Department of Accounting and General Services

Data Mart User Manual

Information and Communication Services Division

eWorld Enterprise Solutions Inc.

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Table of Contents

1 Overview

The Data Mart system is designed to provide financial information to State Department heads, division administrators, program managers, branch supervisors, project managers, and departmental accounting staff. Data Mart delivers financial data through a customized browser based user interface.

FAMIS data is downloaded into the Data Mart daily allowing users to access the most up-to-date financial information accessible from FAMIS. Access to Data Mart is through the web browser and users must be connected via the State's NGN network to view it. Data Mart contains download functions that allows departments to do departmental data analysis and reporting on financial data.

The Data Mart is a read-only database and does not allow any users to update the data. Payroll data is updated two days before each pay date and FAMIS data is updated daily.

2 Accounts and Data Mart Access

2.1 Access Levels for Data Mart

Access to Data Mart will be provided by the system administrator for your department. A user ID and password will be created by the Data Mart system administrator and given to you. The ID will provide you access to only data and functions within the Data Mart system that you are authorized to view. A user group will be assigned and will define your role in Data Mart. You will be assigned a user group and have one or more sub user groups also assigned.

The user groups are as follows:

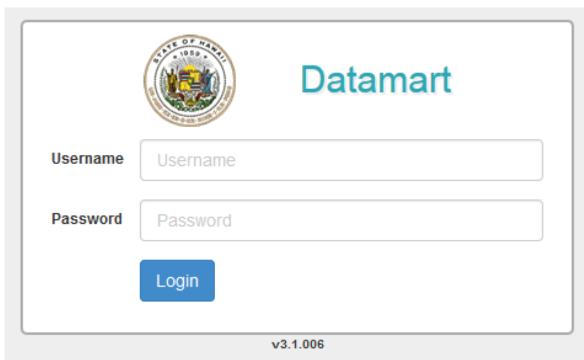
- Super User – The user has access to and can view FAMIS data for all departments.
- Dept User – The user has access to and can view FAMIS data only for their department.
- Div User – The user has access to and can view FAMIS data for the Division assigned to them by the system administrator.
- Program User – The user has access to and can view FAMIS data for the Program IDs assigned to them by the system administrator.

The sub user groups or "Other User Groups" are as follows:

- None
- Admin-Super-User – The user is assigned to the Super Admin group and can view, create, edit, deactivate and delete any Data Mart users.
- Admin-Dept – The user belongs to a specific department and is in that department's Department Admin group. The user can view, create, edit, deactivate, and delete all Data Mart users within their department only.
- Low Resolution – The user has their computer set to a resolution lower than 1024x768.
- PDF Enabled – The user can access PDF reports for their department only.

2.2 Data Mart Account and Security

The Data Mart application can be accessed at http://famisdatamart.hawaii.gov.



An administrator will issue a user name and password for the initial login to the application. Upon logging into the application for the first time with the generated password the system will force you to change your password.

2.2.1 Password Rules and Restrictions

The system requires complex passwords. The following rules that are enforced when creating or changing a password are:

- Passwords must be at least 8 characters long
- Must contain at least one uppercase letter (A-Z)
- Must contain at least one lowercase letter (a-z)

- Must contain at least one numeric character (0-9)
- Must contain at least one symbol (!@#$%^&*()_+~-=\`{}[]:”;’<>?,./)
- Passwords cannot contain the user name anywhere in them
- The last 6 passwords cannot be repeated

Passwords will expire after 90 days. After 90 days you will be forced to change your password before doing anything else in Data Mart.

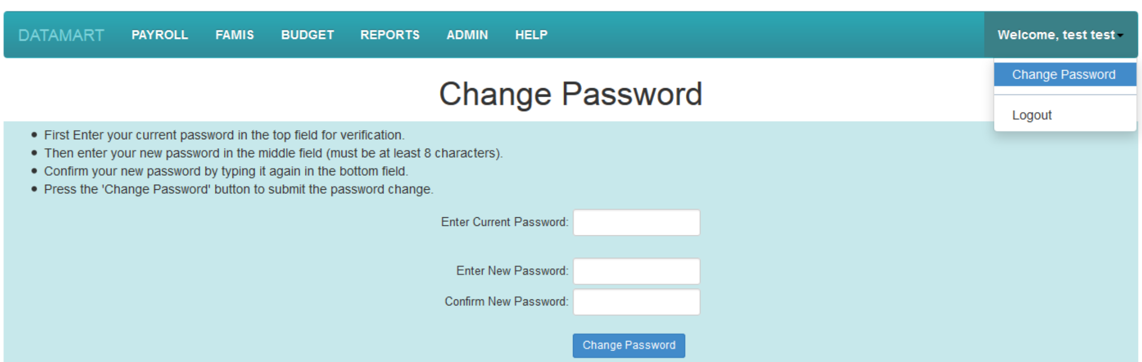
There is a lockout period when an account is accessed with an incorrect password. After 5 failed attempts a 20 minute lockout period will be enforced. If an administrator resets your password during this lockout period the lockout period will be lifted and you may login with the newly issued temporary password.

All temporary passwords issued by a system administrator expire in 7 days. If the temporary password is not used within the 7 day period you will have to ask the administrator to generate a new temporary password.

NOTE: The above applies to any time an administrator resets a user’s password in addition to when they create a new account.

2.2.2 Changing Passwords

Your password can be reset at any time, not just when prompted to do so. The dropdown menu in the upper right has an option to “Change Password”. There you can enter your current password and set your new one.



2.2.3 Single Account Usage

Data Mart does not allow an account to be logged on more than once at any given time. To prevent this from happening be sure click the “Logout” menu option from the dropdown in the upper right corner of the screen. If you try to login with the same account more than once an error will be shown on the login screen.

If you are unable to properly logout (i.e. already closed the window for the other session) you will need to contact a Data Mart administrator to reset your account before you will be able to login again.

2.2.4 Account Timeout

The Data Mart application has a 15 minute timeout period. If the application is left idle it will log you out after 15 minutes and return you to the login screen.

3 General Usage

3.1 Header

The header contains menus to navigate through the different parts of the application. The dropdown menus available will vary depending on what roles your account has been assigned. On the right-side of the header is a dropdown menu that contains user account related items.

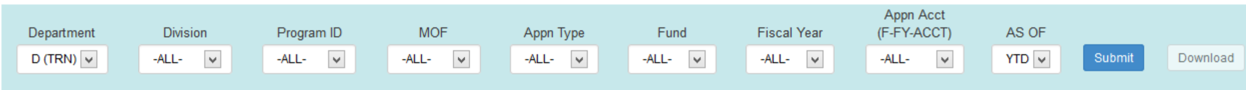
3.2 Footer

The footer is a quick summary of the system status. It displays the following information:

- Whether or not the current data in Data Mart is balanced. If the data is not balanced, it will display the message **Data is out of balance** along will a link to the details of what is not balanced.
- When the last update from FAMIS was. This should always be from the previous workday.
- When the last update of payroll data took place. Payroll data is updated two days before a pay date.
- The version number of the system.

3.3 Query Options

All of the Data Mart screens start off with a group of dropdown menus. These contain options that can be selected to specify what records should be shown. Each screen may contain different options but they work the same.



3.3.1 Basic Usage

- Most dropdowns default to *-ALL-*, which means all values in the dropdown will be used.
- Values must be changed from left to right. Changing the value of a dropdown menu will cause the menus to the right of it to be regenerated with the appropriate options.
- Fields with an asterisk (*) next to them are required. The Submit button will not enable until all required fields have a valid value.

3.3.2 Department

The department field defaults to the department or governmental agency that your account is assigned to. If you are a department user or a program user only a single department will be shown, your own.

If your account has super user rights all departments will be shown. Selecting *-ALL-* will use all departments available.

3.3.3 Division

Divisions can be selected after a department is selected. Only divisions within the selected department will be shown. If the department chosen does not use divisions, the *-ALL-* option should be selected.

