A8.807  Encumbrance and Payment Electronic Feeds to FMIS

1. Purpose

To provide policies and procedures for the electronic processing of encumbrance and payment transactions on electronic feeds from various subsystems to the Financial Management Information System (FMIS).

2. Responsibilities

a. Fiscal Officers and Program Managers (Approving Authority) are responsible to ensure that all encumbrance and payment transactions are in compliance with applicable Federal and State laws, rules, regulations, and University policies and procedures. Appropriate supporting data are to be maintained in subsystem files and/or hard copy supporting documentation are to be maintained in office files. Fiscal Officers and Program Managers are responsible for fiscal transactions processed on all accounts under their purview.

VAX Fiscal System Fiscal Officers will be responsible to ensure that all encumbrance transactions are in compliance with detailed rules, procedures, and policies, as electronic feeds will be initiated directly into FMIS on a daily basis.

b. The Disbursing Office is responsible to ensure that all payment transactions processed directly under FMIS have passed a limited review (post-audit of UHGA checks to certified reports) and are processed in a timely manner. Disbursing is responsible for the retention of original invoices for procurement transactions processed centrally under FMIS.

The Disbursing Office will rely on the certification of the hard copy reports by the Program Manager (Approving Authority) and the Fiscal Officer for assurance of propriety/legality and compliance with detailed rules, procedures, and policies.
3. **Guidelines**

   a. During the transition period until the FMIS Purchasing module is distributed to field users, VAX Fiscal users will assume full responsibility for the processing of encumbrance transactions directly into FMIS (same level of responsibility as projected under the FMIS Purchasing module). Electronic encumbrance feeds from VAX Fiscal to FMIS will be executed on a daily basis. The Disbursing Office will not conduct a review on these encumbrances (within the Fiscal Officers' purchasing authority). The Disbursing Office will conduct pre-auditing review on payment transactions.

   b. Electronic payment feeds will be allowed for the following units:
   - Financial Aid Offices on each campus (Student scholarships/grants/loans)
   - Bookstore (Resale purchases)
   - Hamilton/Sinclair Library and the Law Library (Book purchases)

   Detailed data from each of the subsystems will be used to prepare electronic feeds of relevant payment data. A corresponding hard copy report will be prepared and certified by the Program Manager and the Fiscal Officer.

   Certification of the hard copy reports by the Program Manager (Approving Authority) and the Fiscal Officer will be accepted as assurance of propriety/legality and compliance with detailed rules, procedures, and policies. Appropriate detailed data are to be retained in subsystems and/or supporting hard copy documentation are to be maintained in Fiscal Officer files and made accessible to auditors upon request.

4. **VAX Fiscal Electronic Encumbrance Transaction Procedures**

   a. Program Manager (Approving Authority)

   1) Initiate requests for the procurement of goods/services in the VAX Fiscal system.

   2) Ensure that the requests are appropriate and valid for the funding sources.

   b. Campus/Department Business Office

   1) Review requests and convert to purchase orders or hard copy direct payment documents. Ensure that all transactions are proper, legal, and in compliance with all applicable Federal and State
laws, rules, regulations, and University policies and procedures.

**Note:** Transmit all purchase orders and contract requests above the Fiscal Officers' purchasing authority to the Office of Procurement, Property and Risk Management (OPPRM) for processing.

2) Ensure that all required forms, supports, justifications, and approvals are maintained in office files as required by Federal and State laws, rules, regulations, and University policies and procedures.

3) **Electronic Encumbrance Transaction Feeds**

Electronic encumbrance transaction feeds will be automatically generated for purchase orders within the Fiscal Officers' purchasing authority entered into the VAX fiscal subsystem and transmitted to FMIS on a daily basis.

**Note:** In the future, under the Purchasing module, purchase order encumbrance transactions will also be electronically transmitted in real time.

4) **Disbursing Copy of Purchase Order**

Vax Fiscal users are not to transmit the Disbursing Office hard copy (white copy) of purchase orders to the Disbursing Office for encumbrance processing. Retain the Disbursing Office hard copy in the field office to ensure that encumbrances are not double entered into FMIS.

5) **Encumbrance Rejections in FMIS**

The FBDU010 Report (Attachment 1) will be generated for each batch of transactions reflecting any rejected encumbrance transactions. Fiscal Officers are to determine the reason for the rejection and initiate corrective action.

