

NEWSLETTER

January 2023

Volume 1



INACTIVE EMARS USERS - RETIRED/TRANSFERRED

eMARS Security leads should regularly review their agencies list of eMARS /eMARS Reporting Users to ensure that access is revoked when an employee departs from the agency. This will not only ensure that agency data is protected but can reduce your eMARS bill for accounts that are no longer needed.

Please make sure to review the active employees listed for your department on a regular basis. To revoke security, a UDOC will need to be processed in the administrative application of eMARS.



*"Coming together is a beginning;
keeping together is progress;
working together is success."
- Henry Ford*

Customer Resource Center

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Finance.CRCGroup@ky.gov

EMARS Upgrade

The Office of Controller is currently in Phase 2 of the eMARS 4 upgrade. This will be our biggest eMARS Upgrade in 16 years. We have been busy behind the scenes documenting current processes, reaching out to agencies to request pertinent information and testing the new application. We are excited about what the new face of eMARS will look like and we can't wait to show it to you.

EMARS Vendors

Please encourage your vendors to register themselves on the [Vendor Self Service](https://eMARS311.ky.gov) website: <https://eMARS311.ky.gov>.

By registering and activating their account on VSS, they will be able to add or update Addresses and Contacts, as well as add or update Commodity codes for potential business opportunities.

EFT/Direct Deposit Updates can only be completed by Finance CRC utilizing the SAS-63 form located [HERE](#).

Please feel free to have your vendors reach out to the SAS or CRC for assistance.

FORM 1099: WHY IT'S IMPORTANT AND HOW TO PAY 1099 CONTRACTORS

It is important to know that it is the agency's responsibility to understand the types of payments being made to a vendor, and to properly record the correct object code.

The object code classifies a financial transaction as an income, expense, asset, liability, or fund balance, depending on how the object is classified. Object codes store information about financial transactions and categorize activity based on the nature of the transactions. Object codes that are flagged as 1099 reportable trigger tax reporting, such as miscellaneous income on Tax Form 1099. Proper coding of the object code is key in external financial and tax reporting. Improperly categorizing Kentucky's financial transactions impacts what is reported on tax forms submitted to local, state, and federal organizations which can result in fines, negative IRS findings, and additional audit implications.

Entities that provide certain kinds of income to reportable vendors must file an information return (Form 1099) with the IRS. The information return shows how much reportable income the vendor earned during the course of the tax year. A 1099 is a tax form that is used to record nonemployee income. There are several types of 1099s used by the Commonwealth of KY and it is used for different purposes. The Commonwealth currently issues the following 1099 Tax forms:

1099-MISC

Form 1099-MISC is used to report miscellaneous payments such as rent, awards, royalties, medical and health care payments, and more. This form is typically used by anyone who has paid at least \$600 in one of these categories in the past year.

1099-NEC

Form 1099-NEC is used to report non-employee income. Form 1099-MISC was used for independent contractors in prior years, but the 1099-NEC is used for tax years 2020 and beyond. You will only need a 1099-NEC for payments totaling \$600 or more for the calendar year.

1099-G

Form 1099-G is for certain government payments. This form is used by government agencies to report income paid to taxpayers—typically tax refunds and unemployment.

1099-S

Form 1099-S is for proceeds from real estate transactions. This form is used to report income from the sale or exchange of real estate and may also be used for income from certain royalty payments.

1099-I

Form 1099-I is for reporting Interest earnings in excess of \$10 or more for the calendar year.

**You are never too old
to set another goal or
to dream a new
dream.**

– C.S. Lewis

REVISED & UPDATED EMERGENCY CHECK PRINTING PROCEDURE ADOPTED AT TREASURY

In December 2022, the Office of the KY State Treasurer implemented a revised and updated emergency check printing procedure that will ensure checks are printed in the event that the Treasury suffers a disaster and becomes incapacitated.

As a result, should the Treasury need to fall back on this emergency procedure, each agency's payments and accounts representatives will need to know how their agency will be able to send deposits and receive checks from the Treasury.

