9-1-1 Program Office

9-1-1 ePass Service – 9-1-1 Expenditure Report

Step-by-Step Instructions
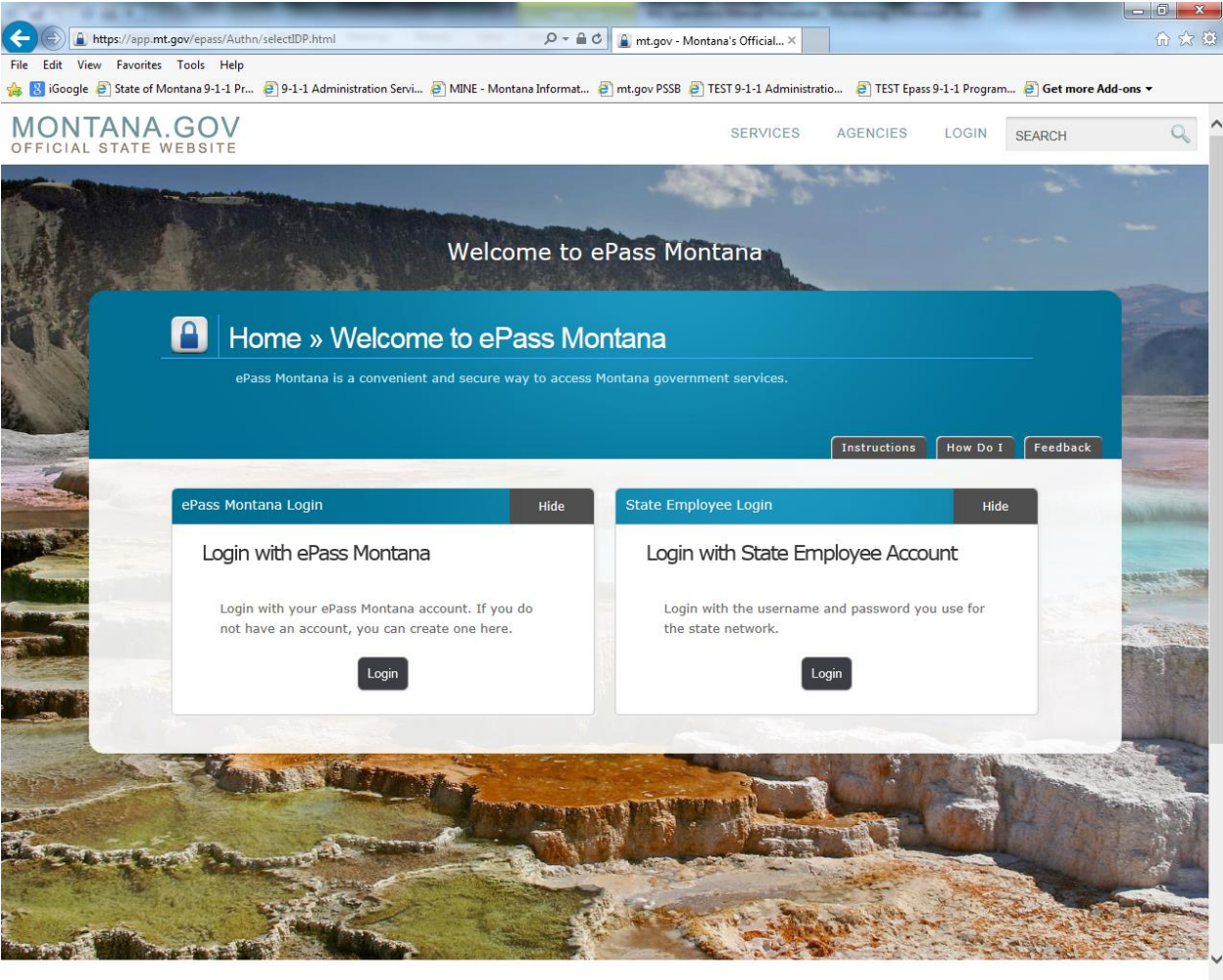
Monica Ness
10/7/2011
Updated 1/14/2015

ENTER URL: http://911service.mt.gov .

State of Montana 9-1-1 Program Service - Windows Internet Explorer

http://svc.mt.gov/911service/

File   Edit   View   Favorites   Tools   Help

State of Montana 9-1-1 P... X   MINE - Montana Information ...

**State of Montana
9-1-1 Program Service**

INSTRUCTIONS | HOW DO I | FEEDBACK

Welcome to the State of Montana 9-1-1 Program Service

ePass Montana

▷ Login to this service using ePass
▷ Create an ePass account

Online Services   Department of Administration   Privacy & Security   Accessibility   Contact Us

mt.gov
Montana's Official State Website

Local intranet

IF YOU HAVE AN EXISTING EPASS ACCOUNT SELECT "LOGIN TO THIS SERVICE USING EPASS".

IF YOU DO NOT HAVE AN EXISTING EPASS ACCOUNT, SELECT "CREATE AN EPASS ACCOUNT" AND FOLLOW THE INSTRUCTIONS FOR CREATING AN EPASS ACCOUNT.