3.3.4 Program ID

The program IDs shown are based on the selected department and division. If *-ALL-* is selected for division *-ALL-* or *-BLANK-* option should be selected for program ID.

3.3.5 Appropriation Account

Appropriation account numbers are established in FAMIS. The appropriation account listed is a combination of 3 fields from FAMIS: Fund Type, Fiscal Year, and Appropriation

Account Number. It is possible for a single program ID to have more than one appropriation account.

3.3.6 Means of Finance (MOF)

This is the source of funding used in the budget.

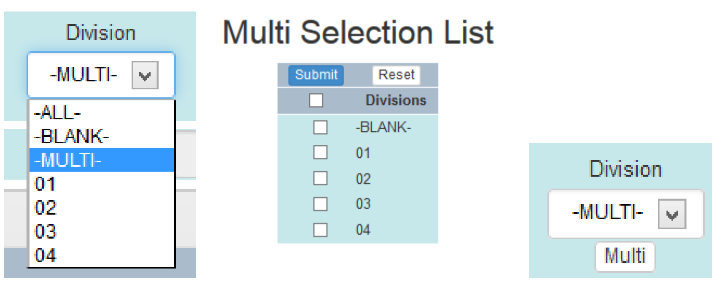
3.3.7 AS OF

There are 3 time periods options that can be selected when doing a query. They are:

- YTD – For year to date balances as of the current month. This is the default selection.
- PM – For year to date balances as of the prior month.
- PY – For the balance for the prior fiscal year.

3.3.8 Multi Selection

Some of the dropdowns contain an option called *-MULTI-*. If this is selected you will be taken to a screen to select a custom set of the options in the dropdown. Once this is done you will be taken back to the screen you were on and a little button that says "Multi" will appear under the dropdown. You can use this button to edit the selected options or use the dropdown normally to clear any selection done using the *-MULTI-* option.



3.4 Submit

All screens will have a submit button. This submits the selected options and initiates the request for the data. If the submit button is not enabled check that all required fields are properly filled in.

3.5 Download

After data is returned from a submitted request a download button will be enabled. This will download a CSV (comma separated value) file that can be viewed in Excel. Note that for some screens more data than what is seen will be exported to the CSV file (i.e.

Account Summary will contain the data for all the accounts that make up the totals). This is intentional.

4 Payroll Menu

The payroll menu has the following menu items:

- **Retroactive Payment Calculator**

  Displays and calculates an employee's pay for a period of time.

- **Salary Overpayment Calculator**

  Displays and calculates the employee's net pay after deduction.

- **Payment History**

  Displays and breakdown an employee's pay by pay type over a period of time. Or if no employee is selected displays the breakdown of all pay types for all employees.

- **Overtime Reporting**

  Displays overtime reported by employees.

- **Custom Query**

  Displays a custom payroll report based on selected filters and display columns.

4.1 Retroactive Payment Calculator

Provides information about an employee's pay over a period of time. Data is shown for each pay period in the pay date range that is selected. This report requires a social security number. You many type in the employee's full SSN or you can use the SSN Lookup function. If you click SSN Lookup, a screen will be shown to search by SSN or by last name. These do not need to match exactly. When a SSN is selected it will appear back on the screen that the Retroactive Payment Calculator screen. Results can be downloaded as a CSV file.

PAYROLL - Retroactive Payment Calculator

Pay Date
From * 03/05/2013 To * 04/19/2013 SSN Lookup
Employee's SSN [redacted] Submit Download

Employee: [redacted] Department: D
SSN: [redacted] Position No: Division: 02

FY	PAY DAY	PR#	DIST	Total	REG-PAY		S/B PAY	
(Pay Type Count: 2)					AMT	RT	HR	AMT
2013	03/05/2013	D31	110	4,184.32	3,056.00	70.52	16.00	1,128.32
2013	03/20/2013	D31	110	3,056.00	3,056.00	0.00	0.00	0.00
2013	04/05/2013	D31	110	3,972.76	3,056.00	70.52	13.00	916.76
2013	04/19/2013	D31	110	3,902.24	3,056.00	70.52	12.00	846.24
Row Count 4			Sub Totals	15,115.32	12,224.00	0.00	41.00	2,891.32

4.2 Salary Overpayment Calculator

Shows information on an employee's pay and the breakdown of deductions from their salary. The data shown is for all the pay periods between the selected to and from pay dates. This report requires a social security number. You many type in the employee's full SSN or you can use the SSN Lookup function. If you click SSN Lookup, a screen will be shown to search by SSN or by last name. These do not need to match exactly. When a SSN is selected it will appear back on the screen that the Salary Overpayment Calculator screen. Results can be downloaded as a CSV file.

PAYROLL - Salary Overpayment Calculator

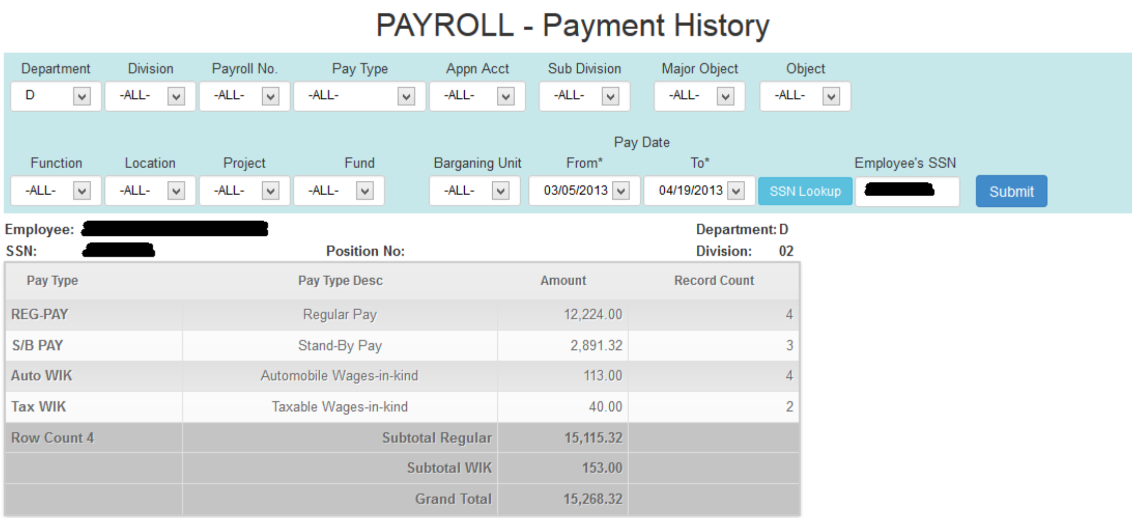
Pay Date
From * 03/05/2013 To * 04/19/2013 SSN Lookup
Employee's SSN [redacted] Submit Download

Employee: [redacted] Department: D
SSN: [redacted] Position No: Division: 02

FY	PAY DAY	M/S	FED	STE	PR#	DIST	B	S	XA	XT	Pay Type Total	SIT	FIT	SOC	MED	VR	DR	EO	Deduct Total	Net Total
2013	03/05/2013	M	00	00	D31	110	3,056.00	1,128.32	28.25	20.00	4,232.57	282.57	620.94	261.34	61.12	2.79	14.58	76.91	1,320.25	2,912.32
2013	03/20/2013	M	00	00	D31	110	3,056.00	0.00	28.25	0.00	3,084.25	191.85	366.69	190.15	44.47	2.79	14.58	76.91	887.44	2,196.81
2013	04/05/2013	M	00	00	D31	110	3,056.00	916.76	28.25	20.00	4,021.01	265.86	568.05	248.23	58.05	2.79	14.58	76.91	1,234.47	2,786.54
2013	04/19/2013	M	00	00	D31	110	3,056.00	846.24	28.25	0.00	3,930.49	258.70	545.42	242.61	56.74	2.79	14.58	76.91	1,197.75	2,732.74
Row Count 4						Sub Totals	12,224.00	2,891.32	113.00	40.00	15,268.32	998.98	2,101.10	942.33	220.38	11.16	58.32	307.64	4,639.91	10,628.41

