eMARS Newsletter

June 27, 2025 Issue 2

THANK YOU, eMARS Users!

As we work to close out our first full Fiscal Year in eMARS 4.0, we want to extend a sincere thank you to all of our eMARS users across the Commonwealth.

It has been a busy and productive year, and we truly appreciate the continued support, collaboration, and thoughtful feedback we've received. Your input has been instrumental in identifying system improvements and shaping enhancements that make eMARS better for everyone.

Thank you for your dedication, patience, and partnership. We look forward to building on this momentum in the new fiscal year!

IMPORTANT - Date Reminders

- eMARS/KBUD will be **unavailable Friday, July 4, 2025**, for the Annual Encumbrance Roll.
- eMARS will be **unavailable Saturday, July 26, 2025**, for Annual Maintenance.

Users should monitor the *eMARS News and Alerts* webpage for updates regarding system availability.

2025 Encumbrance Roll/Pre-Encumbrance Lapse

The encumbrance roll process to move encumbrances from FY2025 to FY2026 is scheduled to begin the evening of Friday, July 3, 2025. **Only encumbrances greater than $1,000 will roll to FY2026**. 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 transactions including PON2s.

Users should make every effort to clean up or pay FY2025 encumbrances prior to COB, July 3, 2025. The 2302 Outstanding Encumbrance report within eMARS Reporting may be used to aid in cleanup efforts.

Budget Fiscal Year 2025 Pending Transactions

Transactions 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)* 2025 encumbering transactions, 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.), Thursday, July 3.**

- All *BFY* 2025 pending expenditure transactions, 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.), Tuesday, July 8.**

Any *BFY* 2025 transactions in *Pending* phase after the dates specified above **will** be rejected back to *Draft* phase by the Office of the Controller.

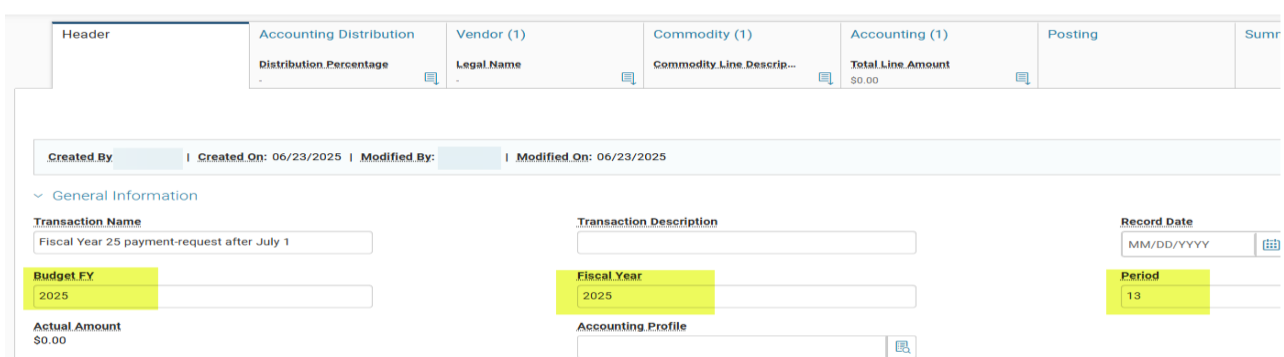
To assist in identifying Pending Transactions, agencies may reference the *Transactions in Pending Status* section posted under the Year-End Information on the Finance webpage.

