

# 2014 Year End eMARS User Group Meeting June 3, 2014



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# Agenda

**Opening Remarks**

**Misc Items**

**2014 Year End**

**New Year Updates**

**Technical**

**KHRIS Payroll**

**eMARS 3.10.01**

**Upgrade**

**Q & A**

Ed Ross

Barbara Aldridge-Montfort

Barbara Aldridge-Montfort

Barbara Aldridge-Montfort

Rachelle Wilkins

Rachelle Wilkins

Rachelle Wilkins



# Miscellaneous



# OPS Approval Reminders

- OPS rejections slow down approval process
- Review Documents thoroughly prior to submitting for approval
- Ensure all corrections on rejected documents have been completed
- Ensure document has been assembled or re-assembled properly



# Delivery Orders

- Users are encouraged to create DOs against Master Agreements
  - Sets price of items
  - Prevents need for some workarounds in place
- Users should create DO against Master Agreements set to expire on June 30.
  - Once the MA has expired neither a DO nor PRC can be created and properly reference the MA

# PunchOut—DO3

- Enter PCard ID on UR Document
- PCard as payment with PunchOut vendors
- PCard limits may be adjusted to accommodate purchases
  - Contact administrator
- Does not establish encumbrance
- No chance of duplicate payment
- Records order against MA
- Adds to Total PCard Spend

# Electronic Funds Transfer (EFT)

- Payments made electronically through the Automated Clearing House (ACH)
- Most ACH payments made by the Commonwealth are made via checkwriter using “miscellaneous” vendors
  - Agencies maintain banking information (Personnel, UI, Medicaid, Revenue, etc)
  - Agencies responsible for updating information within their systems timely

# Notification of Change

- Used to change and/or correct account information for transactions processed through the Automated Clearing House (ACH)
  - NOC entries are created by the Receiver's financial institution and sent back to us via our general depository bank (JPMorgan Chase)
  - NOC allows the Receiver's financial institution to send correcting information back to us **without having to return the value of the payment**
  - NOC represents the timeliest and accurate information with which to maintain your ACH payment files
  - NOC tells you that your information is inaccurate or that something has changed requiring your files to be updated
  - NOC tells you what information to change
  - You must make these changes so subsequent EFT transactions will process properly

# National Automated Clearing House Association (NACHA) Rules

***Originator (Commonwealth) must make the changes specified in the NOC or corrected NOC within six (6) banking days of receipt of the NOC information or prior to initiating another entry to the Receiver's account, whichever is later. If NOC's are not updated in a timely manner, it can result in a NACHA violation being filed by the Receiving bank and if it continues NACHA can impose fines until it is corrected***



# Notification of Change

- The Office of the Controller will make updates accordingly on the VCUST table
- The Office of the Controller will inform agencies of any NOC's and it is the agency's responsibility to ensure that updates are made timely in their internal systems

# eMARS Availability

## Standard Availability

Monday – Sunday -- 7:00 am through 7:00 pm

## Exceptions

eMARS will be unavailable due to encumbrance roll/lapse **Friday, July 4 through Sunday, July 6**

Any changes will be posted at the News and Alerts link at:

<http://finance.ky.gov/services/statewideacct/Pages/accounting.com.aspx>



# 2014 Fiscal Year End



# New Year Table Initialization (NYTI)

- Occurred May 8
- Created FY15 records for all **ACTIVE** chart of account elements
- Effective dates on FY15 records will be blank
- Clean Up
  - Add Effective dates to FY15 records if applicable
  - FY14 records added after May 8 may need to be added to FY15 if applicable

# BFY 14 Pending Encumbrances

- Encumbering documents in *Pending* phase will not roll to FY15
  - ALL FY14 encumbering documents need to be out of *Pending* phase by COB, **July 3**
    - Complete Approval Process
    - Reject Document back to *Draft* phase
- Documents left in Pending phase will be rejected back to draft by the Office of the Controller
- Refer to spreadsheet of pending documents by department located at:

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>

# 2014/2015 Encumbrance Roll

- Scheduled to begin COB, Thursday, July 3, 2014
  - eMARS will be unavailable July 4 – July 6
- All **non-capital** encumbrances *greater than* \$5,000 will be established in FY15 Modification document
  - User ID **ENCROLL**
- All **non-capital** encumbrances *less than or equal to* \$5,000 will lapse, thus closing the award
  - CBDL Documents
  - User ID **ENCROLL**
- Clean Up
  - Unnecessary encumbrances (2302 Outstanding Encumbrance Report)
  - Pending encumbrances by COB July 3

# New Cited Authority

- Year-End Lapse < \$5,000
  - For PSC and non-PSC awards
  - Allowable from July 1 – Sept 30
  - For payments against lapsed awards less than \$5,000

# Payments against Encumbrances

- Payments against 2014 encumbrances must be in *FINAL* status by COB, Thursday, July 3.
- Payments against lapsed PON2 documents
  - PRC with “Memo” reference to PON2
  - Use the **Year-End Lapse<\$5,000** Cited Authority
- Payments against all other lapsed awards
  - PRC with “Memo” reference to award
  - Use the **Year-End Lapse<\$5,000** Cited Authority

**NOTE:** Users should make their best effort to get 2014 encumbrances paid or liquidated by COB July 3.

# Payment Reminders

- Payment documents submitted but **NOT** approved by COB June 30 will infer **FY15** upon final approval
- Payment documents approved on or after July 1 with the fiscal period (BFY, FY, Period) blank will infer **FY15** upon final approval
- **July 3** – Last day to pay against FY14 encumbering awards
- **July 11** – Last day to pay FY14 expenditures

# Coding Period 13

- **Entire Fiscal Period 13 (BFY=2014; FY=2014; Period 13) must be coded**
- **Period 13 (BFY=2014, FY=2014, Period=13) can be coded on the Header Section or on the Accounting Line of the payment document**
  - Fiscal Period (BFY, FY, Period) from Header will infer on all blank Accounting Lines
  - Fiscal Period (BFY, FY, Period) coded on an Accounting Line will override period coded on Header
  - Period 13 must be coded on the Header of PRC1 documents
  - Period 13 should be coded on the Header of PRC2 documents

**Applies to non-capital funds**

# BFY 14 Pending Transactions

- Payment documents in *Pending* phase (submitted but not fully approved) affect cash and budget balances
  - ALL FY14, **non-capital**, payment documents need to be out of *Pending* phase by COB, **July 11**
    - Complete Approval Process
    - Reject Document back to *Draft* phase
- Documents left in Pending phase will be rejected back to draft by the Office of the Controller
- Spreadsheet listing pending documents by department

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>

# Follow Through

- Review the AD/EFT Exception report to ensure FY14 payments have been disbursed
  - AD/EFT report is posted daily at:  
<http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx>
  - FY14 payments on the AD/EFT Exception report after soft close (July 11) will be closed by the Office of the Controller – **Vendor will NOT receive payment**

# Moving/Correcting Expenditures

- A JV2E document should be used to correct expenditures that have incorrectly posted to the wrong Fiscal Period
  - Reduce expenditures (negative amount) in appropriate Fiscal Period and Increase expenditures (positive amount) in the other
  - Remember to code entire fiscal period on each Accounting Line (BFY, FY, Period)
  - Period 13 Soft Close – COB July 11
  - Period 13 Hard Close – COB July 17
  - JV2E's will require Finance approval after soft close, July 11

# IMPORTANT

Personnel expenditures for the last payroll Period cannot be JVED from FY15 to FY14.



