

eMARS Newsletter

March 27, 2014

Issue 42



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



2014 Year-End Closing Schedule

The 2014 Fiscal Year-End Closing Schedule is posted at:

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

Please refer to this memo for important dates and deadlines related to year-end close processes and procedures. If you have questions concerning these processes, please contact the Customer Resource Center at **Finance.CRCGroup@ky.gov** or via phone at 502.564.9641 (Toll- Free 877.973.4357).



New Year Table Initialization (NYTI)

The Office of the Controller will be running the New Year Table Initialization (NYTI) on Thursday, May 8, 2014.

NYTI copies all active records on tables keyed by fiscal year from the current Fiscal Year (2014) to the new Fiscal Year (2015). Fiscal Officers should review all agency maintained tables, primarily departmental chart of account tables, to ensure the active 2014 records are valid. As part of this process, the Effective To and From dates will be cleared on the 2015 records. Therefore, if your agency uses these dates for functional purposes, you will need to update the 2015 record with the appropriate dates. Please be aware, if you intend for these records to be effective from July 1, 2014 to June 30, 2015, you do **NOT** need to update.

Agencies with departmental chart of account additions or updates after May 8 will need to make the necessary additions or updates to both Fiscal Year 2014 and Fiscal Year 2015 records.



Fiscal Year 2015 Contracts

When creating Fiscal Year 2015 contracts, it is important to remember the following:

- Do not enter "2015" on the document until after NYTI runs on May 8
- Do not encumber Fiscal Year 2014 funds
- Use the PR07 Event Type after NYTI runs May 8 and before agency budgets are loaded in June

Inside This Edition

2014 Year-End Closing Schedule	1
New Year Table Initialization (NYTI).....	1
Fiscal Year 2015 Contracts	1
Fiscal Year (FY) 2014/2015 Encumbrance Roll/Lapse	2
PunchOut – DO3	2
Employee Vendor Records	3
JAVA Update.....	3
eMARS Training Manuals	3
Revised Check Cancellation and Reallocation Form	4
UPDATES to PER Universe KHRIS Payroll Class	4
Use Caution When Copying Documents ..	5
Upgrades are Coming	5





Fiscal Year (FY) 2014/2015 Encumbrance Roll/Lapse

The encumbrance roll process to move encumbrances from *FY14* to *FY15* is scheduled to begin Saturday, **July 5, 2014**. **Only encumbrances greater than \$5,000 will roll** to *FY15*. Encumbrances less than or equal to \$5,000 will lapse, thus closing the award. This process applies to **ALL** non-capital fund encumbrances on **all** award documents including *PON2s*. Please note, the threshold amount (**\$5,000**) is larger this year than in years past.

Users should make every effort to clean up or pay old year (*FY14*) encumbrances prior to **COB, July 4, 2014**. 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.

The Office of the Controller will provide specific instructions on how to pay against lapsed awards as time approaches.



PunchOut – DO3

PunchOut orders may now be paid with PCard using the DO3 via PunchOut enabled Master Agreements. The DO3 will be generated from the UR document provided a PCard ID is entered on the UR indicating the payment will be made via PCard. The PCard ID can be found on the *Additional Information Tab* in the *Header Section* of the UR document.



The screenshot shows the 'Step 1: Header' section of a UR Document. The 'Additional Information' tab is selected. A purple arrow points to a red-bordered box containing the following fields:

PCard ID:	8888CDOWNEY
PCard Exp:	07/31/2015

Just like the DO4, the DO3 will be electronically submitted to the PunchOut vendor upon submission to *FINAL* status. Unlike the DO4, however, the DO3 does not require any approvals and will submit directly to *FINAL* status provided no errors exist on the document. In addition, the necessary PCard data is transmitted securely indicating the order will be paid via the credit card. The charge comes back through just like other PCard charges. The cardholder is responsible for making sure the order is received and acceptable and all receipts are provided to the PCard administrator responsible for making the PCard payment. No further action is required on the DO3.

This is a very streamlined process and will be a benefit to all involved. The Office of the Controller wants to encourage the use of PCard with all PunchOut vendors. Agencies may need to acquire new PCards for those individuals placing the orders or increase limits on existing PCards to accommodate the orders on the PunchOut Master Agreements. Please contact your agency PCard Administrator or email Finance.CRCGroup@ky.gov if you have questions.



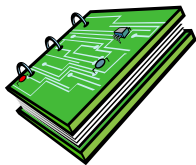
Employee Vendor Records

The Office of the Controller recently completed an initiative with Personnel to synchronize eMARS employee vendor data with KHRIS employee data. As a result, new procedures are in place to ensure the data between the two systems remains consistent. Should an employee need to make a change to information such as name, address, bank information, he/she should contact their agency HR administrator to initiate the updates in KHRIS. These changes will be passed through an interface from KHRIS to eMARS. The Office of the Controller will not update employee vendor records directly within eMARS except for requests to update email addresses.



