

2021 SABHRS ACCOUNTS PAYABLE TRAINING

Daily Operations Section
State Accounting Bureau

OBJECTIVES

Supplier adds/updates

Warrant cancellations

ACH returns and NOCS

Reissues/stale-dated payments

Miscellaneous requests

Payment Plus

Vouchers

AP Work Center

Foreign supplier payments

Interfacing agencies

Documentation retention

NEW PROCESSES RECAP

Agencies are processing cancels - a new security role “FS Agency Cancel Payments”

ACH returns automated – query MTAP_ACH_RETURNS. Agencies can run this as often as determined necessary

Supplier Adds and Updates done using an online form

SUPPLIER ADDS AND UPDATES

Supplier Adds

Suppliers >
Supplier
Information >
Add/Update >
Supplier Add
Form

Supplier Updates

Suppliers >
Supplier
Information >
Add/Update >
Supplier Update
Form

SUPPLIER ADDS AND UPDATES

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Sequence Number	=	▼	<input type="text"/>
Subject	begins with	▼	<input type="text"/>
Document Key String	begins with	▼	<input type="text"/>
Priority	=	▼	<input type="text"/>
Due Date	=	▼	<input type="text"/>
Approval Status	=	▼	<input type="text"/>

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

SUPPLIER ADDS AND UPDATES

Fields on the online interface mirror those from the paper forms

Forms must be saved and submitted to be committed to workflow

Submit button will appear after the save is complete

An attachment may be required. A warning message will appear as a reminder

SUPPLIER ADD FORM

Fill out all necessary fields

- Supplier Name
- Agency Information
- Supplier Information
- Supplier Address
- Must attach a complete and legible W-9 or W-8

EFT Banking Information if requested

- Complete all fields under EFT Banking Information
- Must attach an EFT sign-up form
- Email address must be completed in order for suppliers to get EFT advice sent

SUPPLIER ADD FORM

Form | Instructions | Attachments

Supplier Add Form

*Supplier Name

Status Initial

Agency Information

*Business Unit

*Agency Contact

*Contact Phone

Supplier Information 9-digit number if applicable.

Tax ID Number

TIN Type

*Government Class

*TIN Cert Type

Supplier Name

*Name 1

Name 2

Supplier Address

*Address Line 1

Address Line 2

Address Line 3

*City

State/Province

Postal Code

*Country

EFT Banking Information

EFT Bank Info

Bank Account

EFT Tran Code

Bank Routing

Email Address

Email Advice

Save

Attach W8 or W9; use attachments tab.

Attach Banking Information if applicable; use attachments tab.

SUPPLIER ADD FORM

Form | Instructions | Attachments

Supplier Add Form

*Supplier Name

Status Initial

Agency Information

*Business Unit

*Agency Contact

*Contact Phone

Supplier Information 0-digit number if applicable.

Tax ID Number

TIN Type

*Government Class

*TIN Cert Type

Supplier Name

*Name 1

Name 2

Attach W8 or W9; use attachments tab.

SUPPLIER ADD FORM

Supplier Address

*Address Line 1

Address Line 2

Address Line 3

*City

State/Province

Postal Code

*Country

Attach Banking Information if applicable; use attachments tab.

EFT Banking Information

EFT Bank Info

Bank Account

EFT Tran Code

Bank Routing

Email Address

Email Advice

Save

UPDATING AN EXISTING SUPPLIER

NAME CHANGES
*W-9,W-8

ADDING/UPDATING ADDRESSES
W-9,W-8 required to update Address 1

ALTERNATE PAYEE/WITHHOLDING NAMES
Except Address 1

EFT ACCOUNTS & EMAIL ADDRESSES
*Supporting documentation required

WHAT TYPES OF UPDATES CAN BE DONE?

SUPPLIER UPDATE FORM

- ❖ Fill out all necessary fields
 - Supplier Name
 - Agency Information
 - Supplier Information
- ❖ Select the Update Type needed - All 5 boxes can be checked or just one depending on the request
 - Complete the corresponding fields
 - Attach documents if necessary
- ❖ W-9 or W-8 is required for changes to Supplier Name and Address I
- ❖ EFT sign-up form only

SUPPLIER UPDATE FORM

Form | Instructions | Attachments

Supplier Update Form

*Supplier Name

Status Initial

Agency information

*Business Unit

*Agency Contact

*Contact Phone

Supplier Information

*Supplier ID

Tax ID Number

TIN Type

*Government Class

TIN Cert Type

Update Type

Supplier Name

Add New Address

Update Address*

EFT/Banking Info

Email

Address Number

Attach W9 to update Address 1

*Include address sequence to update address

SUPPLIER UPDATE FORM

Supplier Name

Name 1

Name 2

Supplier Address

Address Line 1

Address Line 2

Address Line 3

City

State/Province

Postal Code

Country

Payment Alt Name 1

Payment Alt Name 2

EFT Banking Information

EFT Bank Info

Bank Account

EFT Tran Code

Bank Routing

Email Address

To update EFT information indicate location sequence in the More Information box

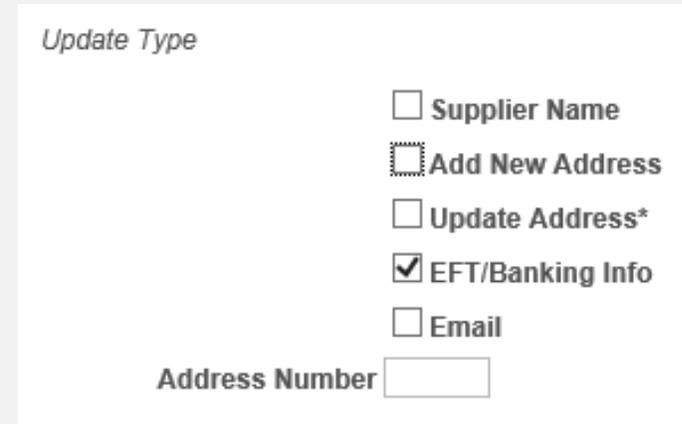
To remove EFT information indicate which location(s) in the More Information box

More Information

Save

UPDATING EFT INFO

- ❖ The EFT/Banking Info box will need to be checked when adding, replacing, or removing/retiring EFT data



