

# eMARS NEWSLETTER DECEMBER 4, 2020



Issue 8

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*Do not wait until the conditions are perfect to begin. Beginning makes the conditions perfect. –Alan Cohen*

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## CRC Phone Availability



The Customer Resource Center will be available by phone beginning 12/7/2020. During the pandemic CRC staff were only available by email, as we all adjusted to working from home. Please call us at 502-564-9641 for assistance, or continue to email us at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)

## CRC IS EXPANDING

The Customer Resource Center would like to introduce Abigail Higgins as our new Helpdesk Analyst. Abby is a native of Western KY, and currently lives in Lexington. We are very excited to have her on the team.

## EMARS CALENDAR YEAR END INFORMATION

I think we are all ready to close the books on 2020. This year has brought us challenges we have never seen before. We have adapted, over-come obstacles and created a new workplace that has allowed us to continue our work as public professionals. The eMARS Team is excited to turn the page to 2021, with new and exciting projects on the horizon.

As with any year, there are some housekeeping items that need to be discussed.

### Inactivate old Accounting elements

As changes and re-organizations are made within your agency, please remember to inactivate any old Unit codes that are not relevant to your agency. You will also need to make sure that any and all Chart of Account (COA) elements used on Payroll or KHRIS contractor payments are updated. If you are unsure about what to do, please contact your [Statewide Accountant](#).

### 1099 Payment Corrections

The Controller's office will soon be preparing the Commonwealth's tax statements. Please make sure your agency completes any journal voucher corrections no later than January 15, 2021. If you have any questions on how to process corrections, please reach out to your Statewide Accountant.

### When is it permissible to change information on a PRCC document?

PRCC documents are created and prepopulated by Statewide Accounting Services with vendor and charge/credit amounts provided through US Bank. **It is imperative that Accounting Lines and**

**amounts are not changed** on PRCC documents, as this data is sent directly from the bank. Only one accounting line is permitted for each Commodity line on a PRCC document. If you believe there is a discrepancy, please contact Bethany Crockett for review. If there is an incorrect amount on the PRCC document, we want to ensure the bank corrects the information as well. Changing the amount of the PRCC will result in an error with payment sent to the bank at the end of the cycle, making it difficult for the Commonwealth's reconciliation.

ProCard Administrators should review each PRCC document with their card transactions to ensure the vendor populated on the PRCC document reflects where the actual purchase was made. Occasionally the taxpayer ID number is not passed to us from the bank resulting in the vendor populating as ZZMISCIND when we have a vendor record on file for the merchant where the purchase was made. If you have a vendor that populates as ZZMISCIND on a PRCC document and you are aware of the vendor number in eMARS, you may change this record to reflect the correct vendor number. However, over the past several months, we have seen several PRCC documents post transactions with the **incorrect** Tax ID number, resulting in the PRCC populating the **incorrect** vendor. If you identify a document where this occurs, please reach out to [Bethany Crockett](#), as we will notify US Bank for the data discrepancy.

### Automation of ACH CR's from TPE

The Controller's Office is now actively creating Cash Receipt (CR) documents for agencies who process customer payments via ACH or credit card transactions through Kentucky Interactive's payment application, TPE. If you would like to participate in the automation of your CR's please reach out to [Bethany Crockett](#) for more details.

### eMARS Database Connections

All legacy eMARS databases have migrated to a new database server. The historical databases will be shut down on Dec 15, 2020. If you currently connect to the Old MRDB for data prior to 2006 please make sure that your database is updated. For more information please contact [Anna.Haydon@ky.gov](mailto:Anna.Haydon@ky.gov)

### Inactivate eMARS Users-Retired/Transferred

eMARS Security leads should regularly review their agencies list of eMARS /eMARS Reporting Users to ensure that access is revoked when an employee departs from the agency. This will not only ensure that 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](mailto:Anna.Haydon@ky.gov)

### Adobe Flash- End of Life- FAS3 will be affected

Adobe Flash Player is being removed by Microsoft on all COT managed devices at the end of December. This will impact your ability to use FAS3. If you actively use FAS3 you will need to request an exemption through April 2021. To request an exemption you will need to submit a COT helpdesk ticket and include the following information:

Adobe Flash Player exemption for FAS3 User

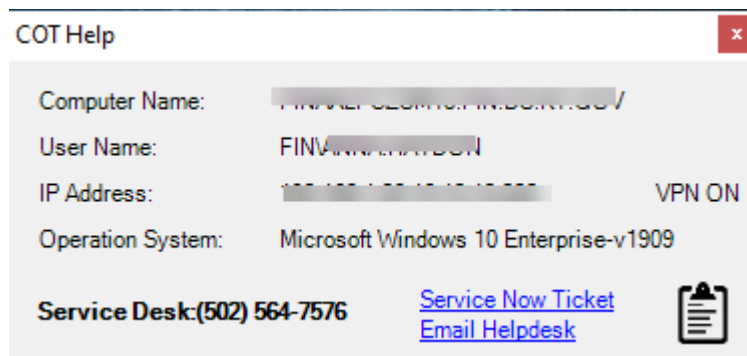
- Domain/user name (ie: fin/joe.user)



- PC/Machine name
- IP address

You can use the COT Icon on your desktop to locate the PC name and IP address

All requests submitted to COT will be reviewed by the server team.



