

eMARS Newsletter

April 29, 2016

Issue 46



The eMARS Newsletter disseminates information to agency users on key topics associated with the system.



Year-End Closing Memo

The Fiscal Year 2016 Year-End closing memo is posted at:

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>.

If you have any questions, please contact the Customer Resource Center (CRC) at Finance.CRCGroup@ky.gov or via phone at 502.564.9641 (Toll-Free 877.973.4357).



New Year Table Initialization (NYTI) Process

On May 5, 2016, the Office of the Controller will run the *New Year Table Initialization (NYTI)* process in eMARS. This process copies all active records on all tables keyed by *Fiscal Year* from the current *Fiscal Year* (2016) to the new *Fiscal Year* (2017). Once complete, *Fiscal Officers* should review all agency maintained tables (primarily departmental *Chart of Accounts* tables) to ensure the active 2017 records are valid.

As part of this process, the *Effective To* and *From* dates are cleared on the 2017 records. Therefore, if your agency uses these dates **for a functional purpose**, you will need to update the 2017 record on the appropriate table with the dates. Please be aware, if you intend for these records to be effective from July 1, 2016 to June 30, 2017, you do **NOT** need to update.

In addition, any new 2017 records entered after May 5, 2016, will also need to be entered as a 2017 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).

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UPDATE

FAP's Updated

Several Finance & Administration Policies (FAP's) have been updated, effective April 1, 2016. The newly updated FAP's can be found at:

<http://finance.ky.gov/services/policies/Pages/default.aspx>



Fiscal Year 2017 Contracts

When creating Fiscal Year 2017 contracts, please remember the following:

- Do not enter "2017" on the document until after NYTI runs on May 5
- Do not encumber Fiscal Year 2016 funds
- Use the PR07 Event Type after NYTI runs May 5 and before agency budgets are loaded in June



Clean Up Encumbrances

It is never too early to begin cleaning your encumbrances in preparation for year-end. This year FY2016 encumbrances will be rolled/lapsed the weekend of July 2. The Office of the Controller will roll all non-capital encumbrances greater than \$1,000 and lapse encumbrances less than or equal to \$1,000.

Users should make every effort to clean up or pay FY2016 encumbrances prior to **COB, July 1, 2016**. Encumbrances may be liquidated by modifying the award document or creating a zero dollar *PRC*, using the *Copy Forward* functionality and selecting *Final* from the *Ref Type* drop-down box on all commodity and accounting lines. The *2302 Outstanding Encumbrance* report within eMARS Reporting may be used to aid in clean-up efforts.



Attention: Property Officers & Inventory Officers

The due date for the Annual Physical Inventory of Fixed Assets is **Friday, May 31, 2016**. **Only non-expendable personal property is required to be inventoried for fiscal year 2016.**

You will have to turn in three pieces of information to the Office of the Controller:

1. A Certification Letter signed by both the Fiscal Officer and Property Officer
2. A copy of the infoAdvantage report **Fixed Assets – Equipment (CAFR)** (Fixed Assets \$5,000 and above).
3. Document log listing all documents processed during the Inventory period

You are required to submit a Certification Letter even if your agency DOES NOT have fixed assets \$5,000 and above.

The Procedures have been updated and are attached and on the Office of the Controller website. <http://finance.ky.gov/services/statewideacct/Pages/physicalinventoryprocedures.aspx> If you have any questions please feel free to contact me. Thanks.

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PRC Documents

In eMARS 3.10, when using Copy Forward to create a PRC to pay against an award document, the accounting line will infer. Previously, users would have to validate to infer the accounting line. Now, it will infer along with the rest of the document. It infers with the full amount from the award so users should pay special attention to the *Ref Type* and mark the *Partial/Final* indicator accordingly. The *Recalculate Accounting Line Amount* button in the Commodity Section may be used to infer changes to the Accounting Section.

Users should be aware of a defect found since implementation of 3.10.01. If the award has multiple accounting lines per commodity line and any of those accounting lines are closed. The closed accounting line(s) will infer on the PRC. The value from the commodity line will be distributed to the closed accounting line along with the open ones and the error is not given until the PRC validates. The workaround is to delete the closed accounting line(s) and redistribute the amounts across the open accounting line(s). This defect has been reporting to CGI, however, an ETA is not known.



Adding or Modifying Vendors

When adding a new vendor, please request a completed W9 form to be filed in your office. The Legal Name must be correct and match the name on file with the IRS. The Commonwealth will be fined when the Federal Tax ID Number and/or name do not match IRS records for 1099 reporting purposes. NOTE: If you find the existing vendor you need requires a legal name change, please contact CRC for help. We will require a W9 to be filed in your office or ours.

Next, when you have a different address from the vendor, determine if it is a change of address or an additional address for a different location. If you do not know, call the vendor to find out. DO NOT just add an additional address to the vendor record. This will leave the invalid address in the system that will most likely be used again, causing a payment to be delayed or lost. Either way, it is going to take your/our/Treasury's time to find the payment or put a stop pay and to reissue the payment.

Lastly, we ask that you updated the *Location Name* field on the Vendor/Customer Section when changing the **Master Address**. The easiest way to do the **Master Address** modification is to go to the **VCUST** table and pull up the vendor. Once the vendor record is open, scroll to the bottom of the screen and click on *Modify Existing Record*. The Create Document screen will open. Enter your department code. You do not have to enter the Unit Code. Check the Auto Number box and click on Create Document. A **VCM** document will be generated with the vendor code, name and the information already on the Vendor/Customer section. Go to the Vendor/Customer section and find the *Location Name* field under General Information. Usually it is populated with the physical address of the vendor or it may have a PO Box that should be updated or the physical address should be entered, please use the best information you have. If the field says something like "Revenue Use" or has another agency's name entered. It is there for that agency. **DO NOT REMOVE IT**. Proceed to the Master Address section to make the address change as you normally would. By updating the Location Name field, our vendor records will have more accurate information and the information displayed on some of the vendor search tables will make it easier for everyone to find the vendors needed for contracts and payments.

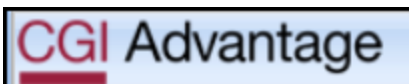


Document Your Documents

Remember that the *Document Description Field* in the Header Section and the *Line Description Field* in the Accounting Section can be used to describe the purpose or intention of the document. This information is especially helpful for approvers who will be looking at the document especially if those approvers are at a central level in the agency or Finance. In addition, these fields are populated in the data warehouse and are available for reporting purposes.

Document Description: JV to move Expenditure from 0100 to 13H5

Line Description: Reduce Expenditure in 0100



Advantage 3.11

The Office of the Controller is preparing for another eMARS/Advantage upgrade. Advantage 3.11 is anticipated for go-live in July 2018. This is CGI's largest release in over a decade. The eMARS Team is looking closely at all new and existing functionality and current business processes. We will be contacting agencies for their involvement.

A new Agency Delegation Packet will be going out soon to update all agency contacts. Please take time to carefully review and promptly respond to this request. It is important that we be able to reach out to you when the time comes.

We are looking forward to working with you on the implementation/upgrade effort and making our financial system and its processes better for all. If you have question, suggestions or concerns please email finance.crcgroup@ky.gov.



More About Vendors

For more information regarding how to properly complete Vendor Documents (VCC, VCM), please refer to the information posted at:

<http://finance.ky.gov/services/statewideacct/Pages/functionalareas.aspx>

For more information on eMARS, please refer to the eMARS Web site @ <http://finance.ky.gov/internal/emars/>