

**Department of Accounting and General Services  
Information and Communication Services Division  
(ICSD)**

**Financial and Budget Information System**

**D a t a   M a r t**

**(Phase 1.5)**

**User Manual**

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## Document Location

Ensure that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document.

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# Table of Contents

<b>CHAPTER 1</b>	<b>OVERVIEW</b> .....	<b>5</b>
SECTION 1.1	ABOUT DATA MART .....	5
SECTION 1.2	HOW TO USE THIS MANUAL .....	5
<b>CHAPTER 2</b>	<b>GETTING STARTED</b> .....	<b>7</b>
SECTION 2.1	ACCESS TO DATA MART.....	7
SECTION 2.2	OPEN THE DATA MART APPLICATION .....	7
SECTION 2.3	LOGIN SCREEN.....	8
SECTION 2.4	HOME PAGE.....	9
SECTION 2.5	CHANGING PASSWORD .....	10
<b>CHAPTER 3</b>	<b>GENERAL GUIDELINES</b> .....	<b>11</b>
SECTION 3.1	SCREEN LAYOUT .....	11
3.1.1	<i>Header</i> .....	11
3.1.2	<i>Footer</i> .....	11
SECTION 3.2	HEADER SUB-MENUS .....	12
3.2.1	<i>Home</i> .....	12
3.2.2	<i>FAMIS</i> .....	12
3.2.3	<i>Budget</i> .....	13
3.2.4	<i>Reports</i> .....	14
3.2.5	<i>Help</i> .....	14
3.2.6	<i>Logout</i> .....	14
SECTION 3.3	USE OF 'SELECT' OPTIONS .....	15
3.3.1	<i>Department</i> .....	16
3.3.2	<i>Division</i> .....	16
3.3.3	<i>Program ID</i> .....	17
3.3.4	<i>Appropriation Account</i> .....	17
3.3.5	<i>MOF</i> .....	17
3.3.6	<i>AS OF</i> .....	17
3.3.7	<i>SUBMIT</i> .....	17
3.3.8	<i>DOWNLOAD</i> .....	18
<b>CHAPTER 4</b>	<b>ACCOUNT SUMMARY</b> .....	<b>19</b>
SECTION 4.1	MAIN MENU.....	19
SECTION 4.2	CONTRACTS BALANCE DETAILS.....	21
SECTION 4.3	CLAIMS (PURCHASE ORDERS) BALANCE DETAILS .....	22
SECTION 4.4	REVENUE DETAILS .....	23
SECTION 4.5	EXPENDITURE DETAILS .....	24
<b>CHAPTER 5</b>	<b>YTD QUARTERLY INFORMATION</b> .....	<b>25</b>
<b>CHAPTER 6</b>	<b>YTD REVENUE/EXPENDITURE/ENCUMBRANCE BALANCE</b> .....	<b>27</b>
<b>CHAPTER 7</b>	<b>EXPENDITURE/ENCUMBRANCE</b> .....	<b>28</b>
<b>CHAPTER 8</b>	<b>REVENUE/EXPENDITURE TRANSACTION</b> .....	<b>29</b>
<b>CHAPTER 9</b>	<b>INQUIRE BY VENDOR NO.</b> .....	<b>30</b>
<b>CHAPTER 10</b>	<b>INQUIRE BY CONTRACT OR CLAIM NO.</b> .....	<b>31</b>

<b>CHAPTER 11</b>	<b>STANDARD DOWNLOADS</b> .....	<b>32</b>
<b>CHAPTER 12</b>	<b>BUDGET DATA</b> .....	<b>34</b>
<b>CHAPTER 13</b>	<b>OUT-OF-BALANCE DATA</b> .....	<b>35</b>
<b>CHAPTER 14</b>	<b>REPORTS</b> .....	<b>36</b>

## Chapter 1 Overview

### Section 1.1 About Data Mart

The FAMIS system is designed to provide financial information to state department heads, division administrators, program managers, branch supervisor and project managers. This data will assist departments manage their financial resources.

FAMIS data is downloaded into the data mart daily, allowing users to access the most up to date financial information from FAMIS. The data mart provides users access to financial information in an efficient manner and in a more usable format than what is currently accessible from FAMIS.

The data mart is currently a “Read-Only” database, therefore, users cannot update any FAMIS or Budget information. The information contained in the data mart is updated after transactions are first entered in either FAMIS or the Budget systems. Budget data is updated annually by the Department of Budget and Finance.

### Section 1.2 How to Use This Manual

This Manual serves both as a training manual and a reference guide for the use of the Data Mart application. It is intended for the users of all experience levels. The content of the information presented in this manual assumes the user has a basic understanding of Microsoft Windows.

The Manual is structured to assist the reader to quickly refer and comprehend information. As well, it is designed with a consistent layout, color-coding and notation conventions detailed as follows:

#### **Chapters and Pages**

The Data Mart User Manual is divided into Chapters and Sections with appropriate headings and numberings, guided by the following conventions:

- Chapter/section numbers, chapter/section headings, chapter/section and their subsequent page numbers are listed in the Table of Contents found at the beginning of this manual.
- In the Table of Contents, each chapter heading is highlighted in a distinctive color.
- A chapter heading, in its highlighted color, is always present in the top left corner of each page.
- A chapter number is always positioned in the top right corner of the page.

- In the bottom left corner of all pages is the Reference Date and Version Number of this manual.
- In the bottom right corner of all pages are consecutive page numbers.

### **Font Conventions**

The following fonts and style convention are used consistently throughout this manual:

- Arial 12 Normal :  
Used for normal text.
- Arial 12 '**Bold**' :  
Used for the actual 'label' found on the screen.
- Arial 12 **Bold Underline** :  
Used for sub-heading.
- Arial 12 **Bold Highlighted** :  
Used to represent buttons that are displayed on the screen.
- Arial 12 "*Italic Highlighted*" :  
Used to represent options that are available for a data element.
- Arial 12 <Italic> :  
Used to represent key on the keyboard.

### **Style Conventions**

The following fonts and style convention are used consistently throughout this manual:

- Bolded line box : This provides a frame around the actual screen layout.
- Bullets : First level of bullets is not indented with subsequent bullets indented. Similar types of bullets are used for the same level.

## Chapter 2 Getting Started

### Section 2.1 Access to Data Mart

The first thing to do to get started is to get an ID set up to have appropriate access to the Data Mart application. This is usually set up via a request to the System Administrator. This ID will provide the user access only to the authorized functions of the system. This is controlled through the User Groups based on the defined user role. The Data Mart users are split into three main user groups. Every user must be and can only be assigned to one user group:

- Super User  
This user has access to and can view FAMIS data from all departments.
- Department User  
This user has access to and can view FAMIS data of his/her department only.
- Program User  
This user has access to and can view FAMIS data from the Program IDs assigned to him/her by the System Administrator.

### Section 2.2 Open the Data Mart Application

To do this, each user will need to know the URL to the system which is <http://10.4.1.67/datamart>.

To access Data Mart, open the browser and enter the URL in the '**Address**' and click '**Go**'.

Note that the application was developed with Internet Explorer V6.0. It is recommended that the same version of the browser be used to access this application.

## Section 2.3 Login Screen

Upon successful connection through the URL, the following login screen will be presented.

