

SABHRS ACCOUNTS PAYABLE FUNDAMENTALS



INFORMATION FOR AGENCIES OF THE STATE OF
MONTANA DIRECTLY ENTERING PAYMENTS INTO SABHRS
FINANCIALS.

SERVICES PROVIDED BY WARRANT WRITER UNIT



Warrant Writer Unit provides support to State Agencies in the following areas:



- ❑ AP Help Desk
- ❑ Maintenance of the payee vendor file
- ❑ Issuance and distribution of state warrants
- ❑ Warrant Cancellations and Replacements
- ❑ Electronic Fund Transfer (EFT) rejects
- ❑ Stale-dated warrant replacements
- ❑ 1099-MISC income tax forms

Vendor Information



- Every voucher is issued to a vendor in exchange for products and services received from that vendor
- A vendor can be a person, a business, a governmental entity, an employee, etc.
- A vendor may have a number of people associated with the business and to whom you may issue a voucher
- The SABHRS system stores information about vendors, including name, address, Tax Identification Number (TIN), physical location, bank information, 1099 information, and much more

Search for a Vendor



Vendors>Vendor Information>Add/Update>Vendor

- ⇒ Enter the information known about the vendor and click the search button
- ⇒ To narrow the search, it is recommended that you enter as much criteria as you can
- ⇒ If you don't have the vendor ID, the vendors TIN will yield the best results
- ⇒ Enter the TIN in the box under Find an Existing Value and press the search button

The screenshot shows a web browser window with the URL https://sabhrs.mt.gov/ppp/ppp/EMPLOYEE/ERP/c/CREATE_PAYMENTSEFT_PYING. The browser's address bar shows the page title "Vendor". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Convert" and "Select". The browser's address bar shows the page title "Vendor". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Convert" and "Select". The browser's address bar shows the page title "Vendor".

The page content includes a search bar with the text "Search" and a "New Window" button. The page title is "Vendor Information". Below the search bar, there is a section titled "Vendor Information" with the text "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this text, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons, there is a section titled "Search Criteria" with a dropdown menu. Below the dropdown menu, there are several search criteria fields: "SetID:" with a dropdown menu and a "STATE" field with a search icon; "Vendor ID:" with a dropdown menu and a "begins with" dropdown menu; "Short Vendor Name:" with a dropdown menu and a "begins with" dropdown menu; "Name 1:" with a dropdown menu and a "begins with" dropdown menu; "Taxpayer Identification Number:" with a dropdown menu and a search icon; and "Financial Sanctions Status:" with a dropdown menu and a search icon. Below these fields, there are three checkboxes: "Include History", "Correct History", and "Case Sensitive". Below the checkboxes, there is a field "Limit the number of results to (up to 300): 300". Below the field, there are three buttons: "Search", "Clear", and "Basic Search". Below the buttons, there is a "Save Search Criteria" button. Below the buttons, there is a section titled "Find an Existing Value | Add a New Value".

Identifying Information



Identifying Information | Address | Contacts | Location

SetID: STATE
Vendor ID: NEXT
*Vendor Short Name: UNIT WRITE
*Classification: Outside Party
HCM Class:
*Persistence: Regular
*Vendor Status: Approved

*Vendor Name 1: WARRANT WRITER UNIT
Vendor Name 2:
 Withholding PPlus
 Open For Ordering Allow PPlus Override
 VAT Registration PPlus Amt Override PPlus Email

Check for Duplicate
Financial Sanctions edit

Expand All Collapse All

Vendor Relationships

Corporate Vendor
Corporate SetID: STATE
Corporate Vendor ID: NEXT
 InterUnit Vendor
InterUnit Vendor ID:

Create Bill-To Customer
 Create Bill To Customer

▷ Additional ID Numbers
▷ Duplicate Invoice Settings
▽ Government Classifications

EEO Certification Date: HUB Zone

Government Sources Find | View All First 1 of 1 Last

*Certification Source: W9 Request for Taxpayer ID Number and Certification

Government Classifications Find | View All First 1 of 1 Last

Effective Date: 04/27/2015 Certification Number:
Certificate Begin Date: Certificate Expiration:
*Government Classification: B8 Government

▷ Standard Industry Codes
▷ Additional Reporting Elements
▷ Financial Sanctions Status
▷ Comments

Address Tab



Identifying Information | **Address** | **Contacts** | **Location**

SetID: STATE
Vendor ID: NEXT Short Vendor Name: Name:

Vendor Address Find | View All First 1 of 1 Last

Address ID: 1 + -

Description:

Details Find | View All First 1 of 1 Last

Effective Date: 04/27/2015 Effective Status: Active + -

Country: USA United States

Address 1: 1234 NOT YOUR ADDRESS

Address 2:

Address 3:

City: WHERE EVERVILLE

County: Postal: 00000

State: NH New Hampshire

Email ID: WARRANT_FOR_YOUR_ARREST@MT.GOV Email EFT Advice

Payment/Withholding Alt Names

Payment Alternate name

Name 1: WARRANT WRITER UNIT AND

Name 2: SHOW ME THE MONEY

Withholding Alternate name

Withholding Name 1:

Withholding Name 2:

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension
Business Phone <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> + -

Location Tab



Identifying Information | Address | Contacts | **Location**

SetID: STATE

Vendor ID: NEXT

Short Vendor Name:

Name:

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 1 of 1 Last

*Location: 000001 Default RTV Fees + -
Description: 1234

Details Find | View All First 1 of 1 Last

*Effective Date: 04/24/2015 Effective Status: Active + -

Expand All Collapse All

Options: Payables Procurement Sales/Use Tax 1099

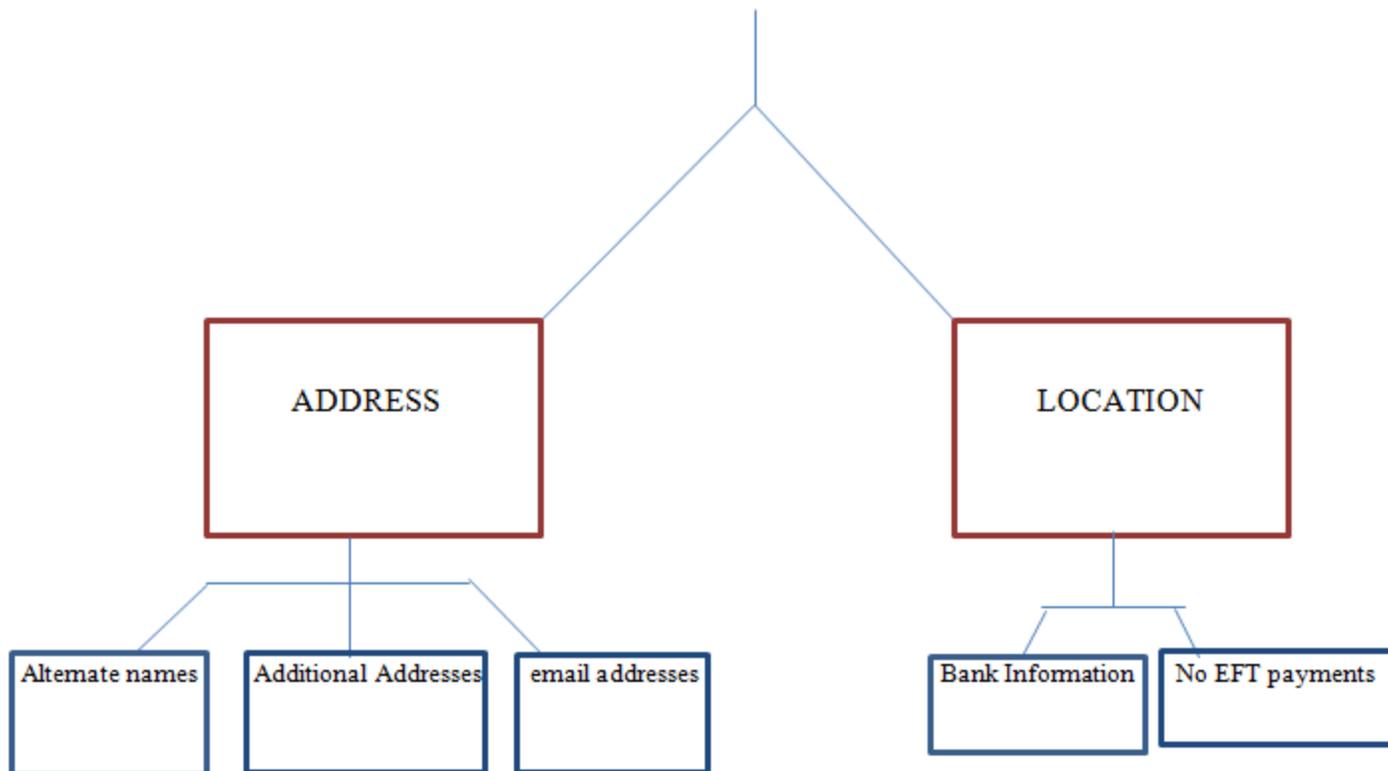
- ▷ Additional ID Numbers
- ▷ Comments
- ▷ Internet Address
- ▷ VAT

