

eMARS NEWSLETTER

MAY 25, 2021



Issue 12

USER GROUP MEEETING

Thursday June 3rd 1 p.m.

eMARS will be available daily
from 6 am -8 pm

eMARS will be unavailable on
Saturday July 3rd for year end
processing

Fiscal Year End is AWESOME!!!!

*Said no one in Budget, Accounting or
Procurement EVER.*

YEAR END USER GROUP MEETING

The annual eMARS Year End User group meeting has been scheduled for Thursday June 3rd at 1 p.m. EST. This event will be held virtually and hosted in Microsoft Teams. [CLICK HERE](#) to join the meeting the day of the scheduled event. Please add this important event to your calendar. Attendees will be given credit in MyPurpose at the end of the meeting.

FAS3

The FAS3 application currently located in EBI is currently being redesigned using the Power BI dashboards. FAS3 in its current format is not fully accessible to all users depending on individual computer settings. We are working as quickly as possible to compete this application to make is accessible, and hope to have it up by July for users.

COVID-19

The Finance and Administration Cabinet continues to provide guidance related to the COVID-19 State of Emergency. Several memos have been posted to the Finance [website](#).

The latest memo can be viewed here:

- [American Rescue Plan Act, 2021 Guidance Memo](#)

The Finance Cabinet is here to assist all state agencies during this time. Please contact the Customer Resource Center with any questions or concerns.

EMARS REPORT DEVELOPER COMMUNITY

Report developers are strongly encouraged to join the eMARS reporting discussion forum hosted on the MyPURPOSE platform. This forum will be the primary vehicle for dispensing information to the developer community. Developers who do not keep up to date with forum announcements put their agency's queries at risk, either due to changes making queries inoperable or the loss of opportunities for improvements to query functionality.

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.

Locate the MyPurpose icon on your desktop and select the MyCOMMUNITY option, and join eMARS Reporting Central.

MyPURPOSE **Grow. Learn. Lead. Serve.**

Home Need Assistance? Profile **Connect** Learning Performance Open Opportunities

Communities eMARS Reporting Central Topics

Report Id: Information & Advice
Dept: All Departments Welcome
Cabinet: All Cabinets Welcome

Commonwealth of Kentucky
eMARS Financial System
eMARS Reporting Central

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Run Date: Any Date
Run Time: Any Time

Help Code	Help Code Description	ID Name requesting help	ID Name providing help
1	Ask a reporting question	You	You
2	Troubleshooting advice	You	You
3	Universe Modifications	You	You
4	eMARS Upgrades	You	You
5	Training Resources	You	You

eMARS Reporting Central Options

Agencies and users who do not have access to the MyPURPOSE site may alternatively access guidance documents and important announcements via the report developers team on the TEAMS platform. Furthermore, the Finance Cabinet is currently under development, but it will eventually provide some of the same resources as the MyPURPOSE forum.

Please refer to the recent Finance Newsletter (Report Developers edition, Issue #9) on the Finance website for more information on joining the forum and TEAMS team. <https://finance.ky.gov/services/statewideacct/Pages/newsletters.aspx>

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 PCard could be used.

NEW SAS-62: REQUEST FOR WIRE TRANSFER

The Office of the Controller, in conjunction with the Kentucky State Treasurer, has revised Form SAS-62. The new form now available [HERE](#); will be required **effective July 1, 2021**. Earlier implementation is encouraged. Agencies submitting a Request for Wire Transfer **after** July 1, 2021 who do **not** use the revised SAS-62 will have their document **rejected** by either Statewide Accounting Services or the Kentucky State Treasurer.

The new SAS-62 has the following statement that all agencies should comply to: *“It is the sole responsibility of the originating agency to **verbally verify** all wire instructions by speaking with the beneficiary using **a known telephone number**, especially for any wire instructions received via email.”*

Questions regarding the new SAS-62 should go to [SAS Accounting](#) or [Treasury Accounting](#).