Update Type

Supplier Name

Add New Address

Update Address*

EFT/Banking Info

Email

Address Number

Add

Complete the EFT Banking Information section, save and submit

Replace

Complete the EFT Banking Information section, and note which Location needs to be replaced in the More Information box

Remove

Leave the EFT Banking Information section blank and note in the More Information box which Locations need to be removed or retired into history

UPDATING EFT INFO

- ❖ Beware of requests to update EFT information
- ❖ Verify the requester is an employee of the company and is authorized to update account information
- ❖ Collect a properly completed EFT Sign-Up Form (204)
- ❖ Request outdated or invalid accounts be removed or replaced



Voided
Check



EFT Sign-
up form

Letter
from
Supplier's
Bank



W-9 COMPLETION

1

An up-to-date W-9 form can be found at www.irs.gov

2

Click "Forms & Instructions"

3

Click on "Form W-9"

The screenshot shows the IRS website interface. At the top, there is a search bar and navigation links for 'Charities & Nonprofits' and 'Tax Pros'. Below this is a main navigation menu with categories: 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The 'Forms & Instructions' category is selected, leading to a breadcrumb trail: 'Home > Forms and Instructions > About Form W9'. The main heading is 'About Form W-9, Request for Taxpayer Identification Number and Certification'. Below the heading, there is a brief description of the form's purpose. To the left, there are links for 'Current Year', 'Prior Year', 'Accessible', 'eBooks', and 'Browser Friendly'. To the right, there is a 'Related Items' section with links to various tax forms and a 'Current Products' section with a link to 'Form W-9' and 'Instructions for the Requester of Form W-9 (HTML)'. The page is available in English and Spanish.

W-9 COMPLETION

Make sure the new supplier accurately and legibly completes the W-9

Common problems:

- Not completing Box 3
- Unreadable TIN, or completing both the EIN and SSN fields

Form **W-9**
Rev. December 2014
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
 Other (see instructions) ▶

C Corporation
 S Corporation
 Partnership
 Trust/estate

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any)
 Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
 Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

or

Employer identification number

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Signature of U.S. person ▶ **Date** ▶

ADDING AN ALTERNATIVE PAYEE NAME

Update Type

- Supplier Name
- Add New Address
- Update Address*
- EFT/Banking Info
- Email

Attach W9 to update Address 1

Address Number

** Include address sequence to update address*

Supplier Name

Name 1

Name 2

Supplier Address

Address Line 1 701 N 5TH ST W

Address Line 2

Address Line 3

City MISSOULA

State/Province MT

Postal Code 59802

Country

Payment Alt Name 1 NORTHSIDE HOLDINGS, LLC

ADDING AN ALTERNATIVE PAYEE NAME

 **Name 1**

Name 2

Supplier Address

Address Line 1

Address Line 2

Address Line 3

City

State/Province

Postal Code

Country

Payment Alt Name 1 *To update EFT Information indicate*

Payment Alt Name 2 *To remove EFT Information indicate*

SUPPLIER ADD/UPDATE APPROVAL



Fri 3/30/2018 3:01 PM

sabhrs_fs@mt.gov

Form 40 has been Approved

To  Wattnem, Jamie

Form 40 has been approved. Details are shown below:

Subject: AMERICAN AUTOMOBILE ASSOCIATION

Click on the URL to access the supplier information page: https://sabhrsisy.mt.gov/psp/fssy/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL?Folder=MYFAVORITES

(This message was automatically generated by Form and Approval Builder on 2018-03-30 at 15.01.15.000000. Please do not reply to this email.)

SUPPLIER ADD/UPDATE DENIAL

Mon 4/2/2018 10:42 AM

 sabhrs_fs@mt.gov
Form 45 has been Denied

To  Wattnem, Jamie

Form 45 has been denied. Details are shown below:

Subject: CADALYS INC

Click on the URL to access the form: https://sabhrsisy.mt.gov/psp/fssy_2/EMPLOYEE/ERP/c/MANAGE_FORM.FORM_ADD.GBL?Page=FORM&Action=U&SEQ_NBR=45

(This message was automatically generated by Form and Approval Builder on 2018-04-02 at 10.41.54.000000. Please do not reply to this email.)

Form	Instructions	Attachments
Seq # 45	Supplier Add Form	
*Supplier Name	CADALYS INC	
Status Denied	Approver Status	Submit



SUPPLIER ADD/UPDATE DENIAL

Supplier Add Form

Supplier CADALYS INC
Name

Review/Edit Approvers

Supplier Add Form: 45: **Denied** [View/Hide Comments](#)

1

Denied

 **Mundt, Connie**
Supplier Approval
04/02/18 - 10:41 AM

Skipped

 **Wattnem, Jamie**
Supplier Approval
04/02/18 - 10:38 AM

Comments

OK

Supplier Add Form

Supplier CADALYS INC
Name

Review/Edit Approvers

Supplier Add Form: 45: **Denied** [View/Hide Comments](#)

1

Denied

 **Mundt, Connie**
Supplier Approval
04/02/18 - 10:41 AM

Skipped

 **Wattnem, Jamie**
Supplier Approval
04/02/18 - 10:38 AM

Comments

Connie Mundt at 04/02/18 - 10:41 AM
NO W9 ATTACHED

System at 04/02/18 - 10:38 AM
Requester (CMA086) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)

OK

FIND AN EXISTING FORM

Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date =

Approval Status =

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-2 of 2

Sequence Number	Subject	Form	Document Key String	Priority	Due Date	Approval Status	Created Date/time
6694	TIMI GILBREATH	SUPPLIER_A	(blank)	3-Standard	05/19/2019	Cancelled	05/19/2019 8:35AM
9501	testing	SUPPLIER_A	(blank)	3-Standard	11/03/2019	Initial	11/03/2019 10:18AM

SUPPLIER ADD/UPDATE QUESTIONS?

