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

SECTION 553: PAYMENT CODING INPUT - VENDOR NAME AND ADDRESS, SAFORM C-13

1. Purpose.

   (a) This form is used to initiate payment to payees not established on the Vendor Edit Table, as approved on an exception basis by the Comptroller for items such as:

      (1) National Guard payments.

      (2) Election payroll payments.

      (3) Natural disaster relief payments.

   (b) This form is not intended to be used for normal vendor payments for goods and services. Payments for goods and services should be made on the PAYMENT CODING INPUT - VENDOR CODE, SAFORM C-12.

   (c) The information on the SAFORM C-13 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).

   (d) The coding and posting of vendor data in the accounting system differs from normal procedures when this PAYMENT CODING INPUT - VENDOR NAME AND ADDRESS form is used. These differences are as follows:

      (1) No record is established on the Vendor Edit Table.

      (2) The vendor's complete name and address must be coded on the PAYMENT CODING INPUT - VENDOR NAME AND ADDRESS form and keyed as part of the input accounting transaction in the absence of the vendor number and suffix.

2. Prepared By. Departments and other expending agencies.

3. Frequency. As required.

4. Distribution. The SAFORM C-13 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.

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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 reports are then matched with the appropriate supporting documentation and sent to DAGS Pre-Audit.

(c) The SAFORM C-13 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.
	BATCH INFORMATION: 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)	RED TAG INDICATOR - If applicable, enter the red tag indicator. Blank - Non-red-tag batch. Payments in the batch are to be normally distributed and are not given distribution priority by DAGS. "1" - Red tag batch. Payments in the batch are to be distributed with the highest priority by DAGS. 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.
(13)	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. "E" - Regular Type of Batch "C" - Interest Exempt Batch
(14)	DEPT BATCH STATUS - Enter the department batch status. "P" - Preliminary Edit "H" - Hold "B" - Batch
(15)	CENTRAL ACCTNG BATCH STATUS - Leave blank.
(16)	NUMBER OF TRANSACTIONS - Enter the total number of transactions in the batch.
(17)	WARRANT AMOUNT - Enter the total warrant amount, net of any credit memos.
(18)	TC - Enter the transaction code.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
(19)	F-YR-APP-D - Enter the appropriation symbol as follows: F - The fund code. YR - The fiscal year code. APP - The appropriation account code. D - The department code.
(20)	ALLOT CAT - Enter the allotment category code. "10" - Personal Services "20" - All Other Expenditures
(21)	SOURCE/OBJECT - Enter the source or object code.
(22)	COST CENTER - Enter the cost center code (optional).
(23)	PROJECT NUMBER/PH - Enter the project number and project phase codes (optional).
(24)	DEPT ACT - Enter the department activity code (optional).
(25)	SUBSIDIARY LEDGER ACCT - Enter the subsidiary account number (optional).
(26)	OPTIONAL DEPARTMENTAL DATA - Enter the optional departmental data.
(27)	VENDOR NAME, ADDRESS, CITY, STATE AND ZIP - Enter the complete name and address of the vendor as contained on the invoice to be paid.
(28)	ASD - Enter the aging start date for all transactions subject to interest charges. The aging start date is the latter of the date of receipt of the invoice or the date of satisfactory delivery of goods or services.
(29)	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.
(30)	INVOICE NUMBER - Enter the invoice number.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
(31)	INVOICE DATE - Enter the invoice date (MM/DD/YY).
(32)	AMOUNT - Enter the amount to be paid and charged to the appropriation.

(33)	M - If the transaction is an expenditure against a previously entered encumbrance, enter the appropriate modifier code.
	
	        Blank or "P" - Partial Payment
	
	            "F" - Final Payment

(34)	R - Leave blank.
(35)	OPTIONAL REMITTANCE DATA - Enter the contract payment payments; otherwise enter any data to be included on the remittance advice.

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STATE OF HAWAII
PAYMENT CODING INPUT
VENDOR NAME AND ADDRESS

PREPARED BY ____①____ DATE ②____   DOCUMENT NO ____④____

ORGANIZATION ____③____   PAGE ____⑤ of ____

Batch Type	Dept Code	Dept Batch Ref No	Trans Fiscal Mo	Warrant Writing Subfund	Warrant Routing Indicator	Red Tag Indicator	Payment Type Indicator	Dept Batch Status	Central Acctng Batch Status	Number of Transactions	Warrant Amount
⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰

TC	F	YR	APP	D	ALLOT CAT	SOURCE OBJECT	COST CENTER	PROJECT NUMBER	PH	DEPT ACT	SUBSIDIARY LEDGER ACCT	OPTIONAL DEPARTMENTAL DATA
X X X	X	X X	X X X	X X	X X	X X X X	X X X X	X X X X X X	X X	X X X	X X X X X X	X (22)
⑱		⑲			⑳	㉑	㉒	㉓		㉔	㉕	㉖

VENDOR NAME X(30)				
ADDRESS - 1 X(30)		ADDRESS - 2 X(30)		
ADDRESS - 3 X(30)	CITY X(19)	STATE X X	ZIP X X X X X	ASO MM-DD-YY
REF DOC NO	SFX	INVOICE NUMBER	INVOICE DATE	AMOUNT	M	R	OPTIONAL REMITTANCE DATA
X X X X X X X X	X X	X X X X X X X X X X X X X	X X X X X X	X X X X X X X X X X X	X X	X	X	X (25)

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STATE ACCOUNTING FORM C-13
JANUARY 1 1985 (REVISED)

April 1, 1987