

eMARS NEWSLETTER

SEPTEMBER 9, 2022

Issue 16



Congratulations to Joan Graham on her recent retirement. Thank you for your 31 years of service to the Commonwealth!

eMARS is available from 6 am -7 pm

What you do makes a difference, and you have to decide what kind of difference you want to make.

-Jane Goodall

TRAINING OPPORTUNITIES

The Customer Resource Center is pleased to offer additional training opportunities for all end users. We appreciate all who have attended the trainings held up to this point and look forward to sharing more training opportunities with you this quarter. All trainings will be live and hosted using Microsoft Teams. We will also use the broadcast feature to post reminders and updates for these trainings. We will cover a broad range of topics to best suit the needs 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.

The below schedule is subject to change and classes may be added. A meeting will be created in the eMARS User Training Team in Teams to add it to your outlook calendar. Class credit will be given at the completion of the course.

TOPIC:	DATE:
Introduction to eMARS	Thursday September 15 th 1pm EST
Security Updates (Security Leads Only)	Tuesday September 27 th at 1pm EST
Travel (TE and TP)	Thursday October 13 th at 1pm EST
Chart of Accounts- Maintenance	Tuesday October 25 th at 1pm EST
Common document errors	Thursday November 10 th at 1pm EST
PON3's- How to use them	Tuesday November 22 nd at 1pm EST
Document approvals- How to's	Thursday December 8 th at 1pm EST

DELEGATION AGREEMENTS

Thank you for submitting your 2022 updated Delegation Agreements. It is important to know if you have been identified as an individual on your agency's submitted Delegation Agreement. Each delegation has a purpose and we will soon be reaching out to some of you that have been identified and targeted as a Lead for your agency. To review your agency's delegated contacts please click [here](#).

If you have been identified as a lead please review your roles and responsibilities below:

<p>Fiscal Officer per FAP-120-07-00 Fiscal Year Closing</p>	<p><u>Responsibilities include, but are not limited to</u>, establishing and maintaining proper internal control structure (working with the Security Officer), establishing and maintaining the agency chart of accounts, providing assurances that agency financial reports accurately reflect underlying activity, conducting fiscal operations under GAAP, and acting as a single point of contact with the Office of the State Controller.</p>
<p>Security Officer per FAP-120-22-00 Electronic Records and Signatures</p>	<p><u>Responsibilities include, but are not limited to</u>, designating authorized electronic signatures to the Finance and Administration Cabinet and controlling and maintaining assigned agency signature authority. Additionally, the Security Officer will be responsible for approving the agency's automated Workflow setup within the Commonwealth's central accounting system. The Security Officer will work with the Fiscal Officer to ensure that agency security settings create proper internal control structure.</p>
<p>Property Officer per FAP-120-20-01 Personal Property & Vehicle Inventories</p>	<p><u>Responsibilities include, but are not limited to</u>, maintaining the agency's fixed asset records and taking an annual physical inventory.</p>
<p>ProCard Program Administrator per FAP 111-58-00 Procurement Card Program</p>	<p><u>Responsibilities include, but are not limited to</u>, administering the procurement card program for the agency, ensuring timely payment to the issuing bank, ensuring all procurement card data is properly maintained and secured, and serving as primary contact for the Finance and Administration Cabinet in relation to any procurement card issues.</p>
<p>Agency Implementation Lead AIL</p>	<p><u>Responsibilities include, but are not limited to</u>, serving as the liaison between (and within) the budget unit and the Finance and Administration eMARS Central Team, coordinating and monitoring efforts of the overall eMARS operation within the budget unit to include Technical, Financial, Procurement, Reporting, Budgeting, and Tasks associated with Agency Implementation, etc., and participating in eMARS User Group meetings as requested.</p>
<p>Communication Lead</p>	<p><u>Responsibilities include, but are not limited to</u>, serving as a point of contact for all eMARS communication, ensuring two-way interaction between budget unit stakeholders, encouraging all impacted staff to take advantage of system Web pages (providing alternative access for requiring it), and monitoring the success of communication effort and providing feedback to all stakeholders (Example: Distribution of eMARS Newsletter).</p>
<p>Training Team Lead (TTL)</p>	<p><u>Responsibilities include, but are not limited to</u>, serving as the training liaison between (and within) the budget unit and the Finance and Administration eMARS Central Team, helping to determine agency training needs, training resources, and training logistics (scheduling, site identification, etc.), assisting with the coordination of prerequisite training, and participating in training design, delivery, and customization efforts as needed.</p>
<p>Technical Lead</p>	<p><u>Responsibilities include, but are not limited to</u>, responsibility for network and desktop issues for the budget unit, ensuring the eMARS application operates on the desktop and local area network, and ensuring all agency desktops are updated with applications compatible with eMARS (i.e. Internet Explorer, MS Word, Java, Oracle) when software release occurs.</p>
<p>Purchasing Officer</p>	<p><u>Responsibilities include, but are not limited to</u>, establishing and maintaining proper budget unit purchasing procedures in accordance with KRS 45A and the Finance and Administration Cabinet's policies FAP-110-10-00 through FAP-111-59-00 and FAP-220-05-00 to FAP-220-18-00, and acting as the single point of contact with the Office of the State Controller.</p>
<p>eMARS Interface Lead</p>	<p><u>Responsibilities include, but are not limited to</u>, serving as a point of contact for all interface issues for the budget unit, work to determine budget unit interface needs, and helping to monitor budget unit existing interface job(s) and working to resolve any issues.</p>
<p>eMARS Report Lead</p>	<p><u>Responsibilities include, but are not limited to</u>, serving as a point of contact for all report related issues for the budget unit, developing custom reports to meet budget unit specific reporting needs, and attending eMARS Report Developers User Group meetings.</p>
<p>eMARS Vendor Lead</p>	<p><u>Responsibilities include, but are not limited to</u>, serving as a point of contact for all vendor related issues for the budget unit. Ensure the agency has adequate personnel trained to add and request updates to vendor records. Communicate vendor related issues to the Office of the Controller and attend eMARS User groups as requested.</p>

