FAMIS PROCEEDURES 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 integral part of the process of recording accounting events. This process consists of:

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

VI-1
transaction editing and error correction; and
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
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.
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

PART A

<table>
<thead>
<tr>
<th>BATCH TYPE</th>
<th>DEPT. CODE</th>
<th>DEPT. BATCH REFERENCE NO.</th>
<th>TRANS FISCAL MO.</th>
<th>BATCH I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MM DD YY NO.</td>
</tr>
<tr>
<td>INTERFACE</td>
<td>ONLINE</td>
<td>ID-A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANS. COUNT</th>
<th>BATCH AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGINAL</td>
<td>CORRECTED</td>
</tr>
<tr>
<td>ORIGINAL</td>
<td>CORRECTED</td>
</tr>
</tbody>
</table>

PART B

<table>
<thead>
<tr>
<th>DOCUMENT NUMBER</th>
<th>REASON FOR REJECTION</th>
<th>TRANS. COUNT</th>
<th>AMOUNT</th>
<th>REJECTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Alotment A-19
F — Alotment 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
<table>
<thead>
<tr>
<th>DEPT CODE</th>
<th>BATCH DATE YY MM DD</th>
<th>BATCH NUMBER</th>
<th>FISCAL MONTH</th>
<th>DEPT BATCH REFERENCE NO.</th>
<th>ORIGINAL INPUT</th>
<th>RETURNED BY Dags</th>
<th>CORRECTED</th>
<th>COMPTROLLER'S VOUCHER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

STATE OF HAWAII
DAGS BATCH CONTROL LOG

STATE ACCOUNTING FORM A-XX
<table>
<thead>
<tr>
<th>DEPARTMENT BATCH REFERENCE NUMBER</th>
<th>BATCH DATE</th>
<th>BATCH NUMBER</th>
<th>FISCAL MONTH</th>
<th>ORIGINAL INPUT</th>
<th>RETURNED BY DAGS</th>
<th>CORRECTED</th>
<th>COMPTROLLER'S VOUCHER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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

MM DD YY XXXXXXXXXX XX

1 ⑨ ⑩ ⑪

12 ⑬

14

---

GRAND TOTAL

VI-15

STATE ACCOUNTING FORM A-01
JULY 1, 1963 (REVISED)
EXHIBIT VI-6

APPROPRIATION WARRANT (A-01)
PREPARATION INSTRUCTIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Appropriation Warrant Number(1)</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Date</td>
<td>Enter the date of the Appropriation Warrant.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Department or Agency</td>
<td>Enter the name of the department or agency authorized to control the appropriation.</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>Year</td>
<td>Enter the year of the legislative session approving the appropriation.</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Session</td>
<td>Enter the session number of the legislative session approving the appropriation.</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>Act(2)</td>
<td>Enter the Act number of the approved legislative bill.</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Sum of</td>
<td>Enter the total amount of the Appropriation Warrant.</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>Comptroller's Signature</td>
<td>Comptroller signs the Appropriation Warrant.</td>
</tr>
<tr>
<td>9</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>10</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriate classification elements as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

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

(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 LAPPED

Dept. No. 1
Comptroller's No. 2

Department or Agency

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 _______ 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.

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.

Governor, State of Hawaii

INSTRUCTIONS: Prepare in triplicate for each distinct fund. Forward all copies to Comptroller.
<table>
<thead>
<tr>
<th>TC</th>
<th>F</th>
<th>YRL</th>
<th>APP.</th>
<th>O</th>
<th>ALLOT. CAT.</th>
<th>APPROPRIATION TITLE</th>
<th>AMOUNT TO BE LAPPED</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>X</td>
<td>X</td>
<td></td>
<td>XXXXXXXXXXXXX</td>
</tr>
</tbody>
</table>

**Department or Agency:**

**Comptroller's No.:**

**Date:**

**Fund:**
## EXHIBIT VI-8

### UNREQUERED APPROPRIATIONS TO BE LAPSED (A-08)

PREPARATION INSTRUCTIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Dept. No.</td>
<td>Department Number(1) (Reference Document Number and Suffix)</td>
<td>Enter the document number and suffix assigned to the form by submitting department.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Comptroller's Number(1) (Comptroller's Control Number-Current) Document Number and Suffix</td>
<td>Enter the control number and suffix assigned to this document by the Comptroller's office.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Department or Agency</td>
<td>Enter the name of the department or agency submitting the form.</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>Fund</td>
<td>Enter the name of the fund in which the appropriation is to be lapsed.</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Date</td>
<td>Enter the date the form is prepared.</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>Fund</td>
<td>Enter the name of the fund to which the unrequired balance of the appropriation will be transferred (Same as item 4).</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Head of Department or Agency</td>
<td>Signature of authorized individuals must appear on designated line.</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>Date</td>
<td>The first endorsement by the Governor is dated on the designated line.</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Governor, State of Hawaii</td>
<td>The form is signed by the Governor or other authorized individuals.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>--------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>N/A</td>
<td>Department or Agency</td>
<td>Enter the name of the department or agency submitting the form. (Same as Item 3, entered for reference only).</td>
</tr>
<tr>
<td>11</td>
<td>Dept. No.</td>
<td>Department Number (Document Number)</td>
<td>Enter the document number assigned to the form by the submitting department. (Same as Item 1 and is entered for reference only).</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Comptroller's Number (Comptroller's Control Number)</td>
<td>Enter the control number assigned to this document by the Comptroller's office. (Same as Item 2 and is entered for reference only.)</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Fund</td>
<td>Enter the name of the fund in which the appropriation is to be lapsed. (Same as Item 4 and is entered for reference only.)</td>
</tr>
<tr>
<td>14</td>
<td>Date</td>
<td>N/A</td>
<td>Enter the date the form is prepared. (Same as Item 5 and is entered for reference only.)</td>
</tr>
<tr>
<td>15</td>
<td>TC</td>
<td>Transaction Code (1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
</tbody>
</table>
### EXHIBIT VI-8

**UNREQUIRED APPROPRIATIONS TO BE LAPSED (A-08)**

**PREPARATION INSTRUCTIONS**

(Continued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 16   | F     | 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| Allotment Category(1)  | Enter the allotment category within the appropriation to be lapsed. |
|      | CAT  |       |              |
| 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.
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.
### EXHIBIT VI-10

ALLOTMENT ADVICE (A-15)
PREPARATION INSTRUCTIONS

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

VI-26
### EXHIBIT VI-10

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>SRCE</td>
<td>Source/Object(1)</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>OBJ.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>S/L</td>
<td>Subsidiary Ledger Account(1)</td>
<td>If item 8 is coded, enter the subsidiary ledger account that identifies the GAAP fund. Otherwise, leave blank.</td>
</tr>
<tr>
<td></td>
<td>ACCT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>N/A</td>
<td>Item</td>
<td>Enter the item number assigned to the project in the act that is applicable to the line entry.</td>
</tr>
<tr>
<td>11</td>
<td>N/A</td>
<td>Title and Purpose of Allotment</td>
<td>Enter the title and purpose of the allotment.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Amount(1)</td>
<td>Enter the amount of each allotment.</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Recommended for Approval</td>
<td>Signatures of authorized individuals must appear on designated lines.</td>
</tr>
</tbody>
</table>

---

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

#### STATE OF HAWAII

**REQUEST FOR ALLOTMENT**

<table>
<thead>
<tr>
<th>APPROPRIATION</th>
<th>1ST QUARTER AMOUNT</th>
<th>2ND QUARTER AMOUNT</th>
<th>3RD QUARTER AMOUNT</th>
<th>4TH QUARTER AMOUNT</th>
<th>REVERS:ONE</th>
<th>ALLOTMENT</th>
</tr>
</thead>
</table>

#### Instructions

- For each appropriation, fill in the corresponding amount and restriction for each quarter.
- Reversal entries must be made as indicated.
- All entries must be approved by the appropriate authority.

### Allotment Advice

<table>
<thead>
<tr>
<th>APPROPRIATION</th>
<th>ALLOTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REVERS:ONE</td>
</tr>
</tbody>
</table>

- For each appropriation, fill in the reversal entry for each quarter.
- Reversal entries must be made as indicated.