Year-end Payments

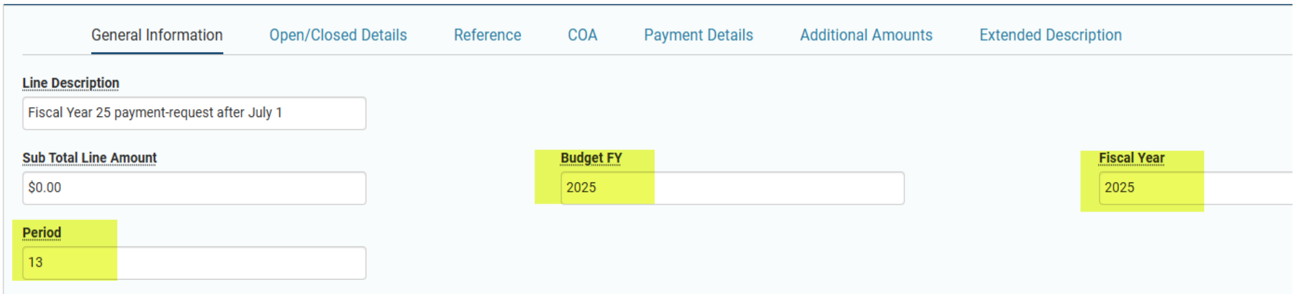
Payments made **between July 1 and July 8** have the option to be paid from either 2025 *Old-Year* funds or 2026 *New-Year* funds. Users who intend for the payment transaction to post to *Fiscal Year 2025*, *Period* 13 **must** enter the entire fiscal period on the payment transaction: *Budget FY (2025); Fiscal Year (2025);* and *Period (13).* These fields may be entered on the *Header* of the payment transaction or on each *Accounting Line.* If entered on the *Header,* the *Fiscal Period* will apply to all accounting lines on the transaction.

If the fiscal period is not entered on the payment transaction, then the current fiscal period (*Period 1, 2026)* will infer upon final approval. In addition, payments created during June (*Period 12, 2025*) **must** be submitted and all approvals applied before **COB, June 30**. Otherwise, *Period 1, 2026* 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, 2025* will be inferred. If the final approval **is not** applied until July 1, then *Period 1, 2026* will be inferred.

Transaction Header Example:



Transaction Accounting Tab Example:



In summary, please pay attention to the following points when completing payment transactions during *Period 13.*

The following rules DO NOT apply to Capital Funds (BFY=9999):

- The entire *Fiscal Period 13* (*BFY*=2025, *FY*=2025, *Period*=13) **must** be entered on the transaction.
- *Fiscal Period 13* (*BFY*=2025, *FY*=2025, *Period*=13) may be entered on the *Header* section or on the *Accounting* line of the transaction.
    - *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*=2025, *FY*=2025, *Period*=13) **must** be entered on the *Header* section of a ***PRCI*** transaction.
    - *Fiscal Period 13* (*BFY*=2025, *FY*=2025, *Period*=13) **must** be entered on the *Header* section of a ***PRCC*** transaction.
- *Fiscal Period 13* payment transactions **must** be submitted to final by **COB, Tuesday, July 8.**
- *Fiscal Period 13* payments against encumbering awards must be submitted to final by **COB, Thursday, July 3.**

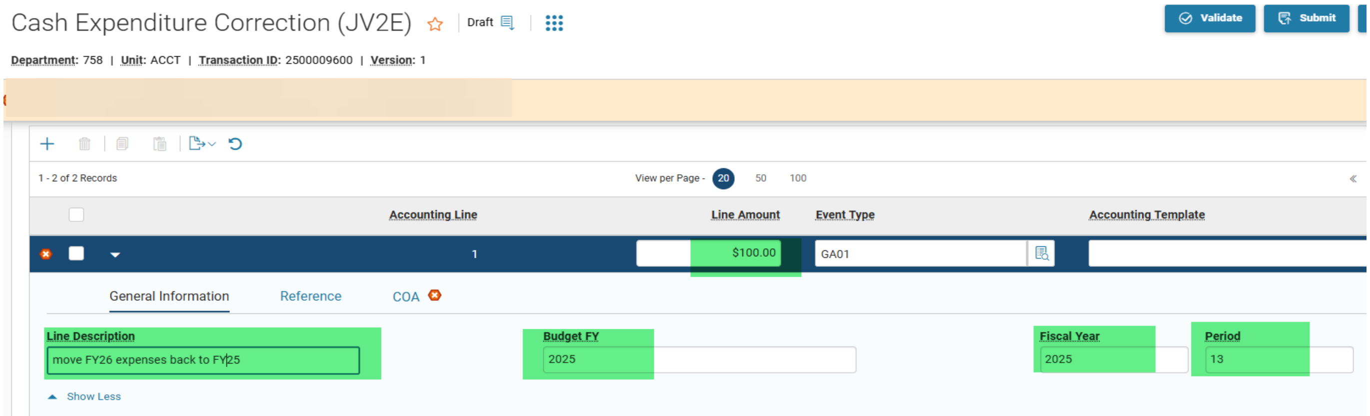
Collapse Object Type – General Fund

The Office of the State Budget Director approved the modification of fiscal year 2024-2025 budgetary allotment controls for General Fund accounts by collapsing the allotment control by object type to allotment control by allotment account, this was effective June 16, 2025.