4.3 Payment History

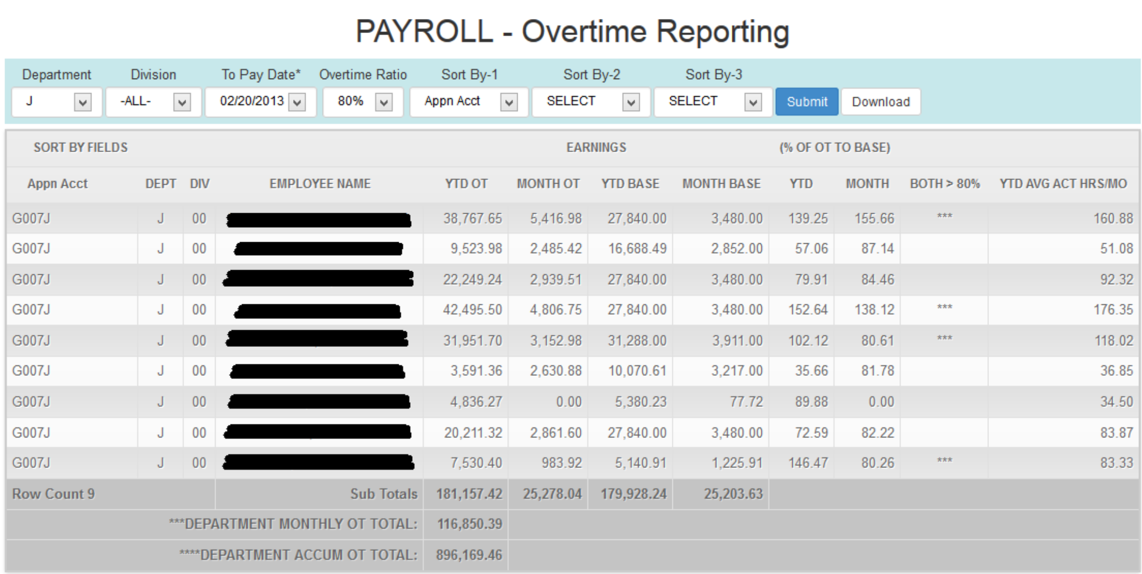
Payment history lists the breakdown of how much each pay type was paid out over a selected time period. If an SSN is entered it will only show the pay types for the associated employee. The SSN can be manually entered or the SSN Lookup function may be used. The query can further be limited by using the dropdowns.



Pay Type	Pay Type Desc	Amount	Record Count
REG-PAY	Regular Pay	12,224.00	4
S/B PAY	Stand-By Pay	2,891.32	3
Auto WIK	Automobile Wages-in-kind	113.00	4
Tax WIK	Taxable Wages-in-kind	40.00	2
Row Count 4	Subtotal Regular	15,115.32	
	Subtotal WIK	153.00	
	Grand Total	15,268.32	

4.4 Overtime Reporting

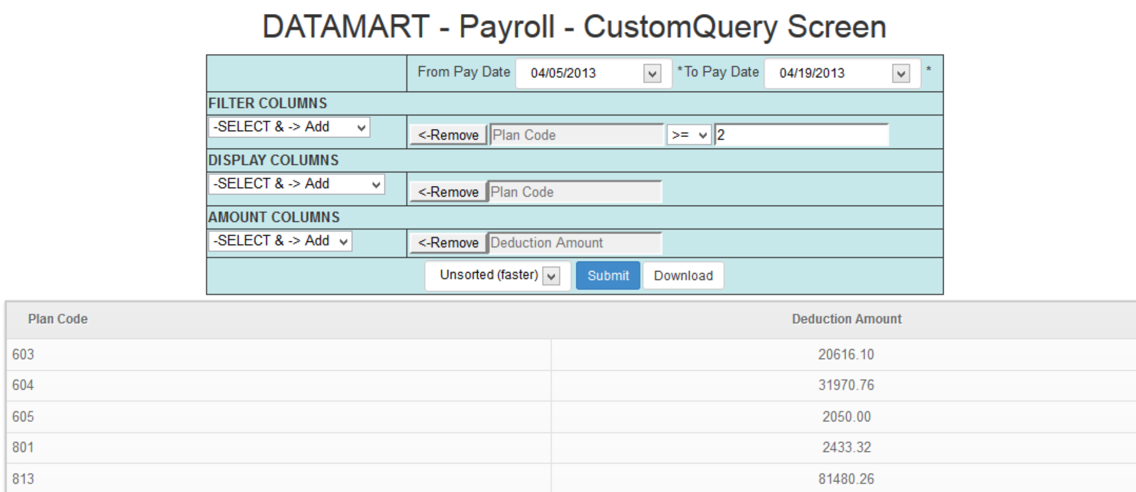
This report shows the breakdown of employees that have received overtime. The totals are done by year to date. You must select something to sort by before the query will run. Sort By-1 must have something selected. Sort By-2 and Sort By-3 may be used if further sorting is desired but they are not required. Results can be downloaded to a CSV file.



SORT BY FIELDS				EARNINGS				(% OF OT TO BASE)			
Appn Acct	DEPT	DIV	EMPLOYEE NAME	YTD OT	MONTH OT	YTD BASE	MONTH BASE	YTD	MONTH	BOTH > 80%	YTD AVG ACT HRS/MO
G007J	J	00	[redacted]	38,767.65	5,416.98	27,840.00	3,480.00	139.25	155.66	***	160.88
G007J	J	00	[redacted]	9,523.98	2,485.42	16,688.49	2,852.00	57.06	87.14		51.08
G007J	J	00	[redacted]	22,249.24	2,939.51	27,840.00	3,480.00	79.91	84.46		92.32
G007J	J	00	[redacted]	42,495.50	4,806.75	27,840.00	3,480.00	152.64	138.12	***	176.35
G007J	J	00	[redacted]	31,951.70	3,152.98	31,288.00	3,911.00	102.12	80.61	***	118.02
G007J	J	00	[redacted]	3,591.36	2,630.88	10,070.61	3,217.00	35.66	81.78		36.85
G007J	J	00	[redacted]	4,836.27	0.00	5,380.23	77.72	89.88	0.00		34.50
G007J	J	00	[redacted]	20,211.32	2,861.60	27,840.00	3,480.00	72.59	82.22		83.87
G007J	J	00	[redacted]	7,530.40	983.92	5,140.91	1,225.91	146.47	80.26	***	83.33
Row Count 9			Sub Totals	181,157.42	25,278.04	179,928.24	25,203.63				
			***DEPARTMENT MONTHLY OT TOTAL:	116,850.39							
			****DEPARTMENT ACCUM OT TOTAL:	896,169.46							

4.5 Custom Query

This is a report that is customizable. It allows you to select what values should be filtered and also select what columns should be displayed. Build the report by selecting the column names from the left side and click the Submit button when done. Results can be downloaded as a CSV file.



Plan Code	Deduction Amount
603	20616.10
604	31970.76
605	2050.00
801	2433.32
813	81480.26

5 FAMIS Menu

The FAMIS menu has the following menu items:

- **Account Summary**

  Displays the status of an appropriation account or group of accounts.

- **YTD Quarterly Information**

  Reflects the status of currently operating appropriated accounts by quarters.

- **YTD Revenue Exp/Encu – By Optional Fields**

  Provides totals for revenues, expenditures and encumbrances by source or object which can be summarized by cost center, project, project phase, or activity.

- **Expenditure/Encumbrance – By Object Code**

  Provides totals for expenditure and encumbrances by object code for an appropriation account or group of accounts.

- **Rev/Exp Trans – By Date**

  Provides detailed revenue or expenditure transactions for a fiscal month or a range of fiscal months.

