

SECTION 554: SUMMARY WARRANT VOUCHER (COMPUTER), SAFORM C-10

1. Purpose. Both the SUMMARY WARRANT VOUCHER (COMPUTER), SAFORM C-10 (SWV), and the SUMMARY WARRANT VOUCHER - MANUAL, SAFORM C-08, serve the same purposes, in general:
  - (a) To authorize the Department of Accounting and General Services (DAGS) Accounting Division to pay specific amounts to specific payees.
  - (b) To charge the payments to specific accounts.
  - (c) To serve as a cover form for the supporting documentation required by DAGS Accounting Division for pre-auditing the payments before approval.
  - (d) To "release" action to have warrants and related remittance advices computer-prepared for payees listed on the SWV upon approval for payment by DAGS Accounting Division.

(Note: For forms control purposes, the continuous carbon-interleaved computer SWV paper (yellow) is identified as SUMMARY WARRANT VOUCHER (COMPUTER), SAFORM C-10; however, because this form is entirely computer-printed on blank paper, the form number is not pre-printed on it in the usual manner. After computer-processing, this SWV form paper is printed as SUMMARY WARRANT VOUCHER, REPORT MBP462 and SUMMARY WARRANT VOUCHER - DETAIL LISTING, REPORT MBP461.)
2. Prepared By. Computing center in EDP Division, based on submission by departments and agencies of either PAYMENT CODING INPUT - VENDOR CODE, SAFORM C-12, or PAYMENT CODING INPUT - VENDOR NAME AND ADDRESS, SAFORM C-13.
3. Frequency. Daily
4. Distribution.
  - (a) Two copies of the computer-prepared form are forwarded by DAGS Accounting Division directly to the department or agency that submitted the related input form.
  - (b) The departmental distribution of the computer-prepared form when it has been assembled with supporting documentation and approved as required is:
    - (1) Copy #1 - To DAGS Accounting Division (covering required supporting documentation).
    - (2) Copy #2 - Retained by originating department or agency.

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5. Central Accounting. DAGS Accounting Division uses Copy #1 of this form to assign a batch number and a batch date, to assign the Comptroller's voucher number, and to "release" the payment transactions into the accounting system.
6. Special Rules.
  - (a) A blank space between transaction lines has been provided on the form to facilitate the input of corrections, if necessary. The incorrect data elements should be crossed out and the correct data entered above it in red ink.
  - (b) Departments with on-line terminals can, in order to make necessary corrections, either resubmit the batch through the preliminary edit process to produce a "clean" SWV, or enter the corrections on-line by "recalling" the transaction for correction. If the corrections are entered on-line, these changes must be made on the original SWV in red ink. In addition, the words "corrections made on-line" must be written in red in the open area above the certification section of the SWV.
  - (c) Departments without on-line terminals must clearly make any necessary corrections or adjustments on the SWV in red ink.
  - (d) Changes to the vendor suffix are allowed while changes to the vendor name or number are not. The transaction associated with the erroneous vendor name or number must be deleted and marked on the SWV. The transaction must then be resubmitted in another expenditure batch.
  - (e) For any SUMMARY WARRANT VOUCHER (COMPUTER) for which the expending agency desires pre-audit priority, the vouchering department must affix a physical red tag to the top of the voucher in a manner that makes the red tag readily visible. Vouchers with such red tags must be submitted to DAGS Pre-Audit Branch by the prescribed time during a day in order that the warrants can be issued the following morning.

