

# eMARS NEWSLETTER

## FEBRUARY 26, 2021



Issue 10

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*Life is a journey to be experienced. Not a problem to be solved.*

*- Winnie the Pooh*

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### CRC Training



The Customer Resource Center will be announcing a training schedule in the next newsletter. We will also be hosting several "Lunch and Learns" soon. Stay posted to the website for training

### EMARS FISCAL YEAR END INFORMATION

It is hard to believe we are closing in on another Fiscal Year End. Statewide Accounting Services will start work on the Closing Package Memo in the next few weeks. Please start preparing your new-year contracts and begin that transition to FY2022. There will be a separate "Year-End" related newsletter which will focus on all activities that fall within the FY Year-End time frame. Please stay posted to the eMARS broadcasts and eMARS Year-End web pages for updates as they come out.

### 1099 TAX STATEMENTS- NOW AVAILABLE ONLINE

The Commonwealth of KY sent out 22,000 1099 statements to vendors this year. The Controller's office is responsible for issuing these statements for most payments made from eMARS. Vendors have the ability to access their 1099 Tax forms through the secure [Vendor Self Service](#) portal. If a



vendor has questions on how to access their account online, please have them contact the Finance Customer Resource Center.

### FIXED ASSET INVENTORY



Procedures for the Annual Fixed Asset Inventory were distributed to property officers on February 1. BOTH non-expendable personal property and real property are required to be recorded for fiscal year 2021. Completed inventory reports are due to Finance SAS by May 31, 2021. The earlier you begin planning and complete your physical inventory, the easier it will be on all involved!

Agency fixed asset personnel should also begin to work on cleaning up their fixed asset shells in the document catalog. Though the deadline to clean up FY 2021 shells isn't until mid-August, this will assist in completing the annual inventory and save time later. If possible, submit the FA shells. If

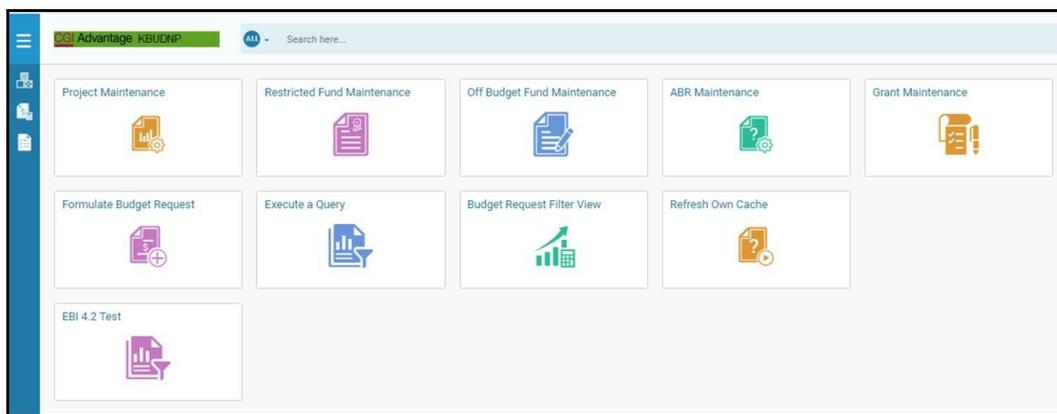
the shells cannot be used, be sure to appropriately enter documents *from scratch* to record those fixed assets in eMARS and discard the unused shells. If the shells were created in error due to the incorrect use of a fixed asset commodity code, discard those FA shells as well.

If you have any questions regarding the FY 2021 inventory or your FA shells, please contact Jessica Pinkston at [Jessica.Pinkston@ky.gov](mailto:Jessica.Pinkston@ky.gov) or 502-564-8769.