STATE OF HAWAII - DATAMART

Datamart Login

Enter your username and password

Username:

Password:

[Login Help](#) | [About](#)

V 1.5.0083

Enter the user name and password that were set up by the System Administrator, hit 'Enter' or click on **Login**.



## Section 2.4 Home Page

Upon successful login, the Data Mart Home Page will be presented.

**FINANCIAL AND BUDGET INFORMATION - DATAMART - STATE OF HAWAII**

HOME FAMIS BUDGET REPORTS HELP LOGOUT

Welcome Back To The Datamart, FirstName!

- To navigate through the *Datamart Application* use the *menu* at the top of the page.
- This menu will be available on every page enabling you to easily switch between sections.
- Hold the mouse over any of the menu topics. If available, a drop down list will appear displaying it's sub-topics.
- Then proceed to select the sub-topic you wish to view, by clicking on it with the mouse.
- You can always return to the home page (this page) by clicking on *Home* and select *Home Page* from the drop down list.
- To change your password go to *Home* and select *Change Password* from the drop down list.
- To logout of the datamart click *Logout* in the menu.

Your User Account:  
User Nr.: 333  
User Name: testuser  
Department: B,  
ProgramID(s): BED102,  
UserGroup(s): Department User,

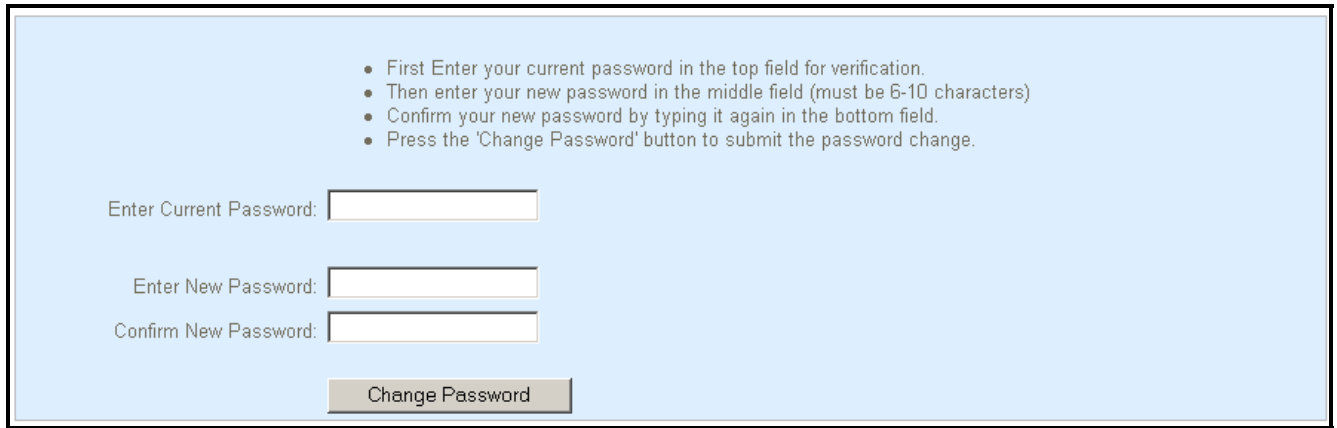
User: firstName lastName    Data is Balanced    FAMIS data as of: 02/18/2005    BUDGET data as of: 10/12/2004    V 1.5.0083

The welcome screen provides useful reminders on how to navigate within the Data Mart application. It also displays access information such as the username, the department and user group assigned and the Program IDs that are authorized to be viewed.

## Section 2.5 Changing Password

If this is the first logon, it is highly recommended that the pre-assigned password be changed for security purpose to prevent unauthorized access to this application.

To do so, navigate the mouse to the **'Home'** menu, hold the mouse over the menu at which point the sub-menu will appear. Click on the sub-menu called **'Change Password'** and the following screen will appear.



- First Enter your current password in the top field for verification.
- Then enter your new password in the middle field (must be 6-10 characters)
- Confirm your new password by typing it again in the bottom field.
- Press the 'Change Password' button to submit the password change.

Enter Current Password:

Enter New Password:

Confirm New Password:

Follow the instruction on this screen to change the password.

## Chapter 3 General Guidelines

### Section 3.1 Screen Layout

All screens have the same “header” and “footer” section at the top and bottom of the screen.

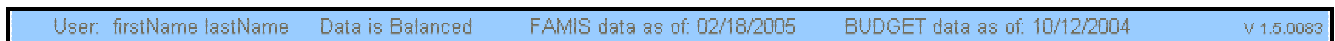
#### 3.1.1 Header



The header contains the menus with which the user can navigate through the different screens of the application. A drop-down list displaying sub-menus can be obtained by holding the mouse over any of the menus.

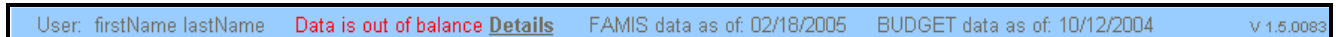
The header section is designed to be visible on all screens so that the user can easily switch from one section to another. For further details about the menu contents, refer to the section titled ‘Header Sub-Menus’.

#### 3.1.2 Footer



The footer contains the following information (from left to right):

- The name of the user currently logged in.
- A message indicating whether the current data in the database is balanced. If the data is not balanced, the message will read ‘**Data Out Of Balance**’ with a link to a screen with detail information stating what is not in balance. Refer to the section titled ‘Out-Of-Balance Data’ for further details. The screen will be displayed as:



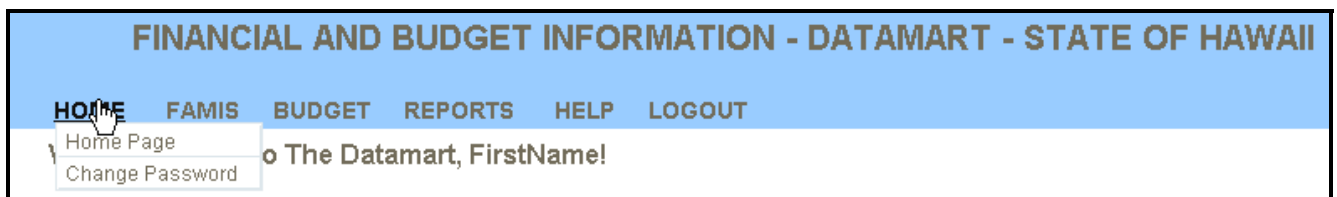
- ‘**FAMIS data as of**’: states the last update from FAMIS. Note that FAMIS data is updated on a daily basis (for every workday) and should always contain the data of the previous workday.
- ‘**BUDGET data as of**’: states the last update of the budget data. Note that Budget data gets updated once a year.
- The current version number of the Data Mart application.

### Section 3.2 Header Sub-Menus

For each menu on the Header, a list of sub-menus is provided through a drop-down list. This list is revealed as soon as a mouse is held over the menu.

All screens behind the submenus will be explained in more detail in subsequent chapters of this manual.

