

2022 Year End eMARS User Group Meeting

The logo for Team Kentucky is centered on a dark blue rectangular background. It features the word "TEAM" in a white, sans-serif font on the top line. To the right of "TEAM" is a light blue silhouette of the state of Kentucky. Below this, the word "KENTUCKY" is written in a larger, bold, white, sans-serif font.

TEAM 
KENTUCKY

Agenda

Opening Remarks

New Business

Treasury Reminders – Brian Ingle

2022 Year End - Anna Haydon

New Year Updates

Payroll

Q & A

Welcome

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From the desk of the Controller

It is my pleasure to welcome you to the virtual Year End Users Group meeting. This is our annual reminder of key dates, year- end processes and other items that need to be addressed for the fiscal year ending June 30, 2022. 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 provides value to your year end activities and we look forward to working together over the next few months, which should enable us to have another successful year-end close for fiscal 2022 and opening of fiscal 2023.

Again, thanks for your participation in this event.

Sincerely,
Ed Ross

New Business

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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 create a vendor record for future use
 - 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



Annual Affidavit

- Dates must be in upper right corner
- Entire form must be readable/legible
- Email to OPS.reporting@ky.gov
- Stored as an attachment to the vendor record on VCUST table
- Eliminates duplicative requests to vendor for affidavit

Multi-provider - Personal Service Contracts

- **NEW** for FY23 contracts
- PON3 document
- All vendors entered on Vendor Tab
- Vendors print on GCRC agenda

Procurement Reminders

Online bidding is available for agencies to use for:

- RFP's for Personal Service Contracts
- RFQ's for Small Purchase Quotes

If your agency is interested in online bidding, email OPS.reporting@ky.gov and include:

- Names of individual who will be issuing the solicitation
- Department ID
- Unit ID

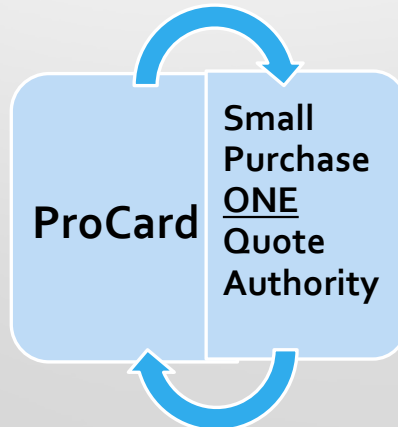


Procurement Reminders

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

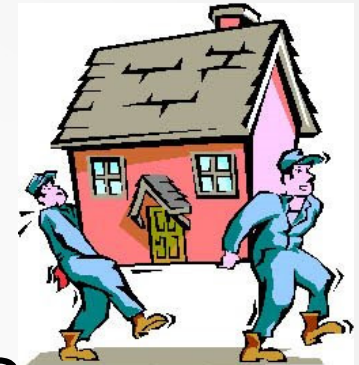
- Web Browsers- Do's and Don'ts
 - Do not let your browser save your eMARS passwords
 - Issues when resetting passwords
 - Infers ID in odd places
 - Pop-up Blockers- Allow them, don't disable
 - Inform CRC what browser you are using when emailing with an issue.

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.

eMARS Reporting Update

eMARS 3.10 Reporting is moving in with eMARS 3.11 Reporting.



- All in one place (3.10, 3.11 and FAS) beginning 4/25
 - ONE Password
- User access will still need to be requested in the same format
- Will have an impact on report developers
 - Guides and instructions will be published soon to the eMARS Reporting Central forum in MyCommunity

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
- CR's should be approved to the Treasury worklist before sending the paperwork to the Treasury.
- Remove stubs cleanly – avoid torn or folded edges
- Assure the MICR (character line at bottom of check) is complete, legible, and not torn
 - Damaged MICR line not eligible for deposit
- Include adding machine tape showing total amount,
 - Assure the accurate total matches CR and Transmittal form