FINANCIAL REPORTING DEADLINES

The Financial Reporting Branch of the Office of the Controller would like to remind all agencies and component units of the annual financial reporting deadlines outlined below:

<u>Topic:</u>	<u>Due Date:</u>	<u>Contact:</u>
Annual Fixed Asset Inventory	Monday, May 31, 2021	Jessica Pinkston
GASB 42 - Asset Impairment	Friday, August 6, 2021	Joe McDaniel
Attorney Letters	Friday, August 6, 2021	Christina Shuffett
GASB 49 - Pollution Remediation	Friday, August 6, 2021	Joe McDaniel
AFR 34A,B,C (Accounts Receivable)	Friday, August 13, 2021	Phil Nally
Agency Closing Package	Friday, August 13, 2021	Joe McDaniel
Fixed Asset Shells Cleaned-up	Friday, August 20, 2021	Jessica Pinkston
SEFA	Monday, August 23, 2021	Pam Howarah
Real Property	Friday, September 17, 2021	Jessica Pinkston
AFR 55B - Leases	Monday, November 1, 2021	Jessica Pinkston
Component Unit Closing Package	Friday, October 1, 2021	Joe McDaniel
Subsequent Events	Thursday, December 9, 2021	Pam Howarah

For updated forms and instructions, please click [HERE](#). Don't forget to save this URL to your favorites!

2021 FISCAL YEAR END

NEW YEAR TABLE INITIALIZATION (NYTI)

On May 6, 2021, 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 (2021)* to the new *Fiscal Year (2022)*. *Fiscal Officers* should review all agency maintained tables (primarily departmental *Chart of Accounts* tables) to ensure the active 2022 records are valid.

As part of this process, the *Effective To* and *From* dates were cleared on the FY 2022 records. Therefore, if your agency uses these dates **for a functional purpose**, you will need to update the 2022 record on the appropriate table with the dates. Please be aware, if you intend for these records to be effective from July 1, 2021 to June 30, 2022, you do **NOT** need to update.

In addition, any new FY2022 records entered after May 6, 2011, will also need to be entered as a 2022 record, if applicable.

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

YEAR END PAYMENTS

Payments made **between July 1 and July 8** have the option to be paid from either 2021 *Old-Year* funds or 2022 *New-Year* funds. Users who intend for the payment document to post to *Fiscal Year 2021, Period 13* **must** enter the entire fiscal period on the payment document: *Budget FY (2021); Fiscal Year (2021);* 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, 2022) will infer upon final approval. In addition, payments created during June (*Period 12, 2021*) **must** be submitted and all approvals applied before **COB, June 30**. Otherwise, *Period 1, 2022* 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, 2021* will be inferred. If the final approval **is not** applied until July 1, then *Period 1, 2022* will be inferred.

The screenshot displays the 'Accounting' system interface. At the top, there is a status bar showing 'Accounting', 'Total Lines: 1', 'Accounting Line: 0', 'Total Line Amount:', and 'Line Closed Amount: \$0.00'. Below this is a table header with columns: 'Accounting Line', 'Total Line Amount', 'Line Closed Amount', 'Outstanding Amount', and 'Interest Ineligible'. The table shows one line with '0' in the 'Accounting Line' column and '0.00' in the 'Outstanding Amount' column. The main content area is titled 'Header' and contains several tabs: 'General Information', 'Payee', 'Extended Description', 'Contact', and 'Document Information'. The 'General Information' tab is selected, showing a form with the following fields: 'Document Name' (dropdown), 'Record Date' (calendar icon), 'Budget FY: 2020', 'Fiscal Year: 2020', 'Period: 13', 'Bank Account' (with an up arrow icon), and 'Accounting Profile' (with an up arrow icon). On the right side of the form, there are additional fields: 'Budget FY: 2020', 'Fiscal Year: 2020', 'Period: 13', 'Check Description' (dropdown), 'Special Instructions Code' (with an up arrow icon), and 'Disbursement Category' (with an up arrow icon). A red 'Accounting' button is located in the top right corner of the form area, and a red 'Header' button is located on the left side of the form area.

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=2021, FY=2021, Period=13)* **must** be entered on the document.
- *Fiscal Period 13 (BFY=2021, FY=2021, 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=2021, FY=2021, Period=13)* **must** be entered on the *Header* section of a **PRCI** document.
 - *Fiscal Period 13 (BFY=2021, FY=2021, 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, Thursday, July 8**.
- *Fiscal Period 13* payments against encumbering awards must be submitted to final by **COB, Friday, July 2**.

BUDGET FISCAL YEAR 2021 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) 2021* 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 2**.
- All *BFY 2021* 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.), Thursday, July 8**.

Any *BFY 2021* documents in *Pending* phase after the dates specified above **will** be rejected back to *Draft phase* by the Office of the Controller.