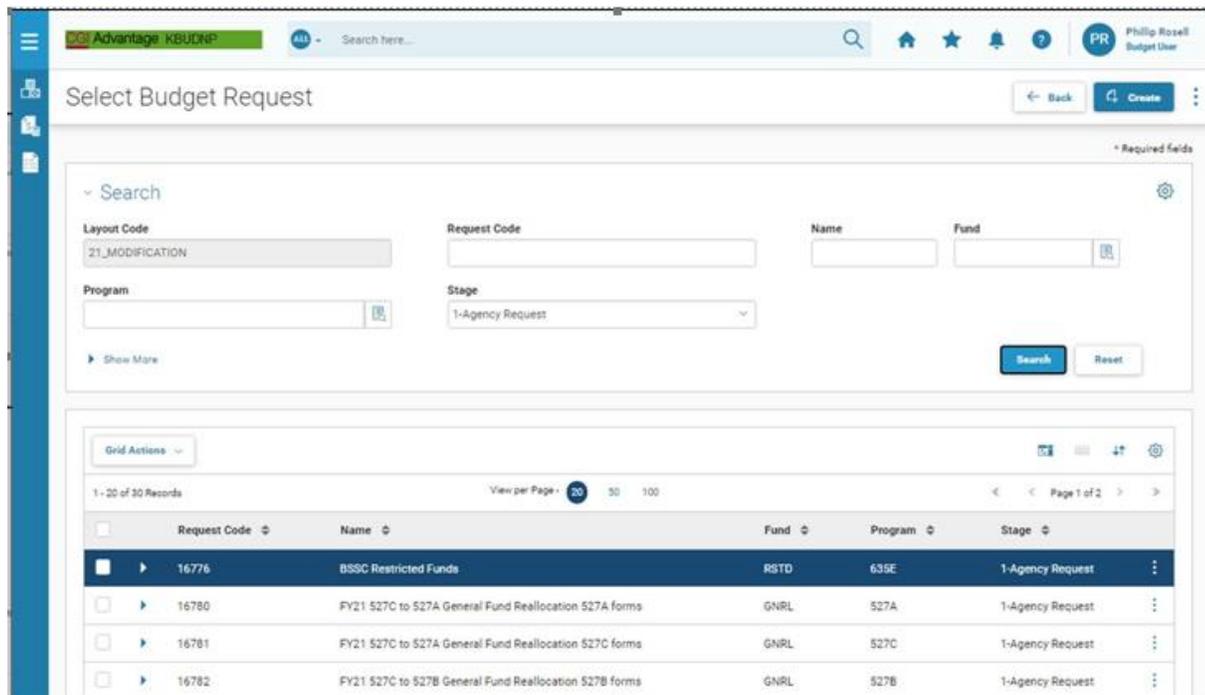
## KBUD UPGRADE IS COMING

The Kentucky Budget System (KBUD) is in the process of upgrading from Version 3.11 to 4.0. The most notable change will be the user interface. Version 4.0 will have a completely different look and feel than the current version. To get an idea of how different it will look, there are a couple of screenshots included with the article.

Home Screen:



Budget Request Page:



The Office of the State Budget Director (OSBD) has been working with several user agencies to test this new version. Two rounds of testing have been successfully completed, and the known issues are being addressed by the developing team. A third and final round of testing is due to begin soon, and it will be a more complete and comprehensive test of an entire Budget Prep process.

The KBUD Upgrade Team is working toward a production **Go-Live date of May 10, 2021**, in time to support the upcoming FY22 Budget Execution process.

Prior to going live and to help KBUD users with the transition, OSBD will be offering some virtual training around mid-April to early-May timeframe.

All active KBUD users will get an opportunity to view a demonstration of the system and to ask questions concerning the new version.

If you have any questions or concerns, feel free to contact Phillip Rosell ([Phillip.rosell@ky.gov](mailto:Phillip.rosell@ky.gov)) in the OSBD.

### **IF YOU MAKE PAYMENTS, THIS ARTICLE IS FOR YOU!**

When the Office of Procurement Services (OPS) awards a Master Agreement (MA) or a Contract (CT), they generally establish the commodity line amounts and the units of measure the way the agency has indicated on their Requisition (RQS) or how the vendor has indicated on their bid or proposal. However, in some cases, when the invoice arrives, it may not match the commodity line exactly. This could be because the invoice is for a partial shipment or the unit of measure on the invoice do not correspond with the MA or CT.

If that happens to you, contact your agency procurement office or OPS to discuss the discrepancy. Do not change the quantity on the PRC to maneuver the price to the price on the invoice. That will only cause you more problems in the future when you receive the remaining invoices.

The discrepancy may mean the vendor should reformat their invoice to accommodate the MA or CT or OPS needs to revise the MA or CT. Changing the quantity on the PRC from whole numbers to fractional decimal units usually causes progressive obstacles with future payments. Let OPS help you avoid these difficulties before they occur.

### **EMARS PASSWORD HINT REQUIREMENTS**

The Controller's office will be turning on a requirement to establish a password hint when accessing eMARS. Establishing a password hint will allow users the ability to reset their own password without having to request one through the helpdesk. The Customer Resource Center hopes that by requiring users to establish a password hint, it will cut back on the requests to reset passwords. This requirement will be activated on March 15<sup>th</sup>, and users then will be prompted to establish a password hint at the time of log on. Users will be asked to, select a security question and provide an answer (or reply) to then be associated with your account. CRC will not be able to reset security questions nor will they be able to view the responses to a user's security questions.



