

# eMARS Newsletter

June 24, 2013

Issue 40



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 5, 2013**. As a result, eMARS will be **unavailable Saturday, July 6, through Sunday, July 7**. 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

The Fiscal Year 2013 Year-End closing memo is posted at:

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>. All dates referenced in this newsletter are discussed in the memo in detail.

If you have any questions, 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 May 9, 2013, 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* (2013) to the new *Fiscal Year* (2014). *Fiscal Officers* should review all agency maintained tables (primarily departmental *Chart of Accounts* tables) to ensure the active 2014 records are valid.

As part of this process, the *Effective To* and *From* dates were cleared on the 2014 records. Therefore, if your agency uses these dates **for a functional purpose**, you will need to update the 2014 record on the appropriate table with the dates. Please be aware, if you intend for these records to be effective from July 1, 2013 to June 30, 2014, you do **NOT** need to update.

In addition, any new 2013 records entered after May 9, 2013, will also need to be entered as a 2014 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).

### Inside This Edition

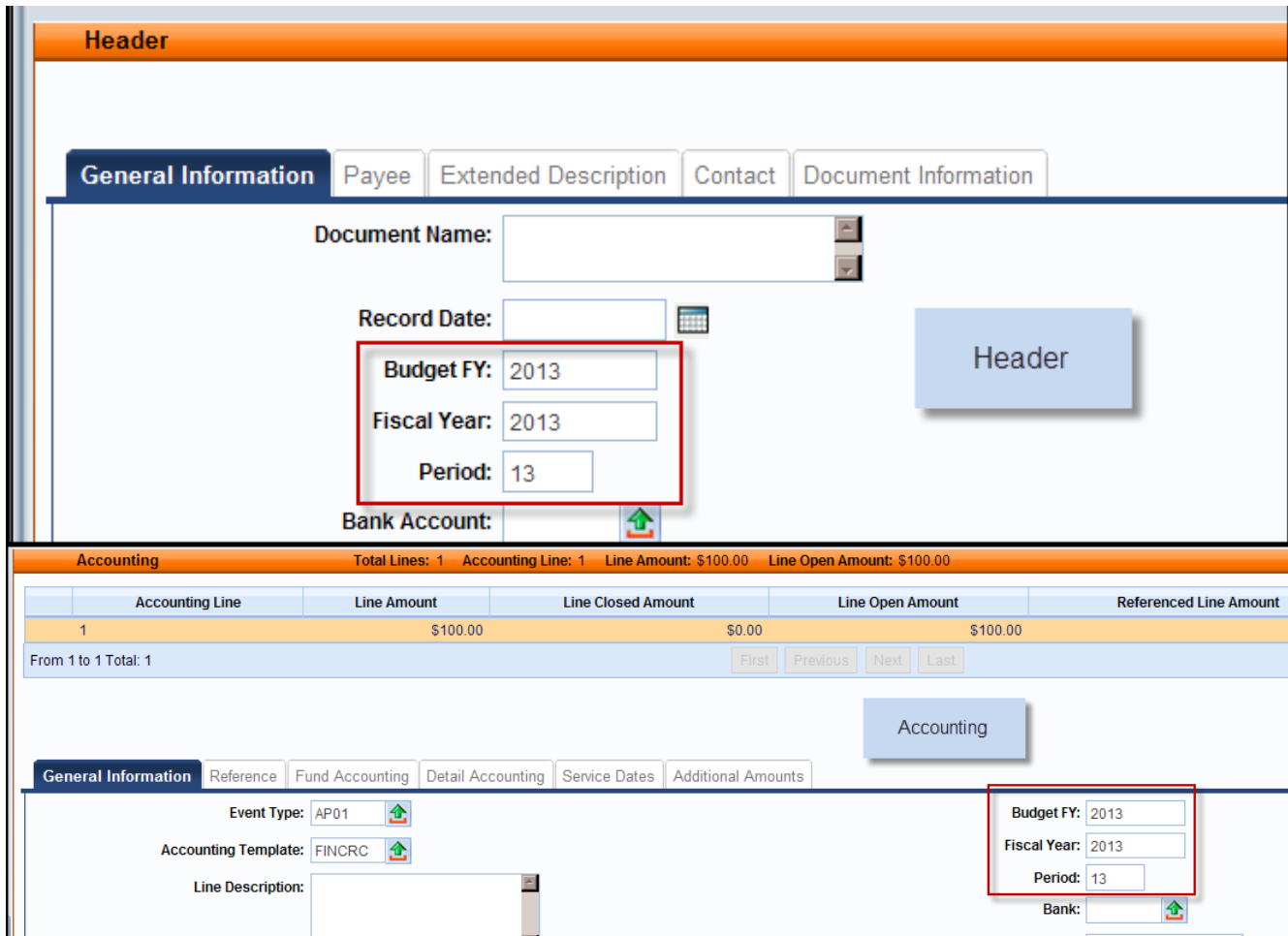
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## Completing Payment Documents During Period 13