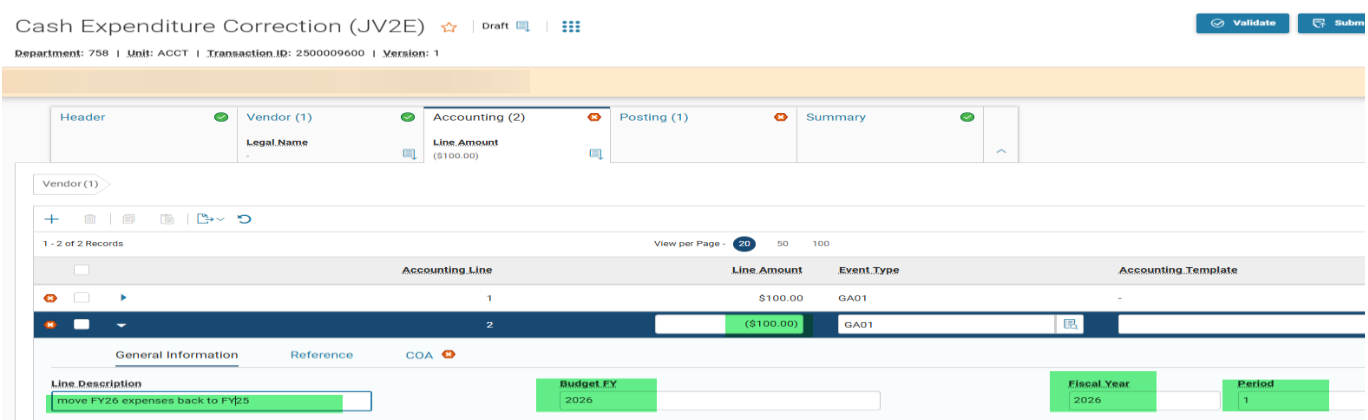
Moving Expenditures Between Fiscal Years

A JV2E transaction may be used to move non-personnel expenditures between Budget Fiscal Years. Please be aware agencies are not permitted to JV personnel expenditures from FY2025 to FY2026.

Accounting Line 1 shows a positive $100.00 and the 2025 Fiscal Period (BFY=2025; FY=2025; Period=13).



Accounting Line 2 shows a negative ($100.00) and the 2026 Fiscal Period (BFY=2026; FY=2026; Period=1).



Friendly Reminders

Approvals

- Review transactions before submitting
  - Rejections slow down process
- Assemble or re-assemble procurement transactions prior to submitting
  - Please review assembled transaction 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
- FY2025 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
  - Make sure to contact your SAS analyst and request transaction approval.

Personnel Expenditures

- Personnel expenditures for the last payroll period **cannot** be JVed from FY2026 to FY2025