### Signature

[Signature]

**TO THE HEAD OF THE DEPARTMENT NAME ABOVE**

[Signature]

**DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE**

[Signature]
**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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Department</td>
<td>Enter the name of the department.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Appropriation Symbol (1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>3</td>
<td>APPROPRIATION TITLE AND ACT NO. OR LAW</td>
<td>Appropriation Title and Act Number or Law Number</td>
<td>Enter the title of the appropriation and the Act Number or the number of the law.</td>
</tr>
<tr>
<td>4</td>
<td>PROGRAM ID NO. AND TITLE</td>
<td>Program Identification Number and Title</td>
<td>Enter the program identification number and title of the program.</td>
</tr>
<tr>
<td>5</td>
<td>FUND</td>
<td>Fund Type</td>
<td>Enter the type of the fund (i.e., General or Special).</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>Means of Financing</td>
<td>Enter the means of financing from the appropriation act.</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Comptroller's Number(1) (Comptroller's Control Number - Current Document Number and Suffix)</td>
<td>This control document number is assigned to this form by the Comptroller's office.</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>Date</td>
<td>Enter the date the form is prepared.</td>
</tr>
<tr>
<td>9</td>
<td>DEPT. NO.</td>
<td>Department Number (1) (Reference Document Number and Suffix)</td>
<td>Enter the document number and suffix assigned to this form by the requesting department.</td>
</tr>
<tr>
<td>10</td>
<td>ORIGINAL</td>
<td>Original Request for Allotment</td>
<td>Enter a check mark (√) if this form is for an original request for allotment.</td>
</tr>
</tbody>
</table>
**EXHIBIT VI-12**

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>N/A</td>
<td>Or Amendment Number</td>
<td>Enter the amendment number, i.e., 1, 2, 3, etc., if this form is for an amendment of an approved allotment.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Signature</td>
<td>Signature of authorized individual in the operating department.</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Allotment Category</td>
<td>Enter the code and title for each allotment category as prescribed from year-to-year by DB&amp;F; for example:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Description</td>
<td>10 Personal Services (Payroll)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20 Other Current Expenditures (Others)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Note: Amendments, transfers, additional authorizations, etc. should be reflected separately. Refer to the Budget Execution Policies and Instructions for description titles.)</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Appropriation</td>
<td>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.</td>
</tr>
<tr>
<td>15</td>
<td>N/A</td>
<td>Restricted</td>
<td>Enter the amount, if any, of the appropriation that is being restricted.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>16</td>
<td>N/A</td>
<td>Allocation for this Fiscal Year</td>
<td>Enter the difference between Items 14 and 15, transfers including pay increase allocations, and additional authorizations for Special and Other Funds.</td>
</tr>
<tr>
<td>17</td>
<td>N/A</td>
<td>Allotment for Quarter July-September</td>
<td>Enter the allotted amount for the first quarter of the fiscal year.</td>
</tr>
<tr>
<td>18</td>
<td>N/A</td>
<td>Allotment for Quarter October-December</td>
<td>Enter the allotted amount for the second quarter of the fiscal year.</td>
</tr>
<tr>
<td>19</td>
<td>N/A</td>
<td>Allotment for Quarter January-March</td>
<td>Enter the allotted amount for the third quarter of the fiscal year.</td>
</tr>
<tr>
<td>20</td>
<td>N/A</td>
<td>Allotment for Quarter April-June</td>
<td>Enter the allotted amount for the fourth quarter of the fiscal year.</td>
</tr>
<tr>
<td>21</td>
<td>N/A</td>
<td>Estimated Balance June 30, 19___</td>
<td>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).</td>
</tr>
<tr>
<td>22</td>
<td>REV</td>
<td>Reversion</td>
<td>Enter the reversion codes as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="https://example.com/reversion-codes.png" alt="Reversion Codes" /></td>
<td>&quot;Y&quot; or leave blank for Yes - if the allotment is subject to reversion.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="https://example.com/reversion-codes.png" alt="Reversion Codes" /></td>
<td>&quot;N&quot; for No - if the allotment is not subject to reversion.</td>
</tr>
<tr>
<td>23</td>
<td>N/A</td>
<td>Date</td>
<td>The Department of Budget and Finance enters the date when the Allotment Advice is approved.</td>
</tr>
</tbody>
</table>
### Item 24: Appropriation Establishment/Increase(1)
**Title:** Appropriation Establishment/Increase(1)

- **Instructions:** 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]).

### Item 25: Appropriation Decrease(1)
**Title:** Appropriation Decrease(1)

- **Instructions:** Enter the amount of decrease in appropriated or authorized amounts from the previously approved Request for Allotment.

### Item 26: Restriction Increase(1)
**Title:** Restriction Increase(1)

- **Instructions:** 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.

### Item 27: Restriction Decrease(1)
**Title:** Restriction Decrease(1)

- **Instructions:** Enter the amount of any decreases in restricted appropriations from the previously approved Request for Allotment.

### Item 28: Allotment Establishment/Increase
**Title:** Allotment Establishment/Increase

- **Instructions:** 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.
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>ALLOT DECREASE</td>
<td>Allotment Category 10 (1)</td>
<td>Enter the amount of decreases for allotment category 10 (Payroll) from the previously approved Request for Allotment for the applicable quarters.</td>
</tr>
<tr>
<td></td>
<td>ALLOT CAT 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>ALLOT EST/INCREASE</td>
<td>Increase Allotment Category 20 (1)</td>
<td>Enter the amount of allotment for allotment category 20 (Others) for the applicable quarters if this is an amended Request for Allotment.</td>
</tr>
<tr>
<td></td>
<td>ALLOT CAT 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>ALLOT DECREASE</td>
<td>Allotment Category 20 (1)</td>
<td>Enter the amount of decreases for allotment category 20 (Others) from the previously approved Request for Allotment for the applicable quarters.</td>
</tr>
<tr>
<td></td>
<td>ALLOT CAT 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>N/A</td>
<td>Reversion Decrease(1)</td>
<td>Enter the total amount of reversion, if any, that are being reallocated for the appropriate allotment categories. These amounts should not be rounded up.</td>
</tr>
</tbody>
</table>

(1) This data is keyed for entry into FAMIS
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.
STATE OF HAWAI\nREQUEST 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

<table>
<thead>
<tr>
<th>KC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>TO</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS OF APPROPRIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES TO END OF</td>
</tr>
<tr>
<td>PREVIOUS MONTH</td>
</tr>
<tr>
<td>REQUIREMENTS TO END OF</td>
</tr>
<tr>
<td>FISCAL YEAR</td>
</tr>
<tr>
<td>TOTAL REQUIREMENTS</td>
</tr>
<tr>
<td>FISCAL YEAR</td>
</tr>
<tr>
<td>ALLOCATION BEFORE</td>
</tr>
<tr>
<td>TRANSFER</td>
</tr>
<tr>
<td>TRANSFER FROM + TO</td>
</tr>
<tr>
<td>ALLOCATION AFTER</td>
</tr>
<tr>
<td>TRANSFER</td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOMMENDED FOR APPROVAL</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

APPROVED: ___________________________
DATE: ___________________________

CHIEF BUDGET PLANNING AND MANAGEMENT

DIRECTOR OF FINANCE

INSTRUCTIONS: Please fill in applicable columns. Signatures are required by law. Complete all necessary columns for accuracy. Transfers must be made in a legible manner.
EXHIBIT VI-14
REQUEST FOR TRANSFER OF FUNDS (A-21)
PREPARATION INSTRUCTIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dept. No.</td>
<td>Department Number(1) (Reference Document Number and Suffix)</td>
<td>Enter the document number and suffix assigned to the form by the requesting department.</td>
</tr>
<tr>
<td>2</td>
<td>B.F. No.</td>
<td>DB&amp;F Number</td>
<td>The document number entered by the Department of Budget and Finance.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Comptrollers Number(1) (Comptroller's Control Number-Current) Document Number</td>
<td>Enter the control number assigned to this document by the Comptroller's office.</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>Date</td>
<td>Enter the date the form is prepared.</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Department</td>
<td>Enter the name of the department submitting the form.</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>Head of Department</td>
<td>The department head or other authorized individual signs the request.</td>
</tr>
<tr>
<td>7</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>8</td>
<td>F YR APP D</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the Appropriation Symbol as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
</tbody>
</table>
**EXHIBIT VI-14**

**REQUEST FOR TRANSFER OF FUNDS (A-21)**

**PREPARATION INSTRUCTIONS**

(Continued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>SRCE/OBJ.</td>
<td>Source/Object</td>
<td>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.</td>
</tr>
<tr>
<td>10</td>
<td>S/L ACCT.</td>
<td>Subsidiary Ledger Account</td>
<td>If Item 9 is coded, enter the subsidiary ledger account that identifies the GAAP fund. Otherwise leave blank.</td>
</tr>
<tr>
<td>11</td>
<td>N/A</td>
<td>Other Information</td>
<td>Enter any additional optional information that may be required by the department.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Amount From or To (1)</td>
<td>Enter the amount that is being transferred from or to an appropriation or fund. Each line item can only have one amount field.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note:</strong> The total amount &quot;transferred from&quot; must equal the total amount &quot;transferred to.&quot;</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Expenditures To End Of Previous Month</td>
<td>Enter the amount expended from the appropriation as of the end of the previous month.</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Requirements To End Of Fiscal Year</td>
<td>Enter the estimated amount required for the remainder of fiscal year.</td>
</tr>
<tr>
<td>15</td>
<td>N/A</td>
<td>Total Requirements Fiscal Year</td>
<td>Enter the sum of amounts in Items 13 and 14.</td>
</tr>
<tr>
<td>16</td>
<td>N/A</td>
<td>Allocatin Before Transfer</td>
<td>Enter the amount appropriated and not previously transferred.</td>
</tr>
<tr>
<td>17</td>
<td>N/A</td>
<td>Transfer - From + To</td>
<td>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.</td>
</tr>
</tbody>
</table>
EXHIBIT VI-14
REQUEST FOR TRANSFER OF FUNDS (A-21)
PREPARATION INSTRUCTIONS
(Continued)