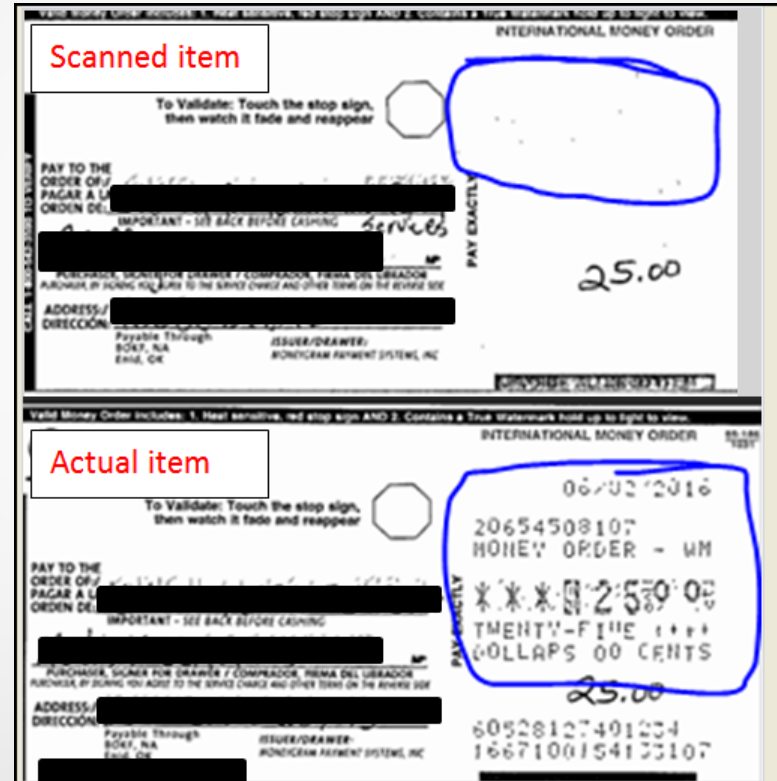
CR Deposits – Checks, Money Orders, Cash

- Verify that written dollar amount and number in 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 – even for record-keeping purposes.
 - Simply create a new eMARS accounting line for separate payments/records. This could save you hours of work/week.
- 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

- Entity/individual paying your agency should include easily identifiable abbreviation of your agency in the INDIVIDUAL NAME Field
 - up to 20 characters including spaces
 - Ex. KY-ABC
 - Ex. KY-BOArch
 - If payer can send addenda info with EFT, ask for additional info
 - up to 80 characters including spaces
 - Invoice number
 - Division of your agency
- To Receive EFT/wire instructions for your vendors contact our office

Fiscal Year (FY22) Close

FOR FUNDS NEEDED TO POST TO FY22:

Submit 0100 Fund & 1100 Fund deposits ASAP

Cash/Checks must be physically present at the Treasury and CRs must be at Treasury level of approval by Tuesday, June 28, 2022

Do not wait until last minute to submit cash/electronic deposits

Hand deliver any deposit after the 28th (Not guaranteed to be deposited by deadline)


All other receipts for FY22 may be deposited to other funds using Period 13 up to Friday, July 8, 2022



Reissuing Checks

Check Reissue

- Send requests for reissue with the following information:
 - Statement requesting stop/reissue or stale reissue if older than 1 yr
 - Bank Account (GA, UA, TA, etc.)
 - Check Number
 - Amount
 - Issued Date

To	stop.payments@ky.gov
Cc	Recent People
Subject	 Treasury Stop Payments Stop.Payments@ky.gov

For checks NEWER than one year

- “Disbursed” status on eMARS Check Reconciliation Table.

To	TreasuryStaleReissue@ky.gov
Cc	Recent People
Subject	 Treasury Stale Reissue TreasuryStaleReissue@ky.gov

For checks OLDER than one year

- “Escheated” status on eMARS Paid Checks table.

Check Cancellations

Cancellation Form **emailed** to TreasuryCheckCancellations@ky.gov

Affidavit no longer required to cancel.