Cash Overrides

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

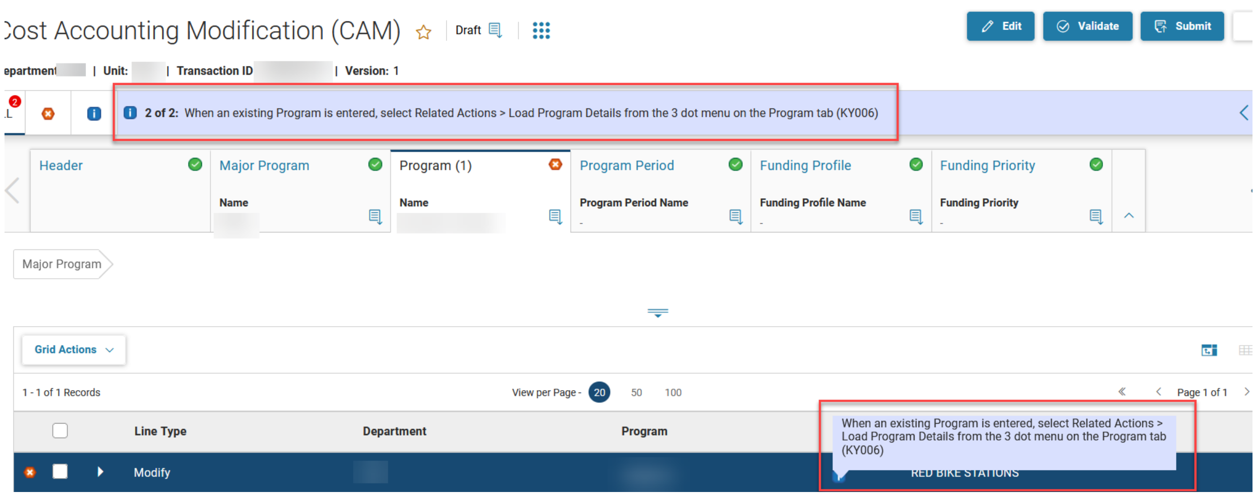
Cash Receipts

- 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 Information Reminder Message on CAM Transactions

Users will start seeing a new informational message on the CAM transaction when entering a program on the program tab of the CAM. Some departments have had some issues with users not using the "Load Program Details" button to load the current program detail information and have left the other fields blank. The blank fields then overwrite the program details that were on the program table because this is a modification.

Moving forward, users will get the informational message "When an existing Program is entered, select Related Actions > Load Program Details from the 3-dot menu on the Program tab (KY006.)" This will be a reminder to the user to load the *current* program details to the CAM and then if any changes are needed to the Program, the user can make changes on the program tab.



Defaulting FY for Payments Against Contracts

Update to Budget Fiscal Year (BFY) Inference on PRC and PRCI Transactions – Effective July 1

Effective July 1, the Budget Fiscal Year (BFY) on PRC and PRCI procurement transactions will now infer from the current BFY at the time of transaction creation, rather than defaulting to the BFY from the referenced contract. This change was implemented in response to agency feedback and is aimed at reducing the need for manual corrections during the procurement and payment process.

We are excited to offer this resolution, as it streamlines the creation of accounts payable transactions and helps prevent errors that previously occurred when the BFY defaulted to a prior year. Agencies will no longer need to manually update the BFY on each accounting line when making payments against contracts established in a previous fiscal year.

Please Note: This update will **not impact** capital project payments where **9999** is entered as the BFY.

New Disclaimer Message Coming Late July

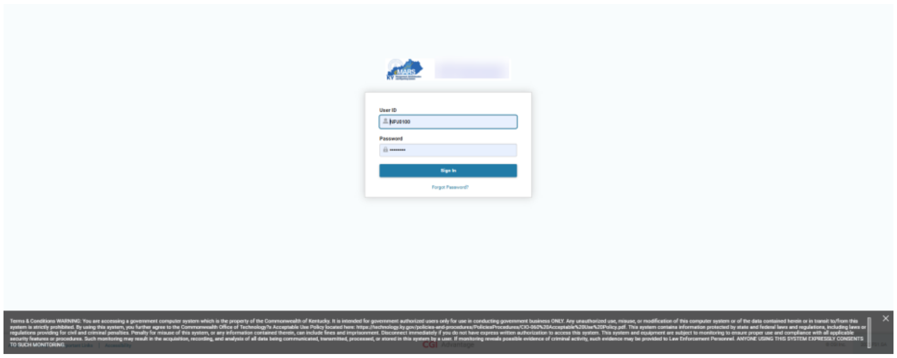
New Login Disclaimer Message Coming to eMARS, KBUD, and VSS in Late July.

Beginning in late July, users will notice a new disclaimer message displayed on the eMARS, KBUD, and Vendor Self Service (VSS) login screens. This addition reinforces that these systems are government computer systems and are intended for authorized use only.

The message serves as an informational reminder regarding system access and security expectations. It will appear as a pop-up upon accessing the login page and can be dismissed by clicking the **"X"** in the upper-right corner of the message.