- **Inquire By Vendor No.**

  Provides a list of all outstanding contract or claim encumbrances for a particular vendor.

- **Inquire By Contract or Claims No.**

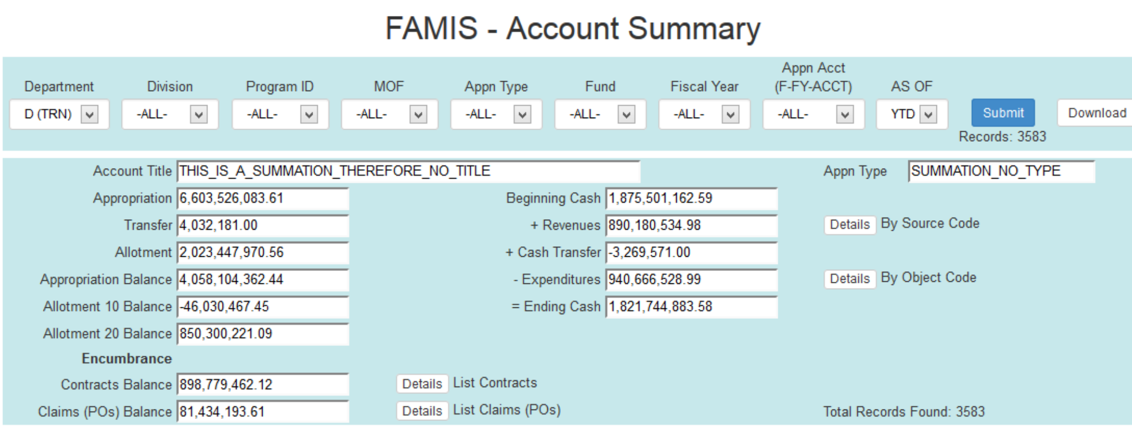
  Provides information for a specific contract or claims encumbrance.

- **Standard Downloads**

  File downloads for Account Summary, Contracts, Claims, Revenue and Expenditure detailed records.

5.1 Account Summary

The account summary is shows the status of one or more appropriation accounts at once.



The following table provides the list of data fields displayed along with a brief description.

Field Name **Brief Description**

Account Title A description of an individual appropriation account. If you selected more than one appropriation account this field will display

THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE.

Appn Type Appropriation type. This single character field is used to group the appropriation accounts into various operating and capital fund types. If more than one appropriation or fund account is being reviewed the

	field will display SUMMATION_NO_TYPE.
Appropriation	Represents the original appropriation amount if the account is a current fiscal year account. If the account is for a prior fiscal year, the amount shown represents the unexpended appropriation amount carried forward.
Transfer	Represents the appropriation amount transferred in or out of the account during the current fiscal year.
Allotment	Represents the sum of all quarterly allotments, other allotments, continuing allotments, plus or minus allotment transfers, less allotment reversion.
Appropriation Balance	Represents the amount of appropriation that is available for allotment.
Allotment 10 Balance	Represents the amount of allotment that is available in the fiscal period for personnel services expenditures.
Allotment 20 Balance	Represents the amount of allotment that is available in the fiscal period for other current expenditures.
Contracts Balance and Details	Represents the amount of contract encumbrances still outstanding as of the fiscal period.
Claims (POs) Balance and Details	Represents the amount of claims encumbrances still outstanding as of the fiscal period. Press the Details button to drilldown to the Claims Listing By Claim Number. This is a list of the individual outstanding claims for the selection values.
Beginning Cash	Represents the cash balance at the beginning of the fiscal year.
Revenue and Details	Represents the revenues recorded as of the fiscal period. Press the Details button to drilldown to the Revenue Listing By Source Code. This is a list of the revenue totals for the selection values by source code.
Cash Transfer	Represents the amount of cash that was transferred in or out as of the

	fiscal period.
Expenditures and Details	Represents the amount of expenditures recorded as of the fiscal period. Press the Details button to drilldown to the Expenditures Listing By Object Code. This is a list of the expenditure totals for the selection values by object code.
Ending Cash	Represents the cash balance as of the fiscal period.

5.1.1 Contracts Balance Details

To view the contracts listing that makes up the Contracts Balance, click on the Details button next to List Contacts. The Contact Listing by Contract Number screen will load showing the contract balance details. Click the Back button to return to the Account Summary screen. Click on the Download button to download the data as a CSV file.

5.1.2 Claims (Purchase Orders) Balance Details

To view the claims that make up the Claims (POs) Balance, click on the Details button next to List Claims (POs). The Claims Listing by Claims No. will load showing the details of the claims balance. Click the Back button to return to the Account Summary screen. Click on the Download button to download the data as a CVS file.

5.1.3 Revenue Details

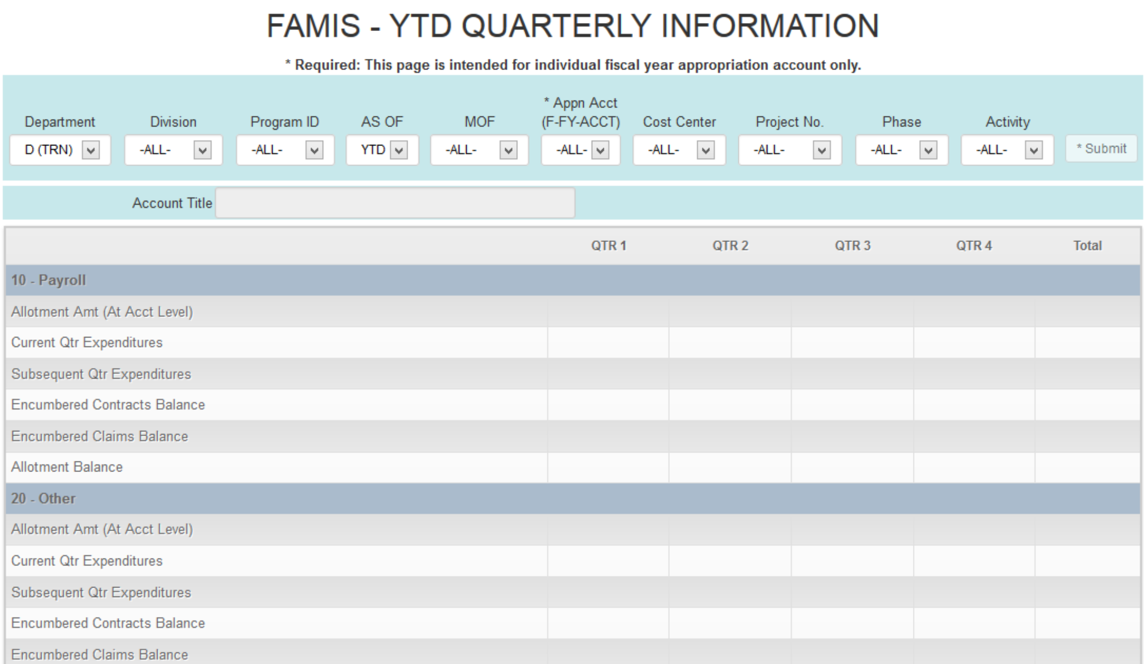
To view the revenue listing that makes up the Revenues total, click the Details button next to By Source Code. The Revenue Listing by Source Code screen will load showing the receipts and revenues by source code. Click the Back button to return to the Account Summary screen. Click the Download button to download the data as a CSV.

5.1.4 Expenditure Details

To view the expenditure listing that makes up the Expenditure total, click on the Details next to By Object Code. The Expenditure Listing by Object Code screen will load showing the expenditure data by object code. Click the Back button to return to the Account Summary screen. Click the Download button to download the data as a CSV.

5.2 YTD Quarterly Information

This screen is intended to reflect quarterly allotments, expenditures, encumbrances and revenues. This information is intended for the current fiscal year appropriation accounts and will only show information for a single appropriation.