CR5 Form A or B tab require eMARS funding info.

Check Listing tab requires checks be listed. Please verify check info is correct before submitting.

- Bank Account (GA, UA, TA, etc.)
- Check Number
- Amount
- Issued Date

KENTUCKY STATE TREASURY						Information Sheet
Check Cancellation - Form A						Check Listing
Section One: Department Information and Check Cancellation Total.						
Department Number: _____		Check Total Amount: _____		Account: _____		
*(25 Max) Check Count: _____		Vendor Customer No: _____		The account is the two letters to the left of the check number. <small>(Vend # is only needed if 1099 adjustment)</small>		
Section Two: Fund information specific to the statewide accounting system where funds are to be returned.						
** When using a template please include the Object or Revenue code as most templates do not provide this information.						
Accounting Template	Object / Revenue	Amount	OR		Fund:	Function:
					Dept:	Sub Function:
					Unit:	Program:
					BSA:	Program Period:
					Object:	Activity:
					Dep. Object:	Sub Activity:
					Sub Object:	Location:
					Revenue:	Sub Location:
					Sub Revenue:	Reporting:
					Dept. Revenue:	Sub Reporting:
					Appr Unit:	Sub Task:
					Task Order:	Task:
Section Three: Billing Information (Cancellation Fee is \$5.00 per check)						
<small>(If Blank, funding information above will be used)</small>						
Accounting Template For IET _____		Fund: _____		Dept #: _____		Unit: _____
Function: _____		Sub Function: _____		Object: _____		Program: _____
						Reporting: _____
Section Four: Submitting Agency Contact (Cancellation will not be process if left blank)						
*Required Before Processing Agency Contact			* fvsf First and Last Name _____		Check Listing tab MUST be filled out and sent with this cancellation.	
			* _____ Direct Phone Number Extension _____			
			* _____ Email Address _____			

