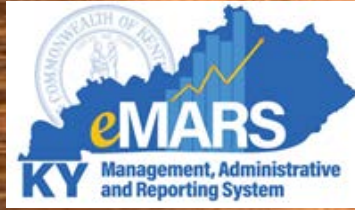


NEWSLETTER

December 2023

Volume 6



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.

Wishing you all a joyful holiday season and a Happy New Year!



Customer Resource Center

Ph: 502-564-9641

Toll free: 877-973-4357

Finance.CRCGroup@ky.gov

eMARS4 Upgrade

We are thrilled to announce that a major upgrade to our Financial System eMARS is on the horizon, scheduled for this spring! This initiative is part of our ongoing commitment to providing you with a cutting-edge and user-friendly platform to streamline financial processes across the organization.

State Risk & Insurance Service Reflections

The Division of State Risk and Insurance Services Director attended a conference in Arkansas with other state directors in September. From that conference, Kentucky is leading in human element risk prevention by providing a strong risk program to better protect and maintain buildings preventing catastrophic losses related to humans.

This saves Kentuckians state dollars for losses that could be prevented.

Huge shout out to **Cecil Sowers** of SR & I! At this point last year, SR & I had 2,322 total sprinkler deficiencies. Currently, there are 612 deficiencies. That is a 73.64% drop in one year.

Reflection of 2023

As we bid farewell to 2023, it's both an honor and a pleasure to reflect on the exceptional accomplishments we've achieved together in service to the employees and citizens of the Commonwealth of Kentucky. This year has been marked by dedication, hard work, and a commitment to excellence in every aspect of our operations. Let's take a moment to celebrate the significant milestones that have shaped our journey over the past twelve months.

1. Successful Completion of Annual Financial Reporting Requirements:

One of our primary responsibilities is ensuring transparency and accountability in financial matters. This year, our finance team continues to work diligently to complete and meet all the annual financial reporting requirements, adhering to the highest standards of accuracy and compliance. Your meticulous efforts will help us meet regulatory obligations but have also contributed to building trust and confidence in our financial stewardship.

2. Fiscal Year Closeout:

Closing out a fiscal year is no small feat, and we can proudly say that our team executed this task with precision and efficiency. By successfully navigating the complexities of fiscal management, we have laid a solid foundation for the continued financial health of the Commonwealth. Your commitment to fiscal responsibility has positioned us for continued success in the years ahead.



3. Timely Project Deliveries:

Meeting project deadlines is crucial to our organization's success, and our dedication to timeliness has been exemplary. Whether it was implementing new systems, improving processes, or delivering critical initiatives, your commitment to meeting project deadlines has not only enhanced our operational efficiency but has also positively impacted the services we provide to the citizens of Kentucky.

4. Training Initiatives:

Investing in our team's growth and development is essential for maintaining a high standard of service. Throughout the year, we have prioritized training initiatives that empower our employees with the skills and knowledge needed to excel in their roles. By fostering a culture of continuous learning, we are not only investing in our team but also ensuring that we are well-equipped to meet the evolving needs of our community.

5. Quality Customer Service:

Our commitment to providing exceptional service to the employees and citizens of Kentucky remains unwavering. Our dedication to quality customer service has not only met but exceeded expectations. By prioritizing the needs of our constituents, we have built stronger relationships and have become a trusted partner in their journey towards success.

As we celebrate these achievements, let us express our gratitude to each member of our organization. Their hard work, professionalism, and passion for service have been the driving force behind our success. As we look forward to the opportunities and challenges that the coming year may bring, let us carry forward the spirit of collaboration and excellence that has defined our accomplishments in 2023.

eMARS4 Upgrade What's in Store for You:

Enhanced User Interface and Functionality:

Our primary focus has been on revamping the user interface and improving functionality. You can expect a more intuitive and visually appealing experience, making your day-to-day tasks smoother and more efficient.

New Features and Data Entry Enhancements:

We understand the importance of accurate and swift data entry. With the upgrade, we're introducing new features and enhancements that will make data entry easier and more streamlined than ever before.

Improved Reporting and Data Analytics:

Say goodbye to time-consuming data analysis. The upgraded Financial System will provide enhanced reporting capabilities and advanced data analytics tools, empowering you to make more informed decisions with ease.

Training Initiative in Q1 2024: As we gear up for the launch, our main focus during the first quarter of 2024 will be a comprehensive training initiative. We want to ensure that every team member is well-equipped to leverage the full potential of the upgraded system. Training sessions, workshops, and support resources will be provided to ensure a smooth transition.

Enhanced Integration with Third-Party Systems: Collaboration is key, and our upgraded Financial System will feature improved integration points with third-party systems. This will streamline communication between different platforms, enhancing overall efficiency and data accuracy.



We understand that change can be challenging, but we are confident that these upgrades will significantly improve your experience and contribute to the overall success of our financial processes.

Keep an eye out for more detailed information and announcements as we approach the launch date. We're excited about this transformation and are committed to ensuring a seamless transition for all of our team members.

DECEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11 Checkwriter 9-10am	12	13 Chart of Accounts 11-12pm	14	15 General Accounting 11-12pm	16
17 Accounts Receivable 11-12pm	18 PCard/PRCC 1-2pm Travel 9-10am	19	20 Accounts Payable 11-12pm KBUD 1-2pm	21 Security & Workflow 11-12 am	22 Cost Accounting 11-12pm	23
24 Holiday	25 Holiday	26	27	28	29 Holiday	30
31	1	2	3	4	5	6

Holidays and Observances: 24: Christmas Eve, 25: Christmas Day, 31: New Year's Eve

*Note, all times are Eastern Standard Time zone



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. 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.