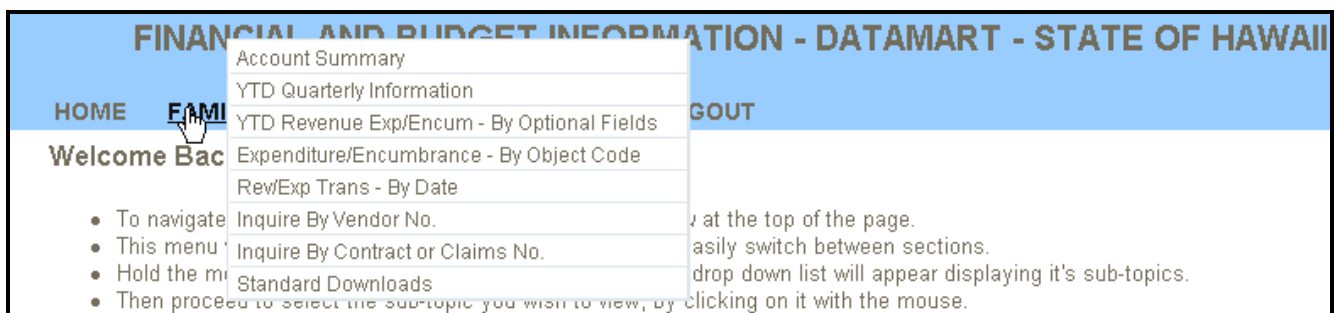
#### 3.2.1 Home



The 'Home' menu has the following submenus:

- 'Home Page'  
This provides a path back to the Home Page of the Data Mart application from anywhere within the application. This is the Login Screen.
- 'Change Password'  
This screen is used for changing password.

#### 3.2.2 FAMIS

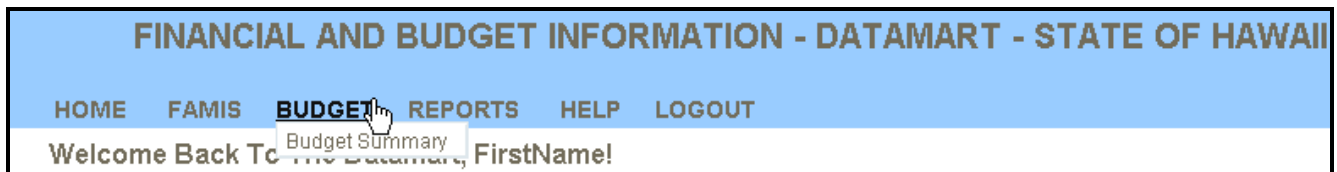


The 'FAMIS' menu has the following submenus:

- 'Account Summary'  
Reflects the status of an appropriation account or group of accounts.
- 'YTD Quarterly Information'  
Reflects the status of current operating appropriation accounts by quarters.

- **‘YTD Revenue Expenditure by Optional Fields’**  
Provides totals for revenues, expenditures and encumbrances by source or object summarized by cost center, project, project phase or activity.
- **‘Expenditure/Encumbrance by Object Code’**  
Provides totals for expenditure and encumbrances by object code for an appropriation account or group of accounts.
- **‘Rev/Exp Trans by Date’**  
Provides detail revenue or expenditure transactions for a fiscal month or a range of fiscal months.
- **‘Inquire By Vendor No’**  
Provides a list of all outstanding contract or claim encumbrances for a particular vendor.
- **‘Inquire by Contract or Claim No’**  
Provides information for a specific contract or claims encumbrance.
- **‘Standard downloads’**  
Provides for the download of Account Summary, Contract, Claim, Revenue and Expenditure detail records.

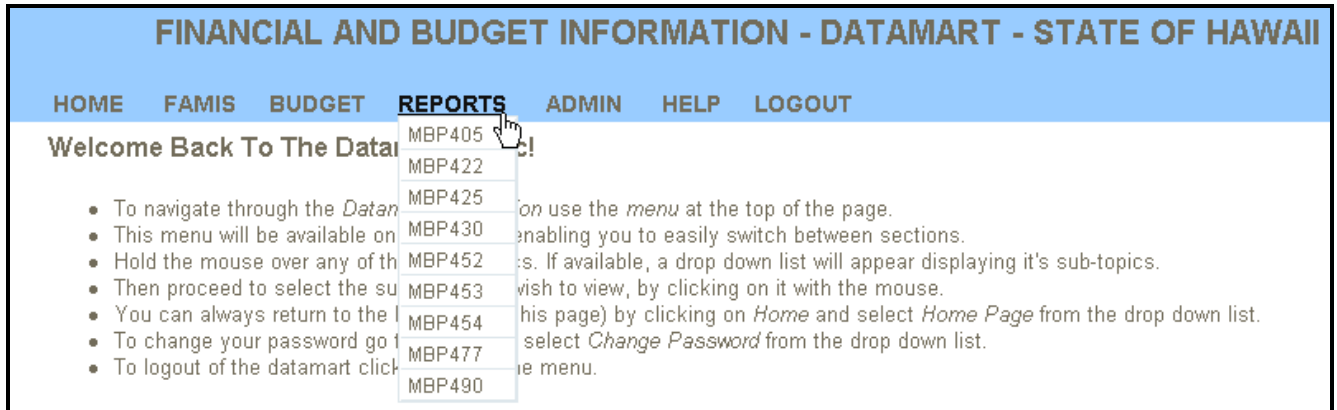
### 3.2.3 Budget



The **‘Budget’** menu has the following submenu:

- **‘Budget Summary’**  
Contains budget tables for Personnel (J1), Other Expenditures (J2), Equipment (J3) and Motor Vehicles (J4).

### 3.2.4 Reports



The '**Reports**' menu lists each report available.

At the time of writing this manual, the reports selection was still under construction. The above screen reflects the nine reports currently being developed. These reports are those that are being distributed to all the departments on a regular basis.

### 3.2.5 Help

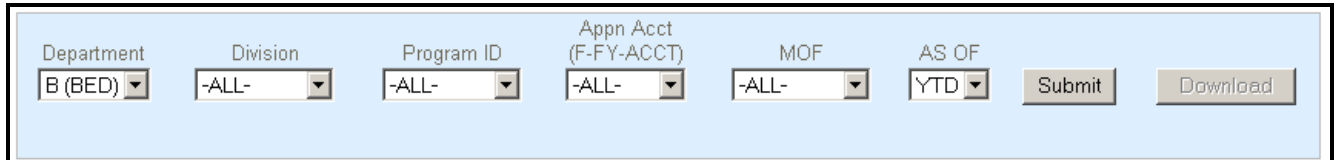
The '**Help**' menu has no submenus. By selecting this menu, additional help to the screen will be provided.

### 3.2.6 Logout

The '**Logout**' menu has no submenus. By selecting this menu, the session will be ended and the user will no longer be logged into Data Mart application. Upon selecting this menu, the Login screen will appear allowing the user to log in again.

### Section 3.3 Use of ‘Select’ Options

All of the Data Mart screens start off with a group of dropdown menus. These select options are used to specify which records the user wish to view. There are some slight variations in the dropdowns from screen to screen but the basic guidelines remain the same:



The screenshot shows a search interface with the following elements from left to right: a 'Department' dropdown menu with 'B (BED)' selected; a 'Division' dropdown menu with '-ALL-' selected; a 'Program ID' dropdown menu with '-ALL-' selected; an 'Appn Acct (F-FY-ACCT)' dropdown menu with '-ALL-' selected; a 'MOF' dropdown menu with '-ALL-' selected; an 'AS OF' dropdown menu with 'YTD' selected; a 'Submit' button; and a 'Download' button.