This enhancement supports the Commonwealth's ongoing efforts to promote responsible system use and ensure compliance with state and federal regulations.

Thank you for your continued attention to system integrity and proper use.



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:

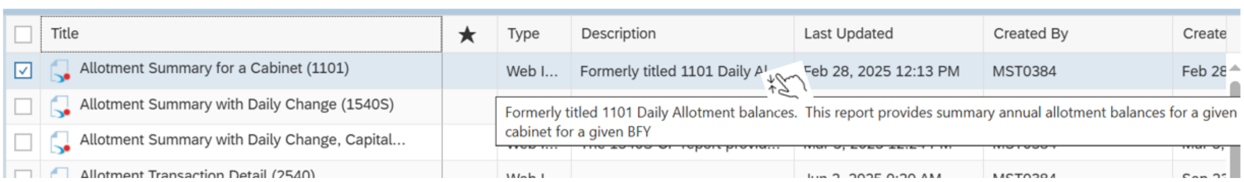
Task	**Due Date**	**Contact**
GASB 42 - Asset Impairment	Friday, August 1, 2025	Joe McDaniel
Attorney Letters	Friday, August 1, 2025	Christina Shuffett
GASB 49 - Pollution Remediation	Friday, August 1, 2025	Joe McDaniel
AFR 34A,B,C (Accounts Receivable	Friday, August 8, 2025	Phil Nally
Agency Closing Package	Friday, August 8, 2025	Christina Shuffett
Fixed Asset Shells Cleaned-up	Friday, August 15, 2025	Jason Salazar-Munoz
SEFA	Monday, August 18, 2025	Gina Shall
Real Property	Friday, September 12, 2025	Jason Salazar-Munoz
Component Unit Closing Package	Friday, October 3, 2025	DeeDee McCrosky
Summary Schedule of Prior Audit Findings	Friday, October 17, 2025	Gina Shall
Subsequent Event	Thursday, December 11, 2025	Pam Howarah

Updates to Statewide Reports

Updates are currently being performed on report queries located in the Statewide folder. This is a process that will be ongoing over the course of the next couple of years. Some changes users will encounter are as follows:

- **<u>Revised report titles</u>**

Changes to report titles will be minor and only for the goal of bringing greater clarity to the purpose of the reports. Once noticeable change is the shifting of the report code from the start of the report title to the end. This has the result of making reports more search-friendly, while also providing more flexibility for sorting. Additionally, additional detail has been added to the *Description* fields, which can be viewed when hovering the mouse over the applicable column.

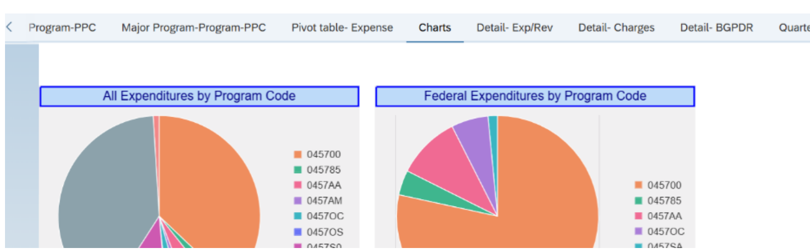


In some instances, reports have been combined when it's been determined that there are significant similarities between two or more reports. As a result, some report codes may be modified to reflect these changes.

- **<u>Report formatting and additional report tabs</u>**

Most formatting changes to reports are solely intended to improve readability, or to make them more conducive to exporting to PDF and Excel formats. Report users will notice some format changes to headers. Exports to PDF should result in clean, consistent pages and no partial results on alternating pages. Exports to Excel should no longer include any instances of empty row 1 or empty column A.

