eMARS NEWSLETTER
APRIL 15, 2020

Issue 4

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eMARS Hours of Operation has been extended due to the Governor's Executive order 2020-215 related to COVID-19.

eMARS will be available daily from 7 am -9 pm

Some things take time.   Stay patient. Stay positive. Things will get better.

COVID-19

The Finance and Administration Cabinet has provided guidance related to the COVID-19 State of Emergency. The following memo's have been posted to the Finance website.

- Families First Coronavirus Response Act Tracking Expenses Memo
- COVID-19 Fixed Asset Inventory Procedural Memo
- COVID-19 Wireless Devices Memo
- CARES Act Tracking Expenses 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.

It is crucial that all expenses related to the COVID-19 are tracked and reported correctly. Please review all of the Office of the Controller's COVID-19 guidance here:

Reimbursed Expenses:
- For expenses that are directed by the Department of Public Health or the Division of Emergency Management in relation to Executive Order 2020-215 or related to a federal grant directed at the response to COVID-19, a new Function code has been established. Users will need to use the Function 'CVID' on corresponding documents. Users should continue to use their agency-specific Federal Fund(s) while using the new Function code 'CVID'. For assistance in this matter, please contact your OSBD Analyst.

- The "Coronavirus Aid, Relief, and Economic Security Act" or the "CARES Act," was signed into law on March 27, 2020. In part, the CARES Act provides economic relief funding for the Commonwealth. The Commonwealth must be able to report the CARES Act

activity separate from other expenditures. A new Federal Fund '12CV' has been established to record expenses that specifically qualify for Federal reimbursement under the CARES Act. Participating agencies should create new Program Code(s) to account for the funds received under the CARES Act. Each new Program code should also include the Program Category code 'CARE'. Agencies should use the Fund '12CV' in conjunction with their new Program code when recording CARES Act expenditures.

Unreimbursed Expenses:

- For all COVID-19 related expenditures that are not expected to be Federally reimbursed, agencies shall use the new expenditure object code E302. These expenditures are expected to be absorbed within existing state agency budgets. Agencies should not use Function CVID or Fund 12CV in conjunction with Object code E302.

If you have any questions, please contact the Customer Resource Center at Finance.CRCGroup@ky.gov.

FOCUS GROUPS COMING SOON

The Customer Resource Center, Statewide Accounting Services, and the Office of the Controller would like to announce the development of Focus Groups aimed at providing you an open forum to discuss issues, feedback, or concerns related to eMARS. Each month a topic will be selected and announced through the broadcast functionality in eMARS and through the eMARS Elements Community in MyPurpose. The focus groups will be held online through a virtual meeting application to be named later.

EMARS TRAINING

The Customer Resource Center and Statewide Accounting Services is working to develop online training for new and existing users. We are very excited about this new training option that will be available FY2021. More information will be available soon.

FY 2020 CLOSING PACKAGE AND SEFA

- The FY 2020 Annual Financial Reporting (AFR) Forms and SEFA forms are now available online.
- Information regarding AFR and SEFA training will be available by the end of April.

2020 FISCAL YEAR END

2020 CLOSING MEMO IS NOW POSTED

The Closing Schedule for FY 2020 has been posted to the website. Please review and pay close attention to the dates and deadlines contained within. Deadlines vary according to type of transaction. No deadline is earlier than Monday, April 6, 2020, and none is later than Thursday, July 16, 2020.

EMARS OUTAGE

eMARS will be unavailable **July 4, 2020**. If any other outages arise, they will be posted on the eMARS News and Alerts page.

NEW YEAR TABLE INITIALIZATION (NYTI)

The Office of the Controller will run the *New Year Table Initialization (NYTI)* process in eMARS on Thursday May 7, 2020. This process will copy all active records on all tables keyed by *Fiscal Year* from the current *Fiscal Year* (2020) to the new *Fiscal Year* (2021). *Fiscal Officers* should review all agency maintained tables (primarily departmental *Chart of Accounts* tables) to ensure the active 2021 records are valid.

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).

TIPS AND REMINDERS FOR CREATING SC'S AND PON2'S IN EMARS.

Deadline for new/modifications to SC's or PON2's for services performed by June 30, 2020 is Wednesday, April 29, 2020.

Deadline for new SC's or PON2's with a start date of July 1, 2020 is Wednesday, June 3, 2020.

Contracts must be submitted to OPS for review and approval a minimum of seven (7) business days before the effective date and will be reviewed/approved in the order they are received.

- Attachments required on the header:
- Fully completed signature page
- Required Affidavit (if applicable)
- 501 (c)3 documentation (if applicable)
- Assembled Contract
- Approved SPR1(if applicable)
- GCRC/University Exemption letter (if applicable)
- PON Tips:
- Complete **ALL** fields accurately.

If it is a Renewal, Sole Source, Modification or Administrative Mod that should be in all CAPS at the beginning of your Description of Work to Be Performed

The Description of Projected Cost should have a breakdown of the contract amount to include the hourly rate if applicable.

Do not use N/A on the PON.

Include SOS Org number, RFP number and EV number on the Basis for Selection if Applicable and state if the vendor is a quasi-governmental or 501(c)3 organization.

Additional tips pertaining to SC's and PON2's

Terms and Conditions for PON2 and SC for anything with a Procurement Type of 10 (Memorandum of Agreement), 11 (MOA/PSC Exception), or 14 (Personal Service Contract). Agency Terms will be

Sequence 1, Finance Standard PSC Standard Terms will be **Sequence 2**, and the Signature Page will be **Sequence 3**.

