FAMIS PROCEDURES MANUAL

VOLUME II - SYSTEM MAINTENANCE MANUAL

CHAPTER IV

TABLE MAINTENANCE DATA ENTRY
To provide maximum flexibility in tailoring FAMIS to meet the unique needs of Central Accounting and the various operating departments, the system has been designed to be a "Table-Driven" system. This means that the specific accounting structure and processing logic is controlled through the system tables. It is through the maintenance of these tables and not through special program logic that the system responds to new and changing information requirements. There are nine system tables in FAMIS; some of which are maintained by Central Accounting and some which are maintained by user departments. A detailed discussion of the FAMIS system tables and the procedures for preparing table maintenance transaction forms to add, change or delete the contents of tables are contained in Chapter II, Table Maintenance Coding, Volume II of the FAMIS Procedures Manual. The primary objective of this chapter is to describe the procedures for entering coded table maintenance transactions into the formatted on-line table maintenance/inquiry screens.

GENERAL DATA ENTRY PROCEDURES

Most of the on-line table maintenance input procedures and processing requirements are standard for all FAMIS tables. These standard procedures are identified in the following paragraphs. The remaining sections of this chapter are devoted toward describing those elements or data entry procedures that may be unique to each data entry screen.

SCREEN ACCESS AND MAINTENANCE FUNCTIONS

The table maintenance/inquiry screens can only be accessed through the master menu by entering the function corresponding to the individual table. The tables available for maintenance and inquiry are:
<table>
<thead>
<tr>
<th>MENU FUNCTION</th>
<th>TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Appropriation Account</td>
</tr>
<tr>
<td>21</td>
<td>Vendor Edit</td>
</tr>
<tr>
<td>22</td>
<td>Descriptor</td>
</tr>
<tr>
<td>23</td>
<td>Cost Center</td>
</tr>
<tr>
<td>24</td>
<td>Department Activity</td>
</tr>
<tr>
<td>25</td>
<td>Contract Ledger</td>
</tr>
<tr>
<td>26</td>
<td>Project Control</td>
</tr>
<tr>
<td>27</td>
<td>Transaction Code Decision</td>
</tr>
<tr>
<td>28</td>
<td>Relationship Edit</td>
</tr>
</tbody>
</table>

Entry of a valid table function will cause the requested table maintenance data entry screen to be displayed. Like all FAMIS on-line functions, access to the various table maintenance screens is controlled through the security table. Based on the name and password entered when the user signed on, the security table will be accessed to determine which functions the user may enter. If a user is not authorized to access a requested function, an error message will be displayed on the screen and the cursor will prompt the user to enter another function.

If the user is authorized to access the screen corresponding to the menu function entered, the requested screen will appear with the cursor prompting for entry of a table maintenance/inquiry function. The table maintenance functions that may be displayed on the screen are:

- A=ADD;
- C=CHANGE;
- D=DELETE OR D=DEL;
- E=DELETE (FOR CONTRACT LEDGER TABLE ONLY);
- P=PRINT TABLE OR P=PRT;
- V=VIEW;
- R=RECALL; and
- G=GENER.
The use of the maintenance functions is the same for all tables and each is described in detail below.

**ADD Maintenance Function**

This option allows the operator to create a new table record and is selected by entering the letter 'A'. The cursor will then be located in the field titled 'RECALL Function'. This field should be skipped by using the 'TAB' key or the space bar. The cursor will then prompt the user to enter the table control key and the remaining data elements contained in the table. A field in the table may be left blank if it is not a required data element. After the entry of the control key, the user may 'TAB' from field to field through the screen and enter the data coded on the input document. After all data is recorded on the screen, the transaction can be added to the input table maintenance file in one of two ways. By depressing the 'ENTER' key, the transaction is added to the input table maintenance file and the screen format reappears with blanks in all data fields. By depressing the 'PFI' key, the transaction is added to the input table maintenance file and the same screen reappears with the data previously entered in the data fields. The 'PFI' key is useful when only a few data elements on the next table maintenance transaction differ from those on the transaction previously entered. Merely change the appropriate data fields, including the control key, and submit the new transaction for addition to the input table maintenance file.

**CHANGE Maintenance Function**

This option allows the user to change an existing table record and is selected by entering the letter 'C'. The cursor will then be located in the field titled 'RECALL Function'. This field should be skipped by using the
'TAB' key or space bar. The cursor will then prompt the user to enter the table control key. Once the control key has been entered, the user may 'TAB' through the remaining data elements and enter only those fields to be changed. After all data has been recorded on the screen, the user must depress the 'ENTER' key to add the 'CHANGE' transaction to the input transaction file. Alternatively, the 'PFI' key may be used if it is desired to display the maintenance transaction on the screen after it has been entered.

