FAMIS PROCEDURES MANUAL

VOLUME I - USERS MANUAL

CHAPTER VI

DOCUMENT PREPARATION

The efficient operation of FAMIS is dependent upon a number of factors, including the implementation of smooth operating procedures for preparing FAMIS input documents. Written documentation of input preparation procedures and adherence to standard instructions greatly increase the accuracy of data entered into the system and strengthen internal control. In addition, written documentation of input procedures minimizes the number of transactions and documents that require special treatment, thereby reducing possible confusion and preventing the emergence of informal procedures which are conflicting or inconsistent. The purpose of this chapter is to provide standard procedures for the completion of FAMIS input forms.

The largest volume of transactions processed through the accounting system on a recurring basis are receipt and disbursement transactions. Most of the source documents for recording these transactions originate at the operating departments. As a result, the document preparation and processing procedures followed by the operating departments are the critical components in the successful operation of the system. To achieve the dual goals of efficient system operation and good internal control, departmental personnel must understand and comply with the instructions contained in this chapter.

OVERVIEW OF DOCUMENT PREPARATION AND PROCESS FLOW

Document preparation is an intregal part of the process of recording accounting events. This process consists of:

- o source document preparation;
- o interface/batching;
- o preliminary edit;
- o preaudit;
- o batch preparation and transmittal control;
- o data entry;

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- o transaction editing and error correction; and
- o reconciliation.

This recording process is illustrated in Exhibit VI-1 and is discussed in the following paragraphs. Exhibit VI-1 consists of two parts. Part A illustrates the document preparation process for non-voucher batches which are not subject to the preliminary edit process. These batches would normally be prepared by central accounting personnel. Part B illustrates the document preparation process for voucher batches which are subject to the preliminary edit process. These batches would normally be prepared by departmental personnel.

Source Document Preparation

Among the primary responsibilities of the operating departments is document preparation which is a combination of source document preparation and batching. Source document preparation entails the completion of the accounting input forms in accordance with the procedures outlined in this chapter. Once the accounting input forms have been completed, source document batching follows. All accounting forms prepared for system processing must be supported by adequate documentation.

Interface/Batching

The interface/batching process allows departments the option of rebatching large numbers of expenditure transactions into smaller batches for processing through preliminary edit. Expenditure batches coded with a "B" department batch status are extracted from the hold file and rebatched. During the rebatching process, the extracted transactions are not reflected on the on-line hold file; after rebatching, the voucher batches are input through an

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interface program into preliminary edit. The voucher batches to be rebatched should be coded on one of the two Input Coding Forms described in subsequent sections of this chapter.

Preliminary Edit

The purpose of the preliminary edit process is to provide departments with the ability to pre-edit voucher transactions prior to submission to DAGS Pre-Audit and prepare an automated summary warrant voucher for each batch processed. Transactions are selected for processing by the preliminary edit based on the batch status code assigned by the department. Voucher batches with a Department Batch Status Code of 'P' (for preliminary edit) are processed each evening after the FAMIS Input, Edit, and Update. Voucher batches subject to the preliminary edit should be coded on one of the two Input Coding Forms.

EXHIBIT VI-1 (Part A)

OVERVIEW OF DOCUMENT PREPARATION

(BATCHES NOT SUBJECT TO THE PRELIMINARY EDIT PROCESS)

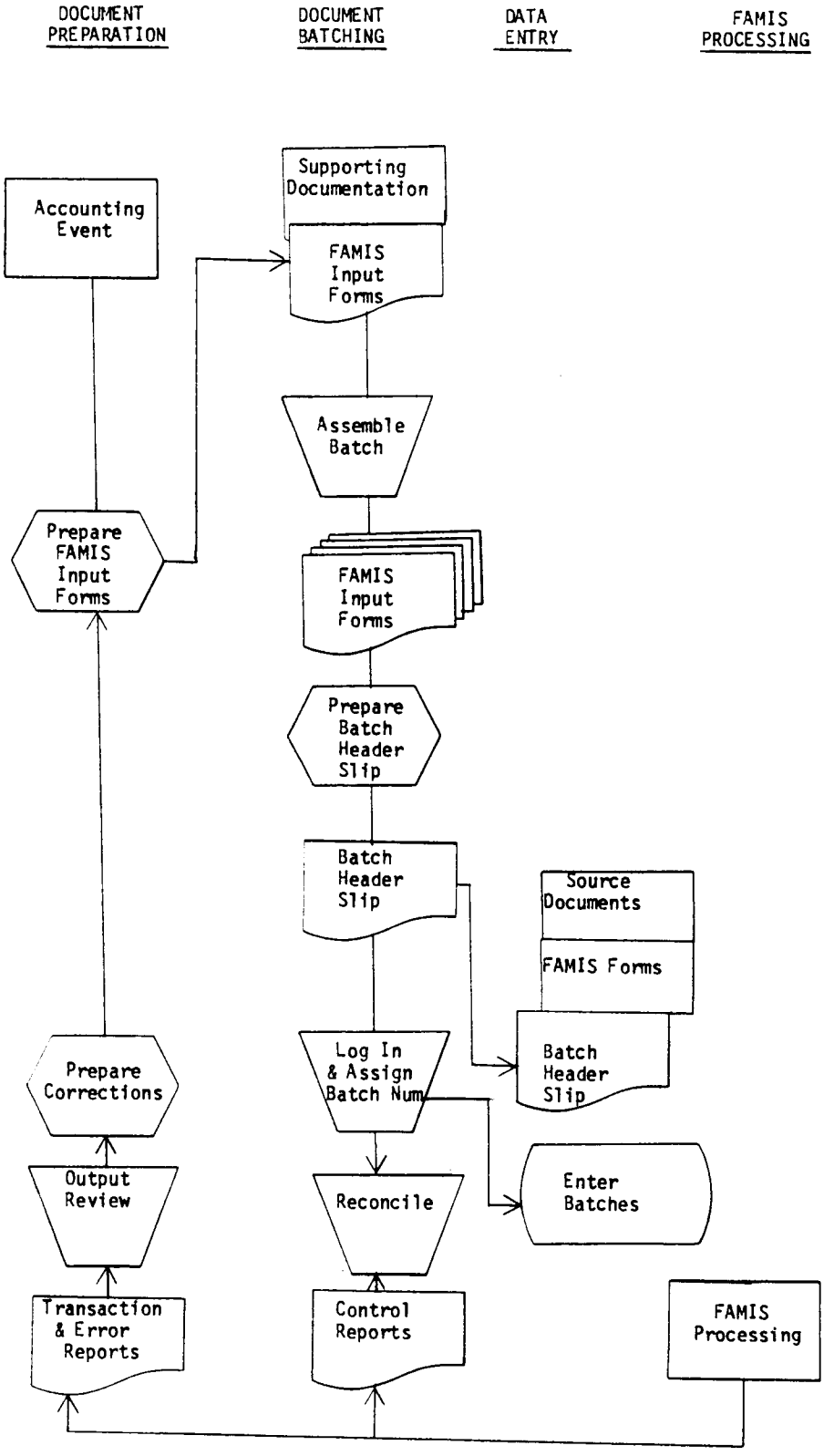
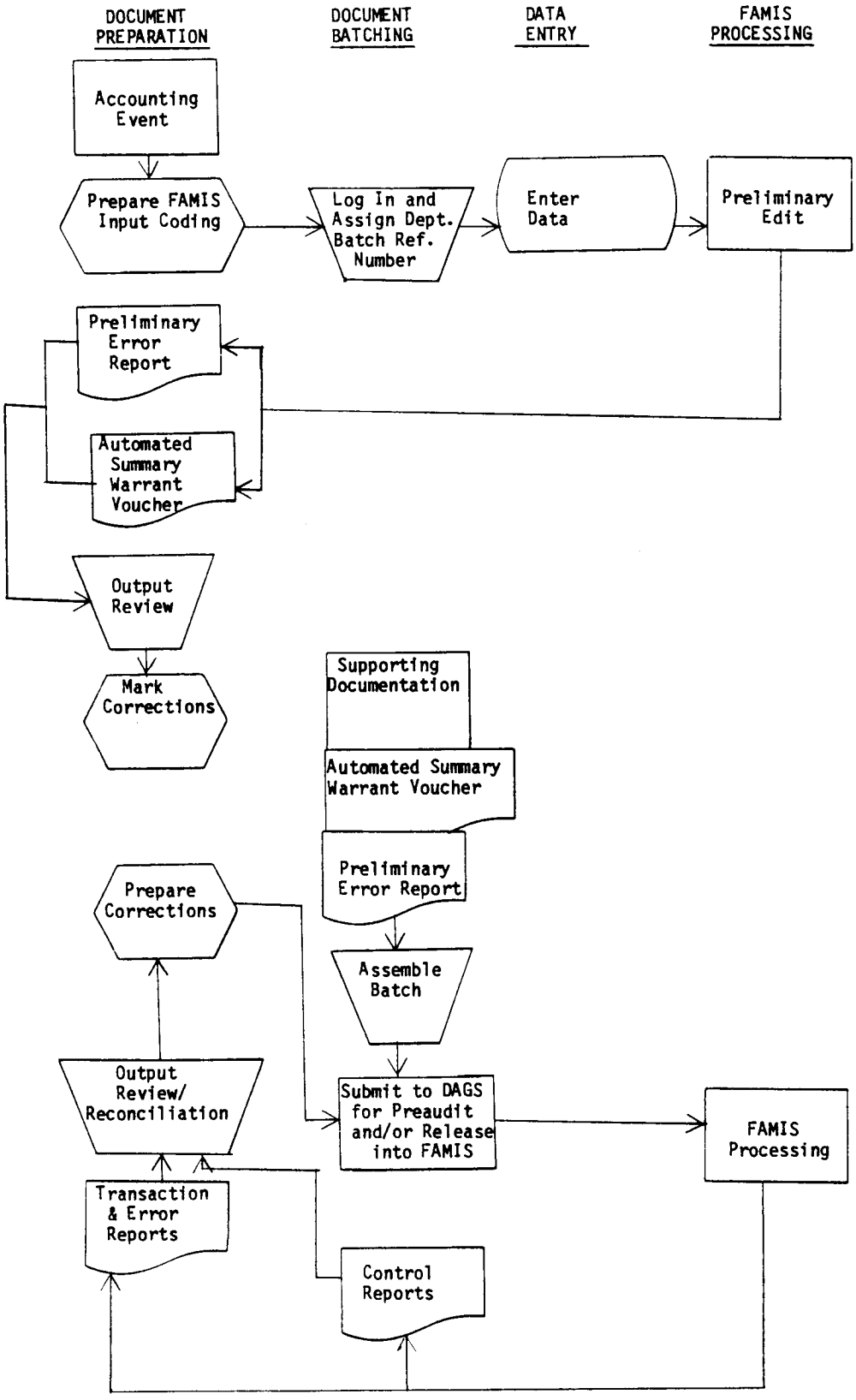


EXHIBIT VI-1 (Part B)

OVERVIEW OF DOCUMENT PREPARATION

(BATCHES SUBJECT TO PRELIMINARY EDIT)



Voucher batches not subject to the preliminary edit (i.e., when 24-hour turnaround is required) should be coded on the Summary Warrant Voucher Manual. Each of these forms is described in a later section of this chapter that describes expenditure forms. During the preliminary edit, voucher batches are subject to all of the batch system edits but are not posted to any batch financial files. Two reports are produced.

The first is the Preliminary Edit Error Report. This report lists each transaction found to be in error by the preliminary edit module. The second report is the Automated Summary Warrant Voucher. This report is a machine produced version of the Summary Warrant Voucher. The departments should mark corrections on the Summary Warrant Voucher based on the errors identified in the Preliminary Edit Error Report. The batch is then assembled with the Summary Warrant Voucher on top and is submitted to DAGS Preaudit. Once the preaudit is complete, corrections to the batch are made online, a batch date number and Comptroller's Voucher Numbers are assigned, the batch is logged and released for processing by the batch system.

Preaudit

The purpose of the preaudit function is to ensure that the collection and recording of revenues and the incurring and recording of expenditures are done in accordance with established policy. The checks and verifications that are performed by departmental personnel are not intended to replace those performed by the DAGS Preaudit Branch. Instead, the preaudit functions performed by the departments provide additional assurance of the integrity and correctness of documents and transactions that are entered into FAMIS.

The preaudit function performed by DAGS Preaudit Branch is primarily concerned with contract encumbrances and all types of expenditures. The DAGS Preaudit Branch is responsible for maintaining contract ledgers, approving the

legality and propriety of proposed expenditures for payment and the distribution of warrant reports returned from EDPD. Currently, there are no procedures for auditing receipts or the establishment of claims encumbrances.

Batch Preparation and Transmittal Control

Source document batching involves the assembly of input forms into batches and preparation of Batch Slips or the batch header section of a payment form. Different document types should be batched separately. Document types include categories such as receipts, purchase orders, disbursements and journal entries. Batches generally should contain less than one hundred transactions or fifteen documents since controlling and reconciling batches of greater size is often difficult. After a batch is assembled, two control totals are calculated. First, the batch amount is calculated by summing all of the transaction amounts for the batch net of credit memos. Second, the transaction count is computed by counting the number of transactions in the batch. The Batch Slip is then completed and securely attached on the top of a batch. Detail instructions for completing the Batch Slip are contained in a later section of this chapter. The Batch Slip is illustrated in Exhibit VI-2

Careful control of batches is important from the time a batch is created until it has been processed, reconciled and filed. Batch Control Logs should be maintained both centrally (in DAGS) and at the departments to keep track of all batches as they are being processed. The sample DAGS Batch Control Log and Department Batch Control Log shown in Exhibits VI-3 and VI-4 respectively, include the transaction count and batch amount as well as other information that uniquely identifies each batch.

STATE OF HAWAII

BATCH SLIP

EXHIBIT VI-2

DEPARTMENT _____ FUND _____

PART A

BATCH TYPE* | DEPT. CODE | DEPT. BATCH REFERENCE NO. | TRANS FISCAL MO. | BATCH I.D. (MM DD YY NO.) | DEPT. BATCH STATUS | CENTRAL ACCTNG. BATCH STATUS

INTERFACE | ONLINE | ID-A

	TRANS. COUNT	BATCH AMOUNT	
ORIGINAL			ORIGINAL
CORRECTED			CORRECTED

PART B

DOCUMENT NUMBER	REASON FOR REJECTION	TRANS. COUNT	AMOUNT	REJECTED BY
	TOTAL BATCH CORRECTION			

REMARKS:

* BATCH TYPE

A —Treasury Deposit Receipt B-13, B-14
B —Appropriation Warrant A-01
C —Request for Transfer of Funds A-21
D —Unrequired Appropriations to be Lapsed A-08
E —Request for Allotment A-19
F —Allotment Advice A-15
G —Estimated Receipts B-31
P —Contract Input C-41
Q —Requisition & Purchase Order C-03, C-04
R —Encumbrance Advice C-06
S —Universal Input Form A-28
T —Journal Voucher A-27
Y —Departmental Input

DATE _____ AUTHORIZED SIGNATURE _____

STATE ACCOUNTING FORM A-47
JULY 1, 1983

BATCH TYPE_____

STATE OF HAWAII

DAGS BATCH CONTROL LOG

DEPT CODE	BATCH DATE YY MM DD	BATCH NUMBER	FISCAL MONTH	DEPT BATCH REFERENCE NO.	ORIGINAL INPUT		RETURNED BY DAGS		CORRECTED		COMPTROLLER'S VOUCHER NUMBER
					NUMBER OF TRANS	AMOUNT	NUMBER OF TRANS	AMOUNT	NUMBER OF TRANS	AMOUNT	

STATE ACCOUNTING FORM A-XX

EXHIBIT VI-3

BATCH CONTROL LOG

STATE OF HAWAII

BATCH TYPE_____ INPUT AGENCY BATCH CONTROL LOG DEPARTMENT CODE_____

DEPARTMENT BATCH REFERENCE NUMBER	BATCH DATE	BATCH NUMBER	FISCAL MONTH	ORIGINAL INPUT		RETURNED BY DAGS		CORRECTED		COMPTROLLER'S VOUCHER NUMBER
				NUMBER OF TRANS	AMOUNT	NUMBER OF TRANS	AMOUNT	NUMBER OF TRANS	AMOUNT	

STATE ACCOUNTING FORM A-XX

Data Entry

The data entry function encompasses the keying of accounting source documents through online terminals located in the departments or central accounting or through CADES data entry equipment for later processing by FAMIS. Except for the equipment involved, this function is similar to the manual processes currently followed for posting accounting data to various ledgers and registers in the old accounting system.

