

FAMIS PROCEDURES MANUAL

VOLUME I - USERS MANUAL

CHAPTER I

INTRODUCTION

The State of Hawaii has recognized the growing need for improved financial management systems throughout all levels of State government. To meet the identified reporting needs, the State of Hawaii has developed a plan for improved accounting and financial reporting. This plan is generally known as the Financial Accounting and Management Information System (FAMIS). FAMIS is the new statewide accounting and reporting system that has been designed to satisfy the financial information needs of central accounting as well as departmental fiscal personnel.

This procedures manual provides a description of the FAMIS system and documents the operating procedures required for use and maintenance of FAMIS. The State Accounting Manual should be used as a supplement to this manual.

SYSTEM OBJECTIVES

FAMIS has been designed to support the accounting and reporting information needs of financial management personnel within the State's agencies. The overall objectives of the system are to:

- satisfy the reporting needs of individual agencies for financial accountability and management control;
- provide timely, accurate, and meaningful financial information through the installation of a common system (FAMIS) while allowing agencies to maintain additional systems that are independent of the standardized application to perform their own specialized processing;
- streamline the processing of accounting transactions and user access to accounting information;
- provide for a standard data base structure which may be used at the agency level and at the State level to provide flexible reporting of financial information for management purposes;
- provide for an accumulation and reporting of financial information for projects with life spans crossing State fiscal reporting periods;
- be compatible with and allow the future integration of current and anticipated budgeting practices of the State;

- satisfy all legal requirements and provide a system capability that enables conformance with generally accepted accounting principles;
- provide the agencies with the capabilities of meeting State level reporting requirements in an accurate and timely manner; and
- provide agency management with flexible reporting capabilities that will serve individual agency needs.

The use of FAMIS provides the agencies of the State with a means of achieving these objectives.

PROCEDURES MANUAL SCOPE AND ORGANIZATION

This procedures manual provides a guideline for the use of FAMIS. The FAMIS Procedures Manual is comprised of three volumes:

- Volume I - Users Manual presents overview descriptions of the accounting capabilities and automated features of FAMIS. Separate chapters of this volume describe the FAMIS classification structure and the general ledger chart of accounts. After describing the basic structure of FAMIS, chapters detailing the coding of accounting transactions, preparation of documents for data entry, and instructions for financial transaction data entry follow. Descriptions of the reports produced by FAMIS are included in this volume. Finally, procedures to be used for file inquiry are presented to aid fiscal personnel using the online processing modules.
- Volume II - Maintenance Manual describes maintenance, control and reconciliation procedures for efficient operation of FAMIS. The content, structure and maintenance procedures for each of the system tables are described. The FAMIS error detection and reporting process is described along with coding instructions for error correction transactions. Separate chapters describe the warrant voucher processing, subsystem interfaces, system management file maintenance and data control and reconciliation procedures.
- Volume III - Appendices provides appendices to supplement Volumes I and II. A glossary of terms is included to aid users in gaining familiarity with FAMIS terminology. Transaction illustrations and T-account analyses are included to present the accounting treatments governing the development of FAMIS transaction codes. These two appendices are intended to supplement the chapters which discuss detailed transaction coding and document preparation. Finally, a comprehensive listing of batch and online table maintenance and accounting transaction error codes and messages is included in this volume.

MANUAL REVISION AND MAINTENANCE

Revision Responsibility

The Systems Accounting Branch of the Department of Accounting and General Services is responsible for coordinating, approving and distributing all revisions to this manual. Any requests for changes should be directed to that office.

Maintenance and Revision

As new phases of the system are implemented, additional chapters will be provided. Thus, this manual should be maintained in a looseleaf binder to facilitate removal and insertion of pages. The effective date of the FAMIS Procedures Manual is July 1, 1983. Any revisions to this manual will have an effective date reflecting the date the revision becomes effective.