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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
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P. O. BOX 119
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JUN 29 1988

COMPTROLLER'S MEMORANDUM NO. 1988-20

TO: Heads of Departments and Other Agencies

ATTN: Administrative and Fiscal Officers

FROM: Russel S. Nagata, Comptroller

SUBJECT: Automated Summary Warrant Voucher

The purpose of this memo is to inform you that we have recently enhanced the existing FAMIS system to provide for two sort options of vendor related information on the automated Summary Warrant Voucher (MBP461 and MBP462). The two sort options are:

- o Option 1 (Currently Existing Sort on MBP461 and MBP462)
  - oo Vendor Number/Suffix
  - oo Vendor Name
- o Option 2 (New Sort)
  - oo Vendor Name
  - oo Vendor Number/Suffix

It should be noted that the sort option selected will impact the printing of vouchers for your entire department. We, therefore, recommend that you consult each of your expending agencies/divisions before selecting the appropriate option for your department. Part of your department's internal consideration should be to ensure that, regardless of the option chosen, the supporting documentation (invoices, purchase orders, receiving slips, etc.) will be attached in the same order in which names are listed on the face of the voucher.

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If you wish to effectuate the new sort option (Option 2) for your department's automated SWVs in FAMIS, please have your staff complete and return the attached transmittal letter to our Accounting Division. Please note, if you wish to maintain the existing sort (Option 1) on your automated SWVs, no further action will be required in this area. Additionally, should your SWV printing requirement change in the future, please use the attached transmittal to communicate the necessary revisions to my staff.

If there are any questions or comments in this area, please have your staff contact Mr. Glenn Miyashiro at 548-3869.

Thank you for your time and attention to this matter.

RUSSEL S. NAGATA
Comptroller

Attachment