CHECKWRITER PAYMENTS

Effective 9/16 all Check Writer payments processed will be required to use the Country listed as US. Please work with your technical staff to update and change all vendors address records prior to 9/16. After this date, all files will fail during the Pre-Edit CW job with an error, and will have to be corrected before payment can be processed.

SPR1 CHANGES

The SPR1 form in eMARS has been revised to include the information previously entered on the Non-Competitive Request Form. If you are requesting a Sole Source contract, you must attach a letter from the vendor verifying the vendor's status as a sole source and include patent numbers if the vendor is claiming a patented item or service. If your SPR1 is for IT related goods or services you must continue to attach the Technology SPR1 Request Form.

Please email questions to Ask.KPI@ky.gov or OPS.reporting@ky.gov.

DIVISION OF CONTRACT MANAGEMENT

The Office of Procurement Services recently announced the launch of the OPS, Division of Contract Management and implementation of the Annual Procurement Plan. A memo to All Agency Heads was distributed on August 30, 2022. Additional information is available at <https://finance.ky.gov/eProcurement/Pages/Contract-Management.aspx>. Email your questions to FinanceOPSContrMgt@ky.gov.

Please refer to the memo sent on August 30th for more information.

KY PROCUREMENT MANUAL

The Commonwealth of Kentucky Procurement Manual has been posted on the Procurement Resources and Support page on the FAC website. The Procurement Manual, along with the Kentucky Revised Statutes (KRS), the Kentucky Administrative Regulations (KAR), and Finance Administration Policies (FAP), are the primary resources for procurement professionals in the Commonwealth. Along with detailing procurement process, the Procurement Manual presents a roadmap of the solicitation process as well as key information concerning the electronic systems utilized in support of the procurement process.

KENTUCKY PROCUREMENT INSTITUTE TRAINING SCHEDULE

KPI has released a new training schedule:

Kentucky Introduction to Public Procurement	Introduction to Personal Service Contracts
<p>Wednesday, September 14, 2022, 1:00 PM to 4:00 PM EST</p> <p>Wednesday, October 12, 2022, 1:00 PM to 4:00 PM EST</p> <p>Wednesday, November 9, 2022, 1:00 PM to 4:00 PM EST</p> <p>Wednesday, December 7, 2022, 1:00 PM to 4:00 PM EST</p>	<p>Tuesday, September 20, 2022, 9:00 AM to 12:00 PM EST</p> <p>Tuesday, October 4, 2022, 9:00 AM to 12:00 PM EST</p> <p>Tuesday, November 1, 2022, 9:00 AM to 12:00 PM EST</p>
Advanced Kentucky Public Procurement	Kentucky Contract Administration
<p>Monday, October 3, 2022, 9:00 AM to 12:00 PM EST</p> <p>Monday, November 7, 2022, 9:00 AM to 12:00 PM EST</p> <p>Monday, December 5, 2022, 9:00 AM to 12:00 PM EST</p>	<p>Wednesday, October 26, 2022, 9:00 AM to 12:00 PM EST</p> <p>Wednesday, December 7, 2022, 9:00 AM to 12:00 PM EST</p>

EMARS USERS AND SECURITY UPDATES

A special training event will be held on Tuesday September 27th at 1pm via teams for all agency delegated security leads. This training will cover the security document in eMARS and its use and functions. This training will discuss security roles and responsibilities with in eMARS and how they are assigned to users.

