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OCT -3 2001

COMPTROLLER'S MEMORANDUM NO. 2001-24

TO: Heads of Departments and Agencies

ATTN: Administrative and Fiscal Officers

SUBJECT: Computer-Printable State Accounting Forms

This memorandum is to inform departments that several of the more highly used State Accounting Forms (SAFORMS) have been developed using Microsoft Excel, and is available for your department's use. These forms can be filled-in using Excel and printed using HP Laser printers. Using computer-printable SAFORMS is more efficient than manually typing on pre-printed forms, and should provide your department with cost savings, as pre-printed forms would not have to be purchased.

Attached for your information is the list of the approved computer-printable SAFORMS and the First Hawaiian Bank Stop Payment Order form. Please note that there are several versions of the same form. The difference is the version of the software and the printer model. Using a particular version of the form that does not match your version of Excel and printer model will result in problems when printing the form. As a result, matching the correct version of the form to the specific version of Excel and printer model is very important. We can provide assistance if you need to use a different printer.

To provide for maximum processing efficiency, the uniformity (format, size, color and weight of paper, and ink color) of the computer-printable SAFORM is very important. As such, before using any computer-printable SAFORMS, your department will be asked to submit filled-in samples of the form printed on your department's printer for our review. If the samples are close to the standard form, your department will receive our verbal permission to proceed with the use of the form(s).

OCT 04 2001

Heads of Departments and Agencies
Computer-Printable State Accounting Forms
Comptroller's Memorandum No. 2001-24

If your department is interested in using any of the forms, please have your administrative or fiscal office contact Ms. Dona Kang of our Systems Accounting Branch at 586-0610 to request a copy (via e-mail or diskette).

WAYNE H. KIMURA
State Comptroller

Attachment

DAGS'S COMPUTER-PRINTABLE SAFORMS
AS OF SEPTEMBER 14, 2001

(Sorted by SAFORM number)

	Form Title	SAFORM	Software/version	Printer
1	FHB SPO	N/A	EXCEL 2000	HP4L, HP5
2	Allotment Advice	A-15	EXCEL 5.0	HP4L, HP5
3	Allotment Advice	A-15	EXCEL '97	HP4L, HP5
4	Allotment Advice	A-15	EXCEL 2000	HP4L, HP5
5	Request For Allotment/Allotment Advice	A-19	EXCEL '97	HP4L, HP5
6	Request For Allotment/Allotment Advice	A-19	EXCEL 2000	HP4L, HP5
7	Agency Internal Journal Entry	A-20	EXCEL '97	HP4L, HP5
8	Agency Internal Journal Entry	A-20	EXCEL 2000	HP4L, HP5
9	Request For Transfer of Funds	A-21	EXCEL '97	HP4L, HP5
10	Request For Transfer of Funds	A-21	EXCEL 2000	HP4L, HP5
11	Journal Voucher	A-27	EXCEL 5.0	HP5
12	Journal Voucher	A-27	EXCEL '97	HP4L, HP5
13	Journal Voucher	A-27	EXCEL 2000	HP4L, HP5
14	Universal Input Form	A-28	EXCEL '97	HP4L, HP5
15	Universal Input Form	A-28	EXCEL 2000	HP4L, HP5
16	Batch Slip	A-47	EXCEL '97	HP4L, HP5
17	Batch Slip	A-47	EXCEL 2000	HP4L, HP5
18	Vendor Table Maintenance	A-54	EXCEL '97	HP4L, HP5
19	Vendor Table Maintenance	A-54	EXCEL 2000	HP4L, HP5
20	Bill For Collection	B-10	EXCEL '97	HP4L, HP5
21	Bill For Collection	B-10	EXCEL 2000	HP4L, HP5
22	Encumbrance Advice	C-06	EXCEL '97	HP4L, HP5
23	Encumbrance Advice	C-06	EXCEL 2000	HP4L, HP5
24	Unrequired Contract Encumbrance Advice	C-07	EXCEL 5.0	HP4L
25	Unrequired Contract Encumbrance Advice	C-07	EXCEL '97	HP4L, HP5
26	Unrequired Contract Encumbrance Advice	C-07	EXCEL 2000	HP4L, HP5
27	Manual Summary Warrant Voucher	C-08	EXCEL '97	HP4L, HP5
28	Manual Summary Warrant Voucher	C-08	EXCEL 2000	HP4L, HP5
29	Personal Automobile Mileage Voucher	C-33	EXCEL '97	HP4L, HP5
30	Personal Automobile Mileage Voucher	C-33	EXCEL 2000	HP4L, HP5
31	Contract Input	C-41	EXCEL 5.0	HP4L
32	Contract Input	C-41	EXCEL '97	HP4L, HP5
33	Contract Input	C-41	EXCEL 2000	HP4L, HP5
34	Checks Cancelled	C-53	EXCEL 5.0	HP4L
35	Checks Cancelled	C-53	EXCEL '97	HP4L, HP5
36	Checks Cancelled	C-53	EXCEL 2000	HP4L, HP5
37	Stop Payment Notice	C-60	EXCEL '97	HP4L, HP5
38	Stop Payment Notice	C-60	EXCEL 2000	HP4L, HP5
39	Claim For Lost Check	C-61	EXCEL '97	HP4L, HP5
40	Claim For Lost Check	C-61	EXCEL 2000	HP4L, HP5
41	Claim For Non-Received Check	C-62	EXCEL '97	HP4L, HP5
42	Claim For Non-Received Check	C-62	EXCEL 2000	HP4L, HP5