# Allotments

- All Allotments must be in the black by the end of the Fiscal Year
- During closeout, agencies should utilize the budget screens in eMARS as infoAdvantage reports are a day behind and do not include pending amounts
  - BQ3LV1 (Appropriation)
  - BQ3LV2 (Allotment)
  - BQ3LV3 (Object Allotments)

# Fixed Assets

- Real Property Closing Packages will be sent in mid-August
- Fixed Asset Cleanup
  - Fixed Asset shells \$5,000 and above must be processed by September 2, 2014
- Questions call Anthony Murray  
502-564-8769  
[Anthony.Murray@ky.gov](mailto:Anthony.Murray@ky.gov)

# Key Dates

- Period 12 Soft Close – Monday, June 30
- Period 12 Hard Close – Monday, July 7
- Encumbrance Roll – Fri-Sun, July 4-6
- Period 13 Soft Close – Friday, July 11
- Period 13 Hard Close – Thursday, July 17

# Questions



# New Year



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# New Year Procurements

- RQS for new year (FY15) may be submitted to OPS
  - Document comments should state, “ Delivery is not desired prior to July 1, 2014”
- PSCs/MOAs for the new year (FY15) may be submitted to OPS
  - Documents requiring a July 1, 2014 effective date must be submitted by Wednesday, June 18

# New Year Procurements

- New Year (FY15) procurement activity may submitted using FY 2015
  - Document must use a non-accounting event type (PR01, PR07) if submitted for approval prior to the agency's allotments being loaded into eMARS
    - Awards may be modified to an accounting event type (PR02, PR03, PR05, PR06) once the agency's allotments are loaded
  - Document may use accounting event type (PR02, PR03, PR05, PR06) if agency's allotments have been loaded into eMARS
  - Two year contracts should included two commodity lines, one for each year
    - Encumber only one year at a time
- Document must include entire Fiscal Period on the Header (FY = 2015, BFY = 2015, **Period = 1**)

# New Year Allotments

New Year Allotments will  
be posted by department  
at:

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>



# Cash Overrides

ALL agency cash overrides **MUST** be reviewed annually and submitted on a SAS14 to the Office of the State Budget Director



# Questions ?



# Technical



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# Technical

- Supported browsers for eMARS, KBUD, FAS3 and Reporting (infoAdvantage)
  - Internet Explorer 8, 9 and 10
  - Firefox 10 ESR
- JAVA



# Technical

- Missing Workspaces in eMARS
  - Known issue
  - CGI is currently working on a patch to correct
  - hope to have this fixed prior to closeout

