

Provider/Campus	Service provided	How service is provided and for whom	Functional Area
Montana State University	Degreeworks	All 4 MSU campuses chose to implement degreeworks at the same time. This helped to ensure a similarity as a rule and divergence where necessary which makes trouble shooting and upgrades much easier.	AA
Montana State University	CourseLeaf - online content management system	When MSU went to bid for a catalog content and curriculum management system all 4 MSU campuses were invited to participate. While each instance is separate we were able to reduce the cost when 3 of 4 campuses chose to participate	AA
Montana State University	Student Transfers	online transmittal process for students transferring between MSU campuses	AA
Montana State University	Biennial Templates	MSU/UM Budget Directors collaborate to develop common templates for submission of present law adjustments and projected biennial budgets. All MUS campuses and agencies use these templates. Flagship campuses provide oversight of requests and budgets for reasonableness and combine all data into one file for OCHE.	AF
Montana State University	Annual Budgets	MSU is currently sharing practices, processes, and templates with UM Budget Office as they are new and need assistance. MSU Budget Office staff will be traveling to UM on January 27, 2017 to share how we use Banner Position Control, HR, and Finance.	AF

Montana State University	Annual Budgets	MSU-Bozeman provides a common template to MSU campuses for fiscal year budgets. Once received, MSU-Bozeman Budget Office staff validate the budgets, combine into one phase and upload all position and operations budgets into Banner <u>Position Control and Finance</u> .	AF
Montana State University	Annual Budgets	MSU-Bozeman provides assistance to MSU campuses and agencies when needed.	AF
Montana State University	Asset Management	MSU shared, web-based asset management system, AIM	AF
Montana State University	STIP	use of Board of Investments, as well as Bozeman's program to manage investments.	AF
Montana State University	Financial Statements & Year End closeouts	MSU oversees financial statements and files for all 4 MSU campuses	AF
Montana State University	PCI Compliance	MSU ensures compliance with credit card security at affiliate campuses	AF
Montana State University	Tax forms	Oversight by MSU of W-e, 1099 & 1098T for affiliate campuses	AF
Montana State University	Capital Financing	Manages capital financing for all MSU affiliates	AF
Montana State University	Facility Audits	conducts facility audits for all MSU affiliates	AF
Montana State University	Revenue Bonds	Master indenture for all MSU campuses; consolidated annual financial report with campus specific information	AF
Montana State University	Audit	Single MSU audit for LAD Financial Statements; LAD Compliance; Bonds	AF
Montana State University	Fixed assets	Shared expertise on fixed asset team; AIM software used on all campuses provides individual and consolidated reporting	AF
Montana State University	W2's/1095/1099	Printed and distributed centrally with input from all campuses	AF
Montana State University	Grants and Contracts	Single MSU report with campus specific information for BOR research reports; shared expertise and reporting applications	AF
Montana State University	SABHRS	Single feed of all campuses financial data to SABHRS (State Accounting system)	AF

Montana State University	Internal Audit	MSU conducts internal audits and coordinates external audit reporting	AF
Montana State University	Unrelated Business Income Tax	Consolidated at MUS level - one tax report with input from all campuses; coordinated training and workshops provided	AF
Montana State University	Finance Data Warehouse	Consolidated at MUS level and used to produce annual operating budgets, fiscal reports	AF
Montana State University	1098T Printing	Billings runs all test/official process for 1098T files. Bozeman runs final documentation to submit as required.	AF
Montana State University	Vendor TIN matching	Billings enters all TIN data on Vendors being paid, Bozeman runs a TIN Match and notifies us on any discrepancies to review and we contact Vendor for correcting information	AF
Montana State University	Advocacy for lumpsum, PP, LRBP	MSU President and OCHE staff	AF
Montana State University	Accounts payable	MSU uses one vendor database for all campuses, checks are issued to each vendor on a combined basis where possible, and one check file is run for all campuses together from Bozeman.	BO
Montana State University	Vendor Checks	All MSU campuses use the State of Montana as our check printer, and any hard-copy checks are printed and mailed from Helena for all MSU campus checks, in a process that is run out of Bozeman.	BO
Montana State University	Vendor ACH	All MSU campus ACH payments are made using one file, run out of Bozeman.	BO
Montana State University	Student account billing and payments	One system for online payments is used for all MSU campuses.	BO
Montana State University	Student refunds	ACH file for student financial aid checks is prepared and sent from Bozeman	BO
Montana State University	Student account payments	MSU and UM use the same vendor-- software licensing does not allow for one combined price, as it is implemented on each separate system, but user knowledge is shared.	BO