Transaction Editing and Error Correction

Data input controls play a key role in ensuring the integrity and accuracy of the accounting information processed by FAMIS. To ensure the accuracy of data input to FAMIS, it is subjected to the following types of edits:

- Batch edits;
- Detail data edits;
- Account code edits; and
- Fund control edits.

Batch edits provide for the validation of the transaction count, batch amount and other batch-related coding. If the batch of transactions fails any of the batch edits, all transactions in that batch are placed on the Error File to await correction. Only after a batch error has been corrected can the transactions be released to update the FAMIS files.

Detail data edits are used to ensure that all input data elements are valid before a transaction is posted. Most of the data related edits may be performed online using the FAMIS data entry screens. All transactions are fully edited each evening during the normal batch processing cycle to again ensure that the transactions are valid before they are posted.

Data related edits include generic edits (alphabetic, numeric spaces), range checks, table lookups for valid codes and checks for data completeness.

Account code edits check the codes contained on incoming transactions against system tables which list all valid classification codes. These account code edits cover such codes as the appropriation code, cost center code, department activity code, and the project code. As with the data related edits, there are certain predefined valid combinations of account codes against which the incoming codes are tested.

Fund control edits allow incoming transactions to be flagged or held on an Error File when there are insufficient funds available at the appropriate level of control. Various levels of fund control are available such as appropriation control, allotment control and document control. The action of fund control at these levels may be absolute or advisory, depending on predefined edit criteria.

A key component of the transaction editing processes discussed above is the exercise of tight control over transactions found to be in error. Error situations may be either absolute (fatal) or advisory. Absolute errors are not posted to the system files, whereas advisory errors are posted and reported with a warning message on the activity reports. Transactions placed on the Error File should be corrected and reprocessed in a timely manner.

Transactions with errors are maintained on an Error File. Erroneous transactions remain on the Error File until corrections have been made and the transactions have successfully passed through the edit cycle and posted to the master files. Holding items in suspense allows them to be easily corrected and automatically submitted for processing. Use of the Error File also improves control over those items rejected during the edit process.

To facilitate the error correction process, a two-part error report is produced. The first part is the formatted listing of the transactions on the Error File, along with all the related error codes and messages. The second part is a turnaround document which provides all the information needed to enter the correction into the system except the correction itself.

The overall responsibility for the error correction process varies depending upon a number of factors including the type of transaction in error and the volume of errors. The error correction process is discussed in detail in Volume II, Chapter V - Error Correction of the FAMIS Procedures Manual.

Reconciliation

Each department is responsible for performing its own reconciliation. The reconciliations that need to be performed include:

- determining that all transactions and batches submitted for processing were entered into the system or can be accounted for;
- reviewing accounting reports to determine that transactions are posted in the manner intended; and
- verifying that appropriation and allotment charges were properly recorded.

It is also necessary, for example, to determine that all interface transactions from other systems, such as payroll, are properly recorded in FAMIS. Certain reconciliations, such as between the subsidiary ledger accounts and the general ledger are not required because of the single transaction concept of system processing. Application of this concept means that all subsidiary and general ledger accounts are updated simultaneously as a result of processing a single transaction. The reconciliations that are required consist of ensuring that data input to the system is properly recorded. Specific reconciliation processes are discussed in Volume II, Chapter VIII - Reconciliation of the FAMIS Procedures Manual.

INPUT DOCUMENT PREPARATION INSTRUCTIONS

Financial accounting transactions are coded on a series of input forms, which for purposes of discussion, are grouped into the following major categories:

- appropriation and budgetary allocation forms;
- encumbrance forms;
- expenditure forms;
- receipt forms;
- other accounting input forms; and
- summary warrant voucher reports.

Some of the data elements contained in the FAMIS classification structure are coded on the accounting input form while other elements are automatically looked up from the system tables. The information on the Batch Slip, Form A-47, is always required for input into the system. The coding and entry of each type of transaction generally requires, at a minimum, the following data elements:

- transaction code;
- fund code;
- (appropriation) fiscal year code;
- appropriation account code;
- department code;
- object/source code; and
- transaction amount.

The remainder of this chapter provides forms completion instructions for the individual forms within each category. In general, the fields on the statewide forms marked with X's (for example 'XXX' for a three-position field) are input into FAMIS, while the fields that are not marked are not input.

Specific rules regarding coding requirements for individual transaction types are provided in Appendix C, "Transaction Illustrations" of the FAMIS Procedures Manual.

APPROPRIATION AND BUDGETARY ALLOCATION FORMS

Five Statewide accounting forms are grouped within the category entitled "Appropriation and Budgetary Allocation Forms." These forms are:

- Appropriation Warrant (A-01);
- Unrequired Appropriation To Be Lapsed (A-08);
- Allotment Advice (A-15);
- Request for Allotment (A-19); and
- Request for Transfer of Funds (A-21).

Each of these forms is described in the following paragraphs.

Appropriation Warrant (A-01)

The Appropriation Warrant, Form A-01 (illustrated in Exhibit VI-5), is issued by the State Comptroller as the official document that provides evidence of funds made available to expending agencies by legislative authority. This standard form provides for the recording of up to five appropriations for a single document. However, Form A-01 may also be used as a cover sheet with the notation "See Attached" in the appropriation title field. Appropriation data contained in the Appropriation Warrant or the attachments may be keyed for entry into FAMIS.

The DAGS Accounting Division prepares the Appropriation Warrant in triplicate from data provided by DB&F Program Planning and Budgeting System (PPBS). The Appropriation Warrant is prepared in quadruplicate if capital improvement project funds are affected. Instructions for completing the form are contained in Exhibit VI-6. All copies are forwarded to the Comptroller's office for approval.

STATE OF HAWAII

APPROPRIATION WARRANT

Appropriation Warrant No. (1) _____ Date (2) _____, 19____

To (3) _____
(Department or Agency)

_____

The Legislature of 19 (4) ____ at its (5) _____ Session having by Act (6) _____ appropriated the sum of $ (7) _____ for the purposes and for the period therein specified, you are authorized to cause this sum to be credited to the general and detailed accounts of appropriations, and for so doing this shall be your WARRANT.

(8) _____
COMPTROLLER, STATE OF HAWAII

TC	F	YR	APP	D	APPROPRIATION TITLE	LAPSE DATE			AMOUNT	
XXX	X	XX	XXX	XX		MM	DD	YY	XXXXXXXXXXX	XX
(9) ←		(10) →			(11)	←	(12)	→	(13)	
					GRAND TOTAL				(14)	

STATE ACCOUNTING FORM A-01
JULY 1, 1983 (REVISED)

EXHIBIT VI-6

APPROPRIATION WARRANT (A-01)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Appropriation Warrant Number(1) (Comptroller's Control Number - Current Document Number)	Enter the three-digit control number used to uniquely identify Appropriation Warrants. This number is sequentially assigned within fund and is, in fact, the Comptroller's Control Number.
2	N/A	Date	Enter the date of the Appropriation Warrant.
3	N/A	Department or Agency	Enter the name of the department or agency authorized to control the appropriation.
4	N/A	Year	Enter the year of the legislative session approving the appropriation.
5	N/A	Session	Enter the session number of the legislative session approving the appropriation.
6	N/A	Act(2)	Enter the Act number of the approved legislative bill.
7	N/A	Sum of	Enter the total amount of the Appropriation Warrant.
8	N/A	Comptroller's Signature	Comptroller signs the Appropriation Warrant.
9	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.
10	F YR APP D	Appropriation Symbol(1)	Enter the appropriate classification elements as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits

EXHIBIT VI-6

APPROPRIATION WARRANT (A-01)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
11	N/A	Appropriation Title(2)	Enter the title or description of the appropriation.
12	N/A	Lapse Date(2)	Enter the date the appropriation will lapse.
13	N/A	Amount(1)	Enter the amount of the appropriation.
14	N/A	Grand Total	Enter the total of all appropriated amounts within a single Appropriation Warrant.

(1) This data is keyed for entry into FAMIS
(2) This data is referenced in FAMIS through the AC-Table.

It should be noted that the Appropriation Warrant will rarely be used as an actual input document. Instead, approved appropriations will be recorded in FAMIS automatically at the beginning of each year through an automated interface with the DB&F system.

Unrequired Appropriations To Be Lapsed (A-08)

The Unrequired Appropriations To Be Lapsed, Form A-08 (illustrated in Exhibit VI-7), is used to close appropriations determined to be unrequired. The data entered on the top portion of page two is the same as the top portion of page one and is not re-keyed into FAMIS.

The operating departments or the DAGS Accounting Division prepares the Unrequired Appropriations To Be Lapsed in triplicate (quadruplicate if capital project funds are affected). All copies are forwarded to the Governor's office for approval.

Instructions for completing the form are contained in Exhibit VI-8.

Allotment Advice (A-15)

The Allotment Advice, Form A-15 (illustrated in Exhibit VI-9), is used in FAMIS to record allotments for capital improvement projects and certain other allotments not subject to the quarterly allotment process. The Allotment Advice may also be used to transfer or restrict an allotment.

The Allotment Advice is prepared in quintuplicate by DPED for capital improvement projects and by DB&F for other than capital improvement projects. Further, since the Allotment Advice is used to record operating and residual transfers between funds (at the allotment level), the source/object and subsidiary coding blocks have been added to the revised form. The source/object code will identify the statutory fund that funds are being

State of Hawaii

UNREQUIRED APPROPRIATIONS TO BE LAPSED

Dept. No. (1)

(3) _____
Department or Agency

Comptroller's No. (2)

(4) _____
Fund

Date (5) _____, 19____

To: THE GOVERNOR,
State of Hawaii.

In accordance with Section 40-67 of the Hawaii Revised Statutes, request is hereby made to transfer the unexpended balances of the appropriations listed on the reverse hereof to the unappropriated surplus of the (6) _____ _____ fund, from which the appropriations were made.

I hereby certify that all outstanding accounts against these appropriations have been fully paid and satisfied with exception of the encumbrances on record.

(7) _____
Head of Department or Agency

FIRST ENDORSEMENT

OFFICE OF THE GOVERNOR

Date: (8) _____, 19____

Referred to the Comptroller, State of Hawaii.

The Transfers requested are approved.

(9) _____
Governor, State of Hawaii

INSTRUCTIONS: Prepare in triplicate for each distinct fund. Forward all copies to Comptroller.

STATE ACCOUNTING FORM A-06
JULY 1, 1983 (REVISED)

EXHIBIT VI-7 (Page 2)

State of Hawaii

UNREQUIRED APPROPRIATIONS TO BE LAPSED

(10) _____
Department or Agency

(11) Dept. No. _____

(12) Comptroller's No. _____

(13) _____
Fund

(14) Date: _____

TC	F	YR.	APP.	D	ALLOT. CAT.	APPROPRIATION TITLE	AMOUNT TO BE LAPSED	
XXX	X	XX	XXX	XX	XX		XXXXXX,XXXXX	XX
(15)	←		(16)	→	(17)	(18)	(19)	
						TOTAL	(20)	

STATE ACCOUNTING FORM A-08
JULY 1, 1963 (REVISED)

EXHIBIT VI-8

UNREQUIRED APPROPRIATIONS TO BE LAPSED (A-08)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
Page 1			
1	Dept. No.	Department Number(1) (Reference Document Number and Suffix	Enter the document number and suffix assigned to the form by submitting department.
2	N/A	Comptroller's Number(1) (Comptroller's Control Number-Current) Document Number and Suffix	Enter the control number and suffix assigned to this document by the Comptroller's office.
3	N/A	Department or Agency	Enter the name of the department or agency submitting the form.
4	N/A	Fund	Enter the name of the fund in which the appropriation is to be lapsed.
5	N/A	Date	Enter the date the form is prepared.
6	N/A	Fund	Enter the name of the fund to which the unrequired balance of the appropriation will be transferred (Same as item 4).
7	N/A	Head of Department or Agency	Signature of authorized individuals must appear on designated line.
8	N/A	Date	The first endorsement by the Governor is dated on the designated line.
9	N/A	Governor, State of Hawaii	The form is signed by the Governor or other authorized individuals.

EXHIBIT VI-8

UNREQUIRED APPROPRIATIONS TO BE LAPSED (A-08)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
Page 2			
10	N/A	Department or Agency	Enter the name of the department or agency submitting the form. (Same as Item 3, entered for reference only).
11	Dept. No.	Department Number (Document Number)	Enter the document number assigned to the form by the submitting department. (Same as Item 1 and is entered for reference only).
12	N/A	Comptroller's Number (Comptroller's Control Number)	Enter the control number assigned to this document by the Comptroller's office. (Same as Item 2 and is entered for reference only.)
13	N/A	Fund	Enter the name of the fund in which the appropriation is to be lapsed. (Same as Item 4 and is entered for reference only.)
14	Date	N/A	Enter the date the form is prepared. (Same as Item 5 and is entered for reference only.)
15	TC	Transaction Code (1)	Enter the three-digit transaction code that uniquely identifies the accounting event.

EXHIBIT VI-8

UNREQUIRED APPROPRIATIONS TO BE LAPSED (A-08)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
16	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
17	ALLOT CAT	Allotment Category(1)	Enter the allotment category within the appropriation to be lapsed.
18	N/A	Appropriation Title	Enter the organization or program title or other information that may be required by the department.
19	N/A	Amount to be lapsed(1)	Enter the amount to be lapsed.
20	N/A	Total	Enter the total of all unrequired appropriations to be lapsed as reported on this form.

(1) This data is keyed for entry into FAMIS.

EXHIBIT VI-9

STATE OF HAWAII

ALLOTMENT ADVICE

ADVICE NO. (2) XXXXXXXX

TO: (4)

DATE: (3) 19____

COMPTROLLER'S NO. (1) XXXXXX

UNIFORM ACCOUNTING					ALLOT.	FOR CENTRAL ACTG USE ONLY		ITEM	TITLE AND PURPOSE OF ALLOTMENT	AMOUNT
TR	F	YR	APP	D	CAT.	SRCE/OBJ. (STAT FND)	S/L ACCT (GAAP FND)			
XXX										
	X	XX	XXX	XX	XX	XXXX	XXXXXX	(10)	(11)	XXXXXXXXX (12)
(5)		(6)			(7)	(8)	(9)			

RECOMMENDED FOR APPROVAL: (13)

Director of Planning & Economic Development

Director of Budget and Finance

GOVERNOR, STATE OF HAWAII

STATE ACCOUNTING FORM A-15
JULY 1, 1983 (Revised)

transferred to or from. The subsidiary code will identify the GAAP fund. Upon approval by the Director of DPED, all copies are sent to DB&F for issuance of an advice number and for approval by the Director of DB&F. The approved copies are sent to the Governor's office for approval.

Instructions for completing the form are contained in Exhibit VI-10.

