eMARS NEWSLETTER

AUGUST 13, 2021

Issue 13

- eMARS is available daily from 6 am -8 pm

- An eMARS Database Upgrade is scheduled for Sept 25-26. eMARS will be unavailable during this time.

Learning is a constant process of discovery – a process without end.

-Bruce Lee

TRAINING OPPORTUNITIES

The Customer Resource center is happy to announce a new training format. We will be hosting live trainings for all eMARS users based upon a training calendar posted in this newsletter. We will also use the broadcast feature to post reminders and updates for these trainings. All trainings will be hosted in MS Teams and recorded. We will cover a broad range of topics to best suit the need of our users.

To join the eMARS Training Channel in TEAMS click here. This will give you admittance to where the meetings will be held and access to the recordings.

This is subject to change and classes may be added. Please create a calendar item in your outlook for the following dates, and join the channel to attend the training. Class credit will be given at the completion of the course.

TOPIC:	DATE:
Introduction to eMARS	Thursday August 26th 1pm
Shopper and Delivery Orders	Tuesday September 7th at 1pm
PRC's	Thursday September 23rd at 1pm
Basic Reporting	Tuesday October 5th at 1pm
Inverse PRC – Contract Corrections	Thursday October 21st at 1pm
GAX documents	Tuesday November 2nd at 1pm
Purchase Orders	Thursday November 18th at 1pm
Internal Payments (IET, ITI, ITA)	Tuesday November 30th at 1pm
Vendors (VCC/VCM)	Tuesday December 7th at 1 pm

In addition to the Customer Resource Center training opportunities, the Controller's Office has been offering sessions of highlighted interest to ProCard Administrators. This is available through the Microsoft TEAMS application with recorded sessions. Over the past month we have had special guests join to discuss eMARS Reporting as it relates to ProCard, as well as US Bank processes through Access Online. Our next session is scheduled for PCARD training is Tuesday, September 28 at 10:00 am and we will be joined by employees from the Office of Procurement Services to cover procurement policies and procedures for ProCard purchases. Notifications for these sessions are sent through email with links through the TEAMS app.

If you do not receive these requests and would like to join our TEAM for ProCard Administrators, please contact Bethany Crockett at bethany.crockett@ky.gov.

FAS

The new FAS application is now live. FAS has been redesigned using the Power BI dashboards, and is up and ready to assist you. The previous location within EBI will be eventually removed. This application is still "under development" and we are frequently making updates as we grow more familiar with the dashboard. We are working on developing a training guide for the new version of FAS that should be available soon, and can be found inside the new dashboard. This is a new dashboard format, and we are looking for your feedback. Any thoughts or suggestions are appreciated.

If you require access to FAS, please reach out to Finance.CRCGroup@ky.gov

NEW SAS-62: REQUEST FOR WIRE TRANSFER

The Office of the Controller, in conjunction with the Kentucky State Treasurer, revised Form SAS-62. The new form is now available HERE; and is required for all wire transfers moving forward. If you receive a prompt for credentials when attempting to access the form, please click cancel to load the form. Any agency that submits a SAS-62 on the old form 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:

Topic:	Due Date:	Contact:
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!

EMARS UPGRADE

eMARS will be unavailable **September 25-26th, 2021**.

eMARS and eMARS reporting will be updated the weekend of September 25th. This upgrade is necessary in order for the applications to remain on a supported underlying technology platform. Together with the Commonwealth Office of Technology, we will be updating the database as well as related operating systems.

The eMARS team has been testing the new technology platform since November, and have been pleased with the performance. The eMARS3.10 Historical platform was updated in April.

This migration will directly affect your ability to access the eMARS 3.11 PRODUCTION data. In order to continue to get the information you or your system needs, your database ODBC connections must be updated

The upgrade team will be reaching out to those individuals who access that data to ensure there is no loss of connectivity.

If you have any questions of concerns, please reach out to Finance.CRCGroup@ky.gov

FRAUD/PHISHING ATTACKS

In the recent weeks, we have seen an escalation in Phishing attacks across the Commonwealth, which have affected many eMARS users. We are also beginning to see Phishing attempts as it relates to eMARS Vendors, and their account information. We are asking that you be diligent when requesting or changing vendor information in eMARS. Please verify all changes via a phone call directly with a known contact prior to creating your VCC or VCM document.   Please continue sending all VCM supporting documentation to eMARS.Vendors@ky.gov.

CRC has limited staff and we are relying on agencies to validate and verify the information sent to them pertaining to invoices and vendor records. Please reach out to a known email address or phone number, and not necessarily the information sent to you on an invoice or an email. We have seen several instances of email hacks and hackers are sending fraudulent invoices for payment and asking for banking and payment changes on their vendor record.

When sending sensitive information to SAS please use #encrypt in the subject of the email.

EMARS VENDORS

Please encourage your vendors to register themselves on the Vendor Self Service website: https://eMARS311.ky.gov. 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.   EFT/Direct Deposit Updates can only be completed by Finance CRC utilizing the SAS-63 form located Here

Please feel free to have your vendors reach out to the SAS or CRC for assistance.

SPR1 UPDATES

The SPR1 process is being revised to encompass additional approval purposes that will eliminate some current email approvals. This includes requests for Non-Competitive contracts (sole source, not practicable to bid and emergency purchases). This change is effective Monday, August 23rd, 2021. OPS will no longer accept Non-Competitive contract exception requests sent to the ops.reporting@ky.gov email address beginning on August 23rd. All requests submitted prior to August 23rd will be processed.

Continue to submit requests to contract with Universities per KRS 45A.690(1)(d)(4) and requests to include non-state employees on a RFP evaluation committees and trade-in requests to ops.reporting@ky.gov.

The new (Non-Competitive Request Form) must be attached to the SPR1 when requesting a Non-Competitive contract. This form replaces Non-Competitive request letters and memos. This form and other instructional guides can be found on eProcurement - Resources and Support webpage. https://finance.ky.gov/services/eprocurement/Pages/ResourcesandSupport.aspx

Please email your questions to ops.reporting@ky.gov.

NEW STATEWIDE REPORTS

The following new statewide queries are no available in eMARS Reporting.

- Payment Activity by Vendors with Affidavits
  Vendor Reports folder
  Captures businesses with Business Type "AFF"
- Vendors with Annual Affidavit
  Vendor Reports folder
     Captures businesses with Business Type "AFF"
- Vendors by Business Type by Commodity Code
  Vendor Reports folder
     Captures businesses that have received specific certifications per Kentucky's one-stop business portal, searchable by commodity codes signed up for via VSS
- Vendors by Commodity Code
  Vendor Reports folder
     Captures vendors based on the commodity codes signed up for via VSS.
- Businesses with Certifications (by Business Type)
  Vendor Reports folder
     Captures businesses that have received specific certifications per Kentucky's one-stop business portal

NEW FINANCE WEBSITE IS COMING

The Finance Cabinet is currently working to redesign our website. We understand that there is a lot of eMARS related information on various pages, and we are working to streamline and make the site more efficient for our users. We hope to roll the new site out this fall.

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

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