Information Sheet

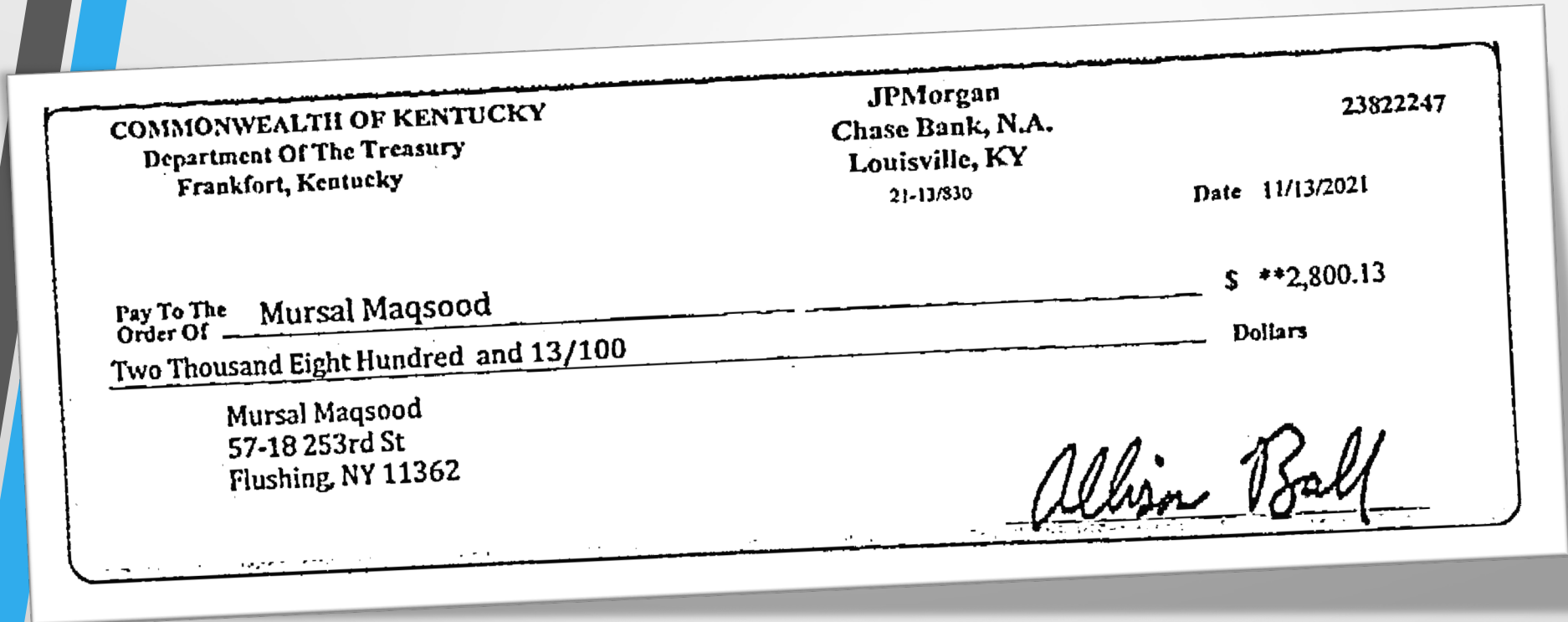
CR5 Form A

CR5 Form B

Check Listing (Required)

Fraud vs. Forgery

Fraud = fake check/fake claim/fake account (Agency Responsibility)



COMMONWEALTH OF KENTUCKY
Department Of The Treasury
Frankfort, Kentucky

JPMorgan
Chase Bank, N.A.
Louisville, KY
21-13/830

23822247

Date 11/13/2021

Pay To The Order Of Mursal Maqsood

\$ **2,800.13

Dollars

Two Thousand Eight Hundred and 13/100

Mursal Maqsood
57-18 253rd St
Flushing, NY 11362

Alvin Ball

Fraud vs. Forgery

Forgery = legit check cashed by someone else (Treasury Responsibility)

- ✓ Police Report Required
- ✓ Copy of Paid Check attained through Treasury.CopyRequest@ky.gov.
 - Bank Account (GA, UA, TA, etc.)
 - Check Number
 - Amount
 - Issued Date
- ✓ Send these to Treasury.ForgeryClaims@ky.gov

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.



IPMorgan
Chase Bank, N.A.
Louisville, KY

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF THE TREASURY
Frankfort, Kentucky

21-13
830

Check Number
GA 23822247

Date: 06/14/2021

FOUR HUNDRED DOLLARS AND NO CENTS

Pay to the **HIGHLAND SOD FARMS, INC.**
Order of **P O Box 2051**
Elizabethtown KY 42702

\$***400.00**

Valid for one(1) year

Albin Ball

State Treasurer

Wire Payments

- NEW SAS-62 form to be uploaded to header of MDW
 - Verbal verification required
- Send 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 exception needed, please call Dawn Sudduth 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?