Request for Allotment/Allotment Advice (A-19)

The Request for Allotment/Allotment Advice, Form A-19 (illustrated in Exhibit VI-11) serves as a request by departments for approval of quarterly allotments, as the official document that provides evidence of funds allotted to expending departments and as a source document for recording appropriation and allotment transactions in FAMIS. The establishing of allotments and any subsequent adjustments are coded on the bottom section of the Request for Allotment/Allotment Advice.

The Request for Allotment/Allotment Advice is prepared by departments in triplicate. All copies of the form are submitted to DB&F for approval. The Allotment Request is then either approved as requested or adjusted. If approved as requested, DB&F stamps "Approved As Requested" on the form. On the other hand, DB&F may adjust the request. In such cases, the adjusted allotment amounts are coded on a new Request for Allotment form by DB&F.

Instructions for completing the form are contained in Exhibit VI-12.

OCT 1 1986

EXHIBIT VI-10

ALLOTMENT ADVICE (A-15)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	COMPT.'S NO.	Comptroller's Number(1) (Comptroller's Control Number-Current Document Number and Suffix)	Enter the control number and suffix assigned to this form by DAGS.
2	N/A	Advice Number(1) (Reference Document Number and Suffix	Enter the Advice Number assigned by the Department of Budget and Finance.
3	N/A	Date	Enter the date the form is prepared.
4	N/A	To	Enter the name and address of the department or agency that will receive the advice.
5	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.
6	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
7	ALLOT. CAT.	Allotment Category(1)	Enter the code that references the proper category as prescribed from year-to-year by DB&F; for example: 10 - Personnel Services 20 - Other Expenditures

EXHIBIT VI-10

ALLOTMENT ADVICE (A-15)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
8	SRCE OBJ.	Source/Object(1)	If recording an operating or residual transfer between funds, enter the source or object code that identifies the statutory funds that are being transferred to or from. Otherwise, leave blank.
9	S/L ACCT	Subsidiary Ledger Account(1)	If item 8 is coded, enter the subsidiary ledger account that identifies the GAAP fund. Otherwise, leave blank,
10	N/A	Item	Enter the item number assigned to the project in the act that is applicable to the line entry.
11	N/A	Title and Purpose of Allotment	Enter the title and purpose of the allotment.
12	N/A	Amount(1)	Enter the amount of each allotment.
13	N/A	Recommended for Approval	Signatures of authorized individuals must appear on designated lines.

(1) This data is keyed for entry into FAMIS.

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for approval of the following allotments

STATE OF HAWAII
REQUEST FOR ALLOTMENT

DEPARTMENT (1)
APPROPRIATION SYMBOL: (2)
APPROPRIATION TITLE AND ACT NO OR LAW (3)
PROGRAM I D NO AND TITLE (4)

(5) FUND
(6) MEANS OF FINANCING

COMPTROLLER'S NO (7) DATE (8)
DEPT NO (9)
ORIGINAL (10) OR AMENDMENT NO (11)
SIGNATURE (12)

ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	RESTRICTED	ALLOCATION FOR THIS FISCAL YEAR	ALLOTMENT FOR QUARTER JULY-SEPT	ALLOTMENT FOR QUARTER OCT-DEC	ALLOTMENT FOR QUARTER JAN-MAR	ALLOTMENT FOR QUARTER APR-JUNE	ESTIMATED BALANCE JUNE 30 19__	FN
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)

ALLOTMENT ADVICE

TO THE HEAD OF THE DEPARTMENT NAMED ABOVE
Please be advised that the following allotments have been approved.
Expenditures incurred during each allotment period must be restricted to the amounts approved

(23) DATE

DIRECTOR DEPARTMENT OF BUDGET AND FINANCE
BY DIRECTION OF THE GOVERNOR

APPROPRIATION				ALLOTMENT	ALLOT CAT	1ST QUARTER AMOUNT		2ND QUARTER AMOUNT		3RD QUARTER AMOUNT		4TH QUARTER AMOUNT		ALLOTMENT REVERSIONS	
APPROPRIATION EST/ INCREASE		RESTRICTION INCREASE				TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	REVERSION DECREASE	
TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX											TC	XXXXXXXXXXXX
411	(24)	431	(24a)	ALLOT EST/ INCREASE	10	511	(28)	512	(28)	513	(28)	514	(28)		
				ALLOT DECREASE	10	515	(29)	516	(29)	517	(29)	518	(29)	593	(32)
APPROPRIATION DECREASE		RESTRICTION DECREASE		ALLOT EST/ INCREASE	20	511	(30)	512	(30)	513	(30)	514	(30)	593	(32)
TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX												
412	(25)	432	(27)	ALLOT DECREASE	20	515	(31)	516	(31)	517	(31)	518	(31)		

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance
Show both the revised and the necessary for rebudgeting proposed allotment. Requests for allotment reductions must be signed

STATE ACCOUNTING FORM A-11
OCTOBER 1, 1986 REVISED

EXHIBIT VI-12

REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE (A-19)
PREPARATION INSTRUCTIONS

Note: Refer to the Governor's Budget Execution Policies issued annually for specific requirements in preparing the Request for Allotment/Allotment Advice form.

Item	Field	Title	Instructions
1	N/A	Department	Enter the name of the department.
2	N/A	Appropriation Symbol (1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
3	APPROPRIATION TITLE AND ACT NO. OR LAW	Appropriation Title and Act Number or Law Number	Enter the title of the appropriation and the Act Number or the number of the law.
4	PROGRAM ID NO. AND TITLE	Program Identification Number and Title	Enter the program identification number and title of the program.
5	FUND	Fund Type	Enter the type of the fund (i.e., General or Special).
6	N/A	Means of Financing	Enter the means of financing from the appropriation act.
7	N/A	Comptroller's Number(1) (Comptroller's Control Number - Current Document Number and Suffix)	This control document number is assigned to this form by the Comptroller's office.
8	N/A	Date	Enter the date the form is prepared.
9	DEPT. NO.	Department Number (1) (Reference Document Number and Suffix)	Enter the document number and suffix assigned to this form by the requesting department.
10	ORIGINAL	Original Request for Allotment	Enter a check mark (✓) if this form is for an original request for allotment.

EXHIBIT VI-12

REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE (A-19)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
11	N/A	Or Amendment Number	Enter the amendment number, i.e., 1, 2, 3, etc., if this form is for an amendment of an approved allotment.
12	N/A	Signature	Signature of authorized individual in the operating department.
13	N/A	Allotment Category Description	Enter the code and title for each allotment category as prescribed from year-to-year by DB&F; for example: 10 Personal Services (Payroll) 20 Other Current Expenditures (Others) (Note: Amendments, transfers, additional authorizations, etc. should be reflected separately. Refer to the Budget Execution Policies and Instructions for description titles.)
14	N/A	Appropriation	Enter the amount of the current fiscal year's appropriation from the applicable appropriation act. No amount should be entered if there was no amount appropriated or authorized by the General Appropriations Act or other specific acts.
15	N/A	Restricted	Enter the amount, if any, of the appropriation that is being restricted.

OCT 1 1986

EXHIBIT VI-12

REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE (A-19)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
16	N/A	Allocation for this Fiscal Year	Enter the difference between Items 14 and 15, transfers including pay increase allocations, and additional authorizations for Special and Other Funds.
17	N/A	Allotment for Quarter July-September	Enter the allotted amount for the first quarter of the fiscal year.
18	N/A	Allotment for Quarter October-December	Enter the allotted amount for the second quarter of the fiscal year.
19	N/A	Allotment for Quarter January-March	Enter the allotted amount for the third quarter of the fiscal year.
20	N/A	Allotment for Quarter April-June	Enter the allotted amount for the fourth quarter of the fiscal year.
21	N/A	Estimated Balance June 30, 19____	Enter the balance, if any, that remains after allotting the current fiscal year allocation to the four quarters (i.e., Item 16 minus Items 17, 18, 19 and 20 equals Item 21).
22	REV	Reversion	Enter the reversion codes as follows: "Y" or leave blank for Yes - if the allotment is subject to reversion. "N" for No - if the allotment is not subject to reversion.
23	N/A	Date	The Department of Budget and Finance enters the date when the Allotment Advice is approved.

EXHIBIT VI-12

REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE (A-19)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
24	APPROPRI-ATION EST/ INCREASE	Appropriation Establishment/Increase(1)	Enter the amount authorized to be expended only if the amount was not authorized by the General Appropriations Act or other specific acts; or enter the increase in authorization from the previous Request for Allotment; or enter any additional authorization from the amount entered in item (14). (This item is only applicable to Special Funds [non-general funds]).
25	N/A	Appropriation Decrease(1)	Enter the amount of decrease in appropriated or authorized amounts from the previously approved Request for Allotment.
26	N/A	Restriction Increase(1)	Enter the amount of restricted appropriation for original Request for Allotment; or enter the amount of any increases in restricted appropriations from the previously approved Request for Allotment.
27	N/A	Restriction Decrease(1)	Enter the amount of any decreases in restricted appropriations from the previously approved Request for Allotment.
28	ALLOT EST/ INCREASE ALLOT 10	Allotment Establishment/ Increase Allotment Category 10 (1)	Enter the amount of allotment for allotment category 10 (Payroll) for the applicable quarters for original Request for Allotment; or enter the increase amount for allotment category 10 for the applicable quarters if this is an amended Request for Allotment.

EXHIBIT VI-12

REQUEST FOR ALLOTMENT/ALLOTMENT ADVICE (A-19)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
29	ALLOT DECREASE ALLOT CAT 10	Allotment Decrease Allotment Category 10 (1)	Enter the amount of decreases for allotment category 10 (Payroll) from the previously approved Request for Allotment for the applicable quarters.
30	ALLOT EST/ INCREASE ALLOT CAT 20	Allotment Establishment/ Increase Allotment Category 20 (1)	Enter the amount of allotment for allotment category 20 (Others) for the applicable quarters for original Request for Allotment; or enter the increase amount for allotment category 20 for the applicable quarters if this is an amended Request for Allotment.
31	ALLOT DECREASE ALLOT CAT 20	Allotment Decrease Allotment Category 20 (1)	Enter the amount of decreases for allotment category 20 (Others) from the previously approved Request for Allotment for the applicable quarters.
32	N/A	Reversion Decrease(1)	Enter the total amount of reversion, if any, that are being reallotted for the appropriate allotment categories. These amounts should not be rounded up.

(1) This data is keyed for entry into FAMIS

OCT 1 1986

Request for Transfer of Funds (A-21)

The Request for Transfer of Funds, Form A-21 (illustrated in Exhibit VI-13), is used to request a transfer of funds between appropriations, as prescribed by law. Upon approval by DB&F, it serves as a transfer device between programs within funds. The source/object code identifies the statutory fund that funds are being transferred to or from. The subsidiary code identifies the GAAP fund that the funds are transferred to or from.

The Request for Transfer of Funds is prepared by operating departments in triplicate. All three copies are sent to DB&F for approval.

Instructions for completing the form are contained in Exhibit VI-14.

EXHIBIT VI-13

DEPT. NO. (1)

B.F. NO. (2)

COMPTROLLER'S NO. (3)

DATE: (4) , 19

STATE OF HAWAII
REQUEST FOR TRANSFER OF FUNDS

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for the approval of the following transfer of funds

DEPARTMENT (5)

(6)
Head of Department

TC	F	YR	APP	D	FOR CENTRAL ACCTG USE ONLY: SOURCE OBJ (STAT FUND)	FOR CENTRAL ACCTG USE ONLY: S L ACCT (GAAP FUND)	OTHER INFORMATION	AMOUNT FROM		AMOUNT TO	
XXX	X	XX	XXX	XX	XXXX	XXXXXX		XXXXXXXXXX	XX	XXXXXXXXXX	XX
(7) ←			(8) →		(9)	(10)	(11)	(12)			

STATUS OF APPROPRIATION					
EXPENDITURES TO END OF PREVIOUS MONTH	REQUIREMENTS TO END OF FISCAL YEAR	TOTAL REQUIREMENTS FISCAL YEAR	ALLOCATION BEFORE TRANSFER	TRANSFER — FROM + TO	ALLOCATION AFTER TRANSFER
(13)	(14)	(15)	(16)	(17)	(18)

RECOMMENDED FOR APPROVAL: (19)

APPROVED:

DATE: , 19

DATE — CHIEF BUDGET PLANNING AND MANAGEMENT — DIRECTOR OF FINANCE

INSTRUCTIONS: Prepare in triplicate and submit all copies to Department of Budget and Finance. State fully the necessary details for making this transfer on reverse side.

STATE ACCOUNTING FORM A 21
JULY 1, 1961 (REVISED)

EXHIBIT VI-14

REQUEST FOR TRANSFER OF FUNDS (A-21)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	Dept. No.	Department Number(1) (Reference Document Number and Suffix)	Enter the document number and suffix assigned to the form by the requesting department.
2	B.F. No.	DB&F Number	The document number entered by the Department of Budget and Finance.
3	N/A	Comptrollers Number(1) (Comptroller's Control Number-Current) Document Number	Enter the control number assigned to this document by the Comptroller's office.
4	N/A	Date	Enter the date the form is prepared.
5	N/A	Department	Enter the name of the department submitting the form.
6	N/A	Head of Department	The department head or other authorized individual signs the request.
7	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.
8	F YR APP D	Appropriation Symbol(1)	Enter the Appropriation Symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits

EXHIBIT VI-14

REQUEST FOR TRANSFER OF FUNDS (A-21)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
9	SRCE/OBJ.	Source/Object	If recording an operating or residual transfer between funds, enter the source code or object code that identifies the statutory fund (G, S, T, B) that funds are being transferred to or from. Otherwise, leave blank.
10	S/L ACCT.	Subisidiary Ledger Account	If Item 9 is coded, enter the subsidiary ledger account that identifies the GAAP fund. Otherwise leave blank.
11	N/A	Other Information	Enter any additional optional information that may be required by the department.
12	N/A	Amount From or To (1)	Enter the amount that is being transferred from or to an appropriation or fund. Each line item can only have one amount field. Note: The total amount "transferred from" must equal the total amount "transferred to."
13	N/A	Expenditures To End Of Previous Month	Enter the amount expended from the appropriation as of the end of the previous month.
14	N/A	Requirements To End Of Fiscal Year	Enter the estimated amount required for the remainder of fiscal year.
15	N/A	Total Requirements Fiscal Year	Enter the sum of amounts in Items 13 and 14.
16	N/A	Allocatin Before Transfer	Enter the amount appropriated and not previously transferred.
17	N/A	Transfer - From + To	Enter the difference between amounts shown in Items 15 and 16. The transfer amount should equal the amount in Item 12, Amount From or To, whichever is applicable.

EXHIBIT VI-14

REQUEST FOR TRANSFER OF FUNDS (A-21)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
18	N/A	Allocation After Transfer	Enter the amount in Item 16 after giving effect to the amount in Item 17.
19	N/A	Recommended for Approval/Approved	Authorized individuals must sign on the designated lines.

---

(1) This data is keyed for entry into FAMIS
(2) This data is referenced in FAMIS through the AC-Table.

ENCUMBRANCE FORMS

Four Statewide accounting forms are grouped within the category entitled "Encumbrance Forms". These forms are:

- Requisition and Purchase Order (C-03);
- Requisition and Purchase Order (Continuation) (C-04);
- Encumbrance Advice (C-06); and
- Contract Input (C-41).

Each of these forms is described in the following paragraphs.

Requisition and Purchase Order (C-03 and C-04)

There are two versions of the Requisition and Purchase Order form: the regular form C-03 (illustrated in Exhibit VI-15) and the continuation version, form C-04 (illustrated in Exhibit VI-16). These versions differ in that the form C-04 only has the purchase order number and the transaction coding blocks. All of the column headings and other coding blocks are identical. For this reason, these forms will be described jointly.

