

NEWSLETTER

September 2024



Clean Up your shells

We are asking all agencies to review and clean up any unneeded draft transactions related to system-generated Fixed Asset (FA) shells. These shells are created when Purchase Requisitions (PRCs) flag a commodity as an asset.

To facilitate this process, please utilize the eMARS Statewide report FA-SHELL to identify all department shells. Each shell should be reviewed and either processed and finalized or deleted if no longer needed. For detailed guidelines, refer to the eMARS training manual.

eMARS 4.0 Type Ahead (predictive Text)

We want to inform you of a current issue affecting the predictive text feature in the Chart of Account (COA) fields within eMARS 4.0. Users have reported that when entering data into these fields, some elements may be deleted automatically. This is causing frustration as data sometimes needs to be re-entered for it to be correctly processed by the system.

To mitigate the issue, we recommend that users enter the data and immediately tab out of the field. In some cases, it may be necessary to enter values twice to ensure they are accepted by the system.

Please know that we have reported the issue to our vendor, and they are actively working on a fix. We appreciate your patience and understanding as we work toward a resolution.

If you experience any further difficulties or have questions, please reach out to Finance.CRCGroup@ky.gov

Solicitations

As part of our ongoing efforts to ensure the smooth operation of our procurement process, we would like to remind all departments to carefully verify that your solicitations are posted correctly on Vendor Self Service (VSS).

Please follow these key steps to ensure your solicitations are properly managed:

Check Posting: Confirm that each solicitation is successfully posted on VSS.

Verify Attachments: Ensure that all attachments are correctly uploaded. These attachments should be either a Type of Standard or your Assembled Form (currently listed as Type 7).

Attachment Accessibility: Verify that all attachments can be opened without issues. This prevents potential problems for vendors accessing your solicitation documents.

Unique File Names: Use unique file names for each attachment. Even if the file content is the same, including a date or version number in the file name helps avoid confusion.

Modification Caution: Be cautious when modifying solicitations, especially on the closing date of a previous version. Ensure that any changes are accurately reflected and do not disrupt the solicitation process.

Review Responses: If online responses are allowed, check the Solicitation Summary Response (SRSUM) table to see if any responses have been submitted.

By following these steps, you help ensure that our solicitation process runs smoothly and efficiently.

Procurement Communications

In continuing our ongoing efforts to maintain accurate and effective communication channels, we are requesting that all procurement agencies review their buyer teams and contact information. Ensuring that the correct individuals are listed as buyers and points of contact on solicitations and contracts is essential for smooth operations and clear communication.

Key Actions Required:

Review Buyer Teams: Check the current list of buyers and points of contact for your agency. Ensure that all individuals listed are up-to-date and accurately reflect the current team members responsible for procurement activities. Specifically, please review the WBUYR page in eMARS to confirm that all buyer information is accurate.

Verify Contact Information: Confirm that the contact details for each buyer are correct, including email addresses, phone numbers, and any other relevant information. Please use the BUYR page in eMARS to review all agency buyers.

Update Information: If there are any changes or updates needed, please send the revised details to OPS.Reporting@ky.gov.

Coordinate with Department Security Leads: For updates related to eMARS access, work with your department security lead to remove access for individuals who are no longer part of the team. Also, update phone numbers and email addresses as appropriate.

Check Solicitations and Contracts: Ensure that any changes are accurately reflected in current and upcoming solicitations and contracts to avoid any communication issues.

By conducting this review and submitting any necessary updates, you help ensure that all procurement processes run smoothly and that all stakeholders have the correct contact information for efficient collaboration.

Reimbursement Rates

We are pleased to announce an update to the meal reimbursement rates for employees traveling on behalf of the Commonwealth. Effective July 3, 2024, these adjustments have been made to better support your travel needs and reflect current cost considerations.

Updated Meal Reimbursement Rates:

High-Rate Areas:

Breakfast: \$14.00

Lunch: \$18.00

Dinner: \$28.00

Non-High-Rate Areas:

Breakfast: \$12.00

Lunch: \$15.00

Dinner: \$23.00



These adjustments are in accordance with Finance Secretary's Order 24-101 and are designed to provide more accurate and supportive reimbursement rates based on varying regional costs.

For more detailed information on employee travel policies and reimbursement procedures, please visit the following link: [State Employee Travel Information](#).

CAM - Modifying an Existing Program

You will enter the MP and Dept on the MP tab first, then use the "Load MP details" button to load existing MP info. When using a CAM transaction to modify an existing program, be sure to click Save after entering the program code on the Program tab. On the Program tab, you'll click the + to add a new line, select "Modify" for Line Type and enter the Program code. Then click Save to activate the "Load Details" command from your Program Grid Line Action Menu. Then, you can select "Load Program Details" to populate the Program details from the PROG table for the existing program.

Attention All Departments

As part of our ongoing compliance and regulatory oversight, we would like to inform you that there are over one thousand department-specific cited authorities that are set to expire on January 1, 2025. It is crucial that each department reviews these cited authorities to ensure their continued relevance and accuracy.

