

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
ANNUAL REPORT ON GOALS, OBJECTIVES AND POLICIES

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Program ID/Title: AGS-101/Accounting System Development and Maintenance

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I. Goal

The goal of the program is to satisfy the following requirements:

- A. Making changes and modifications in the accounting system (including the design and implementation of an adequate system of internal controls to encompass the changes or modifications in the accounting system) that appears to be in the best interest of the State and counties, as promulgated by Section 40-2 of the Hawaii Revised Statutes (HRS).
- B. Determining the forms required to adequately supply accounting data for the State government, maintaining the applicability, relevancy and uniformity (i.e., classification, numbering and standardization of such forms in terms of design, dimension, color and grade of paper) of accounting forms in Statewide use, and recording such forms in a catalogue of Statewide accounting forms, as promulgated by Section 40-6 of the HRS.
- C. Providing the only cost efficient and feasible means of developing and implementing changes or modifications in the Statewide Accounting System (which includes the Financial Accounting and Management Information System or FAMIS, Payroll System, Central Warrant Writing System, Warrant Reconciliation System, and Financial Datamart) to enhance or improve the functionality and/or internal controls of the system.

II. Objectives and Policies

- A. Systems Development and Implementation - Develop and implement new Statewide accounting applications and/or major enhancements to existing Statewide accounting applications to correct accounting deficiencies (i.e., non-compliance with Generally Accepted Accounting Principles or GAAP), improve operational efficiency by providing accounting applications with greater functionality or improved capabilities, and comply with changes in applicable State and Federal laws, and management policies.
- B. Systems Maintenance - Maintain existing Statewide accounting applications to improve operational efficiency and/or usability through continued monitoring of the system's performance in providing useful and timely information, and collaboration with users on a Statewide basis to identify, develop and implement system

modifications due to changes in applicable State or Federal laws, or management policies that will benefit all system users.

- C. Statewide Accounting Controls - Establish and maintain proper internal control over Statewide accounting functions through the use of Statewide Accounting Manuals to safeguard assets against loss or waste, and provide reasonable assurance that the financial information generated from the Statewide Accounting System can be relied upon to fairly present the financial position of the State for a given accounting period by prescribing the accounting policies of the State and standardizing the accounting methods and practices of the State.

This function also controls the content, format, flow and timing of accounting information required by applications comprising the Statewide Accounting System using Statewide Accounting Forms (SAFORMs). Use of standardized accounting forms promotes operational efficiency through maintenance of applicable, uniform and consistent information.

### III. Action Plan with Timetable

#### A. Objective/Policy #1 - Systems Development and Implementation

1. Required Actions – The following major actions/tasks are usually required to develop and implement new Statewide accounting applications and/or major enhancements to existing Statewide accounting applications to correct accounting deficiencies. Custom software is developed only when the purchased software cannot properly satisfy the requirements of the new system, and interfaces are developed only when the new system is required to share data with other systems.
  - a. Project Management of State Resources
  - b. System Scope and Requirements Definition
  - c. Purchased Software Installation, Configuration, and Testing
  - d. Gap Analysis and System Functional Design Development
  - e. System Process and Document Re-engineering
  - f. Custom Software Requirements Definition, Programming, and Testing
  - g. System Interface Requirements Definition, Programming, and Testing
  - h. User Manual and Training Documentation Development

- i. User Training
  - j. Pilot Implementation
  - k. Statewide Deployment
2. Implementation Timetable
- a. Statewide Time and Attendance Modernization Project – involves replacing the existing Time and Attendance System.
    - (1) Past Year Accomplishment  

Participated in the implementation and post-implementation transition activities for the initial rollout of the new Time and Attendance System.
    - (2) One Year  

Participate in the remaining implementation and transition activities of the new Time and Attendance System.
    - (3) Two Year  

Participate in the maintenance and support activities of the Time and Attendance System.
    - (4) Five Year  

Participate in the maintenance and support activities of the Time and Attendance System.
  - b. New Financial System Project – involves replacing the existing Financial Systems.
    - (1) Past Year Accomplishment  

Participated in the development of a Unified Chart of Accounts for the entire State and identifying requirements to be included in the Request for Proposal (RFP) for the new Financial System.
    - (2) One Year  

Participate in the evaluation of proposals and selection of the new Financial System. Assist in the design and development of the new Financial System.
    - (3) Two Year

Continue participation in implementation activities for the new Financial System.