The plan is tiered by scope and scale of the disaster:

- **Tier 1** – Printers are damaged and unable to print, but the rest of Treasury is functional
- **Tier 2** – Treasury Building is damaged and inaccessible – alternate location in Frankfort becomes HQ
- **Tier 3** – Frankfort is impacted and inaccessible – alternate location outside Frankfort becomes HQ
- **Tier 4** – Central KY is impacted and inaccessible – alternate location outside Central KY become HQ



The most important thing for each agency representative to note is that once the emergency procedure is enacted, **all checks** will be printed by a third-party vendor and will be **direct-mailed to the vendor/payee** with the following three exceptions.

1. Department of Revenue checks
2. KY Public Pension Authority checks
3. All checks designated as unsealed (UTH, UAM)

These three categories will be sent directly to the alternative location(s) designated by the Treasury for processing. Because of this, these checks will be delayed by at least one additional day beyond the agency's processing time.

Obviously, once a Tier 3 disaster happens, it's likely that any agency based in Frankfort will have their own disaster recovery plan that will have to merge with the revised functionality of the Treasury.

If you'd like to discuss how your agency's disaster recovery plan can interact best with the Treasury's plan to ensure minimal disruption in deposits and payments, or to hear more about how the Treasury plans to operate under each tier, feel free to reach out to Brian Ingle, Director of Disbursements and Accounting at brian.ingle@ky.gov.

KENTUCKY VENDOR SELF SERVICE VSS

Please encourage your vendors to register themselves on our [Vendor Self Service](#) website. By registering and activating their account on VSS, they will be able to add/update Addresses and Contacts, as well as add/update Commodity codes for potential business opportunities. If eligible, 1099s will also be available for download in February. A new look and updated user experience will occur in late March when we launch VSS4. Links to updated user guides will be provided in next quarter's newsletter as well as posted on the VSS Home Page.

Keep in mind - EFT/Direct Deposit updates can only be completed by Finance CRC utilizing the SAS-63 form located [Here](#)

** The eMARS financial link resolves to Vendor Self Service when outside the COT firewall.*



EMARS TRAINING OPPORTUNITIES

EMARS 102 – INTRO TO VENDORS

The eMARS 102 – Intro to Vendors course is required for vendor entry and modification (VCC/VCM Documents) in eMARS.

The next session will be held Thursday, February 2, 2023, at 10am est. and can be found in MyPurpose for registration.

PASSWORD RESETS:

1. Send all requests to our group email box: Finance.CRCGroup@ky.gov
2. In your **subject line** please state: Password Reset AND 3.11 eMARS OR the older 3.10 eMARS OR if it is for Reporting.
3. In the email body **please provide** your **User ID** and your name or at least have an email signature please.

Your ID is **required** for the Reporting reset requests.

You can save yourself time in the future by setting up for a future password reset by doing this below.

Once into eMARS successfully, do this below to do your own password reset in the future.

You must use the following criteria when changing your password:

8-16 characters (must contain letters, numbers and special character combination)

Must have at least one lower case and one upper case character

Must contain one of the following special characters: . @ # \$ % - (period, at sign, pound sign, dollar sign, percent sign, dash) Can't be similar to your previous 12 passwords.

Set up your password hint by clicking on Administration. This will allow you to reset your own password next time. However after 3 bad login attempts your account will be locked and must be unlocked/reset by us.

Keep in mind eMARS 3.10, eMARS 3.11, eMARS Reporting 3.10 & eMARS Reporting 3.11 all have different logon credentials.



FORUM & TEAMS REMINDER EMARS REPORT DEVELOPER COMMUNITY

Report developers are required to join the eMARS reporting discussion forum hosted on the MyPURPOSE platform. This forum is the primary vehicle for dispensing information to the developer community. The days of email blasts are over.

In addition to announcements, the forum is comprised of an expanding array of resources, including how-to guides, universe abstracts, universe modifications and additions, and statewide report query changes. It is also a centralized location for developers to collaborate and share development experience and knowledge.

There are currently several on-going projects discussed on the forum that will result in agencies potentially losing queries if not addressed.

Locate the MyPurpose icon on your desktop and select the MyCOMMUNITY option and join eMARS Reporting Central.