DELETE Maintenance Function

This option allows the operator to delete an existing table record and is selected by entering Function 'D'. The cursor will then be located in the field titled 'RECALL Function'. The user should 'TAB' through the 'RECALL Function'. The cursor will then prompt the user for table control key data elements. For delete transactions, only the control key data elements should be entered. After the control key has been entered, the user may depress the 'ENTER' key and the 'DELETE' transaction will be added to the input table maintenance file. Alternatively, the 'PFI' key may be used if it is desired to display the maintenance transaction on the screen after it has been entered.

PRINT Maintenance Function

This option allows the operator to request a printed listing for the entire table for a given department. It should be noted that this is not an option on the Vendor Edit Table Maintenance/Inquiry Screen. (Due to the large volume of print, Vendor Edit Table Listings must be requested through the report request procedure). The table listing will be printed at night and distributed the following day. This option is selected by entering the letter 'P' in the function field and depressing the 'ENTER' key. The table listing
produced will reflect the status of the table after all other maintenance transactions have been processed.

**VIEW Maintenance Function**
This function will allow the operator to view selected table records from a copy of the system tables which are as current as the last FAMIS table maintenance run. To view records on the system tables, a 'V' must be entered in the function field. The 'RECALL Function' should be skipped using the 'TAB' key. The cursor will then prompt the user for entry of the control key data elements. Once the control key data elements of the record to be viewed have been entered, the 'ENTER' key should be depressed and the table record will be displayed on the Table Maintenance/Inquiry Screen.

**RECALL Maintenance Function**
This option allows the operator to recall a table maintenance transaction previously entered during the day. Once Function 'R' has been entered, the cursor will prompt the user for a recall function. The RECALL Function will be 'A' (if the transaction in question is an 'ADD' transaction), 'C' (if the transaction in question is a 'CHANGE' transaction), and 'D' (if the transaction in question is a 'DELETE' transaction). Once the RECALL Function has been entered, the cursor will prompt the user for the control key data elements. After the control key data elements have been entered and the 'ENTER' key has been depressed, the requested table maintenance transaction will be displayed on the screen. It should be noted that only table maintenance transactions entered during the current business day may be recalled in this manner.
GENERATE Maintenance Function

This option is only available on the Cost Center, the Department Activity, and the Relationship Edit table maintenance screens. This option allows the operator to create new table entries for the new fiscal year and is selected by entering the letter 'G'. The cursor will then be located in the 'RECALL' function. This field should be skipped by using the 'TAB' key or space bar. The cursor will then prompt the user to enter the table control key. The operator should enter the department code and the current fiscal year. The user must then depress the 'ENTER' key to add the 'GENERATE' transaction to the input table maintenance file.

DATA ENTRY PROCEDURES

The actual data entry process for the table maintenance/inquiry requires only four steps:

- Selection of the appropriate table maintenance/inquiry program from the master menu screen;
- Entry of the desired maintenance/inquiry function;
- Entry of the table control key; and
- Entry of the reference or informational data, if required.

Once the table maintenance transaction has been fully keyed, it is submitted for editing by depressing either the 'ENTER' or the 'PFL' key. If the transaction passes the general data entry edits, it is added to the input transaction file and the screen is displayed with the message 'TRANSACTION SUCCESSFULLY WRITTEN' at the bottom. Maintenance transactions found to be in error are not added to the input table maintenance file. Instead, the data is re-displayed on the screen, fields in error are highlighted, and error messages are displayed on the bottom two lines.
ERROR DETECTION AND CORRECTION

After the 'ENTER' or 'PF1' key has been depressed to add a maintenance transaction to the input table maintenance file, several edits are performed against the input data. Up to six error messages can be displayed on the bottom two lines of the data entry screen. Each error message consists of a three-digit alpha-numeric error code and an abbreviated English language description of the error. These error codes are defined in Appendix D of the FAMIS Procedures Manual.

It should be noted that a complete edit of the input table maintenance transaction is not performed at the time of data entry. All table maintenance transactions are fully re-edited during the batch FAMIS Table Maintenance update processing each evening. As a result, transactions that pass the online data entry editing during the day may subsequently fail an edit during the actual batch updating of the FAMIS tables. These errors are reported on the table maintenance activity reports which are automatically produced at the conclusion of each table update cycle. Table maintenance errors reported on the Table Maintenance Activity Report must be reviewed and, if appropriate, corrected and resubmitted. Errors detected during data entry should be corrected immediately. The field(s) in error should be corrected and the maintenance transaction re-entered by depressing the 'ENTER' key. If the maintenance transaction cannot be corrected at the screen, then it should be deleted by either depressing the 'CLEAR' key (which is the log-off key) or by depressing the 'PF12' key which will return to the master menu screen.

OTHER CONSIDERATIONS

Two important system operations should be noted. First, the system will not accept a transaction when an error is shown on the screen. Therefore, these transactions must be corrected. If correction is not possible, the
transaction should be deleted by depressing either the 'CLEAR' key or the 'PF12' key. Transactions that are subsequently detected to be in error during the batch update of the FAMIS tables must be completely resubmitted.