Montana State University	External Financial Reporting	One chart of accounts is used for all MSU campuses; consolidated financial statements are prepared at the Bozeman campus.	BO
Montana State University	Internal Financial Reporting	All MSU campuses use the same financial reporting system to query data. Reports are written and maintained in Bozeman.	BO
Montana State University	Bonds/Debt	The bond indenture for all MSU campuses is managed by Bozeman; debt is cross-pledged, and bond issuances as well as audited financial information is prepared in Bozeman.	BO
Montana State University	Fixed Asset Tracking and accounting	Bozeman maintains the MSU software for fixed asset recording and tracking, and provides year-end accounting entries to each campus based on annual activity.	FM
Montana State University	IRS 1099 Reporting	All MSU campuses file under one tax id number, and Bozeman reviews all campus transactions for proper reporting.	HR
Montana State University	IRS 1098 Reporting	Bozeman reviews, provides training, and prints out and mails all forms to students for all MSU campuses.	HR
Montana State University	Foreign Tax Reporting	Bozeman coordinates the review of our foreign tax withholding (1042) with outside firm Clark Nuber for all campuses.	HR
Montana State University	Income tax reporting (UBI, 990T)	All campuses in the MUS use Clark Nuber for a consolidated tax return, as arranged by Frieda Houser	HR
Montana State University	MSU Shared Services	MSU has many departments that share one central team of business procedures staff, which handles accounting, procurement, departmental HR duties, etc.	HR
Montana State University	Immigration items	immigration services for all MSU affiliates	HR
Montana State University	Compliance Hotline	EthicsPoint: Managed by our HR and MSU internal audit	HR

Montana State University	HR Technical Expertise/ACA Compliance	for all MSU affiliate campuses	HR
Montana State University	MyInfo (banner self-serve)	All of the MyInfo (banner self-serve) interfaces are done with all 4 MSU campuses in mind. Changes to one my impact them all. Sometimes this is beneficial sometimes it limits the ability to customize for the needs of a specific campus	IT
Montana State University	Student Systems	4-campus functional/technical Banner support (Upgrades, testing, troubleshooting)	IT
Montana State University	CRM Support	4-campus functional/technical CRM support (Upgrades, testing, troubleshooting, enhancement)	IT
Montana State University	Student Interfaces	Alcohol.edu functional and technical integration support (SSO, custom integration, testing, troubleshooting)	IT
Montana State University	Student Interfaces	Maxiant technical integration support	IT
Montana State University	Student Interfaces	Terra Dotta - functional/technical support for international travel integration	IT
Montana State University	Financial Aid Interfaces	Project management and functional/technical support for MSU/MSUB Scholarship Administration procurement and implementation	IT
Montana State University	Student Systems	DegreeWorks functional/technical support (Upgrades, testing, troubleshooting)	IT
Montana State University	Information Security	Coordination of 4-campus Banner security request/provisioning tasks	IT
Montana State University	Student Systems Report Development	Design & development of 4-campus student related reports	IT
Montana State University	Financial Aid Systems Report Development	Design & development of 4-campus of Financial Aid related reports	IT
Montana State University	New Year Start Up	Corganize and lead annual Financial Aid new year start up processes	IT

Montana State University	Finance Systems	The Banner feed to the State SABHRS system for all MSU campuses is monitored by a systems team in Bozeman; interface files to the state are managed by this team, and the Bozeman IT group maintains any state-required changes.	IT
Montana State University	Banner Software/Maintenance	HR and Finance Validation Tables and Maintenance; IT support; upgrades/testing; report development; upload mass data; closing processes; etc. are consolidated with support from campuses as needed; single instance of HR and Finance modules for all MSU campuses	IT
Montana State University	Chart of Accounts	Single chart with campus identifier provides consolidated and specific campus information	IT
Montana State University	Reports	Shared applications and reports - i.e. APEX Financial Statements; APEX STIP, Xfeed, Debt, Athletics, etc. applications; SAIS and ARGOS reports for Finance and HR	IT
Montana State University	Banner Processes	APWORX Chain submits daily AR/AP/Accounting/Payroll module data for all campuses	IT
Montana State University	Banner Security	Streamlined process for Banner access and approval from campus user and approver to MSU IT	IT
Montana State University	Banner Biweekly Encumbr. Process	Bozeman maintains the programming	IT
Montana State University	Limited Budget Report Writing	Bozeman responds to report requests	IT
Montana State University	4 campus software implementation	1MSU IT Governance Council	IT
Montana State University	Reporting applications	Single instance for reporting applications used by all campuses - i.e. ARGOS, SAIS, APEX, AIM	IT