REMINDER: eMARS Security leads should regularly review their agency’s list of eMARS /eMARS Reporting Users to ensure proper security and access is either granted or revoked. It is crucial that employee accounts are inactivated when an employee departs from the agency. This will not only ensure agency data is protected but can reduce your eMARS bill for accounts that are no longer needed. Please make sure to review the active employees listed for your department on a regular basis. To revoke security, a UDOC will need to be processed in the administrative application of eMARS. For details please reach out to Anna.Haydon@ky.gov

EMARS UPGRADE



The Office of Controller is entering Phase 1 of the eMARS 4 upgrade. This will be our biggest eMARS Upgrade in 16 years. We have been busy behind the scenes documenting current processes and will soon be reaching out to agencies to request pertinent information. We are excited about what the new face of eMARS will look like and we can’t wait to show it to you. We will be scheduling a kickoff with those individuals who have been identified as an Agency Implementation Lead (AIL) soon to discuss what steps you will need to take to ensure this upgrade is successful.

If you want to participate in the Upgrade, please reach out to Anna.Haydon@ky.gov.

EMARS VENDORS

Please encourage your vendors to register themselves on the [Vendor Self Service](https://eMARS311.ky.gov) 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.

COMING TO YOUR INBOX SOON

Do you or your agency use a database to connect to or access eMARS data? Do you have an internal system(s) or a piece of software that pulls eMARS data? If so, we will soon be contacting you to try and identify those departments and agencies that pull eMARS data from the database or data views. We will be creating a survey to collect details about your agency and how you are currently using the data, which will help our office better assist you. As a reminder, we will send a broadcast when the survey is distributed.



CONTROLLER OFFICE FINANCIAL REPORTING BRANCH NEWS

The Financial Reporting Branch is responsible for working with state agencies and national accounting standard-setting organizations to assure the Commonwealth of Kentucky complies with generally accepted accounting principles (GAAP) and the latest accounting standards established by the Governmental Accounting Standards Board (GASB) while also in accordance with state and federal requirements.

The Financial Reporting Branch (FRB) is happy to announce a new way to contact them!

If you need assistance from the FRB, you can now email SAS.FinancialReport@ky.gov.

With the use of this office email, the FRB hopes to decrease response time and increase customer satisfaction.

The FRB can assist you with the following topics:

- Annual Comprehensive Financial Report (ACFR)
- Schedule of Expenditures of Federal Awards (SEFA)
- Fixed Assets
- Statewide Cost Allocation Plan (SWCAP)
- Legislative Claims
- Cash Management Improvement Act (CMIA)
- Outside Bank Accounts

SFY 2022 SEFA SURVEY

The FRB would like customer feedback regarding the SFY 2022 SEFA. More specifically, SEFA training, SEFA customer service, and the use of Workiva's WDesk. Please complete a SEFA survey by clicking [HERE](#). Responses need to be submitted by December 15, 2022. Your input is greatly appreciated!

Complete URL of survey (if needed)

<https://forms.office.com/Pages/ResponsePage.aspx?id=TX9812fXH0a2JQYoeS6eKoWBDVXSkpdKp9nHI-dKk7hUMTgwVE5VU0hYSUtgU1o5REI0ODJYNFFIU4u>

COST ACCOUNTANTING UPDATE!

Effective 7/1/2022, the XXP3 posting code and event type are no longer available for use. For any CH doc entry that would have previously used the XXP3 posting code and event type, please use the new posting code C010 along with event type CG10. All other information on the CH doc remains the same. If you have any questions, please email SASAccounting@ky.gov.

EMARS ACCOUNTING TEMPLATES

Payroll templates – to be a valid KHRIS accounting template, “Pay” should be the first 3 letters in the accounting template description field, and the template must be active. Any new Payroll Accounting Template should be relayed to Personnel **before** the effected payroll cycle begins. It has to be in KHRIS before an employee can select it on their timesheet.

Accounting Template	Name	Department	Department Name	Active
✓ FINCR0	Finance Customer Resource Center Gen Fd	758	Fin Control G	Yes

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

▼ General Information

*Accounting Template : FINCR0
*Name : Finance Customer Resource
*Department : 758
Description : PAY Customer Resource Center Expend GEN FUND
Active :

Debt ID :
Fiscal Year :
Budget FY :

JVC APPROVAL

All JVCs are routed to SAS for final approval. SAS does not apply the final approval without an email request for approval. Whenever an agency submits a JVC to SAS for approval, they should send an email to their assigned Statewide Accountant and if their assigned accountant is not available, they can also email SASAccounting@ky.gov.

GRANT ACCOUNTING REMINDERS:

Grant accountant Reminders: In general, Funding Lines **cannot** be deleted. Be very careful when entering funding lines.

2022 1099 TAX STATEMENTS - COMING SOON

The Commonwealth of KY will soon be issuing calendar year 2022 1099 statements to vendors. It is important that all journal voucher corrections (JV2E) are completed correctly when a 1099 reportable object code is used to report an expenditure correction.



Customer Resource Center

502-564-9641

877-973-4357

Finance.CRCGroup@ky.gov

<https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/customer-resource-center/Pages/default.aspx>