There are three sections to the YTD Quarterly Information screen. They are:

- 10 – Payroll. All transactions with object codes 2000 through 2899 are selected.
- 20 – Other Expenses. All transactions with object codes 2900 through 9999 are selected.
- Revenue Total. All transactions with source codes 0001 through 1999 are selected.

The quarters shown represent the fiscal quarters which are as follows:

- QTR 1 – July, August, September
- QTR 2 – October, November, December
- QTR 3 – January, February, March
- QTR 4 – April, May, June

Data Field Definitions:

Field Name	**Description**
Allotment Amount	An amount will be displayed for the single appropriation account selected. The optional fields defaulted to **ALL** are:

	Division Program ID Means of Financing (MOF) Cost Center Project No. Phase Activity The allotment amount is not displayed when values are selected for these fields. *Note: When these optional fields are selected, the Allotment Amount will not be displayed. Only expenditures or claims related to the optional fields will be displayed.
Current Quarter Expenditures	This is the total of direct expenditures and expenditures for encumbrances that were recorded in the same fiscal quarter.
Subsequent Quarter Expenditures	This is the total expenditures for encumbrances recorded in this quarter but paid for in a subsequent quarter of the same fiscal year.
Encumbered Contacts Balance	This is the outstanding balance of contracts encumbered in the fiscal quarter.
Encumbered Claims Balance	This is the outstanding balance of claims (purchase orders) encumbered in the fiscal quarter.
Allotment Balance	If displayed, the Allotment Balance is calculated as follows: Allotment Amount - Current Quarter Expenditures - Subsequent Quarter Expenditures - Encumbered Contracts Balance - Encumbered Claims Balance --- = Allotment Balance Note: The allotment amounts do not include reversions

5.3 YTD Revenue/Expenditure/Encumbrance Balance

FAMIS - YTD Revenue, Expenditure, and Encumbrance Balance,
Group By Object Code,
Cross Tab By Cost Center, Activity, Project or Phase

Department	Division	Program ID	MOF	* Appn Acct (F-FY-ACCT)	Cost Center	Project No.	Phase	Activity	* Cross Tab By	* **Required**
D (TRN)	-ALL-	-ALL-	-ALL-	-MULTI- Multi	-ALL-	-ALL-	-ALL-	-ALL-	Phase	Submit Download

Account Title THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE Appn Type SUMMATION_NO_TYPE

Source	Description	Totals	BLANK	00	01	02	03
0015	LIQUID FUEL - HIGHWAYS	57,474,494.36	57,474,494.36	0.00	0.00	0.00	0.00
0016	LIQUID FUEL - AVIATION	3,121,426.91	3,121,426.91	0.00	0.00	0.00	0.00
0018	STATE VEHICLE REGISTRATION FEE	31,653,909.26	31,653,909.26	0.00	0.00	0.00	0.00
0020	STATE MOTOR VEHICLE WEIGHT	54,244,638.67	54,244,638.67	0.00	0.00	0.00	0.00
0021	RENTAL MOTOR VEHICLE SURCHARGE TAX	34,760,494.64	34,760,494.64	0.00	0.00	0.00	0.00
0196	OVERWEIGHT VEHICLES PERMIT FEES	41,165.00	41,165.00	0.00	0.00	0.00	0.00
0202	LICENSE FEE - CDL PROGRAM	262,547.25	262,547.25	0.00	0.00	0.00	0.00
0215	VERIFICATION OF LEGAL PRESENCE THRU FED SYS FEE	18,384.94	18,384.94	0.00	0.00	0.00	0.00
0223	PERMITS, EXCAVATING PUBLIC HIGHWAYS	3,398.30	3,398.30	0.00	0.00	0.00	0.00
0234	ENFORCEMENT FEE - PMVI PROGRAM	1,063,725.93	1,063,725.93	0.00	0.00	0.00	0.00
0264	RENTALS, OTHERS	749,999.97	0.00	749,999.97	0.00	0.00	0.00

Totals by object code for all revenues, expenditures and encumbrances are reflected on this screen. The Source code identifies the source of the revenue and the object code identifies the type of expenditure. Source codes 0001-1999 are used to identify revenue sources and object codes 2000- 9999 are used to identify expenditure types.

On this screen, besides the standard selection criteria, users can also drill down further by selecting cost center, project, phase or activity. The records are grouped and sorted by object code. The *Cross Tab By is a required selection. The valid selections are:

- Cost center
- Project No.
- Phase
- Activity

For example, if cost center is selected as the *Cross Tab By, there will be a break down by columns for the different cost centers across the screen. The TOTALS column is displayed first but there may be many cost centers displayed horizontally that total up to the TOTAL's column. Use the scroll bar at the bottom of the browser screen to see any remaining cost centers. Expenditure, Revenue or Encumbrance entries without associated cost center, project, phase, and activity number will be reported as a "Blank" column entry.

5.4 Expenditure/Encumbrance by Object Code

This screen provides a breakdown expenditures and encumbrances by object code. It also displays the total of the expenditures and encumbrances for each object code.

FAMIS - Expenditure/Encumbrance By Object Code

Department	Division	Program ID	MOF	Appn Type	Fund	Fiscal Year	Appn Acct (F-FY-ACCT)	AS OF
D (TRN)	-ALL-	-ALL-	-ALL-	-ALL-	-ALL-	-ALL-	-ALL-	YTD

Cost Center	Project No.	Phase	Activity		
-ALL-	-ALL-	-ALL-	-ALL-	Submit	Download

Account Title: THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE   Appn Type: SUMMATION_NO_TYPE

Obj	Description	Expenditure	Encumbrance	Total
COUNT 272	GRAND TOTALS	940,666,528.99	980,213,655.73	1,920,880,184.72
2000	PERSONAL SERVICES-PAYROLL	53,810,978.84	1,387,108.98	55,198,087.82
2001	REGULAR EMPLOYEES	45,948,415.97	0.00	45,948,415.97
2010	DIFFERENTIAL PAY	1,608,225.88	0.00	1,608,225.88
2020	OVERTIME PAY	3,571,665.25	446,373.28	4,018,038.53
2021	OTHER LABOR PREMIUM	1,200,291.57	0.00	1,200,291.57
2022	ARFF, SCHEDULED OVERTIME	204,607.56	0.00	204,607.56
2023	COMPENSATION SETTLEMENT-UPW	19,500.00	0.00	19,500.00
2034	PENSION ACCUMULATION	8,770,700.48	0.00	8,770,700.48
2036	OTHER CONTRIBUTION TO ERS	4,758.03	0.00	4,758.03
2037	RETIREMENT CONTRIBUTION	2,430,579.28	0.00	2,430,579.28
2038	GROUP LIFE	51,965.77	0.00	51,965.77

5.5 Revenue/Expenditure Transaction by Date

This screen shows all revenue and expenditure transactions for a given time period. If you are querying by a specific vendor, this query has a vendor lookup function. If you click Vendor Lookup a screen will be shown to search by vendor name or vendor number. These do not need to match exactly. When a vendor is selected its number will appear back on the Revenue/Expenditure Transaction by Date screen. Alternatively, if the vendor number is known it can be entered directly into the Vendor No. field.