## KHRIS ACCOUNTING TEMPLATES

All eMARS accounting templates that are intended to be used within the KHRIS payroll system require a special 'Description' during the setup process. In order to be accepted as a valid KHRIS accounting template, it must include "PAY" as the first 3 characters of the Description field (not case sensitive.)

The screenshot shows a web form titled "General Information" for setting up an accounting template. The fields are as follows:

- \*Accounting Template : ESPY9A
- \*Name : 530 Payroll 2405
- \*Department : 530 (with a dropdown arrow icon)
- Ed Sec E
- Description : Payroll (highlighted in yellow)
- Active :
- Debt ID : (empty field with a dropdown arrow icon)
- Fiscal Year : (empty field with a dropdown arrow icon)
- Budget FY : (empty field with a dropdown arrow icon)

## EMARS DATABASE MIGRATION

eMARS Databases will be migrated to the Oracle OLVM platform later this year. The Finance Cabinet is currently in the initial planning phase to begin the transition this fall. This upgrade will only effect the backend database connections and will not interfere with the user application. Users that currently access the database via an ODBC connection will be required to update their TNSNAMES file when the migration occurs. We will keep you updated on the status of the project as more details arise.

## PROGRAM PERIOD CODE

With the implementation of eMARS 3.11.1D, users lost the ability to manually change the Program Period Code after it had been inferred from the referenced document. This functionality has been restored in a recent patch. Users can now manually update the PPC from the referenced value (if necessary). Please contact [Shannon Crane](#) in Statewide Accounting Services if you have questions or need additional information.

## EMARS USERS AND SECURITY UPDATES

eMARS Security leads should regularly review their agencies list of eMARS /eMARS Reporting Users to ensure that proper security and access is either granted or revoked. It is crucial that employee accounts are inactivated when an employee departs from the agency. This will not only ensure 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. For details please reach out to [Anna.Haydon@ky.gov](mailto:Anna.Haydon@ky.gov)

## FAS3 UPDATES

Adobe Flash Player was removed by Microsoft on all COT managed devices at the end of December. Users will only be able to use FAS3 with the Internet Explorer web browser. This has impacted some

agencies ability to use FAS3. An exemption to allow Adobe Flash must be requested through the COT Helpdesk in order to use FAS3 on a COT managed device.

FAS3 will be undergoing a transition to a new format so that the graphics and charts will remain accessible to users. We are currently evaluating our options to determine what the replacement will be. If you are interested in working with us to upgrade the FAS3 reporting tool, please reach out to [Anna Haydon](#).

## OUTSIDE BANK ACCOUNTS

Pursuant to KRS 41.070 the State Treasury and the Finance and Administration Cabinet (FAC) may authorize state agencies to temporarily, deposit funds into bank accounts other than the central depository of the state. Before establishing a bank account outside of the general depository, the agency must complete Form [SAS-54 \(Request for Approval of Bank Account\)](#) requesting approval of such account.

The Office of Statewide Accounting Services (SAS) is starting their annual review of outside bank accounts. Your agency should receive a listing from SAS of authorized outside bank accounts on record with more detailed instructions on how to confirm those accounts and any account changes. Please review the agency listing to ensure proper bank account information, verification, and authorization.

The agency review and confirmation to SAS should occur by **Friday, April 30, 2021**.

Please contact [Phil Nally](#) or [Joe McDaniel](#) if you have questions or need additional information.

## COMMUNICATE PAYMENT INFORMATION

CRC gets several calls a day from vendors, receiving both ACH (EFT) and paper checks, who cannot properly apply their payments. In this event the identifying information was not included on the payment document or was not included in the proper location on the payment document. Two fields are available to communicate proper allocation details to your vendors: **Vendor Invoice Number** (32 characters) and **Check Description** (first 24 characters). Both fields print on the check stub or in the ACH (EFT) email that goes out to vendors. In the case of ACH (EFT) vendors who are set up with a Disbursement Format of CTX, it is imperative that the proper information be included in the **Vendor Invoice Number** field.

