

**The Honolulu Liquor Commission  
presents**



# **Liquor Commission Information System (LCIS)**

**2019 Hawaii State Liquor Conference**  
**September 30, 2019**

# Why a “New” LCIS is Needed

## Current System

Developed in 1998 by the Department of Information Technology (DIT)

### System Limitations:

- No online access or transparency for customers
- Strictly internal database system
- Manual document/records management (hard-copies)
- Limited/Restricted reporting
- Separate systems to conduct LIQ business processes

# Current (Separate) Data Collection Systems

- Current LCIS (Licensing, Enforcement, Employee Registration)
- Application/Request Tracking System (ARTS)
- Gross Liquor Sales Database
- Report Generating Interface

Liquor Commission Information System @v4.0

Employee Registration

View Business License

License Information

Licensee Officers

General Information

Class: UNLICENSED PREMISE Effective: 11/02/1996 License #: x9999 Status: CANCELED VOLU

Kind: GENERAL Start: 11/02/1996 Old Lic#: Duration: 8

Category: NOT APPLICABLE Expire: 06/30/1997 Fee: \$0.00

Trade Name Information

Name: UNLICENSED

Address: REFER TO COMMENTS

City, State, Zip Code: HONOLULU HI 96815 Warehouse Permit# Pool Buying: No/Yes

Comments

Approved Recreation Area

DATABASE TOOLS

Change History Payments of Fines

Transfer & Trade Name Change Citation Issued

New Licenses Issued NDV Adjudicated

License Renewed Inspection Counts by Services

Licenses in Pending Inspection Counts by Classes

License in Safe Keeping Outstanding Fines

License Not Renewed but Violation Summary

License Renewed List Inspection for Unlicensed

Special non-profit license listing List for Tax Office Citation List for Auditing

Listing Entry Update Email Listing

Licensing Tracking

Application Records Tracking System

APPL Main

App No: 20-20524 Appl Type: Class: DBA: Address: DCCAR: TMK: License: Hearings: Preliminary Hearing Date: Public Hearing Date: Contacts: Payment: Annual Renewal Info: Outstanding Fines: Event Dates: All Remarks: Deficiency: Operational: FYI: 18 License #: Deduction: \$136,000.00 Max Fee: \$25,000.00 Fee: 0.005 Min Fee: \$1,320.00 Set Fee: \$0.00 Name Title Prepared: Email: Date: 7/1/2017 To: 6/30/2018 Beginning: 7/1/2017 Ending: 6/30/2018 Gross Sales: \$4,600,938.94 Food Sales: \$3,517,009.76 Other Sales: \$314.82 Total Liquor: \$1,083,614.36 Complementary: \$0.00 Total Gross: \$1,083,614.36 Deductible: \$136,000.00 Cal Fee: \$4,738.07 Amount Paid: \$4,738.07 Receipt #: 12909 Pmt Date: 8/6/2018 Date Entered: 8/6/2018 filed online - payment mailed ck 301706 Signed By: Date: 7/31/2018 Title: 7/31/2018 Recv./PH date: Record: 1 of 1

# NEW LCIS

CITY AND COUNTY OF HONOLULU  
Liquor Commission Information System

Home

Visit <http://www.honolulu.gov/liq/lcis.html> for up to date information. Contact LCIS Support: [LCIS@honolulu.gov](mailto:LCIS@honolulu.gov) or (808) 768-7336.

**Licensing**  
Licensee

**GLS**  
Gross Liquor Summary

**Payments**  
Payments  
Refunds to Process

**Maintenance**  
Roles  
Users

**Application**  
File A New Application  
Existing Application

**Reporting**  
Reports

Contact Us   Printable Forms   Complaint Line

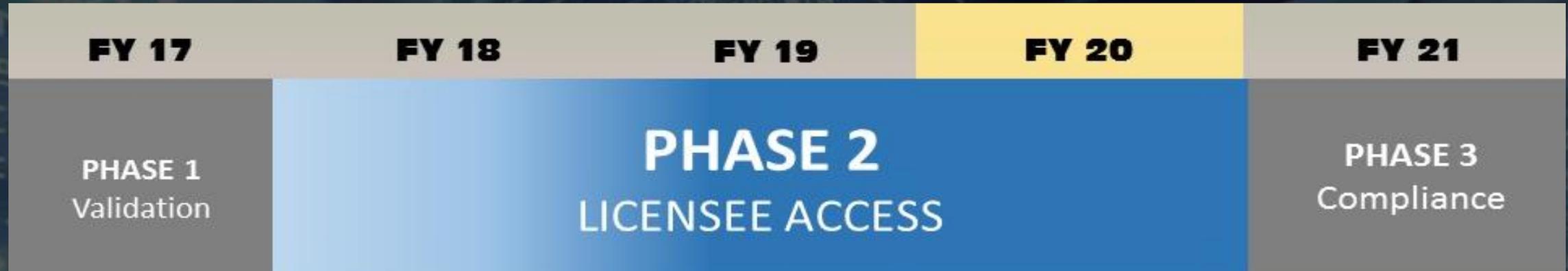
City and County of Honolulu  
Franklin D. Roosevelt Center  
Pacific Park Plaza, 711 Kalanianaʻolaha Avenue, Honolulu, HI 96813