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES   AGENCIES   LOGIN   SEARCH

Cancel   Save Changes

Personal Information ⓘ

*First Name:

*Last Name:

Daytime Phone:

*Primary Email:

*Verify Primary Email:

Alternate Email:

ePass Montana ID Details ⓘ

*Username:

*Password:

*Verify Password:

*Password Hint:

Security Info ⓘ

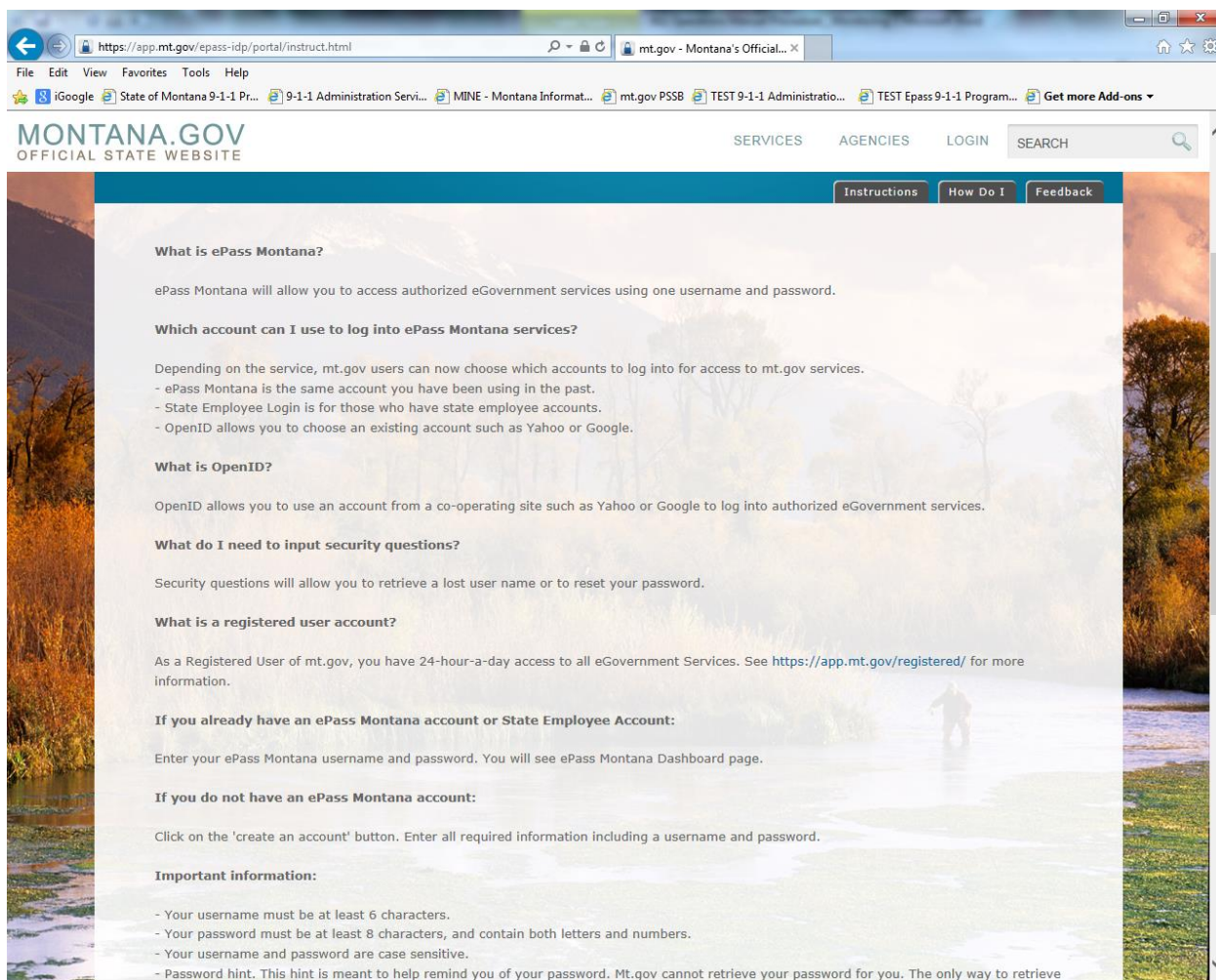For your protection, these questions will help us verify your identity in the future.

*1. Security Question:

Choose one ...

Registered User Information ⓘ

If you have a Registered User account, please provide your Registered User login information. What is a Registered User account?

Registered User Login:

Registered User Password:

What is ePass Montana?

ePass Montana will allow you to access authorized eGovernment services using one username and password.

Which account can I use to log into ePass Montana services?

Depending on the service, mt.gov users can now choose which accounts to log into for access to mt.gov services.
- ePass Montana is the same account you have been using in the past.
- State Employee Login is for those who have state employee accounts.
- OpenID allows you to choose an existing account such as Yahoo or Google.

What is OpenID?

OpenID allows you to use an account from a co-operating site such as Yahoo or Google to log into authorized eGovernment services.

What do I need to input security questions?

Security questions will allow you to retrieve a lost user name or to reset your password.

What is a registered user account?

As a Registered User of mt.gov, you have 24-hour-a-day access to all eGovernment Services. See https://app.mt.gov/registered/ for more information.

If you already have an ePass Montana account or State Employee Account:

Enter your ePass Montana username and password. You will see ePass Montana Dashboard page.

If you do not have an ePass Montana account:

Click on the 'create an account' button. Enter all required information including a username and password.

Important information:

- Your username must be at least 6 characters.
- Your password must be at least 8 characters, and contain both letters and numbers.
- Your username and password are case sensitive.
- Password hint. This hint is meant to help remind you of your password. Mt.gov cannot retrieve your password for you. The only way to retrieve

