eMARS NEWSLETTER

APRIL 14, 2022

Issue 15

Fiscal Year End is AWESOME!!!!

Said no one in Budget, Accounting or Procurement EVER.

YEAR END USER GROUP MEETING

The annual eMARS Year End User group meeting has been scheduled for Thursday April 21st at 1 p.m. EST. This event will be held virtually and hosted in Microsoft Teams. *CLICK HERE to join the meeting the day of the scheduled event.* Please add this important event to your calendar. Attendees will be given credit in MyPurpose at the end of the meeting.

EMARS HISTORICAL REPORTING IS MOVING

eMARS 3.10 Reporting with currently resides within EBI version 4.1 will soon be migrated very soon to version 4.2. What does this mean? It means that all eMARS Reporting (3.10 data and 3.11 data) will all be accessible via the same URL and passwords. We have not selected a date for the move, but it will be prior to fiscal year end. More information will be released at a later date.

EMARS TRAINING

eMARS

We appreciate all users attending the trainings we have had up to this point, and look forward to sharing more training opportunities with you once the year end activities are completed. All trainings were hosted using the MS Teams format. We have covered a broad range of topics in hopes to suit the needs of all our users.

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

eMARS Reporting

Report developers are strongly encouraged to join the eMARS reporting discussion forum hosted on the MyPURPOSE platform. This forum will be the primary vehicle for dispensing information to the developer community. Developers who do not keep up to date with forum announcements put their agency's queries at risk,

either due to changes making queries inoperable or the loss of opportunities for improvements to query functionality.

In addition to announcements, the forum is comprised of an expanding array of resources, including how-to guides, universe abstracts, universe modifications and additions, and statewide report query changes. It is also a centralized location for developers to collaborate and share development experience and knowledge.

Please refer to the recent Finance Newsletter (Report Developers edition, Issue #9) on the Finance website for more information on joining the forum and TEAMS team.https://finance.ky.gov/services/statewideacct/Pages/newsletters.aspx

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:
Annual Fixed Asset Inventory	Tuesday, May 31, 2022	Jessica Pinkston
GASB 42 - Asset Impairment	Friday, August 5, 2022	Joe McDaniel
Attorney Letters	Friday, August 5, 2022	Christina Shuffett
GASB 49 - Pollution Remediation	Friday, August 5, 2022	Joe McDaniel
AFR 34A,B,C (Accounts Receivable)	Friday, August 12, 2022	Phil Nally
Agency Closing Package	Friday, August 12, 2022	Joe McDaniel
AFR 55B - Leases	Friday, August 12, 2022	Jessica Pinkston
Fixed Asset Shells Cleaned-up	Friday, August 19, 2022	Jessica Pinkston
SEFA	Monday, August 22, 2022	Gina Shall (or) Pam Howarah
Real Property Closing Package	Friday, September 16, 2022	Jessica Pinkston
Component Unit Closing Package	Friday, October 7, 2022	Joe McDaniel
Summary of Prior Audit Findings	Friday, October 21, 2022	Gina Shall
Subsequent Events	Tuesday, December 13, 2022	Pam Howarah

New SEFA Forms and submission process for FY22. Stay Tuned for further details! Training will be thru the MS TEAMS eMARS User Training channel. Join today!

2022 FISCAL YEAR END

NEW YEAR TABLE INITIALIZATION (NYTI)

On May 5, 2022, the Office of the Controller will run the *New Year Table Initialization (NYTI)* process in eMARS. This process will copy all active records on all tables keyed by *Fiscal Year* from the current *Fiscal Year* (2022) to the new *Fiscal Year* (2023). *Fiscal Officers* should review all agency maintained tables (primarily departmental *Chart of Accounts* tables) to ensure the active 2022 records are valid.

As part of this process, the *Effective To* and *From* dates will be cleared on the FY 2023 records. Therefore, if your agency uses these dates **for a functional purpose**, you will need to update the 2023 record on the appropriate table with the dates. Please be aware, if you intend for these records to be effective from July 1, 2022 to June 30, 2023, you do **NOT** need to update.

In addition, any new FY2022 records entered after May 5, 2022, will also need to be entered as a 2023 record, if applicable.

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).