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

(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:
## STATE OF HAWAII
### REQUISITION & PURCHASE ORDER

**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.

---

**PURCHASE ORDER NO.**

**DATE**

**DELIVER BEFORE**

**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.

<table>
<thead>
<tr>
<th>QUAN</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**REQUISITIONER TELEPHONE**

**VOUCHER NUMBER**

**AUTHENTICATED BY**

**GOODS SERVICES RECEIVED IN GOOD ORDER AND CONDITION BY**

**DATE**

**AUTHORIZED SIGNATURE**

**FOR DEPARTMENT USE ONLY**

---

**REQUISITION NO**

---

**VENDOR**

<table>
<thead>
<tr>
<th>VENDOR NUMBER</th>
<th>SFX</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXXXX</td>
<td>X</td>
</tr>
</tbody>
</table>

---

**SFX**

<table>
<thead>
<tr>
<th>SFX</th>
<th>TC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>O</th>
<th>OBJECT</th>
<th>CC</th>
<th>PROJ NO</th>
<th>PH</th>
<th>ACT</th>
<th>ESTIMATED COST</th>
<th>ACTUAL COST</th>
<th>M</th>
<th>R</th>
<th>OPT DEPT DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>XX X XXXX XXXX</td>
<td>XX XXXX XXXX</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**VI-38**

COPY #1 - VENDOR
<table>
<thead>
<tr>
<th>SFX</th>
<th>TC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
<th>OBJECT</th>
<th>CC</th>
<th>PROJ NO</th>
<th>PH</th>
<th>ACT</th>
<th>ESTIMATED COST</th>
<th>ACTUAL COST</th>
<th>M</th>
<th>R</th>
<th>OPT DEPT DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX</td>
<td>XXX</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>X</td>
<td>XXXX</td>
<td>XXX</td>
<td>XXXX XXX</td>
<td>XXX</td>
<td>XXX XX</td>
<td>XXXXXXXXXXXX</td>
<td>XXXXXXXXXXXX</td>
<td>X</td>
<td>X</td>
<td>XXXXXXXXXXXX</td>
</tr>
</tbody>
</table>

VENDOR
VI-39

STATE ACCOUNTING FORM C-04
JULY 1, 1983 (REvised)

OCT 1 1984
- 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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Purchase Order Number(1) (Current Document Number)</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Date(1)</td>
<td>Enter the date the purchase order is issued.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Requisitioner</td>
<td>Signature and telephone number of person requesting the goods or services must appear here.</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>Authorized Signature</td>
<td>Signature of person authorizing the order must appear here.</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Vendor Number/Sfx(1)</td>
<td>Enter the vendor code assigned to the vendor to whom the purchase order is awarded.</td>
</tr>
<tr>
<td>6</td>
<td>SFX</td>
<td>Suffix(1)</td>
<td>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.</td>
</tr>
<tr>
<td>7</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>8</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Object(1)</td>
<td>Enter the object code that identifies the type of goods or services being obtained.</td>
</tr>
<tr>
<td>10</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>11</td>
<td>PROJ NO PH</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>12</td>
<td>ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity code, if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Estimated Cost(1)</td>
<td>Enter the amount of the encumbrance associated with each distribution.</td>
</tr>
<tr>
<td>14</td>
<td>M</td>
<td>Modifier(1)</td>
<td>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.</td>
</tr>
<tr>
<td>15</td>
<td>R</td>
<td>Reverse (1)</td>
<td>Enter an &quot;R&quot; 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.</td>
</tr>
<tr>
<td>16</td>
<td>OPT DEPT DATA</td>
<td>Optional Departmental Data (1)</td>
<td>The department may enter a multipurpose code or any additional data they may require.</td>
</tr>
</tbody>
</table>

(1) This data is keyed for entry into FAMIS.
### EXHIBIT VI-18

**REQUISITION AND PURCHASE ORDER CONTINUATION (C-04)**

**PREPARATION INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Purchase Order Number (Current Document Number)</td>
<td>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.)</td>
</tr>
<tr>
<td>2</td>
<td>SFX</td>
<td>Suffix(1)</td>
<td>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 &quot;01&quot; and incremented for each additional distribution.</td>
</tr>
<tr>
<td>3</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>4</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td>F - Fund - 1 digit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td>YR - Fiscal Year - 2 digits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>APP - Appropriation Account - 3 digits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Object(1)</td>
<td>Enter the object code that identified the type of goods or services being obtained.</td>
</tr>
<tr>
<td>6</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>8</td>
<td>ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity code, if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>---------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Estimated Cost(1)</td>
<td>Enter the amount of the encumbrance associated with each distribution.</td>
</tr>
<tr>
<td>10</td>
<td>M</td>
<td>Modifier(1)</td>
<td>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.</td>
</tr>
<tr>
<td>11</td>
<td>R</td>
<td>Reverse(1)</td>
<td>Enter an &quot;R&quot; 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.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Optional Departmental Data(1)</td>
<td>The department may enter a multipurpose code or any additional data they may require.</td>
</tr>
</tbody>
</table>

(1) This data is keyed for entry into FAMIS.
<table>
<thead>
<tr>
<th>ADVANCE NUMBER</th>
<th>DATE OF ADVANCE</th>
<th>VENDOR NUMBER</th>
<th>VENDOR SFX</th>
<th>EXPECTED DELIVERY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXX</td>
<td>MM-DD-YY</td>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>MM-DD-YY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SFX</th>
<th>TC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
<th>OBJECT</th>
<th>COST CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX</td>
<td>XX</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXX</td>
<td>XXXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT NUMBER</th>
<th>DEPT ACT</th>
<th>ESTIMATED COST</th>
<th>M</th>
<th>Q</th>
<th>E</th>
<th>V</th>
<th>OPTIONAL DEPARTMENTAL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXXXX</td>
<td>XX</td>
<td>XX</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X (22)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>AUTHORIZED SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

VI-45
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Advice Number(1) (Document Number)</td>
<td>Enter the control number assigned to the advice by the department.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Date of Advice(1)</td>
<td>Enter the date the advice was prepared.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Vendor Number (1)</td>
<td>Enter the vendor code and suffix assigned to the vendor from whom the goods will be delivered or services will be obtained.</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>Expected Delivery Date</td>
<td>Enter the expected date that the goods will be delivered or services completed.</td>
</tr>
<tr>
<td>5</td>
<td>SFX</td>
<td>Suffix (1)</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>7</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>Object(1)</td>
<td>Enter the object code that identifies the type of goods or services being contracted for.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>-----------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Cost Center(1)</td>
<td>Enter the cost center code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>10</td>
<td>N/A</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>11</td>
<td>DEPT ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity, if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Estimated Cost (1)</td>
<td>Enter the amount of the encumbrance associated with each distribution.</td>
</tr>
<tr>
<td>13</td>
<td>MOD</td>
<td>Modifier(1)</td>
<td>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.</td>
</tr>
<tr>
<td>14</td>
<td>REV</td>
<td>Reverse(1)</td>
<td>Enter an &quot;R&quot; 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.</td>
</tr>
<tr>
<td>15</td>
<td>N/A</td>
<td>Optional Departmental Data(1)</td>
<td>Departments may enter any additional classification data that may be desired.</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Date and Signature</td>
<td>An authorized person must date and sign the form.</td>
</tr>
</tbody>
</table>

(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

<table>
<thead>
<tr>
<th>TRACT NUMBER</th>
<th>DATE OF DOCUMENT</th>
<th>CONTRACTOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUESTED BY</th>
<th>CONTACT AGENCY</th>
<th>INITIAL CONTRACT AMOUNTS</th>
<th>RET %</th>
<th>CONTRACTOR (VENDOR) CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td></td>
<td>BASIC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXTRA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT DATES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGN</td>
<td>EXP COMPLETION</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SFX</th>
<th>TC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
<th>OBJECT</th>
<th>COST CENTER</th>
<th>PROJECT</th>
<th>DEPT</th>
<th>ACT</th>
<th>AMOUNT</th>
<th>M</th>
<th>D</th>
<th>V</th>
<th>OPTIONAL DEPARTMENTAL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX</td>
<td>XXX</td>
<td>X</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
<td>XXXXX</td>
<td>XXXXX</td>
<td>XXX</td>
<td>XXX</td>
<td>XXX</td>
<td>XXXXXX</td>
<td>XX</td>
<td>X</td>
<td>X</td>
<td>X (XX)</td>
</tr>
</tbody>
</table>