If you have problems creating an ePass login please contact the ITSD help desk at 406-444-2000 or open a ticket online at ServiceDesk.mt.gov.
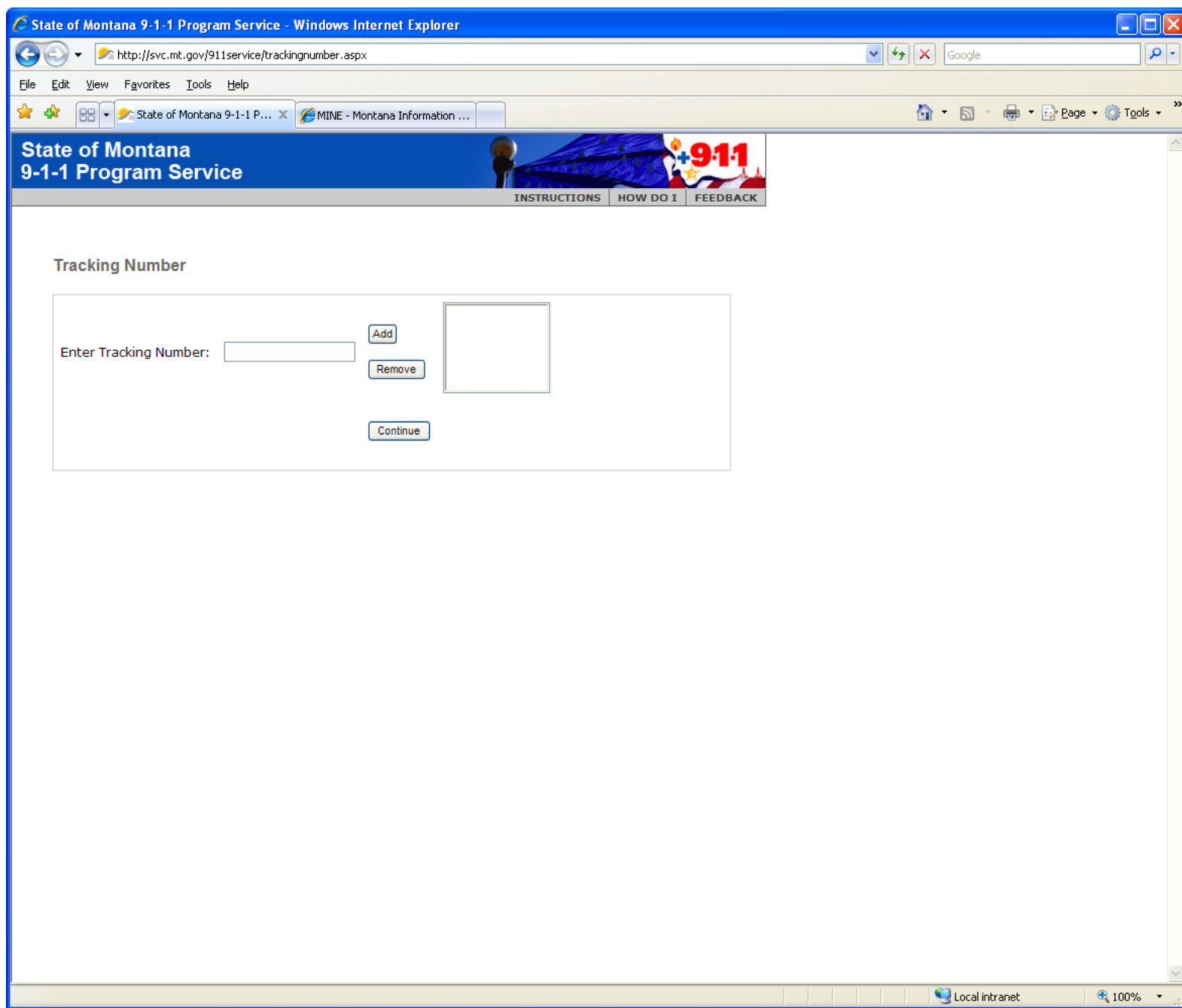
State of Montana 9-1-1 Program Service - Windows Internet Explorer

http://test.svc.mt.gov/911service/trackingnumber.aspx

Google

File   Edit   View   Favorites   Tools   Help

State of Montana 9-1-1 P...   MINE - Montana Information ...

Page   Tools
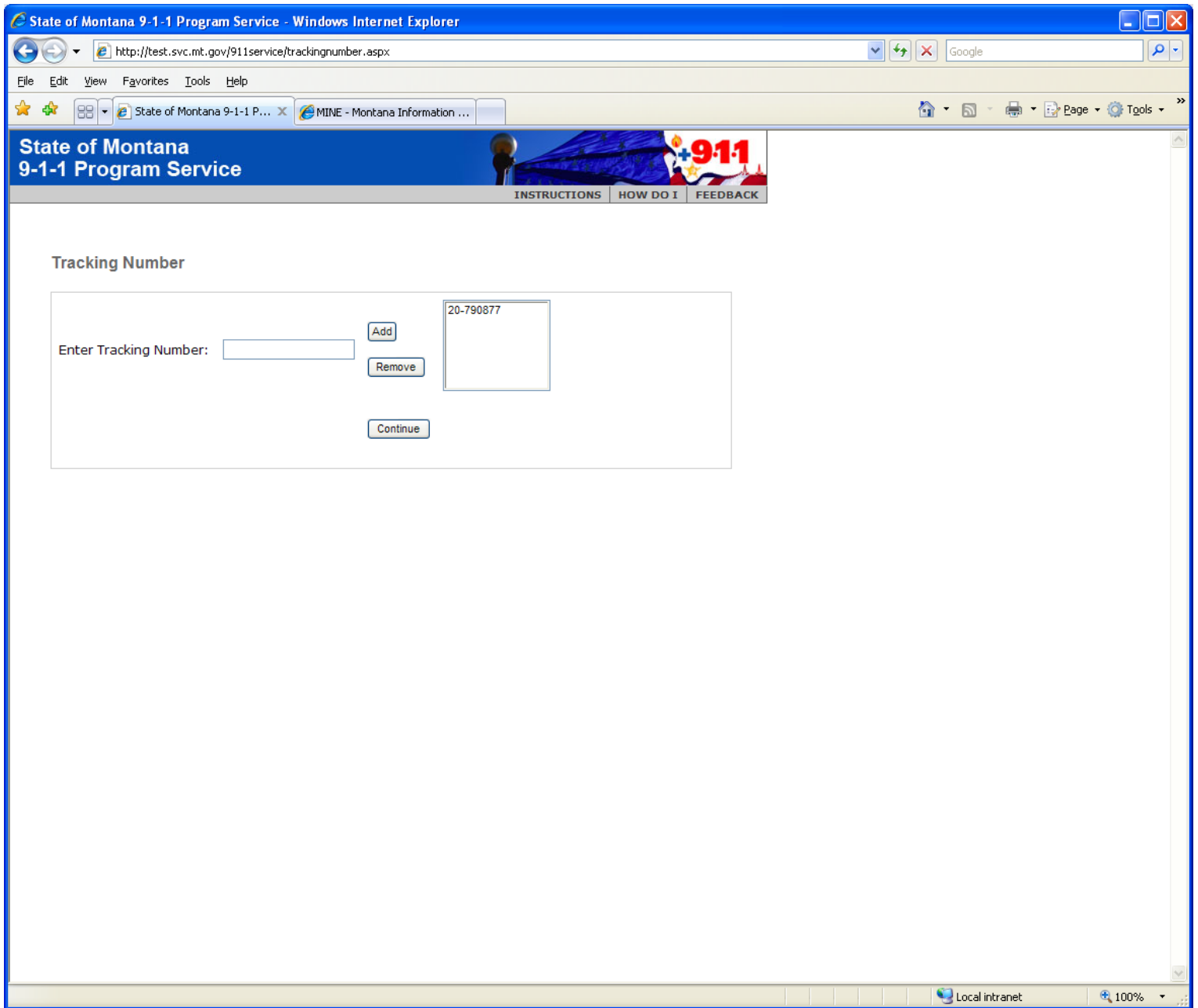
State of Montana
9-1-1 Program Service