YEAR END PAYMENTS

Payments made **between July 1 and July 8** have the option to be paid from either 2022 *Old-Year* funds or 2023 *New-Year* funds. Users who intend for the payment document to post to *Fiscal Year 2022*, *Period* 13 **must** enter the entire fiscal period on the payment document: *Budget FY (2022); Fiscal Year (2022);* and *Period (13)*. These fields may be entered on the *Header* of the payment document or on each *Accounting Line*. If entered on the *Header,* the *Fiscal Period* will apply to all accounting lines on the document.

If the fiscal period is not entered on the payment document, then the current fiscal period (*Period 1, 2023*) will infer upon final approval. In addition, payments created during June (*Period 12, 2022*) **must** be submitted and all approvals applied before **COB, June 30**. Otherwise, *Period 1, 2023* will be inferred. For example, a *PRC* is created and submitted on June 25 with the *Budget FY, Fiscal Year* and *Period* left blank; if the final approval **is** applied before **COB, June 30**, then *Period 12, 2022* will be inferred. If the final approval **is not** applied until July 1, then *Period 1, 2023* will be inferred.
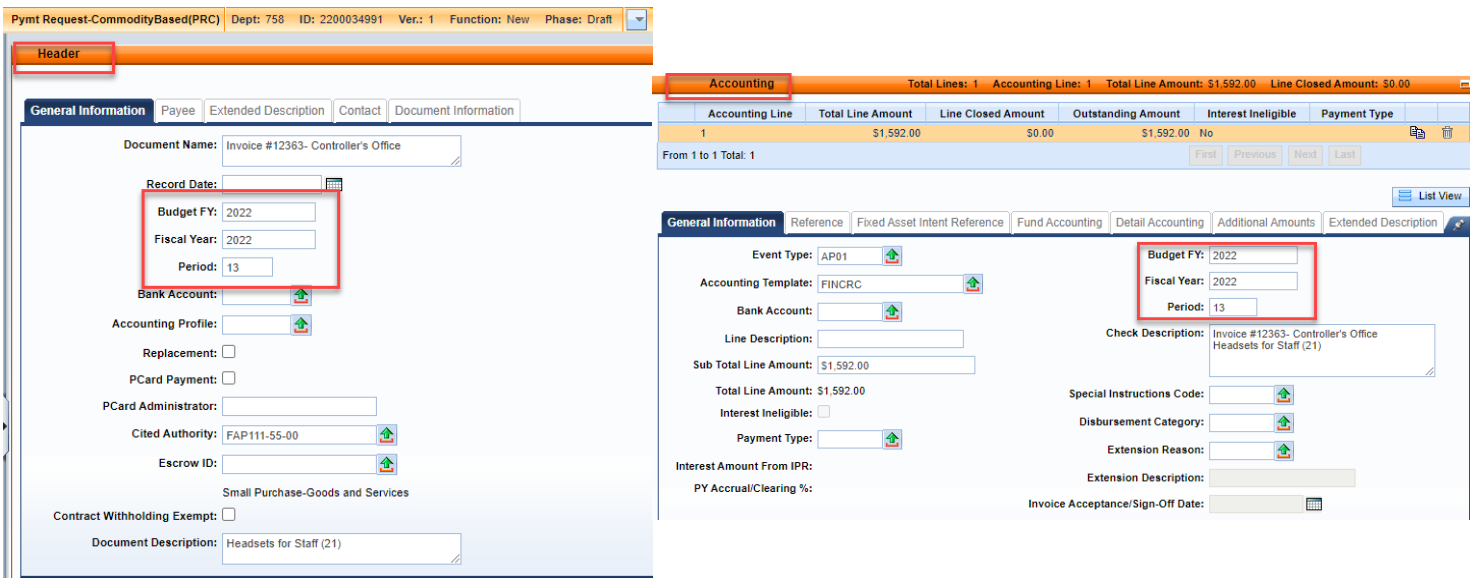
In summary, please pay attention to the following points when completing payment documents during *Period 13*:

Note: These rules **do not** apply to *Capital Funds (BFY=9999)*.

