATE AMOUNT
L19	INVALID FEDERAL AMT
L22	INVALID OTHER AMOUNT
L23	INVALID TOTAL
L24	INVALID CONTR SFX
L25	INVALID SUFFIX AMOUNT
L26	VALUES REQUIRED
L30	INVALID PURGE IND
L31	INVALID CONTINGENCY IND
L32	INVALID FEDERAL IND
L45	INVALID LEVY NO
L46	INVALID LEVY NO/SFX
L47	INVALID ASSIGNEE
L50	INVALID VENDOR NO/SFX
L51	INVALID ASSIGNEE NO/SFX
L52	INVALID DEPARTMENT
L53	INVALID APPN SYM
L54	INVALID DEL FUNC W/CT HEADER
L55	INVALID DEL FUNC W/CT DETAIL
L56	INVALID CONTRACT CATEGORY

MBP970-1 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: ZZ  
CONTRACT LEDGER TABLE MAINTENANCE REPORT  
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ACTIVITY REPORT

1.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100	CODE	MESSAGES
TCT P01		
TCT00000757 A01870526870526871231 000000000100	YDAGS	
TCT00000757 A02TEST 1		
TCT00000757 A0900000010000000000010000000	0000011000000	
TCT0000075701A10	G88001R600000001000000	
TCT0000075702A10	S88002R600000010000000	
TCT00000758 A01870526870727871231 000000000200	YDAGS	
TCT00000758 A02TEST 2		
TCT00000758 A0900000025000000000085000000	0000087500000	
TCT0000075801A10	G88001R600000002500000	
TCT0000075802A10	S88002R600000085000000	
TCT00000759 A01870526870915871231 000000000300	YDAGS	
TCT00000759 A02TEST 3		
TCT00000759 A0900000050000000	0000005000000	
TCT0000075901A10	S88003R60000005000000	

CONTRACT LEDGER TABLE MAINTENANCE ACTIVITY REPORT

EXHIBIT 11-25

CT - TABLE LISTING

RECORD KEY CONTRACT NO	INFORMATION ELEMENTS										TOTAL AMOUNT		REV PCT	PRG IND
	STATE AMOUNT	FEDERAL AMOUNT	OTHER AMOUNT	START DATE	END DATE	REV END DATE								
	DEPARTMENT	ENC DATE												
VENDOR NO/SFX	VENDOR NAME			ASSIGNEE NO/SFX		ASSIGNEE NAME								
INSTRUCTIONS														
	PROJECT DESCRIPTION 1													
	PROJECT DESCRIPTION 2													
	PROJECT DESCRIPTION 3													
	SPECIAL NOTES 1													
	SPECIAL NOTES 2													
	SPECIAL NOTES 3													
CONTRACT SFX	APPROP SYMBOL	AMOUNT	C	F	VEND/ASSGN	LEVY NO	END DATE	STOP DATE	CAT					
00000007	50,000.00	50,000.00			50,000.00	150,000.00	10.00							
	0000000017 00	Q VENDOR												
	DEPT CONTRACT LEDGER SCRREN 7													
01	B 88 001 P2	10,000.00			0000000017 00									
02	B 88 001 P2	10,000.00			0000000017 00								B	
03	B 88 002 P2	10,000.00			0000000017 00									
04	B 88 002 P2	10,000.00			0000000017 00								B	
00000008	30,000.00	50,000.00			.00	80,000.00	10.00							
	0000000018 00	R VENDOR												
	DEPT CONTRACT LEDGER SCREEN 8													
01	B 88 001 P3	10,000.00			0000000018 00									
02	B 88 001 P3	10,000.00			0000000018 00								B	
03	B 88 002 P3	10,000.00			0000000018 00								E	
04	B 88 002 P3	10,000.00			0000000018 00								R	

CONTRACT LEDGER TABLE LISTING

EXHIBIT 11-26

## TRANSACTION CODE DECISION TABLE

### Purpose

The Transaction Code Decision Table (TD) permits the predefinition of accounting system edits and operations based on the single transaction concept of system processing. For each accounting transaction identified by a three-digit transaction code, the Transaction Code Decision Table identifies the general ledger impact, edits to be performed, and the files to be updated.

### Structure

The Transaction Code Decision Table is composed of a control key and information elements. The control key contains the Transaction Code. The information elements in the table include data element fields such as title, general ledger accounts, edit indicators, and file posting indicators. These data elements are defined in Exhibit II-27.

### Relationship to Other Tables

During maintenance of the Transaction Code Decision Table, the Descriptor Tables are used to validate the general ledger account numbers.

## EXHIBIT II-27

## TRANSACTION CODE DECISION TABLE DATA ELEMENT DESCRIPTIONS

<u>DATA ELEMENT</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>
TRANSACTION CODE	3	The transaction code.
TITLE	40	The descriptive title of the transaction code.
GENERAL LEDGER ACCOUNTS	30	A set of five debit-credit pairs of general ledger account codes. These accounts define the general ledger accounts to be posted. The fifth pair of account codes is used only for encumbrance liquidations.
TRANSACTION EDIT INDICATORS	29	A group of indicators that determines whether a particular data element is required, not allowed or optional when the transaction is edited.
POSTING SEQUENCE	1	An indicator used to indicate the order of posting of a transaction within a batch.
REGISTER INDICATOR	1	An indicator that identifies which transaction register the transaction will normally appear on.
WARRANT INDICATOR	1	A code used to define the action of the transaction on the warrant-writing subsystem.
INPUT TYPE	1	A code used to identify whether the input is a DAGS and/or department input.
VALID BATCH TYPE	10	A code used to identify the batch types that a given transaction code may be coded with.
RECONCILIATION SIGN	1	A "+" (plus) or "-" (minus) sign that indicates the arithmetic action of the transaction in arriving at the net batch amount.

## EXHIBIT II-27

TRANSACTION CODE DECISION TABLE DATA ELEMENT DESCRIPTIONS  
(continued)

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
File Posting Indicators:		A group item that determines posting rules for the transaction for all master files, except the general ledger.
Add-Sub	1	A "+" (debit) or "-" (credit) that indicates the arithmetic action of the transaction amount upon a financial file.
Index	2	A subscript used to indicate the financial field that the transaction will update.
File Control	1	A flag that determines the requirements of a transaction to post to an existing record or to create a new record.
General Ledger Account Posting Indicator	2	An indicator used to point to one of the ten general ledger accounts which is to be used for posting the transaction.
Posting Document Number Indicator	1	An indicator used to identify which document number to use on the accounting transaction to build the key for posting to the document or contract ledger files.

### Creation and Maintenance

There are four maintenance functions that may be used to update the Transaction Code Decision Table. They are:

- A (Add) - This function allows the user to add a new code and the associated information to the Transaction Code Decision Table.
- D (Delete) - This function allows the user to eliminate a code and the corresponding information from the table. No data other than the Control Key (i.e. Transaction Code) and the function is allowed on this maintenance transaction.
- C (Change) - This function allows the user to change the information of any element already contained in the table. Only the Control Key and the fields to be changed need to be coded on the maintenance transaction. If it is desired to blank a data element out on a table record, a dollar sign (\$) should be coded in the appropriate input field of the maintenance transaction. The data elements in the Control Key cannot be changed using a function "C." In order to change the control key, the existing record must be deleted and a new record added.
- P (Print) - This function will cause the printing of the entire table after all other maintenance functions have been completed. Note that when using this function, no data other than the table type and function is coded on the input maintenance transaction.

### Input Coding

Input coding instructions for the Transaction Code Decision Table are contained in Exhibit II-28. The coding form is illustrated in Exhibit II-29.

### Edit Rules

All error codes and messages for table maintenance are defined in Appendix D. Those listed in Exhibit II-30 apply to the Transaction Code Decision Table. Both batch and online error codes and messages are identified.