INSTRUCTIONS   HOW DO I   FEEDBACK

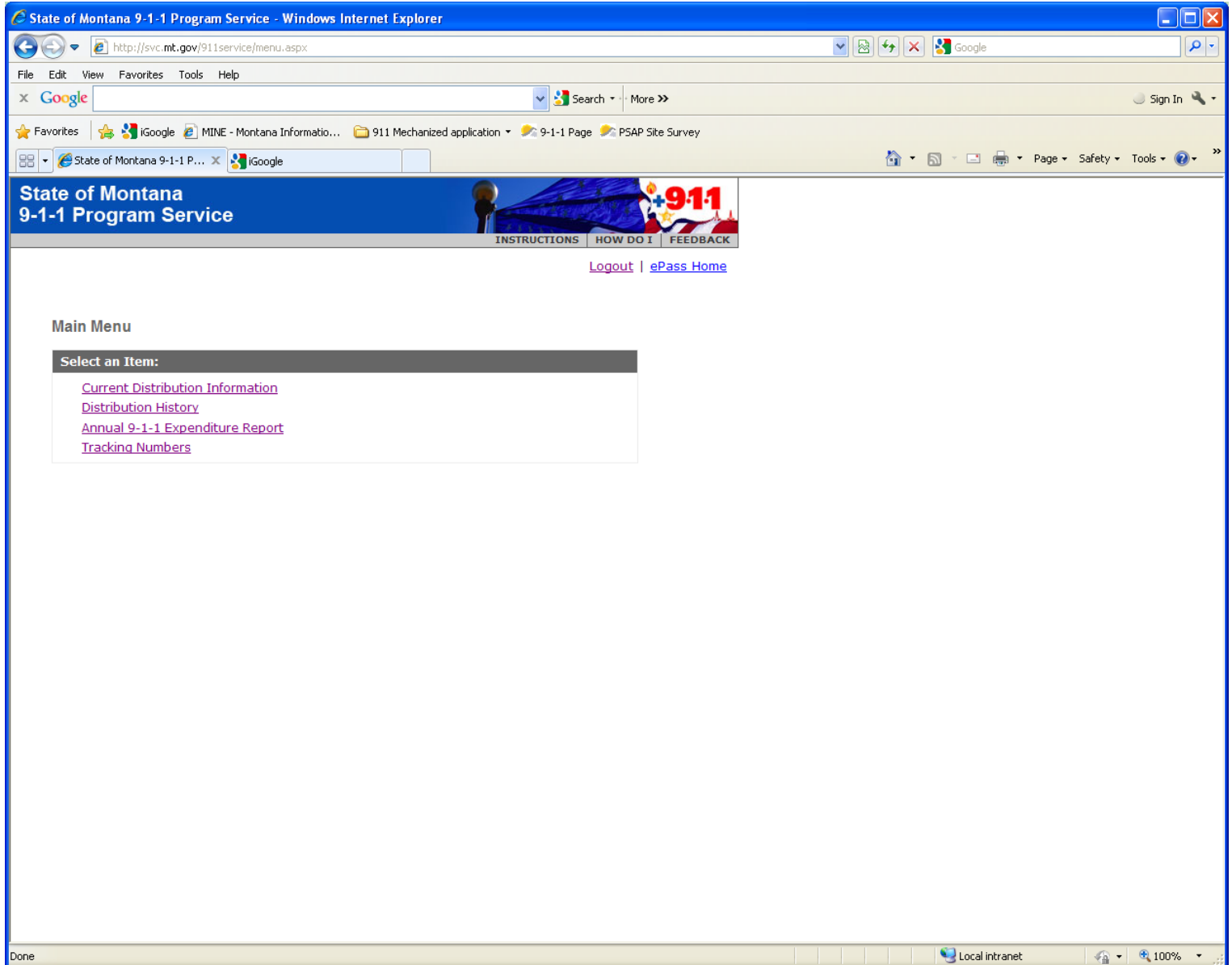**Tracking Number**

Enter Tracking Number: 20-790877   [Add]

[Remove]

[Continue]

Local intranet   100%

SELECT ADD

SELECT ANNUAL 9-1-1 EXPENDITURE REPORT.