Followings are some guidelines:

- By clicking on the arrow to the right of the dropdown, a list of items becomes visible from which one element can be selected.
- Most dropdown lists default to **“-ALL-“**
- Change any of the values, by working from left to right. By changing the value of any dropdown menu, all lists of values in the dropdown menus to the right of that will be regenerated. For example if both **‘Program ID’** and **Appn Acct** are set to **“-ALL-“** and a specific Program ID is selected, the list of Appn Accounts will be regenerated to reflect only the Appn Accounts for that Program ID.
- Department dropdown: will default to the assigned department. A Super User will be able to switch to other departments as well.
- Program ID dropdown: will default to **“-ALL-“**. A Super User or Department User will have access to all the Program IDs within the specified department. A Program User will have access to the assigned Program IDs only. Therefore, the term **“-ALL-“** has a different meaning, depending on the user group.
- When for the desired values have been selected, press the **Submit** button to view the results.
- A different value such as Program ID can be selected from the Program ID dropdown list. The table displaying the records from the previous query will disappear. Initiate the new query by pressing the **Submit** button again.

- Dropdowns with a “star” (\*) beside them are ones that are required for the query since the resulting list of records would be too long. In such cases the “Submit” button will remain deactivated until you select all the required values.

A screenshot of a query form with the following fields and controls:

Department	Division	Program ID	* Appn Acct (F-FY-ACCT)	MOF	Cost Center	Project No.	Phase	Activity	* Cross Tab By	* Required	
A (AGP)	-ALL-	-ALL-	-ALL-	-ALL-	All	All	All	All	-SELECT-	Submit	Download

- On some screens, selection boxes are not always needed, and therefore left out. To use them, click on the button titled **Activate Select Boxes**.

A screenshot of a query form with the following fields and controls:

Department	Division	Program ID	Appn Account (F-FY-ACCT)	MOF	Cost Center	Project No.	Phase	Activity	Activate SelectBoxes
------------	----------	------------	--------------------------	-----	-------------	-------------	-------	----------	----------------------

- Selection example: Selecting a particular department and leaving the rest of the selection with the default as “-ALL-”, grand totals of all appropriation accounts belonging to that department regardless of the fiscal year will be displayed. To see balances for a particular appropriation account, select an account from the ‘Appn Acct’ drop down list and then press the **Submit** button.

### 3.3.1 Department

This field is defaulted to the department assigned to the user. If the user is defined in the application as a department or program user, then only a single department is listed. A Super User can click on the arrow in the Department selection box to change to another department or select “ALL”. Selecting “-ALL-” will return grand totals for all state departments and all counties. Currently, separate grouping for the Judicial Branch is not defined.

### 3.3.2 Division

Once a Department is selected, only the applicable divisions for that department will be listed. If a division is selected, only the applicable Program IDs for the division selected will be listed in the next selection. Division applies to FAMIS data only.

Note: If “-ALL-” is selected for Department, “-ALL-” should also be selected for Division as well. If a department does not use division, leave this selection as “-ALL-” or “PSEUDO”. This will yield the same results. “PSEUDO” means NONE or Blank.



### 3.3.3 Program ID

The list of available Program IDs is based on the Department and Division selected. **ALL** and **PSEUDO** are also included in the selection list.

### 3.3.4 Appropriation Account

This is the account number established in FAMIS. The appropriation account listed is a combination of 3 fields from FAMIS: Fund Type, Fiscal Year, and Appropriation Account Number. A Program ID selected may have more than one appropriation account, for example one for each fiscal year.

### 3.3.5 MOF

This is the source of funding used in the budget. If an appropriation account is selected, the MOF assigned to the account will be reflected.

### 3.3.6 AS OF

User can get information by 3 period options: YTD for year to date balances as of the current month, PM for year to date balances as of the prior month, and PY for prior fiscal year. YTD is the default selection.

### 3.3.7 SUBMIT

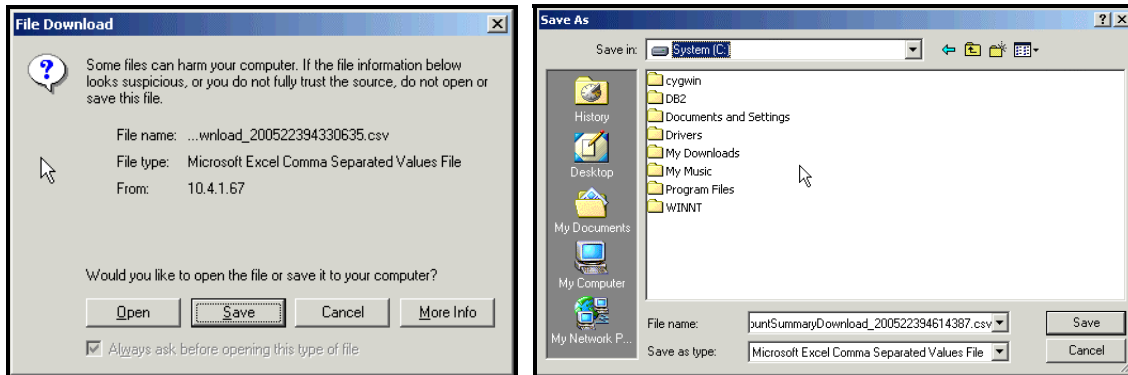
Once the appropriate selections are made, click on **Submit** to initiate the request. Note: If submit is pressed in error, you can use the **STOP** icon of Internet Explorer to cancel.

### 3.3.8 DOWNLOAD

Once data is displayed on the screen, the **Download** button will be activated. The download function will prompt the user to save the resulted data. The download file will have a .CSV extension (a comma separated value file). The user can open this file using Microsoft Excel or Access. To save the file to the hard drive, use the **Save** button. This file can also be viewed by pressing the **Open** button in the dialog (twice). The downloaded file may also include fields that are not displayed on the screen.

Once the \*.CSV file is opened in MS Excel, to view the data accurately, the size of the columns may need to be adjusted. The file can also be renamed and saved as an Excel file using the **'Save As'** function in Excel.

The account summary screen displays totals for all of the accounts selected. The download file will contain all of the accounts that make up the totals.



## Chapter 4 Account Summary

### Section 4.1 Main Menu

**FAMIS - Account Summary**

Department M (AGS) ▾	Division -ALL- ▾	Program ID -ALL- ▾	Appn Acct (F-FY-ACCT) -ALL- ▾	MOF -ALL- ▾	AS OF YTD ▾	Submit	Download
-------------------------	---------------------	-----------------------	-------------------------------------	----------------	----------------	--------	----------

Records: 1741

Account Title	<input type="text" value="THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE"/>	Appn Type	<input type="text" value="SUMMATION_NO_TYPE"/>
Appropriation	<input type="text" value="730,031,530.59"/>	Beginning Cash	<input type="text" value="73,048,441.61"/>
Transfer	<input type="text" value="86,451,612.00"/>	+ Revenues	<input type="text" value="1,857,035,928.00"/> <a href="#">Details</a> By Source Code
Allotment	<input type="text" value="629,375,222.38"/>	+ Cash Transfer	<input type="text" value="-10,443,088.71"/>
Appropriation Balance	<input type="text" value="181,844,496.66"/>	- Expenditures	<input type="text" value="1,965,573,042.07"/> <a href="#">Details</a> By Object Code
Allotment 10 Balance	<input type="text" value="-8,966,315.10"/>	= Ending Cash	<input type="text" value="69,473,760.86"/>
Allotment 20 Balance	<input type="text" value="105,421,809.65"/>		
<b>Encumbrance</b>			
Contracts Balance	<input type="text" value="292,440,644.45"/> <a href="#">Details</a>	List Contracts	
Claims (POs) Balance	<input type="text" value="39,335,250.45"/> <a href="#">Details</a>	List Claims (POs)	

Total Records Found: 1741

Upon entering the ‘**Account Summary**’ screen, the fields are blank. Once the selection criteria are entered from left to right, press the **Submit** button and the screen will be refreshed with the data you requested.