Note: To assist in identifying *Pending Documents*, agencies may reference the *FY 2021 eMARS Pending Transactions.xls* file posted under the *Year-End Information* on the eMARS Web site at:

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

2021 ENCUMBRANCE/PRE-ENCUMBRANCE LAPSE

The encumbrance roll process to move encumbrances from *FY2021* to *FY2022* is scheduled to begin the evening of **Friday, July 2, 2021**. **Only encumbrances greater than \$1,000 will roll** to *FY2022*. 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 *FY2021* encumbrances prior to **COB, July 2, 2021**. The *2302 Outstanding Encumbrance* report within eMARS Reporting 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 2, 2021**. The *Cited Authority*, **YEAR-END LAPSE**, has been established to accommodate payments against lapsed awards. Please adhere to the following when making payments against these awards after July 2:

- Payments against lapsed *PON2s*
 - Copy Forward to PRC
 - Select "Memo" Reference Type
 - Change the Cited Authority on the PRC to **YEAR-END LAPSE**

- Payments against all other awards (non-PON2)
 - Copy Forward to PRC
 - Select "Memo" Reference Type
 - Change the Cited Authority on the PRC to **YEAR-END LAPSE**

COLLAPSE OBJECT TYPE – GENERAL FUND

The Office of the State Budget Director will provide guidance at a later date regarding the approval to collapse allotment control by object type of the General Fund accounts. Communication regarding the collapse will be provided later.

FOLLOW THROUGH

Please be sure and review all payment request documents (i.e. GAX, GAX2, GAX3, PRC, PRCC, TP) to ensure the payments have been properly disbursed. Refer to the [AD/EFT Exception Report](#) for a list of payment request documents with rejected disbursements. Any payment request document on the report after soft close, **July 8, 2021**, will be closed by the Office of the Controller. **NOTE: The vendor will NOT receive payment.** CRC posts the AD/EFT Exception Report daily.

A MESSAGE FROM THE STATE TREASURER'S OFFICE

The State Treasurer's Office asks agencies with year-end deposits required to post by June 30 (primarily *Fund 0100 and Fund 1100*), to submit those as soon as possible and not wait until the last minute. Sending agency deposits to the Treasurer's Office prior to the June 30th deadline will help ensure they are processed in a timely manner. Deposits to Funds *other than 0100 and 1100* may continue using Period 13 (FY2021) until **Thursday, July 8, 2021**.

Next, it is also very important that agencies with incoming electronic deposits (EFTs) prepare their CR documents as early as possible and send an email to TreasuryAccounting@ky.gov. The CR must be completed and posted in order for the agency to have access to the funds. Please be sure to include the following in the email:

Anticipated Date

Amount

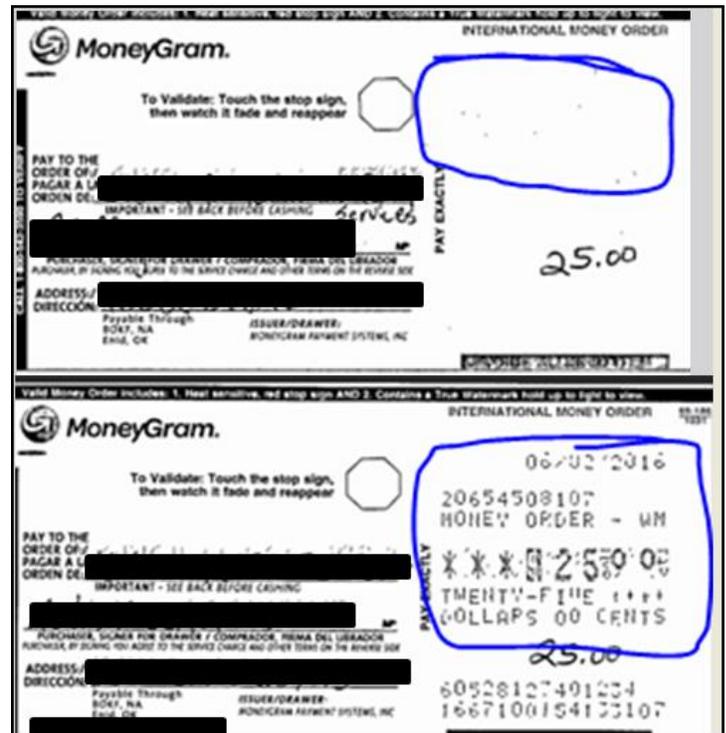
Name of Entity Initiating Payment

Name of Agency Receiving Funds

Lastly, scanned images of money orders and cashier's checks are not legible. Therefore, please hand-write the amount on the order or check for reference. Please refer to the example.