FAMIS - Revenue / Expenditure Transaction By Date

Department	Division	Program ID	MOF	Appn Type	Fund	Fiscal Year	Appn Acct (F-FY-ACCT)	*: Required	
D (TRN)	-ALL-	-ALL-	-ALL-	-ALL-	-ALL-	-ALL-	-ALL-	Vendor Lookup	Download

Cost Center	Project No.	Phase	Activity	Rev/Exp	Object	Major Obj.	* From FM	* From FY	* To FM	* To FY	Vendor No.	
-ALL-	-ALL-	-ALL-	-ALL-	Exp	-ALL-	-ALL-	02	2011	02	2012	0000074165	Submit

Account Title: THIS_IS_A_SUMMATION_THEREFORE_NO_TITLE   Appn Type: SUMMATION_NO_TYPE   First Previous Next Last

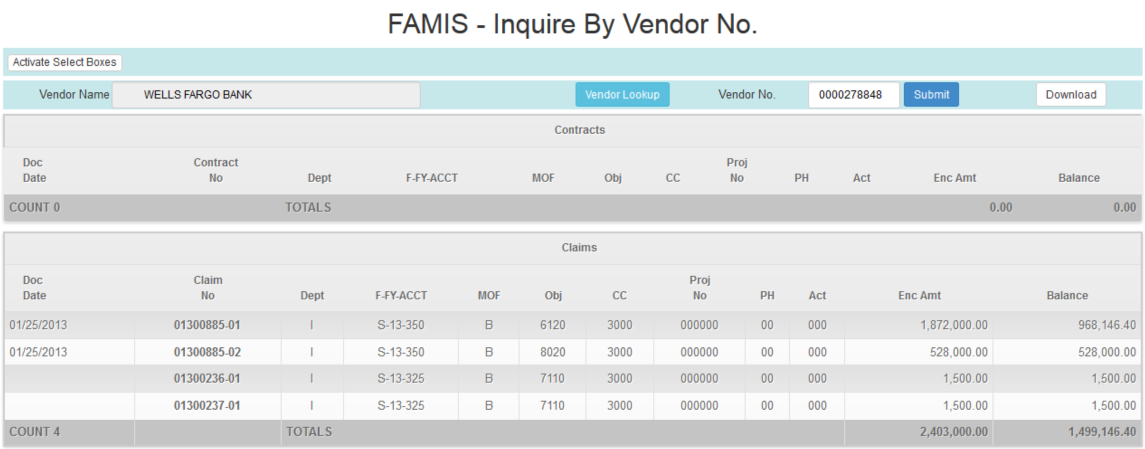
Process Date	Check No	Enc No	Enc Type	Vendor	Invoice No	Dept No	Comp No	F-FY-ACCT	OBJ	CC	Proj No	PH	Act	Amount
COUNT VIEWING RECORDS 1 - 1000 FROM 9660													TOTAL	13,583,120.47
08/05/2010	S0007067	0PCS063D-	P	FIRST HAWA	5872000	GB3001	002465	S-10-063	3401	3695				1,650.00
08/05/2010	S0007067	0PCS063D-	P	FIRST HAWA	5872000	GB3001	002465	S-10-063	7190	3695				93.15
08/05/2010	S0007067	0PCS063D-	P	FIRST HAWA	5872000	GB3001	002465	S-10-063	3007	3685				33.62

5.6 Inquire by Vendor Number

To start the query process click on the Vendor Lookup button and select a vendor or enter a vendor number without the vendor suffix in the Vendor No. field. The dropdown options are optional in this query. However, if you would like to use them click the Activate Select Boxes button. This will show the dropdown options. To hide them click Deactivate Select Boxes. Press Submit to submit the query and see the results.

The results are split up into two sections, Contracts and Claims. The data returned is sorted by document date. Click on Contract No or Claim No to be sent to view detailed information on either the selected Contract No or Claim No.

*Note: Contracts or Claims with a zero balance will not be reflected in search results.


FAMIS - Inquire By Vendor No.

Activate Select Boxes

Vendor Name WELLS FARGO BANK | Vendor Lookup | Vendor No. 0000278848 | Submit | Download

Contracts

Doc Date	Contract No	Dept	F-FY-ACCT	MOF	Obj	CC	Proj No	PH	Act	Enc Amt	Balance
COUNT 0		TOTALS								0.00	0.00

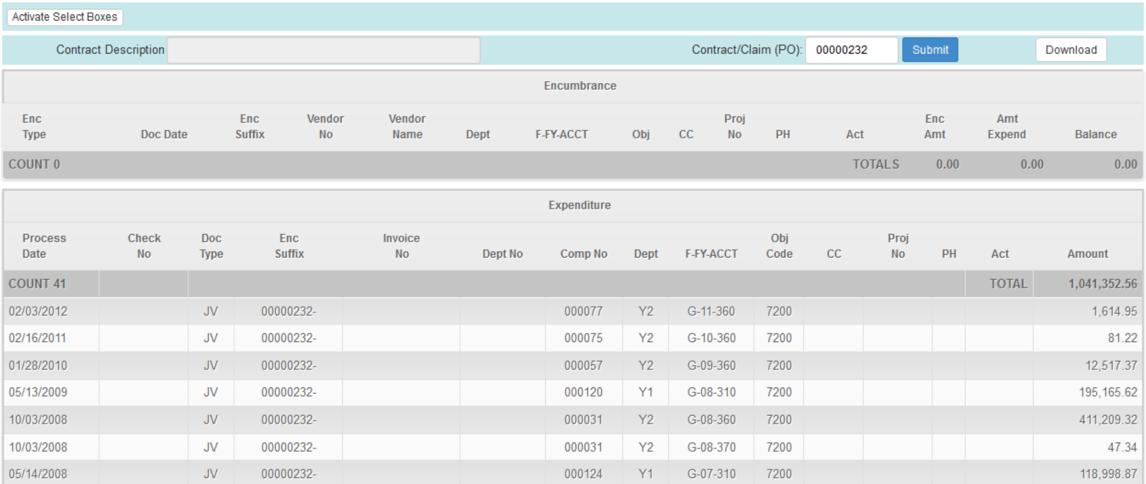
Claims

Doc Date	Claim No	Dept	F-FY-ACCT	MOF	Obj	CC	Proj No	PH	Act	Enc Amt	Balance
01/25/2013	01300885-01	I	S-13-350	B	6120	3000	000000	00	000	1,872,000.00	968,146.40
01/25/2013	01300885-02	I	S-13-350	B	8020	3000	000000	00	000	528,000.00	528,000.00
	01300236-01	I	S-13-325	B	7110	3000	000000	00	000	1,500.00	1,500.00
	01300237-01	I	S-13-325	B	7110	3000	000000	00	000	1,500.00	1,500.00
COUNT 4		TOTALS								2,403,000.00	1,499,146.40

5.7 Inquire by Contract or Claim Number

To start the query process you must have a contract or claim number. Enter it in the Contract/Claim (PO) field. If you want to use the dropdown option click on Activate Select Boxes to show them. Clicking Submit with preform the query and display the results. The results are split into two sections, encumbrance and expenditure.

FAMIS - Inquire By Contract or Claim No.(POs)



Activate Select Boxes

Contract Description | Contract/Claim (PO): 00000232 | Submit | Download

Encumbrance

Enc Type	Doc Date	Enc Suffix	Vendor No	Vendor Name	Dept	F-FY-ACCT	Obj	CC	Proj No	PH	Act	Enc Amt	Amt Expend	Balance
COUNT 0											TOTALS	0.00	0.00	0.00

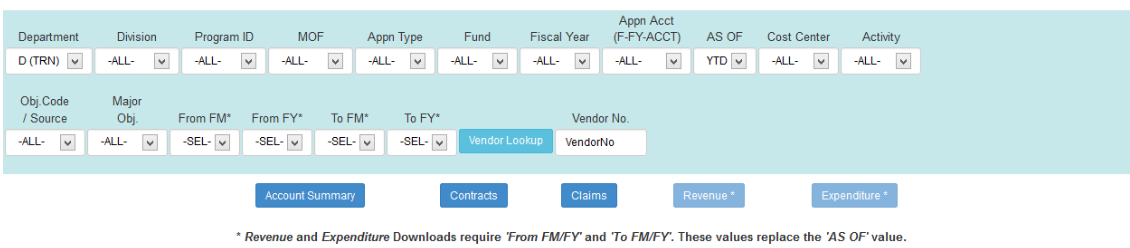
Expenditure

Process Date	Check No	Doc Type	Enc Suffix	Invoice No	Dept No	Comp No	Dept	F-FY-ACCT	Obj Code	CC	Proj No	PH	Act	Amount
COUNT 41													TOTAL	1,041,352.56
02/03/2012		JV	00000232-			000077	Y2	G-11-360	7200					1,614.95
02/16/2011		JV	00000232-			000075	Y2	G-10-360	7200					81.22
01/28/2010		JV	00000232-			000057	Y2	G-09-360	7200					12,517.37
05/13/2009		JV	00000232-			000120	Y1	G-08-310	7200					195,165.62
10/03/2008		JV	00000232-			000031	Y2	G-08-360	7200					411,209.32
10/03/2008		JV	00000232-			000031	Y2	G-08-370	7200					47.34
05/14/2008		JV	00000232-			000124	Y1	G-07-310	7200					118,998.87

5.8 Standard Downloads

The Standard Downloads screen does not display any financial data. It is used to download detailed records based on the criteria selected. After clicking on one of the following buttons: Account Summary, Contracts, Claims, Revenue or Expenditure, you will be prompted to open or save the results as a CSV file. This screen is best suited for situations where there is a need to manipulate and analyze the data or when other screens cannot provide the required detailed records.