The following table provides the list of the fields displayed on this screen along with the brief description:

Field Name	Brief Description
Account Title	A description of an individual appropriation account. If you selected more than one appropriation account, this field will display the text: “THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE”.
Appn Type	Appropriation type. This single character field is used to group the appropriation accounts into various operating and capital fund types.

<b>Field Name</b>	<b>Brief Description</b>
Appropriation	Represents the original appropriation amount if the account is a current fiscal year account. If the account is a prior fiscal year account, the amount represents the unexpended appropriation amount carried forward.
Transfer	Represents an appropriation amount transferred in or out of the account during the current fiscal year.
Allotment	Represents the sum of all quarterly allotments, other allotments, continuing allotments, plus or minus allotment transfers, less allotment reversion.
Appropriation Balance	Represents the amount of appropriation that is available for allotment.
Allotment 10 Balance	Represents the amount available in the fiscal period for personnel services expenditures.
Allotment 20 Balance	Represents the amount available in the fiscal period for other current expenditures.
Contracts Balance Details	Represents the amount of contract encumbrances still outstanding as of the fiscal period. Drill down to Contracts Listing by Contract Number. List individual outstanding contracts for the selection criteria.
Claims (POs) Balance Details	Represents the amount of claims encumbrances still outstanding as of the fiscal period. Press the 'Details' Button to drill down to Claims Listing by Claim Number. List individual outstanding claims for the selection criteria.
Beginning Cash	Represents the cash balance at the beginning of the fiscal year.
Revenues Details	Represents the revenues recorded as of the fiscal period. Press the 'Details' Button to drill down to revenue totals for the selection criteria by source code.
Cash Transfer	Represents the amount of cash that was transferred in or out as of the fiscal period.
Expenditures Details	Represents the amount of expenditures recorded as of the fiscal period. Press the 'Details' Button to drill down to expenditure totals for the selection criteria by object code.
Ending Cash	Represents the cash balance as of the fiscal period.

**Section 4.2 Contracts Balance Details**

FAMIS - Contract Listing By Contract Number																		
Department M (AGS)		Division -ALL-		Program ID -ALL-		Appn Account (F-FY-ACCT) -ALL-		MOF -ALL-		AS OF YTD		Submit	Download	Back				
Account Title THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE						Appn Type SUMMATION_NO_TYPE		First		Previous		Next		Last				
Enc-Suffix	Contr. Date	MOF	Vendor No	Vendor Name	Obj	CC	Proj No	PH	Act	Encumbered Amt	Amount Paid	Balance Remaining						
COUNT										VIEWING RECORDS 1 - 1000 FROM 2060			TOTALS			581,669,571.16	289,228,860.71	292,440,644.45
00021460-13	12/31/1986	C	0000210619	GTE HAWAIIAN TELEPHONE COMPANY	7690	03A1			035	102,609.00	96,492.96	6,116.04						
00021460-14	12/31/1986	C	0000210619	GTE HAWAIIAN TELEPHONE COMPANY	7749	03B1	943082		035	50,704.00	50,702.97	1.03						
00026752-17	07/26/1989	U	0000231842	WDCI, INC.	5519	0BLE	0001A1	01	022	599,900.00	202,361.62	397,538.38						
00026752-18	07/26/1989	A	0000231842	WDCI, INC.	5519	0BLE	0001A1	01	022	977,800.00	881,980.00	95,820.00						
00026753-20	07/27/1989	A	0000277577	POTTERY TERRACE	5519	0BLE	0001A1	01	022	61,400.00	49,041.12	12,358.88						
00026906-17	08/11/1989	A	0000101982	CHUN, ROLAND K.C. AND/OR	5519	0BLE	0001A1	01	022	125,741.20	86,555.36	39,185.84						

To view the contracts listing that make up the total balance, click on the **Details** button in the 'Account Summary' screen. The selection criteria made on the account summary screen gets carried over to this screen. Once on this screen, the selection criteria can be changed and to effect the change, press the **Submit** button. From this screen, the **Back** button can also be used to return to the 'Account Summary' screen. Data on this screen is also downloadable by pressing the **Download** button.

The contract listing is sorted by 'Encumbrance-Suffix' Number (contract no) and then by the contract date. This number is 8 digits long followed by a "-", and a 2 digits suffix. Each shows the Means of Financing code, the Vendor No, Vendor Name, Object Code, Cost Center, Phase, and Activity Code if any, the "Encumbered Amt" is the contracted amount, the amount paid, and the remaining balance.

### Section 4.3 Claims (Purchase Orders) Balance Details

To view the claims listing that makes up the claims (PO) balance from the summary screen, click on the **Details** button in the ‘Account Summary’ screen. The selection criteria made on the account summary screen gets carried over to this screen. The selection criteria can be changed and applied by pressing the **Submit** button. From this screen, the **Back** button can also be used to return to the ‘Account Summary’ screen. Data on this screen is also downloadable by pressing the **Download** button.

FAMIS - Claims Listing By Claims No.															
Department	Division	Program ID	Appn Account (F-FY-ACCT)	MOF	AS OF				Submit	Download	Back				
M (AGS)	-ALL-	-ALL-	-ALL-	-ALL-	YTD										
Account Title						Appn Type		First Previous Next Last							
THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE						SUMMATION_NO_TYPE									
Enc-Suffix	Claim Date	MOF	Vendor No	Vendor Name	Obj	CC	Proj No	PH	Act	Encumbered Amt	Amount Paid	Balance Remaining			
COUNT									VIEWING RECORDS 1 - 1000 FROM 2812		TOTALS		45,527,640.79	5,509,726.51	39,335,250.45
00000435-01	10/01/2004	A	0000251100	OFFICEMAX - A BOISE COMPANY	3209	000B		01	001	9.69	0.00	9.69			
00000449-01	12/06/2004	A	0000233784	HAWAII CORRECTIONAL INDUSTRIES	3209	000B		01	001	302.00	0.00	302.00			
00000449-02	12/06/2004	A	0000233784	HAWAII CORRECTIONAL INDUSTRIES	3209	000B		02	002	198.00	0.00	198.00			
00000660-01	01/21/2005	A	0000207925	BOISE CASCADE OFFICE PRODUCTS	3209	000B		05	005	8.32	0.00	8.32			
00000668-01	02/03/2005	A	0000061377	DEPT. OF PUBLIC SAFETY	3203	000B		05	005	60.00	0.00	60.00			
00000883-01	07/09/2004	A	0000277567	IBM CORPORATION	5820	000B		06	006	1,415.74	471.91	943.83			
00000884-01	07/09/2004	A	0000277567	IBM CORPORATION	5820	000B		06	006	1,460.12	936.53	523.59			

The claims listing is sorted by claims number and then by the claim date. The claim number is also known as a purchase order number or an encumbrance number. The claim number is 8 digits long followed by a “-“, and a 2 digits suffix.

