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

June 30, 1983

MEMORANDUM NO. 1983-13

TO: Heads of Departments and Agencies

ATTN: Fiscal Officers

FROM: Hideo Murakami, Comptroller

SUBJECT: Submission of Claims Encumbrance, Expenditure and Departmental Specific Batches for FAMIS Processing

The purpose of this memo is to document procedures governing the submission of Purchase Order claims encumbrance, expenditure, and departmental specific batches for FAMIS processing. Effective July 1, 1983, the handling of the aforementioned accounting documents beginning with Fiscal 1984 will differ from current practices. The procedures associated with each document are discussed below.

Requisition and Purchase Order (C-03, C-04)

The purchase order documents (C-03, C-04) completed by departmental personnel are to be batched by the department using the Batch Slip (A-47).

In addition, departments will be required by EDPD to complete the EDPD Batch Submission Sheet (EDP Form C-100-6) and include this EDP form as a cover sheet for all like batches submitted. Thus, only one EDPD Batch Submission Sheet is required for all source documents of like kind. The only restriction set forth by EDPD is that no more than 200 documents (including batch slips) be attached to any one EDPD Submission Sheet. Instructions for completing the EDPD Batch Submission Sheet are contained in the Attachment. The Departments should forward this packet to DAGS (Preaudit) where it will be logged by UARB bookkeepers and submitted to CADES for data entry.

Departments utilizing the State messenger service should forward their purchase order batches to DAGS (Preaudit). Departmental personnel on outer islands who do not submit their purchase orders through a central office should address their purchase order batches to:

DAGS (Preaudit)
P. O. Box 119
Honolulu, Hawaii 96810

Payment Coding Input - Vendor Code (C-12) and
Payment Coding Input - Vendor Name and Address (C-13)

Departments will be responsible for batching all Payment Coding Input forms submitted for the preliminary edit process as well as completing the EDPD Batch Submission Sheet (EDP Form C-100-6) in accordance with the procedures described in the Attachment.

Departments utilizing the State messenger services should forward their Payment Coding Input forms directly to EDPD (CADES). Departmental personnel on outer islands who do not submit their Payment Coding Input forms through a central office should address their Payment Coding Input form batches to:

EDPD (CADES)
P. O. Box 150
Honolulu, Hawaii 96810

Subsequent to the receipt, review and correction (if necessary) of the automated Summary Warrant Vouchers by department personnel, batches must be assembled with the appropriate supporting documentation. Automated Summary Warrant Voucher batches consist of: the automated Summary Warrant Voucher; automated Summary Warrant Voucher-Detail (with corrections marked if any); and the appropriate supporting documentation (purchase orders and vendor invoices). The automated Summary Warrant Voucher Batches are then submitted to DAGS (Preaudit) where they will be preaudited and subsequently submitted to UARB where they will be corrected, if necessary, logged and released into FAMIS for processing.

Departments utilizing the State messenger service should forward their automated Summary Warrant Voucher batches to DAGS (Preaudit). Departmental personnel on outer islands who do not submit their automated Summary Warrant Voucher batches through a central office should address their automated Summary Warrant Voucher batches to:

DAGS (Preaudit)
P. O. Box 119
Honolulu, Hawaii 96810

Summary Warrant Voucher-Manual (C-08)

The Summary Warrant Voucher-Manual (C-08) is normally used for priority payments and for payments requiring special handling as approved by Central Accounting (e.g., payees with extremely long names).

Departmental personnel are to complete and batch the manual Summary Warrant Vouchers and hand carry the completed batches to DAGS (Preaudit). The EDPD Batch Submission Sheet (EDP Form C-100-6) is not required because the batches will be data-entered by UARB.

Agency Internal Journal Entry (A-20)

The agency Internal Journal Entry (A-20) is to be completed and batched by departmental personnel using the Batch Slip (A-47). The EDPD Batch Submission Sheet is to be completed following the procedures described in the Attachment. Agency Internal Journal Entry batches are to be forwarded to DAGS (Preaudit) where they will be logged by UARB bookkeepers and submitted to CADES for data entry.

Departmental personnel on outer islands who do not submit their Agency Internal Journal Entry batches through a central office should address their agency Internal Journal Entry batches to:

DAGS (Preaudit)
P. O. Box 119
Honolulu, Hawaii 96810

HIDEO MURAKAMI
Comptroller

Attachment

ATTACHMENT

EDPD BATCH SUBMISSION SHEET (C-100-6)

ELECTRONIC DATA PROCESSING DIVISION

BATCH SUBMISSION

PLEASE PRINT. SEE INSTRUCTIONS ON REVERSE

FOR EDP DIV USE ONLY
DUE DATE /
DE BATCH ID
DE FORMAT NAME

1. BATCH NUMBER (1)
2. RETURN TO DEPARTMENT OR DIVISION (2) ATTN
3. BATCH SUBMITTED FOR (INDICATE COMPUTER JOB NAME AND CUTOFF DATE FOR SUBMISSION OF BATCHES) (3)
OS JOB NAME: CUTOFF DATE: / /8
4. NUMBER OF DOCUMENTS (4)
5. COMMENTS (DOCUMENT DESCRIPTION/TYPE/TITLE/VOUCHER NO., ETC.) (5)

DATE RECEIVED AT EDPD COMPUTER CENTER

6. CONTROL TOTALS
IF CONTROL TOTALS ARE REQUIRED, PLEASE STATE THE ITEM SUMMARIZED AND THE CONTROL TOTAL IN THE SPACES PROVIDED BELOW.
IF CONTROL TOTALS ARE ATTACHED, CHECK THE BOX ☐
ITEM TOTAL

7. BATCH CONTROL INFORMATION
COLUMN

8. IF THIS IS THE LAST BATCH OF DATA FOR THIS CYCLE, CHECK THE BOX ☐

EDP Form C-100-6 (Rev. 3/81) EDPD COPY

SECTION	ACTION	DATE	INITIAL
9. USER	SUBMIT BATCH TO EDPD COMPUTER CENTER	/ /	
10. USER	RECEIVE BATCH FROM EDPD COMPUTER CENTER	/ /	

11. SPECIAL INSTRUCTIONS AND COMMENTS

12. BATCH KEY - ENTERED BY:
13. BATCH KEY - VERIFIED BY

EDP Form C-100-6 (Rev. 3/81)

Reference Number	Coding Instructions
1	Enter the batch identification assigned by the department. For claims encumbrance batches, use the batch date/batch number. For expenditure batches, use the department batch reference number. 6 digit S10500 (start)
2	Enter the name of the department submitting the batch. DOT/Admin Attn: Susan
3	Enter the following OS Job Name: MBPU02.
4	Enter the number of document pages included in the batch or batches. The batch slip (A-47) should be included in this count. No more than 200 documents may be submitted with a given Batch Submission Sheet.
5	Enter a brief description of the type of source document being submitted. Payment coding input C-12