

2021 Year End eMARS User Group Meeting



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Agenda

Opening Remarks –Ed Ross

New Business - Multiple

Treasury Reminders – Brian Ingle

2021 Year End - Anna Haydon

New Year Updates - Anna Haydon

Payroll – Jason Mach

Q & A

Welcome



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Note from the Controller

It is my pleasure to welcome you to an on-line version of our Users Group meeting. This will be our annual reminder of key dates, year- end processes and other items that need to be addressed for the fiscal year ending June 30, 2021. We will be providing information related to accounting, budgeting, purchasing and personnel matters. During the presentation we will be providing contact information if there are questions that anyone has of the Controller's Office, Statewide Accounting Services, Customer Resource Center, Office of Procurement Services or Office of the State Budget Director. I hope this session, and working together over the next few weeks will enable us to have another successful year-end close for fiscal 2021 and opening of fiscal 2022.

Again, thanks for your participation in this event.

Sincerely,
Ed Ross



New Business



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FAS3

- New design and layout coming soon
- Existing and Ongoing connectivity issues with Flash Player
- Recruiting users for testing in near future

eMARS Communities

- Report Developer Community
 - Relays key information for report developers
 - Links to trainings and guides
 - Collaborate with others and share knowledge
- eMARS Elements
 - All eMARS Users are welcome
 - Links to training resources

Intercepts will resume

- TOP Intercepts will resume June 11
- No intercepts have taken place since April 2020
- Check writer files eligible for intercepts should be submitted for central approval prior to 10 am
- \$100 Million dollars in Revenue since the programs inception in 2011



PCard Reminders

- Agency Administrators are responsible for ensuring PRCC documents are complete
- Vendors
 - Review “Miscellaneous” Vendors populated on PRCCs
 - If Vendor is available on VCUST, edit and replace
 - If Vendor will be used again and not available, please have a vendor established through the CRC
 - Use Punch Out for purchases when applicable
 - Fisher Scientific Company
 - Office Three Sixty/Cardinal
 - Fastenal
 - Grainger
 - John Deere
 - Sid Tool Company
 - ORI-Steelcase
- Object codes
 - Refrain from using generic object codes such as E340. There are many specific object codes that are helpful from an auditing perspective.



Procurement Reminders

SPR1 Upcoming Changes



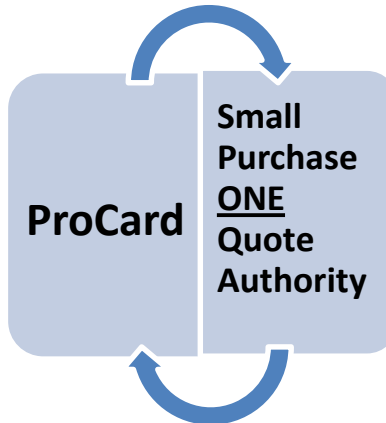
- Requests for Sole Source, Not Practicable to Bid and Emergency Purchases will be submitted on the SPR1
- New Sub Categories added to IT and Personal Service Contracts
- New Category added for non-IT No Bid requests
- New Non-Competitive Request form must be attached to the SPR1
- GO-LIVE July 2021

Procurement Reminders

Doing Business with **amazon**business

Very Important to Know!

- **AmazonBusiness is Not a Master Agreement for unlimited purchasing to avoid competitive bidding.**
- Your agency's Small Purchase One Quote Authority applies to all purchases regardless of where you purchase
- ProCard Policies apply to all purchases
- Split purchasing is illegal per KRS 45A.100(2)



eMARS Business

- Web Browsers- Do's and Don'ts
 - Do not let your browser save your eMARS passwords
 - Issues when resetting passwords
 - Infers ID in odd places
- Pop-up Blockers- Allow them, don't disable
- Inform CRC what browser you are using when emailing with an issue.

Agency Contacts and Responsibilities

- Update your Agency Delegation Agreement
 - **Required** to be updated and signed by the cabinet secretary or department head
 - Many agencies have incorrect/old delegates listed for their department listed.
 - Your agency could be missing out on eMARS information and trainings.
- Delegation leads should be knowledgeable about their assigned area.
 - your point of contact for issues
 - Contact them, before you contact us, especially for Reporting issues.