# KBUD

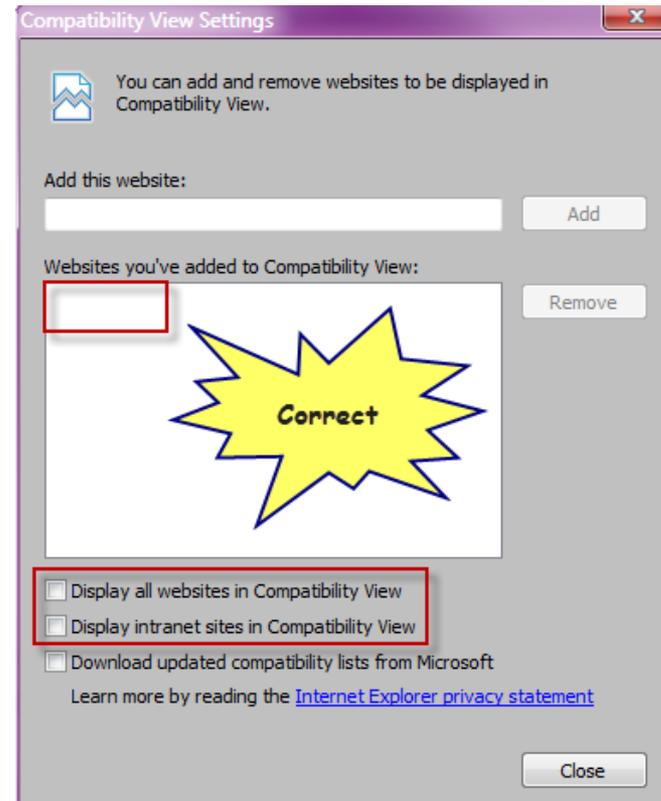
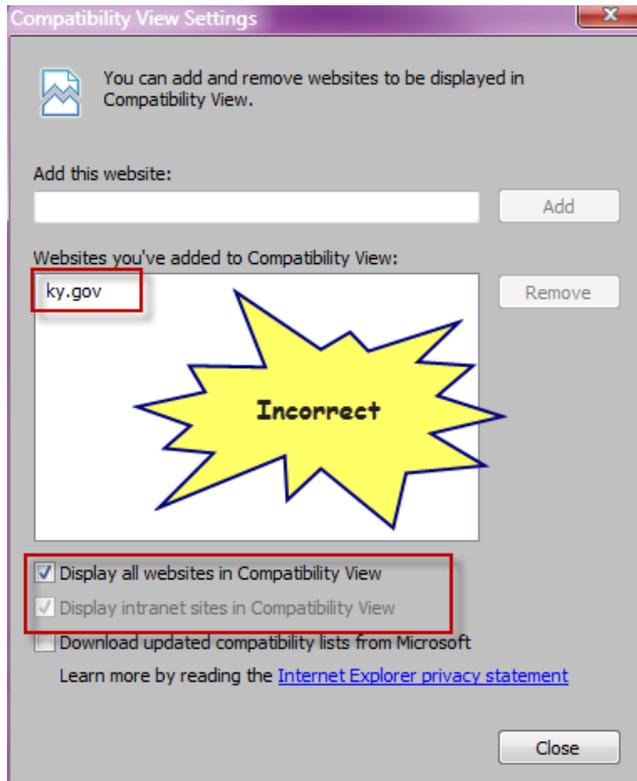
- On May 15<sup>th</sup>, KBUD went live with a new version – 3.10.
- KBUD 3.9 will remain active for agency use until FY 2014 closeout is complete (kbud39.ky.gov)
- KBUD 3.10 will be used for all FY 2015 and future activity (kbud.ky.gov)

# Technical – KBUD

- Compatibility Mode – Internet Explorer users must not be in Compatibility Mode.

You are using a browser that this application does not support. Supported browsers are:

[Microsoft Internet Explorer 8.x or 9.x or 10.x](#)  
[Mozilla Firefox 10.x\(ESR\)](#)



# KHRIS Payroll



# Deferred Payroll

- **May 16 – May 30 Payroll (PP11) posting on June 9, 2014. Accounting lines for health insurance (E123) will be removed from the documents.**
- **E123 accounting lines from May 16 – May 30 payroll will be included on documents with the same document ID with a “P” on the end. These documents will be processed on July 1, 2014 as FY 2015 expenditures.**
- **June 1 – June 15 payroll (PP12) will post on July 1 as an FY 2015 expense.**
- **You may not JV these expenditures from FY 2015 to FY 2014; they must remain in FY 2015.**

# Personal Service Contracts

- **Prior to the beginning of each fiscal year – personal service contract information must be updated in KHRIS.**
- **Contract information that is not updated correctly could cause rejects in eMARS and could result in improper posting of the PRC documents.**
- **FY 2015 contract updates must be completed in KHRIS prior to June 20, 2014.**
- **Good communication between accounting staff and human resources staff is essential.**

# New Biennial PON2's

Proof of Necessity Agreement(PON2) Dept: 758 ID: 1400002915 Ver.: 1

Vendor			
Vendor Line: 1		Vendor Customer: PZV0008	
Legal Name: BARBARA J ALDRIDGE			
Vendor Line	Vendor Customer	Legal Name	
1	PZV0008	BARBARA J ALDRIDGE	
From 1 to 1 Total: 1			
<b>eMARS Vendor Line Number</b>		<b>eMARS Vendor Number</b>	
		<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>	

## KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller
Agency Org #:	10102874
Requestor:	Rachelle Wilkins
Contractor Name:	Barbara Aldridge
PERNR:	00123456
eMARS Document Department Code:	758
eMARS Document ID:	1400002915
eMARS Vendor Number:	PZV0008
eMARS Vendor Line Number:	1
eMARS Commodity Line Number:	
eMARS Accounting Line Number:	
KHRIS Effective Date:	