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
1	COMMONWEALTH OF KENTUCKY																													
2	FINANCE AND ADMINISTRATION CABINET																													
3	REQUEST FOR WIRE TRANSFER																													
4																														
5	DATE: _____	DEPT #: _____										DOCUMENT ID: MD MDW																		
6																														
7	ORIGINATING AGENCY INFORMATION																													
8	AGENCY NAME: _____															DATE: _____														
9	DOCUMENT PREPARER: _____															WORK PHONE: _____														
10	FINAL AGENCY APPROVER IN EMARS: _____																													
11																														
12																														
13	VENDOR BANK AND ACCOUNT VERIFICATION																													
14	<i>It is the sole responsibility of the originating agency to verbally verify all wire instructions by speaking with the beneficiary using a known telephone number, especially for any wire instructions received via email.</i>																													
15	VENDOR CONTACT NAME: _____															PHONE: _____														
16	IS THIS A NEW VENDOR PAYMENT OR HAS THE VENDOR'S BANK/ACCOUNT INFORMATION CHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO																													
17	IF YES, AGENCY STAFF WHO VERBALLY VERIFIED: _____																													
18																														
19																														
20	REQUESTED TRANSFER INFORMATION																													
21	eMARS BANK ACCOUNT BEING DEBITED (GA IS DEFAULT): _____																													
22	TRANSFER AMOUNT: \$ _____															CURRENCY (If Not US Dollars): _____														
23	DATE TRANSFER DUE AT RECEIVING BANK: _____															COUNTRY (If Not US): _____														
24																														
25																														
26	BENEFICIARY ACCOUNT INFORMATION: The bank account information for the party receiving the funds.																													
27	BENEFICIARY ACCOUNT NUMBER/IBAN/CLABE: _____																													
28	BENEFICIARY ACCOUNT NAME: _____																													
29	BENEFICIARY ADDRESS: _____																													
30	CITY, STATE, ZIP CODE AND COUNTRY: _____																													
31	E-MAIL ADDRESS: _____																													
32	TRANSACTION REMARKS (i.e. Further Credit, Attention to, Invoice #, etc.): _____																													
33																														
34																														
35																														
36	BENEFICIARY BANK INFORMATION: The bank information for the party receiving the funds.																													
37	ABA ROUTING NUMBER (must be nine digits)/SWIFT CODE/																													
38	BIC/ACCOUNT NUMBER (if not part of FED network): _____																													
39	BANK NAME: _____																													
40	BANK ADDRESS: _____																													
41	CITY, STATE, ZIP CODE AND COUNTRY: _____																													
42																														
43																														
44	INTERMEDIARY BANK INFORMATION: Complete only if required (see Instructions).																													
45	ABA ROUTING NUMBER/SWIFT CODE/BIC: _____																													
46	BANK NAME: _____																													
47	BANK ADDRESS: _____																													
48	CITY, STATE, ZIP CODE AND COUNTRY: _____																													
49																														
50																														
51	FOR USE BY THE OFFICE OF THE STATE TREASURER ONLY																													

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)
 - **Don't write in payee section**

Exception Type: Payee Verification Error

Decision: RTN-See Check

Chk#: 18495395

Acct#: 936836485

Amt: 4,248.00

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COMMUNITY BANK OF KENTUCKY
DEPARTMENT OF THE TREASURY
Frankfort, Kentucky

TA 18495395
Date: 04/10/2019

FOUR THOUSAND, TWO HUNDRED FORTY EIGHT DOLLARS AND NO CENTS

Order of
1554 FRANKSON COURT
LOUISVILLE KY 40245

Description: 2290514

Albin Ball
State Treasurer

2022 Fiscal Year End



eMARS Availability

Standard Availability

Monday – Sunday -- 6:00 am through 7:00 pm

Exceptions

eMARS will be unavailable due to encumbrance roll/lapse **Saturday, July 2, 2022.**

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)

- Will occur on Friday, May 6, 2022
- Creates FY23 records for all **ACTIVE** chart of account elements
- Effective dates on FY23 records will be blank
- Clean Up
 - Add Effective dates to FY23 records if applicable
 - FY22 records added after Thursday, May 6, 2022 may need to be added to FY23, if applicable

BFY 22 Pending Encumbrances

- Encumbering documents in *Pending* phase will not roll to FY23
 - ALL FY22 encumbering documents need to be out of *Pending* phase by COB, **July 1**
 - 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>

2022/2023 Encumbrance Roll

- Scheduled to begin COB, Friday, July 1, 2022
 - eMARS will be unavailable Saturday, July 2, 2022
- All **non-capital** encumbrances *greater than* \$1,000 will be established in FY23 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 1, 2022

Payments against Encumbrances

- Payments against 2022 encumbrances must be in *FINAL* status by COB, Friday, July 1, 2022.
- 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 2022 encumbrances paid or liquidated by COB Friday, July 1, 2022.