Expand All Collapse All

SABHRS VENDOR RECORD

NAME

TAX ID NUMBER



Review Vendors



Vendors>Vendor Information>Add/Update>Review Vendors

Review Vendors

Search Criteria

*SetID:

STATE

Vendor ID:

Name1:

Begins with

ShortName:

Begins with

Name 2:

Begins with

Payment Alt Name1:

Begins with

Vendor Status:

Payment Alt Name2:

Begins with

Sanctions Status:

Address:

Begins with

City:

Country:

USA

State:

Postal:

Withholding Tax ID:

Bank Account #:

Search

Clear

The Vendor Form!



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

DEPARTMENT OF ADMINISTRATION ACCOUNTING BUREAU PO BOX 200102 HELENA, MT 59620-0102		VENDOR INFORMATION FORM		
<small>Attach appropriate documentation. Questions please contact Warrant Writer. Phone: 444-3092 Fax: 444-2812</small>				
1) Business Unit:	2) Agency Contact:	Voice		
		Fax		
3) <input type="checkbox"/> ADD NEW VENDOR		4) <input type="checkbox"/> MAINTAIN EXISTING VENDOR ID: _____		
5) Add: (to existing vendor)		6) Change: (Provide info to be removed/changed & fill in correct/new info)		
<input type="checkbox"/> Address	<input type="checkbox"/> Address	<input type="checkbox"/> Name		
<input type="checkbox"/> EFT Bank Info	<input type="checkbox"/> EFT Bank Info	<input type="checkbox"/> Tax ID Number		
7) Special Instructions and/or Information to be Removed: (address, last 4 digits of bank account, name, etc)				

8) Tax ID Number: (must be 9 digits) _____ Type: <input type="checkbox"/> SSN <input type="checkbox"/> FEIN				
9) Vendor Name: (limited to 40 characters per line)				
Line 1 _____				
Line 2 _____				
10) Address: (limited to 45 characters per line)				
Line 1 _____				
Line 2 _____				
Line 3 _____				
City	State/Province	Postal Code		
Country	Phone Number (optional)			
<input type="checkbox"/> Alternate Payee Name (optional on additional Addresses only)				
Line 1 _____				
Line 2 _____				
11) <input type="checkbox"/> EFT Bank Information Attached (Voided Check or a Deposit form signed by Bank)				
<input type="checkbox"/> E-Mail Address for EFT Payment Advice: (*E-mail stored on Address *EFT Bank stored on Location)				

12) Agency Authorization	Authorized Signature	Title	Date	
To Be Completed by Department of Administration				
D of A Approval	Approved	Authorized Signature	Assigned Vendor ID	Date
	Not Approved			

REVISED 9/2012

Click on Accounting Forms (top left of page)



Department of
ADMINISTRATION
MONTANA

Pro
STA

HOME BUREAU WEBSITES

FORMS

- [Accounting Forms](#)
- [EFT Authorization Form](#)
- [FY14 Lease Schedule](#)
- [Lease Amortization Schedule](#)
- [PCU Questionnaire](#)

Then scroll down all the way to the bottom



- [Vendor Information \(Revised 9/2012\)](#)
- [1099 Form - Correction/Duplicate \(Revised 1/2006\)](#)
- [Substitute W-9 Form \(Revised 3/2015\)](#)
- [Electronic Funds Transfer \(Revised 01/2015\)](#)
(Sign Up Form)
- [Warrant Form \(Revised 5/2007\)](#)
(Agency Request for Copy of Cashed Warrant)
- [Warrant Form \(Revised 5/2007\)](#)
(Agency Request to Initiate Warrant Replacement)
- [Warrant Form \(Revised 6/2008\)](#)
(Agreement to Indemnify and Hold Harmless)
- [Warrant Form \(Revised 10/2011\)](#)
(Express Warrant)
- [Warrant Form \(Revised 11/2012\)](#)
(State-Date Interunit Journal Request)
- [Warrant Form \(Revised 10/2011\)](#)
(State-Date Warrant Replacement Affidavit)
- [Warrant Form \(Revised 5/2007\)](#)
(Warrant Cancellation)
- [Warrant Form \(Revised 10/2014\)](#)
(WAW Agreement to Indemnify and Hold Harmless)