Under certain conditions, an attempt may be made to enter two maintenance transactions with the same control key during a single processing cycle. This may occur, for example, when there is some interruption in the data entry activity. When the data entry activity resumes, an attempt is made to enter the same transaction again. When the system detects a duplicate key situation such as this, addition of the 'DUPLICATE' transaction is prohibited. If the user wishes to submit the duplicate transaction to the input table maintenance file, the existing transaction must be recalled first. Once the transaction has been recalled and is displayed on the screen, the user may make changes to the informational data elements and depress the 'ENTER' key. In effect, all required data must be entered in a single transaction. When this procedure is used, only the last transaction entered is saved on the input table maintenance file.

**SUMMARY**

The preceding paragraphs have reviewed the standard procedures to be followed for screen access, data input, and error detection and correction. The operator should refer to these topics for initial training and continued guidance. The remainder of this chapter presents the detailed procedures for entering transactions on-line for each of the nine system tables. The procedures are in the sequence in which the table maintenance/inquiry screen options appear on the master menu screen.
APPROPRIATION ACCOUNT TABLE MAINTENANCE

The Appropriation Account Table contains constant data associated with each appropriation symbol. This includes data elements such as GAAP Fund, Report Program, and Means of Financing. Use of this table reduces the input coding requirements of the user while it increases overall system flexibility and internal control.

Input

The FAMIS Appropriation Account Code Table Maintenance form is shown in Exhibit IV-1. This is the source document used to code and enter appropriation account code table maintenance transactions using either CADES or the online data entry features of FAMIS. The information coded on this form may be entered directly into the Appropriation Account Code Table Maintenance/Inquiry Screen illustrated in Exhibit IV-2.

Special Considerations

In general, when using the Appropriation Account Code Table Maintenance form, data can be entered directly from the form to the screen without deviation. However, the following exceptions must be made to the data entry process:

- 'TAC' shown in the 'CONSTANT DATA AND TABLE TYPE' portion of the form is not input (it is automatically assigned to the maintenance transaction by the online system);
- 'RECALL Function' displayed on the screen is not shown on the coding form. This field is only used in conjunction with Function 'R' - RECALL; and
- The remainder of the information can be entered in sequence from the input form to the screen.
STATE OF HAWAII
FAMIS
APPROPRIATION ACCOUNT CODE TABLE MAINTENANCE FORM.

TAIC 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, LAW

LARGE DATE, STOP DATE

BOND SERIES, SECTION ITEM

APPN TYPE, APPN CONTROL, REVERSION INDICATOR

DEPARTMENT BY DATE

Amended by DATE

ENTERED BY DATE

SAFFORM K-XX
JULY 1, 1983

IV-10
EXHIBIT IV-2

APPROPRIATION ACCOUNT CODE TABLE MAINTENANCE/INQUIRY

ENTER FUNCTION: X (A=ADD, C=CHANGE, D=DEL, P=PRT, V=VIEW, R=RECALL)
RECALL FUNCTION: X (ONLY IF FUNCTION = 'R 'RECALL')

DEPT: XX   FUND: X   FY: XX   APPN CODE: XXX

TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DIVISION: XX   MOF: X   FUND DETAIL: XX   GAAP FUND: XX   GAAP SFUND: XX

PROGRAM PRIORITY: X   RPT PROGRAM: XXXXXX

PROGRAM_LVL 1: XX   PROGRAM_LVL 2: XX   PROGRAM_LVL 3: XX   PROGRAM_LVL 4: XX
PROGRAM_LVL 5: XX   PROGRAM_LVL 6: XX   PROGRAM_LVL 7: XX

CONTROL_PROJECT: XXXXXX   STATE_PROJECT: XXXXXX

LOCATION: XX   USER_DEPT: XX   FUNCTION: XXX   LAW: XXXXXXXXXXXX
LAPSE_DATE: MM DD YY   STOP_DATE: MM DD YY
BOND_SERIES: XXXXXXXXXX   SECTION_ITEM: XXXXXXXXXX

APPN_TYPE: X   APPN_CONTROL: X   REVERSION_INDICATOR: X

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

IV-11
VENDOR EDIT TABLE MAINTENANCE

The Vendor Edit Table contains name and address information on permanent vendors who do business with the State of Hawaii. Use of this table eliminates the need for users to code vendor name and address on all encumbrance and payment type transactions.

Input

The FAMIS Vendor Table Maintenance Form is shown in Exhibit IV-3. This is the source document used to code and enter Vendor Edit Table maintenance transactions using either the CADES or online data entry features of FAMIS. The information coded on this form may be entered directly into the Vendor Edit Table Maintenance/Inquiry Screen illustrated in Exhibit IV-4.

