

# eMARS Newsletter

June 22, 2012

Issue 38



The eMARS Newsletter disseminates information to agency users on key topics associated with the system.



## eMARS Year-End System Availability

eMARS year-end encumbrance roll/lapse process is scheduled to begin at close of business on **Friday, July 6, 2012**. As a result, eMARS will be **unavailable Saturday, July 7, through Sunday, July 8**. NOTE: All references to *close of business*, or COB, refer to 7:00 p.m. EDT on the date cited.

Users should monitor the eMARS [News and Alerts](#) website for updates regarding system availability during year-end activity.



## Year-End Closing Memo Addendum

An Addendum to the Fiscal Year 2012 Year-End closing memo regarding year-end personnel has been posted at:

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

If you have questions concerning this process, please contact the Customer Resource Center (CRC) at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) or via phone at 502.564.9641 (Toll-Free 877.973.4357).



## New Year Table Initialization (NYTI) Process

On April 16, 2012, the Office of the Controller ran the *New Year Table Initialization (NYTI)* process in eMARS. This process copied all active records on all tables keyed by *Fiscal Year* from the current *Fiscal Year* (2012) to the new *Fiscal Year* (2013). *Fiscal Officers* should review all agency maintained tables (primarily departmental *Chart of Accounts* tables) to ensure the active 2013 records are valid.

As part of this process, the *Effective To* and *From* dates were cleared on the 2013 records. Therefore, if your agency uses these dates **for a functional purpose**, you will need to update the 2013 record on the appropriate table with the dates. Please be aware, if you intend for these records to be effective from July 1, 2012 to June 30, 2013, you do **NOT** need to update.

In addition, any new 2012 records entered after April 16, 2012, will also need to be entered as a 2013 record if applicable.

If you have any questions concerning this process, please contact the Customer Resource Center at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) or via phone at 502.564.9641 (Toll-Free 877.973.4357).

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## Completing Payment Documents During Period 13

With the *Fiscal Year End* fast approaching, users who create payment documents are reminded that the fiscal period may need to be entered on their documents. Payments made **between July 1 and July 13** have the option to be paid from either 2012 *Old Year* funds or 2013 *New Year* funds. Users who intend for the payment document to post to *Fiscal Year 2012, Period 13* **must** enter the entire fiscal period on the payment document: *Budget FY (2012)*; *Fiscal Year (2012)*; and *Period (13)*. These fields may be entered on the *Header* of the payment document or on each *Accounting Line*. If entered on the *Header*, the *Fiscal Period* will apply to all accounting lines on the document.

Pymt Request-CommodityBased(PRC) Dept: 758 ID: 1300000004 Ver: 1 Function: New Phase: Draft Modified by PZV0008 / 06/20/2012

**Header**

General Information | Payee | Extended Description | Contact | Document Information

Document Name:

Record Date:

Budget FY: 2012

Fiscal Year: 2012

Period: 13

Bank Account:

Accounting Profile:

Replacement:

PCard Payment:

PCard Administrator:

Cited Authority: FAP111-55-00-G

Small Purchase-Goods

Contract Withholding Exempt:

Document Description: payment

Pre-Processing Allowed:

Actual Amount: \$100.00

Retainage Amount (-): \$0.00

Discount Amount (-): \$0.00

Penalty/Interest Amount (-): \$0.00

Backup Withholding Amount (-): \$0.00

Contract Withholding Amount (-): \$0.00

Intercept Amount (-): \$0.00

Adjusted Tax from Discount: \$0.00

Use Tax Withheld (-): \$0.00

Default Intercept Fee Amount (-): \$0.00

Supplementary Intercept Fee Amount(-): \$0.00

Payment Amount (-): \$100.00

Outstanding Amount: \$100.00

Closed Amount: \$0.00

Referenced Amount: \$0.00

Closed Date:

PRC Header

Save Undo Load Accounting Profile

General Accounting Expense(GAX) Dept: 758 ID: 1300000001 Ver: 1 Function: New Phase: Draft Modified by PZV0008 / 06/20/2012

**Header**

Vendor: Vendor Line: 1 Vendor Customer: VC0000116831 Legal Name: FRANKFORT PLANT BOARD CABLE AD

Accounting: Total Lines: 1 Accounting Line: 1 Line Amount: \$100.00 Line Open Amount: \$100.00

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$100.00	\$0.00	\$100.00	\$0.00	AP01

From 1 to 1 Total: 1

General Information | Reference | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Event Type: AP01

Accounting Template: FNICRC

Line Description:

Line Amount: \$100.00

Line Closed Amount: \$0.00

Line Closed Date:

Line Open Amount: \$100.00

Referenced Line Amount: \$0.00

Interest Ineligible:

Payment Type:

Interest Amount From IPR:

PY Accrual/Clearing %:

Budget FY: 2012

Fiscal Year: 2012

Period: 13

Bank: GA

Vendor Invoice Number: 123456

Vendor Invoice Line: 1

Vendor Invoice Date: 06/20/2012

Tracking Date:

Check Description:

Special Instructions Code:

Disbursement Category: STM

Extension Reason:

GAX Accounting Line

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**If the fiscal period is not entered on the payment document, then the current fiscal period (Period 1, 2013) will infer upon final approval.** In addition, payments created during June (Period 12, 2012) **must** be submitted and all approvals applied before **COB, June 30**. Otherwise, Period 1, 2013 will be inferred.

For example, a PRC is created and submitted on June 25 with the *Budget FY, Fiscal Year* and *Period* left blank; if the final approval **is** applied before **COB, June 30**, then *Period 12, 2012* will be inferred. If the final approval **is not** applied until July 1, then *Period 1, 2013* will be inferred.

In summary, please pay attention to the following points when completing payment documents during *Period 13*:

**Note:** These rules **do not** apply to *Capital Funds (BFY=9999)*.

- The entire *Fiscal Period 13 (BFY=2012, FY=2012, Period=13)* **must** be entered on the document. If the *BFY* is left blank, a *staging* error is returned.
- *Fiscal Period 13 (BFY=2012, FY=2012, Period=13)* may be entered on the *Header* section or on the *Accounting* line of the document.
  - *Fiscal Period* entered on the *Header* **will** infer on all blank *Accounting* lines.
  - *Fiscal Period* entered on an *Accounting* line **will** always override *Fiscal Period* on *Header*.
  - *Fiscal Period 13 (BFY=2012, FY=2012, Period=13)* **must** be entered on the *Header* section of a **PRCI** document.
  - *Fiscal Period 13 (BFY=2012, FY=2012, Period=13)* **must** be entered on the *Header* section of a **PRC2** document.
- Any *Fiscal Period* other than *Fiscal Period 13* should **never** be entered on the payment document. If left blank the *Fiscal Period* will properly infer based on the calendar date at the time the document is submitted to *Final* phase.
- *Fiscal Period 13* payment documents **must** be submitted to final by **COB, Friday, July 13**.
- *Fiscal Period 13* payments against encumbering awards must be submitted to final by **COB, Friday, July 6**.



Pending

## Budget Fiscal Year (BFY) 2012 Pending Transactions

Documents submitted with a *Phase* of *Pending* affect cash and budget balances. Therefore, expenditure and encumbrance transactions **must** be cleared by the following dates:

- All *Budget Fiscal Year (BFY) 2012* encumbering documents, modifications and cancellations (other than *Capital Projects*) **MUST** be submitted to *Final* phase or rejected back to *Draft* phase by **COB (7:00 p.m.), Friday, July 6**.
- All *BFY 2012* pending expenditure documents, modifications and cancellations (other than *Capital Projects*) **MUST** be submitted to *Final* phase or rejected back to *Draft* phase prior to **COB (7:00 p.m.), Friday, July 13**.