Agencies sending in checks/money orders should make sure that the MICR line at the bottom is legible. If it is torn, missing or illegible, it will delay the processing for that CR document.

CR's needing to be processed quickly, should be brought to the Treasury and not sent via messenger mail. It should also be identified as urgent when delivered.



IMPORTANT DATES

Please refer to the following information when processing documents nearing year end.

- Soft Close for Period 12 – **Wednesday, June 30, 2021**
- Hard Close for Period 12 – **Thursday, July 8, 2021**
- Encumbrance Roll/Lapse – **Saturday, July 3, 2021**
- Soft Close for Period 13 – **Thursday, July 8, 2021**
- Hard Close for Period 13 – **Thursday, July 15, 2021**

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 FY2021 to FY2022.

Accounting Line 1 shows a positive \$100.00 and the 2020 Fiscal Period (BFY=2021; FY=2021; Period=13).

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	Referen
1	\$100.00	\$0.00	\$100.00	
2	(\$100.00)	\$0.00	(\$100.00)	

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

Example: \$100 expenditure (non-personnel) was paid from BFY 2022 (new year) and should have been paid from BFY 2021 (old-year)

Budget FY: 2021
 Fiscal Year: 2021
 Period: 13
 Bank:

Accounting Line 2 shows a negative (\$100.00) and the 2021 Fiscal Period (BFY=2022; FY=2022; Period=1).

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	Referen
1	\$100.00	\$0.00	\$100.00	
2	(\$100.00)	\$0.00	(\$100.00)	
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)					
Budget FY: 2022					
Fiscal Year: 2022					
Period: 1					
Bank:					

FRIENDLY REMINDERS

Approvals

- Review documents before submitting
 - Rejections slow down process
- Assemble or re-assemble procurement documents prior to submitting
 - Please review assembled document carefully and correct any errors before submitting
- Include the Delivery Date for goods and services on requisitions
- Attach all required documentation

Delivery Orders

- Creating DOs against MAs is a good practice
 - Establishes pricing on order
 - Minimizes problems with payment process
- Once MA has expired neither DO or PRC can be properly referenced
 - Many MAs expire June 30

Allotments

- All Allotments must be in the black by the end of the Fiscal Year
- Agencies should utilize the budget tables/screens in eMARS during year-end as they provide a real-time view of balances including pending amounts
 - BQ3LV1 (Appropriation)
 - BQ3LV2 (Allotment)
 - BQ3LV3 (Object Allotment)

Follow Payments Through

- Review AD/EFT Exception report daily to ensure payments have been disbursed
- FY2021 payments on the AD/EFT Exception report after PER 13 soft close (July 8) will be closed by the Office of the Controller
 - **Vendor will NOT receive payment**

JV2T's

- When ready for approval, submit JV2T into *Pending* status
 - Do Not leave in *Draft* status

Personnel Expenditures

- Personnel expenditures for the last payroll period **cannot** be Jved from FY2022 to FY2021

Cash Overrides

- All agency cash overrides MUST be reviewed annually
- Submit request on a SAS14 to the Office of the State Budget Director

Cash Receipts

- Include direct contact information for CR on the transmittal form
- Ensure MICR line is legible and complete (no rips)
- Ensure adding machine tape total matches CR total
- Hand write amount on Money Orders as copies are not legible
- May include multiple checks per CR
 - Only one Deposit Type per CR (i.e. Cash, Check, Foreign Checks, EFT)

NEW YEAR – FISCAL YEAR 2022

ALLOTMENTS

Agencies should be preparing and submitting their 2022 fiscal year allotments in KBUD. The deadline for submitting FY2022 allotments is June 3, 2021. If you have not yet submitted these, please do so ASAP. A spreadsheet of FY2022 allotments loaded into eMARS can be found at:



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

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 - PR05 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 PR07 on DO/DO4

UPDATE SAS-14 – CASH OVERRIDE

All agency cash overrides **MUST** be submitted annually on a SAS-14 to the Office of the State Budget Director for review.

Recall that eMARS 3.11 brought several new agency chart of account fields that can be required per the Fund Department Requirements (FDREQ) table. The beginning of the fiscal year is a good time to set these requirements if the agency desires. A SAS-14 must be completed and submitted to the Office of Statewide Accounting Services to accomplish this.

