eMARS NEWSLETTER

JUNE 6, 2018

Issue 1

A NEW LOOK

Your newsletter has a new look! With the upgrade to eMARS 3.11 and the fresh appearance of the application, the newsletter deserved the same.

This issue will cover year-end deadlines, cutover (3.10 to 3.11) activities, getting started in the new-year, and what is new in 3.11.

"The first step toward change is awareness. The second step is acceptance."

Nathaniel Branden

2018 FISCAL YEAR END

EMARS OUTAGE

EMARS, eMARS Reporting and FAS3 (3.10 and 3.11) will be unavailable beginning at noon **June 30, 2018 through July 4, 2018**. All applications will be available at beginning of business **July 5, 2018**. If any other outages arise, they will be posted on the [eMARS News and Alerts page](#).

IMPORTANT DATES

Fiscal Year 2018 year-end activites are accelerated this year due to the eMARS 3.11 upgrade. Please refer to the following information when processing documents nearing year end.

- No Period 13 for FY2018
- Soft Close for Period 12 – **June 27, 2018**
- Payment Documents
    - GAX, PRC, TP, ITI/ITA, IET – **June 27. 2018**
    - PRC2 – **June 26, 2018**
- Check Writer files
    - Last day for processing – **June 29, 2018 12:00 PM**
- Cash Receipts
    - Physical items (Cash & Check) CRs must be approved and delivered to Treasury by COB **June 27, 2018**
- Journal Vouchers
    - JV documents may be created through Hard Close as usual (**June 30, 2018, 12:00 PM**)
    - Will not require SAS override this year
    - Will NOT be able to move funds between Fiscal years
- Hard Close for Period 12 – **June 30, 2018 12:00 PM**

FOLLOW THROUGH

Please be sure and review all payment request documents (i.e. GAX, GAX2, GAX3, PRC, PRC2, TP) to ensure the payments have been properly disbursed. Refer to the **AD/EFT Exception Report** for a list of payment request document with rejected disbursements. Any payment request document on the report after soft close, **June 27, 2018**, will be closed by the Office of the Controller. **NOTE: The vendor will NOT receive payment**. CRC will post the final eMARS 3.10 AD/EFT Exception Report on **June 28**.

PAYMENTS

As previously mentioned, the last day to make payments via payment request documents (non-check writer) for Fiscal Year 2018 is Wednesday, **June 27, 2018**. Therefore, users should work with vendors to get invoices and make payments by this date. Any payment not made by June 27 must be made in eMARS 3.11 in Fiscal Year 2019.

Payments for goods or services recieved prior to **June 30** and not made by the deadline in eMARS 3.10, a special Cited Authority will be established in eMARS 3.11 to accomodate these final payments against awards. To make these payments in eMARS 3.11, the payment must be the final payment against the award and it must be made by **August 31, 2018**. Use the Cited Authority *EMARSCONVERSION2018* and attached a copy of the corresponding pdf from the 3.10 award to the PRC.

2018 ENCUMBRANCE/PRE-ENCUMBRANCE LAPSE

Fiscal Year 2018 encumbrances and pre-encumbrances will ALL be lapsed during Year-End/Cutover **June 28 – July 4, 2018**. This will include all Capital Funds (BFY9999). Users will see CBDL documents created by User ID ENCROLL used to close the referenced awards or RQS documents.

COLLAPSE OBJECT TYPE – GENERAL FUND

The Office of the State Budget Director is providing approval to collapse allotment control by object type of the General Fund accounts, effective **June 18, 2018**. Users will still need to contact the Office of Statewide Accounting for the override.

ATTENTION UNIVERSITY CONTACTS

The upgrade to the eMARS financial system and changes in this year's fiscal year end will alter the interest income earnings for June 2018. The Hard Close for FY2018, Period 12 is **June 30 12:00 PM** and there is no Period 13 for FY2018. Both eMARS 3.10 and 3.11 will be unavailable from **June 30, 12:00 pm through July 4, 2018**. eMARS 3.11 will be available July 5 for FY2019 activity. eMARS 3.10 will be available, but will be read-only.

The June interest income earnings will post in eMARS 3.11 in FY2019. Funds request for **July 2-3** will need to be submitted by **June 27** in order to process in FY2018.

SPR1

The last day to submit SPR1's in eMARS 3.10 for approval is **June 22, 2018**. If possible, save a copy of the approved PDF before June 30, as you cannot regenerate the PDF in the read-only version of 3.10.

FRIENDLY REMINDERS

Approvals

- Review documents before submitting
- Attach all required documentation
- Rejections slow down process

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)

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 2019

ALLOTMENTS

Agencies should be preparing and submitting their 2019 fiscal year allotments in KBUD. The FY2019 budgets will be loaded into eMARS 3.11 during cutover, **July 1-4, 2018**.

TO ENCUMBER OR NOT TO ENCUMBER

Encumbrances are used to reserve budget for future spending. All encumbrances will be lapsed in eMARS 3.10. Agencies will be able to modify/establish contracts using the Encumbering - PR05 Event Type beginning July 5, 2018 in eMARS 3.11. The Office of the Controller encourages agencies to examine the need to establish and 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.