A copy of the FBDU010 Report with the appropriate rejected transaction highlighted and the Disbursing copy of the payment document are to be sent to the Disbursing Office for direct processing of the encumbrance into FMIS.

**Note:** Rejections should not occur very frequently due to the account code/object code and funds edits maintained in the VAX Fiscal systems.
c. Disbursing Office

1) Electronically fed encumbrance transactions are not reviewed by the Disbursing Office. VAX Fiscal Officers will be responsible to ensure that all encumbrance transactions are in compliance with detailed rules, procedures, and policies.

2) **Encumbrance Rejections in FMIS**
   For rejected electronic encumbrance transactions, Disbursing will review the submitted FBDU010 Report and the Disbursing copy of the purchase order to support the direct entry of the encumbrance into FMIS.

d. Program Manager/Fiscal Officers

Review all encumbrance and expenditure reports to ensure that only appropriate transactions (no unauthorized charges) have been processed against accounts within their purview. Refer to the General Accounting Office APM A8.661 - Funds Control.

5. Financial Aid / Bookstore / Manoa Library - Electronic Payment Transaction Procedures

a. Department/Program Manager (Approving Authority)/Fiscal Officer

1) **Vendor Coding of Payment Transactions**
   Transactions are entered into the subsystems. Each payment transaction is vendor coded.

   **Financial Aid**
   Financial aid electronic payment feeds include vendor create records (SXXXXXXXXXX0 vendor codes). If existing records exist, vendor data will be overwritten.

   **Bookstore / Manoa Library**
   Bookstore and Manoa Library electronic payment feeds require assignment of vendor codes to each payment transaction. FMIS vendor inquiry screens 102 and 205 are used by these field users to select vendor codes and verify vendor names and remittance addresses (Detailed screen instructions - Attachment 2).
The Vendor/Payee Name as established in the vendor files (limited to 30 characters) will be the exact wording used in the printing of the vendor name on the UHGA checks. Disbursing abbreviates words in a consistent manner based on the Vendor Name/Address Conventions (Attachment 3).

It is critical that field users, initiating vendor searches understand the naming conventions to find existing records. If you have dealt with a vendor before but cannot find the record, call the Disbursing Office for assistance.

2) Vendor Maintenance Form (FMIS-12) – Bookstore and Manoa Library

If a vendor cannot be found, Bookstore and Manoa Library staff will prepare the Vendor Maintenance Form (FMIS-12 - Attachment 4) and fax to the Disbursing Office – Clerical Section. Only the Remittance Address needs to be reflected, not the order address.

Whenever available, attach documentation displaying the vendor name and order/remittance address (e.g., copy of driver's license, order form, catalog, flyer, etc.). With this documentation, the vendor name and address need not be typed/printed on the Vendor Maintenance Form. Instead, indicate "See Attached" in the Vendor/Payee Name Field.

Note: Continue to provide the full vendor name and remittance address without regard for the 30 character limitation (Disbursing will abbreviate as required on the centrally maintained Vendor Master).

Vendor Maintenance Forms are processed within 24 hours with a daily deadline of 12:00 Noon (i.e. Documents date stamped before 12:00 noon at the Disbursing Office will be established by 12:00 Noon of the next working day).

Multiple order addresses to the same vendor are established separately on the Vendor Master with a different last digit of the vendor code. If the vendor is on file with a different order or
remittance address, submit a request to add the new location as a new vendor record.

# Social Security Numbers (SSN) are required for all individuals, including employees and students, unless the individual is an alien with no SSN.

# Enter the Remittance Address on the Vendor Maintenance Form for a direct payment vendor, employee, or student. A campus address may be used for employees and students.

# Search vendor file after the 24 hour time period to select the newly created vendor and vendor code appropriate transaction.

3) **Electronic Payment Feeds**
Prepare electronic feeds of relevant payment data from the subsystem.

4) **Certification Reports**
Corresponding hard copy certification report that reflects data presented in the electronic feed is to be prepared and certified by the Program Manager (Approving Authority) and the Fiscal Officer.

Ensure that all required forms, supports, justifications, and approvals are maintained in office files as required by Federal and State laws, rules, regulations, and University policies and procedures.

5) **Hard copy certification report with original invoices** are transmitted to the Disbursing Office - Pre-Audit Section for post-audit review on UHGA checks.

b. Disbursing Office

1) **Vendor Maintenance**
Receives Vendor Maintenance Forms from administering unit. Conducts a vendor search to ensure that the vendor does not exist.