# New Biennial PON2's

Commodity		Total Lines:
Line		
1	CONSULTING SERVICES	
2	CONSULTING SERVICES	
From 1 to 2 Total: 2		

General Information | Reference | Fixed Asset Intent Ref

CL Description: CONSULTING SERVICE

Commodity: 91800  
CONSULTING SERVICE

Extended Description: services for FY2015

Line Type: Service

Quantity: 0.00000

Unit:

Unit Price: \$0.00

List Price: \$0.00

Contract Amount: \$100,000.00

Service From: 07/01/2014

Service To: 06/30/2015

Accounting		Line: 1
Line	Line Amount	
1	\$100,000.00	
From 1 to 1 Total: 1		

General Information | Reference | Fixed Asset Inten

Event Type: PR05

Accounting Template: FINCRC

If your accounting line number changes for any reason you must create a new functional area in KHRIS to reference the correct accounting line number (see slide 34).

Contractor Name:	Barbara Aldridge
PERNR:	00123456
eMARS Document Department Code:	758
eMARS Document ID:	1400002915
eMARS Vendor Number:	PZV0008
eMARS Vendor Line Number:	1
eMARS Commodity Line Number:	1
eMARS Accounting Line Number:	1
KHRIS Effective Date:	7/1/2014

# Personal Service Contracts

- The following are the screens in KHRIS that have to be updated:
  - On the HR Master Record (PA20), 0105 Communication screen for the employee
  - On the Display Position (P013D), 1018 Cost Distribution screen for the employee's position

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Requesting Agency Name:	Office of the Controller	
Agency Org #:	10102874	
Requestor:	Rachelle Wilkins	
Contractor Name:	Barbara Aldridge	
PERNR:	00123456	
eMARS Document Department Code:	758	PA20 - 0105 Communication Screen
eMARS Document ID:	1400002915	PA20 - 0105 Communication Screen
eMARS Vendor Number:	PZV0008	P013D - 1018 Cost Distribution Screen
eMARS Vendor Line Number:	1	PA20 - 0105 Communication Screen
eMARS Commodity Line Number:	1	P013D - 1018 Cost Distribution Screen
eMARS Accounting Line Number:	1	P013D - 1018 Cost Distribution Screen
KHRIS Effective Date:	7/1/2014	

# PSC – KHRIS Example

- The following are the screens in KHRIS that have to be updated:
  - On the HR Master Record (PA20), 0105 Communication screen for the employee

03/02/2011	12/31/9999	Z003	Document Code	PON2
03/02/2011	12/31/9999	Z004	Department Code	727
04/25/2013	12/31/9999	Z005	Document ID	1200001219
03/02/2011	12/31/9999	Z006	Document Vendor Line #	1

- On the Display Position (P013D), 1018 Cost Distribution screen for the employee's position

Cost distribution					
Pct.	Name of aux. account	Functional Area	Svc type	Service cat.	
100.00	DISABILITY DET PROF	JJS01580203			

# eMARS 3.10 Upgrade



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# 3.10.01 Upgrade

- KBUD 3.10 – live May 15, 2014
- eMARS 3.10.01 – anticipated go-live date March, 2015.
  - Highlights
    - Shopper (replaces URCATS and URSRCHMA)
    - VSS Overhaul
    - MORE TO COME!

# Reporting (infoAdvantage)

- Biggest change for the eMARS Upgrade is Reporting
- eMARS 3.9 Upgrade – decision was made not to update the reporting solution at that time because of the recent upgrade from Deski to Webi
- eMARS 3.10 Upgrade – CHANGE, CHANGE, CHANGE

# eMARS 3.10 Reporting

- Statewide consolidated reporting solution



- Reports vs. Data
- Inbox – Cleaned out the first of every month
- Favorites
- Report Developers vs. Standard Report User
- New Tools – MRDB Revisited – Live Office

# Questions ?