Special Considerations

In general, when using the Vendor Edit Table Maintenance form, data can be entered directly from the form to the screen without deviation. However, the following exceptions must be made to the data entry process:

- 'TVE' shown in the 'CONSTANT DATA AND TABLE TYPE' portion of the form is not input (it is automatically assigned to the maintenance transaction by the online system);
- The remainder of the information can be entered in sequence from the input form to the screen; and
- The Vendor Edit Table is the only table in the online system that is actually updated online as a result of the entry of table maintenance transactions.

The online table maintenance capabilities for the Vendor Edit Table differ from the other table capabilities. Updating of the table actually takes place when the operator depresses the 'ENTER' or 'PFI' key. All other FAMIS tables are only updated during the nightly processing. Additionally, a summary
STATE OF HAWAII
FAMIS
VENDOR TABLE MAINTENANCE FORM

**TVE** CONSTANT DATA AND TABLE TYPE

FUNCTION □ (ADD, CHANGE, DELETE, PRINT)

EXHIBIT IV-4

VENDOR EDIT TABLE MAINTENANCE/INQUIRY

ENTER FUNCTION: X (A=ADD, C=CHANGE, D=DELETE, P=PRINT TABLE, V=VIEW)

VENDOR NO: Xxxxxxxxxxx xx  SORT SEQUENCE: Xxxxxxxxxxx

VENDOR TYPE: X  MINORITY BUS IND: X  SMALL BUS IND: X  PHONE: XXX XXX XXXX
STATUS: X  COUNTY: XX  DISTRICT: XX  COUNTRY CODE: XX

USER
DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X

DEPARTMENTS:
DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X DD X

VENDOR NAME: Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
inquiry screen is provided for the operator to view multiple vendors that have
the same sort sequence characters. The Vendor Edit Summary/Inquiry Screen is
shown in Exhibit IV-5.

The Vendor Edit Summary/Inquiry screen is provided for informational
purposes only. This screen may only be accessed from the Vendor Edit Table
Maintenance/Inquiry screen. It is not an option on the master menu. No table
maintenance activity is performed using this screen. Instead, when the screen
is accessed from the Vendor Edit Table Maintenance/Inquiry screen, it lists
vendors with the same sort sequence and prompts the user to enter one of the
following functions:

- **N** - NEXT PAGE - only seventeen vendors can be displayed on the screen
  simultaneously. The 'NEXT PAGE' function will allow the user to page
  forward to display the remaining vendors.

- **S** - SELECT - if the user desires to display the complete name and
  address information for one of the vendors listed, then function 'S'
  should be entered. The cursor will then move to the left-most column
  and prompt the user to identify the vendor to be displayed by
  entering an 'X' next to the vendor number. The user may then depress
  the 'ENTER' key to display the vendor specified on the Vendor Edit
  Table Maintenance/Inquiry screen.

- **PA1** - VENDOR EDIT TABLE MAINTENANCE - this function will display the
  Vendor Edit Table Maintenance/Inquiry screen.

**DESCRIPTOR TABLE MAINTENANCE**

The Descriptor Table contains error codes and messages, error correction
information, and descriptive information for all system codes. The Descriptor
Table is actually comprised of many sub-tables. Most of the sub-tables
contain system codes and their definitions. The D51 Sub-table contains all
error codes used by FAMIS and the D52 Sub-table contains data element names
used in error correction.

In addition to serving as a means of storing descriptive titles, this
table also serves as the master list of all valid codes contained in the
system.
**VENDOR EDIT SUMMARY/INQUIRY**

ENTER FUNCTION: X (N=NEXT PAGE, S=SELECT, PA=VENDOR EDIT TABLE MAINTENANCE)

<table>
<thead>
<tr>
<th>SORT SEQ</th>
<th>VENDOR NO</th>
<th>SUFFIX</th>
<th>VENDOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>XX</td>
<td>X</td>
</tr>
</tbody>
</table>

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Input

The FAMIS Descriptor Table Maintenance form is shown in Exhibit IV-6. This is the source document used to code and enter Descriptor Table Maintenance transactions using either the CADES or online data entry features of FAMIS. Up to six Descriptor Table Maintenance transactions may be coded per source document. The information coded on this form may be entered directly into the Descriptor Table Maintenance/Inquiry Screen illustrated in Exhibit IV-7.

Special Considerations

In general, when using the Descriptor Table Maintenance form, data can be entered directly from the form to the screen without deviation. However, the following exceptions must be made to the data entry process:

- 'TD' shown in the 'CONSTANT DATA AND TABLE TYPE' portion of the form is not input (it is automatically assigned to the maintenance transaction by the online system);
- 'RECALL Function' displayed on the screen is not shown on the coding form. This field is only used in conjunction with Function 'R' - RECALL;
- 'REC' in Column 30 of the input form is not entered (it is assigned to the maintenance transaction automatically by the online system); and
- All other data coded on the input form must be entered onto the screen in the screen positions that correspond exactly to the positions of the input form.

