NEWSLETTER

May 2023   Volume 3

Inactivate 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.

CRC Election Day Update

The Customer Resource Center Helpdesk will be open from 8:00 a.m. to 12:00 p.m. EST, on Tuesday, May 16, 2023.

The Helpdesk will be closed during the afternoon hours of Tuesday, May 16, 2023, in observation of Election Day 2023.

EMARS Vendors

Please encourage your vendors to register themselves on the Vendor Self Service website: https://vss.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
(under vendor forms, Authorization for Electronic Deposit).

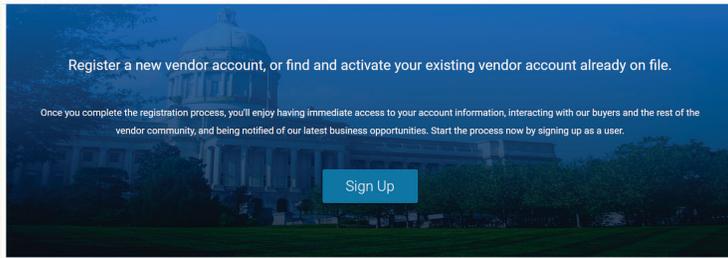Please feel free to have your vendors reach out to the SAS or CRC for assistance.

Customer Resource Center
Ph: 502-564-9641
Toll free: 877-973-4357
Finance.CRCGroup@ky.gov

Welcome to Kentucky's Vendor Self Service

Register a new vendor account, or find and activate your existing vendor account already on file.

Once you complete the registration process, you'll enjoy having immediate access to your account information, interacting with our buyers and the rest of the vendor community, and being notified of our latest business opportunities. Start the process now by signing up as a user.

Sign Up

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.

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.

eMARS 3.11 Production	Change Password Hint
⊞ Message Center	
⊞ Search	Password Hint : [_____] ▼
⊞ History	Password : [_____]
⊞ Favorites	Reply : [_____]
⊟ Administration	Verify Reply : [_____]
Change Password	[Change Password Hint] [Cancel]
Change Password Hint	
Change Email Alert Settings	

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.

PASSWORD REQUIRED

PRCC DOCUMENT PROCESSING REMINDERS

PRCC documents prepopulate vendor lines utilizing the taxpayer ID number provided by merchants. Occasionally, you may notice the vendor line populates ZZMISCINDV in the Vendor Customer field. This occurs for one of two reasons:

Perhaps a purchase has been made with a new vendor that does not currently have a record established on the VCUST table. If this is a vendor with which your agency will shop regularly, please establish a new vendor by following the proper procedures for completing a VCC document. Once the record is established on the VCUST table, future purchases with this vendor will populate on your PRCC documents and allow the Commonwealth to accurately track spending.

Other instances for populating ZZMISCINDV on PRCC documents occur when the merchant does not pass the taxpayer ID number through the banking channels. When this occurs, the Commonwealth does not receive the information to prepopulate the PRCC document. If your PRCC document shows ZZMISCINDV on a vendor line for which a vendor record exists on VCUST, please replace ZZMISCINDV on the PRCC with the correct Vendor Customer number from VCUST.

It is the responsibility of the Agency Procurement Card Administrator to ensure that the PRCC document is being processed correctly and to maintain proper card controls. The administrator shall develop and provide mandatory training for each Cardholder and Custodian prior to using the issued procurement card. This training includes Cardholder/user duties, responsibilities, and procurement policies. Administrators should be reviewing purchases to determine all procurement policies are followed. Cardholders should also be made aware of any contracts (i.e. Punchout Master Agreements) where the Pro Card could be used.
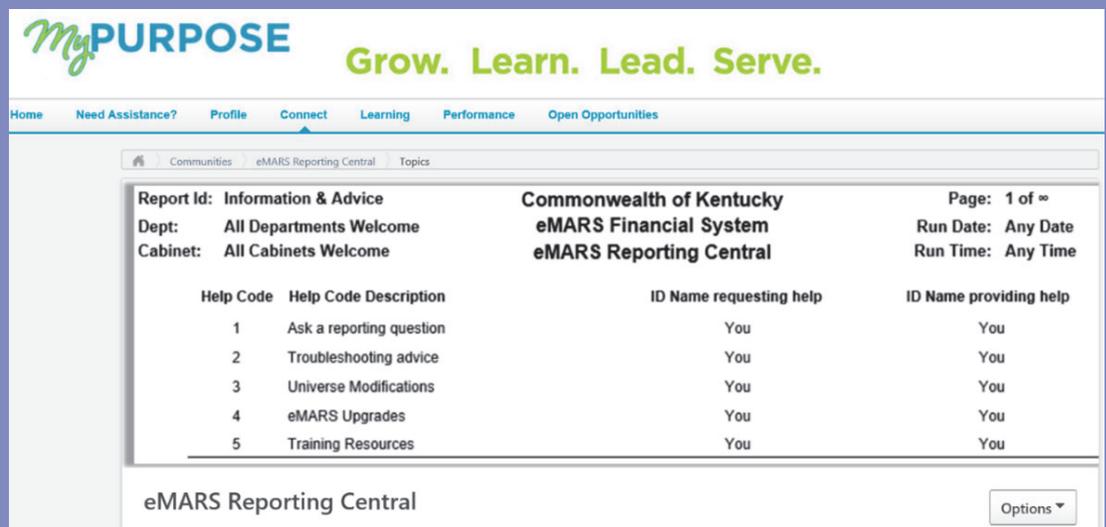
FORUM & TEAMS REMINDER
EMARS REPORT DEVELOPER COMMUNITY

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.