The Requisition and Purchase Order serves as a written request for specified goods or services and as an input document to record encumbrances under FAMIS. Form C-04 is used as a continuation form to the C-03 if additional lines are required to record the accounting distribution of the encumbrance.

To record the encumbrance in FAMIS, the department will complete the Requisition and Purchase Order; batch copy 2; and send the batch to EDPD for data entry. These forms are not preaudited in central accounting. The remaining copies of the Requisition and Purchase Order are generally distributed as follows:

EXHIBIT VI-15

STATE OF HAWAII
REQUISITION & PURCHASE ORDER

PURCHASE ORDER NO. (1)

Date (2)

Deliver Before

ORGANIZATION

FUNCTION AND ACTIVITY

NOTICE TO VENDORS

Conditions of purchase are listed on the back side of this purchase order. Please read carefully. Payments may be delayed if all steps are not followed.

DELIVERY ADDRESS

BILLING ADDRESS

The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.

QUAN.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

(3)

REQUISITIONER TELEPHONE

GOODS/SERVICES RECEIVED IN GOOD ORDER AND CONDITION BY DATE

VOUCHER NUMBER

AUTHENTICATED BY (4)

AUTHORIZED SIGNATURE

REQUISITION NO

FOR DEPARTMENT USE ONLY

VENDOR

NUMBER	SFX	
XXXXXXXXXX	XX	
(5)		

SFX	TC	F	YR	APP	D	OBJECT	CC	PROJ NO	PH	ACT	ESTIMATED COST	ACTUAL COST	M	R	OPT DEPT DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXXXXXXXX XX	XXXXXXXXXXXX XX	X	X	XXXXXXXXXXX
(6)	(7)	←		(8)	→	(9)	(10)	(11)		(12)	(13)		(14)		(16)
													(15)		

COPY #1 - VENDOR

STATE ACCOUNTING FORM C-03
JULY 1, 1983 (REVISED)

EXHIBIT VI-16

STATE OF HAWAII
REQUISITION & PURCHASE ORDER
(CONTINUATION)

PURCHASE ORDER NO. (1)	

ORGANIZATION _____ FUNCTION AND ACTIVITY _____

VENDOR _____ DATE _____

SFX	TC	F	YR	APP	D	OBJECT	CC	PROJ NO	PH	ACT	ESTIMATED COST		ACTUAL COST		M	R	OPT DEPT DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXXXXXXX	XX	XXXXXXXXXXX	XX	X	X	XXXXXXXXXXX
(2)	(3)	←		(4)	→	(5)	(6)	(7)		(8)	(9)				(10)	(11)	(12)

- copy 1 is sent to the vendor to evidence the order of goods or services;
- copy 3 is retained for use as supporting documentation for payment;
- copy 4 is filed in the department's voucher file; and
- copies 5, 6, and 7 are distributed as specified by departmental procedures.

Instructions for completing the C-03 form are contained in Exhibit VI-17. The preparation instructions for the C-04 form are contained in Exhibit VI-18.

Encumbrance Advice (C-06)

The Encumbrance Advice, form C-06 (illustrated in Exhibit VI-19) is used to record encumbrances that are not supported by a contract (encumbered with Contract Input C-41) or by Purchase Order (encumbered with Requisition and Purchase Order C-03 or C-04). The Encumbrance Advice is uniquely identified by the Advice Number. Like the other encumbrance forms, multiple accounting distributions on a single Encumbrance Advice are uniquely identified by a suffix code.

The Encumbrance Advice is completed in duplicate by department personnel as encumbrances are established. The original (copy 1) is submitted to the DAGS, UARB. Copy 2 is retained by the department. Adjustments to encumbrances are entered on the Journal Voucher form.

Instructions for completing the C-06 form are contained in Exhibit VI-20.

EXHIBIT VI-17

REQUISITION AND PURCHASE ORDER (C-03)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Purchase Order Number(1) (Current Document Number)	Enter the purchase order number assigned to the document by the operating department. Care should be taken to ensure that document numbers are unique within a department.
2	N/A	Date(1)	Enter the date the purchase order is issued.
3	N/A	Requisitioner	Signature and telephone number of person requesting the goods or services must appear here.
4	N/A	Authorized Signature	Signature of person authorizing the order must appear here.
5	N/A	Vendor Number/Sfx(1)	Enter the vendor code assigned to the vendor to whom the purchase order is awarded.
6	SFX	Suffix(1)	Enter the document number suffix that provides for the sequential numbering of each encumbrance distribution to ensure they are unique. If the encumbrance is charged to a single account, then the suffix may be coded '00' or left blank. If there are multiple distributions, the first distribution should be assigned '01' and incremented by one for each additional distribution.
7	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.
8	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits

EXHIBIT VI-17

REQUISITION AND PURCHASE ORDER (C-03)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
9	N/A	Object(1)	Enter the object code that identifies the type of goods or services being obtained.
10	CC	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
11	PROJ NO PH	Project Number/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.
12	ACT	Department Activity(1)	Enter the department activity code, if applicable. Use of this field is optional.
13	N/A	Estimated Cost(1)	Enter the amount of the encumbrance associated with each distribution.
14	M	Modifier(1)	The modifier is used only when the transaction impacts a previously entered document. Enter one of the following: C = Close the document to prevent further posting A = Activate a closed document Otherwise leave blank.
15	R	Reverse (1)	Enter an "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise, leave blank.
16	OPT DEPT DATA	Optional Departmental Data (1)	The department may enter a multipurpose code or any additional data they may require.

(1) This data is keyed for entry into FAMIS.

EXHIBIT VI-18

REQUISITION AND PURCHASE ORDER CONTINUATION (C-04)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Purchase Order Number (Current Document Number)	Enter the purchase order number assigned to the document by operating department. (Same as Item 1 on form C-03 and is entered for reference only.)
2	SFX	Suffix(1)	Enter the document number suffix that provides for the sequential numbering of each encumbrance distribution to ensure they are unique. The first distribution should be assigned "01" and incremented for each additional distribution.
3	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.
4	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
5	N/A	Object(1)	Enter the object code that identified the type of goods or services being obtained.
6	CC	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
7	N/A	Project Number/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.
8	ACT	Department Activity(1)	Enter the department activity code, if applicable. Use of this field is optional.

EXHIBIT VI-18

REQUISITION AND PURCHASE ORDER CONTINUATION (C-04)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
9	N/A	Estimated Cost(1)	Enter the amount of the encumbrance associated with each distribution.
10	M	Modifier(1)	The modifier is used only when the transaction impacts a previously entered document. Enter one of the following: C = Close the document to prevent further posting. A = Activate a closed document Otherwise leave blank.
11	R	Reverse(1)	Enter an "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise, leave blank.
12	N/A	Optional Departmental Data(1)	The department may enter a multipurpose code or any additional data they may require.

(1) This data is keyed for entry into FAMIS.

EXHIBIT VI-19
STATE OF HAWAII

ENCUMBRANCE ADVICE

ADVICE NUMBER	DATE OF ADVICE	VENDOR NUMBER	VENDOR SFX	EXPECTED DELIVERY DATE
XXXXXXXX	MM/DD/YY	XXXXXXXXXX	XX	MM/DD/YY
(1)	(2)	(3)		(4)

SFX	TC	F	YR	APP	D	OBJECT	COST CENTER	PROJECT NUMBER	PROJECT PH	DEPT ACT	ESTIMATED COST		MOD	REV	OPTIONAL DEPARTMENTAL DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXXXXXX	XX	X	X	X (22)
(5)	(6)			(7)		(8)	(9)	(10)		(11)	(12)		(13)	(14)	(15)

DATE: (16)

AUTHORIZED SIGNATURE: (16)

STATE ACCOUNTING FORM C 06
JULY 1, 1963 (REVISED)

EXHIBIT VI-20

ENCUMBRANCE ADVICE (C-06)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Advice Number(1) (Document Number)	Enter the control number assigned to the advice by the department.
2	N/A	Date of Advice(1)	Enter the date the advice was prepared.
3	N/A	Vendor Number (1)	Enter the vendor code and suffix assigned to the vendor from whom the goods will be delivered or services will be obtained.
4	N/A	Expected Delivery Date	Enter the expected date that the goods will be delivered or services completed.
5	SFX	Suffix (1)	Enter the document (advice) number suffix that provides for sequential numbering of each encumbrance distribution to ensure they are unique. If the encumbrance is charged to a single account, then the suffix may be coded '00' or left blank. If there are multiple distributions, the first distribution should be assigned '01' and incremented by one for each additional distribution.
6	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.
7	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
8	N/A	Object(1)	Enter the object code that identifies the type of goods or services being contracted for.

EXHIBIT VI-20

ENCUMBRANCE ADVICE (C-06)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
9	N/A	Cost Center(1)	Enter the cost center code if applicable. Use of this field is optional.
10	N/A	Project Number/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.
11	DEPT ACT	Department Activity(1)	Enter the department activity, if applicable. Use of this field is optional.
12	N/A	Estimated Cost (1)	Enter the amount of the encumbrance associated with each distribution.
13	MOD	Modifier(1)	The modifier is used only when the transaction impacts a previously entered document. Enter one of the following: A = Activate a closed document C = Close the document to prevent further posting Otherwise leave blank.
14	REV	Reverse(1)	Enter an "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise leave blank.
15	N/A	Optional Departmental Data(1)	Departments may enter any additional classification data that may be desired.
16		Date and Signature	An authorized person must date and sign the form.

(1) This data is keyed for entry into FAMIS.

Contract Input (C-41)

The Contract Input Form C-41 (illustrated in Exhibit VI-21) is used to record the encumbrance of funds related to a contract.

The Contract Input form is prepared in duplicate by DAGS Preaudit Branch from required supporting documentation received from the contracting agency. The contract number is assigned by DAGS Preaudit personnel. In addition to recording the encumbrance on the Contract Input Form, DAGS Preaudit personnel must establish a Contract Ledger Table entry for the contract number and suffix used to record the encumbrance. Instructions for establishing Contract Ledger Table entries are contained in Volume II, Chapter II, "Table Maintenance Coding Procedures" of the FAMIS Procedures Manual.

Instructions for completing the C-41 form are contained in Exhibit VI-22. It should be noted that the Fund, Year, Appropriation Account and Department codes entered on the encumbrance transaction must match the accounting distribution specified in the Contract Ledger Table. Further, if the encumbrance is to be distributed to multiple objects, Cost Centers, Projects or Activities, separate suffixes must be established for each distribution. Coding requirements for the Document Number Suffix are the same for both contract and claims encumbrances.

STATE OF HAWAII

CONTRACT INPUT

EXHIBIT VI-21

TRACT NUMBER	DATE OF DOCUMENT	CONTRACTOR NAME	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT SFX
XXXXXXXX	MM/DD/YY	(3)	XXXXXXXX	XX
(1)	(2)		(4)	

REQUESTED BY NAME	EXPEND AGENCY	CONTACT AGENCY	INITIAL CONTRACT AMOUNTS BASIC	INITIAL CONTRACT AMOUNTS EXTRA	RET %	CONTRACTOR (VENDOR) CODE	
(5)	(6)	(7)	(8)	(9)	(10)	XXXXXXXXXX	XX
						(11)	

CONTRACT DATES BEGIN	CONTRACT DATES EXP. COMPLETION	DESCRIPTION
MM/DD/YY	MM/DD/YY	(14)
(12)	(13)	

SFX	TC	F	YR	APP	D	OBJECT	COST CENTER	PROJECT NUMBER	PROJECT PH	DEPT ACT	AMOUNT	MOD	REV	OPTIONAL DEPARTMENTAL DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXXXXXXX	XX	X	X (22)
(15)	(16)			(17)		(18)	(19)	(20)		(21)	(22)	(23)	(24)	(25)

DATE: (26) AUTHORIZED SIGNATURE: (26)

STATE ACCOUNTING FORM C 41
JULY 1, 1983 (REVISED)

EXHIBIT VI-22

CONTRACT INPUT (C-41)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Contract Number(1) (Comptroller's Control Number)	Enter the contract number which Preaudit assigned to the contract.
2	N/A	Date of Document(1)	Enter the date the document was prepared.
3	N/A	Contractor Name	Enter the name of the contractor.
4	REF DOC NO/SFX	Reference Document Number/Sfx(1)	Enter the reference document number and suffix assigned to the document.
5	N/A	Requested By Name	Enter the name of the individual requesting the contract encumbrance.
6	N/A	Expending Agency	Enter the department code of the agency requesting the contract encumbrance.
7	N/A	Contact Agency	Enter the department code of the contact agency.
8	N/A	Initial Contract Amount Basic	Enter the basic contract amount.
9	N/A	Initial Contract Amount Extra	Enter the extra contract amount.
10	RET %	Retainage %	Enter the percent shown on the contract to be retained from each payment and held pending satisfactory completion of the contract.
11	N/A	Contractor (Vendor) Code	Enter the vendor code and suffix assigned to the contractor to whom the contract will be awarded and payments made.
12	N/A	Contract Dates/Begin	Enter the beginning date of the contract.

EXHIBIT VI-22

CONTRACT INPUT (C-41)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
13	N/A	Contract Dates/ Exp. Completion	Enter the estimated completion date of the contract.
14	N/A	Description	Enter the title of the job covered by the contract.
15	SFX	Suffix(1)	Enter the contract number suffix that provides for the sequential numbering of each encumbrance distribution to ensure they are unique. The first distribution should be assigned "01" and incremented for each additional distribution.
16	TC	Transaction Code(1)	Enter the three digit transaction code that uniquely identifies the accounting event.
17	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
18	N/A	Object(1)	Enter the object code that identifies the type of goods or services being contracted for.
19	CC	Cost Center(1)	Enter the cost center code if applicable. Use of this field is optional.
20	N/A	Project Number/Phase(1)	Enter the project number and project phase codes. Use of this field is optional.
21	DEPT ACT	Department Activity(1)	Enter the department activity code, if applicable. Use of this field is optional.

EXHIBIT VI-22

CONTRACT INPUT (C-41)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
22	N/A	Amount(1)	Enter the amount of the encumbrance.
23	MOD	Modifier(1)	The modifier is required only when the transaction impacts a previously entered document. Enter one of the folowing: A = Activate a closed document C = Close the document to prevent further posting Otherwise leave blank.
24	REV	Reverse(1)	Enter an "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise leave blank.
25	N/A	Optional Departmental Data(1)	Departments may enter any additional classification data that may be desired in this space.(2)
26	N/A	Date and Signature	The form is dated and an authorized signature must appear on the designated line.

---

(1) This data is keyed for entry into FAMIS.

(2) For departments requiring update of the Contract Category Indicator (CCI), the following should be indicated for new suffixes established:

OPT DEPT DATA	CCI
BASIC	"B"
EXTRA	"E"
REIMBURSABLE	"R"

EXPENDITURE FORMS

Three Statewide accounting forms are grouped within the category entitled "Expenditure Forms". These forms are:

- Payment Coding Input - Vendor Code;
- Payment Coding Input - Vendor Name and Address; and
- Summary Warrant Voucher - Manual.

Each of these forms is described in the following paragraphs.

Payment Coding Input - Vendor Code (C-12)

The Payment Coding Input - Vendor Code, Form C-12 (illustrated in Exhibit VI-23) serves as a means of requesting payment for the payee entered on the form and charging the payment to specific accounts. The form is designed to meet the following requirements:

- capture and pass remittance advice data for all vendor payment transactions (both direct and encumbered);
- provide for entry of multiple vendors and multiple invoices per vendor from a single input document;
- facilitate data entry by formatting data in an easy-to-read form; and
- capture payment request data for both partial and final payments against encumbrances.