Finally, special care should be exercised when keying the Descriptor Table reference data. The data should be entered in exactly the same position that it appears on the coding form. On certain transactions, these elements may be preceded or followed by blanks.
# STATE OF HAWAII

**FAMIS**

**DESCRIPTOR TABLE MAINTENANCE FORM**

<table>
<thead>
<tr>
<th>TABLE NO</th>
<th>DEPT</th>
<th>TABLE ENTRY KEY</th>
<th>REFERENCE DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TITLE (BOX)**

---

**PREPARED BY**

**DATE**

**ENTERED BY**

**DATE**

SAFOM Y-XI
JULY 1, 1983
EXHIBIT IV-7

DESCRIPTOR TABLE MAINTENANCE/INQUIRY

ENTER FUNCTION: X (A=ADD, C=CHANGE, D=DELETE, P=PRINT TABLE, V=VIEW, R=RECALL)
RECALL FUNCTION: X (ONLY IF FUNCTION = R 'RECALL')

TABLE ID NUMBER: XX
DEPT: XX
TABLE ENTRY KEY: Xxxxxxxxxxxxxxxxxxxxxxxx

REFERENCE DATA: Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
TITLE: Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
COST CENTER

The Cost Center Table contains classification detail (i.e. division, branch, section, unit) that is associated with a departmental cost center code. Only those departments that use FAMIS to satisfy their internal accounting information requirements will use the Cost Center Table.

Input

The FAMIS Cost Center Table Maintenance form is shown in Exhibit IV-8. This is the source document used to code and enter Cost Center Table maintenance transactions using either the CADES or online data entry features of FAMIS. Up to 28 Cost Center Table maintenance transactions may be coded per source document. Most of the information coded on this form may be entered directly into the Cost Center Table Maintenance/Inquiry Screen illustrated in Exhibit IV-9.

Special Considerations

In general, when using the Cost Center Table Maintenance form, data can be entered directly from the form to the screen without deviation. However, the following exceptions must be made to the data entry process:

- 'TCC' shown in the 'CONSTANT DATA AND TABLE TYPE' portion of the form is not input (it is automatically assigned to the maintenance transaction by the online system);
- 'RECALL Function' displayed on the screen is not shown on the coding form. This field is only used in conjunction with Function 'R' - RECALL; and
- The remainder of the information can be entered in sequence from the input form to the screen.

Finally, the 'GENERATE' function is used to automatically create entries in the table for the new fiscal year.
STATE OF HAWAII
FAMIS COST CENTER TABLE MAINTENANCE FORM

**TICK** CONSTANT DATA AND TABLE TYPE

<table>
<thead>
<tr>
<th>DEPT</th>
<th>COST CENTER</th>
<th>FY</th>
<th>DEPT-LEVELS</th>
<th>PROJECT</th>
<th>TITLE (40X)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PREPARED BY: ______________________ DATE: __________

APPROVED BY: ______________________ DATE: __________

ENTERED BY: ______________________ DATE: __________

SAFORM X-XX
Rev 1, 1983
EXHIBIT IV-9

COST CENTER TABLE MAINTENANCE/INQUIRY

ENTER FUNCTION: X (A=ADD, C=CHANGE, D=DELETE, P=PRINT, V=VIEW, R=RECALL, G=GENER) RECALL FUNCTION: X (ONLY IF FUNCTION = R 'RECALL')

DEPT: XX  COST CENTER CODE: XXXX  FY: XX

DIVISION: XX  BRANCH: XX  SECTION: XX  UNIT: XX

PROJECT: XXXXXX  PROJECT PHASE: XX

ALLOC-OBJ-IND: X  ALLOC-DEPT-LEVEL-IND: X

TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

IV-22
DEPARTMENT ACTIVITY

The Department Activity Table contains the seven levels of activity classification used by the departments for detailed tracking of financial data. Only those departments that use FAMIS to satisfy their internal accounting information requirements will use the Department Activity Table.

Input

The FAMIS Department Activity Table Maintenance form is shown in Exhibit IV-10. This is the source document used to code and enter Department Activity Table Maintenance transactions using either the CADES or online data entry features of FAMIS. The information coded on this form may be entered directly into the Department Activity Table Maintenance/Inquiry Screen illustrated in Exhibit IV-11.

Special Considerations

In general, when using the Department Activity Table Maintenance form, data can be entered directly from the form to the screen without deviation. However, the following exceptions must be made to the data entry process:

- 'TDA' shown in the 'CONSTANT DATA AND TABLE TYPE' portion of the form is not input (it is automatically assigned to the maintenance transaction by the online system);
- 'RECALL Function' displayed on the screen is not shown on the coding form. This field is only used in conjunction with Function 'R' - RECALL; and
- The remainder of the information can be entered in sequence from the input form to the screen.