TO CREATE A REPORT ENTER A TITLE, SELECT THE CORRECT FISCAL YEAR AND JURISDICTION; THEN CLICK THE CREATE NEW REPORT BUTTON. YOU WILL BE TAKEN TO THE REPORT PAGE WHERE THE DETAIL INFORMATION CAN BE ADDED. MORE THAN ONE REPORT PER JURISDICTION PER YEAR CAN BE CREATED. THE NEED TO CREATE MORE THAN ONE REPORT WOULD BE FOR THOSE JURISDICTIONS THAT UTILIZE MORE THAN ONE 9-1-1 FUND SUCH AS A CAPITAL IMPROVEMENT FUND. CORRECTING REPORTS CAN BE ISSUED AS WELL, IF NECESSARY.

CLICK ON CREATE NEW REPORT BUTTON. ONCE YOU HAVE CREATED A REPORT IT WILL BE SHOWN UNDER THE HEADING 'VIEW MY EXISTING REPORTS'. REPORTS CAN BE EDITED AS NECESSARY OR DELETED UNTIL THEY ARE FINALIZED.

State of Montana 9-1-1 Program Service - Windows Internet Explorer

http://svc.mt.gov/911service/expenditurereport.aspx?id=2&jid=1

File   Edit   View   Favorites   Tools   Help

Favorites   iGoogle   MINE - Montana Informatio...   911 Mechanized application ▾   9-1-1 Page   PSAP Site Survey

State of Montana 9-1-1 P...   ✕   iGoogle   🏠 ▾ 🔊 ▾ 🖶 ▾ Page ▾ Safety ▾ Tools ▾ ❓ ▾

State of Montana
9-1-1 Program Service
★+911
INSTRUCTIONS | HOW DO I | FEEDBACK

Expenditure Report

Fiscal Year 2011 (July 1, 2010 to June 30, 2011)

This form MUST be completed by your office as you are the official accounting entity for this 9-1-1 Jurisidiction; do not forward the report to the 9-1-1 Center Manager or Sheriff's office to complete.

If your jurisdiction maintains a separate capital improvement fund that is funded by 9-1-1 revenues, a separate 9-1-1 Expenditure Report must be completed for the additional fund(s).

This form was prepared in conjunction with the Montana Department of Commerce's Budgetary, Accounting and Reporting System (BARS) for ease of completion.

Please provide the following information on the receipt and expenditure of 9-1-1 funds.

9-1-1 Jurisdiction Name: Anaconda/Deer Lodge

Current Year Net Income Statement for Fiscal Year 2011

Total Income from State 9-1-1 Program: (BARS Acct. #335080)	0.00
(Include distributions of Basic, Enhanced & Wireless Funds)	
Investment Earnings from State 9-1-1 Funds (BARS Acct. #371010)	0.00
Miscellaneous Revenue (dividends, etc.)	0.00
TOTAL REVENUES	0.00 (A)

EXPENDITURES (Basic, Enhanced & Wireless Funds)

100	Personal Services (Salaries, Benefits, Etc.)	
200	Supplies (office, Operating, Other)	
300	Purchased Services	

Done   Local intranet   🔍 100%

State of Montana 9-1-1 Program Service - Windows Internet Explorer

http://svc.mt.gov/911service/expenditurereport.aspx?id=2&jid=1

File   Edit   View   Favorites   Tools   Help

Favorites   iGoogle   MINE - Montana Informatio...   911 Mechanized application   9-1-1 Page   PSAP Site Survey

State of Montana 9-1-1 P...   iGoogle

Code	Description	Amount
310	Communications & Transportation	
320	Printing, Duplicating, Typing & Binding	
330	Publicity, Subscriptions & Dues	
340	Utility Services	
350	Professional Services	
360	Repair & Maintenance	
370	Travel	
380	Training	
390	Other	
400	Building Materials	
500	Fixed Charges (please identify)	
600	Debt Service	
800	Other Objects	
900	Capital Outlay	
940	Machinery& Equipment (includes communications equip)	
Code	**Description**	**Amount**

TOTAL EXPENDITURES   0.00 (B)

EXCESS REVENUES OVER (UNDER) EXPENDITURES   0.00 (C)

Statement of Cash Flow 9-1-1 2011 Fiscal Year

BALANCE FROM PREVIOUS FISCAL YEAR   0.00 (D)
(Beginning Balance for Agency Records)

EXCESS REVENUES OVER (UNDER) EXPENDITURES   0.00 (E)
(From Line C)

TOTAL CASH BALANCE BEFORE ADJUSTMENTS   0.00 (F)
(Line D plus Line E)

Done   Local intranet   100%

State of Montana 9-1-1 Program Service - Windows Internet Explorer

http://svc.mt.gov/911service/expenditurereport.aspx?id=2&jid=1

File   Edit   View   Favorites   Tools   Help

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Favorites   iGoogle   MINE - Montana Informatio...   911 Mechanized application ▾   9-1-1 Page   PSAP Site Survey

State of Montana 9-1-1 P... ✕   iGoogle   Page ▾   Safety ▾   Tools ▾

(From Line C)

TOTAL CASH BALANCE BEFORE ADJUSTMENTS   0.00 (F)
(Line D plus Line E)

ADJUSTMENTS   0.00 (G)
(Describe below)

ENDING CASH BALANCE AS OF FISCAL YEAR END   0.00 (H)
(Per agency records)

Describe amount and nature of adjustments made from line G:

Please provide the amount of the total annual budget (including personnel costs for your 9-1-1 dispatch center). Include all funding used to operate the center (i.e. local general fund monies, State 9-1-1 Program funds, grants, etc.)

CERTIFICATION

I certify that expenditure information contained in this report is related to the 9-1-1 Emergency Telephone System in accordance with 10-4-303 MCA and is accurate to the best of my knowledge.

Name

Title

Email

Report Title   temp

Report Fiscal
Year   2011 ▼

Back   Save   Finalize   Print

Done   Local intranet   100%

ENTER THE TOTAL 9-1-1 REVENUE RECEIVED (BASIC, ENHANCED & WIRELESS), INVESTMENT EARNINGS AND ANY MISCELLANEOUS REVENUE IN THE REVENUE SECTION OF THE DOCUMENT. ENTER SUMMARIZED EXPENDITURES BY CATEGORY IN THE EXPENDITURE FIELDS. THESE AMOUNTS SHOULD MATCH THE REVENUE AND EXPENDITURE SUB TOTALS ON YOUR DETAIL LEDGER QUERIES FROM YOUR ACCOUNTING SYSTEM. NEGATIVE NUMBERS ARE ACCEPTED.