### Outputs

The Transaction Code Decision Table maintenance program has two outputs. One is a Maintenance Activity Report showing each transaction and a message

## EXHIBIT II-28

## TRANSACTION CODE DECISION TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Control Key</u>		
TRANSACTION CODE	R	Enter the three-digit transaction code.
<u>Informational Elements</u>		
TITLE	R	Enter the title of the transaction code, up to forty characters.
GENERAL LEDGER ACCOUNTS	R	Enter the three-digit general ledger accounts to be posted. (Note: The fifth pair of account codes is used only to record encumbrance liquidations.)
TRANSACTION EDIT INDICATORS	R	<p>Enter the one character transaction edit indicator selecting the following valid values:</p> <p>R - Data element required.  N - Data element not allowed.  Blank - Data element optional.</p> <p>The indicators relate to the following data elements:</p> <p>Modifier  Fund  Appropriation Account  Department  Allotment Category  Major Object  Minor Object  Source  Fund Detail  GAAP Fund  GAAP Subfund  Cost Center  Project  Department Activity  General Ledger Account  Vendor Name  Vendor Address  Invoice  Current Document Number  Reference Document Number  Subsidiary Account Number  Remittance Data</p>



## EXHIBIT II-28

TRANSACTION CODE DECISION TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
		Warrant Number Warrant Writing Subfund Warrant Routing Red Tag Department Batch Reference Number Comptroller Voucher Number Aging Start Date Indicator
POSTING SEQUENCE	R	Enter the one-digit posting sequence indicator used to indicate the order of posting a transaction within a batch. Valid values are: 0 - Revenue/Receipt Credits 1 - Revenue/Receipt Charges 2 - Appropriation Balance Credits 3 - Allotment Balance Credits 4 - Encumbrance Credits (Excluding Payment Related Credits) 5 - Expenditure Abatements 6 - Allotment Balance Charges 7 - Appropriation Balance Charges 8 - Encumbrance Charges 9 - Expenditure/Disbursement Charges and All Other Transactions
REGISTER INDICATOR	R	Enter the one-digit register indicator that identifies the general category of the transaction entered. 1 - Receipts 2 - Encumbrances 3 - Expenditures 4 - Journal Vouchers/All Other
WARRANT INDICATOR	R	Enter the one-digit warrant indicator used to indicate whether a warrant is to be written as follows: 0 - Do not write to the warrant writing file 1 - Write a positive amount to the warrant writing file 2 - Write a negative amount to the warrant writing file (i.e., credit memo)
INPUT TYPE	R	Enter the one-digit input type used to indicate whether the input is: 1 - DAGS input only 2 - Department input only 3 - DAGS and department input

## EXHIBIT II-28

TRANSACTION CODE DECISION TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
VALID-BATCH-TYPE	R	Enter the one-character code used to identify the batch types that the transaction code may be coded in.
		BATCH TYPE            DESCRIPTION
		A    Treasury Deposit Receipt B-13, B-14
		B    Appropriation Warrant A-01
		C    Request for Transfer of Funds A-21
		D    Unrequired Approp. to be Lapsed A-08
		E    Request for Allotment A-19
		F    Allotment Advice A-15
		G    Estimated Receipts B-31
		H    Reserved for Future Use
		I    Contract Payments Manual Warrant
		J    Contract Payments-Automated Warrant
		K    Manual Warrants-Other Payments
		L    Automated Warrants-Other Payments
		M    Reserved for Future Use
		N    Reserved for Future Use
		O    Reserved for Future Use
		P    Contract Input C-41
		Q    Requisition & P.O. C-03, C-04 (Copy # 2)
		R    Encumbrance Advice C-06
		S    Universal Input Form A-XX
		T    Journal Voucher A-27
		U    Reserved for Future Use
		V    Reserved for Future Use
		W    Automated Summary Warrant Issuance Transaction
		X    Reserved for Future Use
		Y    Departments Input
		Z    Reserved for Future Use
		1    Department of Budget and Finance (Annual) Interface Batches
		2    Payroll Interface Batches
		3    Automated Interface Expenditure Batches-Automated Warrant
		4    Automated Interface Encumbrance Batches
		5    Automated Interface Expenditure Batches- Contract Payments-Automated Warrant

## EXHIBIT II-28

TRANSACTION CODE DECISION TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
RECON-SIGN	R	Enter a "+" (plus) sign for all transactions except for credit memos. For credit memos use a "-" (minus) sign.
DEPARTMENT G/L INDICATOR	R	Enter the one-position departmental G/L indicator to indicate which G/L should be posted to: D - Departmental G/L only blank - Statewide G/L
FILE POSTING INDICATORS	0	Fourteen sets of file posting indicators control posting to the following files: <ul style="list-style-type: none"> <li>• Document File (DF)</li> <li>• Contract Ledger File (CL)</li> <li>• Appropriation File (AP)</li> <li>• Allotment File (AL)</li> <li>• Allotment Department File (AD)</li> <li>• Project File (PF)</li> <li>• Operating File (OF)</li> <li>• Subsidiary File (SF)</li> <li>• Vendor Financial File (VF)</li> <li>• Appropriation Shadow File (AS)</li> <li>• Allotment Shadow File (LS)</li> <li>• Appropriation Department Shadow File (QS)</li> <li>• Allotment Department Shadow File (MS)</li> <li>• Project Department Shadow File (PS)</li> </ul>
ADD-SUB	0	Enter the one-character indicator used to determine the arithmetic action of the transaction amount as follows: '+' Add (debit) '-' Subtract (credit)
INDEX	0	Enter the two-digit index used to indicate which financial fields in the appropriate file are to be updated by the transaction. The index values are assigned as follows:

	<u>Index</u>	<u>Financial Fields</u>
<u>Document File:</u>	01	Document Amount
	02	Adjustment Amount
	03	Liquidation Amount
	04	Payment Amount
	05	Retention Amount

## EXHIBIT II-28

TRANSACTION CODE DECISION TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
	<u>Index</u>	<u>Financial Fields</u>
<u>Contract Ledger</u>		
<u>File:</u>	01	Encumbrances
	02	Adjustments
	03	Liquidations
	04	Encumbered Expenditure Amount
	05	Direct Expenditure Amount
	06	Retained Amount
<u>Appropriation</u>		
<u>File:</u>	01	Original Appropriations
	02	Restricted Appropriations
	03	Lapsed Appropriations
	04	Accrued Expenditures
	05	Cash Expenditures
	06	Contract Encumbrances
	07	Claims Encumbrances
	09	Accrued Revenue Attainments
	10	Revenue Attainments
	11	Continuing Appropriations
	12	Appropriation Transfers
	13	Cash Loans In
	14	Allotment Quarter 1
	15	Allotment Quarter 2
	16	Allotment Quarter 3
	17	Allotment Quarter 4
	18	Allotment Other
	19	Continuing Allotments
	20	Allotment Reversions
	21	Cash
	22	Allotment Transfers
	23	Estimated Revenues
	25	Allotment Restriction
	26	Estimated Special Appropriation
	27	Short Term Investments
	28	Long Term Investments
	29	Estimated Revenue Adjustments
	30	Cash Loans Out

## EXHIBIT II-28

TRANSACTION CODE DECISION TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
---------------------	-------------------------------	---------------------

Informational Elements

	<u>Index</u>	<u>Financial Fields</u>
<u>Allotment File:</u>	01	Allotment Quarter 1
	02	Allotment Quarter 2
	03	Allotment Quarter 3
	04	Allotment Quarter 4
	05	Allotment Reversions
	06	Accrued Expenditures
	07	Cash Expenditures
	08	Contract Encumbrances
	09	Claims Encumbrances
	10	Continuing Allotments
	12	Allotment Others
	13	Allotment Transfers
	14	Allotment Restrictions

Allotment  
Department  
File:

01	Allotment Quarter 1
02	Allotment Quarter 2
03	Allotment Quarter 3
04	Allotment Quarter 4
05	Allotment Reversions
06	Accrued Expenditures
07	Cash Expenditures
08	Contract Encumbrances
09	Claims Encumbrances
10	Continuing Allotments
12	Allotment Others
13	Allotment Transfers
14	Allotment Restrictions

## EXHIBIT II-28

TRANSACTION CODE DECISION TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
	<u>Index</u>	<u>Financial Fields</u>
<u>Project File:</u>	01	Original Appropriations
	02	Restricted Appropriations
	03	Lapsed Appropriations
	04	Accrued Expenditures
	05	Cash Expenditures
	06	Contract Encumbrances
	07	Claims Encumbrances
	08	Estimated Revenues
	09	Accrued Revenue Attainments
	10	Revenue Attainments
	11	Project Budget
	12	Cash Equity
	13	Allotment Quarter 1
	14	Allotment Quarter 2
	15	Allotment Quarter 3
	16	Allotment Quarter 4
	17	Allotment Other
	18	Appropriation Transfers
	19	Cash Loans In
	20	Allotment Reversions
	22	Allotment Transfers
	23	Allotment Restrictions
	25	Estimated Special Appropriations
	28	Estimated Revenue Adjustments
	29	Cash Loans Out
<u>Operating File:</u>	01	Current Balance and Fiscal Month Balance
	02	All Years Balance
<u>Subsidiary File:</u>	01	Beginning Balance
	02	Adjustments
	03	Debits
	04	Credits
<u>Vendor Financial File:</u>	01	Reserved for Future Use
	02	Reserved for Future Use
	03	Fiscal Year-To-Date Payments
	04	1099 Payments
	05	w2 Payments
	06	Other Payments

