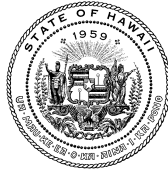


DAVID Y. IGE
GOVERNOR




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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

November 3, 2021

COMPTROLLER'S MEMORANDUM NO. 2021-16

TO: Heads of Departments and Agencies
ATTN: Fiscal Offices
FROM: Curt T. Otaguro, Comptroller 
SUBJECT: Automated Clearing House (ACH) Vendor Payment Project Go-Live

As presented in **COMPTROLLER'S MEMORANDUM NO. 2021-07**, the State is moving selected vendors to an electronic payment process. This initiative will provide cost savings to the State by reducing paper check processing, postage cost, and improving cash management.

Two new electronic payment services will provide our vendors faster payments, increased payment security, fraud protection, and simplify accounts payable reconciliation. The first service to be offered is a **Commercial One Payment Card**. This single-use virtual card will reduce or eliminate a vendor's manual payment processes and associated costs. The second service is the **ACH payment process**. Vendors will receive direct deposits into their bank account, which reduces manual processing and increases security and fraud protection.

The Project is scheduled to Go-Live soon. The DAGS Systems Accounting Branch staff and Wells Fargo Bank will be contacting eligible vendors with instructions to set up direct deposits to their bank account or payments through a virtual card. Notices will be sent via letter or email to these vendors informing them of the upcoming changes to the State's payment process. At this time, sole proprietors and employees are not included.

In the coming weeks, your fiscal offices will be receiving additional information regarding:

1. FAMIS procedural changes and reports
2. Payment recall/cancellation processes
3. Procedures on how to submit your questions

If you have any immediate questions or concerns, please contact us at soh-achpayment@hawaii.gov.