Establishes the vendor on the FMIS vendor master. No confirmation correspondence will be initiated as the requester will search the vendor master file after the 24-hour time period.
2) **Pre-Audit Review**

Hard copy certification report with original invoices are reviewed. Invoices are examined and approving signatures on the certification report are audited.

Electronically fed payment transactions are processed through FMIS and UHGA checks are produced.

3) **Post-Audit Review**

Certification reports are post audited against UHGA checks produced. Vendor/Payee names, remittance addresses, and payment amounts are verified for accuracy.

If any vendor coding errors are detected, checks are voided and reissued. Fiscal Officer is contacted and informed of necessary correction to the vendor code.

4) **Payment Rejections in FMIS**

The FBDU010 Report (Attachment 5) will be generated for each batch of transactions reflecting any rejected payment transactions.

a) Disbursing will line out rejected transactions on the Certification Report and change the control totals at the end of the report. Disbursing will extract invoices associated with the rejected payment transaction.

b) Disbursing will transmit the FBDU010 Report - Rejected Transactions Section and the rejected transaction invoices to the Fiscal Officers, who are to determine the reason for the rejection and initiate corrective action.

c) A (i) copy of the FBDU010 Report with the appropriate transaction highlighted, (ii) hard copy payment document, and (iii) original invoices are to be sent to the Disbursing Office for direct processing of the payment transaction into FMIS after corrective action has been initiated.
d) For rejected electronic payment transactions that are being resubmitted, Disbursing will review FBDU010 and hard copy payment document and the original invoices to process the payment transaction directly into FMIS.

c. Program Manager/Fiscal Officers

Review all encumbrance and expenditure reports to ensure that only appropriate transactions (no unauthorized charges) have been processed against accounts within their purview. Refer to the General Accounting Office APM A8.661 - Funds Control.
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* BANK = 00020
* MAINTENANCE RECORDS = 0
* DOLLAR RECORDS = 413
* EXPECTED BY USER = 378
* PROCESSED BY SYSTEM = 0
* DIRECTED TO SUSPENSE = 0

**Voucher Gross:** 500,292.40 **Discount:** .00 **Net:** 500,292.40

F3006 Expected and processed totals disagree
F0017 Session closed
VENDOR NAME/ADDRESS CONVENTIONS

A. Name Field

1. Vendor/Payee names are established according to order forms, invoices or other documentation. Vendor name is limited to 30 characters. Common words are abbreviated rather than words crucial to recognizing the official business name. Common words are uniformly abbreviated even if the full vendor name is within the 30 character limitation. Refer to the attached listing of common word abbreviations for vendor names.

   Note: In some exceptional situations, when the vendor name is extremely long, additional word abbreviations may be required to meet the 30 character limitation.

2. If a vendor name begins with "a", "an", or "the", these words are omitted: Reflected as:

   The Durham Print Shop ...... Durham Print Shop

3. If "a", "an", "the" are within a name that exceeds 30 characters, these words are omitted:

   American Association of the Lab Animal Science ..

   Reflected as:

   .... Am Assn of Lab Animal Science

4. Asterisks (*) are used to mark the last name for name rotation purposes. Vendor search will be based on a "Last name First Name" basis while UHGA checks will be issued on a "First Name Last Name" basis.

   Reflected as:

   Tom K. Combes ............... Tom K*Combes
   Daniel Fernandes Florist Inc . Daniel*Fernandes Florist Inc

   Note: Check will be issued to "Tom K Combes" but vendor searching and reports will be listed and sorted as "Combes Tom K".
5. Commas, apostrophes, periods, and slashes are not used in the name field.  
   \[ \text{Reflected as:} \]
   
   A/1 Hydraulic Co ........... A1 Hydraulic Co
   Al's Carpet Center .......... Als Carpet Ctr
   
   Hyphenated Names are entered as two units. A space is used in place of the hyphen.  
   \[ \text{Reflected as:} \]
   
   Mary Case-Brown ........... Mary*Case Brown
   
6. Ampersand "&" is used in place of "and":  
   \[ \text{Reflected as:} \]
   
   Air and Flight Inc ........... Air & Flight Inc
   
7. Acronyms and initials of the vendor are established if directed by the vendor's remittance invoice. Spaces are not used to separate acronyms and initials.  
   \[ \text{Reflected as:} \]
   
