

# Quarterly Newsletter: Winter FY18



## Announcements...

The State of Montana's [Comprehensive Annual Financial Report](#) (CAFR), for the year ended June 30, 2017, has been completed and is posted on our website. Thank you for helping us deliver accurate and timely financial reporting for the State of Montana.

Matt Pugh, the SFSD Deputy Administrator, will also serve as the **Acting Bureau Chief of SABHRS** Financial Services Technology Bureau until further notice.

Calendar year 2017 **1099-Misc reporting** for the State of Montana has been submitted to the IRS, as well as to the respective suppliers. If your supplier notifies you of a correction or requests a duplicate copy, please complete SAB form 222 and submit to [warrantwriter@mt.gov](mailto:warrantwriter@mt.gov). IRS **1042 reporting** for the calendar year 2017 will be submitted on or around March 15.

Please review the [Governor's Executive Order 03-2018](#) requiring net-neutrality for State contracts. Additional communication will be sent to agency procurement contacts by March 1.

We are working with US Bank to **provide disaster recovery and/or backup warrant printing**. To ensure our process is working seamlessly, we will print mailer warrants through US Bank once a month. We will notify agencies prior to implementing this change.

## State Accounting Bureau

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Our vision is to provide accounting structure and guidance necessary to deliver accurate and timely financial reporting for the State of Montana.

Accuracy

Integrity

Teamwork

Accountability

Professionalism

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## Recent Changes...

- Reduction of 999 (Treasury Unit) Deposits
- SABHRS Enhanced Journal Import Process
- Print & Mail Delivery of Warrant Overflow
- SABHRS GL Work Center Implementation
- Warrant Stock Conversion
- Automation of EFT/ACH Returned Payments

*Why are accountants always so calm, composed and methodical? Because they have strong internal controls...*

### MOM Policy Revisions

#### **Accounting MOM 325 – Cash**

##### **Accounts and Deposits:**

Incorporated 999 deposit changes, OED machine internal controls, reorganized material, and eliminated redundancies.

##### **Accounting MOM 399 – Internal**

**Controls:** Minor changes and new compliance section added.

##### **Procurement MOMs – Contract**

Management and Purchasing from eMACS Marketplace have both been recently updated.

Various Accounting MOM Policies are going through our standard annual review process. You may notice updated dates in “last revised” section of these policies. If the revisions are merely to add clarity, or address grammatical or format related issues, there is not a public comment period.

## Upcoming Changes and/or Projects...

The Treasury and Warrant Writer Units are combining into one unit: **Daily Operations Section**. Thus, you may get the opportunity to work with other SAB staff members that you have not worked with in the past. Additionally, the **SABHRS Help Desk duties** will now be included in this section. Jamie Wattnem has started taking on the help desk duties related to the AP and AR modules, though she will continue to serve as our IRS 1099 and 1042 reporting expert. Bill Hall and the bulk of his current duties, including CMIA and inter-entity loans, will now be a part of this section as well and he will work on AM and GL module requests. Be sure to send your help desk requests to one of our various shared email accounts and to use the most current forms, which can be found on our website.

We have **automated EFT (ACH) payments that are returned from US Bank**, as well as the related agency notification process. Rather than receiving an email from us, you can run the **SABHRS query MTAPAFSD\_ACH\_RETURNS** to find out which of your electronic payments have been canceled and closed. You will still receive notice of changes (NOC) from us via email and are still required to correct your supplier files both in your internal system and in SABHRS.

We are **automating the SABHRS warrant cancellation process** (currently SAB form 221) to allow agencies to cancel their own warrants. This functionality should be available on March 1. The ability to cancel a warrant will be assigned to a new SABHRS security role so that each agency can designate this responsibility to accounting personnel as they see fit. At this time, warrant reissue requests will remain unchanged.



## Upcoming Training Dates...

### Governmental Accounting & Financial Reporting (register through SAB):

April 4 – Various SABHRS trainings, including Datamine, spreadsheet journal import, asset management and CWIP (4-8 CPE), no charge

April 11 – Ethics, AGA Webinar (2 CPE), no charge

April 16 – Governmental Accounting Conference (8 CPE), charges apply

### State Procurement (register through PDC) & eMACS:

April 4 – Basic Procurement Methods and Issues (8 Hours)

April 11 – Advanced Procurement Methods and Issues (8 Hours)

April 18 – Initiating and Navigating the RFP Process (8 Hours)

April 25 – Contract Management (8 Hours)

Various – eMACS Sourcing Director (Bids)

Various – eMACS Total Contract Manager



## Helpful Resources

### State Accounting Bureau:

<http://sfsd.mt.gov/SAB>

### SABHRS/Accounting Help Desk:

[Saccounting@mt.gov](mailto:Saccounting@mt.gov)

[DOAtreaswire@mt.gov](mailto:DOAtreaswire@mt.gov)

[warrantwriter@mt.gov](mailto:warrantwriter@mt.gov)

*Please use the file transfer system if you are submitting PII*

### eMACS Resources:

<http://emacs.mt.gov/>

[emacs-resources](#)

### Vendor Resources:

<http://vendorresources.mt.gov>

### SABHRS Documentation:

<http://mine.mt.gov/documentation/sabhirs/financials/default.mcx>

### Montana Operations Manual

(MOM) Policies:

<http://mom.mt.gov/>

### Montana Code Annotated

(MCA):

[http://leg.mt.gov/bills/mca\\_toc/index.htm](http://leg.mt.gov/bills/mca_toc/index.htm)

### Governmental Accounting

Standards Board (GASB):

<http://www.gasb.org/>