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GOVERNOR

RUSSEL S. NAGATA
COMPTROLLER
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DEPUTY COMPTROLLER

JAN 29 1 21 PM 91

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

JAN 28 1991

COMPTROLLER'S MEMORANDUM NO. 1991-5

TO: Heads of Departments

ATTN: Administrative and Fiscal Officers

FROM: Russel S. Nagata, Comptroller

SUBJECT: Revised Agency Internal Journal Entry, SAFORM A-20

This is to inform departments that a revised Agency Internal Journal Entry, SAFORM A-20 will be implemented on March 1, 1991. The new form will be available from Central Purchasing starting February 22, 1991. The remaining quantities of the old form will be used only for transactions up until February 28, 1991. For any transaction after that date, departments and agencies will be required to use the new form.

Attached for your information is a sample copy of the revised form with the specific changes described below:

1 Moved "REF DOC NO" and "SFX" to each detail transaction line between "S/L ACCT" and "AMOUNT".

2 Added a modifier field ("MOD") between "AMOUNT" and "REV".

3 Expanded the form to fit on 8 1/2" x 14" paper.

4 Changed date of form to March 1, 1991 (REVISED).

Should there be any questions regarding this memorandum, please call Ms. Dona Kang of our Systems Accounting Branch at 548-3895.

RUSSEL S. NAGATA
Comptroller

Attachment

STATE OF HAWAII

# AGENCY INTERNAL JOURNAL ENTRY

CUR. DOC. NO. _____ xxxxxxxx

DATE _____ MM/DD/YY (2)

DEPARTMENT _____

| SFX | TC | F | YR | APP | D | ALLOT CAT | SOURCE OR OBJECT | COST CENTER | PROJECT NUMBER | PROJECT PH | DEPT ACT | S/L ACCT | REFERENCE DOC (1) NUMBER | REFERENCE DOC SFX | AMOUNT | | MOD | REV | OPTIONAL DEPARTMENTAL DATA (3) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| xx | xxx | x | xx | xxx | xx | xx | xxxx | xxxx | xxxxxx | xx | xxx | xxxxxx | xxxxxxxx | xx | xxxxxxxxxxx | xx | x | x | x(22) |
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EXPLANATION:

_____ DATE _____ PREPARED BY

_____ DATE _____ AUTHORIZED BY

STATE ACCOUNTING FORM A-20
(4) MARCH 1, 1991 (REVISED)