   American Telephone and Telegraph .. AT & T
   International Business Machines Corp IBM
   WW Granger ................... WW*Granger
   
8. Prefixes such as De, Du, La, Los, Mac, Mc, San, Van, O, are included as part of the last name with no space separation.  
   \[ \text{Reflected as:} \]
   
   Michael Van Sickle .......... Michael*VanSickle
   Paul Mc Adams ............ Paul*McAdams
   Mary O'Hara ........ Mary*OHara
   
9. Mr., Mrs., Ms., Miss, Dr. or professional credentials are not reflected.  
   \[ \text{Reflected as:} \]
   
   Mrs. Jane Long ............. Jane*Long
   Dr. Ryan Iwamoto ........... Ryan*Iwamoto
   David Logan M D ............ David*Logan
   Maryann Ishikane R N ...... Maryann*Ishikane
   
   \[ \text{Exception:} \] Professional credentials are used if it is part of the corporate name.  
   \[ \text{Reflected as:} \]
   
   David Q. Post M D Inc ........ David Q*Post MD Inc
10. Alias names may be established when a vendor is recognized under more than one name. Vendor search can be performed on either name to locate the record.

    International Business Machines Corporation . . . .
    Reflected as: 
    . . . . . . . . Intl Business Machines Corp
    Alias
    . . . . . . . . IBM

    Alias names may also be established if a vendor name is extremely long and the abbreviated version appears difficult to recognize (need to abbreviate words not normally abbreviated). The alias name will be reflected using the list of common word abbreviations, then truncated at the 30 character limit.

    National Federation of Community Broadcasters . . .
    Reflected as: 
    . . . . . . . . Natl Fed of Commu Brdcstr
    Alias
    . . . . . . . . Natl Federation of Community B
B. **Address Field**

1. Order and remittance addresses are established according to order forms, invoices or other documentation. Four (4) address lines are available, each limited to 30 characters. Common words are abbreviated rather than words crucial to recognizing the official order and remittance addresses. Common words are uniformly abbreviated even if the full vendor address is within the 30 character limitation. Refer to the attached listing of common word abbreviations for vendor addresses.

2. Commas, apostrophes, and periods are not used in the address field. Reflected as:
   - P.O. Box 398 ............ PO Box 398

3. The Post Office reads an address from bottom to top. Therefore, the lower lines will include the most important address information (i.e. PO Box, street address). Attention, in care of, suite number, room number, apartment number, Doing Business As (DBA), and other designations (schools, departments) will be reflected on the top address line.

4. City, state, country, and zip codes are separate fields.
   a. Standard two-letter state abbreviations are used. Reflected as:
      - Hawaii ............. HI
   b. Standard two-letter foreign country abbreviations are used. Reflected as:
      - Canada ............. CA
   c. 9-digit zip codes will be used whenever available, otherwise 5-digit zip codes will be used.
COMMON ABBREVIATIONS

A. Name

american - AM
associates - ASSOC
and - &
association - ASSN
building - BLDG
center/centers - CTR
committee - COMM
compny - CO
corporation - CORP
council - COUN
department - DEPT
division - DIV
incorporated - INC
institute - INST
institute - INSTN
international - INTL
journal - JRNL
laboratory/laboratories - LAB
limited - LTD
manufacturing - MFG
national - NATL
service/services - SRVC
society - SOC
United States - US
university - UNIV
B. **Address**

- apartment - APT
- attention - ATTN
- avenue - AVE
- boulevard - BLVD
- building - BLDG
- center - CTR
- circle - CIR
- court - CT
- department - DEPT
- drive - DR
- floor - FLR
- highway - HWY
- in care of - C/O
- lane - LN
- loop - LP
- number - # or NO
- parkway - PKWY
- place - PL
- post office box - PO Box
- road - RD
- room - RM
- route - RTE
- rural route - RR
- station - STN
- street - ST
- suite - STE
Bookstore and Manoa Library electronic payment feeds require assignment of vendor codes to each payment transaction. FMIS vendor inquiry screens 102 and 205 are used by these field users to select vendor codes and verify vendor names and remittance addresses. Screen 205 is used for vendors with one remittance address while screen 102 is used in conjunction with screen 205 to select vendor codes for vendors with multiple addresses.

1) **Select Vendor Code (Single Remittance Address)**

**SCREEN 205**

Enter 205 on screen field.