State of Montana
9-1-1 Program Service

INSTRUCTIONS | HOW DO I | FEEDBACK

Expenditure Report

Fiscal Year 2011 (July 1, 2010 to June 30, 2011)

This form MUST be completed by your office as you are the official accounting entity for this 9-1-1 Jurisidiction; do not forward the report to the 9-1-1 Center Manager or Sheriff's office to complete.

If your jurisdiction maintains a separate capital improvement fund that is funded by 9-1-1 revenues, a separate 9-1-1 Expenditure Report must be completed for the additional fund(s).

This form was prepared in conjunction with the Montana Department of Commerce's Budgetary, Accounting and Reporting System (BARS) for ease of completion.

Please provide the following information on the receipt and expenditure of 9-1-1 funds.

9-1-1 Jurisdiction Name: Anaconda/Deer Lodge

Current Year Net Income Statement for Fiscal Year 2011

Total Income from State 9-1-1 Program: (BARS Acct. #335080)	1,000.00
(Include distributions of Basic, Enhanced & Wireless Funds)	
Investment Earnings from State 9-1-1 Funds (BARS Acct. #371010)	100.00
Miscellaneous Revenue (dividends, etc.)	10.00
TOTAL REVENUES	1,110.00 (A)

EXPENDITURES (Basic, Enhanced & Wireless Funds)

100	Personal Services (Salaries, Benefits, Etc.)	200.00
200	Supplies (office, Operating, Other)	-50.00
300	Purchased Services	100.00

Code	Description	Amount
200	Supplies (office, Operating, Other)	-50.00
300	Purchased Services	100.00
310	Communications & Transportation	100.00
320	Printing, Duplicating, Typing & Binding	100.00
330	Publicity, Subscriptions & Dues	100.00
340	Utility Services	100.00
350	Professional Services	100.00
360	Repair & Maintenance	100.00
370	Travel	100.00
380	Training	100.00
390	Other	100.00
400	Building Materials	100.00
500	Fixed Charges (please identify)	100.00
600	Debt Service	100.00
800	Other Objects	100.00
900	Capital Outlay	100.00
940	Machinery& Equipment (includes communications equip)	100.00

Code	Description	Amount
		0.00

TOTAL EXPENDITURES   1,750.00 (B)

EXCESS REVENUES OVER (UNDER) EXPENDITURES   -640.00 (C)

Statement of Cash Flow 9-1-1 2011 Fiscal Year

BALANCE FROM PREVIOUS FISCAL YEAR   45,000.00 (D)
(Beginning Balance for Agency Records)

EXCESS REVENUES OVER (UNDER) EXPENDITURES   -640.00 (E)
(From Line C)

SELECT SAVE. REVIEW YOUR INPUT AND MAKE ANY CHANGES NECESSARY. YOU MUST FINALIZE YOUR REPORT TO MAKE IT AVAILABLE TO THE 9-1-1 PROGRAM OFFICE. ONCE A REPORT IS FINALIZED NO CHANGES CAN BE MADE TO IT.

IF AN ADJUSTMENT IS MADE IN (G), BE SURE TO DESCRIBE THE ADJUSTMENT; PLEASE PROVIDE THE TOTAL ANNUAL BUDGET FOR YOUR 9-1-1 PROGRAM AND FINALLY POPULATE YOUR NAME, TITLE, AND EMAIL INFORMATION UNDER CERTIFICATION.

IF YOU HAVE NOT POPULATED ALL REQUIRED FIELDS WHEN YOU SELECT FINALIZE, YOU WILL RECEIVE THE FOLLOWING ERROR MESSAGE:

ITEMS MARKED IN RED MUST HAVE A VALUE BEFORE THIS FORM CAN BE SUBMITTED. PLEASE ENTER A VALUE AND TRY AGAIN.

DESCRIBE AMOUNT AND NATURE OF ADJUSTMENTS MADE FROM LINE G: (ONLY REQUIRED IF LINE G IS POPULATED.

PLEASE PROVIDE THE AMOUNT OF THE TOTAL ANNUAL BUDGET (INCLUDING PERSONNEL COSTS FOR YOUR 9-1-1 DISPATCH CENTER). REQUIRED FIELD.

CERTIFICATION: NAME, TITLE AND EMAIL ADDRESS ARE REQUIRED. THIS REPORT SHOULD BE COMPLETED BY THE OFFICIAL ACCOUNTY ENTITY FOR THE JURISDICTION.

EXCESS REVENUES OVER (UNDER) EXPENDITURES   -640.00 (E)
(From Line C)

TOTAL CASH BALANCE BEFORE ADJUSTMENTS   44,360.00 (F)
(Line D plus Line E)

ADJUSTMENTS   -25.25 (G)
(Describe below)

ENDING CASH BALANCE AS OF FISCAL YEAR END   44,334.75 (H)
(Per agency records)

Describe amount and nature of adjustments made from line G:

Prior year adjustment

Please provide the amount of the total annual budget (including personnel costs for your 9-1-1 dispatch center). Include all funding used to operate the center (i.e. local general fund monies, State 9-1-1 Program funds, grants, etc.)

$100,000

CERTIFICATION

I certify that expenditure information contained in this report is related to the 9-1-1 Emergency Telephone System in accordance with 10-4-303 MCA and is accurate to the best of my knowledge.

Name	Your Name
Title	Your title
Email	your email
Report Title	test
Report Fiscal Year	2011

[Back] [Save] [Finalize] [Print]

THE FOLLOWING MESSAGE WILL APPEAR.