In addition, with eMARS 3.11 there are several new agency chart of account fields that can be required per the Fund Department Requirements (FDREQ) table. A SAS-14 must be completed and submitted to the Office of Statewide Accounting Services to set these requirements.

Require Chart of Accounts Elements for Spending (S) or Revenue (R):

S	R		S	R		S	R		S	R	
☐	☐	Require Function (Capital)	☐	☐	Require Appropriation Unit	☐	☐	Require Sub Location	☐	☐	Require Sub Task
☐	☐	Require Sub Function	☐	☐	Require Reporting	☐	☐	Require Dept Object	☐	☐	Require Task Order
☐	☐	Require Activity	☐	☐	Require Sub Reporting	☐	☐	Require Dept Revenue	☐	☐	Require Program
☐	☐	Require Sub Activity	☐	☐	Require Location	☐	☐	Require Task	☐	☐	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, **July 5, 2018**.

eMARS 3.11

SOFT GO-LIVE

eMARS 3.11 has been in soft the go-live phase for several weeks. Aside from assembly issues, processing has gone well. The issues found during soft go-live have been reported and are being worked by the eMARS and CGI teams to find resolution. It is important to stay in communication with the team should you encounter problems. Please send information to **Finance.CRCGroup@ky.gov**.

We are continuing to bring up further areas of the system. Please note the dates below:

3.11 Vendor Self Service (VSS)
    Vendor Registration Only until July 5
                                       June 18, 2018

Both 3.10 and 3.11 VSS will be up through **June 30**. Vendors may need to register in both, depending on their intentions. You may refer them to **Finance.CRCGroup@ky.gov** if they have questions.

Shopper (SHOP) – Non-PunchOut
    DOs Only until July 5
                                       June 20, 2018

Open DOs (non-PunchOut) against open MAs that will not be paid in full by August 31, 2018 must be recreated in 3.11 by the agency. Users may begin to recreate DOs **June 20** against the MAs that are active on Shopper. MAs requiring balance information will not be active until July 5.

Personal Service Contracts (PON2)

Users were directed to complete the majority of the procurement process (RFP, SR/SRW, EV) for the new-year PON2 in eMARS 3.10 and even go as far as to generate a PON2 in 3.10 to get a document number. Then take that PON2 document ID to eMARS 3.11 and create the document there. This was done to establish an identifier to link the procurement. By now, most of the procurement is likely complete and it is time to get the PON2 in 3.11. Some reminders:

- Create PON2's for FY2019 in eMARS 3.11
- Last Day for PON2 Approval in 3.11 – **June 26, 2018, 4:30 PM**
    - PON2's that are FINAL in 3.11 on **June 26** will be on the GCRC July Agenda
- PON2's exceeding $250,000 and PON2's for Legal Services require additional approvals

KHRIS PON2's

If your agency has existing payroll PON2's that will not by fully expended by the end of PP13, they will need to be recreated in eMARS 3.11. Fiscal Year 2019 is also the beginning of the new biennium and most agencies have new payroll PON2's that are being entered in eMARS 3.11 per the instructions above. In both instances, KHRIS information **must** be updated to reflect the correct information from the eMARS contract. With new PON2's and new vendor numbers, ALL payroll PON2's will require an update before PP14.

Agencies are responsible for updating the position costing details and the contract information for each contract employee within KHRIS. Before that can be completed, however, personnel must enter the Functional Area (Vendor Code, Commodity Line & Accounting Line). Please send the Functional Area updates to Rebecca Billings, Personnel by **June 25, 2018** via KHRIS FICO form (example below). Once updated by Personnel, the agency can proceed with their KHRIS updates. All information must be updated in KHRIS by PP14, **July 13, 2018**.

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller	
Agency Org #:	101402874	
Requestor:	Donald Sweasy	
Contractor Name:	Barbara Aldridge	
PERNR:	00123456	
eMARS Document Department Code:	758	PA20 - 0105 Communication Screen
eMARS Document ID:	19000037467	PA20 - 0105 Communication Screen
eMARS Vendor Number:	KY0019008	P013D - Cost Distribution Screen
eMARS Vendor Line Number:	1	PA20 - 0105 Communication Screen
eMARS Commodity Line Number:	1	P013D - Cost Distribution Screen
eMARS Accounting Line Number:	1	P013D - Cost Distribution Screen
KHRIS Effective Date:	7/1/2018	

