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:

MENU FUNCTION	TABLE
20	Appropriation Account
21	Vendor Edit
22	Descriptor
23	Cost Center
24	Department Activity
25	Contract Ledger
26	Project Control
27	Transaction Code Decision
28	Relationship Edit

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:

o A=ADD;

o C=CHANGE;

o D=DELETE OR D=DEL;

o E=DELETE (FOR CONTRACT LEDGER TABLE ONLY);

o P=PRINT TABLE OR P=PRT;

o V=VIEW;

o R=RECALL; and

o 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 'PF1' 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 'PF1' 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 'PF1' 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 'PF1' 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:

o Selection of the appropriate table maintenance/inquiry program from the master menu screen;

o Entry of the desired maintenance/inquiry function;

o Entry of the table control key; and

o 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 'PF1' 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-dispalyed 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.

JUN 1 1988

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.

EXHIBIT IV-1

STATE OF HAWAII

FAMIS

APPROPRIATION ACCOUNT CODE TABLE MAINTENANCE FORM

[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 ☐☐☐   LAW ☐☐☐☐☐☐☐☐☐☐☐

LAPSE DATE (MM DD YY) ☐☐☐☐☐☐   STOP DATE (MM DD YY) ☐☐☐☐☐☐

BOND SERIES ☐☐☐☐☐☐☐☐   SECTION ITEM ☐☐☐☐☐☐☐

APPN TYPE ☐   APPN CONTROL ☐   REVERSION INDICATOR ☐

PREPARED BY_____ DATE_____   ENTERED BY_____ DATE_____

AUTHORIZED BY_____ DATE_____

SA FORM X-XX
JULY 1, 1983

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: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

DIVISION: XX   MOF: X   FUND DETAIL: XX   GAAP FUND: XX   GAAP SFUND: XX
                PROGRAM PRIORITY: X   RPT PROGRAM: XXXXX

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: XXXXXXXXXXX
             LAPSE DATE: MM DD YY   STOP DATE: MM DD YY
             BOND SERIES: XXXXXXXXX   SECTION ITEM: XXXXXXX
       APPN TYPE: X   APPN CONTROL: X   REVERSION INDICATOR: X

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX

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 'PF1' key. All other FAMIS tables

are only updated during the nightly processing. Additionally, a summary

EXHIBIT IV-3

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VENDOR TABLE MAINTENANCE FORM

[T][V][E] 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

VENDOR NAME [...boxes 1-30...]

VENDOR ADD1 [...boxes...]

VENDOR ADD2 [...boxes...]

VENDOR ADD3 [...boxes...]

VENDOR CITY [...boxes...]

VENDOR STATE [ ][ ]   VENDOR ZIP CODE [ ][ ][ ][ ][ ][ ][ ][ ][ ]

CONTACT NAME [...boxes...]

VENDOR CONVERSION [...boxes...]   S.S.-E.I.N. NO. [...boxes...]

_____   _____
PREPARED BY   DATE   ENTERED BY   DATE

_____
AUTHORIZED BY   DATE   SAFORM X-XX
                                             JULY 1, 1983

EXHIBIT IV-4

VENDOR EDIT TABLE MAINTENANCE/INQUIRY

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

    VENDOR NO: XXXXXXXXX XX      SORT SEQUENCE: XXXXXXXXXX

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

                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
    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
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 DD X DD X DD X DD X DD X DD X DD X
          VENDOR NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          VENDOR ADD1: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          VENDOR ADD2: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          VENDOR ADD3: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          VENDOR CITY: XXXXXXXXXXXXXXXXXX
         VENDOR STATE: XX        VENDOR ZIP CODE: XXXXX

          CONTACT NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         VENDOR CONVERSION: XXXXXXXXXXXX     FEDERAL ID: XXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
```

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, PA1=VENDOR EDIT TABLE MAINTENANCE)

```
        SORT SEQ            VENDOR NO SUFX           VENDOR NAME
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X       XXXXXXXXX           XXXXXXXXX XX             XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

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
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DESCRIPTOR TABLE MAINTENANCE FORM

TD ; CONSTANT DATA AND TABLE TYPE

REC	TABLE NO	DEPT	TABLE ENTRY KEY	REC	REFERENCE DATA
				1	TITLE (50X)
				2	
				1	
				2	
				1	
				2	
				1	
				2	
				1	
				2	
				1	
				2	

PREPARED BY _____ DATE _____

AUTHORIZED BY _____ DATE _____

ENTERED BY _____ DATE _____

SA FORM Y-XX
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: XXXXXXXXXXXXXXXXXXXXXX

          REFERENCE DATA: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

     XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
     XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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

| T | C | C | CONSTANT DATA AND TABLE TYPE

INFORMATIONAL ELEMENTS

FUNC	CONTROL KEY			DEPT-LEVELS				PROJECT					TITLE (40X)
	DEPT	COST CENTER	FY	DIV	BR	SEC	UNIT	NUMBER	PH				

PREPARED BY _____ DATE _____

AUTHORIZED BY _____ DATE _____

ENTERED BY _____ DATE _____

SAFORM X-XX
JULY 1, 1983

IV-21

EXHIBIT IV-9

COST CENTER 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   COST CENTER CODE: XXXX   FY: XX

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

            PROJECT: XXXXXX   PROJECT PHASE: XX

        ALLOT-OBJ-IND: X   ALLOT-DEPT-LEVEL-IND: X

        TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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.