When using a Procurement Type of 8 (Grant), the Finance Standard Terms and Conditions must be manually selected. The type of vendor, such as 501(c)3, determines which Terms and Conditions to use.

Remove dates from Commodity Line Shipping/Billing

KNOW & INFORM YOUR VENDORS

Vendor Payments

Vendors receiving payments must have adequate information to post payments correctly. If that information is not provided via the proper fields on the payment document, then the vendor will call CRC looking for answers. We find entries such as 1st Qtr, service date, or your office's internal reference information. While this might be helpful to you, it does not help the vendor apply the payment. Thus, CRC has to pass the phone call on to you.   These issues can be avoided by putting the proper information in the correct fields on payment documents. The **Vendor Invoice Number** and **Check Description** fields can both be used to communicate with your vendor. Many times the pertinent information is put on the Document Header in the Document Description field. While this is a reportable field (shows up on infoAdvantage or Custom Reports), it does not print on the check or get relayed through the EFT to the vendor's bank.

To help vendors get the information needed to apply payments correctly please put the invoice number, account number, or the reason for the payment in the ***Vendor Invoice Number*** field, and/or in the ***Check Description*** field when creating payment document (PRC, GAX, GAX2, TP, etc). For checkwriter checks, the value in the ***Comments*** field (Checkwriter Payment component) is populated for each check. By putting the proper information in the proper place, everyone involved will see an improvement in the payment process.

- ***Vendor Invoice Number*** - the first 32 characters will print on the check
- ***Check Description*** - the first 24 characters on the first line only will print on the check

DOCUMENT ATTACHMENTS AND INCLUDING INVOICES

eMARS Functionality allows users to incorporate attachments to all documents within the application. We are noticing a dramatic increase in the amount of attachments that are being added as supporting documents to payments (PRC/GAX). Many agencies are scanning invoices and attaching them to the Header of the eMARS payment documents. Please be aware of the size of the attachment you are uploading. Large files are taxing to the system and can potentially cause issues down the road.

We understand the ease of incorporating the invoices and other supporting documents as a part of the payment to the vendor/employee.   We are looking into incorporating an Electronic Content Management tool in the coming years.

Proper retention of the hard copies should be maintained as required by the state retention schedule.

DELEGATION AGREEMENTS

The Office of the Controller sent out new Agency Delegation Agreement packets in February. These packets were due on March 27th. If you have not completed and submitted the updated Delegation Authority agreement, please do so at this time.

These packets identify users in the agency who are vital in our communication efforts. As the Contoller's office moves forward with training initiatives it is imperative that we have up to date agency contacts.

TIPS FOR PCARD ADMINISTRATORS

For timely payment, to ensure the Commonwealth's full rebate from our vendor, and to avoid late payment fees to your pro-card managing account, it is important to process PRCC documents to final status by the "Approved & Released By Close of Business" date found on the PROCARD PAYMENT SCHEDULE

On the corresponding commodity line for each vendor line of a PRCC, the reconciliation status should be marked as reconciliation status "53 – Accepted" when a transaction is verified by receipt. We sometimes receive questions about what to do if the cardholder has not presented their receipt in time to process the PRCC by the due date. In this case, the administrator may select reconciliation status of "54 – No Receipt" and submit the document to Final status. Once the receipt has been verified, the administrator must locate the transaction on the PRCUT table and change the reconciliation status to "53 – Accepted".
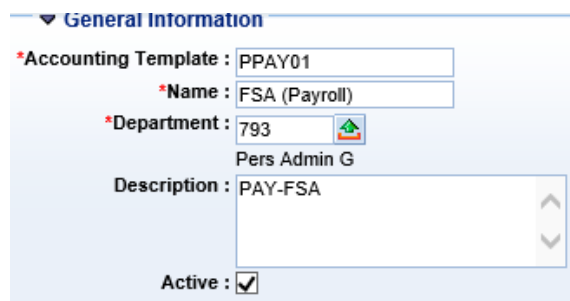
Submitting receipts in a timely manner is the responsibility of the cardholder per their signed cardholder agreement. Should you find issue with frequent non-compliance by a cardholder, please evaluate the employee's role as cardholder and make determination with management as to whether they should continue these responsibilities.

ACCOUNTING TEMPLATES AND PAYROLL

The KHRIS interface will only accept templates that are 6 characters. eMARS does allow for longer template id (up to 20 characters now), but KHRIS templates are still restricted to 6 characters in length. Templates longer than this will fail payroll which will result in payment and reconciliation failures. All templates used for Payroll must use PAY as a prefix to the Description field:

The eMARS and KHRIS teams are evaluating extending the field length requirement.

Valid KHRIS accounting templates are no longer than 6 characters and must have "PAY" as the first 3 characters in the description field. If an accounting template is not a valid KHRIS template, then it cannot be used for KHRIS payroll (including regular payroll entry or PON2s for Personal Services Contracts paid through KHRIS.)

AN UPGRADE IS COMING

The eMARS application will be upgraded this Fall. The eMARS team is in the process of testing, preparing for a technical and functional upgrade of the eMARS software and IT components. To stay compliant with COT standards, all back-end technical architecture will be upgraded to the latest version of Red-Hat. In conjunction with this, the eMARS team has decided to apply a patch set to the eMARS application intended to fix any known defects. This is a minor upgrade, but has the potential to affect users.

We had originally planned an April Go-Live, but due to the COVID-19 emergency, we thought it best to postpone the upgrade.

More information will be coming soon.

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