Message from webpage

? Once Finalized you will not be able to make future changes to this form. Do you want to Finalize this form now?

OK   Cancel
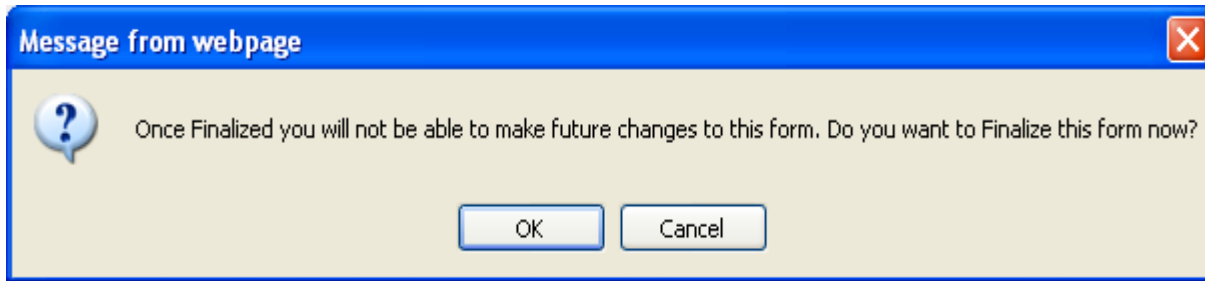
WHEN THE REPORT IS FINALIZED THE SCREEN WILL BE RETURNED WITH THE EDITABLE FIELDS GREYED OUT. NO CHANGES CAN BE MADE TO THE REPORT. SELECT OK TO FINALIZE.

ONCE THE REPORT HAS BEEN FINALIZED, INFORMATION WILL AUTOMATICALLY BE AVAILABLE FOR THE 9-1-1 PROGRAM OFFICE TO VIEW ONLINE. IT WILL NO LONGER BE NECESSARY TO FORWARD A PAPER COPY TO OUR OFFICE.

State of Montana 9-1-1 Program Service - Windows Internet Explorer

http://svc.mt.gov/911service/ExpenditureReport.aspx?id=5&jid=1

File   Edit   View   Favorites   Tools   Help

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Favorites   iGoogle   MINE - Montana Informatio...   911 Mechanized application ▾   9-1-1 Page   PSAP Site Survey

State of Montana 9-1-1 P...   iGoogle   Page ▾   Safety ▾   Tools ▾

Code	Description	Amount
310	Communications & Transportation	100.00
320	Printing, Duplicating, Typing & Binding	100.00
330	Publicity, Subscriptions & Dues	100.00
340	Utility Services	100.00
350	Professional Services	100.00
360	Repair & Maintenance	100.00
370	Travel	100.00
380	Training	100.00
390	Other	100.00
400	Building Materials	100.00
500	Fixed Charges (please identify)	100.00
600	Debt Service	100.00
800	Other Objects	100.00
900	Capital Outlay	100.00
940	Machinery& Equipment (includes communications equip)	100.00
Code	**Description**	**Amount**
		0.00

TOTAL EXPENDITURES   1,750.00 (B)

EXCESS REVENUES OVER (UNDER) EXPENDITURES   -640.00 (C)

Statement of Cash Flow 9-1-1 2011 Fiscal Year

BALANCE FROM PREVIOUS FISCAL YEAR   45,000.00 (D)
(Beginning Balance for Agency Records)

EXCESS REVENUES OVER (UNDER) EXPENDITURES   -640.00 (E)
(From Line C)

TOTAL CASH BALANCE BEFORE ADJUSTMENTS   44,360.00 (F)
(Line D plus Line E)

Local intranet   🔍 100%

SELECT BACK TO ACCESS MAIN WINDOW.

MULTIPLE REPORTS CAN BE CREATED FOR THE SAME JURISDICTION AND YEAR. THE NEED TO CREATE MORE THAN ONE REPORT PER YEAR PER JURISDICTION WOULD BE LIMITED TO CORRECTING COPIES OF AN ALREADY FINALIZED REPORT OR TO CREATE A SEPEARTE EXPENDITURE REPORT FOR ADDITIONAL FUNDS SUCH AS CAPITAL IMPROVEMENT FUNDS THAT ARE TOTALLY FUNDED BY 9-1-1 MONIES.

AS LONG AS A REPORT HAS NOT BEEN FINALIZED, IT CAN BE EDITED OR DELETED (SEE PG. 28).   SELECT EDIT REPORT TO MAKE CHANGES TO A REPORT THAT HAS NOT BEEN FINALIZED.

State of Montana 9-1-1 Program Service - Windows Internet Explorer

http://svc.mt.gov/911service/expenditurereport.aspx?id=6&jid=1

File   Edit   View   Favorites   Tools   Help

Google   Search ▾   More »   Sign In

Favorites   iGoogle   MINE - Montana Informatio...   911 Mechanized application ▾   9-1-1 Page   PSAP Site Survey

State of Montana 9-1-1 P...   iGoogle   Page ▾   Safety ▾   Tools ▾

Code	Description	Amount
200	Supplies (office, operating, other)	0.00
300	Purchased Services	0.00
310	Communications & Transportation	0.00
320	Printing, Duplicating, Typing & Binding	0.00
330	Publicity, Subscriptions & Dues	0.00
340	Utility Services	0.00
350	Professional Services	0.00
360	Repair & Maintenance	0.00
370	Travel	0.00
380	Training	0.00
390	Other	0.00
400	Building Materials	0.00
500	Fixed Charges (please identify)	0.00
600	Debt Service	0.00
800	Other Objects	0.00
900	Capital Outlay	0.00
940	Machinery& Equipment (includes communications equip)	0.00

Code	Description	Amount
		0.00

TOTAL EXPENDITURES   1,000.00 (B)

EXCESS REVENUES OVER (UNDER) EXPENDITURES   0.00 (C)