(4) Five Year

Participate in the maintenance and support activities for the new Financial System.

c. Financial Datamart System

(1) Past Year Accomplishment

Enhancements were made to improve the efficiency of the Financial Datamart system and provide improved functionality for the departments.

(2) One Year

Continue enhancing the Financial Datamart system by improving system performance and providing more data and functionality for the departments.

(3) Two Year

Continue maintenance of the Financial Datamart system to ensure system performance and providing required functionality for the departments. Enhancements will be evaluated considering the functionality and readiness of the new Financial System so that data continues to be correctly reflected in Datamart.

(4) Five Year

Continue maintenance of the Financial Datamart system to ensure system performance and providing required functionality for the departments if needed.

B. Objective/Policy #2 - Systems Maintenance

1. Required Actions – The following systems maintenance functions are required to maintain all Statewide accounting applications:
  - a. User Support
  - b. System Modification and Enhancement
  - c. System Analysis and Re-engineering
2. Implementation Timetable
  - a. Check Image Storage and Retrieval System
    - (1) Past Year Accomplishment  

Enhanced the Check Image Storage and Retrieval System needed for the reconciliation process of checks issued by the Comptroller.
    - (2) One Year  

Continue enhancing the Check Image Storage and Retrieval System by improving system performance.
    - (3) Two Year  

Continue enhancing the Check Image Storage and Retrieval System by improving system performance.
    - (4) Five Year  

Continue enhancing the Check Image Storage and Retrieval System by improving system performance.
  - b. User Support for Statewide Accounting System  

Assist and support all users of the Statewide Accounting System (which includes FAMIS, Payroll System, Central Warrant Writing System, Warrant Reconciliation System, and Financial Datamart). These are ongoing activities and are applicable to all year categories – past year, one year, two year and five years.

c. Systems Maintenance and Enhancement

Provide ongoing systems maintenance, trouble shooting and resolving problems, and making necessary improvements to the Statewide Accounting System.

These are ongoing activities and are applicable to all year categories – past year, one year, two year and five years.

C. Objective/Policy #3 – Statewide Accounting Controls

1. Required Actions

a. Statewide Accounting Controls are required to ensure that the accounting policies and procedures of the State:

- (1) Comply with the Generally Accepted Accounting Principles (GAAP) and pronouncements from GASB.
- (2) Include adequate accounting controls for all Statewide accounting applications.
- (3) Reflect management’s expressed authorization about the treatment of a given accounting event and processing of accounting transactions related to that event.

b. The three areas of Statewide Accounting Controls are:

- (1) Statewide Accounting Manual Revisions
- (2) Other User Manual Revisions
- (3) Forms Control

2. Implementation Timetable

a. Past year Accomplishment

Revised existing PDF SAFORMS into savable format and placed them on the State’s Form Central web site, which can now be used in place of preprinted forms.

b. One Year

Continue creating more single part and multipart SAFORMS in PDF fillable format and place them on the State's Form Central web site for departments to download and use. Revise existing PDF SAFORMS into a savable format.

c. Two Year

Continue creating more single part and multipart SAFORMS in PDF fillable format and place them on the State's Form Central web site for departments to download and use. Revise existing PDF SAFORMS into a savable format.

d. Five Year

Continue creating more single part and multipart SAFORMS in PDF fillable format and place them on the State's Form Central web site for departments to download and use. Revise existing PDF SAFORMS into a savable format.

IV. Performance Measures

- A. Customer Satisfaction measure – Key departments are involved with the development of new systems and/or major enhancements to existing systems to provide input into the design and functionality of the systems. Departments are also contacted periodically to inquire on needs and changes that would impact them.
- B. Program Standard measure – Percentage of projects completed for development of new Statewide accounting systems and enhancement/maintenance to existing Statewide accounting systems. Percentage of projects completed for maintenance of accounting manuals and forms.
- C. Cost Effectiveness measure – Greater utilization of the Statewide accounting systems. Expenditures not exceeding budget amounts.