Key Actions Required:

Review Authorities: Verify that each cited authority is still active and applicable to your department's operations. Ensure that the additional language associated with these authorities is accurate and up to date.

Provide Additional Language: If there is no existing additional language for a cited authority, you must provide the necessary details.

Request Extensions: If an authority requires an extension, submit a formal request by September 30, 2024. This will help us maintain accurate records and ensure uninterrupted compliance.

How to Submit Your Request:

Please email all extension requests to OPS.Reporting@ky.gov. Ensure your submission includes the following information:

- **Cited Authority:** Specify the section(s) of the cited authority.
- **Description:** Provide a brief description of the authority.
- **Effective From Date:** Indicate the start date of the authority.
- **Effective To Date:** State the expiration date of the authority.
- **Department(s):** List the departments affected.
- **Transaction Code(s):** Include relevant transaction codes.
- **Additional Language:** Attach or provide any additional language as required.

Note: For contracts (CT, MA, PO, PON2, PON3) where all payments are made against the contract, a cited authority is not required for the payment document (PRC).

Please ensure that your department completes this review and submits the necessary documentation by the deadline to avoid any compliance issues.



Reflections and Achievements:

As we reflect on the accomplishments of FY2024, it's important to shine a spotlight on the extraordinary work of our Statewide Accounting Services team. Their meticulous attention to detail, unwavering work ethic, and dedication have been pivotal in ensuring a successful fiscal year closeout.

Key Achievements for FY2024:

Warrants Issued: The team processed an impressive 8,815,013 warrants, demonstrating their efficiency in managing state financial transactions.

Value of Warrants Issued (Excluding Wire Transfers): The total value of warrants issued reached \$28,445,172,528, underscoring their critical role in maintaining financial accuracy and responsibility.

Wire Transfers: The team managed 3,158 wire transfers, ensuring timely and secure financial transactions essential for state operations.

Value of Wire Transfers: The total value of wire transfers processed was \$26,610,923,885, highlighting their proficiency in handling substantial financial transactions.

SWCAP Submission: The Office of Statewide Accounting Services, Financial Reporting Branch, prepared and submitted the Statewide Cost Allocation Plan (SWCAP) to the federal Department of Health and Human Services, Division of Cost Allocation (DCA). The SWCAP is a statistical method used to allocate central government indirect costs to state agencies receiving central government supportive services. It also includes financial and billing information for central services billed directly to agencies or programs through internal service funds.

CMIA Completion: Earlier this year, the team completed the Cash Management Improvement Act (CMIA) reporting. The CMIA of 1990 provides rules and procedures for the efficient transfer of federal funds between federal agencies and the state, ensuring that states draw federal funds precisely when needed and that federal programs remain "interest-neutral."

The successful closeout of FY2024, coupled with these critical submissions and reports, is a testament to the Statewide Accounting Services team's commitment to fiscal responsibility and operational excellence. Their diligent efforts are essential to our financial management and compliance.

Thank you to everyone in Statewide Accounting Services for your exceptional contributions. Your hard work and dedication are greatly appreciated and play a vital role in our continued success.



Reflections and Achievements: Continued

As we reflect on the achievements of the past fiscal year, it's important to acknowledge the tremendous efforts of the Customer Resource Center (CRC). This dedicated team has worked tirelessly behind the scenes to ensure that our state government operations run smoothly and effectively. Their contributions often go underappreciated, but their impact is profound and far-reaching.

Here are some of the key accomplishments of the CRC for FY2024:

Training Attendees: Over 2,890 participants attended both virtual and in-person training sessions, demonstrating the CRC's commitment to enhancing knowledge and skills across the board.

New Vendor Records: The team processed 10,607 new vendor records through the Vendor Creation Console (VCC), streamlining vendor onboarding and management.

Vendor Record Updates: A significant 40,344 updates were made to existing vendor records through the Vendor Change Management (VCM) system, ensuring that all information remains current and accurate.

VSS Requests: The team handled 5,982 requests through the Vendor Self Service (VSS) system, including both new vendor setups and updates to existing vendor information.

Help Desk Inquiries: An impressive 21,764 help desk inquiries were managed, reflecting the CRC's dedication to providing timely and effective support.

Statewide Pro Card Spend: The team supported a substantial statewide Pro Card spend totaling \$74,121,513, contributing to efficient financial management.

ACH Pay Amount Processed: \$1,236,443,883 in ACH payments were processed, highlighting the CRC's role in managing significant financial transactions.

Automated CR Documents: The creation of 8,389 automated customer resource documents streamlined operations and improved documentation accuracy.

These accomplishments are a testament to the CRC's unwavering dedication and hard work. Their behind-the-scenes efforts play a crucial role in the success and efficiency of our state government operations.

Thank you to everyone at the Customer Resource Center for your exceptional contributions and for making a difference every day. Your hard work and commitment are truly appreciated.