The Payment Coding Input - Vendor Code is prepared by departments in duplicate. Each line on the form represents an accounting transaction that will be keyed into FAMIS. Each transaction is edited in accordance with the rules defined in the Transaction Code Decision Table. If a transaction is found to be in error, all transactions that reference that vendor will also be flagged as an error and placed on the Error File. Batch information is entered on the top section of this form. If multiple forms are included in a single batch, the batch header information should only be entered on the first page. The original (copy 1) is submitted to EDPD for data entry or it may be

STATE OF HAWAII

PAYMENT CODING INPUT
VENDOR CODE

PREPARED BY (1) DATE (2)

ORGANIZATION (3)

DOCUMENT NO. (4)

PAGE (5) of

(6) Batch Type	(7) Dept Code	(8) Dept Batch Ref No	(9) Trans Fiscal Mo	(10) Warrant Writing Subfund	(11) Warrant Routing Indicator	(12) Red Tag Indicator	(13) Payment Type Indicator	(14) Dept Batch Status	(15) Central Acctng Batch Status	(16) Number of Transactions	(17) Warrant Amount

REMARKS: (18)

TC	VENDOR NAME	INVOICE NUMBER	INV DATE	AMOUNT	M	R	REF DOC NO	SFX	F	YR	APP	D	ALLOT CAT	SRCE/OBJ	CC	PROJECT	PH	ACT	S/L ACCT
XXX	X(30)	XXXXXXXXXXXX	MM/DD/YY	XXXXXXXXXXXXXX	X	X	XXXXXXXX	XX	X	XX	XXX	XX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXX

VENDOR NO	SFX	OPTIONAL REMITTANCE DATA	OPTIONAL DEPARTMENTAL DATA	ASD
XXXXXXXXXX	XX	X(25)	X(22)	MM/DD/YY

(19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33)

(34) (35) (36) (37)

STATE ACCOUNTING FORM C-12
JANUARY 1 1988 (REVISED)

EXHIBIT VI-23

PAYMENT CODING INPUT - VENDOR CODE

keyed online by the department. (Copy 2 is retained by the originating department). The information is then processed by the FAMIS preliminary edit module where it is edited, posted to the departmental shadow files and a summary warrant voucher report is produced. The automated Summary Warrant Voucher is returned to the department where any necessary corrections are noted directly on the warrant voucher. The SWV is then matched with the appropriate supporting documentation and sent to DAGS Preaudit. The Payment Coding Input form itself is not sent to central accounting.

Instructions for completing the form are contained in Exhibit VI-24. The summary warrant voucher report is described at the end of this chapter.

Payment Coding Input - Vendor Name and Address (C-13)

The Payment Coding Input - Vendor Name and Address, form C-13 (illustrated in Exhibit VI-25) serves as a means of requesting payments to one-time payees entered on the form for items such as:

- National Guard payments;
- election payroll payments; and
- natural disaster relief payments.

This form is not intended to be used for payments for goods and services. Payments for goods and services should be made on the Payment Coding Input - Vendor Code described in the previous paragraphs.

The coding and posting of vendor data in FAMIS differs from normal procedures when using the Payment Coding Input - Vendor Name and Address. The two key differences are:

- No record is established on the Vendor Edit Table for one-time payees; and
- Complete vendor name and address must be coded on the Payment Coding Input - Vendor Name and Address and keyed as a part of the input accounting transaction in lieu of the vendor number and suffix.

EXHIBIT VI-24
PAYMENT CODING INPUT - VENDOR CODE (C-12)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Prepared By	Signature of preparer.
2	N/A	Date	Date form is prepared.
3	N/A	Organization	Name of the organization/department.
4	DOCUMENT NO	Document Number(1)	Enter the current document number and suffix. Use of this field is optional.
5	N/A	Page ____ of ____	Enter the page numbers.
Batch Information:		If multiple pages are used, this section (items 6 through 17) are to be completed on the first page only.	
6	N/A	Batch Type(1)	Enter the batch type. J - Contract Payment - Automated Warrant L - Other Than Contract Payments - Automated Warrant
7	DEPT CODE	Department Code(1)	Enter the department code.
8	DEPT BATCH REF NO	Department Batch Reference Number(1)	Enter the department batch reference number. The batch type, department code and department batch reference numbers must uniquely identify the batch.
9	TRANS FISCAL MO	Transaction Fiscal Month(1)	Enter the fiscal month that the transaction is to be posted to.
10	N/A	Warrant Writing Subfund(1)	Enter the warrant writing subfund to indicate the warrant writing subfund which will appear on the warrant. G - general fund T - trust fund S - special fund B - bond fund

EXHIBIT VI-24
PAYMENT CODING INPUT - VENDOR CODE (C-12)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
11	N/A	Warrant Routing Indicator(1)	If applicable, enter the warrant routing indicator. Blank = warrants are to be distributed by DAGS. 1 = warrants are returned to the department for distribution. 2 = reserved for future use.
12	N/A	Red Tag Indicator(1)	If applicable, enter the red tag indicator. Blank = batch does not contain red tag items. 1 = batch contains red tag items.
13	N/A	Payment Type Indicator(1)	Enter the payment type indicator. E = regular type of batch. C = interest exempt batch.
14	DEPT BATCH STATUS	Department Batch Status(1)	Enter the department batch status: P = Preliminary Edit H = Hold R = Release D = Delete B = Batch
15	N/A	Central Accounting Batch Status	Departments should leave this field blank.
16	N/A	Number of Transactions(1)	Enter the total number of transactions in the batch.
17	N/A	Warrant Amount(1)	Enter the total warrant amount. (This is the sum of the transaction amounts net of credit memos).
18	N/A	Remarks	Include any special remarks, if deemed necessary.
19	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.

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EXHIBIT VI-24

PAYMENT CODING INPUT - VENDOR CODE (C-12)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
20	N/A	Vendor Name(1)	Enter the name of the vendor as contained on the invoice to be paid. This name should match the vendor's name referenced through the vendor code.
21	N/A	Invoice Number(1)	Enter the invoice number of the invoice to be paid.
22	INV DATE	Invoice Date(1)	Enter the date (in MM/DD/YY format) of the invoice to be paid.
23	N/A	Amount(1)	Enter the amount to be paid and charged to the appropriation.
24	M	Modifier(1)	If the transaction is an expenditure against a previously entered encumbrance, enter the appropriate modifier code: Blank or P = Partial Payment F = Final Payment
25	R	Reverse(1)	Departments should leave this field blank.
26	REF DOC NO/SFX	Reference Document Number and Suffix(1)	If the payment had been previously encumbered, enter the P.O. Number, Contract Input, or Encumbrance Advice Number and Suffix used to encumber the item.
27	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
28	ALLOT CAT	Allotment Category(1)	Enter the allotment category code. 10 = Personal Services 20 = All other Expenditures

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EXHIBIT VI-24
PAYMENT CODING INPUT - VENDOR CODE (C-12)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
29	SRCE/OBJ	Source/Object(1)	Enter the source or object code, whichever is applicable.
30	CC	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
31	PROJECT PH	Project/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.
32	ACT	Department Activity(1)	Enter the department activity code if applicable. Use of this field is optional.
33	S/L ACCT	Subsidiary Ledger Account(1)	Enter the subsidiary account number if applicable.
34	VENDOR NO/SFX	Vendor Number and Suffix(1)	Enter the vendor code assigned to whom the purchase order is awarded.
35	N/A	Optional Remittance Data(1)	Enter the contract payment number or payment month for contract payments; otherwise enter any data to be included on the remittance advice.
36	N/A	Optional Departmental Data(1)	Enter the department optional data.
37	ASD	Aging Start Date(1)	Enter the aging start date for all transactions subject to interest charges. The aging start date is the latter of the date of receipt of the invoice or the date of delivery of goods or services.

(1) This data is keyed for entry into FAMIS. Items 26-31 and 33 may be left blank if the payment has been previously encumbered and none of these elements are to be overridden.

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STATE OF HAWAII

PAYMENT CODING INPUT
VENDOR NAME AND ADDRESS

PREPARED BY (1) DATE (2) DOCUMENT NO. (4)

ORGANIZATION (3) PAGE (5) of

Batch Type (6)	Dept. Code (7)	Dept. Batch Ref. No. (8)	Trans Fiscal Mo. (9)	Warrant Writing Subfund (10)	Warrant Routing Indicator (11)	Red Tag Indicator (12)	Payment Type Indicator (13)	Dept Batch Status (14)	Central Accting Batch Status (15)	Number of Transactions (16)	Warrant Amount (17)

TC (18)	F	YR (19)	APP	D	ALLOT CAT (20)	SOURCE/ OBJECT (21)	COST CENTER (22)	PROJECT NUMBER (23)	PROJECT PH	DEPT. ACT (24)	SUBSIDIARY LEDGER ACCT. (25)	OPTIONAL DEPARTMENTAL DATA (26)
XXX	X	XX	XXX	XX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXX	X (22)

VENDOR NAME X(30)								
ADDRESS - 1 X(30)				ADDRESS - 2 X(30)				
ADDRESS - 3 X(30)				CITY X(19)		STATE	ZIP	ASD
						XX	XXXXX	MM/DD/YY

REF. DOC. NO.	SFX	INVOICE NUMBER	INVOICE DATE	AMOUNT		M	R	OPTIONAL REMITTANCE DATA
XXXXXXXX	XX	XXXXXXXXXXXX	XXXXXX	XXXXXXXXXXX	XX	X	X	X (25)

(27)							
(27)		(27)					
(27)		(27)	(27)	(27)	(27)		(28)
(29)	(30)	(31)	(32)	(33)	(34)	(35)	

STATE ACCOUNTING FORM C-13
JANUARY 1, 1985 (REVISED)

JUN 1 1988

The Payment Coding Input - Vendor Name and Address is prepared by departments in duplicate. Batch information is entered on the top section of the form; it is entered once (on the first page only) for batches consisting of multiple pages. The transaction code and other accounting classification data contained in the top section of the form is repeated for each transaction. Each detail line of the form (containing vendor and invoice data) represents an accounting transaction that will be keyed into FAMIS. Each transaction is edited in accordance with the rules defined in the Transaction Code Decision Table. If one transaction is found to be in error, all transactions with the same vendor name are flagged as being in error. The original (copy 1) is submitted to EDPD for data entry or is keyed online by the department. (Copy 2 is retained by the originating department). The information is then processed by the FAMIS preliminary edit module where it is edited, posted to the departmental shadow files and a summary warrant voucher report is produced. The automated Summary Warrant Voucher is returned to the department where any necessary corrections are noted directly on the warrant voucher. The SWV is then matched with the appropriate supporting documentation and sent to DAGS Preaudit. The Payment Coding Input form itself is not sent to central accounting.

Instructions for completing the form are contained in Exhibit VI-26. The summary warrant voucher report is described at the end of this chapter.

Summary Warrant Voucher - Manual (C-08)

The Summary Warrant Voucher - Manual Form C-08 (illustrated in Exhibit VI-27) serves both as a means of requesting a priority payment (24-hour payment) and as a means of requesting an emergency manual payment (same day payment). This form should be used very infrequently by departmental personnel

EXHIBIT VI-26

PAYMENT CODING INPUT - VENDOR NAME AND ADDRESS (C-13)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Prepared By	Signature of preparer.
2	N/A	Date	Date form is prepared.
3	N/A	Organization	Name of organization/department.
4	DOCUMENT NO	Document Number(1)	Enter the current document number and suffix. Use of this field is optional.
5	N/A	Page ____ of ____	Enter the page number.
Batch Information:		If multiple pages are used, this section (items 6 to 17) are to be completed only on the first page.	
6	N/A	Batch Type(1)	Enter the batch type. J - Contract Payments - Automated Warrant L - Other Than Contract Payments - Automated Warrant
7	DEPT CODE	Department Code(1)	Enter the department code.
8	DEPT BATCH REF NO	Department Batch Reference Number(1)	Enter the department batch reference number.
9	TRANS FISCAL MO	Transaction Fiscal Month(1)	Enter the fiscal month that the transaction is to be posted to.
10	N/A	Warrant Writing Subfund(1)	Enter the warrant writing subfund to indicate the warrant writing subfund which will appear on the warrant.

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EXHIBIT VI-26

PAYMENT CODING INPUT - VENDOR NAME AND ADDRESS (C-13)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
11	N/A	Warrant Routing Indicator(1)	If applicable, enter the warrant routing indicator. Blank = warrants are to be distributed by DAGS. 1 = warrants are returned to the department for distribution. 2 = reserved for future use.
12	N/A	Red Tag Indicator(1)	If applicable, enter the red tag indicator. Blank = batch does not contain red tag item. 1 = batch contains red tag items.
13	N/A	Payment Type Indicator(1)	Enter the payment type indicator. E = regular type of batch C = interest exempt batch
14	DEPT BATCH STATUS	Department Batch Status(1)	Enter the department batch status. P = Preliminary Edit H = Hold R = Release D = Delete B = Batch
15	N/A	Central Accounting Batch Status	Departments should leave this field blank.
16	N/A	Number of Transactions(1)	Enter the total number of transactions in the batch.
17	N/A	Warrant Amount(1)	Enter the total warrant amount. (This is the sum of the transaction amounts net of credit memos).
18	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.

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EXHIBIT VI-26

PAYMENT CODING INPUT - VENDOR NAME AND ADDRESS (C-13)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
19	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
20	ALLOT CAT	Allotment Category(1)	Enter the allotment category code. 10 = Personal Services 20 = All Other Expenditures
21	N/A	Source/Object(1)	Enter the source or object code whichever is applicable.
22	N/A	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
23	PROJECT NUMBER PH	Project/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.
24	DEPT ACT	Department Activity(1)	Enter the department activity code if applicable. Use of this field is optional.
25	N/A	Subsidiary Ledger Account(1)	Enter the subsidiary account number if applicable.
26	N/A	Optional Departmental Data(1)	Enter the department optional data if applicable.
27	N/A	Vendor Name, Address, City, State and Zip(1)	Enter the complete vendor name and address for one-time payees.
28	ASD	Aging Start Date(1)	Enter the aging start date in MM/DD/YY format for all transactions subject to interest charges. The aging start date is the latter of the date of receipt of the invoice or the date of delivery of goods and services.

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EXHIBIT VI-26

PAYMENT CODING INPUT - VENDOR NAME AND ADDRESS (C-13)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
29	REF DOC NO/SFX	Reference Document Number/Suffix(1)	Enter the reference document number and suffix.
30	N/A	Invoice Number(1)	Enter the invoice number of the invoice to be paid.
31	N/A	Invoice Date(1)	Enter the date in MM/DD/YY format of the invoice to be paid.
32	N/A	Amount(1)	Enter the amount to be paid and charged to the appropriation.
33	M	Modifier(1)	If the transaction is an expenditure against a previously entered encumbrance, enter the appropriate modifier code: Blank or P = Partial Payment. F = Final Payment.
34	R	Reverse(1)	Departments should leave this field blank.
35	N/A	Optional Remittance Data(1)	Enter the contract payment number or payment month for contract payments; otherwise enter any data to be included on the remittance advice.

(1) This data is keyed for entry into FAMIS.