## EXHIBIT II-28

TRANSACTION CODE DECISION TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
FILE CONTROL	O	<p>Enter the one-character file control indicator as follows:</p> <p>M      Detail transaction must find a matching record.</p> <p>N      Detail transaction must not find a matching record.</p> <p>Blank   No file control.</p> <p>(Note: Does not apply to Operating, Subsidiary and Vendor Financial Files.)</p>
GLA	R	<p>Enter the one-digit indicator which refers to one of the ten general ledger accounts. (Note: Applies only to the Document, Operating, Contract Ledger, and Subsidiary files). Enter 1 for GL-DR 1; 2 for GL-CR 1; 3 for GL-DR 2, etc. Enter 0 for GL-CR-5.</p>
PDN	R	<p>Enter the one-digit posting document number indicator as follows:</p> <p>1      Current Document Number</p> <p>2      Reference Document Number</p> <p>Blank   No document number used.</p> <p>(Note: Applies only to the Document and Contract Ledger files).</p>





## EXHIBIT II-30

## TRANSACTION CODE DECISION TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
T00	TRANSACTION ALREADY EXISTS
T01	ADD/MATCH ERROR
T02	CHANGE/NO MATCH ERR
T03	DELETE/NO MATCH ERR
T04	DELETE TRAN WAS DATA
T05	INVALID FUNCTION
T06	INVALID RECORD NO
T08	INVALID TRANS CODE
T09	TITLE MISSING
T10	GL ACCTS NOT PAIRED
T11	GL DR-1 NOT IN D31
T12	GL CR-1 NOT IN D31
T13	GL DR-2 NOT IN D31
T14	GL CR-2 NOT IN D31
T15	GL DR-3 NOT IN D31
T16	GL CR-3 NOT IN D31
T17	GL DR-4 NOT IN D31
T18	GL CR-4 NOT IN D31
T19	GL DR-5 NOT IN D31
T20	GL CR-5 NOT IN D31
T21	INVALID TRANS EDIT
T22	INVALID POST SEQ IND
T23	INVALID REGISTER IND
T24	INVALID WARRANT IND
T25	INVALID INPUT TYPE
T26	INVALID BATCH TYPE
T28	INVALID RECON SIGN
T30	INVALID DF ADD/SUB
T31	INVALID DF INDEX
T32	INVALID DF FILE CTL
T33	INVALID DF GL IND
T34	INVALID DF PDN
T35	INVALID CL ADD/SUB
T36	INVALID CL INDEX
T37	INVALID CL FILE CTL
T38	INVALID CL GL IND
T39	INVALID CL PDN
T40	INVALID AP ADD/SUB
T41	INVALID AP INDEX
T42	INVALID AP FILE CTL
T43	INVALID AL ADD/SUB
T44	INVALID AL INDEX

## EXHIBIT II-30

TRANSACTION CODE DECISION TABLE ERROR MESSAGES  
(continued)

<u>CODE</u>	<u>MESSAGE</u>
T45	INVALID AL FILE CTL
T46	INVALID AD ADD/SUB
T47	INVALID AD INDEX
T48	INVALID AD FILE CTL
T49	INVALID PF ADD/SUB
T50	INVALID PF INDEX
T51	INVALID PF FILE CTL
T52	INVALID OF ADD/SUB
T53	INVALID OF INDEX
T54	INVALID OF GL IND
T55	INVALID SF ADD/SUB
T56	INVALID SF INDEX
T57	INVALID SF GL IND
T58	INVALID VF ADD/SUB
T59	INVALID VF INDEX
T60	CDN MUST BE R
T61	RFN MUST BE R
T62	INVL VN/VA EDIT IND
T63	INVALID GL ACCT 1
T64	INVALID GL ACCT 5
T65	INVALID DF INDS 1-3
T66	INVALID DF INDEX 1-3
T67	DF INDS REQUIRED
T68	INVALID CL INDS 1-3
T69	INVALID CL INDEX 1-3
T70	CL INDS REQUIRED
T71	INVALID DF/CL INDS
T72	INVALID AP INDS 1-3
T73	INVALID AL INDS 1-3
T74	INVALID AD INDS 1-3
T75	INVALID PF INDS 1-3
T76	INVALID OF INDS 1-3
T85	INVALID SRCE/OBJ IND
T86	INVALID MAJ OBJ IND
T95	INVALID GL DR-1
T96	INVALID GL CR-1
T97	INVALID GL DR-2
T98	INVALID GL CR-2
T99	INVALID GL DR-3
TA0	INVALID GL CR-3
TA1	INVALID GL DR-4
TA2	INVALID GL CR-4

for each transaction violating an edit rule. The other (optional) output is a printout of the entire contents of the table. This latter printout is produced when a transaction using function "P" is entered. Formats of the two outputs are shown in Exhibit II-31 and II-32, respectively.

### Control

Edit rules, as described, validate the data elements of the Transaction Code Decision Table; however, the Maintenance Activity Reports should be reviewed for typing mistakes such as spelling errors, incorrect use of valid codes and to ensure that all changes and additions were actually made. Careful manual control of deletions is essential, since there is no automatic editing to ensure that valid table entries are not deleted accidentally. Furthermore, a control log as well as all input coding forms and Maintenance Activity Reports should be maintained. These audit trail documents should never be discarded. Each time a Transaction Code Decision Table entry is added, a Transaction Illustration should be prepared or updated, as appropriate, and inserted in Appendix C, Transaction Illustrations of the FAMIS Procedures Manual.

ACTIVITY REPORT

1.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100

TTD P1 -02 +03

TTD241A1 PAYMENTS AGAINST CLAIMS ENCUMBRANCES 850250 730750

TTD241A2 NNNN N NN NRRRRRN NR R 9313KLST +

TTD241A3 +04M102-03M102 -02 +03

TTD241A4 -07M+05M -09M+07M -09M+07M -07M+05M -0110+0101

TRANSACTION CODE DECISION TABLE MAINTENANCE ACTIVITY REPORT

EXHIBIT II-31

II-76

[illegible]

010 CATHY'S TEST #1 397 010  
N R R R N N N N - R - - - N N N N R - R - N N N N - N N 9 4 0 3 ST----- + -  
+ 03 01

011 DEPOSIT OF RECEIPTS \* 010 800 930 931  
N R R R N N N R - R - - - N N N N R - W - N N N W - N W 0 1 0 3 AST----- + -  
- 09 - 10 - 10 - 12 - 01 02 - 10 - 21 - 08

[illegible]

## COST CENTER TABLE

### Purpose

The Cost Center Table (CC) provides a simple method of data input coding reduction that eases coding burdens and reduces errors, while at the same time provides an expanded classification structure. For selected departments, the Cost Center Table contains a series of predefined accounting classifications.

### Structure

The format of the Cost Center Table is divided into two parts: a control key and informational elements. The Cost Center Table control key uniquely identifies each Cost Center code record. Specifically, the control key consists of the Department Code, Cost Center Code and Fiscal Year. The Department Code identifies the accounting entity being subdivided into lower levels of organization detail. The Cost Center Code itself is a four position code assigned at the lowest level of organizational detail. Used in conjunction with the Department Code and Fiscal Year, the system accesses the Cost Center Table to retrieve the expanded classification data.

The informational element segment contains the expanded organizational classification elements. This includes the internal agency organizational hierarchy (Division, Branch, Section and Unit). In addition to these classification elements, the Cost Center Table contains indicators that control the level of detail used for posting accounting transactions. These indicators are defined in Exhibit II-33.

### Relationship to Other Tables

During maintenance of the Cost Center Table, the Descriptor Tables are used to validate the elements of the organizational structure and the Project Codes.

## EXHIBIT II-33

## COST CENTER TABLE DATA ELEMENT DESCRIPTIONS

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
Department	2	The department code.
Cost Center	4	The cost center code.
Fiscal Year	2	The fiscal year to which the cost center code applies.
Organizational Level		A group of items which define the organizational components to which the cost center code relates:
Division	2	The second level organizational breakdown.
Branch	2	The third level organizational breakdown.
Section	2	The fourth level organizational breakdown.
Unit	2	The fifth level organizational breakdown.
Project	6	The project, if any, to which the cost center code relates.
Project Phase	2	The phase of the project to which the cost center code relates.
Title	40	The title associated with the cost center.
Allotment Object Indicator	1	An indicator used to determine the object level of posting to the Allotment Department file.
Allotment Department Level Indicator	1	An indicator used to determine the level of organizational detail used to record and control departmental allotments.