WARRANT CANCELLATIONS

[Standard Cancellation FAQ](#)

- ❖ This screen can be used to see the status of a payment
 - Reconciled
 - Stale-dated
 - Cancelled
 - Reissued
- ❖ Notes can be left in the description field
- ❖ Voucher number
- ❖ Accounting lines and associated journals
- ❖ Agency accounting staff should be able to access this function
- ❖ Please contact your supervisor if you have issues, as your security may need to be updated

MT PAYMENT INQUIRY

MT PAYMENT INQUIRY

MT Payment Inquiry

Vouchers For a Payment

Supplier:

Pymnt Ref ID: 0024946307
Accounting Date: 03/10/2017
Payment Date: 03/13/2017
Reconcile Date: 09/29/2017
Cancel Date:
Cancel Action: No Cancel
Date Staledated: 09/29/2017
Staledate Status: Abandoned
Action Date: 05/01/2018
Days Outstanding: 200

Payment Amount: 56.35 USD
Payment Method: CHK
Pay Status: Paid

Description:

Voucher Payment Details Personalize | Find | View All | First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Supplier Loc	Currency	Gross Invoice Amount	Paid Amount	Acctg Entries	Detail Lines	View Advice
5104Z	00791733	00987918	03/09/2017	0000328382	000001	USD	56.35	56.35			View Advice

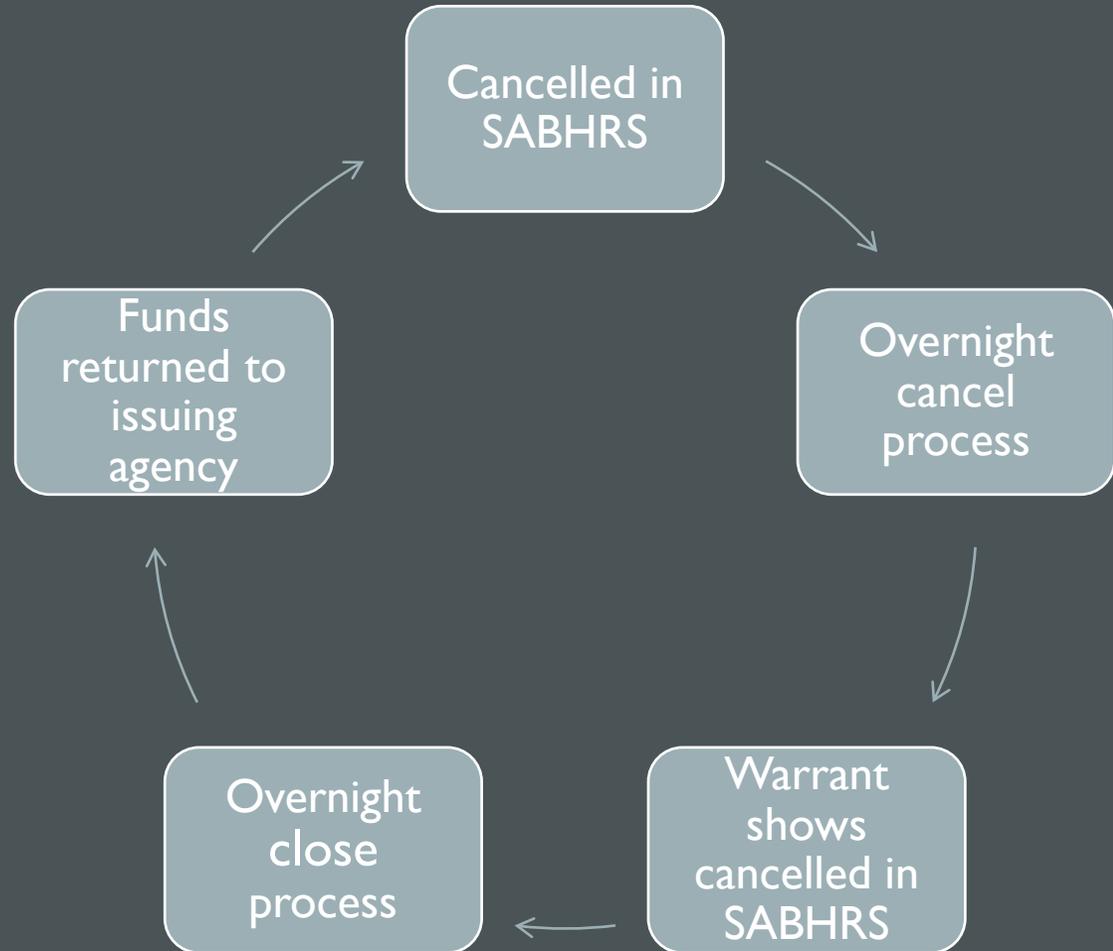
WARRANT CANCELLATIONS

Lifecycle of a Cancelled Warrant

Issued in error

Wrong amount

Incorrect payee



WARRANT CANCELLATIONS

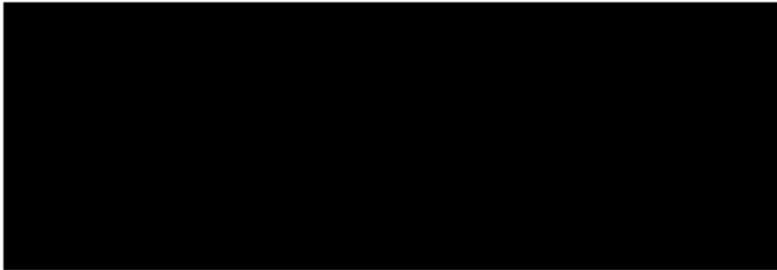
- Check MT Payment Inquiry to verify the payment has not reconciled, been cancelled, or stale-dated
- Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Agency Cancel Payments Search
- Enter Business Unit and Payment Reference of payment to cancel and search
- Verify that the payment information is correct
- Ensure that Void and Do Not Reissue/Close Liability are marked
- Choose appropriate cancel reason (A01, A02, A03)
- Enter notes in the Description field if necessary and save
- SABHRS creates journals to close the original payment and journal the funds back to the agency

WARRANT CANCELLATIONS

MT Payment Inquiry

Vouchers For a Payment

Supplier:



Pymnt Ref ID: 0025545674

Accounting Date: 04/27/2018

Payment Date: 04/30/2018

Reconcile Date:

Cancel Date:

Cancel Action: No Cancel

Date Staledated:

Staledate Status:

Action Date:

Days Outstanding: 130

Payment Amount: 0.40 USD

Payment Method: CHK

Pay Status: Paid

Description:

Voucher Payment Details

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

Voucher Details More Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Supplier Loc	Currency	Gross Invoice Amount	Paid Amount	Acctg Entries	Detail Lines	View Advice
6901S	06381077	06381077	04/27/2018	0000220441	1	USD	0.40	0.40			View Advice

[Return to Search](#) [Previous in List](#) [Next in List](#) [Refresh](#)