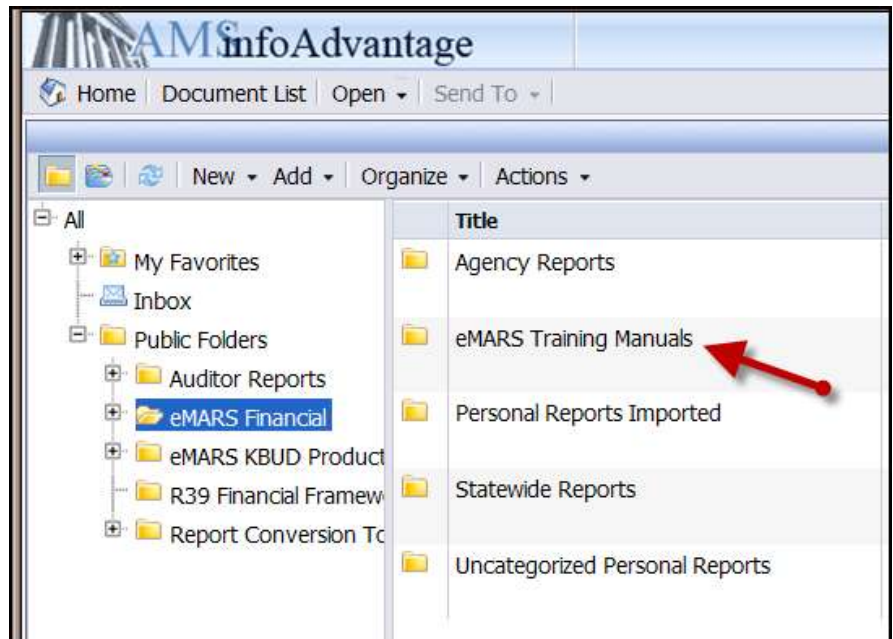
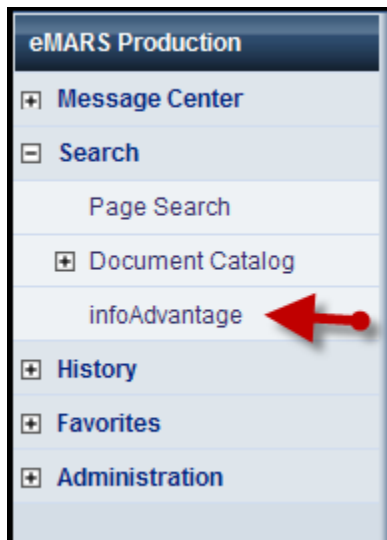
JAVA Update

Recent updates to infoAdvantage allow users to update to a newer version of Java. Users may now update to **Java 7 Update 45**. Any higher version is not compatible with infoAdvantage and will cause issues with report development.



eMARS Training Manuals

The eMARS training manuals have found a new home. In order to properly secure the proprietary information contained within the manuals, copies could no longer be posted on our website. Manuals are now stored in a folder within infoAdvantage. All eMARS users have access to infoAdvantage and can open the application through the *Secondary Navigation Panel*. Once the application is open, the manuals can be found within the **eMARS Training Manuals** folder.





Revised Check Cancellation and Reallocation Form

The Check Cancellation and Reallocation Form has been revised to add a field for Vendor Number. The vendor number should be entered if an adjustment to the 1099 file is needed (i.e. if the Object Code used is 1099 reportable). The revised form can be found at:

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

Please note: If the payment being reversed used a miscellaneous vendor and 1099 reportable object code, the agency will need to record the entry necessary to correct the 1099-reportable expenditures on a JV2E document. Please email Finance.CRCGroup@ky.gov if you have questions on this process.



UPDATES to PER Universe KHRIS Payroll Class

New fields have been added to the KHRIS Payroll Class within the PER Universe in infoAdvantage to account for adverse weather leave that was not made up within the allowable four (4) months and for which the employee did not have sufficient leave balances to cover the hours. The new fields are AWL Hours, AWL Cost and Pay Type.

- AWL Hours – Displays the Adverse Weather Leave hours charged for an employee. This field will not display the hours used to reduce leave balances for the Adverse Weather Leave.
- AWL Cost – Displays the cost associated with the Adverse Weather Leave hours.
- Pay Type:

01	Salaried 37.5 Hrs
02	Salaried 40 Hrs
03	Hourly

For salaried employees the value of the Regular Pay Amount will already be reduced for the value of the AWL Cost and should not be included when calculating the value of Gross Pay. For hourly employees the value of the AWL Cost should be included when calculating the value of Gross Pay. In addition to the new fields, the following fields were corrected and are now populating:

- EE Retirement – Displays the employees retirement contribution
- EE Health – Displays the employee cost for health insurance
- FSA – Displays the employee’s contribution to a Flexible Spending Account.

These fields are reductions to an employee’s pay and are therefore displayed as a negative amount in the universe



Use Caution When Copying Documents

Copying documents is a shortcut that many users take to save time. However, it may cause delays in processing and serious issues with document posting. For instance, the general bank account used on documents is GA. This changed from G1 when the bank changed from Farmers to JP Morgan Chase more than two years ago. However, there are documents rejected daily because G1 is present somewhere on the document. Why...most likely because the document was copied from an older version. Another common problem with copying documents is that sometimes bad reference data may be included in the copy. If users are not careful, the bad reference can cause improper posting of funds or in some cases, no posting lines at all.

While it is a time saver to copy a document, users should carefully review each field to ensure bad or old data does not exist from the previous document. It will SAVE more time and effort in the end.



Upgrades are Coming

The eMARS team is currently evaluating the newest versions of Advantage Financial and infoAdvantage. Presently, we anticipate to go-live with eMARS 3.10.01 and Business Objects (infoAdvantage) 4.1 by March 2015. Users will not see major changes in eMARS financial. However, substantial updates to infoAdvantage are expected.

As the evaluation process is ongoing, many decisions are yet to be determined. Look for updates in subsequent newsletters and User Group Meetings.