The fields listed here are fields filled in when a requisition & purchase order form is initiated.

### Section 4.4 Revenue Details

To view the revenue listing that makes up the revenue total from the summary screen, click on the **Details** button in the ‘**Account Summary**’ screen. The selection criteria made on the account summary screen gets carried over to this screen. From this screen, the selection criteria can be changed and applied by pressing the **Submit** button. From this screen, the **Back** button can be used to return to the **Account Summary** screen. Data on this screen is also downloadable by pressing the **Download** button.

FAMIS - Revenue Listing By Source Code								
Department	Division	Program ID	Appn Account (F-FY-ACCT)	MOF	AS OF	Submit	Download	Back
M (AGS)	-ALL-	-ALL-	-ALL-	-ALL-	YTD			
Account Title		THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE		Appn Type		SUMMATION_NO_TYPE		
Source Code	Fund	Description	Revenue					
COUNT	70	TOTALS	1,857,035,928.00					
0033	TRUST AND AGENCY FUNDS	ELECTION CAMPAIGN CONTRIBUTION	19,888.00					
0252	GENERAL FUND	RENTALS, TEMPORARY PERMITS, PUBLIC LANDS	80.00					
0253	GENERAL FUND	RENTALS, PUBLIC BUILDINGS AND ROOMS	17,763.06					
0253	SPECIAL FUNDS	RENTALS, PUBLIC BUILDINGS AND ROOMS	1,567,612.09					
0253	TRUST AND AGENCY FUNDS	RENTALS, PUBLIC BUILDINGS AND ROOMS	17,494.32					
0254	GENERAL FUND	TELEPHONE COIN BOX COMMISSIONS	16,714.53					

Revenue listing is grouped and sorted by Source Code and Fund. The 4 columns of data are: Source code, Fund, Description and Revenue.

### Section 4.5 Expenditure Details

To view the expenditure listing from the summary screen, click on the **Details** button in the ‘**Account Summary**’ screen. The selection criteria made on the account summary screen gets carried over to this screen. From this screen, the selection criteria can be changed and applied by pressing the **Submit** button. From this screen, the **Back** button can be used to return to the **Account Summary** screen. Data on this screen is also downloadable by pressing the **Download** button.

FAMIS - Expenditure Listing By Object Code						
Department	Division	Program ID	Appn Account (F-FY-ACCT)	MOF	AS OF	
M (AGS)	-ALL-	-ALL-	-ALL-	-ALL-	YTD	Submit Download Back
Account Title			THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE		Appn Type SUMMATION_NO_TYPE	
Obj	Description		Total			
289	COUNT		1,964,157,749.34			
2000	PERSONAL SERVICES-PAYROLL		626,354.25			
2001	PERSONAL SERVICES-PAYROLL		29,802,462.59			
2002	PERSONAL SERVICES-PAYROLL		1,084,346.26			
2003	PERSONAL SERVICES-PAYROLL		102,185.08			
2005	PERSONAL SERVICES-PAYROLL		-143,839.18			
2006	PERSONAL SERVICES-PAYROLL		23,171.91			
2007	PERSONAL SERVICES-PAYROLL		112,175.98			

The expenditure is grouped and sorted by Object Code. The 4 columns displayed are: Object code, Description, and Expenditure totals.





<b>Field Name</b>	<b>Description</b>
Allotment Amount	An amount will be displayed if a single appropriation account was selected and the optional fields such as Cost Center, Project, Phase and Activity were defaulted to ALL. Allotment amount is not displayed at the optional fields' level.
Current Quarter Expenditures	Total of direct expenditures and expenditures for encumbrances that were recorded in the same fiscal quarter.
Subsequent Quarter Expenditures	Expenditures for encumbrances recorded in this quarter but paid for in a subsequent quarter of the same fiscal year.
Encumbered Contracts Balance	Outstanding balance of contracts encumbered in the fiscal quarter.
Encumbered Claims Balance	Outstanding balance of claims (purchase orders) encumbered in the fiscal quarter.
Allotment Balance	If displayed, the Allotment Balance is calculated as follows: Allotment Amount - Current Quarter Expenditures - Subsequent Quarter Expenditures - Encumbered Contracts Balance <u>- Encumbered Claims Balance</u> = Allotment Balance

Note: The allotment amounts do not include reversions

## Chapter 6 YTD Revenue/Expenditure/Encumbrance Balance

FAMIS - YTD Revenue, Expenditure, And Encumbrance Balance,  
Group By Object Code,  
Cross Tab By Cost Center, Activity, Project Or Phase

Department	Division	Program ID	* Appn Acct (F-FY-ACCT)	MOF	Cost Center	Project No.	Phase	Activity	* Cross Tab By	* Required
M (AGS)	-ALL-	-ALL-	S-05-203	N	All	All	All	All	Activity	
Account Title: PERFORMING & VISUAL ARTS EVENTS										Appn Type: A
OBJ / SRCE	Desc	Totals	BLANK	300	900	902	905	906	907	908
COUNT 41	(COL COUNT: 8) TOTALS	1,824,925.36	69,024.01	5,000.00	748,999.82	18,759.89	5,968.93	44,352.25	909,784.46	33,036.00
0569	NATIONAL ENDOWMENT FOR THE ARTS(SS (H) PL89-209)	296,200.00	0.00	0.00	296,200.00	0.00	0.00	0.00	0.00	0.00
0580	FEDERAL GRANT	423,091.60	0.00	0.00	423,091.60	0.00	0.00	0.00	0.00	0.00
2000	PERSONAL SERVICES-PAYROLL	4,369.70	4,369.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2001	PERSONAL SERVICES-PAYROLL	49,249.96	49,249.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2006	PERSONAL SERVICES-PAYROLL	2.70	2.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2034	PERSONAL SERVICES-PAYROLL	4,461.83	4,461.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2036	PERSONAL SERVICES-PAYROLL	7.76	7.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2037	PERSONAL SERVICES-PAYROLL	2,921.37	2,921.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2038	PERSONAL SERVICES-PAYROLL	68.64	68.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Totals for revenues, expenditures and encumbrances are all reflected on this screen, therefore, both object and source codes are listed in the first column. Source code identifies the source of the revenue and object code identifies the type of expenditure. Source codes 0001-1999 are used to identify revenue sources and object codes 2000-9999 are used to identify expenditure types.

On this screen, besides the standard selection criteria, users can also drill down further by selecting cost center, project, phase or activity. The records are grouped and sorted by object code. In addition, the “\* Cross Tab By” option is also available as a selection (the options are cost center, project, phase, or activity). For example, if cost center is selected as the “\*Cross Tab By”, there will be a break down of different cost centers in columns across the screen. The “Totals” column is displayed first but there may be many cost centers displayed horizontally that make up the column. Use the scroll bar to see the remaining cost centers. All expenditure entries that were not entered with a cost center number will get summarized into a “Blank” cost center column.