Vendors and SABHRS



- **A TIN WILL BE REQUIRED ON ALL PAYMENTS, REFUNDS, OVERPAYMENTS OR PAYMENTS EXEMPT FROM 1099 REPORTING**
- **EXCEPTIONS ARE FOREIGN VENDORS IDENTIFIED WITH AN ENTITY TYPE OF 99 AND IF THE PAYMENT QUALIFIES AS A SINGLE PAYMENT VENDOR VOUCHER (SPVV)**
- **THE VENDOR NUMBER MUST BE SYSTEM GENERATED, IT CANNOT BE A TIN**
- **WHEN SENDING A W-9 (OR EQUIVALENT) TO THE WWU, PLEASE VERIFY THE FORM HAS BEEN FILLED OUT CORRECTLY**
- **OTHER AGENCIES MAY BE USING THE SAME VENDOR, PLEASE MAKE SURE TO MARK THE FORM IN A MANNER THAT CLEARLY STATES WHERE THE VENDOR SHOULD RETURN YOUR REQUESTED DOCUMENTATION**

Vendor File Format



All vendors, including interface files, must contain the following information

- **VENDOR NAME (FIRST MIDDLE LAST) NOTE: THIS MUST BE THE LEGAL NAME ASSOCIATED WITH THE TIN AS REGISTERED WITH THE IRS**
- **VENDOR TIN (EIN OR SSN)**
- **VENDOR IDENTIFICATION NUMBER**
- **VENDOR MAILING ADDRESS INCLUDING CITY, STATE, AND ZIP CODE**

Entering Vendors



- **ALL VENDORS WILL BE MARKED FOR WITHHOLDING**
- **VENDORS WILL BE MATCHED BY THE TAX IDENTIFICATION NUMBER (TIN); THEREFORE THE TIN IS REQUIRED FROM THE AGENCY THAT IS REQUESTING THE CHANGE OR ADDITION OF THE VENDOR**
- **ONLY ONE VENDOR WILL BE SET-UP PER TIN**
- **IF THE TIN PROVIDED DOES NOT MATCH TO AN EXISTING STATE VENDOR TIN, A NEW VENDOR WILL BE CREATED WITH THE INFORMATION PROVIDED**



**DEPARTMENT OF ADMINISTRATION
ACCOUNTING BUREAU
PO BOX 200102
HELENA, MT 59620-0102**

**VENDOR
INFORMATION
FORM**

Attach appropriate documentation. Questions please contact Warrant Writer. Phone: 444-3092 Fax: 444-2812

1) Business Unit: _____	2) Agency Contact: _____	Voice _____
		Fax _____

3) <input type="checkbox"/> ADD NEW VENDOR	4) <input type="checkbox"/> MAINTAIN EXISTING VENDOR ID: _____
---	---

5) Add: (to existing vendor)	6) Change: (Provide info to be removed/changed & Fill in correct/new info)	
<input type="checkbox"/> Address	<input type="checkbox"/> Address	<input type="checkbox"/> Name
<input type="checkbox"/> EFT Bank Info	<input type="checkbox"/> EFT Bank Info	<input type="checkbox"/> Tax ID Number

7) Special Instructions and/or Information to be Removed: (address, last 4 digits of bank account, name, etc)

8) Tax ID Number: (must be 9 digits) **Type:** SSN FEIN

9) Vendor Name: (limited to 40 characters per line)

Line 1 _____

Line 2 _____

10) Address: (limited to 45 characters per line)

Line 1 _____

Line 2 _____

Line 3 _____

City _____	State/Province _____	Postal Code _____
Country _____	Phone Number (optional) _____	

Alternate Payee Name (optional on additional Addresses only)

Line 1 _____

Line 2 _____

11) EFT Bank Information Attached (Voided Check or a Deposit form signed by Bank)

E-Mail Address for EFT Payment Advice: (*E-mail stored on Address *EFT Bank stored on Location)

12) Agency Authorization	Authorized Signature _____	Title _____	Date _____
---------------------------------	----------------------------	-------------	------------