Finally, the 'GENERATE' function is used to automatically create entries in the table for the new fiscal year.
## Constant Data and Table Type

### Table of Activity Maintenance

<table>
<thead>
<tr>
<th>Activity</th>
<th>Event</th>
<th>Title (40x)</th>
<th>Activity Level</th>
<th>Project</th>
<th>PH</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>I</td>
<td>II</td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prepared By:**

**Date:**

**Authorized By:**

**Date:**

**Entered By:**

**Date:**

**Form X-XX**

**July 1, 1983**
EXHIBIT IV-11

DEPARTMENT ACTIVITY TABLE MAINTENANCE/INQUIRY

ENTER FUNCTION: X (A=ADD, C=CHANGE, D=DELETE, P=PRT, V=VIEW, R=RECALL, G=GENER)  
RECALL FUNCTION: X  (ONLY IF FUNCTION = R 'RECALL')  
DEPT: XX  ACTIVITY CODE: XXX  FY: XX  
TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXX

ACT LVL 1: XX  ACT LVL 2: XX  ACT LVL 3: XX  ACT LVL 4: XX  
ACT LVL 5: XX  ACT LVL 6: XX  ACT LVL 7: XX  
PROJECT: XXXXXX  PROJECT PHASE: XX  ALLOTMENT ACTIVITY LEVEL: X  
ALLOT-OBJ-IND: X

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CONTRACT LEDGER TABLE MAINTENANCE

The Contract Ledger Table contains constant and descriptive data relating to contracts of the State.

Input

Inputs to the Contract Ledger Table are determined by Central Accounting personnel following a review of the documents associated with the contract encumbrance process. These documents include the actual contract, any subsequent amendments, the Contract Input form (C-41), and Transmittal Letter. The information contained in these documents is entered directly into the Contract Ledger Table Maintenance Screens illustrated in Exhibits IV-12 and IV-13.

Unlike the other tables in FAMIS, the Contract Ledger Table Maintenance is restricted to on-line data entry and may require data entry through two screens (one for Contract Table Header records and one for Contract Table Detail records) to complete the necessary Contract Ledger Table Maintenance entry. As a result, special screen handling procedures have been developed to facilitate the data entry of Contract Ledger Table Maintenance transactions. These special screen handling procedures are discussed in detail in Appendix F.

Special Considerations

Currently, updates to the Contract Ledger Table are derived from information contained on documents associated with the contract encumbrance process. These documents include the Transmittal Letter and Contract Input form (C-41). Departmental personnel should exercise care when preparing these
documents to ensure proper updating of the Contract Ledger Table. Preparation instructions of the Contract Input (C-41) form are discussed in Volume I, Users Manual, Chapter VI, Document Preparation.

Additionally, it is important for Central Accounting personnel who are responsible for the maintenance and update of the Contract Ledger Table to review and become familiar with the Contract Ledger Table's special handling procedures described in Appendix G.
EXHIBIT IV-12

CONTRACT LEDGER TABLE MAINTENANCE/INQUIRY - SCREEN 1

ENTER FUNCTION:  X (A=ADD, C=CHG, D=DELETE CONTRACT, E=DELETE SUFFIX, P=PRINT, V=VIEW, R=RECALL, S=CLEAR SCREEN)
RECALL FUNCTION:  X (ONLY IF FUNCTION = R 'RECALL')
CONTRACT NO:  XXXXXXXX

STATE:  XXXXXXXXXX  FEDERAL:  XXXXXXXXXX  OTHER:  XXXXXXXXXX
TOTAL:  XXXXXXXXXX  RETAIN PCT:  XXXX  DEPT:  XXXXXXXXXXXXXXXXXXXXXXXXXXX
PURGE IND:  X


VENDOR NO:  XXXXXXXX  VEND NAME:  XXXXXXXXXXXXXXXXXXXXXXXXXXX
ASSIGN NO:  XXXXXXXX  ASSG NAME:  XXXXXXXXXXXXXXXXXXXXXXXXXXX
INSTRUCTIONS:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PROJ:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DESC:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SPEC:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NOTE:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
EXHIBIT IV-13

CONTRACT LEDGER TABLE MAINTENANCE/INQUIRY - SCREEN 2

ENTER FUNCTION: X (F-FIRST PAGE, B-PREVIOUS PAGE, N-NEXT PAGE)

<table>
<thead>
<tr>
<th>SF</th>
<th>F</th>
<th>APPN</th>
<th>SYMBOL</th>
<th>AMOUNT</th>
<th>C</th>
<th>F VEND/ASSGN</th>
<th>SX</th>
<th>LEVY NO</th>
<th>SX</th>
<th>END DT</th>
<th>STP DT</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
<tr>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>MMDDYY</td>
</tr>
</tbody>
</table>

IV-28
PROJECT CONTROL TABLE MAINTENANCE

The Project Control Table contains classification data and descriptive information relating to departmental projects.