DATE: 26
AUTHORIZED SIGNATURE: 26
EXHIBIT VI-22

CONTRACT INPUT (C-41)
PREPARATION INSTRUCTIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Contract Number(1) (Comptroller's Control Number)</td>
<td>Enter the contract number which Preaudit assigned to the contract.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Date of Document(1)</td>
<td>Enter the date the document was prepared.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Contractor Name</td>
<td>Enter the name of the contractor.</td>
</tr>
<tr>
<td>4</td>
<td>REF DOC NO/SFX</td>
<td>Reference Document Number/Sfx(1)</td>
<td>Enter the reference document number and suffix assigned to the document.</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Requested By Name</td>
<td>Enter the name of the individual requesting the contract encumbrance.</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>Expending Agency</td>
<td>Enter the department code of the agency requesting the contract encumbrance.</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Contact Agency</td>
<td>Enter the department code of the contact agency.</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>Initial Contract Amount Basic</td>
<td>Enter the basic contract amount.</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Initial Contract Amount Extra</td>
<td>Enter the extra contract amount.</td>
</tr>
<tr>
<td>10</td>
<td>RET %</td>
<td>Retainage %</td>
<td>Enter the percent shown on the contract to be retained from each payment and held pending satisfactory completion of the contract.</td>
</tr>
<tr>
<td>11</td>
<td>N/A</td>
<td>Contractor (Vendor) Code</td>
<td>Enter the vendor code and suffix assigned to the contractor to whom the contract will be awarded and payments made.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Contract Dates/Begin</td>
<td>Enter the beginning date of the contract.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Contract Dates/Exp. Completion</td>
<td>Enter the estimated completion date of the contract.</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Description</td>
<td>Enter the title of the job covered by the contract.</td>
</tr>
<tr>
<td>15</td>
<td>SFX</td>
<td>Suffix(1)</td>
<td>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 &quot;O1&quot; and incremented for each additional distribution.</td>
</tr>
<tr>
<td>16</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>17</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>18</td>
<td>N/A</td>
<td>Object(1)</td>
<td>Enter the object code that identifies the type of goods or services being contracted for.</td>
</tr>
<tr>
<td>19</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>20</td>
<td>N/A</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes. Use of this field is optional.</td>
</tr>
<tr>
<td>21</td>
<td>DEPT ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity code, if applicable. Use of this field is optional.</td>
</tr>
</tbody>
</table>
EXHIBIT VI-22

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

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

---

(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:

<table>
<thead>
<tr>
<th>OPT DEPT DATA</th>
<th>CCI</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASIC</td>
<td>&quot;B&quot;</td>
</tr>
<tr>
<td>EXTRA</td>
<td>&quot;E&quot;</td>
</tr>
<tr>
<td>REIMBURSABLE</td>
<td>&quot;R&quot;</td>
</tr>
</tbody>
</table>
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

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
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

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Prepared By</td>
<td>Signature of preparer.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Date</td>
<td>Date form is prepared.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Organization</td>
<td>Name of the organization/department.</td>
</tr>
<tr>
<td>4</td>
<td>DOCUMENT NO</td>
<td>Document Number(1)</td>
<td>Enter the current document number and suffix. Use of this field is optional.</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Page ____ of ____</td>
<td>Enter the page numbers.</td>
</tr>
</tbody>
</table>

**Batch Information:** If multiple pages are used, this section (items 6 through 17) are to be completed on the first page only.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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 |

VI-56
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>N/A</td>
<td>Warrant Routing Indicator(1)</td>
<td>If applicable, enter the warrant routing indicator. Blank = warrants are to be distributed by DABS. 1 = warrants are returned to the department for distribution. 2 = reserved for future use.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Red Tag Indicator(1)</td>
<td>If applicable, enter the red tag indicator. Blank = batch does not contain red tag items. 1 = batch contains red tag items.</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Payment Type Indicator(1)</td>
<td>Enter the payment type indicator. E = regular type of batch. C = interest exempt batch.</td>
</tr>
<tr>
<td>14</td>
<td>DEPT BATCH STATUS</td>
<td>Department Batch Status(1)</td>
<td>Enter the department batch status: P = Preliminary Edit H = Hold R = Release D = Delete B = Batch</td>
</tr>
<tr>
<td>15</td>
<td>N/A</td>
<td>Central Accounting Batch Status</td>
<td>Departments should leave this field blank.</td>
</tr>
<tr>
<td>16</td>
<td>N/A</td>
<td>Number of Transactions(1)</td>
<td>Enter the total number of transactions in the batch.</td>
</tr>
<tr>
<td>17</td>
<td>N/A</td>
<td>Warrant Amount(1)</td>
<td>Enter the total warrant amount. (This is the sum of the transaction amounts net of credit memos).</td>
</tr>
<tr>
<td>18</td>
<td>N/A</td>
<td>Remarks</td>
<td>Include any special remarks, if deemed necessary.</td>
</tr>
<tr>
<td>19</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>20</td>
<td>N/A</td>
<td>Vendor Name(1)</td>
<td>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.</td>
</tr>
<tr>
<td>21</td>
<td>N/A</td>
<td>Invoice Number(1)</td>
<td>Enter the invoice number of the invoice to be paid.</td>
</tr>
<tr>
<td>22</td>
<td>INV DATE</td>
<td>Invoice Date(1)</td>
<td>Enter the date (in MM/DD/YY format) of the invoice to be paid.</td>
</tr>
<tr>
<td>23</td>
<td>N/A</td>
<td>Amount(1)</td>
<td>Enter the amount to be paid and charged to the appropriation.</td>
</tr>
<tr>
<td>24</td>
<td>M</td>
<td>Modifier(1)</td>
<td>If the transaction is an expenditure against a previously entered encumbrance, enter the appropriate modifier code:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Blank or P = Partial Payment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F = Final Payment</td>
</tr>
<tr>
<td>25</td>
<td>R</td>
<td>Reverse(1)</td>
<td>Departments should leave this field blank.</td>
</tr>
<tr>
<td>26</td>
<td>REF DOC NO/SFX</td>
<td>Reference Document Number and Suffix(1)</td>
<td>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.</td>
</tr>
<tr>
<td>27</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>28</td>
<td>ALLOT CAT</td>
<td>Allotment Category(1)</td>
<td>Enter the allotment category code.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10 = Personal Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>20 = All other Expenditures</td>
</tr>
</tbody>
</table>

VI-58
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>SRCE/OBJ</td>
<td>Source/Object(1)</td>
<td>Enter the source or object code, whichever is applicable.</td>
</tr>
<tr>
<td>30</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>31</td>
<td>PROJECT PH</td>
<td>Project/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>32</td>
<td>ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>33</td>
<td>S/L ACCT</td>
<td>Subsidiary Ledger Account(1)</td>
<td>Enter the subsidiary account number if applicable.</td>
</tr>
<tr>
<td>34</td>
<td>VENDOR NO/SFX</td>
<td>Vendor Number and Suffix(1)</td>
<td>Enter the vendor code assigned to whom the purchase order is awarded.</td>
</tr>
<tr>
<td>35</td>
<td>N/A</td>
<td>Optional Remittance Data(1)</td>
<td>Enter the contract payment number or payment month for contract payments; otherwise enter any data to be included on the remittance advice.</td>
</tr>
<tr>
<td>36</td>
<td>N/A</td>
<td>Optional Departmental Data(1)</td>
<td>Enter the department optional data.</td>
</tr>
<tr>
<td>37</td>
<td>ASD</td>
<td>Aging Start Date(1)</td>
<td>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.</td>
</tr>
</tbody>
</table>

(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.

VI-59
**STATE OF HAWAII**

**PAYMENT CODING INPUT**

**VENDOR NAME AND ADDRESS**

---

<table>
<thead>
<tr>
<th>Batch Type</th>
<th>Dept Code</th>
<th>Dept Ref No.</th>
<th>Trans Fiscal Mo</th>
<th>Warrant Writing Subd</th>
<th>Warrant Routing Indicator</th>
<th>Ref Tag Indicator</th>
<th>Payment Type Indicator</th>
<th>Dept Batch Status</th>
<th>Central Agency Batch Status</th>
<th>Number of Transactions</th>
<th>Warrant Amount</th>
</tr>
</thead>
</table>
| TC         | F         | VR           | APP            | D                    | ALL OF CAT              | OBJECT            | COST CENTER           | PROJECT NUMBER     | DEPT ACT                  | SUBDIVISION Ledger ACC | OPTIONAL DEPARTMENTAL DATA |}

---

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>X(30)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS 1</td>
<td>X(30)</td>
</tr>
<tr>
<td>ADDRESS 2</td>
<td>X(30)</td>
</tr>
<tr>
<td>ADDRESS 3</td>
<td>X(30)</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>X X X X X X</td>
<td>X X X X</td>
</tr>
</tbody>
</table>

---

---

**STATE ACCOUNTING FORM C-13**

**JANUARY 1, 1988 REVISED**
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.
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Prepared By</td>
<td>Signature of preparer.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Date</td>
<td>Date form is prepared.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Organization</td>
<td>Name of organization/department.</td>
</tr>
<tr>
<td>4</td>
<td>DOCUMENT NO</td>
<td>Document Number(1)</td>
<td>Enter the current document number and suffix. Use of this field is optional.</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Page ___ of ___</td>
<td>Enter the page number.</td>
</tr>
</tbody>
</table>