WARRANT CANCELLATIONS

Navigation: Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Payments ▾ > Cancel/Void Payments ▾ > Agency Cancel Payments Search

STATE OF MONTANA
SABHRS FS

Search >>

Agency Cancel Payments Search

Search Options

Business Unit 🔍

OR

Payment ID x

For Universities and Payroll:

Remit SetID 🔍

WARRANT CANCELLATIONS

Cancel Payment

Enter Cancel Payment

Bank Set ID	STATE	Creation Date	04/27/2018
Bank	028 US BANK - HELENA	Payment Date	04/30/2018
Account	CHK 156041200221-01	Payment Amount	0.40 USD
Reference ID	0025545674	Cancel Post Status	Not Applicable
Payment Method	System Check	Settle By	Pay Cycle
Remit Supplier	[REDACTED]	Settlement Status	None

Date Cancelled 

Payment Status Void
 Stopped
 Undo Cancel

Cancel Action Re-Open Voucher(s)/Re-Issue
 Re-Open Voucher(s)/Put on Hold
 Do Not Reissue/Close Liability

User ID CM0612

Hold Reason

Cancel Reason  Issued in Error

Description



 Save

 Return to Search

 Notify

WARRANT CANCELLATIONS

Payment Reason Code	Description
A01	Issued in Error
A02	Issued to Wrong Supplier
A03	Incorrect Amount
A04	Supplier Error

CANCELLATION QUESTIONS?

ACH RETURNS AND NOCS

MTAPA_ACH_RETURNS

Update the supplier

Interfacing agencies
update subsystems

Agency is responsible
for issuing new payment

ACH RETURNS

Incorrect banking information

Sent to responsible
agency via FTS
for processing

NOCs are
required by the
bank to be handled
by agencies

Agency can request a
change by completing
a Supplier Update
form

NOTICES OF CHANGE (NOCs)

ACH RETURNS/NOC QUESTIONS?

- Standard Reissues
- WAW Reissues
- Stale-date Reissues and IUJ Requests
- Resending Payment Plus Payments

REISSUES

STANDARD REISSUE

Form 212

WAW Reissue - Form 211 (Universities Only)

Timeline

Day 1

- Original warrant is cancelled & marked for reopen
- Notes left in MT Payment Inquiry Screen

Day 2

- Replacement is marked as non-mailer
- Notes left in payment advice screen
- Correct mailing address noted in payment advice if applicable

Day 3

- Replacement is delivered to agencies
- Agencies review payment advice to check for updated mailing address
- Included on non-mailer report uploaded by 9 a.m.

STATE PAYROLL REPLACEMENT

- Requests must be received no later than 3 p.m. to be processed same day

- Social Security number or Supplier number is required for processing
- Printed name must be legible on the form for contact purposes

- The agency contact who submitted the form will be contacted the following day for the check pick-up
- Only authorized signers from your agency may pick up checks
- Checks are located at the desk of Kristy Klein

STALE-DATE

Payment goes stale, an automated process runs the last business day of the month

Agencies have exclusive access for the first month to request funds be returned by IUJ (ServiceNow) before noticed are mailed to payees

SAB Reissues the payment when affidavit is completed and returned

If a payment is \$50.00 or more an affidavit will be sent out for the payee to complete and return to SAB

Run
MTAP_STALEDATE_INFO_PERBU
Enter
Business Unit and stale-date status like
A = Abandoned
S = Stale
R = Reissued
T = Transferred

STALE-DATE

Agencies can request funds back by IUJ at any time before the payment is sent to DOR Unclaimed Property. This request is completed in ServiceNow. If payment is in an Abandoned status payee must contact DOR or go to their website to collect the funds

Payees may return the affidavit with “I do not believe I am entitled” box checked. An IUJ is then created and the issuing agency is notified

Agencies can send out Form 214 for payments less than \$50.00 and/or if requested by a payee

Payments are in a stale-dated status for approximately six months before being sent to DOR

MTAP_STALEDATE_INFO_PERBU is helpful when verifying if payments have been replaced by SAB, the query results will provide the date and ref. ID of the replacement done by 610IR

REISSUES

- ❖ 211 – WAW Reissue
- ❖ 212 - Standard Reissue
- ❖ 213 - State Payroll Replacement
- ❖ 214 - Stale-Date Warrant Replacement Affidavit
- ❖ 215 - Stale-Date IUJ Request

Helpful Queries

- ❖ MTAP_STALEDATE_INFO_PERBU

REISSUE QUESTIONS?