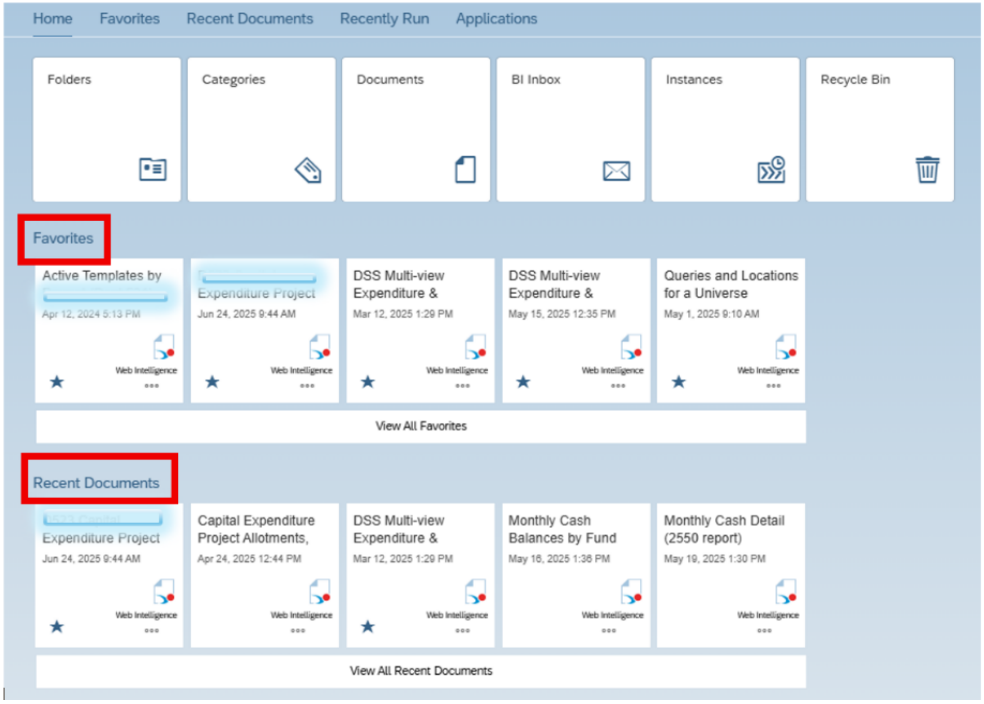
Some queries might have additional report tabs. For instance, a **Charts** page has been added to the *eMARS FFR Query* for federal program reporting:



For this phase of the current statewide query update process, nearly all new report tabs are simply additional views of existing data.

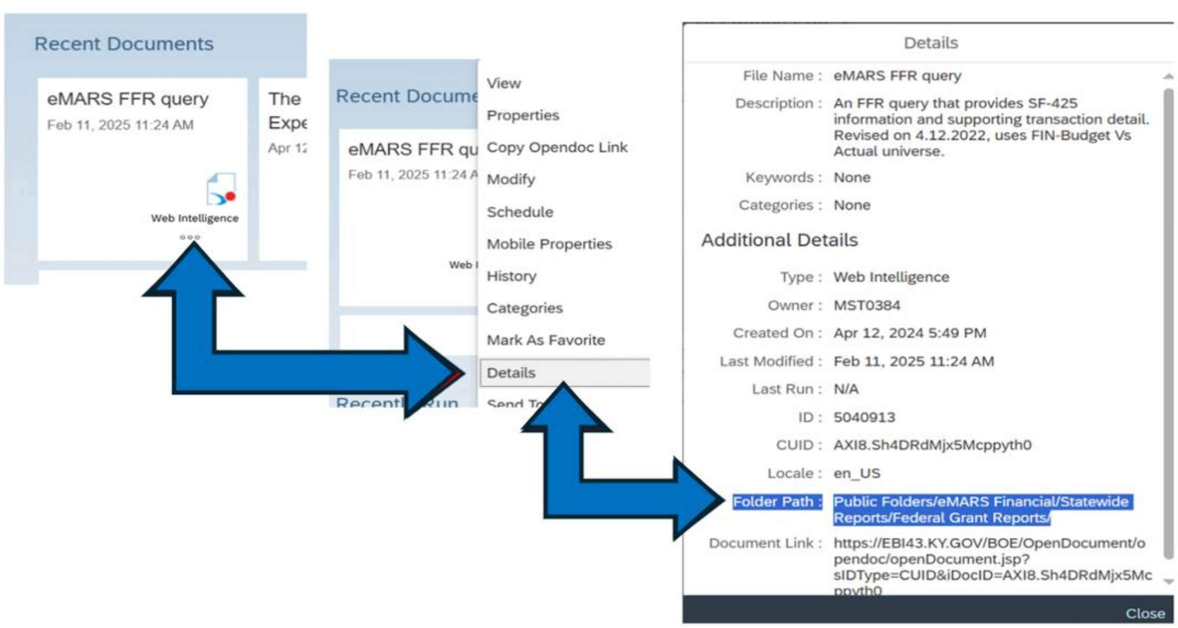
- **<u>Broken Home Page tile links to Favorites and Recent Documents</u>**