## Creation and Maintenance

There are five maintenance functions that may be used to affect the Cost Center Table. They are:

- A (Add)--This function allows the user to add a new code and the associated information to the Cost Center Table.
- D (Delete)--This function allows the user to eliminate a code and the corresponding information from any of the table entries. Only the Control Key (i.e., Department Code, Cost Center Code, Fiscal Year) and the function code are allowed on this maintenance transaction.
- C (Change)--This function allows the user to change the information of any code already contained in the table. Only the Control Key and the fields to be changed need to be coded on the maintenance transaction. If it is desired to blank a data element out on a table record, a dollar sign (\$) should be coded in the appropriate input field of the maintenance transaction. The data elements in the Control Key (i.e., Department Code, Cost Center Code, Fiscal Year) cannot be changed using a function 'C'. In order to change any of these data elements, the existing record must be deleted and a new record added.
- G (Generate)--This function will cause the generation of a new table record with the Fiscal Year equal to the current fiscal year plus 1 (i.e., a record for the next fiscal year). The entire table can be carried forward into the new year by coding only the table type, department and function, or individual records can be carried forward by coding the table type, table control key and function.
- P (Print)--This function will cause the printing of the entire table after all other maintenance functions have been completed. Note that when using this function, no data other than the table type, function and department is coded on the input maintenance transaction.

## Input Coding

Input coding instructions for the Cost Center Table are contained in Exhibit II-34. To aid in the Cost Center Table maintenance process, the coding form, illustrated in Exhibit II-35, is in the same format as the Cost Center Table record.

## Edit Rules

All error codes and messages for table maintenance are defined in Appendix D. Those listed in Exhibit II-36 apply to the Cost Center Table. Both batch and online error codes and messages are identified.



## EXHIBIT II-34

## COST CENTER TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Control Key</u>		
DEPARTMENT	R	Enter the Department code. A one-position Department code should be entered in the left-most position.
COST CENTER	R	Enter the four-digit Cost Center code. <sup>(alpha-numeric)</sup>
FY	R	Enter the two-digit Fiscal Year code.
<u>Informational Elements</u>		
DEPARTMENT LEVELS		
Division	R	Enter the two-digit Division code.
Branch	O	Enter the two-digit Branch code.
Section	O	Enter the two-digit Section code.
Unit	O	Enter the two-digit Unit code.
PROJECT	O	Enter the six-digit number of the project to which the cost center relates.
PROJECT PHASE	O	Enter the two-digit project phase code.

## EXHIBIT II-34 (Continued)

## COST CENTER TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
ALLOTMENT OBJECT INDICATOR	R	<p>Enter the one-digit code that identifies the object level of posting to the Allotment Department File.</p> <p>0 No object control.  1 Control by major object.  2 Control by major and minor object.</p> <p>Note: This indicator will override the Allotment Object indicator in the D53 descriptor table.</p>
ALLOT-DEPT-LVL	R	<p>Enter the one-digit code that identifies the level of organizational detail to be used to record and control allotments.</p> <p>0 Do not post by Division, Branch, Section or Unit.  1 Division  2 Branch  3 Section  4 Unit  5 Cost Center</p>
TITLE	R	Enter the title of the cost center, up to forty characters.

## COST CENTER TABLE MAINTENANCE

[illegible]

ENTERED BY \_\_\_\_\_ DATE \_\_\_\_\_

STATE ACCOUNTING FORM A 51  
JULY 1 1983

EXHIBIT II-35

## EXHIBIT II-36

## COST CENTER TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
C01	ADD/MATCH ERROR
C02	CHANGE/NO MATCH ERR
C03	DELETE/NO MATCH ERR
C04	DELETE TRANS HAS DATA
C05	INVALID FUNCTION
C06	INVALID RECORD NO
C07	DEPT NOT IN D01
C08	INVALID COST CENTER
C09	INVALID FY
C10	TITLE BLANK
C11	DIVISION BLANK
C12	DIVISION NOT IN D02
C13	BRANCH NOT IN D03
C14	SECTION NOT IN D04
C15	UNIT NOT IN D05
C16	INVALID AL DEPT LVL
C17	PROJ NOT IN D47
C18	P PHASE NOT NUMERIC
C19	P PHASE NOT ALLOWED
C20	ROLL TRAN HAS DATA
C21	ROLL/NO MATCH ERR
C22	AL OBJ IND ERROR
C23	PROJECT/PHASE INVALID
C50	UNAUTHORIZED DEPARTMENT
C52	INVALID DEPT
C53	INVALID PROJECT
C56	INVALID BRANCH
C57	INVALID SECTION
C58	INVALID UNIT

### Outputs

The Cost Center Table file maintenance program has two outputs. One is a Maintenance Activity Report showing each transaction and a message for each transaction violating an edit rule. The other (optional) output is a printout of the entire contents of the table. This latter printout is produced when a transaction using function code 'P' is entered. Formats of the two outputs are shown in Exhibit II-37 and II-38, respectively.

### Control

Edit rules, as described, validate the data elements entered into the Cost Center Table; however, the Maintenance Activity Reports should be reviewed for typing mistakes such as spelling errors, incorrect use of valid codes, and to ensure that all changes and additions were actually made. Careful manual control of deletions is essential, since there is no automatic editing to ensure that valid codes are not deleted accidentally. Furthermore, a control log and all input coding forms and Maintenance Activity Reports should be maintained.

EXHIBIT II-37

MBP920-1 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: A  
 COST CENTER TABLE MAINTENANCE REPOR DEPT PAGE: 24  
 02/25/83 (14.06) \*\*\*\*\* RUN PAGE: 54

ACTIVITY REPORT

1.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100 CODE MESSAGES

TCCA P1

TCCA 1000E4A1101 OLAND DIVISION

TCCA 211084A130201 OSMELLFISH SECTION

TCCA 212084A1402010201 OTILAPIA UNIT

TCCA 212184A1402010202 OAKU UNIT

TCCA 220084A120202 OFRESHWATER BRANCH

COST CENTER TABLE MAINTENANCE ACTIVITY REPORT

EXHIBIT II-37

II-86

EXHIBIT II-38

MFB920-2 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: A  
 COST CENTER TABLE MAINTENANCE REPORT DEPT PAGE: 29  
 02/25/83 (14.06) \*\*\*\*\* RUN PAGE: 59

CC - TABLE LISTING

*--- RECORD KEY ---*			*--- INFORMATION ELEMENTS ---*							
DEPT	COST CENTER	FY	TITLE	DIV	BRANCH	SECT	UNIT	PROJ/PHASE	AL-OBJ-IND	AL-OBJ-IND
XX	XXXX	XX	XX	XX	XX	XX	XX	XXXXXX-XX	X	X
A	1000	84	LAND DIVISION	01					0	1
A	2110	84	SHELLFISH SECTION	02	01	01			0	3
A	2120	84	TILAPIA UNIT	02	01	02	01		0	4
A	2121	84	AKU UNIT	02	01	02	02		0	4
A	2200	84	FRESHWATER BRANCH	02	02				0	2

II-87

EXHIBIT II-38  
 COST CENTER TABLE LISTING

## PROJECT CONTROL TABLE

### Purpose

The Project Control Table (PC) provides information which is used by the Input, Edit and Update subsystem programs to control transaction editing, fund control and posting level determination for department project and grant-related transactions. The Project Control Table also contains information necessary to prepare reports reflecting the status of grants and department projects.

### Structure

The Project Control Table control key uniquely identifies each project control record. The control key contains the Department Code, Project Number and Project Phase. The Department Code identifies the agency responsible for the particular project. The Project Number identifies each capital, federal or special project. The Project Phase provides for an additional subdivision of a project or grant related activity.

The informational elements in the Project Control Table provide additional descriptive data associated with each project. Each of these additional classification elements and control indicators is defined in Exhibit II-39.

### Relationship to Other Tables

During update of the Project Control Table, the Descriptor Tables are used to validate the Project Number and other classification elements contained in the table. Therefore, Descriptor Table maintenance activity should be complete prior to loading the Project Control Table.

### Creation and Maintenance

There are four maintenance functions that may be used to affect the Project Control Table. They are:



## EXHIBIT II-39

## PROJECT CONTROL TABLE DATA ELEMENT DESCRIPTIONS

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
DEPARTMENT	2	The department code.
PROJECT	6	A data element identifying the unique number assigned to a specific capital, federal or departmental project.
PROJECT PHASE	2	A data element used to differentiate between various phases of a capital project of fiscal years of a grant.
PROJECT START DATE	6	The date on which the project began.
PROJECT END DATE	6	The date on which the project is scheduled to end.
PROJECT STOP DATE	6	The date on which spending against a particular project is stopped.
PROJECT TYPE	1	A data element indicating the specific type of project (grant, capital outlay, etc.) that a particular record involves.
USER DEPARTMENT	2	The department which will benefit from the completed capital project as opposed to the expending agency which is responsible for the funds appropriated to acquire or construct the project.
LOCATION	2	A code used to identify where a project activity is to occur.
ACTIVE-INACTIVE INDICATOR	1	Reserved for future use.
PROJECT END FISCAL YEAR	2	The fiscal year in which the project ends.
OBJECT PROJECT INDICATOR	1	An indicator used to indicate the object code level of posting to the Project File.
SOURCE PROJECT INDICATOR	1	An indicator used to indicate the source code level of posting to the Project File.