To Be Completed by Department of Administration				
D of A Approval	<input type="checkbox"/> Approved	Authorized Signature _____	Assigned Vendor ID _____	Date _____
	<input type="checkbox"/> Not Approved			

Voucher Life Cycle



1. Enter the voucher, either manually or through integration with another module (ex. purchase order) and save
2. Edit the voucher for accuracy in amount and distribution (accounting coding)
3. Submit the voucher for approval
4. Supervisor approves the voucher
5. The voucher is picked up through nightly batch processing, budget checked (if not done previously), and posted
6. Payment warrant issued to the vendor(s) daily
7. Account activity is posted to the General Ledger

See also the User Guide for Entering a Voucher:

[SABHRS Doc.>Financials>User Guides>AP>AP Enter Regular Voucher](#)

Voucher Styles



Regular:

1. Standard voucher style and is selected as the default
2. Type you would select to enter a purchase order or multiple vendor voucher

Template:

1. Allows user to create a model voucher that can be used multiple times
2. Reduces keystrokes and promotes efficiency
3. You can create a template voucher with the accounting coding in place so that each month when payment is due, only the invoice date and number are needed.

Voucher Styles (cont.)



REVERSAL:

REVERSAL VOUCHERS CREATE A VOUCHER THAT REVERSES EXISTING ACCOUNTING ENTRIES AND BACKS OUT ENCUMBRANCES

SINGLE PAYMENT VENDOR:

1. VOUCHER THAT IS A ONE-TIME PAYMENT TO A VENDOR WHOSE INFORMATION WILL NOT BE STORED IN THE SYSTEM
2. PAYMENT AND ALL RELATED INFORMATION WILL BE STORED, BUT THE VENDOR IS NOT CREATED FOR FUTURE USE
3. VERY FEW AGENCIES HAVE ACCESS TO ENTER THESE TYPES OF VOUCHERS
4. USED FOR NON-REPORTABLE PAYMENTS

ACCOUNTS PAYABLE>VOUCHERS>ADD/UPDATE>REGULAR ENTRY

Regular Voucher



Browser address bar: https://sabhri.mt.gov/psp/fspr/EMPLOYEE/ERP/c/REPORT_MANAGER.CONTENT_ Regular Entry

Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Add to Favorites | Sign out

MT SABHRS Search

New Window |

Voucher

Business Unit:

Voucher ID:

Voucher Style:

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number:

Invoice Date:

Gross Invoice Amount:

Estimated No. of Invoice Lines:

Find an Existing Value | Add a New Value

ACCOUNTS PAYABLE>VOUCHERS>ADD/UPDATE>REGULAR ENTRY

Regular Voucher Entry

- ⇒ **Business Unit** – (Required) will display your agency's 5-digit identifier by default
- ⇒ **Voucher ID** – System will assign this number automatically, but you can enter a specific value if your agency is not using automatic numbering
- ⇒ **Voucher Style** – Will appear by default as Regular Voucher
- ⇒ **Vendor ID** – (Required) Unique number assigned to each vendor.
- ⇒ **Vendor Location** – Used for vendors with multiple payment methods and banking information

The screenshot shows a web browser window with the URL https://sabhrs.mt.gov/pspp/fppr/EMPLOYEE/ERP/c/REPORT_MANAGER.CONTENT. The browser's address bar shows "Regular Entry". The page title is "Regular Entry". The breadcrumb navigation is "Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry". The page has a search bar and a "Sign out" link. The main content area is titled "Voucher" and contains two buttons: "Find an Existing Value" and "Add a New Value". Below these buttons is a form with the following fields:

Business Unit:	<input type="text" value="61010"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Short Vendor Name:	<input type="text"/>
Vendor ID:	<input type="text"/>
Vendor Location:	<input type="text"/>
Address Sequence Number:	<input type="text" value="0"/>
Invoice Number:	<input type="text"/>
Invoice Date:	<input type="text"/>
Gross Invoice Amount:	<input type="text" value="0.00"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>

Below the form is an "Add" button. At the bottom of the page, there are two buttons: "Find an Existing Value" and "Add a New Value".

Regular Voucher Entry (cont.)

➔ ADDRESS SEQUENCE NUMBER

— IDENTIFIES THE ACTUAL PHYSICAL LOCATION OF THE VENDOR.

➔ INVOICE NUMBER — (REQUIRED)

ENTER THE NUMBER DISPLAYED ON THE VENDOR INVOICE, OR ENTER A NUMBER OF YOUR CHOOSING.