PRESS <ENTER>.

---

**F6575 Please enter a Vendor number**

**205 Vendor Payables Maintenance**

**Screen: ___ Vendor: ________**

**Name: ___________________________ Tax ID: _________**

**Purchasing Order From**

**Address: ____________________________________________________________**

**City: ___________ State: __**

**Zip: ____ ____ Country: __**

**Phone: ___ ___ ____ Ext: ____**

**Fax: ___ ___ ____ FOB: __**

**Disc Pay Limit: __ Vendor Type: __**

**Terms Percet Days Ind Days**

**Schedule: _ Hold Payment: N**

**Vendor: _______ ___ _ ___**

**Retain Mths: 24 Commodity: ___**

**Payment: _______ ___ _ ___**

**Category: _____ B Notice/Year: __ ____**

**FIS VC: 1099/1042: _ WH Ind: __**

**Drop: N Delete: N Freeze: N**

**TIN Name: ___________________________**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

HELP Notes Exit Alias Stats Forgn
A. Enter vendor name or partial vendor name in **Vendor** field in the action line.  
**PRESS <ENTER>**.

![Vendor Name Search]

- **Name:**  
  - **Vendor Name:** X R&C TRUCKING  
  - **Vendor:** V0000000370  
  - **Drp Alias:** N N
- **Address:**  
  - **City:** PUKALANI  
  - **Zip:** 96768  
  - **Phone:** ___ ___ ____
- **Vendor:** R&C TRUCKING  
- **Tax ID:** ____________

**Select the appropriate vendor by placing an "X" next to the vendor name.**  
**PRESS <ENTER>**.

B. Verify Vendor Remittance Address and enter vendor code on payment transaction.

![Vendor Remittance Address]

- **Name:** R&C TRUCKING  
  - **Vendor:** V0000000370  
  - **Address:** 229-A HAULANI ST
- **City:** PUKALANI  
  - **Zip:** 96768  
  - **Phone:** ___ ___ ____
- **Vendor:** R&C TRUCKING  
  - **Tax ID:** ____________

**Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---Exit**

**2) Select Vendor Code (Multiple Remittance Addresses)**
SCREEN 102
Enter 102 on screen field.
PRESS <ENTER>.

F0043 Mark Vendor with an 'X' to select
102 Vendor Name Search                                         06/12/96 10:55
FY 1996 CC MA

Screen: ___  Vendor: ___________

<table>
<thead>
<tr>
<th>Name</th>
<th>Vendor</th>
<th>Drop Alias</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ # 1 APPAREL</td>
<td>V0000000010</td>
<td>N  N</td>
<td>ORANGE CITY</td>
<td>IA</td>
</tr>
<tr>
<td>_ A &amp; A ENTERPRISES</td>
<td>V0000000020</td>
<td>N  N</td>
<td>HONOLULU</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; A MFG CO INC</td>
<td>V0000000030</td>
<td>N  N</td>
<td>MILWAUKEE</td>
<td>WI</td>
</tr>
<tr>
<td>_ A &amp; A STORAGE CO</td>
<td>V0000000040</td>
<td>N  N</td>
<td>HILO</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; B ELECTRIC CO INC</td>
<td>V0000000050</td>
<td>N  N</td>
<td>HONOLULU</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; E APPLIANCE INC</td>
<td>V0000000060</td>
<td>N  N</td>
<td>HONOLULU</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; E EQUIPMENT RENTALS</td>
<td>V0000000070</td>
<td>N  N</td>
<td>HONOLULU</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; I REFRIG SALES &amp; SRVC INC</td>
<td>V0000000080</td>
<td>N  N</td>
<td>KAHULUI</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; K AUTO REPAIR</td>
<td>V0000000090</td>
<td>N  N</td>
<td>KAHULUI</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; K NURSERY</td>
<td>V0000000100</td>
<td>N  N</td>
<td>WAIMANALO</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; L COREDRAW 5 UPGRADE</td>
<td>V0000000110</td>
<td>N  N</td>
<td>SALINAS</td>
<td>CA</td>
</tr>
<tr>
<td>_ A &amp; L WESTERN AGRICUL LAB</td>
<td>V0000000120</td>
<td>N  N</td>
<td>MODESTO</td>
<td>CA</td>
</tr>
<tr>
<td>_ A &amp; M MULTIGRAPHICS</td>
<td>V0000000130</td>
<td>N  N</td>
<td>AIEA</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; P LAUNDRY</td>
<td>V0000000140</td>
<td>N  N</td>
<td>HONOLULU</td>
<td>HI</td>
</tr>
<tr>
<td>_ A &amp; P POWER SYSTEM LTD</td>
<td>V0000000150</td>
<td>N  N</td>
<td>KAILUA</td>
<td>HI</td>
</tr>
</tbody>
</table>

** More Entries **

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  Notes Exit                                Addr

A. Enter vendor name or partial vendor name in Vendor field in the action line.
PRESS <ENTER>.
PRESS <PF9> to view first line of address field, city and state.