Any *BFY 2012* documents in *Pending* phase after the dates specified above **will** be rejected back to *Draft* phase by the Office of the Controller.

**Note:** Departments may utilize the *Document Phase Universe-KY* in infoAdvantage to assist with locating pending documents or reference the *FY 2012 eMARS Pending Transactions.xls* file that will be posted after June 26 under the *Year-End Information* on the eMARS Web site at:

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



## Fiscal Year (FY) 2011/2012 Encumbrance Roll/Lapse

The encumbrance roll process to move encumbrances from *FY12* to *FY13* is scheduled to begin the evening of **Friday, July 6, 2012**. **Only encumbrances greater than \$1,000 will roll** to *FY13*. Encumbrances less than or equal to \$1,000 will lapse, thus closing the award. This process applies to **ALL** non-capital fund encumbrances on **all** award documents including *PON2s*.

Users should make every effort to clean up or pay old year (*FY12*) encumbrances prior to **COB, July 6, 2012**. Encumbrances may be liquidated by modifying the award document or creating a zero dollar *PRC* by using the *Copy Forward* functionality and selecting *Final* from the *Ref Type* drop-down box on all commodity and accounting lines. The *2302 Outstanding Encumbrance* report within infoAdvantage may be used to aid in clean up efforts.



## Payments Against Lapsed Awards

Remember **all** non-capital encumbrances **less than or equal to \$1,000 will lapse** after **COB, Friday, July 6, 2012**. Please adhere to the following when making payments against these awards after July 6:

- Payments against lapsed *PON2s*
  - *Copy Forward* to *PRC*
  - Select "Memo" *Reference Type*
  - Enter exact *Cited Authority* from *PON2* on *PRC*
- Payments against all other awards (non-*PON2*)
  - *Copy Forward* to *PRC*
  - Select "Memo" *Reference Type*
  - Enter *FAP 111-55-00 Small Purchase* as the *Cited Authority*



## New Biennial Contracts

*PON2s* and *PO2s* being set up for the two fiscal years of the biennium, should encumber only the current fiscal year. For example, for year one of the contract, the agency needs to select an event type of *PR05* on the corresponding accounting line, which encumbers the funds for year one (1). However, line two of the contract will not be in effect until the next fiscal year, so that line must be set up as a *PR07*- non-accounting event type. Prior to the start of year two (2), the agency may modify the *PON2* or *PO2* to encumber the funds for year two (2). If an agency creates only one commodity line for the biennium, then two accounting lines should be established. Line 1 representing year one (1) with the encumbering event type (*PR05*) and Line 2 representing year two (2) with non-accounting event type (*PR07*).



## Moving Expenditures Between Fiscal Years

A JV2E document may be used to move non-personnel expenditures between *Budget Fiscal Years*. **Please be aware that per the *Year-End Closing Memo Addendum*, agencies are not permitted to JV personnel expenditures from FY13 to FY12.**

**Example:** \$100 expenditure (non-personnel) was paid from *BFY* 2013 (new year) and should have been paid from *BFY* 2012 (old year).

*Accounting Line 1* shows a negative (\$100.00) and the 2013 *Fiscal Period* (*BFY*=2013; *FY*=2013; *Period*=1).

Cash Expenditure Correction(JV2E) Dept: 758 ID: 1300000001 Ver.: 1 Function: New Phase: Draft Modified by PZV0008 06/21/2012

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	(\$100.00)	\$0.00	(\$100.00)	\$0.00	GA01
2	\$100.00	\$0.00	\$100.00	\$0.00	GA01

From 1 to 2 Total: 2

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: GA01  
 Accounting Template: FINCRC  
 Line Description: Move from new year 2013  
 Line Amount: (\$100.00)  
 Line Closed Amount: \$0.00  
 Line Closed Date:  
 Line Open Amount: (\$100.00)  
 Referenced Line Amount: \$0.00  
 Interest Ineligible:  
 Payment Type:  
 Interest Amount From IPR:  
 PY Accrual/Clearing %:

Budget FY: 2013  
 Fiscal Year: 2013  
 Period: 1  
 Bank: GA  
 Vendor Invoice Number:  
 Vendor Invoice Line:  
 Vendor Invoice Date:  
 Tracking Date:  
 Check Description:  
 Special Instructions Code:  
 Disbursement Category:  
 Extension Reason:

*Accounting Line 2* shows a positive \$100.00 and the 2012 *Fiscal Period* (*BFY*=2012; *FY*=2012; *Period*=13).

Cash Expenditure Correction(JV2E) Dept: 758 ID: 1300000001 Ver.: 1 Function: New Phase: Draft Modified by PZV0008 06/21/2012

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	(\$100.00)	\$0.00	(\$100.00)	\$0.00	GA01
2	\$100.00	\$0.00	\$100.00	\$0.00	GA01

From 1 to 2 Total: 2

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: GA01  
 Accounting Template: FINCRC  
 Line Description: Move to old year 2012  
 Line Amount: \$100.00  
 Line Closed Amount: \$0.00  
 Line Closed Date:  
 Line Open Amount: \$100.00  
 Referenced Line Amount: \$0.00  
 Interest Ineligible:  
 Payment Type:  
 Interest Amount From IPR:  
 PY Accrual/Clearing %:

Budget FY: 2012  
 Fiscal Year: 2012  
 Period: 13  
 Bank: GA  
 Vendor Invoice Number:  
 Vendor Invoice Line:  
 Vendor Invoice Date:  
 Tracking Date:  
 Check Description:  
 Special Instructions Code:  
 Disbursement Category:  
 Extension Reason:

Save Undo Insert New Line Insert Copied Line Edit with Grid

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When processing JV2E documents during fiscal year-end, remember the following:

- JV2Es to move expenditures between BFYs require the *Fiscal Period* (BFY, FY, and Period) to be entered on the *Accounting Line*.
- JV2Es with BFY 2012 reference may be processed within the department up to **COB, July 13**.
- JV2Es with BFY 2012 reference processed between **July 14** and **July 19** will require approval by the Office of the Controller, Statewide Accounting Services.



## Year-End and New Year Frequently Asked Questions

### Accounting/Financial FAQs

**Q: When will General Fund allotments "collapse"?**

**A:** The *General Fund* is divided among allotments based upon object types (1-Personnel, 3-Operating, 4-Grants, 5-Debt Service and 6-Capital Outlay). "General fund allotment collapse" means that the general fund balance for all object type allotments may be used to make allowable general fund payments, regardless of the expenditure object. eMARS will still produce processing errors associated with the object type allotments, but beginning July 1, the Office of Statewide Accounting Services (SAS) may override the documents. Please contact your [Statewide Accountant](#) for an override.

**Q: How are new accounting structures established?**

**A:** New accounting structures (*Fund, Function*) are established on an [SAS-14](#) form and processed through the Office of the State Budget Director (OSBD).

**Q: When will encumbrances roll over to the New Year?**

**A:** Beginning at COB, **Friday, July 6, 2012**, all 2012 Budget Fiscal Year encumbrances **greater than \$1,000**, excluding *Capital Funds*, will roll over to *Fiscal Year 2013*. In addition, encumbrances **less than or equal to \$1,000 will lapse**, thus closing the respective award. *Capital Project* encumbrances require no action since their *Budget Fiscal Year* remains the same throughout the life of the project.

**Q: When is the last day to make payments from FY12?**

**A:** The last day to make any type of payment for *FY12* is **Friday, July 13, 2012**. Payments made after July 13 will pay from *FY13* funds. The last day to make payments against *FY12* encumbering awards will be **Friday, July 6**. The last day to make internal payments via *IET; ITI/ITA* is **Saturday, June 30**.