STATE OF HAWAII

SUMMARY WARRANT VOUCHER - MANUAL

DEPARTMENT ① DATE ② FUND ③

Batch Type	Dept Code	Dept Ref No	Trans Fiscal Mo	Warrant Writing Subfund	Warrant Routing Indicator	Red Tag Indicator	Payment Type Indicator	Dept Batch Status	Central Accting Batch Status	Number of Transactions	Warrant Amount
④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮

VENDOR NAME	VENDOR NUMBER	SFX
X(30)	XXXXXXXXX	XX
⑯	⑰	

ADDRESS - 1	ADDRESS - 2
X(30)	X(30)
⑯	⑯

ADDRESS - 3	CITY	STATE	ZIP
X(30)	X(19)	XX	XXXXXX
⑯	⑯	⑯	⑯

TC	INVOICE NUMBER	INV. DATE	AMOUNT	M	R	REF. DOC. NO.	SFX	F	YR	APP	D	ALLOT CAT	SRCE/OBJ
XXX	XXXXXXXXXXXX	MM/DD/YY	XXXXXXXXXXX XX	X	X	XXXXXXXX	XX	X	XX	XXX	XX	XX	XXXX

CC	PROJECT	PH	ACT	S/L ACCT	OPTIONAL REMITTANCE DATA	OPTIONAL DEPARTMENTAL DATA	ASD
XXXX	XXXXXX	XX	XXX	XXXXXX	X (25)	X (22)	MM/DD/YY
⑱	⑲	⑳	㉑	㉒㉓㉔		㉕	㉖ ㉗
㉘	㉙	㉚	㉛	㉜		㉝	㉞

REMARKS

㉟

DISTRIBUTION BY ALLOTMENT CATEGORY

TC	F	YR	APP	D	ALLOT CAT	AMOUNT

FOR STATE COMPTROLLER USE	BY	DATE
AUDIT	㊱	
APPROVE		
REGISTER		
POSTED		
WARRANTS		
MAIL-DEL		

㊲ I DO HEREBY CERTIFY THAT THE ATTACHED DEMANDS (a) ARE FOR SERVICES WHICH HAVE BEEN FAITHFULLY PERFORMED OR/AND FOR MATERIALS AND SUPPLIES RECEIVED IN GOOD ORDER AND CONDITION, (b) ARE CORRECT IN EVERY RESPECT AND (c) HAVE NOT BEEN PREVIOUSLY PAID.

APPROVED _____ SUBORDINATE OFFICER DIRECTLY RESPONSIBLE

FOR

PAYMENT _____ HEAD OF DEPARTMENT

BATCH DATE ㊳

BATCH NUMBER ㊴

COMPTROLLER Voucher Number ㊵

STATE ACCOUNTING FORM C-08 JANUARY 1, 1985 (REVISED)

JUN 1 1988

The form is designed to meet the following requirements:

- capture and pass remittance advice data for all vendor payment transactions;
- facilitate data entry by formatting data in an easy-to-read form;
- capture payment request data for both direct and encumbered payments; and
- capture payment request data for both partial and final payments against encumbrances.

The Summary Warrant Voucher - Manual (C-08) is prepared by departments in duplicate. Batch information is entered on the top section of the form; it is entered once (on the first page only) for batches consisting of multiple pages. The vendor information contained in the top section of the form is repeated for each transaction. Each detail line of the form (containing the transaction code, other classification data and the transaction amount) represents an accounting transaction that will be keyed into FAMIS. Each transaction is edited in accordance with the rules defined in the Transaction Code Decision Table. If one transaction is found to be in error, the entire document (as defined by the vendor number) is flagged as being an error. The original (copy 1) is submitted to DAGS with the appropriate supporting documentation for preaudit and the assignment of a batch date and number and Comptroller's Voucher Number. (Copy 2 is retained by the originating department). Instructions for completing the form are contained in Exhibit VI-28.

EXHIBIT VI-28

SUMMARY WARRANT VOUCHER - MANUAL (C-08)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Department	Enter the title of the department to which the voucher is to be charged.
2	N/A	Date	Enter the date prepared.
3	N/A	Fund	Enter the name of the fund to which the voucher is to be charged.
Batch Information: Note: If multiple pages are used, this section (items 4 through 15) are to be completed only on the first page.			
4	N/A	Batch Type(1)	Enter the batch type. I - Contract Payments - Manual Warrant(2) J - Contract Payments - Automated Warrant K - Other Than Contract Payments - Manual Warrant(2) L - Other Than Contract Payments - Automated Warrant
5	DEPT CODE	Department Code(1)	Enter the department code.
6	DEPT BATCH REF NO	Department Batch Reference Number(1)	Enter the department batch reference number.
7	TRANS FISCAL MO	Transaction Fiscal Month(1)	Enter the fiscal month that the transaction is to be posted to.
8	N/A	Warrant Writing Subfund(1)	Enter the warrant writing subfund to indicate the warrant writing subfund which will appear on the warrant.

EXHIBIT VI-28

SUMMARY WARRANT VOUCHER - MANUAL (C-08)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
9	N/A	Warrant Routing Indicator(1)	Enter the warrant routing indicator. Blank = warrants are to be distributed by DAGS. 1 = warrants are to be returned to the department for distribution. 2 = reserved for future use.
10	N/A	Red Tag Indicator(1)	If applicable, enter the red tag indicator. Blank = batch does not contain red tag items. 1 = batch containing red tag items.
11	N/A	Payment Type Indicator(1)	Enter the payment type indicator. E = regular type of batch. C = interest exempt batch.
12	DEPT BATCH STATUS	Department Batch Status(1)	This field should be left blank since the document is submitted directly to Pre-Audit for audit and subsequent data entry.
13	N/A	Central Accounting Batch Status(1)	Enter the Central Accounting Batch Status. H = Hold R = Release D = Delete
14	N/A	Number of Transactions(1)	Enter the total number of transactions in the batch.
15	N/A	Warrant Amount(1)	Enter the total warrant amount net of credit memos.
16	N/A	Vendor Name, Address, City, State and Zip(1)	Enter the name and address of the vendor or if the vendor number and suffix are entered, only the vendor name needs to be entered.

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EXHIBIT VI-28

SUMMARY WARRANT VOUCHER - MANUAL (C-08)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
17	VENDOR NUMBER/ SFX	Vendor Number And Suffix(1)	Enter the vendor code assigned to the vendor to whom the payment is being made.
18	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.
19	N/A	Invoice Number(1)	Enter the invoice number of the invoice to be paid.
20	INV DATE	Invoice Date(1)	Enter the date (in MM/DD/YY format) of the invoice to be paid.
21	N/A	Amount(1)	Enter the amount to be paid and charged to the appropriation.
22	M	Modifier(1)	If the transaction is an expenditure against a previously entered encumbrance, enter the appropriate modifier code: Blank or P = Partial Payment F = Final Payment
23	R	Reverse(1)	Departments should leave this field blank.
24	REF DOC NO/SFX	Reference Document Number and Suffix(1)	Enter the P.O. Number, Contract Input, or Encumbrance Advice Number and Suffix used to encumber the item.
25	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
26	ALLOT CAT	Allotment Category(1)	Enter the allotment category code. 10 = Personal Services 20 = All Other Expenditures

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EXHIBIT VI-28

SUMMARY WARRANT VOUCHER - MANUAL (C-08)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
27	SRCE/OBJ	Source/Object(1)	Enter the source or object code whichever is applicable.
28	CC	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
29	PROJECT PH	Project/Phase(1)	Enter the project number and project phase code if applicable. Use of this field is optional.
30	ACT	Department Activity(1)	Enter the department activity code if applicable. Use of this field is optional.
31	S/L ACCT	Subsidiary Ledger Account(1)	Enter the subsidiary account number if applicable.
32	N/A	Optional Remittance Data (1)	Enter the contract payment number or payment month for contract payments; otherwise enter any data to be included on the remittance advice.
33	N/A	Optional Departmental Data(1)	Enter the department optional data.
34	ASD	Aging Start Date(1)	Enter the aging start date for all transactions subject to interest charges. The aging start date is the latter of the date of receipt of the invoice or the date of delivery of goods and services.
35	N/A	Remarks	Include any special remarks, if deemed necessary.
36	N/A	For State Comptroller Use, Audit and Approve	Enter the auditor's and approver's initials and dates according to internal procedures of DAGS.

JUN 1 1988

EXHIBIT VI-28

SUMMARY WARRANT VOUCHER - MANUAL (C-08)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
37	N/A	Approved for Payment	The signature of the "HEAD OF DEPARTMENT" or the department head's duly authorized representative is required. The signature of the "SUBORDINATE OFFICER RESPONSIBLE" is optional.
38	N/A	Batch Date(1)	Enter the date the document is batched for input into FAMIS. The batch date is assigned by central accounting.
39	N/A	Batch Number(1)	Enter the batch number assigned by central accounting.
40	N/A	Comptroller's Voucher Number(1)	Enter the comptroller's voucher number assigned by central accounting.

(1) This information is keyed for entry into FAMIS.
(2) If a manual warrant has been prepared, the warrant number should be noted on the form so that it can be entered on each of the accounting transactions.

JUN 1 1988

RECEIPT FORMS

Three Statewide accounting forms are grouped within the category entitled "Receipt Forms". These forms are:

- o Treasury Deposit Receipt (B-13);
- o Treasury Deposit Receipt, Continuation (B-14); and
- o Estimated Receipts (B-31).

Each of these forms is described in the following paragraphs.

Treasury Deposit Receipt (B-13)

The Treasury Deposit Receipt, Form B-13 (illustrated in Exhibit VI-29) is used to report deposits made to the State Treasury (in the Finance Division of the Department of Budget and Finance), and to provide an official receipt of such deposits.

The department, agency or other jurisdiction making a deposit to the State Treasury prepares the four-part carbon-interleaved Treasury Deposit Receipt. The originating department retains copy number 4 of the form and sends the other three copies (numbered 1, 2 and 3) to the State Treasury for review and validation. The State Treasury distributes the validated copies as follows:

- o copy 1 is retained by the State Treasury;
- o copy 2 is returned to the originating department; and
- o copy 3 is forwarded to the Department of Accounting and General Services (DAGS), Accounting Division, for batching and entry into FAMIS.

JUL 1 1985

EXHIBIT VI-29

STATE OF HAWAII

TREASURY DEPOSIT RECEIPT

FUND (1)				DETAIL FUND OR APPROPRIATION (2)											DATE (3)	
SFX	TC	F	YR	APP	D	SOURCE/ OBJECT	COST CENTER	PROJECT NUMBER	PH	DEPT. ACT	G/L ACCT.	S/L ACCT.	VENDOR NUMBER	SFX	AMOUNT	
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXX	XXXXXX	XXXXXX XXXX	XX	XXXXXXXXXXX	XX

REFERENCE DOC NUMBER	SFX	REV	VENDOR NAME	OPTIONAL DEPARTMENTAL DATA
XXXXXXXX	XX	X	X(30)	X(22)

(4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18)

REMARKS:

TOTAL DEPOSIT	(19)
KINDS OF DEPOSIT	
COIN	
CURRENCY	
STATE WARRANTS	(22)
CHECKS	
BANK DEPOSITS	
OTHERS	
TOTAL DEPOSIT	(23)

DISTRIBUTION COPIES

COPY #1 — STATE TREASURY
COPY #2 — DEPARTMENT FISCAL OFFICE
COPY #3 — STATE COMPTROLLER
COPY #4 — DEPARTMENT FISCAL OFFICE (FOLLOW-UP COPY)

(20)

DEPARTMENT

(21)

SIGNATURE OF AUTHORIZED PERSON

RECEIPT OF DEPOSIT HEREBY ACKNOWLEDGED BY FINANCE DIVISION, DEPT. OF BUDGET & FINANCE

(24)

SIGNED

(25)

DATE

DEPOSITORY'S NO.

(26)

STATE ACCOUNTING FORM B-13
JULY 1, 1988 (REVISED)

JUL 1 1989

Treasury Deposit Receipt (Continuation) (B-14)

The Treasury Deposit Receipt, Form B-14 (illustrated in Exhibit VI-31) is used as a continuation form for the Treasury Deposit Receipt Form B-13 in the event that more line entries are required to report the deposits.

The Treasury Deposit Receipt (Continuation) (B-14) is processed and distributed in the same manner as the Treasury Deposit Receipt (B-13) to which it is attached.

Instructions for completing the form are contained in Exhibit VI-32.

Estimated Receipts Input (B-31)

The Estimated Receipts Input, Form B-31 (illustrated in Exhibit VI-33), is used to enter or adjust the official estimated receipts of the State.

The Estimated Receipts Input Form is prepared in duplicate by DAGS UARB personnel from information furnished by DB&F. Copy 1 is sent to EDPD for data entry and returned to UARB for filing. Copy 2 is sent to the department.

Instructions for completing the form are contained in Exhibit VI-34.

It should be noted that the Estimated Receipts input, form B-31, will rarely be used. Instead, most estimated receipts will be loaded by the DB&F interface.

JUL 1 1985

EXHIBIT VI-30

TREASURY DEPOSIT RECEIPT (B-13)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Fund	Enter the name of the fund to which the receipt is to be deposited.
2	N/A	Detail Fund or Appropriation	Enter the name of the sub-division depositing the money.
3	N/A	Date	Enter the date of receipt.
4	SFX	Suffix(1)	Enter the current document number suffix that provides the sequential numbering of each transaction to ensure they are unique. The first transaction should be assigned "01" and incremented for each additional distribution.
5	TC	Transaction Code(1)	Enter the transaction code.
6	N/A	Appropriation Symbol(1)	Enter the appropriation symbol as follows
	F		F - Fund - 1 digit
	YR		YR - Fiscal Year - 2 digits
	APP		APP - Appropriation Account - 3 digits
	D		D - Department - 2 digits
7	N/A	Source or Object(1)	Enter the source or object code, whichever is applicable.
8	N/A	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
9	N/A	Project Number/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.
10	DEPT ACT	Department Activity(1)	Enter the department activity code if applicable. Use of this field is optional.

JUL 1 1985

EXHIBIT VI-30

TREASURY DEPOSIT RECEIPT (B-13)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
11	G/L ACCT	General Ledger Account(1)	Enter the general ledger account number required by the transaction code used. Otherwise leave blank.
12	S/L ACCT.	Subsidiary Ledger Account(1)	Enter the subsidiary ledger account code, if applicable.
13	N/A	Vendor Number and Suffix(1)	Enter the vendor code assigned to the vendor from whom the deposit is received if required by the transaction code used. Otherwise leave blank.
14	N/A	Amount(1)	Enter the amount of the receipt applicable to the line entry.
15	N/A	Reference Document Number and Suffix(1)	Enter the reference document number and suffix as required when using transaction codes 131 and 141. Otherwise use of this field is optional.
16	REV	Reverse(1)	Enter "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise leave blank.
17	N/A	Vendor Name(1)	Enter the vendor name from whom the deposit is received if required by the transaction code used. Otherwise leave blank.
18	N/A	Optional Departmental Data(1)	Enter the optional departmental data if applicable.
19	N/A	Total Deposit	Enter the total deposit amount.
20	N/A	Department	Enter the name of the department making the deposit.
21	N/A	Signature of Authorized Person	The authorized person within the department must sign the form.

JUL 1 1985

EXHIBIT VI-30

TREASURY DEPOSIT RECEIPT (B-13)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
22	N/A	Kinds of Deposit	Enter the amount of each type of money to be deposited as specified on the treasury deposit receipt.
23	N/A	Total Deposit	Enter the total of each type of money deposited. This should equal the total deposit, Item 19.
24	N/A	Signed	The authorized person at the Department of Budget and Finance must sign to acknowledge the receipt of the deposit.
25	N/A	Date	The date will be recorded by the Department of Budget and Finance when it acknowledges the receipt.
26	N/A	Depository's Number(1) (Document Number)	The depository's number (TDR number) assigned by the Department of Budget and Finance.

(1) This data is keyed for entry into FAMIS.