➔ INVOICE DATE — (REQUIRED)

ENTER THE DATE REFLECTED ON THE INVOICE OR ANOTHER DATE OF YOUR CHOICE. ENTERING “T” IN THE DATE FIELD WILL POPULATE THE FIELD WITH TODAY’S DATE

➔ GROSS INVOICE AMOUNT —

ENTER THE GROSS AMOUNT REFLECTED ON THE INVOICE, INCLUDING SHIPPING, TAXES, FEES, AND OTHER INCIDENTALS

The screenshot shows a web browser window with the URL https://sabhri.mt.gov/pspr/pspr/EMPLOYEE/ERP/c/REPORT_MANAGER.CONTENT. The browser's address bar shows "Regular Entry". The page title is "Regular Entry". The navigation menu includes "Main Menu", "Accounts Payable", "Vouchers", "Add/Update", and "Regular Entry". The page content is titled "Voucher" and includes a search bar with "MT SABHRS" and a "Search" button. Below the search bar are two buttons: "Find an Existing Value" and "Add a New Value". The form fields are as follows:

Business Unit:	61010
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	
Vendor Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Estimated No. of Invoice Lines:	1

Below the form fields is an "Add" button. At the bottom of the page, there is another set of buttons: "Find an Existing Value" and "Add a New Value".

Payments Page



Invoice Information	Payments	Payment Advice	Summary
---------------------	-----------------	----------------	---------

Business Unit: 6101M Total Amount: [REDACTED]
Voucher ID: [REDACTED] *Pay Terms: 00 Due Now [Schedule Payments](#)
Voucher Style: Regular

Payment Information Find | View All First 1 of 1 Last

Payment: 1 [+](#) [-](#)
*Remit to: [REDACTED] Gross Amount: [REDACTED] USD [Payment Advice](#)
Location: 000001
*Address: 5
[REDACTED]
[REDACTED]

Scheduled Due: [REDACTED]
Net Due: [REDACTED]
Accounting Date: [REDACTED]

Payment Method Bank: 028 Account: CHK Form Type <input checked="" type="radio"/> Mailer <input type="radio"/> Non-Mailer <input type="radio"/> PPlus Payment Method <input checked="" type="radio"/> Check <input type="radio"/> EFT Separate Payment: <input checked="" type="checkbox"/>	Schedule Payment Action: Schedule Payment Payment Date: [REDACTED] Reference: [REDACTED]	Payment Options Hold Payment: <input type="checkbox"/> Hold Reason: [REDACTED]
--	--	---

Payment Inquiry Vendor Bank Payment Comments(0)

Payments Advice Tab



Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

[Home](#) | [Add to Favorites](#) | [Sign out](#)



Search

[New Window](#)

[Invoice Information](#) | [Payments](#) | [Payment Advice](#)

Scroll Area Find | View All First 1 of 1 Last

Unit:	61010	Invoice:		Vendor:	
Voucher:	NEXT	Date:		ID:	

[Return to Voucher](#)

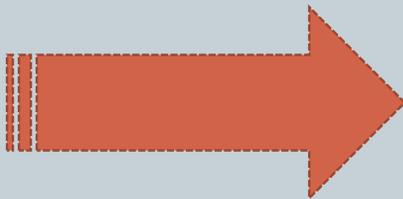
Payment Message: Payments: 1

[Invoice Information](#) | [Payments](#) | [Payment Advice](#)

Summary Tab



Once the voucher is saved, the system assigns a voucher ID and the Summary tab appears. The Summary tab displays information about the status of the voucher. This includes vendor information, invoice number, entry status, pay terms, approval status, the user ID of who entered the voucher, when and who last modified it.



Hot Tip: To add another voucher, it is not necessary to re-navigate to the voucher entry page. Simply click the Add button to display a new voucher header page and begin entering the necessary information.

Voucher Approval



- In order for a payment to be issued, the voucher must be approved, budget checked, and posted
- First navigate to the voucher approval page:
Accounts Payable>Vouchers>Approve>Approve Voucher
- Conduct a search for vouchers that need to be approved
- Business Unit is a required field
- You can enter other known information about the vendor, or leave the remaining fields blank to search for all unapproved vouchers

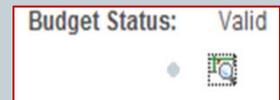


There are system edits in place to prevent a user from approving a voucher they have entered. An error message will be displayed if this is attempted.