Treasury Reminders



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CR Deposits – Checks, Money Orders, Cash

- Transmittal forms **MUST** include contact name and direct phone # of individual able to modify/change the CR in eMARS
- Remove stubs cleanly – avoid torn or folded edges
- Assure the MICR (character line at bottom of check) is complete, legible, and not torn
 - Otherwise, not eligible for deposit
- Include adding machine tape showing total amount,
 - Assure the accurate total matches CR and Transmittal form

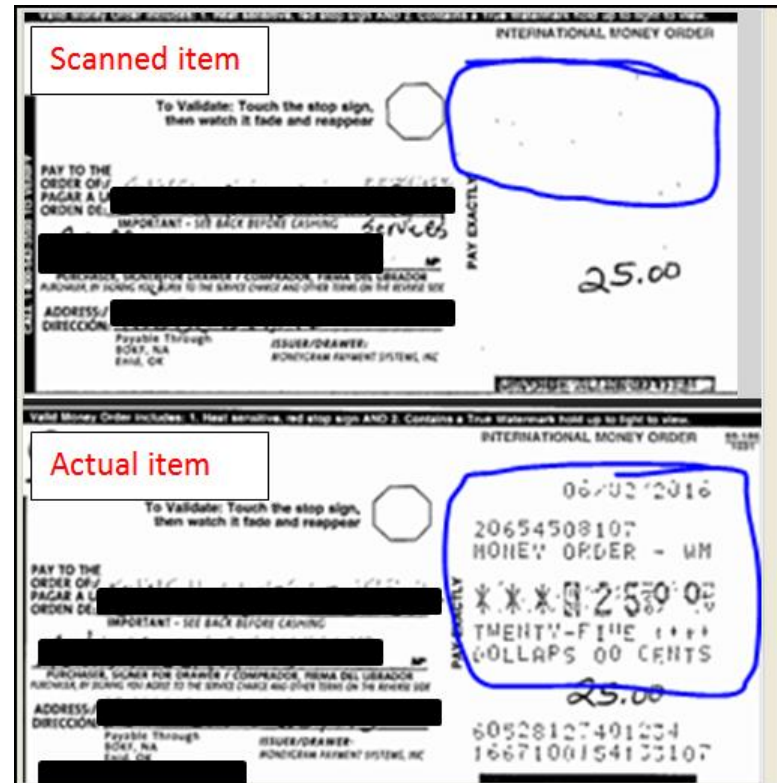
CR Deposits – Checks, Money Orders, Cash

- Verify that written dollar amount and courtesy (number box) match
- One CR may have multiple checks associated with it and include multiple accounting lines
 - It is not necessary to create a CR for each check being deposited
- Be careful to avoid sticky substances on checks

CR Deposits – Checks, Money Orders, Cash

Money Orders

- Some scanned images are not legible because the print is too light
- Please hand-write the amount on the order or check
- PLEASE DO NOT WRITE ON THE FACE OF A CHECK
 - Write CR#/relevant info on the back.
 - Do not alter payee info



Establishing EFT's Paying You

- Please request the entity/business/individual initiating the payment to include an easily identifiable abbreviation of your agency in the INDIVIDUAL NAME Field (up to 20 characters including spaces)
 - Ex. KY-ABC
 - Ex. KY-BOArch
- If entity is able to send addenda information through their EFT, ask for additional information (up to 80 characters including spaces)
 - Invoice number
 - Division of your agency



Fiscal Year (FY21) Close

FOR FUNDS NEEDED TO POST TO FY21:

- Submit 0100 Fund and 1100 Fund deposits (CRs) as early as possible
 - Cash/Checks must be physically present at the Treasury and CRs must be at Treasury level of approval by Monday, June 28, 2021
 - Please **do not** wait until last minute to submit your deposits, both cash and electronic
 - Any deposit after the 28th cannot be guaranteed to be deposited by the deadline and must be hand-delivered to the Treasury
- All other receipts for FY21 may be deposited to other funds using Period 13 up to Wednesday, July 8, 2021