JUL 1 1985

EXHIBIT VI-31

STATE OF HAWAII

TREASURY DEPOSIT RECEIPT

(CONTINUATION)

FUND (1)				DETAIL FUND OR APPROPRIATION (2)											DATE (3)	
SFX	TC	F	YR	APP	D	SOURCE/ OBJECT	COST CENTER	PROJECT NUMBER	PH	DEPT. ACT	G/L ACCT.	B/L ACCT.	VENDOR NUMBER	SFX	AMOUNT	
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXX	XXXXXX	XXXXXX XXXX	XX	XXXXXXXXXX	XX
REFERENCE DOC NUMBER			SFX	REV	VENDOR NAME					OPTIONAL DEPARTMENTAL DATA						
XXXXXXXX			XX	X	X(30)					X(22)						
4	5	15		16	6	7	8	17	9	10	11	12	18	13	14	

EXHIBIT VI-32

TREASURY DEPOSIT RECEIPT (B-14)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Fund	Enter the name of the fund to which the receipt is to be deposited.
2	N/A	Detail Fund or Appropriation	Enter the name of the sub-division depositing the money.
3	N/A	Date	Enter the date of receipt.
4	SFX	Suffix(1)	Enter the current document number suffix that provides the sequential numbering of each transaction to ensure they are unique. The first transaction should be assigned "01" and incremented for each additional distribution.
5	T/C	Transaction Code(1)	Enter the transaction code.
6	N/A F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
7	N/A	Source or Object(1)	Enter the source or object code, whichever is applicable.
8	N/A	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
9	N/A	Project Number/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.
10	DEPT ACT	Department Activity(1)	Enter the department activity code if applicable. Use of this field is optional.

EXHIBIT VI-32

TREASURY DEPOSIT RECEIPT (B-14)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
11	G/L ACCT	General Ledger Account(1)	Enter the general ledger account number required by the transaction code used. Otherwise leave blank.
12	S/L ACCT.	Subsidiary Ledger Account(1)	Enter the subsidiary ledger account code, if applicable.
13	N/A	Vendor Number and Suffix(1)	Enter the vendor code assigned to the vendor from whom the deposit is received if required by the transaction code used. Otherwise leave blank.
14	N/A	Amount(1)	Enter the amount of the receipt applicable to the line entry.
15	N/A	Reference Document Number and Suffix(1)	Enter the reference document number and suffix as required when using transaction codes 131 and 141. Otherwise use of this field is optional.
16	REV	Reverse(1)	Enter "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise leave blank.
17	N/A	Vendor Name(1)	Enter the vendor name from whom the deposit is received if required by the transaction code used. Otherwise leave blank.
18	N/A	Optional Departmental Data(1)	Enter optional departmental data if applicable.
19	N/A	Total	Enter the total receipts recorded on this form. The total of these amounts must be brought forward to the related Treasury Deposit Receipt, SAFORM B-13.

(1) This data is keyed for entry into FAMIS.

EXHIBIT VI-33

STATE OF HAWAII

ESTIMATED RECEIPTS INPUT

DOCUMENT NUMBER	SFX	DOCUMENT DATE	REF. DOC. NUMBER	SFX
XXXXXXXX	XX	MM/DD/YY	XXXXXXXX	XX
(1)	(2)	(3)	(4)	

TC	F	YR	APP	D	SOURCE	COST CENTER	PROJECT NUMBER	PROJECT PH	DEPT ACT	AMOUNT		REV	OPTIONAL DEPARTMENTAL DATA
XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXXXXXXX	XX	X	X(22)
(5)		(6)			(7)	(8)	(9)		(10)	(11)		(12)	(13)

DATE: (14) _____ AUTHORIZED SIGNATURE: (15) _____

STATE ACCOUNTING FORM B-31
JULY 1, 1983 (REVISED)

EXHIBIT VI-34

ESTIMATED RECEIPTS INPUT (B-31)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Document Number(1) (Comptroller's Control Number)	Enter the document number assigned by UARB.
2	SFX	Suffix(1)	Enter the two-digit current document suffix.
3	DOC DATE	Date of Document	Enter the date on which the document is being prepared.
4	REF DOC NO/SFX	Reference Document Number/Suffix(1)	If the input transaction references a previously entered document enter that document number and suffix.
5	TC	Transaction Code(1)	Enter the three-digit transaction code that uniquely identifies the accounting event.
6	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
7	N/A	Source(1)	Enter the source code that identifies the source of estimated receipts.
8	CC	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
9	N/A	Project Number/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.

EXHIBIT VI-34

ESTIMATED RECEIPTS INPUT (B-31)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
10	DEPT ACT	Activity (1)	Enter the department activity code if applicable. Use of this field is optional.
11	N/A	Amount(1)	Enter the transaction amount.
12	REV	Reverse(1)	Enter an "R" if the transaction is to be posted in the opposite way from which it is defined in the Transaction Code Decision Table. Otherwise, leave blank.
13	N/A	Optional Departmental Data(1)	If required, enter optional departmental data in the designated space.
14	N/A	Date	Enter the date the form is signed.
15	N/A	Authorized Signature	Signature of the authorized person at UARB.

(1) This data is keyed for entry into FAMIS.

OTHER FORMS

There are four Statewide accounting forms that could not be conveniently grouped with other input forms. These forms are:

- Batch Slip (A-47);
- Journal Voucher (A-27);
- Universal Input Form (A-28);
- Agency Internal Journal Entry (A-20).

Each of these forms is described in the following paragraphs.

Batch Slip (A-47)

The Batch Slip, Form A-47 (illustrated in Exhibit VI-35), serves as a control sheet for accounting forms, other than payment forms (which have their own batch information across the top of each form).

The type of documents batched and submitted with the Batch Slip are identified by batch type and listed in Part B of this form.

Instructions for completing the A-47 form are contained in Exhibit VI-36.

Journal Voucher (A-27)

The Journal Voucher, Form A-27 (illustrated in Exhibit VI-37), is primarily used to record transactions which are not normally recorded on other accounting input source documents. Journal Voucher entries also include adjustments to entries previously recorded on other forms.

Some examples of Journal Voucher entries are:

- Expenditure Reclassification or Transfer;
- Revenue Reclassification or Transfer;
- Adjustment of Valuation Accounts;
- Certain Appropriation and Allotment Transfers or Adjustments;
- Cash Loans;

STATE OF HAWAII

BATCH SLIP

EXHIBIT VI-35

(1) DEPARTMENT

(2) FUND

PART A

BATCH TYPE* (3) | DEPT. CODE (4) | DEPT. BATCH REFERENCE NO. (5) | TRANS FISCAL MO. (6)

BATCH I.D. — MM | DD | YY (16) | NO.

DEPT. BATCH STATUS (12) | CENTRAL ACCTNG. BATCH STATUS (13)

INTERFACE (7) | ONLINE (8) | ID-A (9)

	TRANS. COUNT	BATCH AMOUNT	
ORIGINAL	(10)	(11)	ORIGINAL
CORRECTED			CORRECTED

PART B

DOCUMENT NUMBER	REASON FOR REJECTION	TRANS. COUNT	AMOUNT	REJECTED BY
	TOTAL BATCH CORRECTION			

REMARKS: (14)

* BATCH TYPE

- A —Treasury Deposit Receipt B-13, B-14
- B —Appropriation Warrant A-01
- C —Request for Transfer of Funds A-21
- D —Unrequired Appropriations to be Lapsed A-08
- E —Request for Allotment A-19
- F —Allotment Advice A-15
- G —Estimated Receipts B-31
- P —Contract Input C-41
- Q —Requisition & Purchase Order C-03, C-04
- R —Encumbrance Advice C-06
- S —Universal Input Form A-28
- T —Journal Voucher A-27
- Y —Departmental Input

DATE

(15) AUTHORIZED SIGNATURE

STATE ACCOUNTING FORM A-47
JULY 1, 1983

EXHIBIT VI-36

BATCH SLIP (A-47)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1.	N/A	Department Name	Enter the alpha code for type of document included in the batch. A - Treasury Deposit Receipt B-13, B-14 B - Appropriation Warrant A-01 C - Request for Transfer of Funds A-21 D - Unrequired Appropriations to be Lapsed A-08 E - Request for Allotment A-19 F - Allotment Advice A-21 G - Estimated Receipts B-31 P - Contract Input C-41 Q - Req. & P.O. C-03, C-04 (Copy #2) R - Encumbrances Advice C-06 S - Universal Input Form A-28 T - Journal Voucher A-27 Y - Departmental Input Z - Reserved for Future Use
2	N/A	Fund	Enter the fund name.
3	N/A	Batch Type (1)	Enter the name of the department preparing the batch.
4	DEPT CODE	Department Code (1)	Enter the department code
5	DEPT BATCH REF. NO.	Department Batch Reference Number (1)	Enter the Department Batch reference number.
6	TRANS FISCAL MO	Transaction Fiscal Month(1)	Enter the fiscal month that the transaction should be posted to.
7	N/A	Interface	For informational purposes only. Enter 'Y' if the batch is an interface batch otherwise leave blank.
8	N/A	On-Line	For informational purposes only. Enter 'Y' if the batch is to be entered online, otherwise leave blanks.

EXHIBIT VI-36

BATCH SLIP (A-47)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
9	N/A	ID-A	Reserved for future use.
10	N/A	Transaction Count(1) (original/corrected)	There are two lines in this field. The agency counts and enters the total number of lines (transactions) in the batch on the top line (ORIGINAL). If a correction is to be made later, the corrected amount is entered on the lower line (CORRECTED).
11	N/A	Batch Amount(1) (original/corrected)	There are two lines in this field, The agency sums and enters the transaction amounts in the batch on the top line (ORIGINAL). If a correction is made later, the corrected amount is entered on the lower line (CORRECTED).
12		Department Batch Status (1)	Enter the appropriate batch status: H - Hold R - Release D - Delete
13		Central Accounting Batch Status (1)	Central Accounting enters the appropriate batch status: H - Hold R - Release D - Delete
14	N/A	Remarks	Enter remarks, as required.
15	N/A	Authorized Signature	The authorized person within the department must sign the form.
16	N/A	Batch ID	Assign and enter the batch date and number for the batch.

STATE OF HAWAII
JOURNAL VOUCHER

Department No: (1)

Department Date: (2)

Comptroller No (4) XXXXXXX

Comptroller Date (5) MM/DD/YY

(3) FUND

SFX	TC	F	YR	APP	D	ALLOT CAT	SOURCE/ OBJECT	COST CENTER	PROJECT NUMBER	PH	DEPT ACT	G/L ACCT	S/L ACCT	REFERENCE DOC NUMBER	SFX	AMOUNT		REV	OPTIONAL DEPARTMENTAL DATA	REMARKS
XX	XXX	X	XX	XXX	XX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXX	XXXXXX	XXXXXXX	XX	XXXXXXXXXX	XX	X	X(22)	
(6)	(7)	←		(8)	→	(9)	(10)	(11)	(12)		(13)	(14)	(15)	(16)		(17)		(18)	(19)	(20)

EXPLANATION:

(21)

DEPARTMENTAL CERTIFICATION:

(22)

HEAD OF DEPARTMENT

COMPTROLLER APPROVAL:

(23)

COMPTROLLER

STATE ACCOUNTING FORM A-27
(JULY 1, 1984 REVISED)

OCT 1 1984

- Encumbrance Adjustments;
- Miscellaneous Cash Entries; and
- General Long-Term Debt.

Instructions for completing the A-27 form are contained in Exhibit VI-38.

Universal Input Form (A-28)

The Universal Input Form, Form A-28 (illustrated in Exhibit VI-39), is intended to be used when transactions are to be coded that require data elements not contained on the Journal Voucher (A-27). Since the Universal Input Form contains all FAMIS input data elements, it can be used to record any transaction (except for payments because it does not contain the proper authorizations).

Instructions for completing the A-28 form are contained in Exhibit VI-40.

Agency Internal Journal Entry (A-20)

The Agency Internal Journal Entry, Form A-20 (illustrated in Exhibit VI-41), is used by departmental fiscal personnel to record internal department transactions which only update the departmental records.

The types of departmental transactions which can be coded on this form include only those transactions that are departmental specific. Such entries include:

- departmental revenue reclassification;
- departmental expenditure reclassification;
- departmental allotment reclassification; and
- departmental project and expenditure plan entries.

Since the Agency Internal Journal Entries do not update the central files, or record actual revenues or expenditures, they are not pre-audited.

Instructions for completing the A-20 form are contained in Exhibit VI-42.

EXHIBIT VI-38

JOURNAL VOUCHER (A-27)

PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Department No.	Enter the document number and suffix assigned to the form by the department.
2	N/A	Department Date	Enter the date the form was prepared by the department.
3	N/A	Fund	Enter the name of the fund that will be affected by the form. If more than one fund is affected, enter "Multiple".
4	N/A	Comptroller Number(1) (Comptroller's Control Number-Current) Document Number)	The eight-character Comptroller number is assigned by DAGS' Accounting Division. The first character is "J" (to identify the Journal Voucher form); the second character is the fund code, and the last four characters are numerics sequentially assigned. Once assigned, the Comptroller number becomes the official "Journal Voucher Number."
5	N/A	Comptroller Date(1)	The date entered by DAGS Accounting Division. After approving the Journal Voucher, the date is expressed in six characters. The first two digits represent the month, the next two digits the day, and the final two digits, the year.
6	SFX	Suffix(1)	Enter the Comptroller document number suffix. This provides for sequential numbering of each accounting entry to ensure that they are unique. The first distribution should be assigned "01" incremented for each additional accounting entry.

JUL 1 1985

EXHIBIT VI-38

JOURNAL VOUCHER (A-27)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
7	TC	Transaction Code(1)	Enter the transaction code that uniquely identifies the accounting event.
8	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
9	ALLOT CAT	Allotment Category(1)	Enter the allotment category code, if applicable.
10	N/A	Source/Object(1)	Enter the source or object code if applicable.
11	CC	Cost Center(1)	Enter the cost center code if applicable. Use of this field is optional.
12	N/A	Project Number/Phase(1)	Enter the project number and project phase codes if applicable Use of this field is optional.
13	DEPT ACT	Activity (1)	Enter the department activity code, if applicable. Use of this field is optional.
14	G/L ACCT	General Ledger Account(1)	Enter the general ledger account number, if required by Transaction Code used. Otherwise, leave blank.
15	S/L ACCT	Subsidiary Ledger Account (1)	Enter the subsidiary ledger account number if required by Transaction Code used. Otherwise, leave blank.
16	N/A	Reference Document Number/Suffix(1)	Enter the reference document number and suffix if applicable.

EXHIBIT VI-38

JOURNAL VOUCHER (A-27)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
17	N/A	Amount(1)	Enter the transaction amount.
18	Rev	Reverse(1)	Enter an "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise, leave blank.
19	N/A	Optional Departmental Data(1)	Enter the optional departmental data.
20	N/A	Remarks	Enter applicable remarks
21	N/A	Explanation	Explain the Journal Voucher transaction, citing authority for the entry if appropriate.
22	N/A	Departmental Certification	There are two signature lines in this field. The left signature line is to be signed by the preparer of the journal voucher, followed by the preparer's phone number. The head of the department or his authorized representative must sign on the right signature line.
23	N/A	Comptroller Approval	There are two signature lines in this field. The Comptroller of the State or his authorized representative must sign on the right signature line. Use of the left signature line is optional.

(1) This data is keyed for entry into FAMIS.