Budget Checking



- To budget check a voucher online, navigate to the voucher entry page
Accounts Payable>Voucher>Add/Update>Regular Entry
- Click the Find an Existing Value tab or link and search for the desired voucher
- Click the Budget Check icon to begin budget checking the voucher
- If the voucher fails budget checking, the Voucher Budget Exception icon will appear
- A payment will not be issued for any voucher with a Budget Status of Error



Note: Although the voucher has been budget checked and has a valid status, the chart fields are still active and editable! Changing a chart field value after the voucher has achieved a valid budget status will require the voucher to be budget checked again.

DOCUMENTATION TO SUBMIT TO WARRANT WRITER UNIT WITH YOUR REQUESTS



Required Documentation



- **VENDOR FORM**
- **W-9/W-8 (IF FOREIGN)**
- **INVOICES**
- **DIRECT DEPOSIT FORM OR VOIDED CHECK WHEN ADDING/CHANGING EFT INFORMATION**
- **SEE MOM SECTION 330 – WARRANT WRITER UNIT POLICIES PROCEDURES**

SABHRS / Time Entry

Click Image Below to Sign In



DOJ HHS LEG User Sign In
Username:
Password:
Login

Search MINE

Search

How do I... ?

- Featured Links
- [Citrix Login](#)
 - [Outlook Web Access](#)
 - [SABHRS Documentation](#)
 - [Statewide eCalendar](#)
 - [Community Community](#)
 - [Montana Operations Manual\(MOM\)](#)
 - [Employee Handbook](#)

Announcements

- [State ITSD April 2015 Maintenance Weekend](#)
- [Updated MCA 2014 Desktop Application](#)

MINE eCalendar Events

- [Remote Management](#)
- [CANCELLED Effective Meetings](#)
- [SITSD - Maintenance Weekend](#)
- [SITSD - Maintenance Weekend](#)
- [Office Communication](#)

MINE News

[Tax Tips From Your MT Department of Revenue](#)

As the April 15 tax filing deadline approaches, the M Revenue would like to offer some tips for filing your taxes. We're here to make tax filing as easy as poss

[ICCW Seeking Nominations for 2015 Excellence in I](#)

Do you know or work with somebody who is a leade recognizes the value of women in the workplace, an move forward? Someone who makes a difference in every day?

[April is National Distracted Driving Awareness Mont](#)

One text or call could wreck it all. Remember to kee road.

[American Red Cross Emergency Request](#)

The American Red Cross issued an emergency req



MONTANA OPERATIONS MANUAL (MOM)

MONTANA OPERATIONS MANUAL (MOM)

The Montana Operations Manual, or MOM, contains policies, procedures, and standards applicable to the internal operations of Montana state government.

[Click Here to Access the Montana Operations Manual](#)



Arrange by:

Categories

- [Categories]
- Accounting (28)
- Budget
- Continuity, Emergency and Safety
- Facilities/Security/Leases (4)
- General Government (1)
- Human Resources/ Employee Be
- Information Technology (84)
- MOM Administration (1)
- Print and Mail Services (2)
- Procurement (10)
- Risk Management/Insurance (6)
- Surplus Property (1)
- Travel (3)

Type	Ref #	Title	Ver #
▼ [Icon]	194	300 Introduction	4
▼ [Icon]	166	301 Glossary	3
▼ [Icon]	168	302 Governmental Accounting Over	6
▼ [Icon]	169	310 Balance Sheet Accounts	6
▼ [Icon]	66	311 Fund Equity	4
▼ [Icon]	173	316 Expense Account Categories	2
▼ [Icon]	174	317 Disaster and Emergency Expen:	3
▼ [Icon]	175	318 Miscellaneous Expenditure Topi	3
▼ [Icon]	176	320 Revenues Receivables Debt	3
▼ [Icon]	177	321 Revenue Accounts	2
▼ [Icon]	178	325 Cash Accounting	2
▼ [Icon]	179	326 Non-Treasury Cash Accounts	2
▼ [Icon]	180	330 Warrant Writer Unit Policies Pro	2

QUESTIONS?.....THANK YOU!!



Contact Information:

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Dulcie McNulty	444-3133	dmcnulty@mt.gov
Colin Osmanson	444- 5230	cosmanson@mt.gov
Austen Rask	444- 5688	arask@mt.gov
Patricia Birnie	444-2505	pbirnie2@mt.gov
Help Desk Line	444-3092	