Payments made **between July 1 and July 12** have the option to be paid from either 2013 *Old Year* funds or 2014 *New Year* funds. Users who intend for the payment document to post to *Fiscal Year 2013, Period 13* **must** enter the entire fiscal period on the payment document: *Budget FY (2013); Fiscal Year (2013); 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.



The screenshot displays the eMARS interface. The top section is labeled 'Header' and contains tabs for 'General Information', 'Payee', 'Extended Description', 'Contact', and 'Document Information'. The 'General Information' tab is active, showing fields for 'Document Name', 'Record Date', 'Budget FY: 2013', 'Fiscal Year: 2013', 'Period: 13', and 'Bank Account'. A red box highlights the Budget FY, Fiscal Year, and Period fields. Below this is the 'Accounting' section, which shows a table with columns for 'Accounting Line', 'Line Amount', 'Line Closed Amount', 'Line Open Amount', and 'Referenced Line Amount'. The table contains one line with a value of \$100.00. Below the table are tabs for 'General Information', 'Reference', 'Fund Accounting', 'Detail Accounting', 'Service Dates', and 'Additional Amounts'. The 'General Information' tab is active, showing fields for 'Event Type: AP01', 'Accounting Template: FINCRC', 'Line Description', and 'Bank'. A red box highlights the 'Budget FY: 2013', 'Fiscal Year: 2013', and 'Period: 13' fields in this section as well.

**If the fiscal period is not entered on the payment document, then the current fiscal period (Period 1, 2014) will infer upon final approval.** In addition, payments created during June (*Period 12, 2013*) **must** be submitted and all approvals applied before **COB, June 30**. Otherwise, *Period 1, 2014* 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, 2013* will be inferred. If the final approval **is not** applied until July 1, then *Period 1, 2014* will be inferred.

**-Continued-**

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=2013, FY=2013, Period=13)* **must** be entered on the document. If the *BFY* is left blank, a *staging* error is returned.
- *Fiscal Period 13 (BFY=2013, FY=2013, 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=2013, FY=2013, Period=13)* **must** be entered on the *Header* section of a **PRCI** document.
  - *Fiscal Period 13 (BFY=2013, FY=2013, Period=13)* **must** be entered on the *Header* section of a **PRC2** document.
- *Fiscal Period 13* payment documents **must** be submitted to final by **COB, Friday, July 12**.
- *Fiscal Period 13* payments against encumbering awards must be submitted to final by **COB, Friday, July 5**.



Pending

## Budget Fiscal Year (BFY) 2013 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) 2013* 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 5**.
- All *BFY 2013* 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 12**.