Montana State University	Library Consortium	MSU Bozeman provides the business services for the statewide TRAILS library consortium.	MUS
Montana State University	Student Services Software	part of larger contract for DegreeWorks, Radius, Axiom, ID Cards, Grades First, Haven, EverFi, Maxient, online catalog	MUS and Bozeman
Montana State University	Procurement Services	Procurements above \$25,000 at all the MSU campuses are run by the Bozeman procurement office.	PS
Montana State University	Procurement (food contract)	Food contracting among MSU and UM is currently underway.	PS
Montana State University	Procurement (cooperative purchasing)	MSU and UM worked together to change the law to allow purchasing through purchasing cooperatives; savings have been generated in large scale furniture purchases for both campuses, for specialty scientific equipment, copiers, and other	PS
Montana State University	Electronic Health Record Software	MSU-Bozeman and MSU-Billings Health Services share same software package and server	SA
Montana State University	Counseling and Psychological Services	As we have worked on the OCHE Task Force for Mental Health we have discussed the possibility of a formalized model through OCHE to share resources for mental health outreach and suicide prevention outreach. There would be an opportunity to share an online training for suicide prevention, such as Kognito, through the MUS, similar to the Alcohol Edu program.	SA
Montana State University	Financial Aid Systems	4-campus functional/technical Banner support (Upgrades, testing, troubleshooting)	SA
MUS	Student health insurance	student health insurance for all MUS campuses	AF

MUS	Classified Compensation and Classification System	shared across MUS	HR
MUS	Benefits Administration	shared across MUS	HR
MUS	Collective Bargaining	shared across MUS	HR
MUS	HR Data Warehouse	In process - consolidated at MUS level with common data definitions	HR
MUS	Joint library system	all MUS campuses	IT
MUS	Legal Services	attorney at UM and MSU overseen by MUS chief legal counsel	MUS
MUS	Workers Compensation Group – managing system workers compensation program	from OCHE	MUS
MUS	Everfi	from OCHE	MUS
University of Montana	Internal Audit	Internal audits for all UM affiliate campuses	AF
University of Montana	Hazardous Materials Management/Work Comp Safety	UM and Tech both provide services to their own and other affiliates.	AF
University of Montana	Debt Management and Recordkeeping	Cross pledged and jointly managed by a debt management group of all four campuses.	AF
University of Montana	Accounts Payable	UM runs the vendor system, inputs vendors, vendor research, 1099s, procard, runs checks (campuses input and approve invoices, reconcile bills, and solve campus issues.)	AF
University of Montana	Card System (run through the Griz Card System)	UM provides this service for Western and Helena campuses. Tech has its own Digger Card system.	AF

University of Montana	Federal and state compliance on payroll system – FLSA, minimum wage, changes to tax tables	for UM affiliate campuses	AF
University of Montana	Consolidated Financial Statement Preparation	UM affiliate campuses work together to provide information to UM staff for compilation of the final combined product.	AF
University of Montana	Audit Management	for UM affiliate campuses	AF
University of Montana	Griz Mart	Procurement website available for all UM affiliate campuses	AF
University of Montana	Check Printing	UM provides this service for Western and Helena campuses. Tech prints their and serves as backup.	AF
University of Montana	1099 Maintenance	for UM affiliate campuses	AF
University of Montana	Invoice cancellations	for UM affiliate campuses	AF
University of Montana	Policy & Procedure Development	Each campus develops their own policy however where no campus policy exists, the campus may default to UM or BOR policy	AF
University of Montana	Process improvement	Campuses work together on efficiencies and system improvements	AF
University of Montana	SAHBRS Entry Support	for UM affiliate campuses	AF
University of Montana	Coordinate and support FYE processes	All CFOs and controllers work together	AF
University of Montana	Provide training opportunities	All UM affiliates open training opportunities to the other campuses.	AF
University of Montana	Site visits for security reviews	for UM affiliate campuses	AF
University of Montana	UMPD has two bomb detection K-9's that will travel to any campus on request	for all MUS campuses	AF
University of Montana	Advising on foreign nationals	UM and Tech have personnel with expertise in this area and work with other campuses.	HR