Reissuing Checks

Send the following check information to

– TreasuryStateReissue@ky.gov

– Stop.Payments@ky.gov

- Bank Account (GA, UA, TA, etc.)
- Check Number
- Amount
- Issued Date
- Identify what should happen (reissue, cancel)

Questions on cancellations can be sent to the stop payment mailbox

New SAS-62 Form for Wires

- The SAS-62 Wire Transfer Form has been revised
 - Verbal confirmation with vendor through known vendor contact info is required to verify all wire information prior to transfer
- New form is on the website
- New form will be required beginning July 1
- Old forms received will be rejected

Wire Payment - Reminders

- SAS-62 form to be uploaded/attached to header of MDW
- Send an email to TreasuryAccounting@ky.gov
 - Do NOT include the SAS-62 in email
 - Serves as a control mechanism for our staff
- Cut-off time at 2:00 p.m.
 - If an exception is necessary, please call Treasury Accounting (Dawn Sudduth and/or Jerry Bryan) to review options and coordinate approvals
- Evaluate whether or not a wire payment is necessary
 - Would an ACH transaction be sufficient for the purpose of the payment?

Payee Name Verification on Checks

- Payee name must match information in eMARS
- Unverified payee names will be rejected for payment
- Payee will have funds debited from their account
 - Payee to work with their bank
 - Request a review of the image presented
 - Re-present the check for payment (better image)

Exception Type: Payee Verification Error

Decision: RTN-See Check

Chk#: 18495395

Acct#: 936836485

Amt: 4,248.00

THE BACKGROUND OF THIS DOCUMENT IS BLUE WITH A GREEN WARNING BAND. THERE IS A SECURITY MARK ON THE BACK. DO NOT ACCEPT WITHOUT THESE FEATURES.

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF THE TREASURY
Frankfort, Kentucky

TA 18495395
Date: 04/10/2019

FOUR THOUSAND, TWO HUNDRED FORTY EIGHT DOLLARS AND NO CENTS

Pay to the Order of
1534 PENNSYLVANIA COURT
LOUISVILLE KY 40245

Description: 2290514

Albin Ball
State Treasurer

2021 Fiscal Year End



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eMARS Availability

Standard Availability

Monday – Sunday -- 6:00 am through 8:00 pm

Exceptions

eMARS will be unavailable due to encumbrance roll/lapse **Saturday, July 3, 2021.**

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

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



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
- Attach all required documentation including the signed and notarized Required Affidavit for Bidders, Offerors and Contractors
- Include *Delivery Date* for goods or services on requisitions



Delivery Orders

- Users are encouraged to create DOs against Master Agreements
 - Sets price of items
- 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

New Year Table Initialization (NYTI)

- Occurred on Thursday, May 6, 2021
- Creates FY22 records for all **ACTIVE** chart of account elements
- Effective dates on FY22 records will be blank
- Clean Up
 - Add Effective dates to FY22 records if applicable
 - FY21 records added after Thursday, May 6, 2021 may need to be added to FY22, if applicable

BFY 21 Pending Encumbrances

- Encumbering documents in *Pending* phase will not roll to FY22
 - ALL FY21 encumbering documents need to be out of *Pending* phase by COB, **July 2**
 - 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>



2021/2022 Encumbrance Roll

- Scheduled to begin COB, Friday, July 2, 2021
 - eMARS will be unavailable Saturday, July 3, 2021
- All **non-capital** encumbrances *greater than* \$1,000 will be established in FY22 on a Modification document
 - User ID **ENCROLL**
- All **non-capital** encumbrances *less than or equal to* \$1,000 will lapse, thus closing the award
 - CBDL Documents
 - User ID **ENCROLL**
- Clean Up
 - Unnecessary encumbrances (2302 Outstanding Encumbrance Report)
 - Pending encumbrances by COB Friday, July 2, 2021



Payments against Encumbrances

- Payments against 2021 encumbrances must be in *FINAL* status by COB, Friday, July 2, 2021.
- Payments against lapsed PON2 documents
 - PRC with “Memo” reference to PON2
 - Change Cited Authority to **Year-End Lapse**
- Payments against all other lapsed awards
 - PRC with “Memo” reference to award
 - Change Cited Authority to **Year-End Lapse**

NOTE: Users should make their best effort to get 2021 encumbrances paid or liquidated by COB Friday, July 2, 2021.



