

Third Quarter

Warrant Writer/Treasury News

Non-Mailer Warrants

The Warrant Writer Unit is teaming up with Print and Mail Services to explore options to have all non-mailer warrants delivered to their requesting agency. We are looking forward to finding an option that would help agencies work more efficiently by eliminating the need to pick up warrants from our office. If you have any questions, please contact Neil Fryer @ 444-2624.

1042 – Foreign Vendor Reporting

As many of you might be aware, the IRS has made some changes to the reporting requirements for foreign vendor payments. These changes have caused us to re-evaluate our reporting processes and ask for additional participation from agencies who have made payments to foreign vendors. Due to the challenging nature of 1042 reporting, the Warrant Writer Unit will be offering training in May 2016, where we hope to simplify the process and pass on hints or tips that will make 1042 reporting as painless as possible. If you have any questions, please contact the Warrant Writer Unit @ 444-3092.

On-Site Electronic Deposit (OED) Machines

In an effort to streamline Cash/Check Deposit processes, the Treasury Unit has been working with US Bank to find options that will allow all agencies that accept check payments to deposit them at their agency location using an OED machine. Many agencies have already successfully implemented the use of OED machines. Currently we are gathering information on check scanning machines, scanning capacity, and pricing that will be provided to all agencies in the upcoming months. US Bank has also offered to conduct a training seminar in the first part of April. We encourage all agencies who have not yet had experience with OED machines, and those who have but want a refresher, to attend this training. Please keep an eye out for an official event announcement. If you have any questions, please contact Neil Fryer @ 444-2624.

Deposit Tickets/Misc. Treasury Documents

When a deposit is made via OED we ask that agencies send Deposit Tickets and correspondence via e-mail (doatreaswire@mt.gov). This is extremely helpful to our office (and environment) as it cuts down on the amount of paper we receive on a daily basis.

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Next CSA Meeting:

Date: Thursday,
April 21st

Time: 11 to 12

Place: Scott Hart
Auditorium

Upcoming Training Events

Survey

We would like to thank everyone who participated in our recent training and customer service survey. Your feedback is critical in our efforts to provide state agencies with the tools necessary to perform your job (and ours) in an efficient and accurate manner. We will be incorporating some of your suggestions in upcoming training sessions.

Live Training

We will be providing the following live training events over the course of the year:

- OED Machines (US Bank) - April 5th, 1 hour
- Governmental Accounting - April 27th, full day, (previously GAAEN training) (7CPE)
 - Internal Controls - Green Book
 - Ethics
 - Uniform Guidance for Federal Grant Regulations
 - GASB Update
- 1042 Reporting - May, 2 hours
- Fiscal Year-end - June 8th, half day (2-3 CPE)
- Financial Reporting and Audit Process- August 4th, half day
 - CAFR Questionnaire
 - Legislative Audit Process
 - SEFA
 - Corrective Action Plan System—MATRS
- 1099 Reporting - November, 2 hours

Registration information for these events will be sent out via e-mail, as well as listed on the training page of State Accounting Bureau's website. Some of the events will provide the participants the opportunity to earn CPE credit.

Webinars

State Accounting Bureau will be sponsoring a variety of webinars in the upcoming months, which will be free of charge to agencies. These webinars will enable participants the opportunity to earn CPE credit. In addition to the events we will be sponsoring, there are organizations that offer CPE credit on an individual basis. There is a charge for some of these, while others are free of charge. Links to these websites are available on the State Accounting Bureau website.

Accounting Resources

The State Accounting Bureau website is a valuable resource for state accounting personnel. Links to SABHRS documentation (including user guides and training videos), training information, forms and MOM policies are available under the “Quick Links” section of our webpage located at <http://sfsd.mt.gov/SAB>.

SABHRS Spring Cleaning

State Accounting Bureau has started spring cleaning. We will be contacting agencies regarding outstanding journals, AP and AR errors, to name a few. It is never too early to get a head start on fiscal year-end.

SABHRS Tips and Tricks

1. How to save keystrokes when searching:
 - When searching for data associated with today’s date rather than typing today’s date in the search box simply enter a “t”.
 - If you frequently use the same search criteria, enter the search criteria then click the Save Search Criteria link which can be found on many pages within SABHRS. This will save your criteria for later use, no need to re-type the specific criteria.
 - Use the various options on search pages such as “in” or “between” to narrow search results.
 - Use the Recent Search Results Icon in the breadcrumb to return to the latest search results rather than reentering your search criteria to access each row of similar data.
2. Click the MT SABHRS image to take you back to the SABHRS Home page. From here you can navigate between all SABHRS applications without having to login and out.
3. How to associate a payment with an asset. If a payment is being made for an asset, you can mark the item as an asset in the voucher screen rather than manually entering it in the AM module. Instructions can be found in the following sources of SABHRS documentation:
 - AP user guide -
 - Enter PO Voucher - Step # 5
 - Enter Regular Voucher - Step # 3
 - AP Vouchers Manual - Page 11

4. Determining Outstanding Journals:

- On Create/Update Journal Entries screen -
 - Select “Journal Header Status” as “**not=**” to “Posted to Ledger”

Successful CAFR

State Accounting Bureau would like to express our appreciation to agency accounting personnel for their assistance in our completion of the FY15 CAFR. The FY15 CAFR is available on our CAFR webpage <https://sfsd.mt.gov/SAB/cafr>.