

**STATE OF MONTANA  
STATEWIDE ACCOUNTING SYSTEM**

**FORM 112  
BUSINESS UNIT**

<b>1) Agency Number/Name</b>	<b>2) Effective Date</b> <i>(mm/dd/yyyy)</i>
<b>Contact Name:</b> _____ <b>Phone:</b> _____	

**3) Action**    *Establish: complete fields 1 - 8*  
                   *Modify: complete fields 1 - 8*  
                   *Inactivate: complete fields 1 - 8*

<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 Business Unit Type and associated details)*

<input type="checkbox"/> Billing	Interface	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Accounts Receivable	Interface	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Purchasing	Autonumbering Options:		
	Requisitions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Purchase Orders	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Request for Quotations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Accounts Payable	Interface	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Duplicate Invoice Checking Options:		
	<i>(select one or more fields)</i>		<i>(select only one action to take)</i>
	Invoice Number	<input type="checkbox"/>	Reject <input type="checkbox"/>
	Invoice Date	<input type="checkbox"/>	Recycle <input type="checkbox"/>
	Vendor ID	<input type="checkbox"/>	Warning <input type="checkbox"/>
	Gross Amount	<input type="checkbox"/>	
	Business Unit	<input type="checkbox"/>	
<input type="checkbox"/> Single Payment Vendor Voucher Business Unit		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**7) Transparency**

Confidential                       Yes     No

BU Name (If Confidential)

**8) Description/Modification**

<b>9) Agency Authorization</b>	Authorized Signature	Date
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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>		System Test (SY)	Production (PR)
		Initials                      Date	Initials                      Date
	Configured BU/AR		
	Transparency		
	Security		
	Batch		
Notify Accounting			
<b>DOA Processing</b>	Notify Agency: PR		