102 Vendor Name Search                                         06/12/96 10:57
FY 1996 CC MA

Screen: ___  Vendor: AB_________

+------------------Address Information------------------+
| Name              | Address          | City      | St |
| ABA CONVENTION TRADE | 383 MAIN AVE    | NORWALK   | CT |
| ABA CONVENTION & TRADE | 1100 SUMMER ST  | STAMFORD  | CT |
| ABA INTL           | W MICHIGAN UNV  | KALAMAZOO | MI |
| ABACUS CONCEPTS    | 1918 BONITA AVE | BERKELEY  | CA |
| ABAD CAROLYN KEHAUNAN | 15 ILIHI ST APT 8 | HONOLULU   | HI |
| ABAD ONOFRE        | 94-360 NAKOKUPA PL | MILILANI   | HI |
| ABAGNALE MICHIKO   | PO BOX 22646     | HONOLULU   | HI |
| ABALOS ROBERT WAYNE | 222 NANIKEA ST  | HILO      | HI |
| ABANDOND DEBRA     | A208             | HONOLULU   | HI |
| ABARA FLORENTINO   | PO BOX 934       | LANAI CITY | HI |
| ABARCA SUSAN R     | 84-1000 B FARRINGTON HW | WAIANAE   | HI |
| ABBASZADEGAN MORTEZA | 3906 BENINGTON DR | SWANSEA   | IL |
| ABBEY CAMERA INC   | 1417 25 MELON ST | PHILADELPHIA | PA |
| ABBEY CARPET OF HAWAI | 99-1305 A KOAHA PL | AIEA      | HI |
| ABBEY PRESS        | PO BOX 216       | ST MEINRAD | IN |

** More Entries **

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  Notes Exit                                Addr

After determining which vendor to select,
PRESS <PF3> to return to the basic 102 screen.

B. Select the appropriate vendor by placing an "X" next to the vendor name.
C. Go to screen 205 to verify Vendor Remittance Address

**SCREEN 205**
Enter 205 on screen field.

**PRESS <ENTER>**
Verify Vendor Remittance Address and enter vendor code on payment transaction.
VENDOR MAINTENANCE FORM

(Shaded items represent information to be completed by Central Vendor Maintenance Group.
See reverse side for instructions)

1. ACTION: □ ADD □ CHANGE

Existing Vendor Code No:

Reason for Change:

2. VENDOR/PAYEE NAME:

3. TAX ID:

Indicate Employer Identification Number (EIN) if available. Social Security Number (SSN) required for all individuals except for aliens.

4. ORDER ADDRESS:

CITY: __________________ STATE: ______

ZIP: _______________ COUNTRY: __________

PHONE: ___ ___ ___ ___ EXT: ______

FAX: ______

5. REMITTANCE ADDRESS:

CITY: __________________ STATE: ______

ZIP: _______________ COUNTRY: __________

PHONE: ___ ___ ___ ___ EXT: ______

FAX: ______

NOTE: Please type or print legibly. Whenever available, attach documentation displaying vendor name and order/remittance address (e.g., Order form, copy of driver’s license, etc.) The vendor name and address need not be typed/printed on the form (indicate “see attached” in vendor/payee name field).

PREPARED BY:

NAME USER ID DEPARTMENT PHONE

Deliver or Fax completed form to: Central Vendor Maintenance Group, 1402 Lower Campus Road, Room 16, Honolulu, HI 96822

FAX: 956-9145 Telephone No.: 956-6873
Enter new vendor code (if applicable)

Enter preparers name, use ID, department and phone number.

Enter remittance address, city, state, zip code, country, telephone and fax number.

Enter order address, city, state, zip code, country, telephone and fax number.

Enter the Employee Identification Number (EIN) or Social Security Number (SSN) whichever applies.