Rather than navigate to queries via the folder tree, some users access reports by clicking on a Home Page tile for Favorites or Recent Documents. This update process may break any existing links between those tiles and the actual report.



If clicking on one of these tiles sends a user to a report that doesn't appear to be functional or generates an error message preventing the report from opening, the user is advised to navigate to the desired report via the folder tree. At that time, a user can re-add the query as a Favorite (while also un-favoriting the old version), and opening the current version will add the tile to their Recent Documents section on the home page. If a user (or agency) had a shortcut to that old version, it may or may not have been broken by the update.

If a user is unsure of the location of a report query reflected as a tile on their Favorites or Recent Documents section, activating the three-dot menu on that tile and selecting *Details* will reveal its location.



If the folder path isn't pointing to a Public folder- either a Statewide folder or the user's agency- then it is likely the tile is pointing to an old version of the report. This is almost certainly the case if its path leads to a Personal folder, like so:

Except in the rarest of exceptions, ***report queries used in the normal course of day-to-day activities should always be stored in a Public folder.*** If a report user sees that a report query is located in a Personal folder, it is almost certainly because a developer is currently modifying it or has stored it there as a safety copy of a newer version placed in the Public folder system.

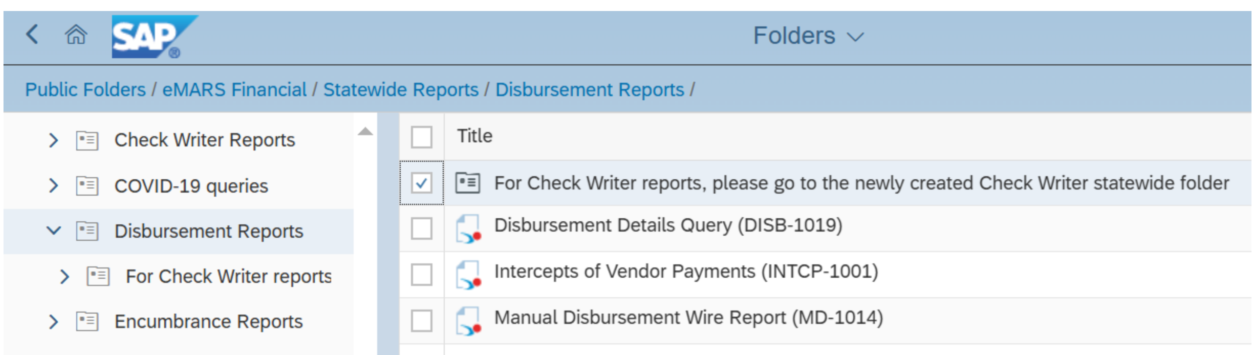
- **Brand new report queries**

Occasionally, a new report query is added to the Statewide folders.

- **Relocation of reports to new or existing folders**

Efforts have been made to simplify the folder organization of the Statewide reports. A facet of that effort has been to create new and modify existing folders. If a user is unable to locate a report they've used previously, and if the folder path location method described above isn't available to them, analyzing the existing statewide folder options might provide an intuitive path of investigation.

For instance, because of the widespread confusion of agency users of the difference between a Disbursement report and a Check Writer report, the latter were given their own dedicated folder, and a note was left in their previous folder location of that relocation:



At this stage of the update process, the only likely final change to the folder options is the removal of the folder titled *YTD Reports*, and the relocation of the three remaining queries in that folder.

If users have any questions or need further assistance, please contact the [Customer Resource Center (CRC).](#)