BREAKING NEWS

VERY IMPORTANT: STATE FINANCE OFFICE CLOSURES

The following Offices of the Controller will be closed on Tuesday, August 29, 2023, from 8:00 a.m. - 1:00 p.m. and on Wednesday, August 30, 2023, 1:00 p.m. - 4:30 p.m.

Division of Local Government Services, Office of Financial Management (OFM), Office of Procurement Services (OPS), State Risk & Insurance Services Division, and Statewide Accounting Services (including the Customer Resource Center Helpdesk).

The Customer Resource Center Helpdesk (CRC) will be closed ALL DAY on Tuesday, August 29, 2023.

NEW REQUIREMENT FOR USING ASAP FEDERAL PAYMENT SYSTEM: REGISTER BY SEPTEMBER 15

Under the federal government's zero trust security protocols, many programs are now requiring multi-factor authentication. The Controller's Office has recently learned that the Automated Standard Application for Payments, or ASAP, used by states to draw down federal funds will use ID.me for this authentication.

Users must register with ID.me **by September 15** in order to access the system. The authentication is necessary for each individual who uses the ASAP system. Click to learn more.

OFFICE OF STATE BUDGET DIRECTOR AGENCY BUDGET DEADLINES

Budgets are due to the Legislative Research Commission (LRC) and Office of State Budget Directors OSBD) on **October 1, 2023**.

DEADLINE	ACTION
September 30, 2023	• Office of State Budget Director provides preliminary revenue estimates for the General Fund and Road Fund, based upon revenue forecast from consensus forecasting group for FY 2023-2024, FY 2024-2025, and FY 2025-2026.
October 1, 2023	• Each state-administered retirement system as defined by KRS 6.250(5) submit preliminary projection of the actuarially required contribution rates payable for the 2024-2026 biennium to the Office of State Budget Director and the Legislative Research Commission.
October 1, 2023	• Statutory deadline for Budget Unit Heads to submit agency budget requests to each Branch and to the Legislative Research Commission.

Attention:
Next eMARS Newsletter

Look for the next eMARS Newsletter in November 2023. Your input is very important. If there are topics you would like to see in the next issue, please submit suggestions to Jeanne Waters (jeanne.waters@ky.gov).

FRAUD/PHISING

FRAUD/PHISHING ATTACKS: In the recent weeks, we have seen an escalation in Phishing attacks across the Commonwealth, which can affect many eMARS users.

We also see Phishing attempts as it relates to eMARS Vendors, and their account information. We are asking that you be diligent when requesting or changing vendor information in eMARS. Please verify all changes via a phone call directly with a known contact prior to creating your VCC or VCM document. Please continue sending all VCM supporting documentation to eMARS.Vendors@ky.gov.

Please remember that the CRC has limited staff and we are relying on agencies to validate and verify the information sent to them pertaining to invoices and vendor records. Please reach out to a known email address or phone number, and do not rely on the information sent to you on an invoice or an email. We have seen several instances of email hacks and hackers are sending fraudulent invoices for payment and asking for banking and payment changes on their vendor record.

Always ask, " Do I have proper documentation from the vendor to make these changes?"

Always, Always, Always confirm with the vendor that the request was made my them.

When sending sensitive information to SAS please use #encrypt in the subject of the email.

Document Catalog Clean up. ACTION NEEDED

As part of our ongoing commitment to enhancing your experience with eMARS, we kindly request that you take a few moments to review your files on the eMARS Document catalog.

To ensure optimal performance and streamline search capabilities, we encourage you to discard any documents that are no longer necessary or relevant, especially those created prior to 7/1/2022 and are still in draft or rejected status.

By proactively decluttering your document catalog, not only will you improve your own productivity but also contribute to a more efficient and seamless experience for all users. Plus, it's always refreshing to work in a clutter-free environment!
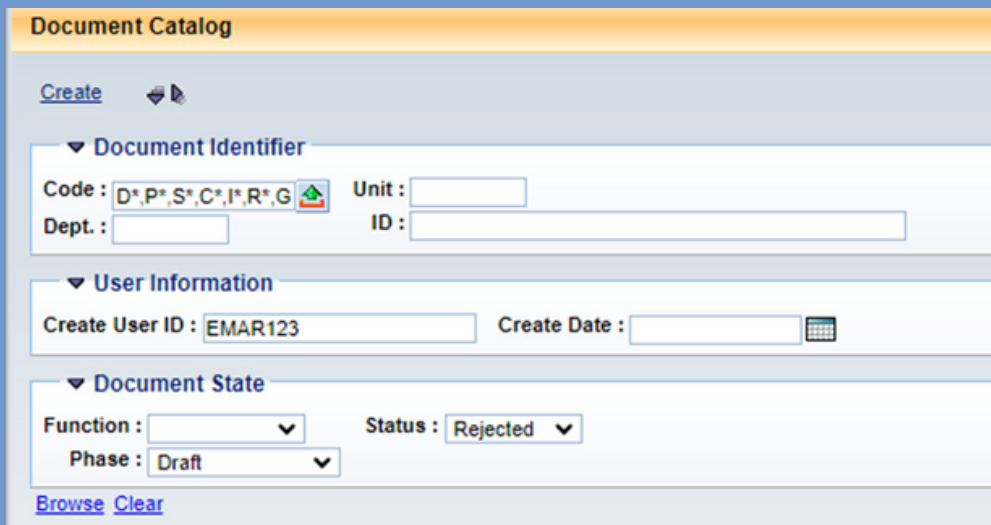
To locate your draft documents, you can use the following fields to the eMARS Document catalog for draft documents that you have created:

Code: Did you know that you can search for multiple documents at once by using the wildcard (*) and a comma? Try searching for the following D*,P*,S*,C*,I*,R*,G*,J*

Create User ID: Enter your user ID to search for documents you created.

Create Date: to search for older documents you can use the less than (<) sign to identify documents created prior to a certain date. For example, you can use <7/1/2022 identify documents created prior to July 1, 2022.

Status: Use a variety of document status to search for Rejected or Held documents

Any document that has not been deleted that was created prior to July 1, 2022, will be discarded by the eMARS team on November 1, 2023.

Need assistance? Our support team is ready to help. Just reach out through our dedicated helpdesk, and we'll be delighted to assist you.

VENDOR RESPONSIBILITIES:

Vendors:

Vendors should always be directed to the Vendor Self Service website when inquiring about registering to do business with the Commonwealth, when they request updates to their accounts or when maintaining their account. Vendors should not be directed to contact the Customer Resource Center (CRC) to register. CRC is available to assist vendors during the registration process but should not be processing the applications. Each department has a Vendor Lead identified that should be able to process New Vendor (VCC) and Vendor Modification (VCM) documents. To locate your vendor lead click HERE.

Agencies should always encourage vendors to visit the Vendor Self Service website to create or maintain their account(s). Vendors will be able to download and view the new user guides and other documentation that may assist them when navigating the new site.

Customer Resource Center
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