**Batch Information:** If multiple pages are used, this section (items 6 to 17) are to be completed only on the first page.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>N/A</td>
<td>Batch Type(1)</td>
<td>Enter the batch type.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J - Contract Payments -</td>
<td>Automated Warrant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>L - Other Than Contract</td>
<td>Payments - Automated Warrant</td>
</tr>
<tr>
<td>7</td>
<td>DEPT CODE</td>
<td>Department Code(1)</td>
<td>Enter the department code.</td>
</tr>
<tr>
<td>8</td>
<td>DEPT BATCH</td>
<td>Department Batch Reference Number(1)</td>
<td>Enter the department batch reference number.</td>
</tr>
<tr>
<td></td>
<td>REF NO</td>
<td>Transaction Fiscal Month(1)</td>
<td>Enter the fiscal month that the transaction is to be posted to.</td>
</tr>
<tr>
<td>10</td>
<td>N/A</td>
<td>Warrant Writing Subfund(1)</td>
<td>Enter the warrant writing subfund to indicate the warrant writing subfund which will appear on the warrant.</td>
</tr>
</tbody>
</table>
## EXHIBIT VI-26

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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  | 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. |

VI-63
## EXHIBIT VI-26

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

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

VI-64
## EXHIBIT VI-26

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

**PREPARATION INSTRUCTIONS**

(Continued)

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

(1) This data is keyed for entry into FAMIS.
EXHIBIT VI-27

STATE OF HAWAII
SUMMARY WARRANT VOUCHER - MANUAL

DEPARTMENT

FUND

DATE

Batch Type
Code

Batch
Ref. No.

Trans.
Fiscal Mo.

Warrant
Writing
Subtype

Warrant
Reading
Indicator

Post Tag
Indicator

Payment
Type
Indicator

Debit
Batch
Status

Credit
Batch
Status

Number
of
Transactions

Warrant Amount

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>VENDOR NUMBER</th>
<th>SPX</th>
</tr>
</thead>
<tbody>
<tr>
<td>X(30)</td>
<td>X(30)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS-1</th>
<th>ADDRESS-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>X(30)</td>
<td>X(30)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDRESS-3</th>
<th>CITY</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>X(30)</td>
<td>X(19)</td>
<td></td>
</tr>
</tbody>
</table>

| TC | INVOICE NUMBER | INV. DATE | AMOUNT | W | REF. DOC. NO | M | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
|----|----------------|-----------|--------|---|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 19 |                 |           |        |   |              |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

<table>
<thead>
<tr>
<th>TC</th>
<th>F</th>
<th>VR</th>
<th>APP</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

REMARKS

<table>
<thead>
<tr>
<th>DISTRIBUTION BY ALLOTMENT CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC</td>
</tr>
</tbody>
</table>

FOR STATE COMPTROLLER USE

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDIT</td>
</tr>
<tr>
<td>BY DATE</td>
</tr>
<tr>
<td>Approved</td>
</tr>
<tr>
<td>Register</td>
</tr>
<tr>
<td>Posted</td>
</tr>
<tr>
<td>Warrants</td>
</tr>
<tr>
<td>Mail Del.</td>
</tr>
</tbody>
</table>

I DO HEREBY CERTIFY THAT THE ATTACHED DEMANDS (1) ARE FOR SERVICES WHICH HAVE BEEN FAITHFULLY PERFORMED OR WORK FOR MATERIALS AND SUPPLIES RECEIVED IN GOOD ORDER AND CONDITION; (2) ARE CORRECT IN EVERY RESPECT; AND (3) HAVE NOT BEEN PREVIOUSLY PAID.

APPROVED

SUBORDINATE OFFICER DIRECTLY RESPONSIBLE FOR PAYMENT

HEAD OF DEPARTMENT

BATCH DATE

<table>
<thead>
<tr>
<th>BATCH NUMBER</th>
</tr>
</thead>
</table>

STATE ACCOUNTING FORM O-38
JANUARY 1, 1986 (REVISED)

JUN 1 1988

VI-66
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

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Department</td>
<td>Enter the title of the department to which the voucher is to be charged.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Date</td>
<td>Enter the date prepared.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Fund</td>
<td>Enter the name of the fund to which the voucher is to be charged.</td>
</tr>
</tbody>
</table>

Batch Information: Note: If multiple pages are used, this section (items 4 through 15) are to be completed only on the first page.

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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 | Department Batch Reference Number(1) | Enter the department batch reference number.                                  |
| 7    | TRANS FISCAL | 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. |

VI-68
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 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  | 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. |
|      | BATCH |       |              |
|      | STATUS|       |              |
| 13   | N/A   | Central Accounting Batch Status(1) | Enter the Central Accounting Batch Status.  
H = Hold  
R = Release  
D = Delete |
<p>| 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. |</p>
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>VENDOR NUMBER/ SFX</td>
<td>Vendor Number And Suffix(1)</td>
<td>Enter the vendor code assigned to the vendor to whom the payment is being made.</td>
</tr>
<tr>
<td>18</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>19</td>
<td>N/A</td>
<td>Invoice Number(1)</td>
<td>Enter the invoice number of the invoice to be paid.</td>
</tr>
<tr>
<td>20</td>
<td>INV DATE</td>
<td>Invoice Date(1)</td>
<td>Enter the date (in MM/DD/YY format) of the invoice to be paid.</td>
</tr>
<tr>
<td>21</td>
<td>N/A</td>
<td>Amount(1)</td>
<td>Enter the amount to be paid and charged to the appropriation.</td>
</tr>
</tbody>
</table>
| 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 |
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>SRCE/OBJ</td>
<td>Source/Object(1)</td>
<td>Enter the source or object code whichever is applicable.</td>
</tr>
<tr>
<td>28</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>29</td>
<td>PROJECT PH</td>
<td>Project/Phase(1)</td>
<td>Enter the project number and project phase code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>30</td>
<td>ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>31</td>
<td>S/L ACCT</td>
<td>Subsidiary Ledger Account(1)</td>
<td>Enter the subsidiary account number if applicable.</td>
</tr>
<tr>
<td>32</td>
<td>N/A</td>
<td>Optional Remittance Data (1)</td>
<td>Enter the contract payment number or payment month for contract payments; otherwise enter any data to be included on the remittance advice.</td>
</tr>
<tr>
<td>33</td>
<td>N/A</td>
<td>Optional Departmental Data(1)</td>
<td>Enter the department optional data.</td>
</tr>
<tr>
<td>34</td>
<td>ASD</td>
<td>Aging Start Date(1)</td>
<td>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.</td>
</tr>
<tr>
<td>35</td>
<td>N/A</td>
<td>Remarks</td>
<td>Include any special remarks, if deemed necessary.</td>
</tr>
<tr>
<td>36</td>
<td>N/A</td>
<td>For State Comptroller Use, Audit and Approve</td>
<td>Enter the auditor's and approver's initials and dates according to internal procedures of DARGS.</td>
</tr>
</tbody>
</table>
EXHIBIT VI-28

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

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

(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.
RECEIPT FORMS

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

- Treasury Deposit Receipt (B-13);
- Treasury Deposit Receipt, Continuation (B-14); and
- 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:

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

## State of Hawaii

### EXHIBIT VI-29

<table>
<thead>
<tr>
<th>Fund</th>
<th>Detail Fund or Appropriation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Doc</th>
<th>Vendor Name</th>
<th>Optional Departmental Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SFX</th>
<th>TC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
<th>Source/Project</th>
<th>Cost</th>
<th>Center</th>
<th>Dept.</th>
<th>PH</th>
<th>Q/L</th>
<th>Acct.</th>
<th>ACCT.</th>
<th>VENDOR</th>
<th>AMOUNT</th>
<th>SFX</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>XX</td>
<td>X</td>
<td>XXXX XXXX XXXX</td>
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</tbody>
</table>

### Remarks

<table>
<thead>
<tr>
<th>Remarks</th>
<th>TOTAL DEPOSIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Total Deposit

<table>
<thead>
<tr>
<th>KINDS OF DEPOSIT</th>
<th>DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coin</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td></td>
</tr>
<tr>
<td>State Warrants</td>
<td>22</td>
</tr>
<tr>
<td>Checks</td>
<td></td>
</tr>
<tr>
<td>Bank Deposits</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

### Distribution Copies

- Copy 1 — State Treasury
- Copy 2 — Department Fiscal Office
- Copy 3 — State Comptroller
- Copy 4 — Department Fiscal Office (Follow-up Copy)

---

V1-74
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.
EXHIBIT VI-30

TREASURY DEPOSIT RECEIPT (B-13)
PREPARATION INSTRUCTIONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Fund</td>
<td>Enter the name of the fund to which the receipt is to be deposited.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Detail Fund or Appropriation</td>
<td>Enter the name of the subdivision depositing the money.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Date</td>
<td>Enter the date of receipt.</td>
</tr>
<tr>
<td>4</td>
<td>SFX</td>
<td>Suffix(1)</td>
<td>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 &quot;01&quot; and incremented for each additional distribution.</td>
</tr>
<tr>
<td>5</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the transaction code.</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>YR</td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>APP</td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D</td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Source or Object(1)</td>
<td>Enter the source or object code, whichever is applicable.</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>Cost Center(1)</td>
<td>Enter the cost center if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>10</td>
<td>DEPT ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity code if applicable. Use of this field is optional.</td>
</tr>
</tbody>
</table>
EXHIBIT VI-30