## EXHIBIT II-39

PROJECT CONTROL TABLE DATA ELEMENT DESCRIPTIONS  
(continued)

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
ALLOTMENT PROJECT INDICATOR	1	An indicator used to indicate if departmental allotments are posted by project.
FEDERAL AGENCY	4	A four-digit code used to identify a federal agency awarding a grant.
FEDERAL CATALOG NUMBER	8	The Federal Catalog Number.
TITLE	40	The project description.

- A (Add)--This function allows the user to add a new code and the associated information to the Project Control Table.
- D (Delete)--This function allows the user to eliminate a code and the corresponding information from any of the table entries. No data other than the Control Key (i.e., Department Code, Project Number, Project Phase) and the function is allowed on this maintenance transaction.
- C (Change)--This function allows the user to change the information of any element already contained in the table. Only the Control Key, function and the fields to be changed need to be coded on the maintenance transaction. If it is desired to blank a data element out on a table record, a dollar sign (\$) should be coded in the appropriate input field of the maintenance transaction. The data elements in the Control Key (i.e., Department Code, Project Number, Project Phase) cannot be changed using a function 'C'. In order to change any of these data elements, the existing record must be deleted and a new record added.
- P (Print)--This function will cause the printing of the entire table after all other maintenance functions have been completed. Note that when using this function, no data other than the table type and function is coded on the input maintenance transaction.

### Input Coding

Input coding instructions for the Project Control Table are contained in Exhibit II-40. The coding form is illustrated in Exhibit II-41.

### Edit Rules

All error codes and messages for table maintenance are defined in Appendix D. Those listed in Exhibit II-42 apply to the Project Control Table. Both batch and online error codes and messages are identified.

### Outputs

The Project Control Table maintenance program has two outputs. One is a Maintenance Activity Report showing each transaction and a message for each transaction violating an edit rule. The other (optional) output is a printout of the entire contents of the table. This latter printout is produced when a

## EXHIBIT II-40

## PROJECT CONTROL TABLE MAINTENANCE CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Control Key</u>		
DEPARTMENT	R	Enter the department code. A one-position Department code should be entered in the left-most position.
PROJECT NO	R	Enter the six-digit <sup>(alpha-numeric)</sup> number of the project.
PROJECT PHASE	R	Enter the two-digit project phase code used to differentiate between project phases or grant fiscal years
<u>Informational Elements</u>		
PROJECT START DATE	0	Enter the six-digit Project Start Date (MMDDYY format).
PROJECT END DATE	0	Enter the six-digit Project End Date (MMDDYY format).
PROJECT STOP DATE	0	Enter the six-digit Project Close Date (MMDDYY format).
USER DEPT	0	Enter the two-digit code of the department which will benefit from the project.
PROJECT TYPE	R	Enter the one-digit project type code indicating the specific type of project.
LOCATION	0	Enter the two-digit code identifying a particular location.
ACTIVE IND	0	Enter the one-character code that indicates whether the project is active or inactive.  I Inactive blank Active
PROJECT END FY	0	Enter the two-digit year code in which the project is to end.
OBJ LVL IND	R	Enter the one-digit object posting level indicator. 0 Do not post by object level. 1 Post by major object level. 2 Post by major and minor object levels.

## EXHIBIT II-40

PROJECT CONTROL TABLE MAINTENANCE CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
SRCE LVL IND	R	Enter the one-digit source posting level indicator. 0 Do not post by source. 1 Post by source.
ALLOT IND	0	Enter the one-character code that identifies the level of department allotment file posting. Y Allotment by Project. blank No allotment by Project.
COST CENTER IND	0	Enter the one-character cost center posting level indicator. Y Post by cost center. blank Do not post by cost center level.
DEPT ACTIVITY IND	0	Enter the one-character department activity posting level indicator. Y Post by department activity. blank Do not post by department activity level.
FEDERAL AGENCY	C	Enter the four-character code that identifies the Federal Agency.
FED CATALOG NO	0	Enter the eight-digit Federal Catalog No.
TITLE	R	Enter the project description, up to forty characters.

JUL 1 1985

EXHIBIT 11-41  
PROJECT CONTROL TABLE MAINTENANCE FORMSTATE OF HAWAII  
PROJECT CONTROL TABLE MAINTENANCE

TPC CONSTANT DATA AND TABLE TYPE

FUNCTION ☐ (A=ADD, C=CHANGE, D=DELETE, P=PRINT)DEPT. ☐PROJECT NO. ☐PROJECT PHASE ☐PROJECT  
START DATE ☐PROJECT  
END DATE ☐PROJECT  
STOP DATE ☐USER DEPT. ☐PROJECT TYPE ☐LOCATION ☐ACTIVE IND. ☐PROJECT END FY ☐OBJ. LVL. IND. ☐ SRCE. LVL. IND. ☐ALLOT. IND. ☐COST CENTER IND. ☐DEPT. ACTIVITY IND. ☐FEDERAL AGENCY ☐FED. CATALOG NO. ☐

TITLE

FUNCTION ☐ (A=ADD, C=CHANGE, D=DELETE, P=PRINT)DEPT. ☐PROJECT ☐PROJECT PHASE ☐PROJECT  
START DATE ☐PROJECT  
END DATE ☐PROJECT  
STOP DATE ☐USER DEPT. ☐PROJECT TYPE ☐LOCATION ☐ACTIVE IND. ☐PROJECT END FY ☐OBJ. LVL. IND. ☐ SRCE. LVL. IND. ☐ALLOT. IND. ☐COST CENTER IND. ☐DEPT. ACTIVITY IND. ☐FEDERAL AGENCY ☐FED. CATALOG NO. ☐

TITLE

PREPARED BY

DATE

ENTERED BY

DATE

AUTHORIZED BY

DATE

## EXHIBIT II-42

## PROJECT CONTROL TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
P01	ADD/MATCH ERROR
P02	CHANGE/NO MATCH ERR
P03	DELETE/NO MATCH ERR
P04	DELETE TRAN HAS DATA
P05	INVALID FUNCTION
P06	INVALID RECORD NO
P07	DEPT NOT IN D01
P08	PROJ NOT IN D47
P09	P PHASE NOT NUMERIC
P10	P TYPE NOT IN D44
P11	TITLE BLANK
P12	INVALID START DATE
P13	INVALID END DATE
P14	FED CAT NOT IN D49
P15	FED AGY NOT IN D50
P16	USER DEPT NOT IN D01
P17	LOC NOT IN D48
P18	INVALID ACT/INACT
P19	INVALID PROJ END YR
P20	INVALID SRC IND
P21	INVALID OBJ IND
P22	INVALID AL PROJ IND
P23	INVALID STOP DATE
P50	UNAUTHORIZED DEPT
P51	INVALID PROJ
P52	INVALID PROJ TYPE
P53	INVALID DEPARTMENT
P54	INVALID USER DEPT
P55	INVALID LOCATION
P56	INVALID FED AGENCY

transaction using function 'P' is entered. Formats of the two outputs are shown in Exhibit II-43 and II-44, respectively.

### Control

Edit rules, as described, validate the data elements of the Project Control Table; however, the Maintenance Activity Reports should be reviewed for typing mistakes such as spelling errors, incorrect use of valid codes, and to ensure that all changes and additions were actually made. Careful manual control of deletions is essential, since there is no automatic editing to ensure that table entries are not deleted accidentally. Finally, once accounting transactions have been processed, the impact of any Project Control Table changes should be carefully evaluated.



