



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

June 6, 2007

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 07-11

TO: University Administrators and Chancellors

FROM: Howard Todo *Howard Todo*
Vice President for Budget and Finance
Chief Financial Officer

**SUBJECT: ADMINISTRATIVE PROCEDURE A8.866 – ACCOUNTS PAYABLE
JOURNAL VOUCHERS**

Transmitted herewith is the revised Administrative Procedure A8.866 – Accounts Payable Journal Vouchers. This procedure provides guidelines to record the accounts payable transactions into FMIS during the year-end closing process. The revised procedures will provide fiscal officers with the capability to prepare and approve accounts payable transactions on-line.

The administrative procedure is available on the Worldwide Web (WWW) in an Adobe/Acrobat format at <http://www.hawaii.edu/apis/apm/sysap.html>.

Should you have any questions, please call the Disbursing Office at 956-7126.