Require Chart of Accounts Elements for Spending (S) or Revenue (R):											
S	R		S	R		S	R				
<input type="checkbox"/>	<input type="checkbox"/>	Require Function (Capital)	<input type="checkbox"/>	<input type="checkbox"/>	Require Appropriation Unit	<input type="checkbox"/>	<input type="checkbox"/>	Require Sub Location	<input type="checkbox"/>	<input type="checkbox"/>	Require Sub Task
<input type="checkbox"/>	<input type="checkbox"/>	Require Sub Function	<input type="checkbox"/>	<input type="checkbox"/>	Require Reporting	<input type="checkbox"/>	<input type="checkbox"/>	Require Dept Object	<input type="checkbox"/>	<input type="checkbox"/>	Require Task Order
<input type="checkbox"/>	<input type="checkbox"/>	Require Activity	<input type="checkbox"/>	<input type="checkbox"/>	Require Sub Reporting	<input type="checkbox"/>	<input type="checkbox"/>	Require Dept Revenue	<input type="checkbox"/>	<input type="checkbox"/>	Require Program
<input type="checkbox"/>	<input type="checkbox"/>	Require Sub Activity	<input type="checkbox"/>	<input type="checkbox"/>	Require Location	<input type="checkbox"/>	<input type="checkbox"/>	Require Task	<input type="checkbox"/>	<input type="checkbox"/>	Require Program Period

Agencies are encouraged to get the paperwork submitted as soon as possible so that the requirements will be set and ready the first day of the fiscal year.

NEW YEAR CONTRACTS

When creating contracts for the new fiscal year, FY2022 prior to July 1, agencies should NOT encumber funds in FY2022. 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 FY2022 contracts may be modified to change the event type to an encumbering event type (PR05 or PR06), if desired. Newly created FY2022 contracts may use the encumbering event types (PR05 or PR06). All FY2022 contracts created before July 1 must have the entire fiscal period (FY=2022, BFY=2022, **Period=1**) entered on the header or accounting line of the document. Lastly, biennial (two-year) contracts should have a Commodity line per fiscal year and only encumber one fiscal year at a time. The Office of the Controller advises that agencies use encumbrances wisely and ensure they are managed properly if established.

DEFERRED PAYROLL

The May 16 – May 31 payroll (PP11), will have the accounting lines for health insurance (E123) removed from the documents. These charges will appear on a separate document that will process on July 1, 2021 as FY2022 expenditures. The document ID will be identical to the June 10 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 FY2022 expenditures. **Users will NOT be able to JV any of these payroll expenditures from FY2022 to FY2021.** They must remain in FY2022.

KHRIS PON2’S

Prior to the beginning of each fiscal year, personal service contract information must be updated in KHRIS to prevent improper posting of PRC documents submitted via the KHRIS to eMARS interface. Fiscal Year 2022 is the 2nd year of the biennium. Therefore, the KHRIS position costing details may have to be updated to reflect new Commodity and/or Accounting Line numbers. eMARS accounting/procurement staff should work with their human resource staff and utilize the *FICO/PSC Request Vendor Form* located at: <https://hr.personnel.ky.gov/Pages/Forms-F-H.aspx>.

Please submit these requests to Rebecca Billings, Personnel Cabinet, by June 30, 2021.

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller	
Agency Org #:	10102874	
Requestor:	Barbara Aldridge	
Contractor Name:	J Contractor	
PERNR:	00123456	
eMARS Document Department Code:	758	PA20 - 0105 Communication Screen
eMARS Document ID:	1900003376	PA20 - 0105 Communication Screen
eMARS Vendor Number:	KY0013281	P013D - 1018 Cost Distribution Screen
eMARS Vendor Line Number:	1	PA20 - 0105 Communication Screen
eMARS Commodity Line Number:	2	P013D - 1018 Cost Distribution Screen
eMARS Accounting Line Number:	1	P013D - 1018 Cost Distribution Screen
KHRIS Effective Date:	7/1/2019	

PAYMENTS AGAINST AWARDS

As we begin making payments in the new-year, users should pay close attention to how their payment documents are created. This will ensure the integrity of the contract and reduce the number of modifications. Please refer to the following when creating your referencing PRC documents:

- Ensure you select the correct Commodity line to reference
- Refer to the Extended Descriptions for detail
- Do not manipulate the quantity to achieve the correct total due
- Quantity should match the Vendor Invoice
- Quantity should be a whole number in most cases

If you find that the information on your Vendor Invoice is not matching up to the award, please contact your agency's procurement office or the Office of Procurement Services for assistance.

Customer Resource Center

502-564-9641

877-973-4357

Finance.CRCGroup@ky.gov

<https://finance.ky.gov/services/statewideacct/Pages/default.aspx>