Input

The FAMIS Project Control Table Maintenance form is shown in Exhibit IV-14. This is the source document used to code and enter Project Control Table Maintenance transactions using either the CADES or online data entry features of FAMIS. The information coded on this form may be entered directly into the Project Control Table Maintenance/Inquiry Screen shown in Exhibit IV-15.

Special Considerations

In general, when using the Project Control Table Maintenance form, data can be entered directly from the form to the screen without deviation. However, the following exception must be made to the data entry process:

- 'TPC' shown in the 'CONSTANT DATA AND TABLE TYPE' portion of the form is not input (it is automatically assigned to the maintenance transaction by the online system);

- 'RECALL Function' displayed on the screen is not shown on the coding form. This field is only used in conjunction with Function 'R' - RECALL; and

- The remainder of the information can be entered in sequence from the input form to the screen.
STATE OF HAWAII
FAMIS
PROJECT CONTROL TABLE MAINTENANCE FORM

TPC Constant Data and Table Type

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

DEPT  PROJECT  PROJECT PHASE

PROJECT START DATE  PROJECT END DATE  PROJECT WED DATE

PROJECT TYPE  USER DEPT  LOCATION  ACTIVE IND.

PROJECT END FY  OBS PROJ LVL IND  SRC PROJ LVL IND  ALLOT PROJ 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

PROJECT TYPE  USER DEPT  LOCATION  ACTIVE IND.

PROJECT END FY  OBS PROJ LVL IND  SRC PROJ LVL IND  ALLOT PROJ IND

FEDERAL AGENCY  FED CATALOG NO.

TITLE

PREPARED BY  DATE  ENTERED BY  DATE

APPROVED BY  DATE

SAFETY X-XX JULY 1, 1983

IV-30
EXHIBIT IV-15

PROJECT CONTROL TABLE MAINTENANCE/INQUIRY

ENTER FUNCTION: X (A=ADD, C=CHANGE, D=DELETE, P=PRINT TABLE, V=VIEW, R=RECALL)
RECALL FUNCTION: X (ONLY IF FUNCTION = R 'RECALL')

DEPT: XX PROJECT: XXXXXX PROJECT PHASE: XX

PROJ START DATE: MM DD YY PROJ END DATE: MM DD YY PROJ STOP DATE: MM DD YY
PROJECT TYPE: X USER DEPT: XX LOCATION: XX ACTIVE IND: X
PROJ END FY: XX OBJ PROJ LVL IND: X SRCE PROJ LVL IND: X ALLOT PROJ IND: X
FEDERAL AGENCY: XXXX FED CATALOG NO: XXXXXXXX

PROJ TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

IV-31
TRANSACTION CODE DECISION TABLE MAINTENANCE

The Transaction Code Decision Table defines transaction dependent information such as edits required and account and file posting rules for each transaction code entered into the system.

Input

The FAMIS Transaction Code Decision Table Maintenance form is shown in Exhibit IV-16. This is the source document used to code and enter Transaction Code Decision Table Maintenance transactions using either the CADES or online data entry features of FAMIS. The information coded on this form may be entered directly into the Transaction Code Decision Table Maintenance/Inquiry Screen shown in Exhibit IV-17.

Special Considerations

In general, when using the Transaction Code Decision Table Maintenance form, data can be entered directly from the form to the screen without deviation. However, the following exception must be made to the data entry process:

- 'TTD' shown in the 'CONSTANT DATA AND TABLE TYPE' portion of the form is not input (it is automatically assigned to the maintenance transaction by the online system);

- 'RECALL Function' displayed on the screen is not shown on the coding form. This field is used only in conjunction with Function 'R' - RECALL; and

- The remainder of the information can be entered in sequence from the input form to the screen.
EXHIBIT IV-16

TRANSACTION CODE DECISION TABLE MAINTENANCE FORM

STATE OF HAWAII
TRANSACTION CODE DECISION TABLE MAINTENANCE

TTTD CONSTANT DATA AND TABLE TYPE

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

TRANSACTION CODE □□□□

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>GENERAL LEDGER</th>
<th>ACCOUNTS</th>
<th>TRANSACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR-1</td>
<td>CR-1</td>
<td>DR-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CR-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DR-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CR-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDIT</th>
<th>GAAP</th>
<th>COST</th>
<th>PROJ</th>
<th>DEPT</th>
<th>CL</th>
<th>VEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOD</td>
<td>FUND</td>
<td>CENT</td>
<td>ACT</td>
<td>IND</td>
<td>AC</td>
<td>NAME</td>
</tr>
<tr>
<td>IND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| INDICATORS | INCOME | SUB | RECEIPT | VENDOR | INCOME | D-DAY |
|            |       |     | DATA    | NO     | ROUTE  | REF.  |
|            |       |     |         | NO     |        | IND   |