STATE OF HAWAII
FAMIS
DEPARTMENT ACTIVITY TABLE MAINTENANCE

T D A CONSTANT DATA AND TABLE TYPE

F U N C	DEPT	ACTIVITY CODE	FY	TITLE (40X)	I	II	III	IV	V	VI	VII	PROJECT	PH	ALL ACT LVL	ALL PRJ LINE

_____ _____
PREPARED BY   DATE

_____ _____
AUTHORIZED BY   DATE

_____ _____
ENTERED BY   DATE

SAFORM X-XX
JULY 1, 1983

IV-24

EXHIBIT IV-10

DEPARTMENT ACTIVITY TABLE MAINTENANCE

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: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

  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

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX

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.

JUN I 1988

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:  XXXXXXXXXXXXX    FEDERAL:  XXXXXXXXXXXXX   OTHER:  XXXXXXXXXXXXX
TOTAL:  XXXXXXXXXXXXX RETAIN PCT:  XXXXX DEPT:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                 PURGE IND:  X

ENC DATE: MM DD YY STRT DATE: MM DD YY END DATE: MM DD YY  R END DATE: MM DD YY

VENDOR NO:  XXXXXXXXX    VEND NAME:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ASSIGN NO:  XXXXXXXXX    ASSG NAME:  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
INSTRUCTIONS:   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PROJ:   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DESC:   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SPEC:   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NOTE:   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

EXHIBIT IV-13

CONTRACT LEDGER TABLE MAINTENANCE/INQUIRY - SCREEN 2

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

```
                      CONTRACT NO: XXXXXXXX
SF F APPN SYMBOL    AMOUNT     C F VEND/ASSGN SX  LEVY NO    SX END DT STP DT C
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
XX X X XX XXX XX XXXXXXXXXXXXX X X XXXXXXXXXX XX XXXXXXXXXX XX MMDDYY MMDDYY X
```

JUN 1 1988

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.

EXHIBIT IV-14

STATE OF HAWAII

FAMIS

PROJECT CONTROL TABLE MAINTENANCE FORM

[T][P][C] CONSTANT DATA AND TABLE TYPE

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

DEPT [ ][ ]   PROJECT [ ][ ][ ][ ][ ][ ]   PROJECT PHASE [ ][ ]

PROJECT START DATE (M M D D Y Y) [ ][ ][ ][ ][ ][ ]   PROJECT END DATE (M M D D Y Y) [ ][ ][ ][ ][ ][ ]   PROJECT STOP DATE (M M D D Y Y) [ ][ ][ ][ ][ ][ ]

PROJECT TYPE [ ]   USER DEPT [ ][ ]   LOCATION [ ][ ]   ACTIVE IND. [ ]

PROJECT END FY [ ][ ]   OBJ PROJ LVL IND [ ]   SRCE 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 [ ][ ]   OBJ PROJ LVL IND [ ]   SRCE PROJ LVL IND [ ]   ALLOT PROJ IND [ ]

FEDERAL AGENCY [ ][ ][ ][ ]   FED CATALOG NO. [ ][ ][ ][ ][ ][ ][ ][ ]

TITLE
[ ]

_____ _____   _____ _____
PREPARED BY   DATE   ENTERED BY   DATE

_____ _____
AUTHORIZED BY   DATE   SA FORM X-XX
                                                                  JULY 1, 1983

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: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX

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

[T][T][D] CONSTANT DATA AND TABLE TYPE

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

TRANSACTION CODE [___]

TITLE

[_____]

GENERAL LEDGER   DR-1 [___]   CR-1 [___]   DR-2 [___]   CR-2 [___]

ACCOUNTS   DR-3 [___]   CR-3 [___]   DR-4 [___]   CR-4 [___]   DR-5 [___]   CR-5 [___]

TRANSACTION

MOD. IND. ☐   FUND IND. ☐   APPN ACCT IND ☐   DEPT. IND. ☐   ALLT CAT IND ☐   MAJ. OBJ. IND. ☐   MIN. OBJ. IND. ☐   SRCE IND. ☐   FUND DET IND ☐

EDIT

GAAP FUND IND. ☐   GAAP S-FD IND. ☐   COST CENT IND. ☐   PROJ IND. ☐   DEPT ACT IND ☐   GL ACCT IND ☐   VEND NAME IND ☐   VEND ADDR IND ☐   INV NO IND ☐   CURR DOC IND ☐