- The entire *Fiscal Period 13* (*BFY*=2022, *FY*=2022, *Period*=13) **must** be entered on the document.
- *Fiscal Period 13* (*BFY*=2022, *FY*=2022, *Period*=13) may be entered on the *Header* section or on the *Accounting* line of the document.
  - *Fiscal Period* entered on the *Header* **will** infer on all blank *Accounting* lines.
  - *Fiscal Period* entered on an *Accounting* line **will** always override *Fiscal Period* on *Header*.
  - *Fiscal Period 13* (*BFY*=2022, *FY*=2022, *Period*=13) **must** be entered on the *Header* section of a *PRCI* document.
  - *Fiscal Period 13* (*BFY*=2022, *FY*=2022, *Period*=13) **must** be entered on the *Header* section of a *PRCC* document.
- *Fiscal Period 13* payment documents **must** be submitted to final by **COB, Friday, July 8.**
- *Fiscal Period 13* payments against encumbering awards must be submitted to final by **COB, Friday, July 1.**

BUDGET FISCAL YEAR 2022 PENDING TRANSACTIONS

Documents submitted with a *Phase* of *Pending* affect cash and budget balances. Therefore, expenditure and encumbrance transactions **must** be cleared by the following dates:

- All *Budget Fiscal Year* (*BFY*) 2022 encumbering documents, modifications and cancellations (other than *Capital Projects*) **MUST** be submitted to *Final* phase or rejected back to *Draft* phase by **COB (7:00 p.m.), Friday, July 1.**
- All *BFY* 2022 pending expenditure documents, modifications and cancellations (other than *Capital Projects*) **MUST** be submitted to *Final* phase or rejected back to *Draft* phase prior to **COB (7:00 p.m.), Friday, July 8**.

Any *BFY* 2022 documents in *Pending* phase after the dates specified above **will** be rejected back to *Draft phase* by the Office of the Controller.

Note: To assist in identifying *Pending Documents*, agencies may reference the *FY 2022 eMARS Pending Transactions.xls* file posted under the *Year-End Information* on the eMARS Web site at:
http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx

2022 ENCUMBRANCE/PRE-ENCUMBRANCE LAPSE

The encumbrance roll process to move encumbrances from *FY2022* to *FY2023* is scheduled to begin the evening of **Friday, July 1, 2022. Only encumbrances greater than $1,000 will roll** to FY2023. Encumbrances less than or equal to **$1,000** will lapse, thus closing the award. This process applies to **ALL** non-capital fund encumbrances on **all** award documents including *PON2s*.

Users should make every effort to clean up or pay *FY2022* encumbrances prior to **COB, July 1, 2022**. The *2302 Outstanding Encumbrance* report within eMARS Reporting may be used to aid in cleanup efforts.

PAYMENTS AGAINST LAPSED AWARDS

Remember **all** non-capital encumbrances **less than or equal to $1,000 will lapse** after **COB, Friday, July 1, 2022.** The *Cited Authority, YEAR-END LAPSE*, has been established to accommodate payments against lapsed awards. Please adhere to the following when making payments against these awards after July 1:

- Payments against lapsed *PON2s*
  - *Copy Forward to PRC*
  - *Select "Memo" Reference Type*
  - *Change the Cited Authority on the PRC to* **YEAR-END LAPSE**

- Payments against all other awards (non-PON2)
  - Copy Forward to PRC
  - Select "Memo" Reference Type
  - Change the Cited Authority on the PRC to **YEAR-END LAPSE**

COLLAPSE OBJECT TYPE – GENERAL FUND

The Office of the State Budget Director will provide guidance at a later date regarding the approval to collapse allotment control by object type of the General Fund accounts. Communication regarding the collapse will be provided later.

FOLLOW THROUGH

Please be sure to review all payment request documents (i.e. GAX, GAX2, GAX3, PRC, PRCC, TP) to ensure the payments have been properly disbursed. Refer to the **AD/EFT Exception Report** for a list of payment request documents with rejected disbursements. Any payment request document on the report after soft close, **July 8, 2022**, will be closed by the Office of the Controller. **NOTE: The vendor will NOT receive payment**. CRC posts the AD/EFT Exception Report daily.

A MESSAGE FROM THE STATE TREASURER'S OFFICE

The State Treasurer's Office asks agencies with year-end deposits required to post by June 30 (primarily *Fund 0100 and Fund 1100*), to submit those as soon as possible and not wait until the last minute. Sending agency deposits to the Treasurer's Office prior to the June 30th deadline will help ensure they are processed in a timely manner. Deposits to Funds *other than 0100 and 1100* may continue using Period 13 (FY2022) until **Friday, July 8, 2022**.