MBP950-1 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: K  
 PROJECT CONTROL TABLE MAINTENANCE REPORT DEPT PAGE: 11  
 02/25/83 (14.06)\*\*\*\*\* RUN PAGE: 71

ACTIVITY REPORT

1.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100 CODE MESSAGES

TPCK	P1	61200	2000	8500Y
TPCK	P1	61200	2000	8500Y
TPCK	20000110A14ELDERLY CARE PGM-IN HOME CARE-COUNTY HON931001840930	61200	2000	8500Y
TPCK	20000120A14ELDERLY CARE PGM-IN HOME CARE-COUNTY HI 831001840930	61200	2000	8500Y
TPCK	20000130A14ELDERLY CARE PGM-IN HOME CARE-COUNTY KA 831001840930	61200	2000	8500Y
TPCK	20000140A14ELDERLY CARE PGM-IN HOME CARE-COUNTY MA 831001840930	61200	2000	8500Y
TPCK	20000150A14ELDERLY CARE PGM-IN HOME CARE-ADMIN 831001840930	61200	2000	8500Y

PROJECT CONTROL TABLE MAINTENANCE ACTIVITY REPORT

EXHIBIT 11-43

11-97

PC - TABLE LISTING

*-- RECORD KEY --*			*----- INFORMATION ELEMENTS -----*							
DEPT	PROJECT/PHASE		TITLE	PROJ-TYPE	PROJ-START-DATE	PROJ-END-DATE	FED-CAT-NO	FED-AGY	USER-DEP	
XX	XXXXXX	XX	LOC ACTIVE/INACTIVE	PROJ-END-FY	SRCE-PROJ-IND	ORJ-PROJ-IND	PROJ-STOP-DATE	ALLOT-IND		
			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	X	MM/DD/YY	MM/DD/YY	XXXXXXXXXX	XXXX	XX	
			XX X XX	X	X	MM/DD/YY	X			

K	200001	10	ELDERLY CARE PGM-IN HOME CARE-COUNTY HON 85	4 0	10/01/83 0	09/30/84	61200 Y	2000	
K	200001	20	ELDERLY CARE PGM-IN HOME CARE-COUNTY HI 85	4 0	10/01/83 0	09/30/84	61200 Y	2000	
K	200001	30	ELDERLY CARE PGM-IN HOME CARE-COUNTY KA 85	4 0	10/01/83 0	09/30/84	61200 Y	2000	
K	200001	40	ELDERLY CARE PGM-IN HOME CARE-COUNTY MA 85	4 0	10/01/83 0	09/30/84	61200 Y	2000	
K	200001	50	ELDERLY CARE PGM-IN HOME CARE-ADMIN 85	4 0	10/01/83 0	09/30/84	61200 Y	2000	

PROJECT CONTROL TABLE LISTING  
 EXHIBIT 11-44

86-11

## DEPARTMENT ACTIVITY TABLE

### Purpose

The Department Activity Table (DA) provides a coding reduction technique that allows departments to reference up to seven levels of internal activity or program classifications by coding a three-digit <sup>(alpha-numeric)</sup> activity code. Each time a department activity code is entered on an accounting transaction, the table is accessed and the previously entered constant data will be appended to the incoming transaction. The expanded transaction is then used for subsequent editing, file posting and financial reporting.

### Structure

The control key of the Department Activity Table consists of three data elements: Department, Activity Code and Fiscal Year. The informational elements in the table include data element fields for the different activity levels (Level 1 through 7) and associated project information. These data elements are defined in Exhibit II-45.

### Relationship to Other Tables

During update of the Department Activity Table, the Descriptor Tables are used to validate the seven levels of activity classification that may be entered in the table. Additionally, if the project and project phase are coded, the Project Control Table is accessed to ensure that the project coding is valid.

### Creation and Maintenance

There are five maintenance functions that may be used to affect the Department Activity Table. They are:

## EXHIBIT II-45

## DEPARTMENT ACTIVITY TABLE DATA ELEMENT DESCRIPTIONS

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
DEPARTMENT	2	The department code.
ACTIVITY	3	The department activity code.
FISCAL YEAR	2	The funding fiscal year associated with a particular record.
TITLE	40	The title of the activity code.
ACTIVITY LEVELS	14	The data elements which identify up to seven levels of the department's activity.
PROJECT	6	A data element identifying the unique number assigned to a specific capital or federal project.
PROJECT PHASE	2	A data element used to differentiate between project phase or grant fiscal years.
ALLOTMENT ACTIVITY LEVEL	1	An indicator used to determine the level of activity detail used to record and control departmental allotments.
ALLOTMENT OBJECT INDICATOR	1	An indicator used to determine if departmental allotments are by activity are with or without regard to object.

- A (Add)--This function allows the user to add a new code and the associated information to the Department Activity Table.
- D (Delete)--This function allows the user to eliminate a code and the corresponding information from any of the table entries. No data other than the Control Key (i.e., Department, Activity Code, Fiscal Year) and the function is allowed on this maintenance transaction.
- C (Change)--This function allows the user to change the information of any element already contained in the table. Only the Control Key, function and the fields to be changed need to be coded on the maintenance transaction. If it is desired to blank a data element out on a table record, a dollar sign (\$) should be coded in the appropriate input field of the maintenance transaction. The data elements in the Control Key (i.e., Department, Activity Code, Fiscal Year) cannot be changed using a function 'C'. In order to change any of these data elements, the existing record must be deleted and a new record added.
- G (Generate)--This function will cause the generation of a new table record with the Fiscal Year equal to the current fiscal year plus 1 (i.e., a record for the next fiscal year). The entire table can be carried forward into the new year by coding only the table type, department and function, or individual records can be carried forward by coding the table type, table control key and function.
- P (Print)--This function will cause the printing of the entire table after all other maintenance functions have been completed. Note that when using this function, no data other than the table type, function and department is coded on the input maintenance transaction.

### Input Coding

Input coding instructions for the Department Activity Table are contained in Exhibit II-46. The coding form is illustrated in Exhibit II-47.

### Edit Rules

All error codes and messages for table maintenance are defined in Appendix D. Those listed in Exhibit II-48 apply to the Department Activity Table. Both batch and online error codes and messages are identified.

## EXHIBIT II-46

## DEPARTMENT ACTIVITY TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Control Key</u>		
DEPARTMENT	R	Enter the Department code. A one-position Department code should be entered in the left-most position.
ACTV	R	Enter the three-digit Activity code. (alpha-numeric)
FY	R	Enter the two-digit Fiscal Year code.
<u>Informational Elements</u>		
TITLE	R	Enter the title of the activity code, up to forty characters.
ACTV-LVL		Enter the two-character Activity Level code as follows:
01	R	Enter Activity Level I code assigned by the department.
02	0	Enter Activity Level II code if assigned by the department.
03	0	Enter Activity Level III code if assigned by the department.
04	0	Enter Activity Level IV code if assigned by the department.
05	0	Enter Activity Level V code if assigned by the department.
06	0	Enter Activity Level VI code if assigned by the department.
07	0	Enter Activity Level VII code if assigned by the department.

## EXHIBIT II-46

DEPARTMENT ACTIVITY TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
PROJECT	O	Enter the six-digit Project number.
PROJ-PHASE	O	Enter the two-digit Project Phase code.
ALLOT-ACTV-LVL	R	Enter the one-digit Allotment Activity Level indicator, as follows: 0 Not allotted by Activity 1 Allotment by Activity Level I 2 Allotment by Activity Level II 3 Allotment by Activity Level III 4 Allotment by Activity Level IV 5 Allotment by Activity Level V 6 Allotment by Activity Level VI 7 Allotment by Activity Level VII 8 Allotment by Activity Code
ALLOT-OBJ-IND	R	Enter the one-digit code that identifies if departmental allotments are to be controlled by object as well as activity: 0 No object control. 1 Control by major object. 2 Control by major and minor object.  Note: This indicator overrides the Allotment Object Indicator in the D53 Descriptor Table.

## STATE OF HAWAII

T	D	A
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[illegible]

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

STATE ACCOUNTING FORM A-57  
JULY 1, 1983

EXHIBIT II-47

II-104



## EXHIBIT II-48

## DEPARTMENT ACTIVITY TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
Q01	ADD/MATCH ERROR
Q02	CHANGE/NO MATCH
Q03	DELETE/NO MATCH
Q04	DELETE TRAN HAS DATA
Q05	INVALID FUNCTION
Q06	INVALID RECORD NO
Q07	DEPT NOT IN D01
Q08	INVALID ACTV CODE
Q09	INVALID FY
Q10	TITLE MISSING
Q11	ACT L I BLANK
Q12	ACT L I NOT IN D36
Q13	ACT L II NOT IN D37
Q14	ACT L III NOT IN D38
Q15	ACT L IV NOT IN D39
Q16	ACT L V NOT IN D40
Q17	ACT L VI NOT IN D41
Q18	ACT L VII NOT IN D42
Q19	INVL AL ACTV LVL
Q20	PROJ NOT IN D47
Q21	P PHASE NOT NUMERIC
Q22	P PHASE NOT ALLOWED
Q23	ROLL TRAN HAS DATA
Q24	ROLL/NO MATCH ERROR
Q25	INV ALLOT OBJ IND
Q26	DA NOT AT LOW LEVEL
Q50	UNAUTHORIZED DEPT
Q51	INVALID DEPT
Q59	INVALID PROJECT
Q62	INVAL ACT LEVEL II
Q63	INVAL ACT LEVEL III
Q64	INVAL ACT LEVEL IV
Q65	INVAL ACT LEVEL V
Q66	INVAL ACT LEVEL VI
Q67	INVAL ACT LEVEL VII

### Outputs

The Department Activity Table maintenance program has two outputs. One is a Maintenance Activity Report showing each transaction and a message for each transaction violating an edit rule. The other (optional) output is a printout of the entire contents of the table. This latter printout is produced when a transaction using function 'P' is entered. Formats of the two outputs are shown in Exhibit II-49 and II-50, respectively.