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

TO ENCUMBER OR NOT TO ENCUMBER

Encumbrances are used to reserve budget for future spending. Agencies will be able to modify/establish contracts for the new-year using the Encumbering - PRO5 Event Type as the agency's allotments are loaded into eMARS. The Office of the Controller encourages agencies to examine the need to establish an encumbrance and do so only if needed for budgetary reasons.

Please use the following guidelines when establishing encumbrances:
*Ensure the encumbrance is fully liquidated with the final payment
*Never encumber more than one fiscal year at a time
*Use non-encumbering Event Type PRO7 on DO/DO4

2023 ENCUMBRANCE/PRE-ENCUMBRANCE LAPSE

The encumbrance roll process to move encumbrances from FY2023 to FY2024 is scheduled to begin the evening of Monday, July 3, 2023. Only encumbrances greater than $1,000 will roll to FY2024. 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 FY2023 encumbrances prior to COB, July 3, 2023. The 2302 Outstanding Encumbrance report within eMARS Reporting may be used to aid in cleanup efforts.

OPS UPDATE

The Office of Procurement Services has recently awarded new Master Agreements for Staff Augmentation Hourly Staff.

Category 1 – Hourly Based Staff Augmentation Agreements with an effective date of July 1, 2023.

Please use the following guidelines when establishing encumbrances:
*MA 758 2300001095- Apex Systems LLC.
*MA 758 2300001097- Cynet Systems Inc
*MA 758 2300001092- Deloitte Consulting LLP
*MA 758 2300001093- Eight Eleven Group LLC
*MA 758 2300001090- Harvey Nash Inc
*MA 758 2300001094- Quantam Solutions LLC
*MA 758 2300001088- TEKsytems Inc

To ensure agencies have significant time to create delivery orders (DO) for each contract staff, and have completed by July 1, 2023, the above listed agreements will be modified to be available on June 15, 2023.

For those agencies with multiple DOs. Finance CRC has scheduled a Training Session through MyPurpose for June 6, 2023, at 1:00pm EST to train users on this process. This course will demonstrate how to create multiple delivery orders utilizing the UPDOCS process within eMARS and will also provide instructions to receive clearance for this feature. Please locate the training in MyPupose to get registered.

Payments made **between July 1 and July 7** have the option to be paid from either 2023 Old-Year funds or 2024 New-Year funds. Users who intend for the payment document to post to Fiscal Year 2023, Period 13 **must** enter the entire fiscal period on the payment document: Budget FY (2023); Fiscal Year (2023); 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.

If the fiscal period is not entered on the payment document, then the current fiscal period (Period 1, 2024) will infer upon final approval. In addition, payments created during June (Period 12, 2023) must be submitted and all approvals applied before **COB, June 30.** Otherwise, Period 1, 2024 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, 2023 will be inferred. If the final approval **is not** applied until July 1, then Period 1, 2024 will be inferred.

In summary, please pay attention to the following points when completing payment documents during Period 13: (**Note:** These rules **do no**t apply to Capital Funds (BFY=9999))

*The entire Fiscal Period 13 (BFY=2023, FY=2023, Period=13) **must** be entered on the document.
*Fiscal Period 13 (BFY=2023, FY=2023, 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=2023, FY=2023, Period=13) must be entered on the Header section of a PRCI document.
- Fiscal Period 13 (BFY=2023, FY=2023, Period=13) must be entered on the Header section of a PRCC document.

*Fiscal Period 13 payment documents must be submitted to final by **COB, Friday, July 7.**
*Fiscal Period 13 payments against encumbering awards must be submitted to final by **COB, Monday, July 3.**

the office

FROM THE DESK OF THE CONTROLLER

As June 30, 2023 approaches, it is time to begin preparations for the fiscal year end close. This is a critical process that requires careful planning and attention to detail. With graduations and vacations in full swing, it is important to ensure that your agency successfully rolls forward into the new fiscal year.

The fiscal year end close process can be daunting, but with the right preparation and resources, you can make sure that your agency is ready for the transition. From budgeting to reporting, there are numerous tasks that need to be completed. By taking steps such as reconciling accounts, reviewing reports, closing out any outstanding transactions, and reviewing bank statements, agencies can ensure that they are ready for a successful transition into the next fiscal year.

By taking the time now to plan ahead and prepare for your fiscal year end close, you can help ensure a smooth transition into fiscal year 2024.

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