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

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

VI-77
EXHIBIT VI-30

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

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

(1) This data is keyed for entry into FAMIS.
<table>
<thead>
<tr>
<th>FUND</th>
<th>DETAIL FUND OR APPROPRIATION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>REFERENCE DOC</th>
<th>VENDOR NAME</th>
<th>OPTIONAL DEPARTMENTAL DATA</th>
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<tbody>
<tr>
<td>XXXXXXX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SFX</th>
<th>TC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
<th>OBJECT</th>
<th>COST CENTER</th>
<th>PROJECT NUMBER</th>
<th>PH</th>
<th>DEPT. ACT</th>
<th>G/L ACCT.</th>
<th>S/L ACCT.</th>
<th>VENDOR NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

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

STATE ACCOUNTING FORM 8-16
JULY 1, 1985 (REvised)

VI-79
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Fund</td>
<td>Enter the name of the fund to which the receipt is to be deposited.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Detail Fund or Appropriation</td>
<td>Enter the name of the subdivision depositing the money.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Date</td>
<td>Enter the date of receipt.</td>
</tr>
<tr>
<td>4</td>
<td>SFX</td>
<td>Suffix(1)</td>
<td>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 &quot;01&quot; and incremented for each additional distribution.</td>
</tr>
<tr>
<td>5</td>
<td>T/C</td>
<td>Transaction Code(1)</td>
<td>Enter the transaction code.</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Source or Object(1)</td>
<td>Enter the source or object code, whichever is applicable.</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>Cost Center(1)</td>
<td>Enter the cost center if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>10</td>
<td>DEPT ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>G/L ACCT</td>
<td>General Ledger Account(1)</td>
<td>Enter the general ledger account number required by the transaction code used. Otherwise leave blank.</td>
</tr>
<tr>
<td>12</td>
<td>S/L ACCT.</td>
<td>Subsidiary Ledger Account(1)</td>
<td>Enter the subsidiary ledger account code, if applicable.</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Vendor Number and Suffix(1)</td>
<td>Enter the vendor code assigned to the vendor from whom the deposit is received if required by the transaction code used. Otherwise leave blank.</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Amount(1)</td>
<td>Enter the amount of the receipt applicable to the line entry.</td>
</tr>
<tr>
<td>15</td>
<td>N/A</td>
<td>Reference Document Number and Suffix(1)</td>
<td>Enter the reference document number and suffix as required when using transaction codes 131 and 141. Otherwise use of this field is optional.</td>
</tr>
<tr>
<td>16</td>
<td>REV</td>
<td>Reverse(1)</td>
<td>Enter &quot;R&quot; 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.</td>
</tr>
<tr>
<td>17</td>
<td>N/A</td>
<td>Vendor Name(1)</td>
<td>Enter the vendor name from whom the deposit is received if required by the transaction code used. Otherwise leave blank.</td>
</tr>
<tr>
<td>18</td>
<td>N/A</td>
<td>Optional Departmental Data(1)</td>
<td>Enter optional departmental data if applicable.</td>
</tr>
<tr>
<td>19</td>
<td>N/A</td>
<td>Total</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

VI-81
### ESTIMATED RECEIPTS INPUT

<table>
<thead>
<tr>
<th>TC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
<th>SOURCE</th>
<th>COST CENTER</th>
<th>PROJECT NUMBER</th>
<th>PH</th>
<th>DEPT ACT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

#### Optional Departmental Data

<table>
<thead>
<tr>
<th>R E V</th>
<th>X(22)</th>
</tr>
</thead>
</table>

---

**DATE:**  14  
**AUTHORIZED SIGNATURE:**  15
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Document Number(1) (Comptroller's Control Number)</td>
<td>Enter the document number assigned by UARB.</td>
</tr>
<tr>
<td>2</td>
<td>SFX</td>
<td>Suffix(1)</td>
<td>Enter the two-digit current document suffix.</td>
</tr>
<tr>
<td>3</td>
<td>DOC DATE</td>
<td>Date of Document</td>
<td>Enter the date on which the document is being prepared.</td>
</tr>
<tr>
<td>4</td>
<td>REF DOC NO/SFX</td>
<td>Reference Document Number/Suffix(1)</td>
<td>If the input transaction references a previously entered document enter that document number and suffix.</td>
</tr>
<tr>
<td>5</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>6</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Source(1)</td>
<td>Enter the source code that identifies the source of estimated receipts.</td>
</tr>
<tr>
<td>8</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
</tbody>
</table>
### EXHIBIT VI-34

#### ESTIMATED RECEIPTS INPUT (B-31)

**PREPARATION INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>DEPT ACT</td>
<td>Activity (1)</td>
<td>Enter the department activity code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>11</td>
<td>N/A</td>
<td>Amount(1)</td>
<td>Enter the transaction amount.</td>
</tr>
<tr>
<td>12</td>
<td>REV</td>
<td>Reverse(1)</td>
<td>Enter an &quot;R&quot; 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.</td>
</tr>
<tr>
<td>13</td>
<td>N/A</td>
<td>Optional Departmental Data(1)</td>
<td>If required, enter optional departmental data in the designated space.</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Date</td>
<td>Enter the date the form is signed.</td>
</tr>
<tr>
<td>15</td>
<td>N/A</td>
<td>Authorized Signature</td>
<td>Signature of the authorized person at UARB.</td>
</tr>
</tbody>
</table>

(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**

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### PART A

**BATCH I.D.**

<table>
<thead>
<tr>
<th>TRAN. COUNT</th>
<th>BATCH AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORIGINAL</td>
<td>ORIGINAL</td>
</tr>
<tr>
<td>CORRECTED</td>
<td>CORRECTED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPT.</th>
<th>DEPT. BATCH REFERENCE NO.</th>
<th>TRANS. FISCAL MO.</th>
<th>BATCH I.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>INTERFACE</td>
<td>ONLINE</td>
<td>ID-A</td>
<td>DEPT. BATCH CODE</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

---

### PART B

<table>
<thead>
<tr>
<th>DOCUMENT NUMBER</th>
<th>REASON FOR REJECTION</th>
<th>TRANS. COUNT</th>
<th>AMOUNT</th>
<th>REJECTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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**

**AUTHORIZED SIGNATURE**

---

STATE ACCOUNTING FORM A-47
JULY 1, 1993

VI-87
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>N/A</td>
<td>Department Name</td>
<td>Enter the alpha code for type of document included in the batch.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A - Treasury Deposit Receipt B-13, B-14</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B - Appropriation Warrant A-01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>C - Request for Transfer of Funds A-21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Unrequired Appropriations to be Lapsed A-08</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E - Request for Allotment A-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F - Allotment Advice A-21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>G - Estimated Receipts B-31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>P - Contract Input C-41</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Q - Req. &amp; P.O. C-03, C-04 (Copy #2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R - Encumbrances Advice C-06</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>S - Universal Input Form A-28</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T - Journal Voucher A-27</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Y - Departmental Input</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Z - Reserved for Future Use</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Fund</td>
<td>Enter the fund name.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Batch Type (1)</td>
<td>Enter the name of the department preparing the batch.</td>
</tr>
<tr>
<td>4</td>
<td>DEPT CODE</td>
<td>Department Code (1)</td>
<td>Enter the department code</td>
</tr>
<tr>
<td>5</td>
<td>DEPT BATCH REF. NO.</td>
<td>Department Batch Reference Number (1)</td>
<td>Enter the Department Batch reference number.</td>
</tr>
<tr>
<td>6</td>
<td>TRANS FISCAL MO</td>
<td>Transaction Fiscal Month (1)</td>
<td>Enter the fiscal month that the transaction should be posted to.</td>
</tr>
<tr>
<td>7</td>
<td>N/A</td>
<td>Interface</td>
<td>For informational purposes only. Enter 'Y' if the batch is an interface batch otherwise leave blank.</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>On-Line</td>
<td>For informational purposes only. Enter 'Y' if the batch is to be entered online, otherwise leave blanks.</td>
</tr>
</tbody>
</table>

VI-88
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>N/A</td>
<td>ID-A</td>
<td>Reserved for future use.</td>
</tr>
<tr>
<td>10</td>
<td>N/A</td>
<td>Transaction Count(1)</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(original/corrected)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>N/A</td>
<td>Batch Amount(1)</td>
<td>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).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(original/corrected)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Department Batch Status (1)</td>
<td>Enter the appropriate batch status:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>H - Hold</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R - Release</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Delete</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Central Accounting Batch Status (1)</td>
<td>Central Accounting enters the appropriate batch status:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>H - Hold</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R - Release</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Delete</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Remarks</td>
<td>Enter remarks, as required.</td>
</tr>
<tr>
<td>15</td>
<td>N/A</td>
<td>Authorized Signature</td>
<td>The authorized person within the department must sign the form.</td>
</tr>
<tr>
<td>16</td>
<td>N/A</td>
<td>Batch ID</td>
<td>Assign and enter the batch date and number for the batch.</td>
</tr>
</tbody>
</table>
### STATE OF HAWAII