### Control

Edit rules, as described, validate the data elements entered into the Department Activity Table; however, the Maintenance Activity Reports should be reviewed for typing mistakes such as spelling errors, incorrect use of valid codes, and to ensure that all changes and additions were actually made. Careful manual control of deletions is essential, since there is no automatic editing to ensure that table entries are not deleted accidentally. Furthermore, a control log and all input coding forms and Maintenance Activity Reports should be maintained.

DEPARTMENT ACTIVITY TABLE MAINTENANCE ACTIVITY REPORT

MO0030-1 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: A  
 DEPARTMENT ACTIVITY TABLE DEPT PAGE: 29  
 02/26/83 (09.08)\*\*\*\*\* RUN PAGE: 67

ACTIVITY REPORT

1.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100 CODE MESSAGES

TDAA 002344A ANIMAL DISEASE - WATER RELATED	50101020101	0
TDAA 003844A LACTULOSE - DAIRY PRODUCTS	701010201020101	0
TDAA 004644A PENICILLIN OVERAGE - DAIRY PRODUCTS	701010201020102	0
TDAA 005444A LIVESTOCK	6010102010202	0
TDAA 006944A ANIMAL QUARANTINE	401010202	0
TDAA 007344A ECONOMIC DEVELOPMENT	20102	040192010

11-107

Report Generated by: [illegible]

DEPARTMENT ACTIVITY TABLE LISTING  
1II-108

## RELATIONSHIP EDIT TABLE

### Purpose

The Relationship Edit Table (RT) contains seven levels of cost center, activity, and project/project phase ranges which are used in FAMIS to edit combinations of departmental classification codes entered on input accounting transactions. Invalid combinations will appear as departmental errors on a daily report of transactions posted in FAMIS with relationship edit errors. These errors should be corrected by user agency personnel to prevent these transactions from posting erroneously.

### Structure

The control key of the Relationship Edit Table consists of the Relationship Edit department, fund, fiscal year, appropriation code, cost center, activity, project, and project phase. The informational elements in the table include relationship edit indicators and high/low range data for cost center, activity, project, and project phase. The data elements are defined in Exhibit II-51.

### Relationship to Other Tables

During update of the Relationship Edit Table, the Descriptor Tables are used to validate the department and fund; the Appropriation Account Code Table is used to verify the fund, year, and appropriation code. Additionally, if the cost center, activity, and/or project/project phase are coded, their respective tables are accessed to ensure that the coded elements are valid. Furthermore, the D54 subtable controls the update of the D53 edit indicators to determine whether relationship edits will be performed, and therefore, whether the Relationship Edit Table will be accessed.

## EXHIBIT II-51

## RELATIONSHIP EDIT TABLE DATA ELEMENT DESCRIPTIONS

<u>DATA ELEMENT</u>	<u>LENGTH</u>	<u>DESCRIPTION</u>
DEPARTMENT	2	The department code.
FUND	1	The fund code.
FISCAL YEAR	2	The funding fiscal year of the appropriation.
APPROPRIATION CODE	3	The three-digit appropriation code.
COST CENTER	4	The cost center code.
ACTIVITY	3	The department activity code.
PROJECT	6	The project code.
PROJECT PHASE	2	The project phase code.
COST CENTER EDIT INDICATOR	1	The cost center edit indicator which identifies whether the cost center is required, optional, or not allowed.
COST CENTER RANGE LEVEL 1-7	56	The data elements which identify up to seven levels of valid cost center ranges, each level comprised of a highest and lowest value.
ACTIVITY EDIT INDICATOR	1	The activity edit indicator which identifies whether the activity is required, optional, or not allowed.
ACTIVITY RANGE LEVEL 1-7	42	The data elements which identify up to seven levels of valid activity ranges, each level comprised of a highest and lowest value.
PROJECT AND PROJECT PHASE EDIT INDICATOR	1	The project and project-phase edit indicator which identifies whether the project and project phase is required, optional, or not allowed.
PROJECT RANGE LEVEL 1-7	112	The data elements which identify up to seven levels of valid project/project phase ranges, each level comprised of a highest and lowest value.

### Creation and Maintenance

There are four maintenance functions that may be used to update the Relationship Edit Table. They are:

- o A (Add) - This function allows the user to add a new code and the associated information to the Relationship Edit Table.
- o D (Delete) - This function allows the user to eliminate a code and the corresponding information from any of the table entries. No data other than the Control Key (i.e., Department, Fund, Fiscal Year, Appropriation code, Cost Center, Activity, Project and Project Phase), and the function is allowed on this maintenance transaction.
- o C (Change) - This function allows the user to change the information of any element already contained in the table. Only the Control Key, function, and the fields to be changed need to be coded on the maintenance transaction. If it is desired to blank a data element out on a table record, a dollar sign (\$) should be coded in the appropriate input field of the maintenance transaction. The data elements in the Control Key cannot be changed using a function "C". In order to change the Control Key, the existing record must be deleted and a new record added.
- o P (Print) - This function will cause the printing of the entire table after all other maintenance functions have been completed. Note that when using this function, no data other than the table type and function is coded on the input maintenance transaction.

### Input Coding

Input coding instructions for the Relationship Edit Table are contained in Exhibit II-52. The coding form is illustrated in Exhibit II-53.

### Edit Rules

All error codes and messages for table maintenance are defined in Appendix D. Those listed in Exhibit II-54 apply to the Relationship Edit Table. Both batch and on-line error codes and messages are identified.

### Outputs

The Relationship Edit Table maintenance program has two outputs. One is a Maintenance Activity Report showing each transaction and a message for each

## EXHIBIT II-52

## RELATIONSHIP EDIT TABLE INPUT CODING INSTRUCTIONS

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Control Key</u>		
DEPARTMENT	R	Enter the Department code. A one position Department code should be entered in the left-most position.
APPROPRIATION ACCOUNT	R	Enter the six-digit Appropriation Account.
COST CENTER	0	Enter the four-digit Cost Center code.
ACTIVITY	0	Enter the three-digit Activity code.
PROJECT	0	Enter the six-digit Project number.
PROJECT PHASE	0	Enter the two-digit Project Phase code.
<u>Informational Elements</u>		
COST CENTER EDIT INDICATOR	R	Enter the one-digit Cost Center Edit Indicator to determine whether the Cost Center is required, optional, or not allowed:  R - Edit indicator required. N - Edit indicator not allowed. Blank - Edit indicator optional.
COST CENTER RANGE LEVELS	0	Enter the four-digit Cost Centers which represent the highest and lowest values of each Cost Center Range Level. Embedded blank ranges are not allowed.
COST CENTER RANGE LEVEL 1	0	Enter the Cost Centers for Range Level 1.
COST CENTER RANGE LEVEL 2	0	Enter the Cost Centers for Range Level 2.
COST CENTER RANGE LEVEL 3	0	Enter the Cost Centers for Range Level 3.
COST CENTER RANGE LEVEL 4	0	Enter the Cost Centers for Range Level 4.
COST CENTER RANGE LEVEL 5	0	Enter the Cost Centers for Range Level 5.



