

## STATE OF HAWAII

## Accounting Manual

Volume II: Budgetary Control Accounting  
Part 100: Introduction

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SECTION 183: BATCH CONTROL, SAFORM A-41

1. Purpose. The purpose of this form is to serve as a control sheet for forms submitted to the data processing center. The forms must be batched by type codes as follows:

<u>Type Code</u>	<u>Code Description</u>	<u>Form</u>
I	Information Data	SUBDIVISION INPUT, SAFORM A-77 VENDOR INPUT, SAFORM C-61
E	Encumbrance Data	REQUISITION & PURCHASE ORDER, SAFORM C-03 ENCUMBRANCE ADVICE, SAFORM C-06
X	Expenditure Data	REQUISITION & PURCHASE ORDER (Turnaround), SAFORM C-03 SUMMARY WARRANT VOUCHER (Manual), SAFORM C-08 SUMMARY WARRANT VOUCHER (Computer), SAFORM C-10 INVOICE LIST, SAFORM C-23 EXPENDITURE ADVICE, SAFORM C-26

(Note: The JOURNAL VOUCHER, SAFORM A-27 must be batched in accordance with the type of entry being made. Type Codes "E" and "X" can be used for JOURNAL VOUCHERS.)

2. Prepared By. DAGS Accounting Division or departments submitting forms directly to the data processing center.
3. Frequency. As required.
4. Distribution. Only one of this form need be prepared. The form is attached as a cover to a batch being submitted to the data processing center for processing; it is returned to the originator for verification and control filing with the batches.
5. Special Rules. This form must be accompanied by a BATCH SUBMISSION SHEET, EDP FORM C-100, as required by the EDP Division of the Department of Budget and Finance.

August 1, 1978

SECTION 183: BATCH CONTROL, SAFORM A-41

ITEM NO.	DATA AND DATA INSTRUCTIONS
①	BATCH NUMBER - The batch control number is a 7-digit number which consists of the following:
a	DEPT. OR EXP. AGCY - A two (2) character field consisting of department alpha code and expending agency numeric code, if necessary. If a department code is the only necessary code, leave the second character blank.
b	JULIAN DAY - The Julian date the form is prepared.
c	SEQUENCE - The sequential number, beginning with 01, assigned to the form for the day. EXAMPLE: Department Submitted - M 125 01 Expending Agency Submitted - Y1 125 01
②	Leave blank.
③	DATE - Enter the month and day the form is prepared.  Month - 01 through 12  Day - 01 through 31
④	TYPE # - Enter the alpha type code per instructions on form.  I - Information Data  E - Encumbrance Data  X - Expenditure Data  W - Warrant Data
⑤	OP CODE - Enter the operation code "C4".
⑥	NO. OF DOC. - Enter the number of documents (forms) submitted in the batch.
⑦	NO. OF CARDS* - Leave <u>blank</u> .
⑧	AMOUNT TOTAL - Enter the sum total of the amounts column of the input forms.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
⑨	HASH TOTAL* - Leave <u>blank</u> .
⑩	DATE: - Enter the date the form is prepared and the signature of the employee preparing the form.
	AUTHORIZED SIGNATURE:

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SECTION 183: BATCH CONTROL, SAFORM A-41

STATE OF HAWAII <b>BATCH CONTROL</b> (STATEWIDE ACCOUNTING SYSTEM)																																										
1 BATCH NUMBER			DATE	TYPE #	OP CONF	NO OF DOC.	NO. OF CARDS*	AMOUNT TOTAL	HASH TOTAL*																																	
DEPT. OR EXP. ACCT.	JULIAN DAY	SEQUENCE																																								
1-2	3-5	6-7	8-13	14-17	18	19-20	21-22	23-25	26-36	37-47																																
a	b	c	2	3	4	5	6	7	8	9																																
DATE: 10			AUTHORIZED SIGNATURE: 10																																							
<p><b>INSTRUCTIONS:</b></p> <p># CODE AS FOLLOWS:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">I - Informational Data</td> <td style="width: 50%;">X - Expenditure Data</td> </tr> <tr> <td>A - Appropriation Data</td> <td>W - Warrant Data</td> </tr> <tr> <td>B - Allotment Data</td> <td>M - Misc. - Report Requests</td> </tr> <tr> <td>R - Receipt Data</td> <td></td> </tr> <tr> <td>C - Contract Data</td> <td></td> </tr> <tr> <td>E - Encumbrance Data</td> <td></td> </tr> </table> <p>*OPTIONAL--Number of Cards</p> <p>HASH TOTAL--Enter Sum of Document numbers in this Batch Using Numbers for Letters as Described Below:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>FOR</th> <th>USE</th> </tr> </thead> <tbody> <tr><td>A J -</td><td>1</td></tr> <tr><td>B K S-</td><td>2</td></tr> <tr><td>C L T-</td><td>3</td></tr> <tr><td>D M U-</td><td>4</td></tr> <tr><td>E N V-</td><td>5</td></tr> <tr><td>F O W-</td><td>6</td></tr> <tr><td>G P X-</td><td>7</td></tr> <tr><td>H Q Y-</td><td>8</td></tr> <tr><td>I R Z-</td><td>9</td></tr> </tbody> </table>											I - Informational Data	X - Expenditure Data	A - Appropriation Data	W - Warrant Data	B - Allotment Data	M - Misc. - Report Requests	R - Receipt Data		C - Contract Data		E - Encumbrance Data		FOR	USE	A J -	1	B K S-	2	C L T-	3	D M U-	4	E N V-	5	F O W-	6	G P X-	7	H Q Y-	8	I R Z-	9
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STATE ACCOUNTING FORM A-41 JULY 1, 1973 (REVISED)																																										