## Chapter 7 Expenditure/Encumbrance

FAMIS - Expenditure/Encumbrance By Object Code										
Department	Division	Program ID	Appn Account (F-FY-ACCT)	MOF	AS OF	Cost Center	Project No.	Phase	Activity	
M (AGS)	-ALL-	-ALL-	-ALL-	-ALL-	YTD	All	All	All	All	Submit Download
Account Title			THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE			Appn Type		SUMMATION_NO_TYPE		
Obj	Description		Expenditure	Outstanding Encumbrance	Total					
COUNT	296	GRAND TOTALS	1,964,157,749.34	332,632,707.08	2,296,790,456.42					
2000	PERSONAL SERVICES-PAYROLL		626,354.25	887,441.23	1,513,795.48					
2001	PERSONAL SERVICES-PAYROLL		29,802,462.59	0.00	29,802,462.59					
2002	PERSONAL SERVICES-PAYROLL		1,084,346.26	0.00	1,084,346.26					
2003	PERSONAL SERVICES-PAYROLL		102,185.08	0.00	102,185.08					
2005	PERSONAL SERVICES-PAYROLL		-143,839.18	0.00	-143,839.18					
2006	PERSONAL SERVICES-PAYROLL		23,171.91	0.00	23,171.91					
2007	PERSONAL SERVICES-PAYROLL		112,175.98	0.00	112,175.98					

In addition to the selection boxes for Department, Division, Programs, Appropriation Accounts and Means of Financing, selection can also include cost center, project, project phase or activity.

The AS OF allows the user to choose from one of three period options:

- Current Month - Year To Date
- Prior Month - Year to Date
- Prior Year to Date.

This screen is intended to provide separate totals for expenditures and encumbrances by object codes. For each object code displayed there will be the object code description, expenditure amount, outstanding encumbrance which is the balance remaining on the contracts or claims with that object code, and a total column

## Chapter 8 Revenue/Expenditure Transaction

**FAMIS - Revenue / Expenditure Transaction By Date**

Department: 
 Division: 
 Program ID: 
 Appn Account (F-FY-ACCT): 
 MOF:

Cost Center: 
 Project No.: 
 Phase: 
 Activity: 
 Rev. or Exp.: 
 \* From FM: 
 \* From FY: 
 \* To FM: 
 \* To FY: 
 \* Required

Account Title: 
 Appn Type:

Process Date	Check No	Enc No	Enc Type	Vendor	Invoice No	Dept No	Comp No	F-FY-ACCT	SRCE	CC	Proj No	PH	Act	Amount
COUNT		7											TOTAL	39,809.47
08/05/2004								S-05-319	1994					3,950.00
08/13/2004								S-05-319	1994					1,000.00
09/08/2004								S-05-319	1992	BAPP		01		4,127.00
09/16/2004								S-05-319	0288					232.47
09/21/2004								S-05-319	1992	BAPP		01	901	5,000.00
09/21/2004								S-05-319	1994	BAPP		01	901	17,500.00
09/23/2004								S-05-319	1994					8,000.00
COUNT		7											TOTAL	39,809.47

This screen is used to identify all revenue transactions for appropriation account S-05-319 from July 2004 (FM01, FY05) to September 2004 (FM03, FY05).

The results are sorted by the process date in ascending order.

Please note: that the FY 2000 has not been fully loaded into the Data Mart. When selecting the FY 2000, a pop-up will appear as a reminder of this.

## Chapter 9 Inquire by Vendor No.

**FAMIS - Inquire By Vendor No.**

---

Appn Account  
Department Division Program ID (F-FY-ACCT) MOF As Of Cost Center Project No. Phase Activity

---

Vendor Name  Vendor No.

---

Contracts										
Doc Date	Contract No	F-FY-ACCT	MOF	Obj	CC	Proj No	PH	Act	Enc Amt	Balance
COUNT	12	TOTALS							1,781,640.00	436,739.70
11/26/2002	<a href="#">00050037-01</a>	S-03-355	W	7690	03A1	164040	01	035	122,999.00	0.00
02/20/2003	<a href="#">00050296-01</a>	B-01-439	C	7690	03A1			035	247,183.00	10,221.00
02/20/2003	<a href="#">00050296-02</a>	B-01-439	C	7690	03A1	164020		035	10,000.00	10,000.00
07/14/2003	<a href="#">00050828-01</a>	B-02-704	C	7690	03A1	0000BC	01	035	197,042.00	187,084.00
08/27/2003	<a href="#">00050978-01</a>	S-01-412	B	7690	03A1	164004		035	103,304.00	0.00
09/05/2003	<a href="#">00051031-01</a>	S-02-428	B	7690	03A1	164293	01	035	355,889.00	0.00
09/16/2003	<a href="#">00051086-02</a>	B-02-708	C	7690	03A1	0000BC	01	035	5,514.00	0.00
09/16/2003	<a href="#">00051086-01</a>	B-03-708	C	7690	03A1	0000BC	01	035	146,999.00	7,625.66
05/07/2004	<a href="#">00051858-01</a>	B-02-459	C	7690	03A1	164245		035	155,444.00	7,772.00
06/16/2004	<a href="#">00052060-01</a>	B-03-704	C	7690	03A1	0000BC	01	035	167,281.00	145,946.00
06/16/2004	<a href="#">00052060-02</a>	S-04-704	B	7690	03A1	164527	01	035	48,985.00	48,985.00
08/02/2004	<a href="#">00052430-01</a>	S-02-401	B	7690	03A1	164446	01	035	221,000.00	19,106.04
COUNT	12	TOTALS							1,781,640.00	436,739.70

---

Claims										
Doc Date	Claim No	F-FY-ACCT	MOF	Obj	CC	Proj No	PH	Act	Enc Amt	Balance
05/06/2004	<a href="#">00424193-01</a>	B-03-704	C	7690	00BC		01	035	3,532.00	3,532.00
COUNT	1	TOTALS							3,532.00	3,532.00

On this screen, the user can enter a vendor number to identify contracts and claims encumbrances for this vendor. There is a section for contracts sorted by document date, then a section for claims also sorted by document date. Each “Contract No” and “Claim No” is a hypertext so the user can click on the number to get to the “Inquire by Contract or Claim No” screen for the item selected.

## Chapter 10 Inquire by Contract or Claim No.

FAMIS - Inquire By Contract Or Claim No.(POs)														
Department	Division	Program ID	Appn Account (F-FY-ACCT)	MOF	Cost Center	Project No.	Phase	Activity						Activate SelectBoxes
Contract Description		HIGHLANDS INTERMEDIATE SCHOOL BLDG F RENOVATE S				Contract/Claim (PO):		00052060		Submit	Download			
Encumbrance														
Enc Type	Doc Date	Enc Suffix	Vendor No	Vendor Name	F-FY-ACCT	Obj	CC	Proj No	PH	Act	Enc Amt	Amt Expend	Balance	
C	06/16/2004	00052060-01	0000275577	STARCOM BUILDERS, INC.	B-03-704	7690	03A1	0000BC	01	035	167,281.00	21,335.00	145,946.00	
C	06/16/2004	00052060-02	0000275577	STARCOM BUILDERS, INC.	S-04-704	7690	03A1	164527	01	035	48,985.00	0.00	48,985.00	
COUNT 2											TOTALS	216,266.00	21,335.00	194,931.00
Expenditure														
Process Date	Check No	Doc Type	Enc Suffix	Invoice No	Dept No	Comp No	F-FY-ACCT	Obj Code	CC	Proj No	PH	Act	Amount	
10/26/2004	B0002028	VP	00052060-01	HIGHLANDS	10340L71	001153	B-03-704	7690	00BC		01	035	11,171.00	
10/26/2004	B0002028	VP	00052060-01	HIGHLANDS	10340L71	001153	B-03-704	7690	00BC		01	035	-559.00	
08/19/2004	B0000884	VP	00052060-01	HIGHLANDS IN	08246L41	000444	B-03-704	7690	00BC		01	035	11,287.00	
08/19/2004	B0000884	VP	00052060-01	HIGHLANDS IN	08246L41	000444	B-03-704	7690	00BC		01	035	-564.00	
COUNT 4												TOTAL	21,335.00	

Enter the contract number or claim number to see a list of all suffixes that were assigned to it. A listing of all payments made against the encumbrances is also provided.