MISCELLANEOUS
REQUESTS

Pulled Warrants

Express Warrants

Manual ACH Returns

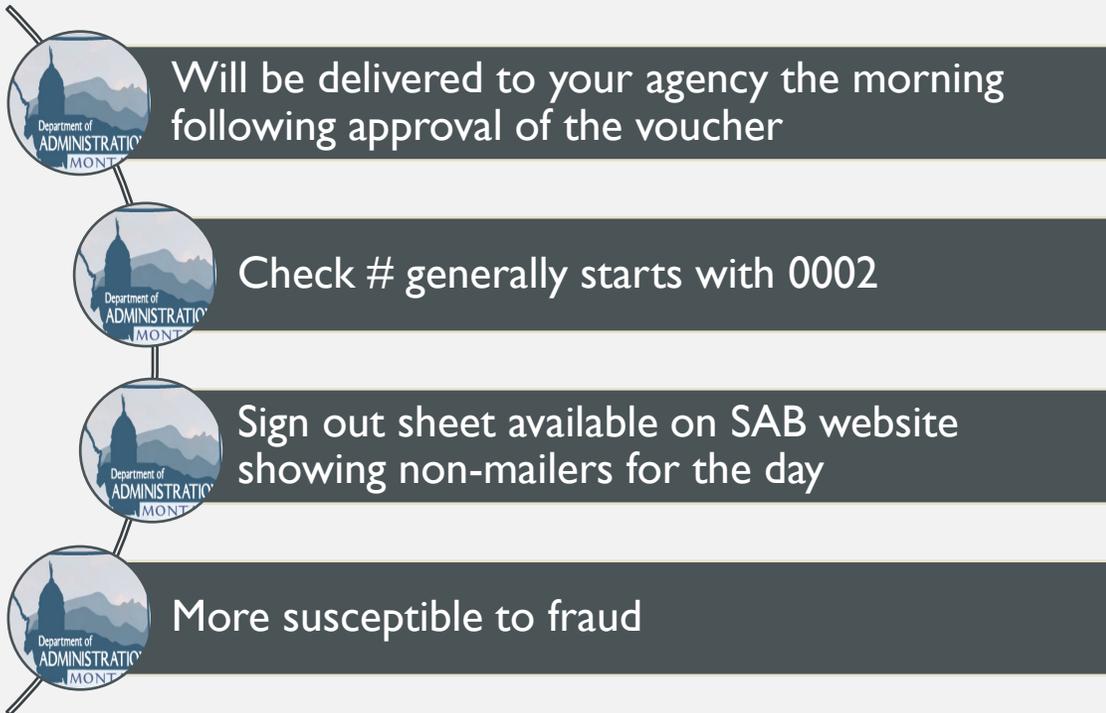
Copy of a Cashed Warrant

Trace Numbers

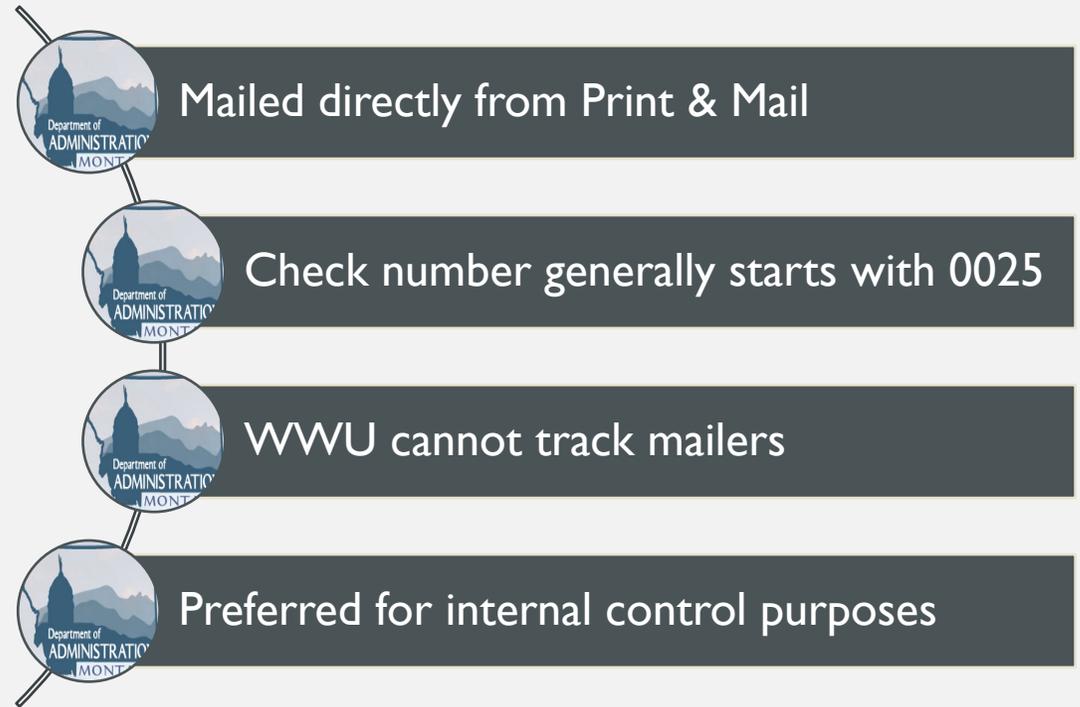
Payment Plus

NON-MAILER VS. MAILER

NON-MAILER



MAILER



PULLED WARRANTS

E-mail submitted
to
saccounting@mt.gov
requesting a
pulled warrant
the payee name
and reference ID
must be included

Requests must
be made no later
than 12:00 p.m.

Agency
requesting the
pulled warrant
will be contacted
when the
warrant is
delivered to SAB

Only
authorized
signers from
your agency
can pick up
warrants

EXPRESS WARRANTS

When to request
an express warrant

- Emergency situations requiring a warrant same day

Timeline for express warrant requests:

Requests for an express warrant must be submitted to SAB no later than 12:15 p.m.

Agency creates the voucher which must be approved and budget checked

Warrants are delivered to SAB in the afternoon where agencies can then pick up

MANUAL ACH RETURNS

Complete the Manual EFT Return request in ServiceNow

The Daily Operations team will compile the necessary information and may ask for assistance from the agency

DOS submits a return request to US Bank

Returns are not guaranteed

MANUAL ACH RETURNS

Agency will be notified if/when funds are returned

If the funds are returned the payment will be unreconciled and cancelled

It will take two days after the cancellation to see the funds returned

Critical to be sure of account information being used on payments

**COPY OF CASHED
WARRANT**

Trace number	Used when EFT payments are made, and the payee is unable to locate the funds
Fraud case	Agencies will request a copy of a cashed warrant and provide it to the payee If the payee determines fraud was involved, contact SAB in ServiceNow SAB will contact US Bank and begin the fraud process
Timeline	EFT trace numbers are generally provided same day Copies of cashed warrants will be provided within two business days Fraud cases can take six months or more before finalized by the banks

PAYMENT PLUS

- ❖ US bank product that suppliers can utilize, and can also opt-out of if they are unsatisfied
- ❖ This payment is comprised of two emails; the first includes the payment advice from the voucher and the reference ID for the payment, the second is a one-time use credit card number they can run at their business
- ❖ If you are paying a PPlus supplier, the voucher will automatically default to a PPlus payment, but you can change this selection to check or EFT if needed
- ❖ If a payment needs to be resent, have supplier email saccounting@mt.gov and we will resend it

MISCELLANEOUS REQUEST QUESTIONS?