Next, it is also very important that agencies with incoming electronic deposits (EFTs) prepare their CR documents as early as possible and send an email to TreasuryAccounting@ky.gov. The CR must be completed and posted in order for the agency to have access to the funds. Please be sure to include the following in the email:

- Anticipated Date
- Amount
- Name of Entity Initiating Payment
- Name of Agency Receiving Funds

Lastly, scanned images of money orders and cashier's checks are not legible. Therefore, please hand-write the amount on the order or check for reference. Please refer to the example.

Agencies sending in checks/money orders should make sure that the MICR line at the bottom is legible. If it is torn, missing or illegible, it will delay the processing for that CR document.

CR's needing to be processed quickly, should be brought to the Treasury and not sent via messenger mail. It should also be identified as urgent when delivered.

IMPORTANT DATES

Please refer to the following information when processing documents nearing year end.

- Soft Close for Period 12 – **Thursday, June 30, 2022**
- Hard Close for Period 12 – **Friday, July 8, 2022**
- Encumbrance Roll/Lapse – **Saturday, July 2, 2022**
- Soft Close for Period 13 – **Friday, July 8, 2022**
- Hard Close for Period 13 – **Thursday, July 14, 2022**
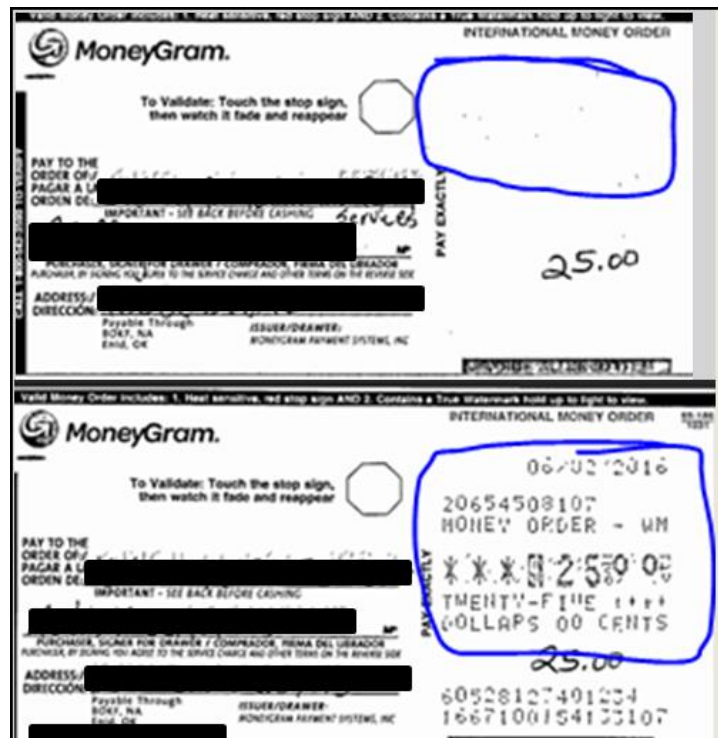
MOVING EXPENDITURES BETWEEN FISCAL YEARS

A *JV2E* document may be used to move expenditures between *Budget Fiscal Years*.

Accounting Line 1 shows a negative ($150.00) for 2023 Fiscal Period (BFY=2023; FY=2023; Period=1).

Accounting Line 2 shows a positive $150.00 and the 2022 Fiscal Period (BFY=2022; FY=2022; Period=13).

Accounting		Total Lines: 2	Accounting Line: 2	Line Amount: $150.00	Line Open Amount: $150.00		
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type		
1	($150.00)	$0.00	($150.00)	$0.00	GA01		
2	$150.00	$0.00	$150.00	$0.00	GA01		

From 1 to 2 Total: 2

List View

General Information | Reference | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Event Type: GA01
Accounting Template: GAAS40
Line Description: CORRECTION GAX 20*89499
Line Amount: $150.00

Budget FY: 2022
Fiscal Year: 2022
Period: 13
Bank: GA

FRIENDLY REMINDERS

Approvals

- Review documents before submitting
    - Rejections slow down process
- Assemble or re-assemble procurement documents prior to submitting
    - Please review assembled document carefully and correct any errors before submitting
- Include the Delivery Date for goods and services on requisitions
- Attach all required documentation