Payment Reminders

- Payment documents submitted but **NOT** approved by COB June 30 will infer **FY23** upon final approval
- Payment documents approved on or after July 1 with the fiscal period (BFY, FY, Period) blank will infer **FY23** upon final approval
- **July 1** – Last day to pay against FY22 encumbering awards
- **July 8** – Last day to pay FY22 expenditures

Coding Period 13

- **Entire Fiscal Period 13 (BFY=2022; FY=2022; Period 13) must be coded**
- **Period 13 (BFY=2022, FY=2022, 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 22 Pending Transactions

- Payment documents in *Pending* phase (submitted but not fully approved) affect cash and budget balances
 - ALL FY22, **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 FY22 payments have been disbursed
 - AD/EFT report is posted daily at:
<http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx>
 - FY22 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 14
 - JV2E's will require Finance approval after soft close, July 8

Allotments

- Collapse of the General Fund Object Type Allotments will occur at a later date
- 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, 2022
- Fixed Asset Cleanup
 - Fixed Asset shells \$5,000 and above must be processed by August 19, 2022
 - Questions contact:
Jessica Pinkston
502-564-8769
Jessica.Pinkston@ky.gov

SAS Closing Package/SEFA

- Accounts Receivable Liquidated & Unliquidated Debt Due **August 12, 2022**
- Closing Package Due **August 12, 2022**
- SEFA Due **August 22, 2022**

New SEFA Forms and submission process for FY22. Stay Tuned for further details! Training will be thru the MS TEAMS eMARS User Training channel. Join today!

Key Dates

- Period 12 Soft Close – Thursday, June 30, 2022
- Period 12 Hard Close – Friday, July 8, 2022
- Encumbrance Roll – Saturday, July 2, 2022
- Period 13 Soft Close – Friday, July 8, 2022
- Period 13 Hard Close – Thursday, July 14, 2022

New Year

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New Year Procurements

- RQS for new year (FY23) may be submitted to OPS
 - Document comments should state, “ Delivery is not desired prior to July 1, 2022”
- PSCs/MOAs for the new year (FY23) may be submitted to OPS
 - Documents requiring a July 1, 2022 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 2023
- 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=2023, BFY=2023, **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, 2022
- Agencies may check the status of their 2023 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



There is no deferred payroll this year!!!

New Biennial PON2's

Line	CL Description
1	Phase 1 Archaeological Surveys FY23
2	Phase 1 Archaeological Surveys FY24

From 1 to 2 Total: 2

Line	Line Amount	Line Open Amount
1	\$15,000.00	\$15,000.00

From 1 to 1 Total: 1

FY 2023 is the First year of the biennium. All Contracts should 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.

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller
Agency Org #:	10102874
Requestor:	Anna Haydon
Contractor Name:	J Contractor
PERNR:	592754
eMARS Document Department Code:	660
eMARS Document ID:	2200001447
eMARS Vendor Number:	KY0029293
eMARS Vendor Line Number:	1
eMARS Commodity Line Number:	1
eMARS Accounting Line Number:	1
KHRIS Effective Date:	7/1/2022

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 2023 contract updates must be completed in KHRIS just prior to first pay period in FY 2023.
- 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:	Anna Haydon	
Contractor Name:	J Contractor	
PERNR:	592754	
eMARS Document Department Code:	660	PA20 - 0105 Communication Screen
eMARS Document ID:	2200001447	PA20 - 0105 Communication Screen
eMARS Vendor Number:	KY0029293	PO13D - Cost Distribution Screen
eMARS Vendor Line Number:	1	PA20 - 0105 Communication Screen
eMARS Commodity Line Number:	1	PO13D - Cost Distribution Screen
eMARS Accounting Line Number:	1	PO13D - Cost Distribution Screen
KHRIS Effective Date:	7/1/2022	PO13D - Cost Distribution Screen

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

Cost distribution

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

Other Stuff

The logo for Team Kentucky is displayed on a dark blue rectangular background. It features the word "TEAM" in a white, sans-serif font on the top line. To the right of "TEAM" is a light blue silhouette of the state of Kentucky. Below this, the word "KENTUCKY" is written in a larger, bold, white, sans-serif font.

