

**STATE OF MONTANA  
STATEWIDE ACCOUNTING SYSTEM**

**FORM 112  
BUSINESS UNIT**

<b>1) Agency Name/GL Business Unit</b>  <b>Contact Name:</b>  <b>Phone:</b>	<b>2) Effective Fiscal Year</b>  <b>3) Action</b> <i>Establish: complete fields 1 - 9</i> <i>Modify: complete fields 1 - 9</i>
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<b>4) Business Unit Number</b>	<b>5) Business Unit Name</b> <i>(limited to 30 characters)</i>
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**6) Business Unit Type** *(select BU type and associated details)*

Billing	Interface?	Yes	No	
Accounts Receivable	Interface?	Yes	No	
Purchasing	Auto-numbering Options (select one or more):			
	Requisitions			
	Purchase Orders			
	Request for Quotations			
Accounts Payable	Duplicate Invoice Checking Options		Warrant type:	
Interface?	(select one or more):			
Yes	Invoice Number		<i>Note: Contact the Warrant Writer Unit (WWU) with any questions: 444.3092 or <a href="mailto:WarrantWriter@mt.gov">WarrantWriter@mt.gov</a></i>	
No	Invoice Date			
Single Payment	Vendor ID			
Supplier Voucher?	Gross Amount			
Yes	Business Unit			
No				

<b>7) Transparency</b>	Confidential?	Yes	No	
	If Yes, list BU name to appear on transparency website:			

**8) Description/Modification**

<b>9) Agency Authorization</b>	Authorized Signature	Date	Email Authorization Attached
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To Be Completed by Department of Administration					
<b>DOA Approval</b>	Approved	Authorized Signature			Date
	Not Approved				
<b>SABHRS Approval &amp; Processing</b>		<b>System Test (SY)</b>		<b>Production (PR)</b>	
		Initials	Date	Initials	Date
	Configured BU/AR				
	Transparency				
	Security				
	Batch				
	Notify Accounting				
<b>DOA Processing</b>	Notify Agency: PR	N/A			