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.



Upcoming 1099 Processing for Vendors



As we approach the end of the year, it's time to prepare for the processing of 1099 income statements in January. This serves as a crucial reminder to all agencies to ensure that all necessary income corrections are completed by January 31st, 2024.

It is imperative that all income corrections, updates, and revisions are finalized by this deadline to ensure accurate and timely processing of 1099 income statements.

Please take the time to thoroughly review income records for accuracy. Any discrepancies or errors should be corrected promptly via a JV2E to avoid issues during the processing phase.

If you encounter challenges or have questions regarding income corrections, our dedicated support team is here to assist you. Feel free to reach out through email to [Anna Haydon](#) for prompt assistance.

Completing income corrections by the specified deadline will contribute to a seamless transition into tax season for both our agency and our clients. Your cooperation in this matter is greatly appreciated.

eMARS Agency Contacts

The Office of the Controller uses Agency Delegated Contacts as the central point of contact for communications regarding eMARS and related issues. We also rely on each delegated agency contact to forward the information to all impacted users within their agency. It is imperative that agency contacts are correctly identified, and they disseminate eMARS communications to necessary users within their agency. Each agency has identified an Agency Implementation Lead (AILs) who is responsible for coordinating and monitoring efforts of the overall eMARS operation within their agency. To ensure we are communicating effectively, we are asking the AIL to review each contact identified on the Agency Delegated Contact list and provide updates as soon as possible.

A list of current agency delegated contacts is available on the eMARS Web site. If contacts are incorrect, the Cabinet designee for the agency must complete the appropriate Agency Delegation and Contact Information Packet and submit the updated packet to [Marcia Adams](#).

Additionally, the Office of Procurement Services maintains a separate, internal list of purchasing contacts. If you need to be informed of procurement-related issues and you are not on the purchasing contacts distribution list, please e-mail [Shelby Luby](#). We greatly appreciate your cooperation and teamwork to ensure your users are informed timely.



Office of the Controller

We are delighted to share some exciting news with you all! This year, seven outstanding members from the Office of the Controller (OC) actively participated in the Finance and Administration Cabinet (FAC) Pilot Mentoring Program as either mentors or mentees. This initiative was designed to foster meaningful connections and facilitate the exchange of knowledge and experiences among FAC employees with diverse work expertise, backgrounds, and experiences.

The individuals who have successfully completed the program and are graduating are:

Bethany Crockett (CRC)
Sandy Etherington (State Risk)
Jody Hall (OPS)
Gina Shall (SAS)
Sierra Stevens (CRC)
Jenifer Taylor (OPS)
Jeanne Waters (CRC)

Their commitment to the program has not only contributed to their personal and professional growth but has also played a vital role in enhancing the collaborative spirit within our organization. The FAC Mentoring Pilot Program has proven to be a valuable platform for building strong mentor-mentee relationships, fostering a culture of continuous learning, and creating a positive impact on our entire Cabinet.

We extend our heartfelt congratulations to each of the program graduates and express our gratitude for their active participation. Their dedication to the mentoring process reflects the values of not only our office but for all state government employees and contributes to the overall success of our workplace.

As we celebrate this achievement, we look forward to the continued success and development of our staff through similar initiatives in the future. We appreciate the collaborative efforts of everyone involved in making this mentoring program a success.

Thank you for your commitment to personal and professional growth, and congratulations once again to our program graduates!





Office of Procurement Services 2023 Reflections

Buyer of the Year: Jennifer Pankins received the 2023 KPPA Buyer of the Year Award - a highly sought after award throughout state government procurement staff. The award serves as a recognition of outstanding performance and excellence in the field of public procurement. It acknowledges the efforts and achievements of professionals who have demonstrated exceptional skills and commitment in their role as buyers. Congratulations, Jennifer!

2023 KPI Training Classes:

The Kentucky Procurement Institute (KPI) within the Office of Procurement Services (OPS) provided training for 465 procurement professionals YTD. Another 49 people are registered for the final class of the year on 12-19-2023. The classes are taught by various OPS staff.

The Office of Procurement Services (OPS) received 137 Open Records Requests YTD.



When is it permissible to change information on a PRCC document?

PRCC documents are created and prepopulated by Statewide Accounting Services with vendor and charge/credit amounts provided through US Bank. It is imperative that **amounts are not changed** on PRCC documents, as this data is sent directly from the bank. Only one commodity line is permitted for each transaction on a PRCC document. If you need to separate a charge for two different object codes, please add a second accounting line and split the total amount among the two accounting lines to total the charge amount. If you believe there is a discrepancy, please contact Bethany Crockett for review. If there is an incorrect amount on the PRCC document, we want to ensure the bank corrects the information as well. Changing the amount of the PRCC will result in an error with payment sent to the bank at the end of the cycle, making it difficult for the Commonwealth's reconciliation.

Pro Card Administrators should review each PRCC document with their card transactions to ensure the vendor populated on the PRCC document reflects where the actual purchase was made. Occasionally the taxpayer ID number is not passed to us from the bank resulting in the vendor populating as ZZMISCIND when we have a vendor record on file for the merchant where the purchase was made. If you have a vendor that populates as ZZMISCIND on a PRCC document and you are aware of the vendor number in eMARS, you may change this record to reflect the correct vendor number. However, over the past several months, we have seen several PRCC documents post transactions with the incorrect Tax ID number, resulting in the PRCC populating the incorrect vendor. If you identify a document where this occurs, please reach out to [Bethany Crockett](#), as we will notify US Bank for the data discrepancy.