Report Id:	Information & Advice	Commonwealth of Kentucky		Page:	1 of ∞
Dept:	All Departments Welcome	eMARS Financial System		Run Date:	Any Date
Cabinet:	All Cabinets Welcome	eMARS Reporting Central		Run Time:	Any Time
Help Code	Help Code Description	ID Name requesting help	ID Name providing help		
1	Ask a reporting question	You	You		
2	Troubleshooting advice	You	You		
3	Universe Modifications	You	You		
4	eMARS Upgrades	You	You		
5	Training Resources	You	You		

eMARS Reporting Central Options ▾

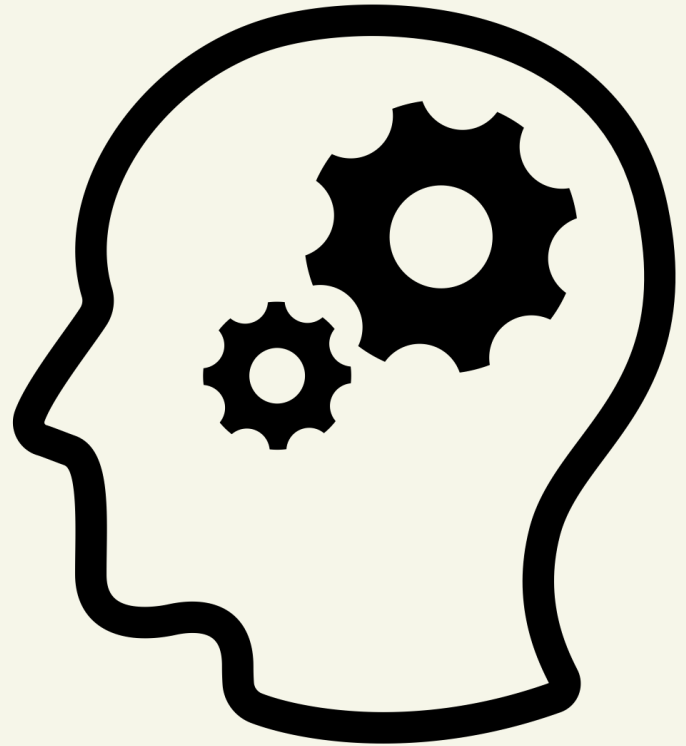
If your agency is not able to access the MyPurpose/MyCommunity site, please contact the eMARS Reporting Lead at Dave.Sumner@ky.gov.



NEW STATEWIDE QUERIES

There are several new (and modified) queries recently added to the Statewide query folders:

- Federal draw expenditures for a system generated RE document.
- Cited Authority list
- Procurement Bonds
- Validation error report for reject documents
- Vendor Payment Intercepts
- Vendors by Commodity Code
- eMARS FFR query (revised)



NEW DEVELOPER RESOURCE

A newly added section to the EBI folder tree will collect guidance documents targeted to report developers. Both summary and detail universe abstracts, how-to tutorials, and tips & troubleshooting tips are some of the documents that have already been added, with more on the way.

Title ^
Universe summary guide
FIN-AP Check Writer universe abstract
FIN-General Accounting universe- Posting Amount measures
FIN-Pending Transactions universe abstract
OADM-Document Message universe abstract

These documents are also available on the developers' MyCommunity forum.



HIGH PRIORITY



HIGH PRIORITY

SCHEDULED FOR DELETION: AGENCIES - DON'T LOSE THE USE OF REPORT QUERIES!

In anticipation of the upcoming eMARS 4.0 conversion, a range of areas in the reporting environment are being scrutinized.

One result of this is that several customizations have been judged obsolete and, consequently, undergoing retirement.

Information regarding these retirements have been posted on the MyCommunity forum for report developers.

Affected agencies could potentially lose the use of specific report queries if their report developers are not keeping themselves informed of new developments.

Please do not contact the CRC Help Desk about queries scheduled for deletion; all information agency Reporting Leads and agency report developers will require is on the MyCommunity forum eMARS Reporting Central.

We do not want to inspire panic, but we do want to convey a sense of urgency. Even though prior newsletters, email announcements, and TEAMS meetings have emphasized the importance of keeping up to date on forum posts, there is a genuine concern that this is not, in fact, happening.

Join MyCommunity [HERE](#)

MyPURPOSE

Grow. Learn. Lead. Serve.

TEAM
KENTUCKY
PERSONNEL CABINET