**Q: When is the Hard Close for June (Period 12)?**

**A:** The *June Hard Close* will be **Monday, July 9, 2012**.

**Q: When are the closing dates for Period 13?**

**A:** The *Period 13 Soft Close* will be **Friday, July 13, 2012**. The *Hard Close* will be **COB, Thursday, July 19, 2012**.

**Q: Can FY12 payments post after June 30?**

**A:** *FY12* payments (non-encumbrance) may be made via eMARS until **COB, Friday, July 13**. The *Budget Fiscal Year* (BFY = 2012), *Fiscal Year* (FY = 2012) and *Period* (Period = 13) **must** be entered on the payment document.

**Q: Can FY12 receipts post after June 30?**

**A:** *FY12* revenue for the *General Fund* (0100) and *Road Fund* (1100) **cannot** post to *FY12* after June 30. Receipts for all other funds (done on *CR* documents) **must** be in the Treasury no later than **COB, Friday, July 13**.

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**Q: Where can I find a listing of the last dates that documents may be processed?**

**A:** Refer to the *Closing Memo - Fiscal Year 2012* document posted on the eMARS Web site at <http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx> for *Last Day to Process Old Year* documents.

### **Procurement FAQs**

**Note:** In each *FAQ* scenario in this section the amount of the payment **must not** exceed the balance amount of the contract. In addition, all required *EO1s* **must** be approved prior to procurement activity.

**Q: How do I liquidate encumbrances that should not roll over to the new Fiscal Year?**

**A:** For all encumbering awards (*PON2/PO/CT/DO*), *Copy Forward* and create a zero dollar *Payment Request (PRC)* document. Mark it *Final* in the *Reference* field on both *Commodity* and *Accounting* lines. This *PRC* **must** be processed by **COB, Friday, July 6, 2012**. A second option is to modify the award to the amount paid/closed on each commodity line.

**Q: How do I pay the balance of an award (PON2/PO/CT/DO) in the new Fiscal Year that expired on June 30, 2012 for services/commodities received prior to June 30, 2012?**

**A:** The service dates on the payment document should reflect the actual dates of service, and will occur within the service dates of the award. Payments against expired awards are permitted provided the goods or services were incurred prior to the award expiration date.

**Q: How do I pay against a Master Agreement in the New FY that expired on June 30, 2012 for services/commodities received prior to June 30, 2012?**

**A:** If you generally make payments directly referencing a *Master Agreement (MA)* document, the *MA* will not be found on *URCATS* after the expiration date. It is recommended that a *Delivery Order (DO)* be created and the *DO* approved to *Final Status* **prior** to the *MA* expiration. Should an agency fail to create a *DO* prior to the *MA* expiration date and a payment is due, create a stand-alone *PRC* and have a *Memo* reference to the *MA* provided the *MA* does not have *catalog* line types. If the *MA* has *catalog* line type, then a stand-alone *PRC* should be used for payment with documentation, such as the expired *MA*, date of service, etc. provided in the *Document Description* field of the *PRC*. In both instances, *FAP111-09-00-12* should be used as the *Cited Authority*. These *PRC* documents will go to the Office of Procurement Services for approval and will only be approved with proper documentation. **To avoid this additional step, agencies should create a DO for any payment on MAs.**

**Q: How do I make a FY12 payment against an encumbering award once the encumbrance rolls on July 6?**

**A:** Once the encumbrances roll to *FY13*, the payment must reference the award and be paid from *FY13*. However, you still have an opportunity to *JV* the funds back to *FY12* on a *JV2E* document until **7:00 pm EDT, Thursday, July 19, 2012**.

**Q: How do I make a payment against an award that lapsed?**

**A:** All encumbrances **less than or equal** to \$1,000 **will** lapse beginning **COB, Friday, July 6, 2012**. If a payment for goods received or services rendered on non-*PON2* awards is required after the lapse, *Copy Forward* to a *PRC* document; select *Memo* as the *Reference Type*; and use the *Small Purchase Authority* as the *Cited Authority*. For *PON2* payments on lapsed *PON2* awards, *Copy Forward* to a *PRC* document; select *Memo* as the *Reference Type*; and use the *Cited Authority* on the referenced *PON2* as the *Cited Authority* on the *PRC*.