#### JOURNAL VOUCHER

<table>
<thead>
<tr>
<th>SF#</th>
<th>TC</th>
<th>E</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
<th>AUX</th>
<th>CM</th>
<th>OBJECT</th>
<th>CENTER</th>
<th>COST</th>
<th>CENTER</th>
<th>PROJECT</th>
<th>DEPT</th>
<th>ACT</th>
<th>GA</th>
<th>ACC</th>
<th>S/A</th>
<th>ACC</th>
<th>REFERENCE DOC</th>
<th>AMOUNT</th>
<th>REV</th>
<th>OPTIONAL DEPARTMENTAL DATA</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### EXPLANATION:

1. [Explanation] (12)

#### DEPARTMENTAL CERTIFICATION:

2. [Signature] (13)

#### CONTROLLER APPROVAL:

3. [Signature] (14)

---

STATE ACCOUNTING FORM A-37

P. 1/4 -- REVISED

EXHIBIT VI-37

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**

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Department No.</td>
<td>Enter the document number and suffix assigned to the form by the department.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Department Date</td>
<td>Enter the date the form was prepared by the department.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Fund</td>
<td>Enter the name of the fund that will be affected by the form. If more than one fund is affected, enter &quot;Multiple&quot;.</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>Comptroller Number(1)</td>
<td>The eight-character Comptroller number is assigned by DAGS' Accounting Division. The first character is &quot;J&quot; (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 &quot;Journal Voucher Number.&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Comptroller's Control Number-Current)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Document Number)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Comptroller Date(1)</td>
<td>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.</td>
</tr>
<tr>
<td>6</td>
<td>SFX</td>
<td>Suffix(1)</td>
<td>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 &quot;01&quot; incremented for each additional accounting entry.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>TC</td>
<td>Transaction Code(1)</td>
<td>Enter the transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>8</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>9</td>
<td>ALLOT CAT</td>
<td>Allotment Category(1)</td>
<td>Enter the allotment category code, if applicable.</td>
</tr>
<tr>
<td>10</td>
<td>N/A</td>
<td>Source/Object(1)</td>
<td>Enter the source or object code if applicable.</td>
</tr>
<tr>
<td>11</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>13</td>
<td>DEPT ACT</td>
<td>Activity (1)</td>
<td>Enter the department activity code, if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>14</td>
<td>G/L ACCT</td>
<td>General Ledger Account(1)</td>
<td>Enter the general ledger account number, if required by Transaction Code used. Otherwise, leave blank.</td>
</tr>
<tr>
<td>15</td>
<td>S/L ACCT</td>
<td>Subsidiary Ledger Account</td>
<td>Enter the subsidiary ledger account number if required by Transaction Code used. Otherwise, leave blank.</td>
</tr>
<tr>
<td></td>
<td>(1)</td>
<td>Number/Suffix(1)</td>
<td>Enter the reference document number and suffix if applicable.</td>
</tr>
</tbody>
</table>
### EXHIBIT VI-38

**JOURNAL VOUCHER (A-27)**

**PREPARATION INSTRUCTIONS**

(Continued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>N/A</td>
<td>Amount(1)</td>
<td>Enter the transaction amount.</td>
</tr>
<tr>
<td>18</td>
<td>Rev</td>
<td>Reverse(1)</td>
<td>Enter an &quot;R&quot; 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.</td>
</tr>
<tr>
<td>19</td>
<td>N/A</td>
<td>Optional Departmental Data(1)</td>
<td>Enter the optional departmental data.</td>
</tr>
<tr>
<td>20</td>
<td>N/A</td>
<td>Remarks</td>
<td>Enter applicable remarks</td>
</tr>
<tr>
<td>21</td>
<td>N/A</td>
<td>Explanation</td>
<td>Explain the Journal Voucher transaction, citing authority for the entry if appropriate.</td>
</tr>
<tr>
<td>22</td>
<td>N/A</td>
<td>Departmental Certification</td>
<td>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.</td>
</tr>
<tr>
<td>23</td>
<td>N/A</td>
<td>Comptroller Approval</td>
<td>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.</td>
</tr>
</tbody>
</table>

(1) This data is keyed for entry into FAMIS.
# STATE OF HAWAII

## UNIVERSAL INPUT FORM

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department No.</td>
</tr>
<tr>
<td>2</td>
<td>Department Date</td>
</tr>
<tr>
<td>3</td>
<td>Vendor</td>
</tr>
<tr>
<td>4</td>
<td>Comptroller No.</td>
</tr>
<tr>
<td>5</td>
<td>Comptroller Date</td>
</tr>
<tr>
<td>6</td>
<td>Document Date</td>
</tr>
<tr>
<td>7</td>
<td>Reference Document</td>
</tr>
<tr>
<td>8</td>
<td>Voucher Date</td>
</tr>
<tr>
<td>9</td>
<td>Voucher Number</td>
</tr>
<tr>
<td>10</td>
<td>Invoice Number</td>
</tr>
<tr>
<td>11</td>
<td>Invoice Date</td>
</tr>
<tr>
<td>12</td>
<td>Current Document</td>
</tr>
<tr>
<td>13</td>
<td>Amount</td>
</tr>
<tr>
<td>14</td>
<td>Explanations</td>
</tr>
<tr>
<td>15</td>
<td>Departmental Certification</td>
</tr>
<tr>
<td>16</td>
<td>Controller Approval</td>
</tr>
</tbody>
</table>

**Note:** The table above contains placeholders for various fields that need to be filled in with specific information. The document form is designed to handle financial transactions and requires detailed entries for each transaction.
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Department No.</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>Department Date</td>
<td>Enter the date the form was prepared by the department.</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td>Fund</td>
<td>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.</td>
</tr>
<tr>
<td>4</td>
<td>N/A</td>
<td>Comptroller Number</td>
<td>The eight-character Comptroller number and suffix assigned by DAGS' Accounting Division. The first character is 'J' to identify &quot;Journal Voucher&quot; 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 &quot;Universal Input Form Number&quot;. If this number is to be data entered, it should be coded in the current document number and suffix field.</td>
</tr>
<tr>
<td>5</td>
<td>N/A</td>
<td>Comptroller Date</td>
<td>The date entered by DAGS Accounting Division. After approving the Universal Input Form, 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.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>Transaction Code(1)</td>
<td>Enter the transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>7</td>
<td>F</td>
<td>Appropriation Symbol(1)</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td>YR</td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td>APP</td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>8</td>
<td>ALLOT</td>
<td>Allotment Category(1)</td>
<td>Enter the allotment category code.</td>
</tr>
<tr>
<td>CAT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Source/Object(1)</td>
<td>Enter the source or object code.</td>
</tr>
<tr>
<td>10</td>
<td>FD</td>
<td>Fund Detail(1)</td>
<td>Reserved for future use.</td>
</tr>
<tr>
<td>11</td>
<td>GAAP</td>
<td>GAAP Fund(1)</td>
<td>Enter the GAAP Fund code.</td>
</tr>
<tr>
<td>12</td>
<td>N/A</td>
<td>GAAP Subfund(1)</td>
<td>Enter the GAAP Subfund code.</td>
</tr>
<tr>
<td>13</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center code if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Project Number/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>15</td>
<td>DEPT ACT</td>
<td>Department Activity(1)</td>
<td>Enter the department activity code, if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>16</td>
<td>G/L ACCT</td>
<td>General Ledger Account(1)</td>
<td>Enter the general ledger account number.</td>
</tr>
<tr>
<td>17</td>
<td>N/A</td>
<td>Vendor Number/Suffix(1)</td>
<td>Enter the vendor number and suffix.</td>
</tr>
<tr>
<td>18</td>
<td>N/A</td>
<td>Vendor Invoice Number(1)</td>
<td>Enter the vendor invoice number and suffix.</td>
</tr>
</tbody>
</table>
## EXHIBIT VI-40
### UNIVERSAL INPUT FORM (A-28)
#### PREPARATION INSTRUCTIONS
(Continued)