Any *BFY 2013* 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 2013 eMARS Pending Transactions.xls* file that will be posted after June 24 under the *Year-End Information* on the eMARS Web site at:

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



## Fiscal Year (FY) 2013/2014 Encumbrance Roll/Lapse

The encumbrance roll process to move encumbrances from *FY13* to *FY14* is scheduled to begin the evening of **Friday, July 5, 2013**. **Only encumbrances greater than \$1,000 will roll** to *FY14*. 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 *FY13* encumbrances prior to **COB, July 5, 2013**. The *2302 Outstanding Encumbrance* report within infoAdvantage may be used to aid in cleanup efforts.



## Payments Against Lapsed Awards

Remember **all** non-capital encumbrances **less than or equal to \$1,000 will lapse** after **COB, Friday, July 5, 2013**. Please adhere to the following when making payments against these awards after July 5:

- 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 Year Contracts

When creating contracts for the new fiscal year, FY14 prior to July 1, agencies should NOT encumber funds in FY13. If the agency allotments have not been loaded, the non-accounting event type (PR07) must be used. Once the agency allotments have been loaded, the existing FY14 contracts may be modified to change the event type to an encumbering event type (PR05 or PR06), if desired. Newly created FY14 contracts may use the encumbering event types (PR05 or PR06). All FY14 contracts created before July 1 must have the entire fiscal period (FY=2014, BFY=2014, **Period=1**) entered on the header or accounting line of the document.



## KHRIS Personal Service Contracts (PON2s)

Prior to the beginning of each fiscal year, personal service contract information should be updated in KHRIS to prevent improper posting of PRC documents submitted via the KHRIS to eMARS interface. Since this year, FY14, is the second year of the biennium, for most contracts only the commodity line and/or the accounting line may need to be updated. This information is found in KHRIS on the Display Position (P013D), 1018 Cost Distribution screen for the employee position.

Cost distribution				
Pct.	Name of aux. account	Functional Area	Svc type	Service cat.
100.00	DISABILITY DET PROF	JJS01580203		

**-Continued-**

In cases where a new contract number exists, the HR Master Record (PA20), 0105 Communication screen for the employee will require an update along with the employee position screen above.

03/02/2011	12/31/9999	Z003	Document Code	PON2
03/02/2011	12/31/9999	Z004	Department Code	727
04/25/2013	12/31/9999	Z005	Document ID	1200001219
03/02/2011	12/31/9999	Z006	Document Vendor Line #	1

It is important that accounting staff and human resource staff communicate with one another to ensure personal service contract data in KHRIS is accurate. Changes for the first FY14 payroll were due June 21, 2013. If changes are due and not submitted, please submit to your human resource team immediately.



### Deferred Payroll

May 16 – May 30 payroll (PP11) posted on June 11, 2013. The accounting lines for health insurance (E123) were removed from the documents. These charges appear on a separate document that will process on July 1, 2013 as FY14 expenditures. The document ID will be identical to the June 11 document ID except a “P” will be at the end of the ID. June 1 – June 15 payroll (PP12) will post on July 1 as FY14 expenditures. Users will NOT be able to JV any of these payroll expenditures from FY14 to FY13. They must remain in FY14.



### Fixed Assets News

The *FY 2013 Physical Inventory Observation* reports were due to the Office of the Controller by the **close of business Friday, May 31, 2013.**

*Real Property Closing Packages* will be distributed around mid-August. The cover letter will include the 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 Kim Moore at 502-564-5120 or [kim.moore@ky.gov](mailto:kim.moore@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, 2013.** A *Shell Generation Report* is published weekly at: <http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx> to assist agencies in identifying shells.

Please submit all information requested by the Office of the Controller in a timely manner so that work can begin on the FY 2013 CAFR.



## Moving Expenditures Between Fiscal Years

A *JV2E* document may be used to move non-personnel expenditures between *Budget Fiscal Years*. **Please be aware agencies are not permitted to JV personnel expenditures from FY14 to FY13.**

**Example:** \$100 expenditure (non-personnel) was paid from *BFY* 2014 (new-year) and should have been paid from *BFY* 2013 (old-year).

*Accounting Line 1* shows a negative (\$100.00) and the 2014 *Fiscal Period* (*BFY*=2014; *FY*=2014; *Period*=1).