<table>
<thead>
<tr>
<th>POST-SEQ</th>
<th>REGISTER-IND</th>
<th>Warrant</th>
<th>INPUT TYPE</th>
<th>GL-POST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>IND</td>
<td></td>
<td>IND</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FILE POSTING INDICATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLOTMENT FILE (AL)</td>
</tr>
<tr>
<td>ALLOCATION DEPARTMENT FILE (AD)</td>
</tr>
<tr>
<td>APPROPRIATION FILE (AP)</td>
</tr>
<tr>
<td>CONTRACT LEDGER FILE (CL)</td>
</tr>
<tr>
<td>DOCUMENT FILE (DF)</td>
</tr>
<tr>
<td>PROJECT FILE (PF)</td>
</tr>
<tr>
<td>OPERATING FILE (OF)</td>
</tr>
<tr>
<td>SUBSIDIARY FILE (SF)</td>
</tr>
<tr>
<td>VENDOR FILE (VF)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>+/-</th>
<th>INX</th>
<th>MATCH</th>
<th>GLA</th>
<th>PDR</th>
<th>+/-</th>
<th>INX</th>
<th>MATCH</th>
<th>GLA</th>
<th>PDR</th>
<th>+/-</th>
<th>INX</th>
<th>MATCH</th>
<th>GLA</th>
<th>PDR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PREPARED BY □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
**EXHIBIT IV-17**

**TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY**

**ENTER FUNCTION:** X (A=ADD, C=CHANGE, D=DELETE, P=PRINT TABLE, V=VIEW, R=RECALL)

**RECALL FUNCTION:** X (ONLY IF FUNCTION = R 'RECALL')

**TRANSACTION CODE:** XXX

**TITLE:** XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

**GENERAL LEDGER**

| DR-1 | XXX | CR-1 | XXX | DR-2 | XXX | CR-2 | XXX |

**ACCOUNTS:**

| DR-3 | XXX | CR-3 | XXX | DR-4 | XXX | CR-4 | XXX | DR-5 | XXX | CR-5 | XXX |

**TRANSACTION:**

| MOD | X | F | X | AA | X | D | X | AL | X | MAI | O | X | MIN | O | X | SCE | X | FD | X |

**EDIT:**

| GAAP | FD | X | GAAP | SFD | X | CC | X | P | X | A | X | GL | X | VN | X | VA | X | INV | X | CDN | X |

**INDICATORS:**

| RDN | X | SUBSID | X | RD | X | wNO | X | WWSF | X | WRI | X | RTI | X | DBRN | X | CVN | X | AD | X |

**POST - SEQ**

| X | X | REG-IND | X | WARRANT-WRITING-IND | X | INPUT-TYPE | X |

**BATCH-TYPES**

| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

**FILE POSTING INDICATORS**

| +/- | INX MATCH | GLA | PDN | +/- | INX MATCH | GLA | PDN | +/- | INX MATCH | GLA | PDN |

| AL | X | XX | X | X | XX | X |

| AD | X | XX | X | X | XX | X |

| AP | X | XX | X | X | XX | X |

| CL | X | XX | X | X | XX | X | X | XX | X | XX | X | X | XX | X |

| DF | X | XX | X | X | XX | X | X | XX | X | XX | X | X | XX | X |

| PF | X | XX | X | X | XX | X | X | XX | X |

| OF | X | XX | X | X | XX | X | X | XX | X |

| SF | X | XX | X | X | XX | X | X | XX | X |

| VF | X | XX | X | X | XX | X |

| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |

| XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |
RELATIONSHIP EDIT TABLE MAINTENANCE

The Relationship Edit Table contains seven levels of cost center, activity, and project/project phase ranges against which relationship edits are performed to notify departmental personnel of invalid combinations of departmental classification codes entered on input accounting transactions.

Input

The FAMIS Relationship Edit Table Maintenance form is shown in Exhibit IV-18. This is the source document used to code and enter Relationship Edit Table Maintenance transactions using the on-line data entry features of FAMIS. The information coded on this form may be entered directly into the Relationship Edit Table Maintenance/Inquiry Screen illustrated in Exhibit IV-19.

Special Considerations

In general, when using the Relationship Edit Table Maintenance form, data can be entered directly from the form to the screen without deviation. However, the following exceptions must be made to the data entry process:

- 'RECALL Function' displayed on the screen is not shown on the coding form. This field is only used in conjunction with Function 'R' - RECALL; and

- The remainder of the information can be entered in sequence from the input form to the screen.

Finally, the 'GENERATE' function is used to automatically create entries in the table for the new fiscal year.
EXHIBIT IV-18
RELATIONSHIP EDIT TABLE MAINTENANCE FORM

STATE OF HAWAI'I
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

IV-36