LIQUOR COMMISSION INFORMATION SYSTEM (LCIS) FUNCTIONAL SPECIFICATION System External Specifications Module 1 - Application and Licensing

LIQUOR COMMISSION INFORMATION SYSTEM INTERNAL SPECIFICATIONS Application and Licensing Module

- Consolidate all separate systems into one
- Web based/online accessibility for users
- Transparency and accountability
- Digital record management storage

# Timeline of Construction



**Validation of Design and Specifications**

**Online Filing of Gross Liquor Sales Reports, Online Payment, Licensee-License Data Model**

**Application Framework, Process Workflow, Annual License Renewal, Position/Entity Application**

**Complete remaining License and Permit Applications, Employee Registration, Server Training Modules**

**Enforcement and Auditing Modules**

# Available Functions & Features

- Online Filing for Gross Liquor Sales Reports
- Online Payment/Accounting features
- View Licensee-License data

### Gross Liquor Sales (GLS)

HLC Test Corporation 062619  
X9010 Test License X

Select Reporting Period

07/01/2019-06/30/2020  
07/01/2018-06/30/2019  
07/01/2017-06/30/2018

Class-Kind-Category	GLS Status	Due Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>



Preparer's Phone #  
808 768-7336 Extension

Email Address  
doh@honolulu.gov

Report Status Submitted Reporting Period 07/01/2018-06/30/2019

**Computation of Additional License Fee**  
Fill out all the required fields (white boxes) and click **Calculate** at the bottom of the report to view calculation.

1. Gross Sales	0.00
2. Total Food Sales	0.00
3. Total Other Sales (i.e. Non-Alcoholic Beverages, Merchandise Sales)	0.00
4. Total Liquor Sales	0.00
5. Complimentary Drinks/Samplings	0.00
6. GROSS LIQUOR SALES (GLS)	0.00
7. Less Fiscal Year (FY) Deductible	203,000.00
8. Net GLS	0.00
9. Multiply by Assessment Rate	0.005
10. ADDITIONAL LICENSE FEE DUE AND PAYABLE (Net GLS x Assessment Rate)	0.00

