STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

July 27, 1983

MEMORANDUM NO. 1983-22

To: Heads of Departments and Agencies

Attn: Administrative Services Officers, Fiscal Officers

From: Hideo Murakami, State Comptroller

Subject: Approval Procedure for the Development and Implementation of Computerized Agency Financial Information Systems (CAFIS)

Since FAMIS was conceived and developed as a basic central/departmental system in order to reduce duplicate efforts in accounting and reporting and to minimize data processing costs, it is necessary that FAMIS be utilized by agencies and departments as much as possible to satisfy their accounting and reporting needs. Computerized Agency Financial Information Systems will make maximum utilization of FAMIS capabilities before agency unique sub-systems are allowed.

The following procedures, which are being established to ensure maximum utilization of FAMIS, should be followed in the development and implementation of computerized agency financial information systems:

1. All approvals given by the Comptroller are contingent upon the agency also receiving approval from the Governor's EDP Committee to proceed with the project.

2. The agency must request the Comptroller's approval in stages:

   - Pre-contract definition and scope.
   - Requirements definition.
   - Conceptual systems design.
   - Detail systems design.
   - Implementation.

Approval of a prior stage must be obtained before proceeding with the next stage.

3. The Comptroller's Technical Committee for Accounting System Development will monitor the progress of the project, review all materials submitted and make recommendations to the Comptroller.

   The agency must provide to the Technical Committee presentations at three strategic points in each stage: requirements definition stage, conceptual systems design stage and detail systems design stage.

   The agency must also submit to the Comptroller for distribution to the Technical Committee, eight (8) copies of all materials developed in these three stages.

   Where a consultant is being utilized, the consultant contract shall provide for this requirement.

4. The following criteria shall be used in evaluating proposed agency systems:

   a. Maximum utilization is made of FAMIS optional coding fields on statewide accounting forms.

   b. Maximum utilization is made of FAMIS tables and files.

   c. Proposed outputs do not duplicate an output that is or can be made available through FAMIS.

   d. Proposed input documents do not duplicate input information that is or could be available if full FAMIS coding is used.

   e. Proposed system does not duplicate on-line capabilities already available in FAMIS.

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