NEW DOCUMENTS AND CITED AUTHORITIES

There are two new award documents in eMARS 3.11 to be used for specific purposes. The SC- Service Contract and CTRP1 – Real Property Contract. Please see the assigned Cited Authorities to each contract below:
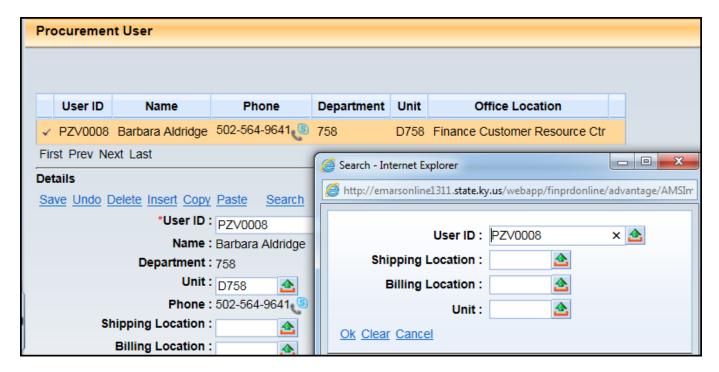
SC—Service Contract

Cited Authority	Agency
KRS177.035 - Cost of relocation of publicly-owned equipment	Department Of Highways
KRS177.280 - Agreements of local government units	Department Of Highways
KRS277.065 - Railway grade crossing maintenance payments	Department Of Highways
KRS39A.030 - Grant activity-Div of Emergency Mgmt	Department Of Military Affairs
EMW-2017-SS-00016 - FFY 2017 Homeland Security Grant Program	Office Of Homeland Security
KRS 65.7631(2) - CMRS Grant Funds	Office Of Homeland Security
KRS177.280 - Agreements of local government units	Various
KRS45A.690(1)(D)11 - Other Agreements-Not MOA	Various
KRS45A.690(1)(D)4 - University Agreements-Not MOA	Various
KRS45A.690(1)(D)7 - Nonfinancial Agreements	Various

CTRP1 – Real Property Contract

Cited Authority	Agency
KRS56.800 – Property Rental	Various
KRS45A.300(4) – Interagency Real Property Lease	Various
FAP220-15-00 Acquisition of Real Property	Various

PROCUREMENT USER TABLE (USER)

Since only employees who travel are entered on the Vendor/Customer Table (VCUST), many users have asked how to find a User Name from just a User ID. All Users will be granted read-only access to Procurement User (USER) table. On this table, you can enter the User ID and find the User Name and Department.

VENDORS

The Office of the Controller has worked for several months to get the Vendor/Customer Table clean and manageable. We appreciate your patience and contribution to our efforts. Nearly 45,000 vendors have been verified with the IRS and added to eMARS 3.11. On **June 18** 3.11 VSS will be open for vendors to register themselves and update their account information. As we continue to move along with our new vendor processes, please keep these points in mind:

- All Vendors will have a new vendor number
    - eMARS registered – KY…..
    - VSS registered – KS….
- Employees will no longer be interfaced through KHRIS
    - Employees who travel will need to be on VCUST
    - Employee ID used for Vendor Number
    - Employee can use VSS to update their account once established on VCUST
- eMARS Vendor Registration/Modification
    - Required Training in order to create VCC and VCM documents
    - Approval will take longer due to IRS match process

A Vendor Crosswalk is posted at https://finance.ky.gov/services/statewideacct/Pages/UpgradeInfor.aspx to assist users in locating the new vendor numbers in eMARS 3.11. If you have trouble, contact Finance.CRCGroup@ky.gov for assistance.

FRESH, CLEAN, NEW

The upgrade to eMARS 3.11 provided an opportunity to clean-up data and re-think naming conventions. Here are some examples of tables and codes you may find with a new look.

Procurement Types – Number reduced from 26 to 20.

Business Types – Number reduced from 36 to 14.

Cited Authorities – Obsolete codes removed.

Procurement Location (PLOC) – Procurement Location codes (Shipping and Billing) will begin with the department number followed by 3 numeric digits.

	Procurement Location	Location Name	Location Type	Department	
✓	758003	Finance - Customer Resource Center	Shipping	758	
	758003	Finance - Customer Resource Center	Billing	758	

Commodity Codes (COMM) – Class codes are 3 digits. Class/Item Codes are 5 digits. Professional Service Codes all end in …PS.

	Commodity	Name	Active	Tax Profile	
✓	485	JANITORIAL SUPPLIES, GENERAL LINE	Yes		
	48501	Ammonia and Other Chemicals, Household (Plain or Sudsing)	Yes		
	48502	Animal Cage Cleaning Compound	Yes		
	48503	Adhesive Removers	Yes		
	48504	Applicators, Floor Finish, All Types (Except Brushes)	Yes		

	Commodity	Name	Active	Tax Profile	
✓	91803PS	PSC-Landscaping Consulting	Yes		
	91804PS	PSC-Accounting/Auditing/Budget Consulting	Yes		
	91806PS	PSC-Administrative Consulting	Yes		
	91809PS	PSC-Agricultural Consulting	Yes		
	91811PS	PSC-Anthropology Consulting	Yes		

CRC PHONES

CRC phones will come back up for operation on Monday, **June 18, 2018**. We appreciate everyone's patience while we work on getting eMARS 3.11 ready to go. Please call us or email us. We are happy to serve you!

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

https://finance.ky.gov/services/statewideacct/Pages