## Fixed Assets Update

Property Officers, hopefully you have already submitted your *FY 2012 Physical Inventory Observation* reports to the Office of the Controller. They were due by the **close of business Friday, June 1, 2012.**

*Real Property Closing Packages* will be distributed around mid-August. The cover letter will include the due date the packet is due back to the Office of the Controller. Once you receive your Real property Closing Package if you have any questions please contact Jennie Wolfe at 502-564-6693 or [Jennie.Wolfe2@ky.gov](mailto:Jennie.Wolfe2@ky.gov).

Please begin cleaning up your *Fixed Assets* shells. If possible, submit the shells. If the shells cannot be used, be sure to appropriately enter documents *from scratch* to record those fixed assets in eMARS. The target date for having all fixed assets shells, \$5,000 and above processed is **September 1, 2012.**

Please submit all information requested by the Office of the Controller in a timely manner so that work can begin on the FY 2012 CAFR.



## VSS Feature not Suitable for Kentucky Business Practice

There is a feature in Vendor Self Service (VSS) that allows a vendor to ask a question. This is an automated process by which an email is generated and sent to the buyer as part of the VSS batch cycle. These emails are typically generated about 2:00 pm and 9:00 pm, depending upon what time the vendor asked the question. This email does not identify the vendor asking the question or the specific time when the question was asked. Furthermore, the email that the buyer receives from the system gives incorrect instructions that the buyer should "go to the *Solicitation Question & Answer (SOQA)* page to answer the question." This is not the proper way to address questions asked. Buyers should include instructions within each solicitation to direct vendors how and when to ask questions. Those questions should be emailed directly to the buyer so that there is no lag time to reach the buyer. In addition, the buyer would have a record for the file of who asked the question. The buyer should then create a modification to the solicitation to answer any questions received.

In order to ensure that questions are not being answered through SOQA, the security to SOQA has been disabled. In addition, the "ask a question" feature within VSS has also been disabled.



## CRC Training Announcement

The *eMARS Training Schedule* for August and September will soon be posted to the eMARS Web site at:

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

Please frequent this site for information on upcoming eMARS training opportunities.

If you are interested in registering for any eMARS course, please contact your agency's *Training Team Lead (TTL)*. A list of *TTLs* is also available on the eMARS Web site under the [Agency Delegation and Contact Information](#).





## Issue with Accounting Templates and Grant Funding

Currently a problem exists on payments using accounting templates with grant funding where the funding was changed on the document from that which was on the template. These payments are showing up on the AD/EFT Exception report as the AD/EFT is reading the funding from the accounting template and not what was entered on the document, thus, not producing a payment to the vendor. Until a resolution is in place, please remove accounting template from the payment document prior to submitting for approval. For those documents where the template was not removed and the document is on the AD/EFT Exception report, modify the payment document and remove the accounting template. If there is an award reference, the award will also have to be modified to remove the accounting template.

Please check AD/EFT exception report daily to ensure payments are being processed for your documents. The AD/EFT Exception report can be found at:

[http://finance.ky.gov/services/statewideacct/Documents/ad\\_eft\\_exception.pdf](http://finance.ky.gov/services/statewideacct/Documents/ad_eft_exception.pdf)



## Next eMARS Newsletter

Look for the next eMARS Newsletter in September 2012. Your input is very important. If there are any topics you would like to see in the next issue, please submit suggestions to Barbara Aldridge-Montfort ([barbaraa.aldrige@ky.gov](mailto:barbaraa.aldrige@ky.gov)) by September 15.

Until then...the entire CRC and eMARS teams send best wishes for a joyous Summer!