Enter vendor/payee name.

If change, enter the exiting vendor code number and reason for change. Also, complete all changed items and the

Check one of the following boxes:

Vendor code form approved

Enter campus code. Refer to Table A12096.

Other vendor maintenance group.

All fields must be completed unless noted as optional. Shaded items represent information to be completed by

Completion instructions

To maintain accurate vendor information and to expedite any of vendors for purchasing and payment documents.

Purpose:

Vendor maintenance form (FARS-12)
<table>
<thead>
<tr>
<th>Batch Ref</th>
<th>Batch Date</th>
<th>Batch Count</th>
<th>Batch Description</th>
<th>Report Page</th>
<th>Destination Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIB001</td>
<td>19960522</td>
<td>69</td>
<td>ISIS ACCOUNTING FEED</td>
<td>1 Real Time</td>
<td>F0017 Session closed</td>
</tr>
<tr>
<td>SIB002</td>
<td>19960522</td>
<td>3</td>
<td>ISIS ACCOUNTING FEED</td>
<td>3 Real Time</td>
<td>F0017 Session closed</td>
</tr>
<tr>
<td>SIB003</td>
<td>19960522</td>
<td>1</td>
<td>FINAID CHECK REQUEST</td>
<td>4 Real Time</td>
<td>F0017 Session closed</td>
</tr>
<tr>
<td>SIB004</td>
<td>19960522</td>
<td>1</td>
<td>FINAID CHECK REQUEST</td>
<td>5 Real Time</td>
<td>F0017 Session closed</td>
</tr>
<tr>
<td>SIB005</td>
<td>19960522</td>
<td>35</td>
<td>FINAID CHECK REQUEST</td>
<td>6 Real Time</td>
<td>F0017 Session closed</td>
</tr>
</tbody>
</table>

Total Receipt Amount: \(0.00\)
Total Disbursements: 57,590.60
Total Batches Read: 5
Total Records Read: 1,352
**CURRENT BATCH: SIB005 19960522 FINAID CHECK REQUEST**

<table>
<thead>
<tr>
<th>F0015 Session opened for processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140862550342280 030542565000G1828 COLL1</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576988806600 030546565000G1837 EMBR1</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576988366800 030535650000G1828 BLACK</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576960908900 030336565000G1875 DEAM</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576889195600 030359650000G1818 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576881236400 030359650000G1890 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576885965000 030353650000G1796 DEAM1</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576685876600 030347650000G1612 MOSM</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576655074000 030396565000G2250 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140500662741000 030396565000G1673 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140500680599000 030396565000G2255 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140542983787000 030396565000G2213 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576285876400 030396565000G1953 FUSHI</td>
</tr>
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<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576215153900 030396565000G2192 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140576666692000 030337650000G2020 SINGE</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575921873000 030341650000G2327 SPAUL</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575826370000 030396565000G1722 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575826480000 030338650000G1985 YAP</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575823129000 030353650000G2089 BLACK</td>
</tr>
<tr>
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</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575582027000 030353650000G1802 BLACK</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575589976000 030359650000G1939 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575233878000 030353650000G2240 BLACK</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575719259400 030396565000G1966 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575719799350 030396565000G2239 FUSHI</td>
</tr>
<tr>
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</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140575197716000 030353650000G2120 BLACK</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140572951142070 030395650000G2107 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140571723497000 030354650000G2230 DEAM</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140579679967000 030354650000G2230 COLLI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140540880224000 030341650000G1670 SPAUL</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140592836642100 030355650000G2276 DCMUN</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140582171718000 030342650000G2369 COLLI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140580992353200 030396565000G2145 FUSHI</td>
</tr>
<tr>
<td>RF6127 Invalid account control - not 1xxx, 2xxx, 4 140535474141900 030355650000G2237 DCMUN</td>
</tr>
</tbody>
</table>

**Counts** | **Amounts** | **Read In** | **Rejected** | **Processed** |
---|---|---|---|---|
| | | | | |

**BANK = 00030**

**MAINTENANCE RECORDS**

**DOLLAR RECORDS**

**EXPECTED BY USER**

**PROCESSED BY SYSTEM**

**DIRECTED TO SUSPENSE**

**BATCH TOTALS**

**Voucher Gross:** 500,292.40

**Discount:** .00

**Net:** 500,292.40

F3006 Expected and processed totals disagree
F0017 Session closed