Delivery Orders

- Creating DOs against MAs is a good practice
    - Establishes pricing on order
    - Minimizes problems with payment process
- Once MA has expired neither DO or PRC can be properly referenced
    - Many MAs expire June 30

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)

Follow Payments Through

- Review AD/EFT Exception report daily to ensure payments have been disbursed
- FY2022 payments on the AD/EFT Exception report after PER 13 soft close (July 8) will be closed by the Office of the Controller
    - **Vendor will NOT receive payment**

JV2T's

- When ready for approval, submit JV2T into *Pending* status
    - Do Not leave in *Draft* status

Cash Overrides

- All agency cash overrides MUST be reviewed annually
- Submit request on a SAS14 to the Office of the State Budget Director

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 2023

ALLOTMENTS

Agencies should start preparing and submitting their 2023 fiscal year allotments in KBUD. The deadline for submitting FY2023 allotments is June 3, 2022. A spreadsheet of FY2023 allotments loaded into eMARS can be found at:

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

TO ENCUMBER OR NOT TO ENCUMBER

Encumbrances are used to reserve budget for future spending. Agencies will be able to modify/establish contracts for the new-year using the Encumbering - PR05 Event Type as the agency's allotments are loaded into eMARS. The Office of the Controller encourages agencies to examine the need to establish an 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.

Recall that eMARS 3.11 brought several new agency chart of account fields that can be required per the Fund Department Requirements (FDREQ) table. The beginning of the fiscal year is a good time to set these requirements if the agency desires. A SAS-14 must be completed and submitted to the Office of Statewide Accounting Services to accomplish this.

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.

NEW YEAR CONTRACTS

When creating contracts for the new fiscal year, FY2023 prior to July 1, agencies should NOT encumber funds in FY2023. If the agency allotments have not been loaded, the non-accounting event type (PR07) must be used. Once the agency allotments have been loaded, the existing FY2023 contracts may be modified to change the event type to an encumbering event type (PR05 or PR06), if desired. Newly created FY2023 contracts may use the encumbering event types (PR05 or PR06). All FY2023 contracts created after May 6th must have the entire fiscal period (FY=2023, BFY=2023, **Period=1**) entered on the header or accounting line of the document. Lastly, biennial (two-year) contracts should have a Commodity line per fiscal year and only encumber one fiscal year at a time. The Office of the Controller advises that agencies use encumbrances wisely and ensure they are managed properly if established.

DEFERRED PAYROLL

There is no Deferred Payroll this year ☺

KHRIS PON2'S

Prior to the beginning of each fiscal year, personal service contract information must be updated in KHRIS to prevent improper posting of PRC documents submitted via the KHRIS to eMARS interface. Fiscal Year 2023 is the 1st year of the biennium. Therefore, the KHRIS position costing details may have to be updated to reflect new Commodity and/or Accounting Line numbers. eMARS accounting/procurement staff should work with their human resource staff and utilize the *FICO/PSC Request Vendor Form* located at: https://hr.personnel.ky.gov/Pages/Forms-F-H.aspx.

Please submit these requests to Rebecca Billings, Personnel Cabinet, by June 30, 2022.

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller	
Agency Org #:	10102874	
Requestor:	Anna Haydon	

Contractor Name:	J Contractor	
PERNR:	592754	
eMARS Document Department Code:	660	PA20 - 0105 Communication Screen
eMARS Document ID:	2200001447	PA20 - 0105 Communication Screen
eMARS Vendor Number:	KY0029293	PO13D - Cost Distribution Screen
eMARS Vendor Line Number:	1	PA20 - 0105 Communication Screen
eMARS Commodity Line Number:	1	PO13D - Cost Distribution Screen
eMARS Accounting Line Number:	1	PO13D - Cost Distribution Screen
KHRIS Effective Date:	7/1/2022	

PAYMENTS AGAINST AWARDS

As we begin making payments in the new-year, users should pay close attention to how their payment documents are created. This will ensure the integrity of the contract and reduce the number of modifications. Please refer to the following when creating your referencing PRC documents:

- Ensure you select the correct Commodity line to reference
- Refer to the Extended Descriptions for detail
- Do not manipulate the quantity to achieve the correct total due
- Quantity should match the Vendor Invoice
- Quantity should be a whole number in most cases

If you find that the information on your Vendor Invoice is not matching up to the award, please contact your agency's procurement office or the Office of Procurement Services for assistance.

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

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