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>N/A</td>
<td>Invoice Date(1)</td>
<td>Enter the invoice date.</td>
</tr>
<tr>
<td>20</td>
<td>N/A</td>
<td>Current Document Number/Suffix(1)</td>
<td>Enter the current document number and suffix. The first distribution should be assigned &quot;01&quot; and incremented for each additional distribution.</td>
</tr>
<tr>
<td>21</td>
<td>N/A</td>
<td>Document Date(1)</td>
<td>Enter the current document date.</td>
</tr>
<tr>
<td>22</td>
<td>N/A</td>
<td>Reference Document Number/Suffix(1)</td>
<td>Enter the reference document number and suffix.</td>
</tr>
<tr>
<td>23</td>
<td>S/L ACCT</td>
<td>Subsidiary Ledger Account(1)</td>
<td>Enter the subsidiary account number.</td>
</tr>
<tr>
<td>24</td>
<td>N/A</td>
<td>Optional Departmental Data(1)</td>
<td>Enter the optional departmental optional data.</td>
</tr>
<tr>
<td>25</td>
<td>N/A</td>
<td>Optional Remittance Data(1)</td>
<td>Enter the optional remittance data.</td>
</tr>
<tr>
<td>26</td>
<td>N/A</td>
<td>Warrant Number(1)</td>
<td>Enter the number of the warrant which is affected, if applicable.</td>
</tr>
<tr>
<td>27</td>
<td>N/A</td>
<td>Transaction Amount(1)</td>
<td>Enter the transaction amount.</td>
</tr>
</tbody>
</table>
| 28   | MOD   | Modifier(1) | Enter one of the following:  
  
  \[
  A = \text{Activate a closed document}
  
  C = \text{Close the document to prevent further posting}
  
  \text{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)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>FCO</td>
<td>Funds Control Override(1)</td>
<td>Enter a &quot;Y&quot; if the transaction is to be posted regardless of the fund control edits.</td>
</tr>
<tr>
<td>31</td>
<td>N/A</td>
<td>Explanation</td>
<td>Explain the universal input form transaction, citing authority for the entry if appropriate.</td>
</tr>
<tr>
<td>32</td>
<td>N/A</td>
<td>Departmental Certification</td>
<td>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.</td>
</tr>
<tr>
<td>33</td>
<td>N/A</td>
<td>Comptroller Approval</td>
<td>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.</td>
</tr>
</tbody>
</table>
# STATE OF HAWAII

## AGENCY INTERNAL JOURNAL ENTRY

### DEPARTMENT

<table>
<thead>
<tr>
<th>SFX</th>
<th>TC</th>
<th>F</th>
<th>YR</th>
<th>APP</th>
<th>D</th>
<th>ALLOC</th>
<th>SOURCE</th>
<th>OBJECT</th>
<th>COST CENTER</th>
<th>PROJECT NUMBER</th>
<th>PH</th>
<th>DEPT</th>
<th>S/L ACCT.</th>
<th>AMOUNT</th>
<th>REV</th>
<th>OPTIONAL DEPARTMENTAL DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X (22)</td>
</tr>
</tbody>
</table>

### EXPLANATION:

17

---

DATE PREPARED BY

18

DATE AUTHORIZED BY

19

STATE ACCOUNTING FORM A-20
JULY 1, 1963 (REVISED)
<table>
<thead>
<tr>
<th>Item</th>
<th>Field</th>
<th>Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td>Department</td>
<td>Enter the department name.</td>
</tr>
<tr>
<td>2</td>
<td>DEPT CODE</td>
<td>Department Code</td>
<td>Enter the two-digit department code.</td>
</tr>
<tr>
<td>3</td>
<td>REF. DOC. NO.</td>
<td>Reference Document Number/Suffix</td>
<td>Enter the reference document number and suffix.</td>
</tr>
<tr>
<td>4</td>
<td>CUR. DOC NO.</td>
<td>Current Document Number</td>
<td>Enter the current document number.</td>
</tr>
<tr>
<td>5</td>
<td>Date</td>
<td>Document Date</td>
<td>Enter the current document date.</td>
</tr>
<tr>
<td>6</td>
<td>SFX</td>
<td>Suffix</td>
<td>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 &quot;01&quot; and incremented for each additional distribution.</td>
</tr>
<tr>
<td>7</td>
<td>TC</td>
<td>Transaction Code</td>
<td>Enter the three-digit transaction code that uniquely identifies the accounting event.</td>
</tr>
<tr>
<td>8</td>
<td>N/A</td>
<td>F YR APP D</td>
<td>Enter the appropriation symbol as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>F - Fund - 1 digit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YR - Fiscal Year - 2 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>APP - Appropriation Account - 3 digits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>D - Department - 2 digits</td>
</tr>
<tr>
<td>9</td>
<td>N/A</td>
<td>Source or Object(1)</td>
<td>Enter the source or object code.</td>
</tr>
<tr>
<td>10</td>
<td>CC</td>
<td>Cost Center(1)</td>
<td>Enter the cost center if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>11</td>
<td>N/A</td>
<td>Project/Phase(1)</td>
<td>Enter the project number and project phase codes if applicable. Use of this field is optional.</td>
</tr>
<tr>
<td>12</td>
<td>ACT</td>
<td>Department Activity</td>
<td>Enter the department activity code, if applicable.</td>
</tr>
<tr>
<td>Item</td>
<td>Field</td>
<td>Title</td>
<td>Instructions</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>---------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>13</td>
<td>S/L ACCT</td>
<td>Subsidiary Ledger Account</td>
<td>Enter the subsidiary ledger account number.</td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>Amount</td>
<td>Enter the transaction amount.</td>
</tr>
<tr>
<td>15</td>
<td>REV</td>
<td>Reverse</td>
<td>Enter an &quot;R&quot; 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.</td>
</tr>
<tr>
<td>16</td>
<td>N/A</td>
<td>Optional Departmental Data</td>
<td>Enter the optional departmental data.</td>
</tr>
<tr>
<td>17</td>
<td>N/A</td>
<td>Explanation</td>
<td>Explain the agency internal journal entry transaction, citing authority for the entry if appropriate.</td>
</tr>
<tr>
<td>18</td>
<td>N/A</td>
<td>Prepared By and Date</td>
<td>Signature of preparer and date prepared.</td>
</tr>
<tr>
<td>19</td>
<td>N/A</td>
<td>Authorized By and Date</td>
<td>Signature of department head or other authorized persons and date authorized.</td>
</tr>
</tbody>
</table>
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:

- Summary Warrant Voucher; and
- 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.
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:

- accounting classification; or
- 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.
<table>
<thead>
<tr>
<th>LINE</th>
<th>VENDOR NAME</th>
<th>VENDOR NO-SFX</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>PLUMBING SPECIALTIES &amp; PLUMBING SPECIALTIES G</td>
<td>0000010835 00</td>
<td>723.49</td>
</tr>
<tr>
<td>02</td>
<td>JBL HAWAII, LTD.</td>
<td>0000019115 00</td>
<td>103.54</td>
</tr>
<tr>
<td>03</td>
<td>AMFAC DISTRIBUTION CO., LTD.</td>
<td>0000029236 00</td>
<td>182.93</td>
</tr>
<tr>
<td>04</td>
<td>ENVIRONMENTAL SYSTEMS, INC.</td>
<td>0000032033 00</td>
<td>124.80</td>
</tr>
</tbody>
</table>

Voucher Final Total: 1,136.76

DISTRIBUTION BY ALLOTMENT CATEGORY
TC FY-APP-O AC DBJ VOUCHER TOTAL
241 G-86-028-M 20 1,136.76

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
HEAD OF DEPARTMENT

VI-105
| LN PLUMBING SPECIALTIES & 01 PLUMBING SPECIALTIES & SUPPLIES, INC. | VENDOR NO=SFX: 0000010835-00 |
| 925 KOKEA STREET | HONOLULU | HI 96817 | |
| 001 241 F G-86-028-M 3140 | 0001134601 195308 | 241.83 |
| 002 241 F G-86-028-M 3140 | 0001134602 195308 | 241.83 |
| 003 241 F G-86-028-M 3140 | 0001134603 195308 | 241.83 |

**DOCUMENT TOTAL**

725.49

**VENDOR TOTAL**

725.49

| LN JBL HAWAII, LTD. 02 JBL HAWAII, LTD. | VENDOR NO=SFX: 0000019115-00 |
| 531 MAIAMONILO RD | HONOLULU | HI 96817 | |
| 004 241 F G-86-028-M 3110 | 0001134101 1217085 | 103.54 |

**DOCUMENT TOTAL**

103.54

**VENDOR TOTAL**

103.54

| LN AMFAC DISTRIBUTION CO., LTD. 03 AMFAC DISTRIBUTION CO., LTD. ELECTRICAL SUPPLIES & LIGHTING P O BOX 27744 | VENDOR NO=SFX: 0000029236-00 |
| HONOLULU | HI 96827 | |
| 005 241 F G-86-028-M 3120 | 0001126601 5276756 | 17.08 |
| 006 241 F G-86-028-M 3120 | 0001126602 5276757 | 165.85 |

**DOCUMENT TOTAL**

182.93

**VENDOR TOTAL**

182.93

| LN ENVIRONMENTAL SYSTEMS, INC. 04 ENVIRONMENTAL SYSTEMS, INC. | VENDOR NO=SFX: 0000032033-00 |
| 3169 KOA JAYA STREET | HONOLULU | HI 96819 | |
| 007 241 F G-86-028-M 3130 | 0001136001 484446 | 124.80 |

**DOCUMENT TOTAL**

124.80

**VENDOR TOTAL**

124.80

**COMPUTED BATCH COUNT**

7

**COMPUTED BATCH AMOUNT**

1,136.76