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ITEM NO.	DATA AND DATA EXPLANATIONS
①	MBP462 - The EDPD-assigned report number for the SUMMARY WARRANT VOUCHER.  <u>BATCH HEADER DATA</u>
②	DEPT - The department code and name of department.
③	BATCH TYPE - The batch type indicating the type of source document and subsystem process.  "J" - Contract Payments - Automated Warrant  "L" - Other Than Contract Payments - Automated Warrant  "3" - Automated Interface Expenditure Batches - Other Than Contract Payments - Automated Warrant  "5" - Automated Interface Expenditure Batches - Contract Payments - Automated Warrant
④	DEPT BATCH REF NO - The sequential number assigned by the department to the batch.
⑤	COMPUTED BATCH COUNT - The computer-generated batch count.
⑥	COMPUTED BATCH AMOUNT - The computer-generated batch amount.
⑦	FM - The fiscal month to which the payment transaction is to be posted.
⑧	WWS - The warrant-writing subfund to appear on the warrant.
⑨	WRI - The warrant routing indicator reflecting where the department requests delivery of the printed warrants.  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 EXPLANATIONS
(10)	<p>RTI - The red tag indicator determines whether payments in the SWV are to be expedited in mailing (or other distribution) on a higher priority basis than non-red-tag coded vouchers.</p> <p style="padding-left: 40px;">Blank - Non-red-tag batch. Payments in the batch are to be normally distributed and are not given distribution priority by DAGS.</p> <p style="padding-left: 40px;">"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>
(11)	<p>PTI - The payment type indicator reflects 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 style="padding-left: 40px;">"E" - Regular Type of Batch</p> <p style="padding-left: 40px;">"C" - Interest Exempt Batch</p>
(12)	<p>SPD - Reserved for future use.</p>
	<p><u>VENDOR PAYMENT DATA</u></p>
(13)	<p>LINE - The line number indicating the sequence in which vendors are listed on the SWV.</p>
(14)	<p>VENDOR NAME - The vendor name is reflected on two lines. The first line contains the name of the vendor as entered when this payment was initiated. The second line contains, for visual verification purposes, the vendor name retrieved by the system from the vendor edit table based on the vendor code.</p>
(15)	<p>VENDOR NO-SFX - The vendor number and suffix assigned to the vendor.</p>
(16)	<p>AMOUNT - The total amount to be paid to each vendor listed on the SWV.</p>
(17)	<p>VOUCHER FINAL TOTAL - The total amount to be paid to all vendors listed on the SWV.</p>

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ITEM NO.	DATA AND DATA EXPLANATIONS
	<u>DISTRIBUTION BY ALLOTMENT CATEGORY</u>
⑱	DISTRIBUTION BY ALLOTMENT CATEGORY - The summary distribution of the total amount of the SWV by transaction code, appropriation, and allotment category.
	<u>CERTIFICATION</u>
⑲	FOR STATE COMPTROLLER USE - DAGS Accounting Division uses this area to indicate that the SWV has been audited, approved, and "released" into the accounting system.
⑳	APPROVED FOR PAYMENT - The signature of the head of department or the head of department's duly authorized representative is required. The signature of the "SUBORDINATE OFFICER RESPONSIBLE" is optional.
㉑	BATCH DATE - Leave blank. The batch date will be entered by DAGS Accounting Division.
㉒	BATCH NO - Leave blank. The batch number will be entered by DAGS Accounting Division.
㉓	COMPTROLLER VOUCHER NUMBER - Leave blank. The Comptroller voucher number will be entered by DAGS Accounting Division.

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① MBP462 STATE OF HAWAII PAGE 603  
SUMMARY WARRANT VOUCHER RUN DATE 05/30/86

② DEPT: M. ACCOUNTING AND GENERAL SERVICES  
③ BATCH TYPE: 3  
④ DEPT BATCH REF NO: 05466143 ⑤ COMPUTED BATCH COUNT: 7  
⑦ FM: 11, NWS: 6, WRI: ⑩ RTI: ⑪ PTI: E ⑥ COMPUTED BATCH AMOUNT: 1,136.76  
⑫ SPD: ⑧ / ⑨

⑬ LINE	⑭ VENDOR NAME	⑮ VENDOR NO-SFX	⑯ AMOUNT
01	PLUMBING SPECIALTIES & PLUMBING SPECIALTIES &	0000010835 00	725.49
02	JBL HAWAII, LTD. JBL HAWAII, LTD.	0000019115 00	103.54
03	AMFAC DISTRIBUTION CO., LTD. AMFAC DISTRIBUTION CO., LTD.	0000029236 00	182.93
04	ENVIRONMENTAL SYSTEMS, INC. ENVIRONMENTAL SYSTEMS, INC.	0000032033 00	124.80
⑰ VOUCHER FINAL TOTAL			1,136.76