FAMIS - Standard Download Selections



When selecting the Account Summary, Contracts, and Claims buttons, you must select an AS OF value of PM, PY or YTD to receive data on a query, the FROM/TO fiscal month and fiscal year will not be applicable. If you select the FROM/TO fiscal month and fiscal year, the Revenue and Expenditure buttons will be activated.

Note: Due to the large number of revenue and expenditure detail transactions contained in the Data Mart, it is strongly recommended to minimize the date range that is entered.

Account Summary	**Contracts of Claims**	**Revenue**	**Expenditure**
Department	Department	Department	Department
Division	Division	Division	Division

Program ID Law - Act Section- Citation Lapse Date Means of Financing (MOF) Appropriation Type Appropriation Account Account Title Appropriation Amt Transfer Allot Amt Appropriation Balance Allot 10 Bal Allot 20 Bal Contracts Balance Claims (PO) Balance Beginning Cash Revenues Cash Transfer Expenditures Ending Cash Estimated Revenues Lapse Reversion Period	Program ID Means of Financing (MOF) Appropriation Type Appropriation Acct Contract No/Sfx or Claim No/Sfx Doc Date Vendor No Vendor Name Object Code Cost Center Project No Phase Activity Encumbrance Amount Expenditure Amount Encumbrance Balance Original Encumbrance Adjustment Liquidation Direct Exp (Contracts only) Retainage Encumbrance Fiscal Year/ Month Create Date Period (1) Description (Contracts only) (2) Description	Program ID Means of Financing (MOF) Appropriation Type Transaction Code Appropriation Acct Source Code Cost Center Project No Phase Activity Amount Doc Type Comptroller No. Department No Doc No Optional Data Fiscal Year/Month Processing Date Transaction ID	Program ID Means of Financing (MOF) Appropriation Type Transaction Code Appropriation Acct Object Code Cost Center Project No Phase Activity Expenditure Amt Enc No/Sfx (Contract No/Sfx or Claim No/Sfx) Vendor No Vendor Name Invoice No Invoice Date Aging Date Check Date Check No Doc Type Comp No Dept No Doc No Optional Data 1099 Indicator FY/FM Enc FM Processing Date Transaction ID

6 Reports Menu

The reports menu has the following menu items:

- **MBP-405 – Detail of Transactions Posted**

  The online version of the MBP-405 report.

- **FAMIS PDF Reports**

  FAMIS reports in PDF reports.

- **Central Accounting PDF Reports**

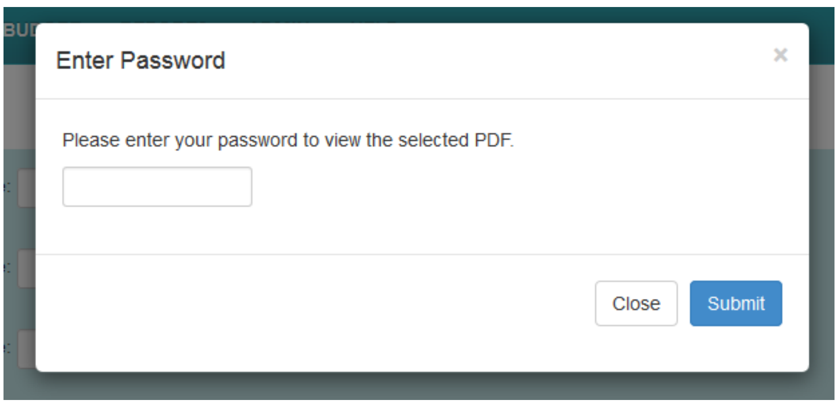
  Central accounting reports in PDF format.

- **Payroll PDF Reports**

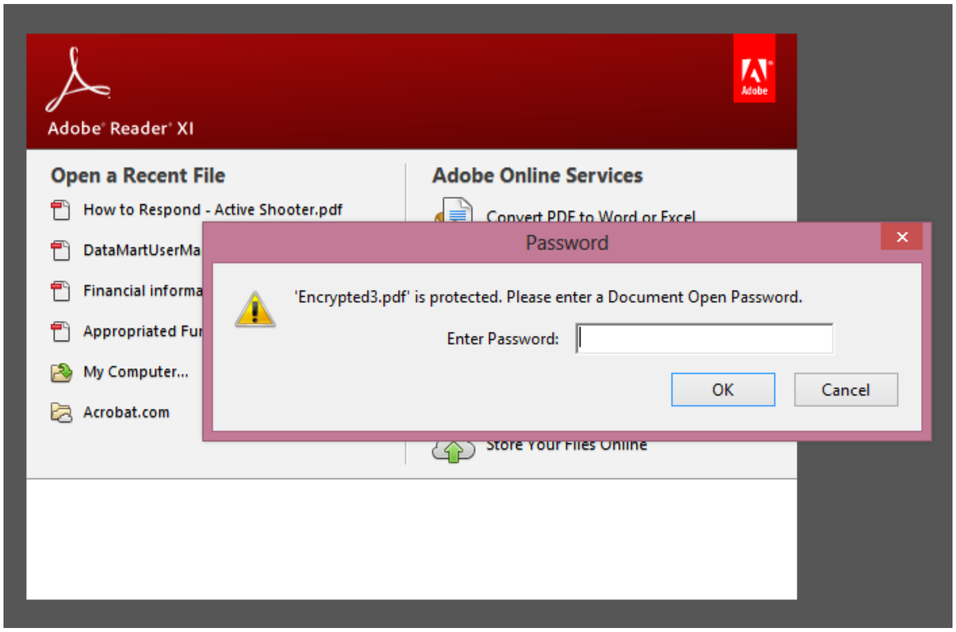
  Payroll reports in PDF format.

6.1 Encrypted PDFs

PDFs that contain sensitive information will be encrypted with your Datamart password. Upon trying to download or view an encrypted PDF a prompt will ask for your password. If the password succeeds a download box will appear for you to save or open the PDF.