University of Montana	HR & Payroll System	Totally integrated and managed at UM – including all table maintenance for compliance and required reporting.	HR
University of Montana	Bargaining/Labor Management	UM affiliates work OCHE on bargaining of labor contracts. Each campus is responsible of management of the contract.	HR
University of Montana	Provide CUPA salary comparisons for faculty and administrators on an as needed basis	UM provides this service other affiliate campuses. Tech also runs their own reports.	HR
University of Montana	Provide background checks	for UM affiliate campuses	HR
University of Montana	Compensation Oversight	UM provides classification assistance as needed	HR
University of Montana	Advising – personnel matters	Campuses jointly work on personnel issues as needed.	HR
University of Montana	Preparing/filing all employment tax reports and forms	for UM affiliate campuses	HR
University of Montana	All testing and maintenance of the Banner HR software	for UM affiliate campuses	IT
University of Montana	BANNER Finance & HR System Maintenance and Contract	For all UM affiliate campuses	IT
University of Montana	Affiliate campus bandwidth	Maintained by Missoula for all affiliate campuses	IT
University of Montana	Blackfoot Metro Access Dark Fiber Lease	for all UM affiliate campuses	IT
University of Montana	iConnect MSO Fiber Hotel Colocation	for all UM affiliate campuses	IT
University of Montana	VisionNet Commodity Internet Backup	for all UM affiliate campuses	IT

University of Montana	Annual Fee (ARIN Internet registry)	for all UM affiliate campuses	IT
University of Montana	Westin Bldg Seattle & Chicago Commodity	for all UM affiliate campuses	IT
University of Montana	Northern Tier Transport	for all UM affiliate campuses	IT
University of Montana	Net Cobol Maintenance & Support	for all UM affiliate campuses	IT
University of Montana	Subtotal Oracle Expense	for all UM affiliate campuses	IT
University of Montana	Banner Software Maintenance - MUS	for all UM affiliate campuses	IT
University of Montana	Read Write Gold	for all UM affiliate campuses	IT
University of Montana	LanDesk Anti-Virus	for all UM affiliate campuses	IT
University of Montana	EDUCAUSE Membership Fees & Domain	for all UM affiliate campuses	IT
University of Montana	MoodleRooms Learning Management Software	All UM affiliate campuses share one contract	IT
University of Montana	Microsoft Collaborative Applications License	Each campus pays for its own license. UM may provide management services for other campuses.	IT
University of Montana	Qualtrics Surveys	for all UM affiliate campuses	IT
University of Montana	Adobe Creative Cloud Software	for all UM affiliate campuses	IT
University of Montana	ArcGIS Mapping Software (College of Forestry)	for all UM affiliate campuses	IT
University of Montana	TechSmith Camtasia Video & Screen Recording Software	for all UM affiliate campuses	IT
University of Montana	Alma Library Resource Management Software	for all UM affiliate campuses	IT

University of Montana	Blackboard Transact (Student One Card/Meal Plan)	UM provides this service for Western. Tech has its own Blackboard Transact.	IT
University of Montana	Facility Service Inventory System	Western uses UM work order software. Tech has its own software system.	IT
University of Montana	Eduroam (Wi-Fi Access Service)	for all UM affiliate campuses	IT
University of Montana	IT Security Monitoring	for all UM affiliate campuses	IT
University of Montana	Alliant Property Insurance - Information Security w/ Breach Response	for all UM affiliate campuses	IT
University of Montana	RKH Insurance Brokers – eRisks Business Protection	for all UM affiliate campuses	IT
University of Montana	Network Switch Management/Monitoring	for all UM affiliate campuses	IT
University of Montana	Network Traffic Monitoring	for all UM affiliate campuses	IT
University of Montana	Keyholder IPEDS submission	UM provides this service for Helena. Tech assists Western with HR IPEDS	IT
University of Montana	Interface to SABHRS	for all UM affiliate campuses	IT
University of Montana	Nightly Financial Job Scheduling	for all UM affiliate campuses	IT
University of Montana	Banner/SAHBRS Recon Preparation	for all UM affiliate campuses	IT
University of Montana	JV Upload	for all UM affiliate campuses	IT
University of Montana	UMDW	for all UM affiliate campuses	IT
University of Montana	Training and support	for all UM affiliate campuses	IT
University of Montana	Info Griz – OEXP report	Available for all UM affiliate campuses	IT
University of Montana	Form Fusion	for all UM affiliate campuses	IT

University of Montana	Procurement – > \$50 – UM approval; >\$50k and < \$250k UM; >\$250k State	Procurements above \$50,000 at all the UM campuses are assisted by the Missoula procurement office.	PS
University of Montana	Dining Services	Farm to College – Sysco Contract	PS
University of Montana	Purchasing Broker for Cisco Systems, Inc.	for UM affiliate campuses	PS
University of Montana	Grizmart Procurement System	Available for UM affiliate campuses	PS