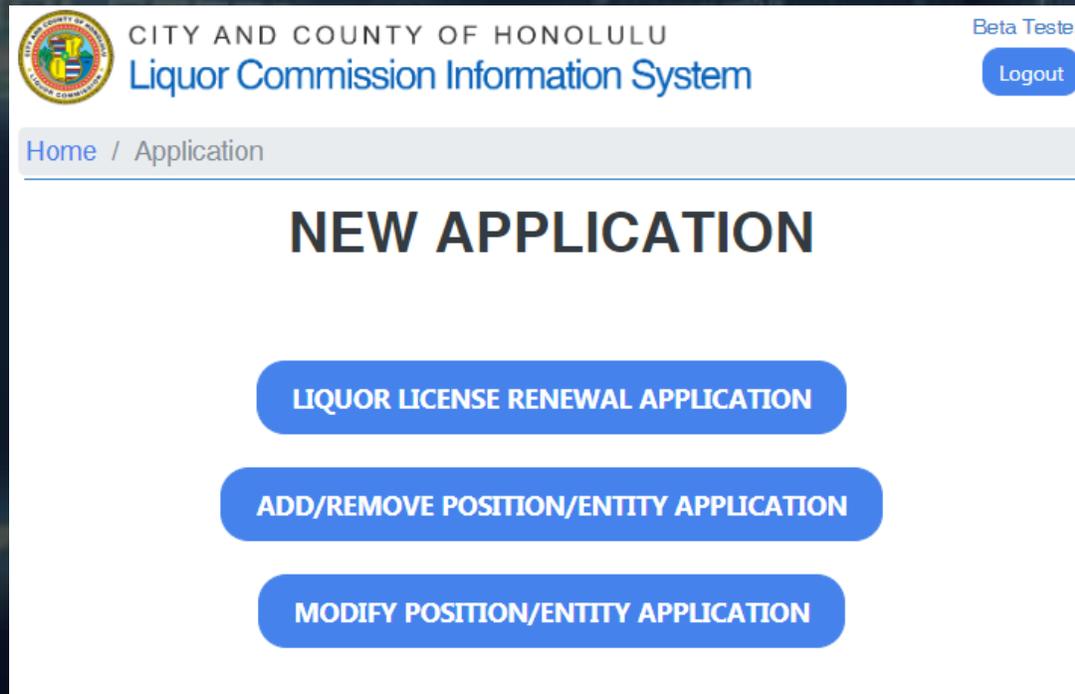
**Cost of Liquor Sold**

A. Beginning Liquor Inventory as of Starting Period	0.00
B. Add Total Liquor Purchases for the Period	0.00
C. Ending Liquor Inventory as of Ending Period	0.00
D. Cost of Liquor Sold (COLS)	0.00

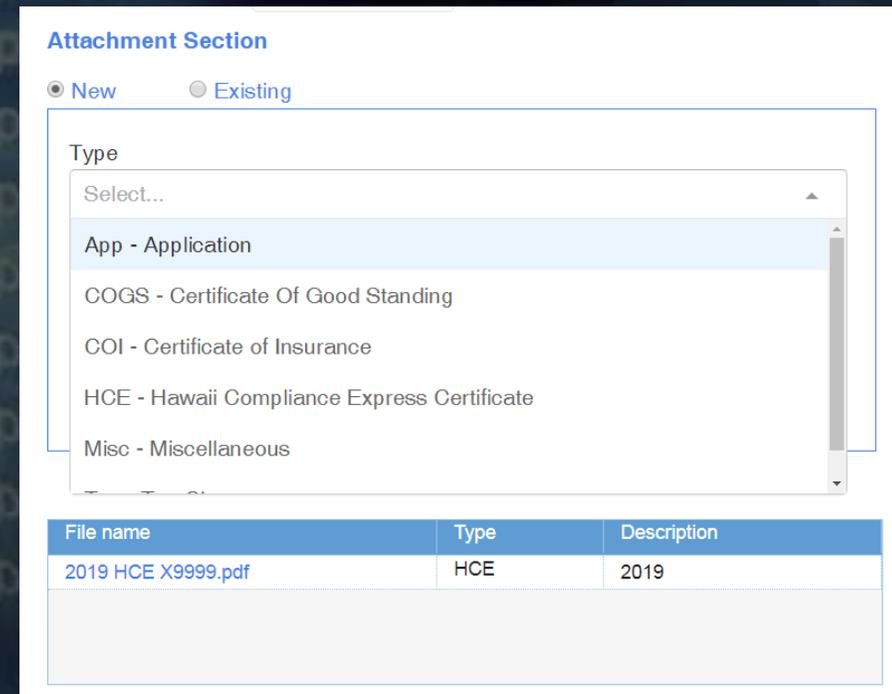
Online Acknowledgement  
Yes

# Available Functions & Features

- Online Filing for Liquor License Renewals
- Upload & Attach Supporting Documents



The screenshot shows the home page of the City and County of Honolulu Liquor Commission Information System. The page features the city's logo and name at the top left, a 'Beta Tester' label and 'Logout' button at the top right, and a breadcrumb trail 'Home / Application'. The main heading is 'NEW APPLICATION', followed by three large blue buttons: 'LIQUOR LICENSE RENEWAL APPLICATION', 'ADD/REMOVE POSITION/ENTITY APPLICATION', and 'MODIFY POSITION/ENTITY APPLICATION'.



The screenshot shows the 'Attachment Section' of the system. It includes radio buttons for 'New' (selected) and 'Existing'. Below is a dropdown menu for 'Type' with options: 'App - Application', 'COGS - Certificate Of Good Standing', 'COI - Certificate of Insurance', 'HCE - Hawaii Compliance Express Certificate', and 'Misc - Miscellaneous'. At the bottom, a table displays an existing attachment:

File name	Type	Description
2019 HCE X9999.pdf	HCE	2019

# Available Functions & Features

## Existing Application

Application Number	Application Type	Received Date	Payment Date	App. Status	License	Previous Action	Current Task	Role	Outstanding Flag	Completed Date	User Name
19-90012	License renewal	06/06/2019	06/06/2019	Completed	D1189	Accept		CI	No	06/06/2019	Douglas Oh
19-90011	License renewal	06/06/2019		Submitted	D1134	Accept	Approve Notice of Hearing	ADM	Yes		Douglas Oh
19-90010	License renewal	06/05/2019	06/14/2019	Completed	E0413	Accept		LC	No	06/14/2019	Douglas Oh
19-90009	License renewal	06/04/2019	06/04/2019	Completed	E1587	Issue		LC	No	06/04/2019	Douglas Oh
19-90008	License renewal	06/04/2019	06/14/2019	Pending	D1143		Review Application	LC	Yes		Douglas Oh
19-90007	License renewal	05/30/2019	05/30/2019	Completed	D0181	Accept		ADM	No	05/31/2019	Douglas Oh
19-90006	Add/Remove position/entity	04/30/2019		Completed		Approve		ADM	No	04/30/2019	e.freitas
19-90005	Add/Remove position/entity	04/30/2019		Completed		Approve		ADM	No	04/30/2019	e.freitas
19-90004	Modify position/entity	04/30/2019		Completed		Approve		ADM	No	04/30/2019	e.freitas
19-90003	Add/Remove position/entity	04/30/2019		Completed		Approve		ADM	No	04/30/2019	e.freitas
19-90002	Add/Remove position/entity	04/30/2019		Completed		Approve		ADM	No	04/30/2019	e.freitas
19-90001	Add/Remove position/entity	04/26/2019		Pending		Accept	Recommend Acceptance	ASO	Yes		Douglas Oh
19-90000	Add/Remove position/entity	04/25/2019		Completed		Cancel		LC	No	04/25/2019	Douglas Oh

## Application Tracking

- Application Number
- Application Type
- Date Received
- Payment Date (if applicable)
- Application Status
- License number
- Previous Action (Accept, Return, Cancel)
- Current Task
- Role (assigned to current task)
- Application Status
- Outstanding Flag
- Completion Date
- User Name

# Available Functions & Features

## Customized workflow/routing and tracking

**Workflow**

**Review Application**

Action

Accept

**To continue**

Next Process

Select...

Intake

Investigation

Notice of Hearing

Hearing 1

Hearing 2

Post Commission Decision

**Workflow**

**Review Application**

Action

Accept

**To continue**

Next Process

Hearing 2

Next Task

Select...

Public Hearing Preparation

Receive Hearing Documents

Generate Application Record

Recommend Approval of Public Hearing Packet

Approve Public Hearing Packet

- **Select Action to take (Accept, Return, or Cancel)**
- **Select LIQ Processes (*Intake, Investigation, Hearing, etc.*)**
- **Select Task (*subprocess – Approve Report, Hearing Preparation, Issuance of License, Close Record*)**

# Available Functions & Features

## Customized workflow/routing and tracking

Action	Process	Task	User Name	Date/Time
Accept	Investigation	Approve Investigative Report	Douglas.Oh	05/31/2019 14:50:26
Submit	Investigation	Investigative Report	Douglas.Oh	05/31/2019 14:50:07
Accept	Investigation	Assign Investigation	Douglas.Oh	05/31/2019 14:49:43
Accept	Intake	Review Application	Douglas.Oh	05/31/2019 12:24:00
Accept	Intake	Review Application	Douglas.Oh	05/30/2019 16:25:40

Comment    AUDIT HISTORY    CANCEL

### Identifies the application processing history:

- Action taken (Acceptance, Return, or Cancel)
- Processes and Tasks (subprocesses)
- User Name (who took action)
- Date/Time of action

# Available Functions & Features

## Accountability and Audit Tracking

Identifies the changes to a record:

- **Date/Time of data edit**
- **Data field edited**
- **User Name (who edited)**
- **Original data recorded (Before)**
- **New data entered (After)**

**Audit History**



Date-Time	Table	Column	ID	Username	Before	After
2019-06-04 15:15:06.140	App	AppStatusID	10	Douglas.Oh	Pending	Completed
2019-06-04 15:15:06.140	App	CompletedDate	10	Douglas.Oh		Jun 4 2019 3:15PM
2019-06-04 15:14:06.147	App	WorkflowTaskID	10	Douglas.Oh	Administrator Approval (Signature)	Print/Issue
2019-06-04 15:13:32.607	App	WorkflowTaskID	10	Douglas.Oh	Review Application	Administrator Approval (Signature)
2019-06-04 15:13:31.257	App	IsCompleteable	10	Douglas.Oh	0	1
2019-06-04 15:07:09.907	App	AppStatusID	10	Douglas.Oh	Submitted	Pending
2019-06-04 15:07:09.907	App	PaymentDate	10	Douglas.Oh		Jun 4 2019 3:07PM
2019-06-04 15:07:09.907	App	PaymentAmount	10	Douglas.Oh	0.00	1980.00

Done

# **More Information...**

**Visit our website**

**<http://www.honolulu.gov/liq/lcis.html>**

**Questions or Comments?**

**Email: [LCIS@honolulu.gov](mailto:LCIS@honolulu.gov)**

**Phone: 808-768-7336**

# Mahalo