VOUCHERS

VOUCHER STYLES

Regular

Template

Reversal

Single Supplier

VOUCHERS

View the supplier account to get needed information when making a payment

- Suppliers > Supplier Information > Add/Update > Supplier

Identify:

Address

Alt Name

Email

Bank Account Location

VERIFYING SUPPLIER INFORMATION

Favorites ▾ Main Menu ▾ > Suppliers ▾ > Supplier Information ▾ > Add/Update ▾ > Supplier

STATE OF MONTANA
SABHRS FS

All ▾ Search >>

Identifying Information | Address | Contacts | Location

SetID STATE *Supplier Name

Supplier ID NEXT Additional Name

*Supplier Short Name

*Classification Outside Party

HCM Class

*Persistence Regular

*Supplier Status Approved

Withholding PPlus

Open For Ordering Allow PPlus Override

VAT Registration PPlus Amt Override

PPlus Email

*Supplier Audit Default ▾

Supplier Audit

Supplier Relationships

Corporate Supplier

Corporate SetID STATE

Corporate Supplier ID NEXT

InterUnit Supplier

InterUnit Supplier ID

Create Bill-To Customer

Create Bill To Customer

- ▶ Supplier Rating
- ▶ Supplier Logo
- ▶ Additional ID Numbers
- ▶ Duplicate Invoice Settings
- ▶ Government Classifications
- ▶ Standard Industry Codes
- ▶ Additional Reporting Elements
- ▶ Financial Sanctions Status
- ▶ Comments



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

SetID STATE
Supplier ID NEXT Short Supplier Name Supplier

Supplier Address 1 of 1 View All

Address ID 1 + -
Description

Details 1 of 1 View All

Effective Date 09/15/2020 Effective Status Active + -

Country USA United States

Address 1
Address 2
Address 3

City
County Postal
State

Email ID Email EFT Advice

Payment/Withholding Alt Names

Payment Alternate name

Name 1
Name 2

Withholding Alternate name

Withholding Name 1
Withholding Name 2

Phone Information 1-1 of 1 View All

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

VERIFYING SUPPLIER INFORMATION

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

SetID STATE
Supplier ID NEXT Short Supplier Name Supplier

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

Location 1 of 1 [View All](#)

*Location Default [RTV Fees](#) + -

Description

Details 1 of 1 [View All](#)

*Effective Date Active + -

[Expand All](#) [Collapse All](#)

Options Payables Procurement Sales/Use Tax 1099

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

[Expand All](#) [Collapse All](#)

REGULAR ENTRY

- ❖ Accounts Payable > Vouchers > Add/Update > Regular Entry
- ❖ The voucher header screen allows you to enter a new voucher or to search for existing one
- ❖ If you are able to complete all of the highlighted fields here, it will save you time when completing the payment
- ❖ Use the magnifying glass next to address and location to open all available options

Voucher

Business Unit

Voucher ID

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Estimated No. of Invoice Lines

ENTERING A REGULAR VOUCHER

Invoice Information
 Payments
 Payment Advice

Business Unit: 81010 Invoice No: 9152020 Invoice Total: Line Total 10.00
 Voucher ID: NEXT Accounting Date: 09/15/2020 Total: 10.00
 Voucher Style: Regular Voucher *Pay Terms: 00 Due Now Difference: 0.00
 Invoice Date: 09/15/2020
 Invoice Received: Budget Status

Payment Confidentiality
 Payments are Confidential
 Payments not Confidential
 BU is Confidential
 N/A

Supplier ID: 0000108299 ShortName: VERIZON WI-004 Location: 000001 *Address: 1
 VERIZON WIRELESS SERVICES LLC
 Incomplete Voucher

Comments(0) Attachments(0) Withholding Advanced Supplier Search

 Action:

▶ Copy From Source Document

Invoice Lines ? 1 of 1 View All

Line 1 Copy Down SpeedChart:
 *Distribute by: Amount Ship To: ADM
 Item: Description:
 Quantity: Packing Slip:
 UOM:
 Unit Price:
 Line Amount: 10.00

▼ Distribution Lines 1 of 1 View All

GL Chart
 Exchange Rate
 Statistics
 Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Org	Program	Sub-Class	OpenItem	Affiliate	Budget Date
<input type="checkbox"/>	1	10.00	<input type="text"/>	81010	<input type="text"/>	09/15/2020						

ENTERING A REGULAR VOUCHER

Invoice Information | **Payments** | Payment Advice

Business Unit 61010 Invoice No 9152020
Voucher ID NEXT Invoice Date 09/15/2020 Action
Voucher Style Regular Voucher Incomplete Voucher
Total Amount 10.00 *Pay Terms 00 Due Now

Payment Information 1 of 1

Payment 1
*Remit to 0000108299
Location 000001
*Address 1
VERIZON WIRELESS SERVICES LLC
180 WASHINGTON VALLEY RD
BEDMINSTER, NJ 07921-2120

Gross Amount 0.00 Scheduled Due
Net Due
Accounting Date
External Contract Id

[Payment Advice](#)
[Payment Inquiry](#)
Payment Comments(0)

Payment Options

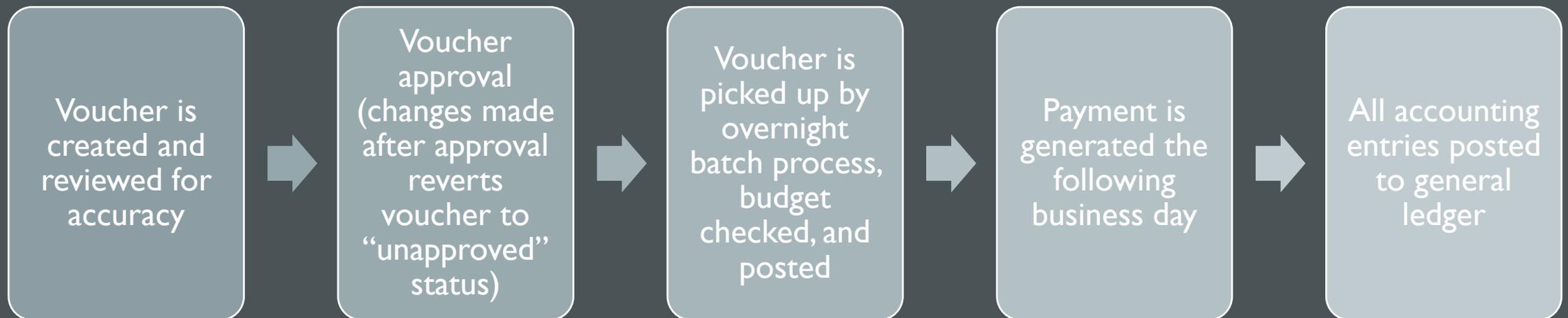
Bank 028 Account CHK Supplier Bank
Form Type
 Mailer Non-Mailer PPlus
Payment Method
 Check EFT
 Separate Payment