Cash Expenditure Correction(JV2E) Dept: 758 ID: 1300007429 Ver.: 1 Function: New Phase: Draft Modified by PZV0008\_06/20/2013

Accounting Total Lines: 2 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	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:  
 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:

Budget FY: 2014  
 Fiscal Year: 2014  
 Period: 1  
 Bank: GA  
 Vendor Invoice Number:  
 Vendor Invoice Line:  
 Vendor Invoice Date:  
 Tracking Date:  
 Check Description:  
 Special Instructions Code:

Save Undo Insert New Line Insert Copied Line Edit with Grid  
 Copy Validate Submit Discard Print Processing Workflow File Close

*Accounting Line 2* shows a positive \$100.00 and the 2013 *Fiscal Period* (*BFY*=2013; *FY*=2013; *Period*=13).

Cash Expenditure Correction(JV2E) Dept: 758 ID: 1300007429 Ver.: 1 Function: New Phase: Draft Modified by PZV0008\_06/20/2013

Accounting Total Lines: 2 Accounting Line: 2 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	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: FINOFM  
 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:

Budget FY: 2013  
 Fiscal Year: 2013  
 Period: 13  
 Bank: GA  
 Vendor Invoice Number:  
 Vendor Invoice Line:  
 Vendor Invoice Date:  
 Tracking Date:  
 Check Description:  
 Special Instructions Code:

Save Undo Insert New Line Insert Copied Line Edit with Grid  
 Copy Validate Submit Discard Print Processing Workflow File Close

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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 2013 reference may be processed within the agency up to **COB, July 12**.
- JV2Es with BFY 2013 reference processed between **July 13** and **July 18** will require override/approval by the Office of the Controller, Statewide Accounting Services.
- Agencies are not permitted to JV personnel expenditures from FY14 to FY13.



## Year-End and New Year Frequently Asked Questions

### Accounting/Financial FAQs

**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 5, 2013**, all 2013 Budget Fiscal Year encumbrances **greater than \$1,000**, excluding *Capital Funds*, will roll over to *Fiscal Year 2014*. 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 FY13?**

**A:** The last day to make any type of payment for *FY13* is **Friday, July 12, 2013**. Payments made after July 12 will pay from *FY14* funds. The last day to make payments against *FY13* encumbering awards will be **Friday, July 5**. The last day to make internal payments via *IET; ITI/ITA* is **Sunday, June 30**.

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

**A:** The *June Hard Close* will be **Monday, July 8, 2013**.

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

**A:** The *Period 13 Soft Close* will be **Friday, July 12, 2013**. The *Hard Close* will be **COB, Thursday, July 18, 2013**.

**Q: Can FY13 payments post after June 30?**

**A:** *FY13* payments (non-encumbrance) may be made via eMARS until **COB, Friday, July 12**. The *Budget Fiscal Year* (BFY = 2013), *Fiscal Year* (FY = 2013) and *Period* (Period = 13) **must** be entered on the payment document.

**Q: Can FY13 receipts post after June 30?**

**A:** *FY13* revenue for the *General Fund (0100)* and *Road Fund (1100)* **cannot** post to *FY13* after June 30. Receipts for all other funds (done on *CR* documents) **must** be in the Treasury no later than **COB, Friday, July 12**.

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

**A:** Refer to the *Closing Memo - Fiscal Year 2013* 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.

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**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 5, 2013**. 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, 2013 for services/commodities received prior to June 30, 2013?**

**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, 2013 for services/commodities received prior to June 30, 2013?**

**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 types, 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 FY13 payment against an encumbering award once the encumbrance rolls on July 6?**

**A:** Once the encumbrances roll to *FY14*, the payment must reference the award and be paid from *FY14*. However, you still have an opportunity to *JV* non-personnel expenditures back to *FY13* on a *JV2E* document until **7:00 pm EDT, Thursday, July 18, 2013**.