STATE OF HAWAII

UNIVERSAL INPUT FORM

Department No.: (1)

Department Date: (2)

(3) FUND

Comptroller No.: (4)

Comptroller Date: (5)

TC	F	YR	APP	D	ALLOT CAT	SOURCE OBJECT	FD	GAAP	GAAP SUB FUND	COST CENTER	PROJECT DEPT NUMBER	PROJECT PH	DEPT ACCT	G L ACCT	VENDOR NUMBER	VENDOR SFX	INVOICE NUMBER	INVOICE DATE	CURRENT DOCUMENT NUMBER	CURRENT DOCUMENT SFX
XXX	X	XX	XXX	XX	XX	XXXX	XX	XX	XX	XXXX	XXXXXX	XX	XXX	XXX	XXXXXXXXXX	XX	XXXXXXXXXXXX	MM/DD/YY	XXXXXXXX	M A

DOCUMENT DATE	REFERENCE DOCUMENT NUMBER	REFERENCE DOCUMENT SFX	SUBSIDIARY LEDGER ACCOUNT	OPTIONAL DEPARTMENTAL DATA	OPTIONAL REMITTANCE DATA	WARRANT NUMBER	AMOUNT	MOD	REV	LCO
MM/DD/YY	XXXXXXXx	XX	XXXXXX	X (22)	X (25)	XXXXXXXX	XXXXXXXXXX XX	X	X	X

(6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20)

(21) (22) (23) (24) (25) (26) (27) (28) (29) (30)

EXPLANATION:

(31)

DEPARTMENTAL CERTIFICATION

(32)

HEAD OF DEPARTMENT

COMPTROLLER APPROVAL:

(33)

COMPTROLLER

STATE ACCOUNTING FORM A-28
JULY 1, 1993 (REVISED)

EXHIBIT VI-40

UNIVERSAL INPUT FORM (A-28)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Department No. (Document Number)	Enter the document number and suffix assigned to the form by the department. If this number is to be data entered, it should be coded in the reference document number and suffix field.
2	N/A	Department Date	Enter the date the form was prepared by the department.
3	N/A	Fund	Enter the name of the fund that will be affected by the form. The transactions recorded by a Universal Input form must not affect more than one fund.
4	N/A	Comptroller Number (Comptroller's Control Number)	The eight-character Comptroller number and suffix assigned by DAGS' Accounting Division. The first character is 'J' to identify "Journal Voucher" form), the second character is the fund code, and the last four characters are numerics sequentially assigned. Once assigned, the Comptroller number becomes the official "Universal Input Form Number". If this number is to be data entered, it should be coded in the current document number and suffix field.
5	N/A	Comptroller Date	The date entered by DAGS Accounting Division. After approving the Universal Input Form, the date is expressed in six characters. The first two digits respresent the month, the next two digits the day, and the final two digits, the year.

EXHIBIT VI-40

UNIVERSAL INPUT FORM (A-28)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
6	N/A	Transaction Code(1)	Enter the transaction code that uniquely identifies the accounting event.
7	F YR APP D	Appropriation Symbol(1)	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
8	ALLOT CAT	Allotment Category(1)	Enter the allotment category code.
9	N/A	Source/Object(1)	Enter the source or object code.
10	FD	Fund Detail(1)	Reserved for future use.
11	GAAP	GAAP Fund(1)	Enter the GAAP Fund code.
12	N/A	GAAP Subfund(1)	Enter the GAAP Subfund code.
13	CC	Cost Center(1)	Enter the cost center code if applicable. Use of this field is optional.
14	N/A	Project Number/Phase(1)	Enter the project number and project phase codes if applicable. Use of this field is optional.
15	DEPT ACT	Department Activity(1)	Enter the department activity code, if applicable. Use of this field is optional.
16	G/L ACCT	General Ledger Account(1)	Enter the general ledger account number.
17	N/A	Vendor Number/Suffix(1)	Enter the vendor number and suffix.
18	N/A	Vendor Invoice Number(1)	Enter the vendor invoice number and suffix.

EXHIBIT VI-40

UNIVERSAL INPUT FORM (A-28)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
19	N/A	Invoice Date(1)	Enter the invoice date.
20	N/A	Current Document Number/Suffix(1)	Enter the current document number and suffix. The first distribution should be assigned "01" and incremented for each additional distribution.
21	N/A	Document Date(1)	Enter the current document date.
22	N/A	Reference Document Number/Suffix(1)	Enter the reference document number and suffix.
23	S/L ACCT	Subsidiary Ledger Account(1)	Enter the subsidiary account number.
24	N/A	Optional Departmental Data(1)	Enter the optional departmental optional data.
25	N/A	Optional Remittance Data(1)	Enter the optional remittance data.
26	N/A	Warrant Number(1)	Enter the number of the warrant which is affected, if applicable.
27	N/A	Transaction Amount(1)	Enter the transaction amount.
28	MOD	Modifier(1)	The modifier is required only when the transaction impacts a previously entered document. Enter one of the following: A = Activate a closed document C = Close the document to prevent further posting Otherwise leave blank.
29	REV	Reverse(1)	Enter "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise leave blank.

EXHIBIT VI-40

UNIVERSAL INPUT FORM (A-28)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
30	FCO	Funds Control Override(1)	Enter a "Y" if the transaction is to be posted regardless of the fund control edits.
31	N/A	Explanation	Explain the universal input form transaction, citing authority for the entry if appropriate.
32	N/A	Departmental Certification	There are two signature lines in this field. The head of the department or his authorized representative must sign on the right signature line. Use of the left signature line is optional.
33	N/A	Comptroller Approval	There are two signature lines in this field. The Comptroller of the State or his authorized representative must sign on the right signature line. The left signature is reserved for future use.

STATE OF HAWAII
AGENCY INTERNAL JOURNAL ENTRY

REF. DOC. NO. (3) XXXXXXXX XX

CUR. DOC. NO. (4) XXXXXXXX

DATE (5) MM/DD/YY

DEPARTMENT (1)

SFX	TC	F	YR	APP	D	ALLOT CAT	SOURCE OR OBJECT	COST CENTER	PROJECT NUMBER	PROJECT PH	DEPT ACT	S/L ACCT.	AMOUNT		REV	OPTIONAL DEPARTMENTAL DATA
XX	XXX	X	XX	XXX	XX	XX	XXXX	XXXX	XXXXXX	XX	XXX	XXXXXX	XXXXXXXXXXX	XX	X	X (22)
(6)	(7)			(8)			(9)	(10)	(11)		(12)	(13)	(14)		(15)	(16)

EXPLANATION:
(17)

(18) DATE _____ PREPARED BY _____

(19) DATE _____ AUTHORIZED BY _____

STATE ACCOUNTING FORM A-20
JULY 1, 1983 (REVISED)

EXHIBIT VI-41

EXHIBIT VI-42

AGENCY INTERNAL JOURNAL ENTRY (A-20)
PREPARATION INSTRUCTIONS

Item	Field	Title	Instructions
1	N/A	Department	Enter the department name.
2	DEPT CODE	Department Code	Enter the two-digit department code.
3	REF. DOC. NO.	Reference Document Number/Suffix	Enter the reference document number and suffix.
4	CUR. DOC NO.	Current Document Number	Enter the current document number.
5	Date	Document Date	Enter the current document date.
6	SFX	Suffix	Enter the current document number suffix that provides the sequential numbering of each transaction to ensure they are unique. The first transaction should be assigned "01" and incremented for each additional distribution.
7	TC	Transaction Code	Enter the three-digit transaction code that uniquely identifies the accounting event.
8	N/A	F YR APP D	Enter the appropriation symbol as follows: F - Fund - 1 digit YR - Fiscal Year - 2 digits APP - Appropriation Account - 3 digits D - Department - 2 digits
9	N/A	Source or Object(1)	Enter the source or object code.
10	CC	Cost Center(1)	Enter the cost center if applicable. Use of this field is optional.
11	N/A	Project/Phase(1)	Enter the project number and project phase codes if applicable Use of this field is optional.
12	ACT	Department Activity	Enter the department activity code, if applicable.

EXHIBIT VI-42

AGENCY INTERNAL JOURNAL ENTRY (A-20)
PREPARATION INSTRUCTIONS
(Continued)

Item	Field	Title	Instructions
13	S/L ACCT	Subsidiary Ledger Account	Enter the subsidiary ledger account number.
14	N/A	Amount	Enter the transacton amount.
15	REV	Reverse	Enter an "R" if the transaction is to be posted in the opposite way in which it is defined in the Transaction Code Decision Table. Otherwise leave blank.
16	N/A	Optional Departmental Data	Enter the optional departmental data.
17	N/A	Explanation	Explain the agency internal journal entry transaction, citing authority for the entry if appropriate.
18	N/A	Prepared By and Date	Signature of preparer and date prepared.
19	N/A	Authorized By and Date	Signature of department head or other authorized persons and date authorized.

SUMMARY WARRANT VOUCHER REPORTS

There are two reports that are automatically produced as a result of processing expenditures through the preliminary edit module. These two reports are:

- o Summary Warrant Voucher; and
- o Summary Warrant Voucher-Detail.

Information displayed on these two reports is based on input coded on the Payment Coding Form-Vendor Code (C-12) and Payment Coding Form-Vendor Name and Address (C-13). These two reports are the source documents actually submitted to Pre-Audit for payment.

The Summary Warrant Voucher and the Summary warrant Voucher-Detail reports are illustrated in Exhibits VI-43 and VI-44, respectively. The structure, content and format of each of these reports are described in detail in Volume II, Chapter VII, Financial Reporting of the FAMIS Procedures Manual.

Once the preliminary edit process has been executed and these reports produced, departmental personnel may have to make certain corrections or adjustments based upon the preliminary edit error report or their final review. Departments with on-line terminals may make these changes on-line by recalling the transactions for correction (this process is described in Volume I, Chapter VII, Financial Transaction Data Entry of the FAMIS Procedures Manual). On-line departments can either resubmit the batch through the preliminary edit process to produce "clean" Summary Warrant Voucher reports, or note the changes on the original Summary warrant Voucher reports in red ink. In addition, if the department intends to use the original Summary warrant Voucher with the noted changes, they must write in red "corrections made on-line" in the open area above the certification section of the Summary Warrant Voucher report.

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Those departments that do not have access to on-line terminals must make the corrections on the reports themselves. Extreme care should be taken to ensure that the corrections or adjustments are clearly marked on both reports.

Two types of changes will normally be identified on these reports. These are changes to:

- o accounting classification; or
- o transaction amounts.

Changes of this nature must be noted on the Summary Warrant Voucher in both the vendor listing and accounting distribution sections. Additionally, the changes must be noted on the Summary Warrant Voucher-Detail reports for each transaction affected. A blank line has been provided between the detail transactions to enter these corrections. The incorrect data element should be crossed out and the correction entered above it in "red" ink. The Summary Warrant Voucher-Detail report will be used by central accounting personnel to modify the input transactions.

Changes to the vendor name or number are not allowed; the transaction associated with the erroneous vendor number or vendor name must be deleted and marked on the Summary Warrant Voucher. The transaction must then be resubmitted in another expenditure batch.

The conditions requiring manual adjustments to the Summary Warrant Voucher reports may result from coding errors, keying errors or timing errors. An example of a timing error is when an expenditure referencing a previously entered encumbrance is submitted, but for some reason the encumbrance has not yet been posted. In this situation, the expenditure transaction could not retrieve the classification data or vendor information from the document file. This information would have to be manually entered on the Summary Warrant Voucher by departmental personnel so it can be audited.

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SUMMARY WARRANT VOUCHER RUN DATE 05/30/86

DEPT: M ACCOUNTING AND GENERAL SERVICES
BATCH TYPE: 3
DEPT BATCH REF NO: 05466143 COMPUTED BATCH COUNT: 7
FM: 11 WWS: G WRI: RTI: PTI: E COMPUTED BATCH AMOUNT: 1,136.76
SPD: / /

LINE	VENDOR NAME	VENDOR NO-SFX	AMOUNT
01	PLUMBING SPECIALTIES & PLUMBING SPECIALTIES &	0000010835 00	725.49
02	JBL HAWAII, LTD. JBL HAWAII, LTD.	0000019115 00	103.54
03	AMFAC DISTRIBUTION CO., LTD. AMFAC DISTRIBUTION CO., LTD.	0000029236 00	182.93
04	ENVIRONMENTAL SYSTEMS, INC. ENVIRONMENTAL SYSTEMS, INC.	0000032033 00	124.80
		VOUCHER FINAL TOTAL	1,136.76

DISTRIBUTION BY ALLOTMENT CATEGORY

TC	F-YR-APP-D	AC	OBJ	VOUCHER TOTAL
241	G-86-028-M	20		1,136.76

FOR STATE COMPTROLLER USE

	BY	DATE
AUDIT		JUN - 4 1986
APPROVE		JUN - 5 1986
REGISTER		JUN 9 1986
POSTED		
WARRANTS		
MAIL-DEL		

I DO HEREBY CERTIFY THAT THE ATTACHED DEMANDS (A) ARE FOR SERVICES WHICH HAVE BEEN FAITHFULLY PERFORMED AND/OR FOR MATERIALS AND SUPPLIES RECEIVED IN GOOD ORDER AND CONDITION, (B) ARE CORRECT IN EVERY RESPECT AND (C) HAVE NOT BEEN PREVIOUSLY PAID

SUBORDINATE OFFICER RESPONSIBLE

APPROVED FOR PAYMENT

HEAD OF DEPARTMENT

BATCH DATE MM/DD/YY: JUN 9 1986

BATCH NO: 211

COMPTROLLER VOUCHER NUMBER: 068048

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SUMMARY WARRANT VOUCHER - DETAIL LISTING

DEPT: M ACCOUNTING AND GENERAL SERVICES
BATCH TYPE: 3
DEPT BATCH REF NO: 05466143
FM: 11 WWS: G WRI: RTI: PTI: E
SPO: / /

TRANS COUNT 7
BATCH AMT 1,136.76

SEQ	TC	RM	F-YR-APP-D	OBJ	CC	PROJ	PH	ACT REF	DOC-SF	INVOICE	AMOUNT
LN 01	PLUMBING SPECIALTIES & SUPPLIES, INC. 925 KOKEA STREET HONOLULU HI 96817							VENDOR NO-SFX: 0000010835-00			
001	241	F	G-86-028-M	3140				0001134601	195308		241.83
								ASD: 05/20/86			
002	241	F	G-86-028-M	3140				0001134602	195308		241.83
								ASD: 05/20/86			
003	241	F	G-86-028-M	3140				0001134603	195308		241.83
								ASD: 05/20/86			
									DOCUMENT TOTAL		725.49
									VENDOR TOTAL		725.49
LN 02	JBL HAWAII, LTD. JBL HAWAII, LTD. 531 WAIAMAMILO RD HONOLULU HI 96817							VENDOR NO-SFX: 0000019115-00			
004	241	F	G-86-028-M	3110				0001134101	121708S		103.54
								ASD: 05/16/86			
									VENDOR TOTAL		103.54
LN 03	AMFAC DISTRIBUTION CO., LTD. AMFAC DISTRIBUTION CO., LTD. ELECTRICAL SUPPLIES & LIGHTING P O BOX 27744 HONOLULU HI 96827							VENDOR NO-SFX: 0000029236-00			
005	241	F	G-86-028-M	3120				0001126601	5276756		17.08
								ASD: 05/20/86			
006	241	F	G-86-028-M	3120				0001126602	5276757		165.85
								ASD: 05/20/86			
									DOCUMENT TOTAL		182.93
									VENDOR TOTAL		182.93
LN 04	ENVIRONMENTAL SYSTEMS, INC. ENVIRONMENTAL SYSTEMS, INC. 3169 KOAPAKA STREET HONOLULU HI 96819							VENDOR NO-SFX: 0000032033-00			
007	241	F	G-86-028-M	3130				0001136001	48446		124.80
								ASD: 05/20/86			
									VENDOR TOTAL		124.80
									COMPUTED BATCH COUNT		7
									COMPUTED BATCH AMOUNT		1,136.76

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