## EXHIBIT II-52

RELATIONSHIP EDIT TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
COST CENTER RANGE LEVEL 6	0	Enter the Cost Centers for Range Level 6.
COST CENTER RANGE LEVEL 7	0	Enter the Cost Centers for Range Level 7.
ACTIVITY EDIT INDICATOR	R	Enter the one-digit Activity Edit Indicator to determine whether the Activity is required, optional, or not allowed:  R - Edit indicator required. N - Edit indicator not allowed. Blank - Edit indicator optional.
ACTIVITY RANGE LEVELS	0	Enter the three-digit Activity codes which represent the highest and lowest values of each Activity Range Level. Embedded blank ranges are not allowed.
ACTIVITY RANGE LEVEL 1	0	Enter the Activity codes for Range Level 1.
ACTIVITY RANGE LEVEL 2	0	Enter the Activity codes for Range Level 2.
ACTIVITY RANGE LEVEL 3	0	Enter the Activity codes for Range Level 3.
ACTIVITY RANGE LEVEL 4	0	Enter the Activity codes for Range Level 4.
ACTIVITY RANGE LEVEL 5	0	Enter the Activity codes for Range Level 5.
ACTIVITY RANGE LEVEL 6	0	Enter the Activity codes for Range Level 6.
ACTIVITY RANGE LEVEL 7	0	Enter the Activity codes for Range Level 7.
PROJECT PHASE EDIT INDICATOR	R	Enter the one-digit Project/Project Phase Edit Indicator to determine whether the project/project phase is required, optional, or not allowed.  R - Edit indicator required. N - Edit indicator not allowed. Blank - Edit indicator optional.

## EXHIBIT II-52

RELATIONSHIP EDIT TABLE INPUT CODING INSTRUCTIONS  
(continued)

<u>DATA ELEMENT</u>	<u>REQUIRED/ OPTIONAL</u>	<u>INSTRUCTIONS</u>
<u>Informational Elements</u>		
PROJECT RANGE LEVELS	0	Enter the eight-digit Project/Project Phase codes which represent the highest and lowest values of each Project Range Level. Embedded blank ranges are not allowed.
PROJECT RANGE LEVEL 1	0	Enter the Project/Project Phase codes for Range Level 1.
PROJECT RANGE LEVEL 2	0	Enter the Project/Project Phase codes for Range Level 2.
PROJECT RANGE LEVEL 3	0	Enter the Project/Project Phase codes for Range Level 3.
PROJECT RANGE LEVEL 4	0	Enter the Project/Project Phase codes for Range Level 4.
PROJECT RANGE LEVEL 5	0	Enter the Project/Project Phase codes for Range Level 5.
PROJECT RANGE LEVEL 6	0	Enter the Project/Project Phase codes for Range Level 6.
PROJECT RANGE LEVEL 7	0	Enter the Project/Project Phase codes for Range Level 7.

## EXHIBIT II-53

## RELATIONSHIP EDIT TABLE MAINTENANCE FORM

STATE OF HAWAII  
RELATIONSHIP EDIT TABLE MAINTENANCE

FUNCTION \_\_ (A=ADD, C=CHANGE, D=DELETE, P=PRINT, G=GENERATE)

DEPARTMENT \_\_\_\_\_ APPROPRIATION ACCOUNT \_\_\_\_\_

COST CENTER \_\_\_\_\_ ACTIVITY \_\_\_\_\_ PROJECT/PHASE \_\_\_\_\_

## COST CENTER EDIT INDICATOR \_\_

LOW1 _____	HIGH1 _____	LOW2 _____	HIGH2 _____	LOW3 _____	HIGH3 _____
LOW4 _____	HIGH4 _____	LOW5 _____	HIGH5 _____	LOW6 _____	HIGH6 _____
				LOW7 _____	HIGH7 _____

## ACTIVITY EDIT INDICATOR \_\_

LOW1 _____	HIGH1 _____	LOW2 _____	HIGH2 _____	LOW3 _____	HIGH3 _____
LOW4 _____	HIGH4 _____	LOW5 _____	HIGH5 _____	LOW6 _____	HIGH6 _____
				LOW7 _____	HIGH7 _____

## PROJECT PHASE EDIT INDICATOR \_\_

LOW1 _____	HIGH1 _____	LOW2 _____	HIGH2 _____
LOW3 _____	HIGH3 _____	LOW4 _____	HIGH4 _____
LOW5 _____	HIGH5 _____	LOW6 _____	HIGH6 _____
		LOW7 _____	HIGH7 _____

\_\_\_\_\_  
PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_  
ENTERED BY \_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_  
AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_STATE ACCOUNTING FORM, A-60  
JULY 1, 1987

## EXHIBIT II-54

## RELATIONSHIP EDIT TABLE ERROR MESSAGES

<u>CODE</u>	<u>MESSAGE</u>
S00	TRANS ALREADY EXISTS
S01	ADD/MATCH ERROR
S02	CHANGE/NO MATCH ERR
S03	DELETE/NO MATCH ERR
S04	DELETE TRAN HAS DATA
S05	INVALID FUNCTION
S06	INVALID REC NO
S07	INVALID RT DEPT
S09	INVALID RT FUND
S10	INVALID RT YEAR
S11	INVALID RT APPN ACCT
S12	INVALID RT CC
S13	INVALID RT ACTV
S14	INVALID RT PROJ-PH
S15	INVALID CCEI
S16	INVALID AEI
S17	INVALID PEI
S18	INVALID RT CC RANGE
S19	INVALID RT ACTV RNGE
S20	INVALID RT PROJ RNGE
S21	GEN TRAN HAS DATA

transaction violating an edit rule. The other (optional) output is a printout of the entire contents of the table. This latter printout is produced when a transaction using function "P" is entered. Formats of the two outputs are shown in Exhibits II-55 and II-56, respectively.

### Control

Edit rules, as described, validate the data elements of the Relationship Edit Table; however, the Maintenance Activity Reports should be reviewed for typing mistakes such as spelling errors, incorrect use of valid codes, and to ensure that all changes and additions were actually made. Careful manual control of deletions is essential, since there is no automatic editing to ensure that valid table entries are not deleted accidentally. Furthermore, a control log as well as all input coding forms and Maintenance Activity Reports should be maintained.

MBP985-1 \*\*\*\*\* STATE OF HAWAII FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM \*\*\*\*\* DEPT: M  
 RELATIONSHIP EDIT TABLE MAINTENANCE RPT DEPT PAGE: 2  
 01/26/87 (18.20) \*\*\*\*\* RUN PAGE: 71

# ACTIVITY REPORT

1.....10.....20.....30.....40.....50.....60.....70.....80.....90.....100 CODE MESSAGES

TRTH	P1
TRTH 586224	C1NRR
TRTH 586224	C2525525530530535535540540
TRTH 586224	C30002620000026200000263860002638700028686000286870002878600028798
TRTH 586224	C4000288860002889800420300004203000052030000520300
TRTH 587224	C1NRR
TRTH 587224	C2525525530530535535540540
TRTH 587224	C30002620000026200000263860002638700028686000286870002878600028798
TRTH 587224	C4000288860002889800420300004203000052030000520300

RELATIONSHIP EDIT TABLE MAINTENANCE ACTIVITY REPORT

EXHIBIT 11-55

11-118

JUN 1 1988

R T - T A B L E L I S T I N G

RECORD KEY			INFORMATION ELEMENTS								
DT APPN ACCT			COST CENTER RANGES			ACTIVITY RANGES			PROJECT RANGES		
CC	ACT	PROJ-PH	E RANGE 1 I RANGE 4	RANGE 2 RANGE 5	RANGE 3 RANGE 6 RANGE 7	E RANGE 1 I RANGE 4	RANGE 2 RANGE 5	RANGE 3 RANGE 6 RANGE 7	E RANGE 1 I RANGE 3 RANGE 5	RANGE 2 RANGE 4 RANGE 6 RANGE 7	
-----											
H	G 87 119	N				R 467-467 911-912	550-550	900-900	000920/00-000920/00		
H	G 87 120		0051-0064	0400-0404		R 109-109 175-175	120-130 180-180	152-152 183-195 200-200	N		
H	G 87 124		0351-0354			R 170-174			N		
H	G 87 190	N				R 091-092	094-094		N		
H	G 87 301	N				R 480-480			N		
H	G 87 302	N				R 369-368			N		
H	G 87 303	N				R 351-351			N		
H	G 87 304	N				R 369-368			N		
H	G 87 305	N				R 010-010			N		
H	G 87 306	N				R 154-154			N		
H	S 86 201	N				R 353-353 369-368	356-358 490-490	363-363	R 000220/86-000220/87 000224/00-000224/00 000233/86-000237/87	000222/86-000222/87 000228/00-000231/87 000241/00-000241/00 000246/00-000246/00	
H	S 86 205	N				R 280-280			R 000247/87-000247/87	005203/00-005203/00	
H	S 86 206	N				R 202-202			R 000264/86-000264/87	000267/86-000267/87	
H	S 86 207	N				R 222-222			R 000266/86-000266/86 000271/87-000271/87	000268/86-000268/87 000272/87-000272/87	
H	S 86 208	N				R 224-224			R 000269/86-000269/87		
H	S 86 213	N				R 517-518			R 000275/86-000275/87		

RELATIONSHIP EDIT TABLE LISTING

EXHIBIT II-56

II-119

JUN 1 1988