Payment Reminders

- Payment documents submitted but **NOT** approved by COB June 30 will infer **FY22** upon final approval
- Payment documents approved on or after July 1 with the fiscal period (BFY, FY, Period) blank will infer **FY22** upon final approval
- **July 2** – Last day to pay against FY21 encumbering awards
- **July 8** – Last day to pay FY21 expenditures

Coding Period 13

- **Entire Fiscal Period 13 (BFY=2021; FY=2021; Period 13) must be coded**
- **Period 13 (BFY=2021, FY=2021, 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 PRCI documents
 - Period 13 must be coded on the Header of PRCC documents

Applies to non-capital funds



BFY 21 Pending Transactions

- Payment documents in *Pending* phase (submitted but not fully approved) affect cash and budget balances
 - ALL FY21, **non-capital**, payment documents need to be out of *Pending* phase by COB, July 8
 - 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 FY21 payments have been disbursed
 - AD/EFT report is posted daily at:
<http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx>
 - FY21 payments on the AD/EFT Exception report after soft close (July 8) 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 8
 - Period 13 Hard Close – COB July 16
 - JV2E's will require Finance approval after soft close, July 8

IMPORTANT

Personnel expenditures for the last payroll
Period cannot be JVED from FY22 to FY21



Allotments

- General Fund Object Type Allotments will collapse June 21
- 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 eMARS Reporting reports are a day behind and do not include pending amounts
 - BQ3LV1 (Appropriation)
 - BQ3LV2 (Allotment)
 - BQ3LV3 (Object Allotments)

Fixed Assets

- Physical Inventory of Fixed Assets due May 31, 2021
- Fixed Asset Cleanup
 - Fixed Asset shells \$5,000 and above must be processed by August 20, 2021
 - Questions contact:
Jessica Pinkston
502-564-8769
Jessica.Pinkston@ky.gov

SAS Closing Package/SEFA

- Accounts Receivable Liquidated & Unliquidated Debt Due **August 13, 2021**
- Closing Package Due **August 13, 2021**
- SEFA Due **August 23, 2021**

Key Dates

- Period 12 Soft Close – Wednesday, June 30, 2021
- Period 12 Hard Close – Thursday, July 8, 2021
- Encumbrance Roll – Saturday, July 3, 2021
- Period 13 Soft Close – Thursday, July 8, 2021
- Period 13 Hard Close – Thursday, July 15, 2021

New Year



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New Year Procurements

- RQS for new year (FY22) may be submitted to OPS
 - Document comments should state, “ Delivery is not desired prior to July 1, 2021”
- PSCs/MOAs for the new year (FY22) may be submitted to OPS
 - Documents requiring a July 1, 2021 effective date should be submitted as quickly as possible

New Year Procurements

Agency may begin entering New-Year Procurements using the following criteria

- Use a non-accounting event type (PR01, PR07) until the agency's allotments are loaded
 - Awards may be modified to an accounting event type (PR05, PR06) once the agency's allotments are loaded for 2022
- Two year personal service contracts should include two commodity lines, one for each year
 - Encumber only one year at a time
 - Personal Service Contracts cannot extend beyond the biennium
- When allowable, document must include entire Fiscal Period on the Header (FY=2022, BFY=2022, **Period = 1**)



To Encumber or Not to Encumber

- Encumbrances reserve budget for future spending
 - PR05 Event Type – Encumbrance/Accounting
- Encumber only when necessary
 - Ensure encumbrance is fully liquidated with final payment
- Never Encumber more than one FY at a time
- Use PR07 Event Type (non-accounting) for DO

Payments Against Awards

- Ensure you select the correct Commodity line to reference
 - Refer to the extended descriptions
- Do not manipulate the quantity to achieve the correct total due
 - Quantity should match the invoice
 - Quantity should be a whole number

Contact your procurement office or OPS if the vendor invoice amounts do not match amounts shown on the award.