Be sure to include the necessary identifying information, Invoice Number, Account Number, Case Number, Date of service, etc., in these two fields of your documents. Approvers should be looking for

<b>32 characters</b>	
<b>Vendor Invoice Number:</b>	<input type="text" value="69201617"/>
<b>Check Description:</b>	<input type="text" value="Acct 5785987"/>
<b>first 24 characters</b>	

**Attention**

**Please Use Caution and do not enter confidential information in these fields such as Social Security Numbers, Credit Card Numbers or Bank Account Numbers, etc.**

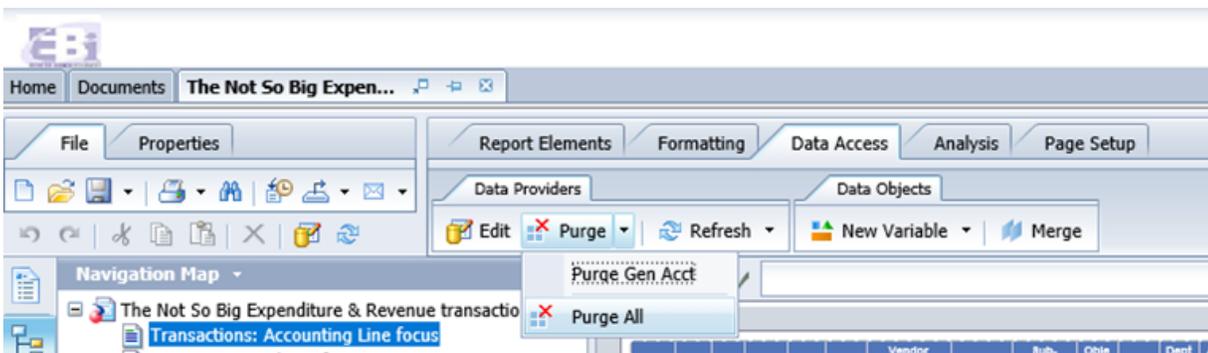


## REPORTING UPDATES-PURGE YOUR DATA

If data is saved on the face of an EBI report query, that information needs to be purged by a report developer. Permanent copies of report results should be exported as PDF, Excel or CSV documents, never saved on the query itself. This can be the source of several problems:

- **Sharing of unauthorized data**
  - Security roles set permissions on the data each user is authorized to view. Report queries reflecting saved on their face bypass those security role settings. Queries purged of information prevents unauthorized users from viewing discretionary data.
- **Storage cost**
  - If the user wishes to keep static data of report instances, then the best option is to export the data, either as a PDF or to Excel, and save that information to a network folder.
- **System functionality**
  - When report queries are saved with sizable amounts of data, those reports use up system resources each time they're opened, which could have the effect of slowing system processes.
- **User confusion**
  - Failure to purge the data could result in confusion for the user if the report automatically opens with data presented to them.

The **Purge Data** function is located on the **Data Access** tab, in the **Data Providers** sub-tab.



## AGENCY REPORTING LEADS

The first point of contact for report users (and developers) requiring assistance is their Agency Reporting Lead. These are the individuals assigned this role based on their experience and expertise, and who are provided the resources by the agency to focus on the reporting function. The primary role of that individual is to create and design reports for the agency.

Agency Reporting Leads will not only be able to advise on business objects processes and functionality, but will also have a strong familiarity with their agency's query inventory, and can point users to reports most suited to their needs.

Please refer to the Agency Delegation and Contact Information on the Finance website to identify your particular point of contact.

## WEEKLY TRAINING SESSIONS- REPORTING

Beginning February 26<sup>th</sup>, and continuing every Friday at 11am, weekly eMARS Reporting training sessions will be conducted. Each week will feature a new topic. The intent is for sessions to be approximately 30 minutes in duration, but scheduled for one hour.

The sessions will be conducted on TEAMS. Access to the TEAMS session is via the link provided in the eMARS Reporting Central post specific to that week’s session or via the updated link provided on the Finance page under Functional Areas.

## NEW STATEWIDE QUERIES

- Multi-view Expenditure & Revenue transaction report
  - *YTD Reports* folder
  - Provides a list of expenditure and revenue transactions including many COA values and offers a number of different filter options by COA and time-based elements.
  - Useful for financial transaction analytical work
- Retainage by Contract Document
  - *Retainage* folder
  - Provides a list of all contract documents with a retainage balance

## THANK YOU FOR YOUR ONGOING PATIENCE!

We are looking forward to a productive 2021. We will be reaching out to your office to ask

Please continue to email us with any issues you may uncover.

<p><b>Customer Resource Center</b> <b>502-564-9641</b> <b>877-973-4357</b> <a href="mailto:Finance.CRCGroup@ky.gov">Finance.CRCGroup@ky.gov</a>  <a href="https://finance.ky.gov/services/statewideacct/Pages/default.aspx">https://finance.ky.gov/services/statewideacct/Pages/default.aspx</a></p>	
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