TEAM 
KENTUCKY

eMARS Upgrade

A BIG eMARS Upgrade is underway

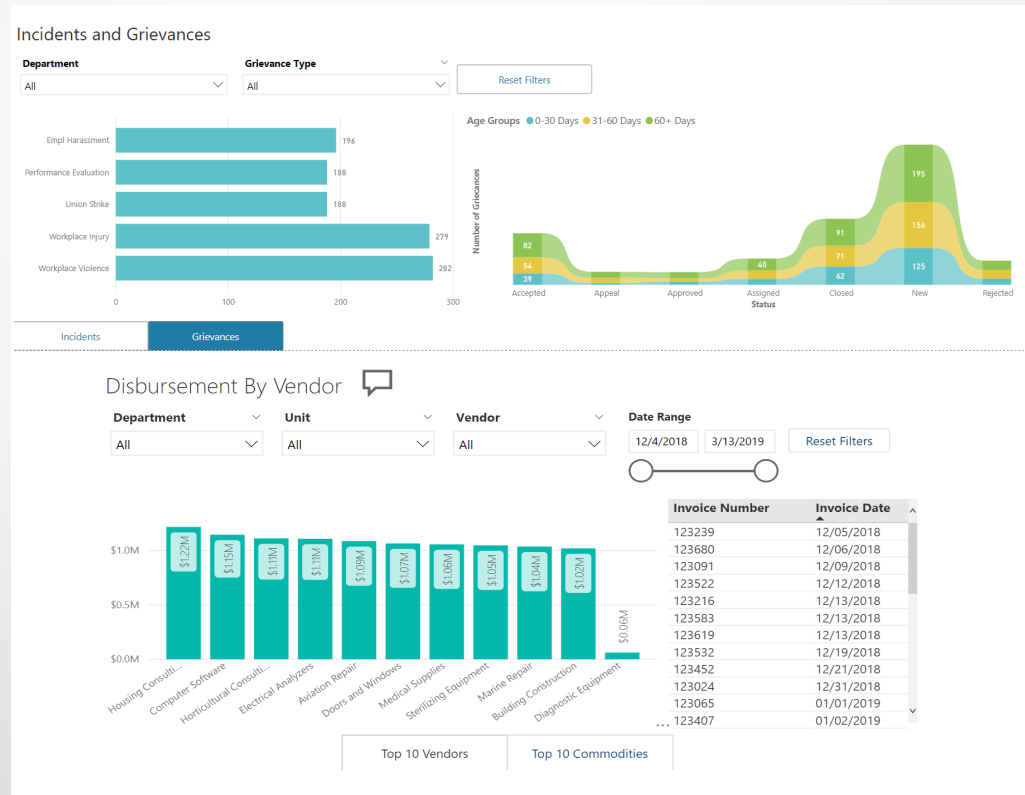
The eMARS team is currently prepping for an upgrade that is scheduled to go live in 2024

- New Functionality
- New look and feel

We will be collaborating with Agencies as we begin to understand processes for better efficiencies moving forward.

More information coming!

Make sure those delegation agreements are updated so



you don't miss key communication

eMARS Logo Competition

- The current eMARS logo has been used since 2006
 - Outdated branding
- Let's design a new one
 - Must incorporate eMARS letters
- Submissions due by August 1, 2022
 - Send to Anna.Haydon@ky.gov with subject eMARS Logo Competition.
- New logo will be open for votes by User Community
- Get Creative!



eMARS Training

eMARS Training

New Schedule will be released after Year-End Activities

Thank you to those who have attended training during FY2022
We have had record attendance with around 200 participants
per training session.

Training topic Ideas?

Send them to Finance.CRCGroup@ky.gov