Allotments

- The deadline for agencies to submit their allotments to the Office of the State Budget Director is June 3, 2021 (today)
- Agencies may check the status of their 2022 FY allotments 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



KHRIS Payroll



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Deferred Payroll

- May 16 – May 31 Payroll (PP11) posting on June 10, 2021
 - Accounting lines for health insurance (E123) will be removed from the documents
- E123 accounting lines from May 16 – May 31 payroll will be included on documents with the same document ID with a “P” on the end
 - These documents will be processed on July 01, 2021 as FY 2022 expenditures
- June 1 – June 15 payroll (PP12) will post on July 1 as an FY 2022 expense
- You may **NOT** JV these expenditures from FY 2022 to FY 2021; they must remain in FY 2022

Biennial PON2's

Print / Home on this document is not equal to records ...

(PON2) Dept: 660 ID: 1900003376 Ver.: 1 Function: New Phase: Final

Vendor Vendor Line: 1 Vendor Customer: KY001321

Vendor Line	Vendor Customer
1	KY0013281

From 1 to 1 Total: 1

eMARS Vendor Line Number **eMARS Vendor Number**

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller
Agency Org #:	10102874
Requestor:	Barbara Aldridge
Contractor Name: J Contractor	
PERNR:	592754
eMARS Document Department Code:	660
eMARS Document ID:	1900003376
eMARS Vendor Number:	KY0013281
eMARS Vendor Line Number:	1
eMARS Commodity Line Number:	
eMARS Accounting Line Number:	
KHRIS Effective Date:	

New Biennial PON2's

Commodity		Total Lines: 2	Line: 2	CL Description: FY2020 Consulting
Line	CL Description			
1	FY2019 Consulting			
2	FY2020 Consulting			
From 1 to 2 Total: 2				

Accounting		Line: 1	Line Amount: \$10,000.00
Line	Line Amount	Line Open Amount	
1	\$10,000.00	\$10,000.00	
From 1 to 1 Total: 1			

Contractor Name:	J Contractor
PERNR:	592754
eMARS Document Department Code:	660
eMARS Document ID:	1900003376
eMARS Vendor Number:	KY0013281
eMARS Vendor Line Number:	1
eMARS Commodity Line Number:	2
eMARS Accounting Line Number:	1
KHRIS Effective Date:	07/01/2019

FY 2022 is the second year of the biennium. Usually, contracts will need to be updated in KHRIS to reflect the proper commodity and accounting lines. This will require an update to the functional area in KHRIS to reference the change.

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 2022 contract updates must be completed in KHRIS just prior to first pay period in FY 2022.
- Good communication between accounting staff and human resources staff is essential

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 (PO13D), 1018 Cost Distribution screen for the employee's position

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST			
Requesting Agency Name:	Office of the Controller		
Agency Org #:	10102874		
Requestor:	Barbara Aldridge		
Contractor Name:	J Contractor		
PERNR:	592754		
eMARS Document Department Code:	660	PA20 - 0105 Communication Screen	
eMARS Document ID:	1900003376	PA20 - 0105 Communication Screen	
eMARS Vendor Number:	KY0013281	PO13D - Cost Distribution Screen	
eMARS Vendor Line Number:	1	PA20 - 0105 Communication Screen	
eMARS Commodity Line Number:	2	PO13D - Cost Distribution Screen	
eMARS Accounting Line Number:	1	PO13D - Cost Distribution Screen	
KHRIS Effective Date:	7/1/2019		

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

0105 Communication

Type	2005	Document ID
System ID	1900003376	

- On the Display Position (PO13D), 1018 Cost Distribution screen for the employee's position

Cost Distribution-IT 1018

Master cost center	5066000000	Kentucky Fish and Wi
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Cost distribution

Name	Pct.	Name of aux. account	Functional Area
Kentucky Fish and Wi	100.00		KY00132810101