

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 466.01

SECTION 466: ENCUMBRANCE ADVICE, SAFORM C-06

1. Purpose. To encumber funds in the computer-based encumbrance and vouchering system referred to as "SWAS", whenever a purchase order is not used for encumbering non-contract obligations. This form may also be used for other miscellaneous purposes as prescribed by the Comptroller from time to time.
2. Prepared By. Departments and agencies.
3. Frequency. As required.
4. Distribution.
 - (a) Copy #1 - Data processing center; returned to departments.
 - (b) Copy #2 - DAGS Accounting Division, when required.
5. Batching Instructions.
 - (a) This form is batched by the departments.
 - (b) The batch size should not exceed 30 forms.
 - (c) The total amount of the Encumbrance Advice serves as the dollar amount control (mandatory).
 - (d) The batch "type" of this form is "E".
6. Special Rule. When modifying or deleting an Encumbrance Advice, a reproduced copy must be made. The changes must be made in the following manner:
 - (a) For change(s) in ENTRY LINE "A" - Cross out and enter the change in red just above the field to be corrected.
 - (b) For change(s) in ENTRY "C" through "U" - Use the lines without a pre-designated letter entry code. Place a check mark (✓) in the "KP" column and enter the correction as it should read; use the entry letter of the line changed. If no blank entry line is available, it will be necessary to blot out the field to be changed and then insert the correction. A check mark is also needed to instruct the keypunchers of the line entry to be corrected. The blotting out process should be done by using correction fluid or tape.

January 1, 1979

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 466.02

SECTION 466: ENCUMBRANCE ADVICE, SAFORM C-06

ITEM NO.	DATA AND DATA INSTRUCTIONS
①	<p>ADVICE NUMBER - Enter the department-assigned encumbrance advice number. The first character of the "advice number" must be the department alpha code.</p>
②	<p>DATE OF ADVICE - Enter the date when the ENCUMBRANCE ADVICE is prepared.</p>
③	<p>OP CODE - Enter the operation code that indicates the type of action required by this form.</p> <p>M1 = To encumber an amount initially.</p> <p>M2 = To modify the encumbrance.</p> <p>M3 = To delete the encumbrance.</p> <p>For more details on the operation codes, refer to the instructions for preparing Requisition & Purchase Order, SAFORM C-03, at encumbrance processing.</p>
④	<p>VENDOR CODE - Enter the assigned vendor number.</p>
⑤	<p>EXPECTED DELIVERY DATE - Enter the date the merchandise is expected to be delivered or the services are expected to be rendered. This field is not required to be completed.</p>
⑥	<p>KP - Enter a check mark (✓) in conjunction with modification operation code "M2" and deletion operation code "M3". For more details on the use of this field, refer to the instructions for preparing Requisition & Purchase Order, SAFORM C-03, at encumbrance processing.</p>
⑦	<p>ENTRY - Enter the entry letter to identify each line entry. The entry letter should be assigned in alphabetical sequence starting with entry letter "C". There must not be a duplicate assignment of entry letters within an Encumbrance Advice.</p>
⑧	<p>UNIFORM ACCOUNTING CODE - Enter the Uniform Accounting Code for each line entry as specified in the State of Hawaii Accounting Manual, Volume I.</p>

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 300 - 500: Expenditures

Page 466.03

SECTION 466: ENCUMBRANCE ADVICE, SAFORM C-06

ITEM NO.	DATA AND DATA INSTRUCTIONS
a	TR - Enter the transaction code.
b	F - Enter the fund code.
c	YR - Enter the year code.
d	APP - Enter the appropriation account code.
e	D - Enter the department alpha code.
f	S/D - Enter the subdivision code. If the department has elected the subdivision option of the accounting system, the subdivision code is mandatory.
g	OBJECT - Enter the object code.
h	FUNCTION - Enter the function code (optional).
i	L - Enter the location code (optional).
j	PROJECT - Enter the project code (optional).
9	ESTIMATED COST - Enter the allocated portion of the estimated cost of the encumbrance for each line entry.
10	OPTIONAL DEPARTMENT DATA - Enter any department data. (This is an optional field and is restricted to 24 characters.)
11	SEQ - The sequence number is to be left blank.
12	DATE - Enter the date when the person preparing or approving the form signs it.
13	AUTHORIZED SIGNATURE - Signed by the person preparing or approving the form.

January 1, 1979