## Chapter 11 Standard Downloads

FAMIS - Standard Download Selections

Department	Division	Program ID	Appn Account (F-FY-ACCT)	MOF	AS OF	From FM	From FY	To FM	To FY
B (BED)	-ALL-	-ALL-	-ALL-	-ALL-	YTD	-SEL- +	-SEL- +	-SEL- +	-SEL- +

Account Summary

Contracts

Claims

Revenue \*

Expenditure \*

\* For the Revenue and Expenditure Downloads, the From FM/FY and To FM/FY select boxes are required, and will be used instead of the AS OF value.

This screen does not display any financial data but is used to download detail records based on the criteria selected. After clicking on the **Account Summary**, **Contracts**, **Claims**, **Revenue or Expenditure** button, the user will be prompted to save the results as a CSV file. This screen is best suited when there is a need to manipulate and analyze the data or when other screens cannot provide the required detail records.

Because of the large number of revenue and expenditure detail transactions contained in the data mart, it is strongly recommended to minimize the date range that is entered.

Please note: that the FY 2000 has not been fully loaded into the Data Mart. When selecting the FY 2000, a pop-up will appear as a reminder of this.



Below are the fields that will be in the download files:

<b>Account Summary</b>	<b>Contracts or Claims</b>	<b>Revenue</b>	<b>Expenditure</b>
Department	Department	Department	Department
Division	Division	Division	Division
Program ID	Program ID	Program ID	Program ID
Law	MOF	MOF	MOF
Section	Appropriation Type	Appropriation Type	Appropriation Type
Lapse Date	Appropriation Acct	Transaction Code	Transaction Code
MOF	Contract No/Sfx or Claim	Appropriation Acct	Appropriation Acct
Appropriation Type	No/Sfx	Source Code	Object Code
Appropriation Account	Doc Date	Cost Center	Cost Center
Account Title	Vendor No	Project No	Project No
Appropriation Amt	Vendor Name	Phase	Phase
Allot Amt	Object Code	Activity	Activity
Appropriation Balance	Cost Center	Amount	Encumbrance
Allot 10 Bal	Project No	Doc Type	No/Sfx (Contract
Allot 20 Bal	Phase	Doc No	No/Sfx or Claim
Contracts Balance	Activity	Fiscal Year/Month	No/Sfx)
Claims (PO) Balance	Encumbered Amount	Process Date	Vendor No
Beginning Cash	Expenditure Amount	Transaction ID	Vendor Name
Revenues	Encumbrance Balance		Invoice No
Cash Transfer	Encumbered Fiscal Year /		Check Date
Expenditures	Month		Check No
Ending Cash	Create Date		Doc Type
Estimated Revenues	Period		Comp No
Period	Contract Description 1&2 (for Contract only)		Dept No
			Doc No
			FY/FM
			Enc FM
			Process Date
			Transaction ID

## Chapter 12 Budget Data

BUDGET - REQUEST SYSTEM SUMMARY DATA BY OBJECT CODE						
Department	Program ID	OrgCode	MOF	Object Code	FileType	
M (AGS)	-ALL-	-AII-	-AII-	-AII-	J2 (OTHER EXP)	Submit Download
Account Title: THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE						
Object Code	LineItem/Position No	Description	2002	2003	2004	2005
COUNT	957	TOTALS	64,378,275.00	64,163,581.00	70,458,582.00	67,529,877.00
2900	1	SERVICES ON A FEE BASIS	199,500.00			
2900	1	SERVICES ON A FEE BASIS	13,363.00	16,636.00	15,360.00	15,360.00
2900	1	SERVICES ON A FEE BASIS	2,182.00	2,772.00	2,182.00	2,182.00
2900	1	PERS SVCS REMD BU PTJER DEPT AG	375.00		375.00	375.00
2900	1	SERVICES ON A FEE BASIS	49,916.00	73,107.00	42,000.00	63,950.00
2900	1	PERS SVS REND BYOTHER DEPT AG	67.00	323,873.00		
2900	1	PERS SVCS REND BY OTHER DEPT AG	1,250.00			
2900	1	PERSONAL SERVICE-OTHER DEPT/AGENCY	11,380.00			

Budget request data is only available on this one screen. It is sorted by object code and shows budgeted amounts for 4 continuous years.

Budget data cannot correlate directly to FAMIS data, as they do not have the same selection criteria. Budget data does not have the “Division”, or “Appropriation Account” fields, but has one called from “Org Code”.

## Chapter 13 Out-Of-Balance Data

After FAMIS data is added to the Data Mart, the data is validated to determine if it is out of balance. If there are appropriation accounts that are out of balance, they can be viewed by clicking the **Details** link in the footer of the screen. The following screen will be displayed.

**FINANCIAL AND BUDGET INFORMATION - DATAMART - STATE OF HAWAII**

[HOME](#)   [FAMIS](#)   [BUDGET](#)   [REPORTS](#)   [HELP](#)   [LOGOUT](#)

FAMIS - Data Validation Page

**Appropriation Account Is Out Of Balance**

- \* Appn Acct B-04-804 is out of balance: Expenditure Total Does not Match Account Summary: 346.80 <> 10,105.35
- \* Appn Acct B-04-804 is out of balance: Expenditure Total Does not Match Account Summary: 9,758.55 <> 0.00
- \* Appn Acct B-97-679 is out of balance: Expenditure Total Does not Match Account Summary: 185.55 <> 0.00
- \* Appn Acct B-97-679 is out of balance: Expenditure Total Does not Match Account Summary: 0.00 <> 185.55
- \* Appn Acct S-00-457 is out of balance: Expenditure Total Does not Match Account Summary: 0.00 <> 218,596.32
- \* Appn Acct S-00-457 is out of balance: Expenditure Total Does not Match Account Summary: 218,596.32 <> 0.00

User: firstName lastName   **Data is out of balance** [Details](#)   FAMIS data as of: 02/18/2005   BUDGET data as of: 10/12/2004   V 1.5.0083

## Chapter 14 Reports

*To be updated at a later date upon delivery of the reports.*

At the point of writing this manual, there are nine reports being constructed. These reports are currently being printed and distributed on a regular basis to all of the departments.

The nine reports are:

MBP405  
MBP422  
MBP425

MBP430  
MBP452  
MBP453

MBP454  
MBP477  
MBP490