Hold Payment:
Hold Reason
Statedate Payment Reference

Schedule Payment

*Action Schedule Payment
Payment Date
Reference

VOUCHER LIFECYCLE



1

Inactive supplier accounts will create voucher failure

2

Forward-dating vouchers can create issues when effective dates on address or locations do not align

3

A complete offset can occur
The identifier will be located on the payments tab of the voucher if the payment is offset

4

A payment can be partially offset as well
In this case, the payment will generate in the same manner, but there will be a negative line in the MT Payment Inquiry screen indicating the amount taken for offset

VOUCHER ERRORS

DOR OFFSET

Offset funds remain in a DOR holding account for 30 days

If a partially offset payment is cancelled within the 30 days, the full amount of the original payment is journaled back to the issuing agency

If the offset funds are no longer in the holding account or if they have been used to pay another agency or debt, DOR will contact agency that processed the cancellation and work with them on how to proceed

- DOR monitors offset payment cancellations daily

Fully offset payments cannot be cancelled in SABHRS and must be requested through DOR

- If offset monies have not been used to pay a debt, DOR may send funds back to the agency via IUJ

EFT HOLD PROCESS

- Payments over \$10,000
- Made to a bank account that has not been previously used by a supplier
- Voucher is held until released by DOS
- Agency must contact supplier to confirm the banking information
- Agency submits EFT Payment Release request in ServiceNow

FOREIGN SUPPLIER PAYMENTS

Payments made
to foreign entities will
automatically be held in
SABHRS

One of the below
criteria must be met
for
services preformed in
the U.S.:

- Correct and completed W-8 with treaty claim in part 3
- 30% withholding on the payment made to the supplier

Other foreign
supplier payments

- W-8 with a correct **treaty claim** in part 3 – valid for 3 years if nothing changes
- Invoice clearly stating "no services performed in the U.S."
- Travel reimbursement documentation (expense report, receipts)

AP Voucher
Manual

Regular
Entry

Template
Voucher

Single
Payment
Voucher

Multiple
Vendor
Voucher

Approve
Voucher

Delete
Voucher

SABHRS DOCUMENTATION
SERVICENOW

VOUCHER QUESTIONS?

AP WORKCENTER



AP WORKCENTER

The screenshot displays the Accounts Payable WorkCenter interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Accounts Payable', and 'Accounts Payable WorkCenter'. Below this is a header for 'STATE OF MONTANA SABHRS FS'. The main content area is titled 'Accounts Payable WorkCenter' and includes a 'My Work' section with an 'Edit Filters' button. The 'My Work' section is divided into two categories: 'Vouchers' and 'Voucher Exceptions'. Under 'Vouchers', there are links for 'Unpaid Voucher Status MT' and 'Vouchers Ready for Posting'. Under 'Voucher Exceptions', there are links for 'Budget Check Errors' and 'Recycled Vouchers'. At the bottom, there is a 'Links' section with a tree view containing 'Contracts', 'Debt Offset', 'SAB', 'Supplier', 'Vouchers', and 'Other Links'. The right side of the interface features a 'Welcome to Accounts Payable WorkCenter' message, explaining the layout and actions available within the pagelets.

Accounts Payable WorkCenter

Main Reports/Queries

My Work Edit Filters

Vouchers

- Unpaid Voucher Status MT
- Vouchers Ready for Posting

Voucher Exceptions

- Budget Check Errors
- Recycled Vouchers

Links

- Contracts
- Debt Offset
- SAB
- Supplier
- Vouchers
- Other Links

Welcome to Accounts Payable WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

AP WORKCENTER

Accounts Payable WorkCenter  

Main Reports/Queries

 My Work  

[Edit Filters](#)

Vouchers

- [Unpaid Voucher Status MT](#)
- [Vouchers Ready for Posting](#)

Voucher Exceptions

- [Budget Check Errors](#)
- [Recycled Vouchers](#)

Edit Filters

Configuration ID AP Accounts Payable WorkCenter
User ID CM0612

My Work Groups  |   1 of 2   | [View All](#)

Group Label Vouchers

My Work Links

    1-2 of 2  

Link Label	Filter ID	Description	Edit Filter
Unpaid Voucher Status MT	MT_UNPVCHR	Unpaid Voucher Status MT	
Vouchers Ready for Posting	AP_VCHRPST	Vouchers Ready for Posting	

AP WORKCENTER

Accounts Payable WorkCenter  «

Main Reports/Queries

My Work  ⋮

Edit Filters

Vouchers

- Unpaid Voucher Status MT
- Vouchers Ready for Posting

Voucher Exceptions

- Budget Check Errors
- Recycled Vouchers

Unpaid Voucher Status MT

 [Refine Search Criteria](#)

Voucher List

  1-10 of 160    | [View All](#)

Business Unit	Voucher	Payment Number	Supplier	Short Supplier Name	Invoice No	Approval Status	Bank Acct Descr	Payment Method	Separate Payment	Scheduled Pay Date	Payment Amount	Post Status	Budget Check Status	Created On	Created By
61010	00002161	1	0001296991	DLR GROUP-001	20201001 #7	Pending	Mailer	System Check	Y	08/26/2020	32,427.40	Unposted	Valid	08/26/2020	CM0643
6101B	00002036	1	0000729737	NEWFIELDS-001	20194501 #1 and #2	Pending	Mailer	System Check	Y	09/03/2020	1,450.00	Unposted	Valid	09/03/2020	CM0643
6101B	00002037	1	0000108299	VERIZON WI-004	#9861242285	Pending	Mailer	Electronic Funds Transfer	Y	09/10/2020	539.75	Unposted	Valid	09/10/2020	CM0643
6101B	00002038	1	0000022755	PLANT LADY-001	#9859 Jul & Aug20	Pending	Mailer	System Check	Y	09/11/2020	204.00	Unposted	Valid	09/11/2020	CM0643
6101E	00032268	1	0000132403	KEY GOVERN-001	4833919 PO 2021_0021	Pending	Mailer	System Check	Y	09/14/2020	5,464.98	Unposted	Valid	09/14/2020	CMA434
6101E	00032269	1	0000248729	CENTURYLIN-002	141753579 acct85303262 LD Aug	Pending	Mailer	System Check	Y	09/14/2020	6,314.11	Unposted	Valid	09/14/2020	CMA808
6101E	00032270	1	0000025742	SHI INTL C-001	B12256692 Visio Plan 2	Pending	Mailer	Electronic Funds Transfer	Y	09/14/2020	102.78	Unposted	Valid	09/14/2020	CMA808