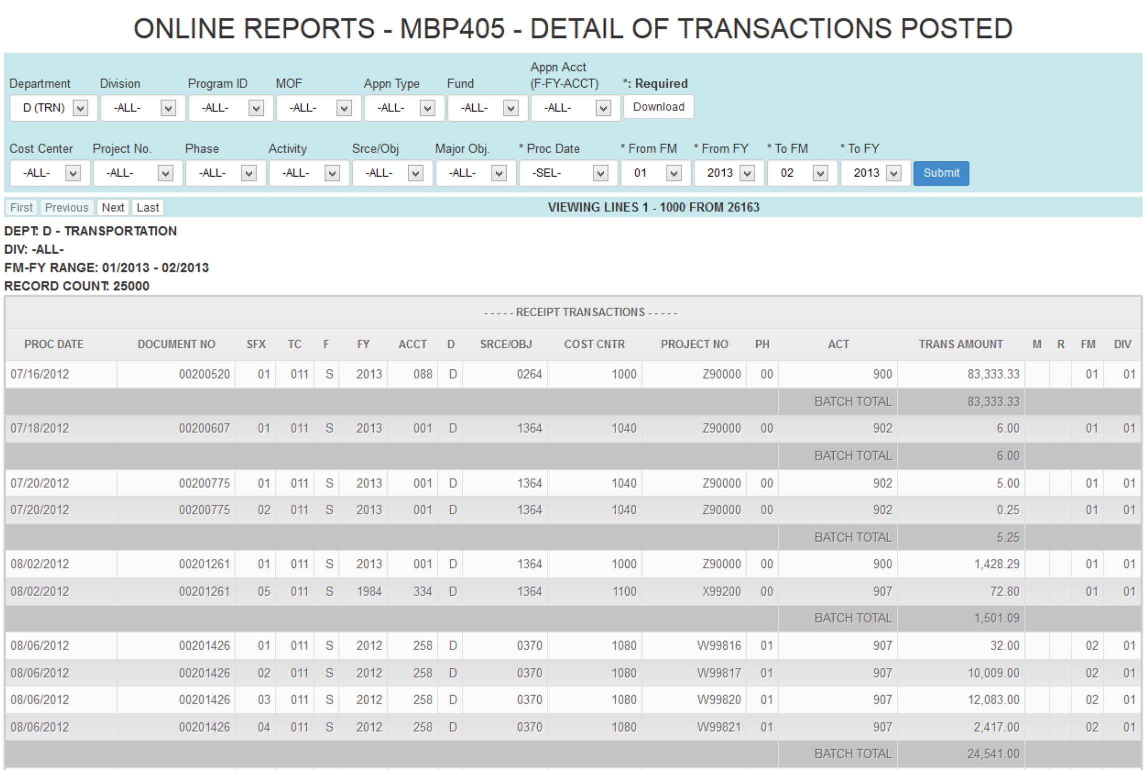


If you try to open an encrypted PDF Adobe Reader will prompt you for a password. Use your Datamart password that you used to download the PDF.



6.2 Online MBP 405

The online version of the MBP 405 requires either a processing date or a fiscal year range to be selected. Results can be downloaded as a CSV file.



ONLINE REPORTS - MBP405 - DETAIL OF TRANSACTIONS POSTED

Department: D (TRN) | Division: -ALL- | Program ID: -ALL- | MOF: -ALL- | Appn Type: -ALL- | Fund: -ALL- | Appn Acct (F-FY-ACCT): -ALL- | *: Required | Download

Cost Center: -ALL- | Project No.: -ALL- | Phase: -ALL- | Activity: -ALL- | Srce/Obj: -ALL- | Major Obj.: -ALL- | * Proc Date: -SEL- | * From FM: 01 | * From FY: 2013 | * To FM: 02 | * To FY: 2013 | Submit

First Previous Next Last VIEWING LINES 1 - 1000 FROM 26163

DEPT: D - TRANSPORTATION
DIV: -ALL-
FM-FY RANGE: 01/2013 - 02/2013
RECORD COUNT: 25000

- - - - - RECEIPT TRANSACTIONS - - - - -

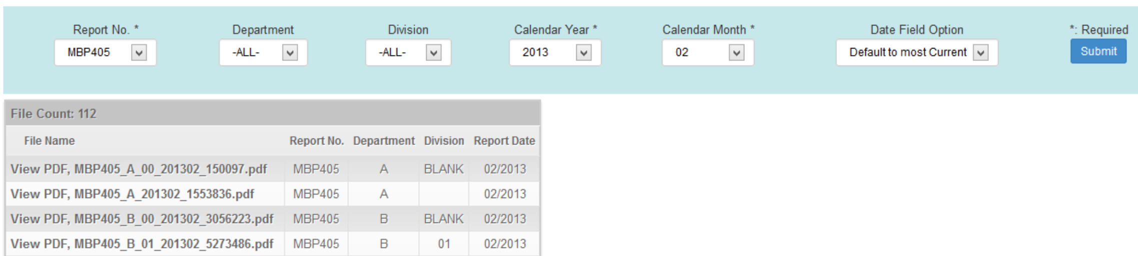
PROC DATE	DOCUMENT NO	SFX	TC	F	FY	ACCT	D	SRCE/OBJ	COST CNTR	PROJECT NO	PH	ACT	TRANS AMOUNT	M	R	FM	DIV
07/16/2012	00200520	01	011	S	2013	088	D	0264	1000	Z90000	00	900	83,333.33			01	01
												BATCH TOTAL	83,333.33				
07/18/2012	00200607	01	011	S	2013	001	D	1364	1040	Z90000	00	902	6.00			01	01
												BATCH TOTAL	6.00				
07/20/2012	00200775	01	011	S	2013	001	D	1364	1040	Z90000	00	902	5.00			01	01
07/20/2012	00200775	02	011	S	2013	001	D	1364	1040	Z90000	00	902	0.25			01	01
												BATCH TOTAL	5.25				
08/02/2012	00201261	01	011	S	2013	001	D	1364	1000	Z90000	00	900	1,428.29			01	01
08/02/2012	00201261	05	011	S	1984	334	D	1364	1100	X99200	00	907	72.80			01	01
												BATCH TOTAL	1,501.09				
08/06/2012	00201426	01	011	S	2012	258	D	0370	1080	W99816	01	907	32.00			02	01
08/06/2012	00201426	02	011	S	2012	258	D	0370	1080	W99817	01	907	10,009.00			02	01
08/06/2012	00201426	03	011	S	2012	258	D	0370	1080	W99820	01	907	12,083.00			02	01
08/06/2012	00201426	04	011	S	2012	258	D	0370	1080	W99821	01	907	2,417.00			02	01
												BATCH TOTAL	24,541.00				

6.3 PDF Reports

The PDF report screens will all display a list of PDF files available for the search criteria that is entered. Clicking on a PDF will bring up a download box or if the PDF is encrypted a password prompt will appear first. For more information on encrypted PDFs see Section 6.1.

The FAMIS reports require the report number and a year and month date.

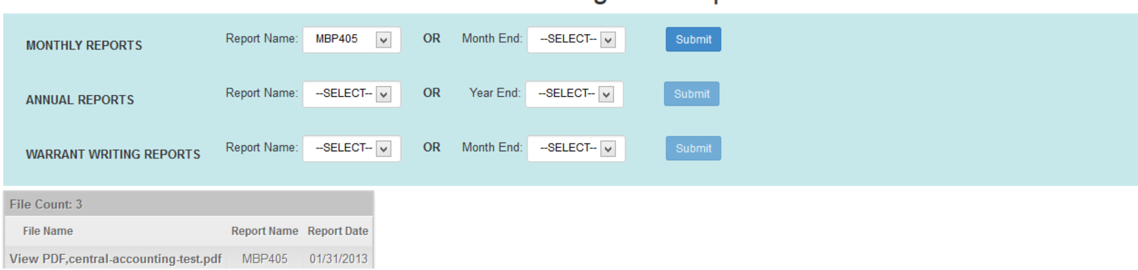
Famis PDF Reports



File Name	Report No.	Department	Division	Report Date
View PDF, MBP405_A_00_201302_150097.pdf	MBP405	A	BLANK	02/2013
View PDF, MBP405_A_201302_1553836.pdf	MBP405	A		02/2013
View PDF, MBP405_B_00_201302_3056223.pdf	MBP405	B	BLANK	02/2013
View PDF, MBP405_B_01_201302_5273486.pdf	MBP405	B	01	02/2013

Central accounting and payroll reports require either the report name or a date to be selected.

Central Accounting PDF Reports



File Name	Report Name	Report Date
View PDF,central-accounting-test.pdf	MBP405	01/31/2013