INDICATORS

REF DOC. IND. ☐   SUB ACCT IND. ☐   REMIT DATA IND. ☐   WARR NO IND ☐   WW S-FD IND ☐   WARR ROUTE IND ☐   RED TAG IND ☐   D-BTCH REF-N IND. ☐   COMP VOU-NO IND. ☐   ASD IND ☐

POST-SEQ: ☐   REGISTER-IND. ☐   WARRANT WRITING IND. ☐   INPUT TYPE ☐

BATCH TYPES ☐☐☐☐☐☐☐☐☐   RECON. SIGN ☐   GL-POST IND. ☐

──────── FILE POSTING INDICATORS ────────

	+/−	INX	MATCH	GLA	PDN	+/−	INX	MATCH	GLA	PDN	+/−	INX	MATCH	GLA	PDN
ALLOTMENT FILE (AL)	☐	☐	☐			☐	☐	☐			☐	☐	☐		
ALLOTMENT DEPARTMENT FILE (AD)	☐	☐	☐			☐	☐	☐			☐	☐	☐		
APPROPRIATION FILE (AP)	☐	☐	☐			☐	☐	☐			☐	☐	☐		
CONTRACT LEDGER FILE (CL)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
DOCUMENT FILE (DF)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
PROJECT FILE (PF)	☐	☐	☐			☐	☐	☐			☐	☐	☐		
OPERATING FILE (OF)	☐	☐		☐		☐	☐	☐			☐	☐		☐	
SUBSIDIARY FILE (SF)	☐	☐		☐		☐	☐	☐			☐	☐		☐	
VENDOR FILE (VF)	☐	☐				☐	☐				☐	☐			

───────────────────────────────

PREPARED BY _____ DATE _____   ENTERED BY _____ DATE _____

AUTHORIZED BY _____ DATE _____

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: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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 MAJ-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 REG-IND X WARRANT-WRITING-IND X INPUT-TYPE X
   BATCH-TYPES X X X X X X X X X   RECON-SIGN X GL-POST-IND X
- - - - - - - - - - - - - FILE POSTING INDICATORS - - - - - - - - - - - - - -
    +/- INX MATCH GLA PDN    +/- INX MATCH GLA PDN    +/- INX MATCH GLA PDN
AL  X   XX    X                X   XX    X                X   XX    X
AD  X   XX    X                X   XX    X                X   XX    X
AP  X   XX    X                X   XX    X                X   XX    X
CL  X   XX    X    XX   X      X   XX    X    XX   X      X   XX    X    XX   X
DF  X   XX    X    XX   X      X   XX    X    XX   X      X   XX    X    XX   X
PF  X   XX    X                X   XX    X                X   XX    X
OF  X   XX         XX          X   XX         XX          X   XX         XX
SF  X   XX         XX          X   XX         XX          X   XX         XX
VF  X   XX                     X   XX                     X   XX
XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX
```

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:

- o '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

- o 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 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

JUN 1 1988

EXHIBIT IV-19

RELATIONSHIP EDIT TABLE MAINTENANCE/INQUIRY

RELATIONSHIP EDIT TABLE MAINTENANCE

ENTER FUNCTION: X (A=ADD, C=CHG, D=DEL, P=PRINT, R=RECALL, G=GENERATE, V=VIEW)
RECALL FUNCTION: X
        DEPT: XX   APPROPRIATION ACCOUNT: X XX XXX
        COST CENTER: XXXX   ACTIVITY: XXX   PROJECT/PHASE: XXXXXX XX

    COST CENTER EDIT INDICATOR: X
        LOW1: XXXX HIGH1: XXXX LOW2: XXXX HIGH2: XXXX LOW3: XXXX HIGH3: XXXX
        LOW4: XXXX HIGH4: XXXX LOW5: XXXX HIGH5: XXXX LOW6: XXXX HIGH6: XXXX
                                                       LOW7: XXXX HIGH7: XXXX

    ACTIVITY EDIT INDICATOR: X
        LOW1: XXX HIGH1: XXX   LOW2: XXX HIGH2: XXX   LOW3: XXX HIGH3: XXX
        LOW4: XXX HIGH4: XXX   LOW5: XXX HIGH5: XXX   LOW6: XXX HIGH6: XXX
                                                       LOW7: XXX HIGH7: XXX

    PROJECT PHASE EDIT INDICATOR: X
        LOW1: XXXXXX XX HIGH1: XXXXXX XX   LOW2: XXXXXX XX HIGH2: XXXXXX XX
        LOW3: XXXXXX XX HIGH3: XXXXXX XX   LOW4: XXXXXX XX HIGH4: XXXXXX XX
        LOW5: XXXXXX XX HIGH5: XXXXXX XX   LOW6: XXXXXX XX HIGH6: XXXXXX XX
                                          LOW7: XXXXXX XX HIGH7: XXXXXX XX