AP WORKCENTER

The screenshot shows a sidebar menu titled "Links" with a refresh icon and a list of categories and items:

- Contracts
- Debt Offset
- SAB
- Supplier
 - Adjust Withholding
 - Review Suppliers
 - Supplier Add Form
 - Supplier Information
 - Supplier Update Form
- Vouchers
- Other Links

The screenshot shows a sidebar menu titled "Reports/Queries" with a refresh icon and a list of categories and items:

- Queries
 - Query Manager
 - Voucher Queries
 - ACH Returns
 - Staledate Info by BU
 - Staledate Info by BU/Period
 - Vouchers Closed - Budget Errors
 - Vouchers - Insufficient Approp
 - Vouchers Not Paid
 - Posted Vouchers Not Paid
 - Vouchers with Budget Status <-> V
 - Supplier Queries
 - Supplier add form submissions
 - Supplier Update Form
 - Transparency Queries
 - Grouped MT Checkbook Info
 - MT Checkbook VW - Payee Name
 - Pre MT Checkbook Validation
- Reports/Processes
 - Reports
 - Payment History by Supplier
 - Posted Voucher
 - Voucher Register
 - Voucher Status
 - Monitor
 - Process Monitor
 - Report Manager

AP WORKCENTER QUESTIONS?

INTERFACING AGENCIES

VALIDATING FILE

Favorites ▾

Main Menu ▾

MT Financials Interface ▾

Review interface file results ▾

Review Processed Files

From the File Trailer Record (FTR):

Interface Id: AP Create Date & Time: 05/16/2017 3:05:47.000000PM
Agency ID: 52010 Total Rows in File: 36,218
System Id: FWPALS Total Amount in File: \$3,021,851.00

File Load Summary

Processed Date: 05/16/2017

Transactions Loaded	4,998	Amount Loaded	\$3,019,833.00
Transaction Load Errors	2	Beginning Transaction Id	01323646
Transaction Load Warnings	0	Ending Transaction Id	01328643

Transaction Errors, Warnings and informational messages

Personalize | Find | View All | First 1-4 of 4 Last

Row in File	Field Error	Value	Error Message	Business Unit	Tran Ref	Record Type	Name 1	Name 2
1	12799 STATE		State is not valid for the Country	5201Z		VND		
2	12804 Transaction Ref Nb		Trans Ref for failed voucher: 2059	5201Z		ADV		
3	26109 STATE		State is not valid for the Country	5201Z		VND		
4	26114 Transaction Ref Nb		Trans Ref for failed voucher: 4177	5201Z		ADV		

VALIDATING FILE

MTINT_AP_LOAD_INFO - AP Interface Information

Agency ID Like:
System Id Like:
From Process Date: 
To Process Date: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (34 kb)

[View All](#)

	Type of Interface File	Agency ID	System Id	Create Date Time	Process Date	Interface Edit Type	Total Rows	Total Amount	Beginn Transac Id
1	AP	69010	AWACS-AP	10/23/2017 5:11:07AM	10/23/2017	AP - Voucher Validation	5734	2115304.4900	019963

REMINDERS

01

W-9s required and should be checked for accuracy

02

DOS does not have control over interfaced changes to supplier accounts

03

Interfacing bad information can cause issues. Supplier updates should be submitted when interfaced information changes

INTERFACE QUESTIONS?

DOCUMENTATION RETENTION

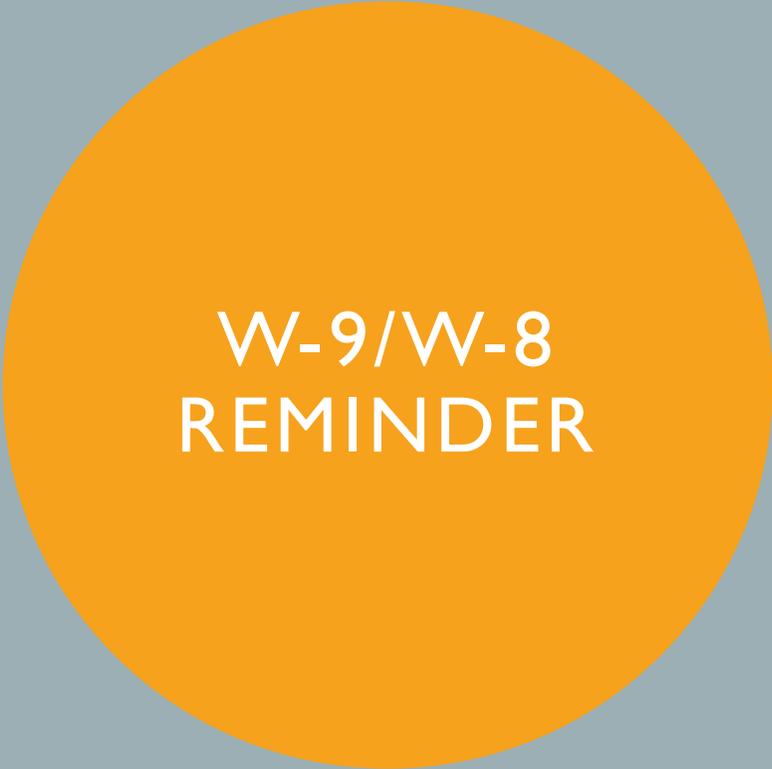
Although the Daily Operations Section receives copies of W-9s/ W-8s, agencies are required to retain the records per SOS retention schedules

- Agencies to retain for three years
- SAB to retain for five years



The SOS retentions schedules can be found at the following web page:
<http://sos.mt.gov/Records/State>

W-9 RETENTION PER SOS



W-9/W-8
REMINDER

- W-9s and W-8s are updated by the IRS often. Please use the most up-to-date forms
 - W-9 can be found online at <https://www.irs.gov/forms-pubs/about-form-w9>
 - W-8s can be found online at <https://apps.irs.gov/app/picklist/list/priorFormPublication.html?resultsPerPage=200&sortColumn=sortOrder&indexOfFirstRow=0&criteria=formNumber&value=W-8&isDescending=false>
- If your agency uses substitute forms, please consider using the IRS forms
 - The IRS forms capture more information, including government classifications

QUESTIONS?