

# FY18 Fall Newsletter

## SABHRS Accounts Payable Training

There is still time to sign up for the accounts payable training that will be held on Wednesday, October 25 at the DPHHS Auditorium from 1:00 P.M. - 3:00 P.M. If you did not receive the meeting invite via Outlook, please e-mail Kyndra Cozzie at kcozzie@mt.gov.

## 1099-MISC/1042 Training

The Warrant Writer Unit (WWU) will provide a 1099-MISC/1042 training on Wednesday, November 29 at the DPHHS Auditorium from 1:00 P.M.-3:00 P.M. This is a great opportunity to brush up on 1099-MISC/1042 reporting and take a look at some recent changes implemented by the IRS. Be on the lookout for an e-mail from the WWU with more details.

## CSA Meeting

The State Accounting Bureau will hold a CSA meeting on Tuesday, December 5 at the DPHHS Auditorium from 10:00 A.M.—11:00 A.M. A full agenda will be e-mailed prior to the meeting.

## State of Montana Check Stock

The State of Montana checks will be getting a new look in the upcoming weeks. Checks will no longer be pressure-sealed with a green background. The new checks will be tri-fold stock with a blue background, and they will be mailed in envelopes. A sample of the new check stock will be e-mailed to agencies closer to implementation.

## SABHRS Financials Upgrade

SABHRS Financials will be unavailable from Friday, November 3 at 9:00 P.M. to Monday, November 6 at 8:00 A.M. for a PeopleTools upgrade. This upgrade includes updates to the user pages similar to the recent updates in SABHRS HR. Watch for additional information to be distributed via e-mail in the coming weeks, including important dates to be aware of as well as tips and tricks for navigating after the upgrade.

## Procurement News

Meghan Holmlund is our new State Procurement Bureau Chief. She joined the team on August 7 and comes to us from the Montana Department of Transportation.

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## Procurement News (continued)

The State of Montana participates in term contracts. A term contract is a contract in which a source, or sources, of supply are established for a specific period of time at a predetermined unit price. Term contracts are for the use of State of Montana agencies and as indicated, cooperative purchasers. A complete listing of all term contracts can be found at <http://svc.mt.gov/gsd/apps/termcontractdefault.aspx>.

Here are some recently updated or soon to be updated term contracts:

- **Mailing Equipment Supplies and Maintenance:** The old Western States Contracting Alliance (WSCA) agreement expired on October 17, 2017. State Procurement Bureau (SPB) is currently working to execute a Participating Addenda (PA) under the new National Association of State Procurement Officials (NASPO) Contract # ADSP016-00006328. Stamps.com, Neopost, and Versia have been executed. Pending execution of a PA are Pitney Bowes, Bell Howell, Riso, and Opex.
- **Travel Management Services:** The Travel Café contract has been renewed through June 30, 2019. Please visit the following website for how to use this contract and the contract pricing update <http://svc.mt.gov/gsd/apps/TermContractDetail.aspx?ContractID=288>.
- **System Component Furniture:** Kimball and Hayworth system component furniture contracts will expire on October 31, 2017. SPB is in the process of rebidding these two contracts. The new contracts should be executed before the end of November and will be posted on the term contract website once they are available for use.

If you would like to subscribe to a monthly newsletter on term contract opportunities or updates, please email [coopurchasing@mt.gov](mailto:coopurchasing@mt.gov) to be placed on the mailing list.

## State Accounting Bureau Help Desk News

Effective Monday, November 13 the main Help Desk phone number will change to 444-3092. As a general reminder, the preferred method of correspondence with the Help Desk is by e-mail. Using the e-mail address allows the Help Desk to route the request to a team member in a more efficient manner. It also makes it easier for a team member to contact the agency if additional information is needed to address the request. The e-mail address for the Help Desk will remain the same at [saccounting@mt.gov](mailto:saccounting@mt.gov). If your circumstance is urgent, then please contact us at 444-3092 for immediate assistance.

Other valuable resources you might find helpful include the following:

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

MCA Statutes: [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/>

SABHRS Documentation: <https://mine.mt.gov/documentation/sabhirs/financials/default.mcp>