

SECTION 552: PAYMENT CODING INPUT - VENDOR CODE, SAFORM C-12

1. Purpose.

(a) This form is used to initiate payment for the vendor or other payee entered on the form and to charge the payment to specific accounts. The form is designed to meet the following requirements:

- (1) To capture and pass remittance advice data for all payment transactions (both direct and encumbered).
- (2) To provide for payment to multiple vendors and for multiple invoices per vendor on a single input document.
- (3) To facilitate data entry by formatting data in an easy-to-read form.
- (4) To capture payment data for both partial and final payments against encumbrances.

(b) The information on the SAFORM C-12 is processed by the accounting system, where it is edited, posted to the departmental shadow files, and results in the generation of a computer-prepared Summary Warrant Voucher (SWV).

2. Prepared By. Departments and other expending agencies.

3. Frequency. As required.

4. Distribution. The SAFORM C-12 is prepared in duplicate and distributed as follows:

- (a) Copy #1 - To EDP Division for data entry (or it may be keyed on-line by the department).
- (b) Copy #2 - Retained by the originating department or agency.

5. Special Rules.

- (a) If multiple pages are included in a single batch, the batch header information (Items ⑥ through ⑰ ) should be entered only on the first page.
- (b) The computer-generated SWV is returned to the department, where any necessary corrections are noted directly on it. The SWV is then matched with the appropriate supporting documentation and sent to DAGS Pre-Audit.
- (c) The SAFORM C-12 itself is not sent to DAGS Accounting Division.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
①	PREPARED BY - Signature of preparer.
②	DATE - Enter the date prepared.
③	ORGANIZATION - Enter the name of the organization or department submitting this form.
④	DOCUMENT NO - Enter the current document number and suffix (optional).
⑤	PAGE ___ of ___ - Enter the page numbers.
	<u>BATCH INFORMATION:</u> If multiple pages are used, Items ⑥ through ⑰ are to be completed on the first page only.
⑥	BATCH TYPE - Enter the batch type.  "J" - Contract Payments - Automated Warrant  "L" - Other Than Contract Payments - Automated Warrant
⑦	DEPT CODE - Enter the department code.
⑧	DEPT BATCH REF NO - Enter the department batch reference number.
⑨	TRANS FISCAL MO - Enter the fiscal month to which the transaction is to be posted.
⑩	WARRANT WRITING SUBFUND - Enter the warrant-writing subfund to appear on the warrant.
⑪	WARRANT ROUTING INDICATOR - If applicable, enter the warrant routing indicator.  Blank - Warrants are to be distributed by DAGS Accounting Division.  "1" - Warrants are returned to the department for distribution.  "2" - Reserved for future use.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
⑫	<p>RED TAG INDICATOR - If applicable, enter the red tag indicator.</p> <p>Blank - Non-red-tag batch. Payments in the batch are to be normally distributed, and are not given distribution priority by DAGS.</p> <p>"1" - Red tag batch. Payments in the batch are to be distributed with the highest priority by DAGS.</p> <p>Note: The red tag indicator is also used to determine whether payments in the SWV are to be posted in the daily FAMIS processing cycle before the non-red-tag coded vouchers.</p>
⑬	<p>PAYMENT TYPE INDICATOR - Enter the payment type indicator to reflect the department's determination as to whether payment transactions in the voucher are subject to the interest provisions of Sec. 103-10, H.R.S.</p> <p>"E" - Regular Type of Batch</p> <p>"C" - Interest Exempt Batch</p>
⑭	<p>DEPT BATCH STATUS - Enter the department batch status.</p> <p>"P" - Preliminary Edit</p> <p>"H" - Hold</p> <p>"B" - Batch</p>
⑮	<p>CENTRAL ACCTNG BATCH STATUS - Leave blank.</p>
⑯	<p>NUMBER OF TRANSACTIONS - Enter the total number of transactions in the batch.</p>
⑰	<p>WARRANT AMOUNT - Enter the total warrant amount, net of any credit memos.</p>
⑱	<p>REMARKS - Include any special remarks, if necessary.</p>
⑲	<p>TC - Enter the transaction code.</p>
⑳	<p>VENDOR NAME - Enter the name of the vendor.</p>

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ITEM NO.	DATA AND DATA INSTRUCTIONS
21	INVOICE NUMBER - Enter the invoice number.
22	INV DATE - Enter the invoice date(MM/DD/YY).
23	AMOUNT - Enter the amount to be paid and charged to the appropriation.
24	<p>M - If the transaction is an expenditure against a previously entered encumbrance, enter the appropriate modifier code.</p> <p>Blank or "P" - Partial Payment</p> <p>"F" - Final Payment</p>
25	R - Leave blank.
26	REF DOC NO/SFX - If the transaction is an expenditure against a previously entered encumbrance, enter the P.O., Contract Input, or Encumbrance Advice number and suffix used to encumber the item.
27	<p>F YR APP D - Enter the appropriation symbol as follows:</p> <p>F - The fund code.</p> <p>YR - The fiscal year code.</p> <p>APP - The appropriation account code.</p> <p>D - The department code.</p>
28	<p>ALLOT CAT - Enter the allotment category code.</p> <p>"10" - Personal Services</p> <p>"20" - All Other Expenditures</p>
29	SRCE/OBJ - Enter the source or object code.
30	CC - Enter the cost center code (optional).
31	PROJECT/PH - Enter the project number and project phase codes (optional).
32	ACT - Enter the department activity code (optional).

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33	S/L ACCT - Enter the subsidiary account number (optional).
34	VENDOR NO/SFX - Enter the vendor number and suffix assigned to the vendor.
35	OPTIONAL REMITTANCE DATA - Enter the contract payment number or payment month for contract payments; otherwise enter any data to be included on the remittance advice.
36	OPTIONAL DEPARTMENTAL DATA - Enter the optional departmental data.
37	ASD - Enter the aging start date for all transactions subject to interest charges. The aging start date is the latter of the data of receipt of the invoice or the date of satisfactory delivery of goods or services.