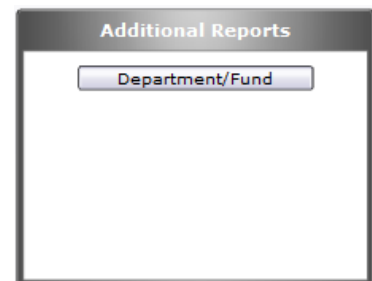
**Q: How do I make a payment against an award that lapsed?**

**A:** All encumbrances **less than or equal** to \$1,000 **will** lapse beginning **COB, Friday, July 5, 2013**. 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*.



**New FAS<sup>3</sup> Functionality**

FAS<sup>3</sup> has a new report called *Department\Fund* that is available for users. This report is located in the *Additional Reports* box that is located on each of the *Expenditure* and *Revenue* modules within the respective *Function* and *Sub-Function* (*Annual*, *Monthly*, and *Quarterly*) screens. These reports allow users to review either *Expenditures* or *Revenues* rolled up to the *Department/Fund* level or the selected *Department/Fund*. Document level detail is available for the *Summary* reports via *drilldown*.







## eMARS/KBUD Technical Requirements

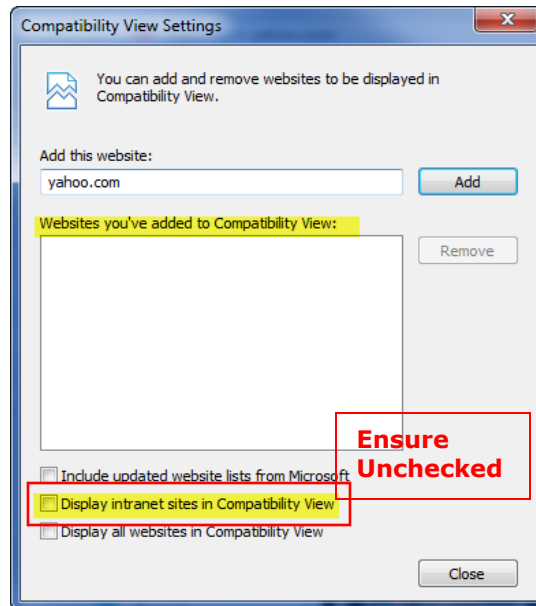
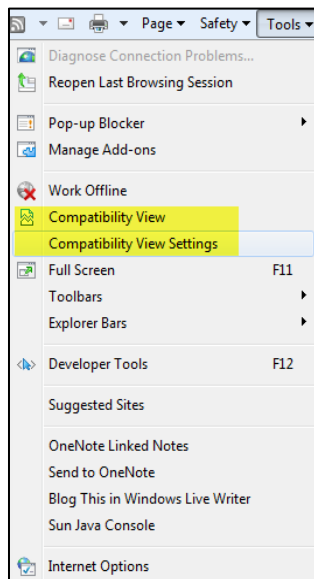
In order to obtain optimum performance from your eMARS/KBUD applications, please follow the recommended versions requirements below:

- eMARS/KBUD are not certified for Windows 8 or Internet Explorer (IE) 10
- JAVA 6 Update 25 is the recommended JAVA version
- eMARS workstation requirements
  - Microsoft Windows XP Professional SP3, Vista SP2 or Windows 7
  - Microsoft Internet Explorer 8 or 9
  - Mozilla Firefox 3.5 or 3.6
- KBUD workstation requirements
  - Microsoft Windows XP Professional SP3, Vista SP2 or Windows 7
  - Microsoft Internet Explorer 8 or 9
  - Mozilla Firefox 10 ESR



## KBUD Upgrade Issues

With the recent upgrade to KBUD to allow for IE 9, a few known issues exist with the browser settings. Users should ensure their *Compatibility View Settings* are NOT selected to *Display intranet sites in Compatibility View (unchecked)*.



In addition, users will need to reset any existing bookmarks or shortcuts. Ensure that the URL is set to [kbud.ky.gov](http://kbud.ky.gov).