Statement of Cash Flow 9-1-1 2011 Fiscal Year

BALANCE FROM PREVIOUS FISCAL YEAR   0.00 (D)
(Beginning Balance for Agency Records)

EXCESS REVENUES OVER (UNDER) EXPENDITURES   0.00 (E)
(From Line C)

TOTAL CASH BALANCE BEFORE ADJUSTMENTS   0.00 (F)

Local intranet   100%

EXCESS REVENUES OVER (UNDER) EXPENDITURES   0.00 (E)
(From Line C)

TOTAL CASH BALANCE BEFORE ADJUSTMENTS   0.00 (F)
(Line D plus Line E)

ADJUSTMENTS   0.00 (G)
(Describe below)

ENDING CASH BALANCE AS OF FISCAL YEAR END   0.00 (H)
(Per agency records)

Describe amount and nature of adjustments made from line G:

Please provide the amount of the total annual budget (including personnel costs for your 9-1-1 dispatch center). Include all funding used to operate the center (i.e. local general fund monies, State 9-1-1 Program funds, grants, etc.)

test

CERTIFICATION

I certify that expenditure information contained in this report is related to the 9-1-1 Emergency Telephone System in accordance with 10-4-303 MCA and is accurate to the best of my knowledge.

Name   Your name
Title   Your title
Email   Your email
Report Title Anaconda/Deer Lodge test1
Report Fiscal Year   2011

[Back] [Save] [Finalize] [Print]

SELECT SAVE, THEN SELECT BACK TO RETURN TO THE MAIN WINDOW.

MAIN WINDOW

SELECT DELETE TO REMOVE ANY NON FINALIZED REPORTS THAT ARE NOT NEEDED.

SELECT OK TO PERMANENTLY DELETE NON FINALIZED REPORT.

DELETED REPORT NO LONGER DISPLAYED.

TO LOG OUT OF THE APPLICATION CLICK ON THE MENU BUTTON TO RETURN TO THE MAIN MENU SCREEN.

MAIN MENU
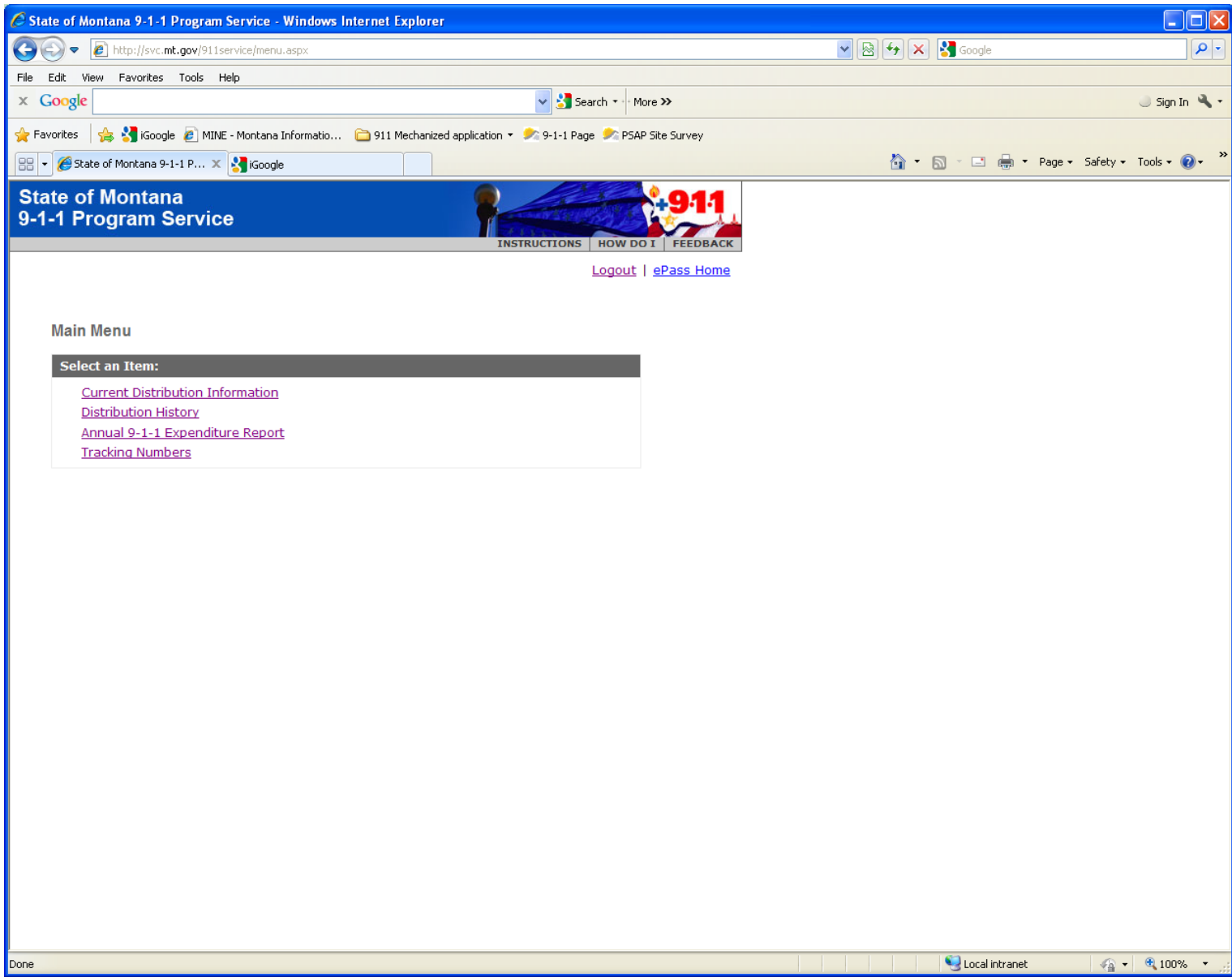
CLICK ON LOGOUT TO EXIT THE APPLICATION.