

# FY17 Winter Newsletter

## Accounting News

### Successful CAFR Draft

State Accounting Bureau (SAB) would like to express our appreciation to agency accounting personnel for their assistance in our completion of the FY16 CAFR. It is the combined efforts of everyone involved in the process that helps us achieve our objective of providing accurate and reliable financial data.

### Accounting Form Procedures

In an effort to assist agencies in the accurate completion of accounting forms, SAB has added procedures on our forms webpage. The link to these procedures is located [here](#).

## Treasury and Warrant Writer News

Our Treasury/Warrant Writer Manager position is currently vacant, as Neil Fryer has accepted a job outside of the State of Montana. Use the following contacts for your questions or concerns:

- Treasury (deposit or wire) Related – [doatreaswire@mt.gov](mailto:doatreaswire@mt.gov) or 444-5271
- Warrant Writer (payment or vendor) Related - [warrantwriter@mt.gov](mailto:warrantwriter@mt.gov) or 444-3092
- Other Accounting/SABHRS Related – [saccounting@mt.gov](mailto:saccounting@mt.gov) or 444-4681

Remember to use the File Transfer System if your email contains personally identifiable information (PII).

As always, we are processing your requests as timely as possible. Please allow a 72-hour turnaround time before either re-sending or calling to inquire about your request. In the event your request is time sensitive, you may indicate a “rush” on the form.

### Calendar Year 2016 IRS 1099-Misc Reporting

Thank you for your assistance regarding the proper and timely submission of IRS 1099-Misc reporting. Our files have been submitted electronically to both the IRS and Montana Department of Revenue, as well as mailed out to the respective vendor. On average nearly 1,000 of the vendor copies of 1099-Misc forms are returned to our office as undeliverable each year. We are working on obtaining new addresses and re-mailing these returned forms and should have this process completed by the end of the month. Additionally, vendors may be calling agencies to inform them of 1099-Misc corrections. As you become aware of necessary corrections, please send the correcting information to our [warrantwriter@mt.gov](mailto:warrantwriter@mt.gov) helpdesk email (via File Transfer System).

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## Data Loss Prevention (DLP)

DLP is expected to be turned up in blocking mode on July 1, 2017. All EFT advices that are created and emailed from SABHRS Finance will be scanned for sensitive information and blocked if anything is found that violates the DLP Policies. Agencies that are including sensitive information (see MCA 2-6-1502 Protection of Sensitive Data) in the EFT advice will be blocked correctly. Agencies that are not including sensitive information should avoid phrases like “Tax ID”, “Tax Identification Number”, “TIN”, “FEIN”, “SSN”, or “Social Security Number” especially if they are including any dates or numbers in the advice. The spaces in these phrases are intentional as TIN, FEIN, or SSN contained within a word such as the abbreviation ASSN will not be identified. Information about DLP can be found in the SITSD Service Catalog at <http://sitsdservicecatalog.mt.gov/o365/dlp> or an agency may direct questions about DLP directly to the SITSD Helpdesk.

## Notification of Change (NOC)

On a daily basis we receive a NOC report from the bank related to ACH payments issued by agencies. Examples of NOC information are changes in bank accounts, changes in bank routing numbers, etc. Any NOC related to a payment your agency has issued will be sent to your agency using the File Transfer System. Upon receipt of a NOC, our expectation is that your agency will update your internal interfacing system, if applicable.

## Online Electronic Deposit (OED)

Beginning January 1, 2018, all check deposits will have to be made using an OED machine as our office will no longer be accepting check deposits. OED machines are a more secure and efficient means of making your deposits and are relatively inexpensive. There are a variety of machines available to meet both your processing needs and agency budget. More than half of all agencies are already using OED machines and enjoying the benefits. If your agency is ready to get started on implementing OED machines, contact the Treasury. For those of you that need more information on how these machines work and what options are available, we are planning on providing training this spring after Legislative Session has ended.

## SABHRS News

The Excel macro files used for the spreadsheet journal import process now contain macro signatures within the files. The macro signatures were implemented to meet increased macro security requirements. If your area has implemented or is in the process of implementing the additional security measures, you need to request updated Excel files that contain the macro signatures from the State Accounting Help Desk.

The macro signatures in the Excel files will be updated every two years. You will be notified by the State Accounting Help Desk to download the Excel files with the updated macro signatures. When using Excel files that contain expired macro signatures, the Excel files stop working and users receive a macro error.

SAB and SABHRS staff are exploring options for placing the Excel files with macro signatures on the SAB website for distribution in the near future.

## SABHRS Upgrade Update

We are still on track to upgrade SABHRS Financials to version 9.2 this May. We are currently testing the new version internally and with interfacing agencies. There will be more testing opportunities in the next couple of months, as follows:

TEST TYPE	TEST BEGIN DATE	TEST END DATE
Process owner testing – SAB and OBPP	1/9/2017	3/3/2017
Agency Interface testing	1/9/2017	3/3/2017
Unique agency testing <ul style="list-style-type: none"><li>• DPHHS - allocations</li><li>• OPI - project budgets</li><li>• DOJ – perceptive</li><li>• DEQ – billing</li><li>• DLI – billing</li><li>• DOR – offset</li><li>• DOA- Procard</li><li>• LAD</li><li>• eMACS</li></ul>	2/16/2017	4/14/2017
Structured agency testing	3/6/2017	3/24/2017
General agency testing	4/3/2017	4/21/2017

## Upcoming Training Opportunities—CPE Available

SAB will be sponsoring the following training events in the upcoming months:

3/1/2017 -NASACT Webinar—GAO’s Yellow Book Exposure Draft: What changes are Ahead?

- HHS Sanders Auditorium—12:00 PM—1:20 PM

5/8/2017—Governmental Accounting Seminar (Topics to be determined)

- Radisson Hotel 8:00 AM—4:30 PM

We will also be sending agencies a training survey soon help us determine what topics they would be interested in learning more about.

## AGA information

The State of Montana has an Association of Governmental Accountants (AGA) Chapter called the Missouri River Chapter. Sadly, the chapter has been inactive since February 2013. We are currently working on reactivating and revitalizing the chapter!

We have scheduled a tentative first meeting to reactivate and elect officers on March 14, 2017 (time and place TBD). If you are interested in holding an officer position or nominating someone for a position, please send a note of interest to Tami Gunlock ([tgunlock@mt.gov](mailto:tgunlock@mt.gov)). Nomination acceptances and voting will take place at the March 14<sup>th</sup> meeting.

Bobby Derrick, our AGA regional representative and past national AGA President will be tentatively coming to hold an informational CPE presentation on April 6, 2017. His presentation will include best practices for chapters and the normal chapter officers/committee chairs.

“Full Government” AGA membership is \$100 per year for individuals who work directly for government, academia and not-for-profit organizations. There is also an “Early Career” membership for \$45 per year for professionals with fewer than three years of ANY experience.

AGA membership gains you access to a variety of benefits designed to support your career growth and success. The State Accounting Bureau will utilize appropriate webinars as an informative CPE education tool. Other benefits include:

- Complimentary members-only webinars offered
- Member discounts for online CPE opportunities
- Member rates that save you up to \$150 per national training event
- Discount on CGFM (Certified Governmental Finance Manager) renewal fees
- Five annual national training events
- Subscription to the quarterly *Journal of Government Financial Management*
- Subscription to *Topics* weekly newsletter
- Research and Executive Reports

We encourage you to check out their website at <https://www.agacgfm.org/home.aspx>  
If you have any questions, please contact Tami Gunlock at 444-7354 or email [tgunlock@mt.gov](mailto:tgunlock@mt.gov).