⑱ DISTRIBUTION BY ALLQTMNT CATEGORY  
TC F-YR-APP-D AC OBJ VOUCHER TOTAL  
241 G-86-028-M 20 1,136.76

⑲ FOR STATE COMPTROLLER USE BY DATE AUDIT JUN - 4 1986 APPROVE JUN - 5 1986 REGISTER JUN 9 1986 POSTED WARRANTS MAIL-DEL.	I DO HEREBY CERTIFY THAT THE ATTACHED DEMANDS (A) ARE FOR SERVICES WHICH HAVE BEEN FAITHFULLY PERFORMED AND/OR FOR MATERIALS AND SUPPLIES RECEIVED IN GOOD ORDER AND CONDITION, (B) ARE CORRECT IN EVERY RESPECT AND (C) HAVE NOT BEEN PREVIOUSLY PAID	BATCH DATE MM/DD/YY JUN 9 1986 ⑳
	⑳ SUBORDINATE OFFICER RESPONSIBLE	BATCH NO 211 ㉑
	㉒ APPROVED FOR PAYMENT	COMPTROLLER VOUCHER NUMBER 068048 ㉓
	HEAD OF DEPARTMENT	

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①	MBP461 - The EDPD-assigned report number for the SUMMARY WARRANT VOUCHER - DETAIL LISTING
	<u>BATCH HEADER DATA</u>
②	DEPT - The department code and name of department.
③	BATCH TYPE - The batch type indicating the type of source document and subsystem process.  "J" - Contract Payments - Automated Warrant  "L" - Other Than Contract Payments - Automated Warrant  "3" - Automated Interface Expenditure Batches - Other Than Contract Payments - Automated Warrant  "5" - Automated Interface Expenditure Batches - Contract Payments - Automated Warrant
④	DEPT BATCH REF NO - The sequential number assigned by the department to the batch.
⑤	TRANS COUNT - The number of transactions in the batch.
⑥	BATCH AMT - The total amount of the batch.
⑦	FM - The fiscal month to which the payment transaction is to be posted.
⑧	WWS - The warrant-writing subfund to appear on the warrant.
⑨	WRI - The warrant routing indicator reflecting where the department requests delivery of the printed warrants.  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 EXPLANATIONS
⑩	<p>RTI - The red tag indicator determines whether payments in the SWV are to be expedited in mailing (or other distribution) on a higher priority basis than non-red-tag coded vouchers.</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>
⑪	<p>PTI - The payment type indicator reflects 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>
⑫	<p>SPD - Reserved for future use.</p>
<p><u>VENDOR PAYMENT DATA</u></p>	
⑬	<p>SEQ - The sequence number of each transaction on the SWV.</p>
⑭	<p>TC - The transaction code of each transaction.</p>
⑮	<p>R - Normally blank.</p>
⑯	<p>M - Modifier code is generally blank or "P" for partial payment. Code "F" indicates a final payment.</p>

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ITEM NO.	DATA AND DATA EXPLANATIONS
①7	F-YR-APP-D - The appropriation symbol of each transaction line. F - The fund code. YR - The fiscal year code. APP - The appropriation account code. D - The department code.
①8	OBJ - The object code.
①9	CC - The cost center code (optional).
②0	PROJ - The project number (optional).
②1	PH - The project phase code (optional).
②2	ACT - The department activity code (optional).
②3	REF DOC-SF - The reference document number and suffix code. (Note: for direct expenditures, this data is optional.)
②4	INVOICE - The invoice number (optional).
②5	LN - The line number indicating the sequence in which vendors are listed on the SWV - DETAIL LISTING.
②6	VENDOR NAME ENT - The vendor name as entered when this payment was initiated.
②7	VENDOR NAME/ADDR WARR - The vendor name and address to be printed on the warrant. The vendor name and address are retrieved from the vendor edit table based on the vendor code.
②8	VENDOR NO-SFX - The vendor number and suffix assigned to the vendor.
②9	ASD - The aging start date which records the latter of the date goods/services were satisfactorily received or the date the invoice was received.

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ITEM NO.	DATA AND DATA EXPLANATIONS
	<u>TRANSACTION LISTING</u>
30	TRANS AMOUNT - The amount of each individual transaction.
31	DOCUMENT TOTAL - The total amount of the invoices for the document.
32	VENDOR TOTAL - The total amount to be paid the vendor.
33	COMPUTED BATCH COUNT - The computer-generated batch count.
34	COMPUTED BATCH AMOUNT - The computer-generated batch amount.