Finance will be sending an initial list of those employees who need access to COT on 12/15/2020. If an agency has an employee needing an exception to Flash after this date, you will need to contact the [Commonwealth Service Desk](#) to request an exemption.

If you have any questions or concerns, please reach out to [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)

## EMARS AGENCY CONTACTS

The Office of the Controller uses Agency Delegated Contacts as the central point of contact for communications regarding eMARS and related issues. We also rely on each delegated agency contact to forward the information to all impacted users within their agency. It is imperative that agency contacts are correctly identified and they disseminate eMARS communications to necessary users within their agency. Each agency has identified an Agency Implementation Lead (AILs) who is responsible for coordinating and monitoring efforts of the overall eMARS operation within their agency. To ensure we are communicating effectively, we are asking the AIL to review each contact identified on the Agency Delegated Contact list and provide updates as soon as possible.

A list of current agency delegated contacts is available on the [eMARS Web site](#). If contacts are incorrect, the Cabinet designee for the agency must complete the appropriate [Agency Delegation and Contact Information Packet](#), and submit the updated packet to [Marcia.Adams@ky.gov](mailto:Marcia.Adams@ky.gov).

Additionally, the Office of Procurement Services maintains a separate, internal list of purchasing contacts. If you need to be informed of procurement-related issues and you are not on the purchasing contacts distribution list, please e-mail [Shelby.Luby@ky.gov](mailto:Shelby.Luby@ky.gov).

We greatly appreciate your cooperation and teamwork to ensure your users are informed timely.

## TRAINING OPPORTUNITIES

We will be working to schedule several Microsoft Teams meetings in the upcoming weeks. These trainings will be focused on Vendors, and other important functions. If your office requires any training please reach out to Anna Haydon at the Customer Resource Center.

We have posted several online training opportunities to MyPurpose. Please make sure that you log into your account and enroll in the training courses below:

- eMARS Basics Tutorial 2.0
- eMARS PunchOut 1.0
- Payment Request Commodity (PRC) Tutorial 1.0

- General Accounting Expenditure (GAX) Tutorial 1.0
- eMARS Security and Workflow Roles 2.0 (For Security Leads only)
- PCard Cardholder and Approver Tutorials-Contact Bethany Crockett to enroll

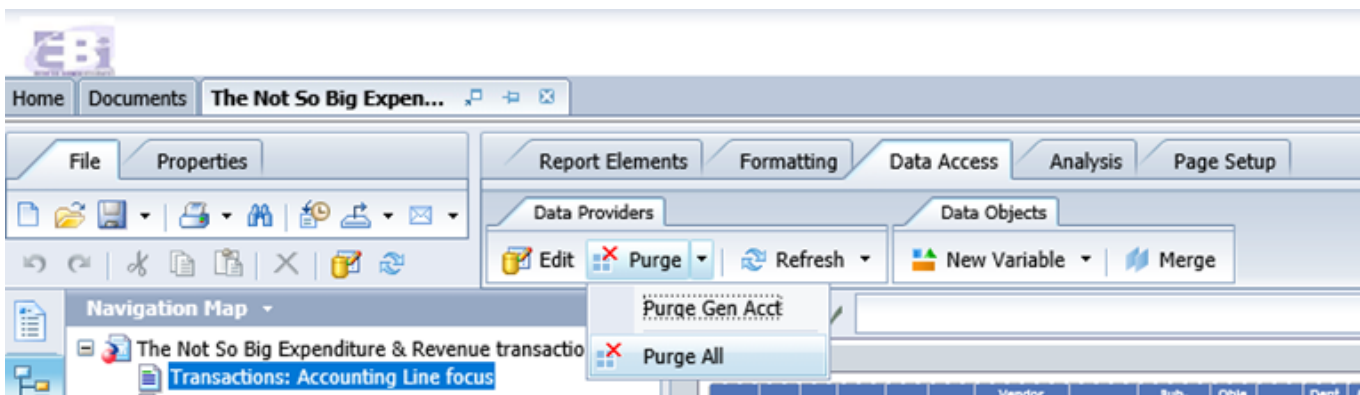
There is a recording available that covers eMARS in general, which can be viewed [here](#):

## REPORTING UPDATES-PURGE YOUR DATA

If data is saved on the face of an EBI report query, that information needs to be purged by a report developer. Permanent copies of report results should be exported as PDF or Excel or CSV documents, never saved on the query itself. This can be the source of several problems:

- **Sharing of unauthorized data**
  - Security roles set permissions on the data each user is authorized to view. Report queries reflecting saved on their face bypass those security role settings. Queries purged of information prevents unauthorized users from viewing discretionary data.
- **Storage cost**
  - If the user wishes to keep static data of report instances, then the best option is to export the data, either as a PDF or to Excel, and save that information to a network folder.
- **System functionality**
  - When report queries are saved with sizable amounts of data, those reports use up system resources each time they're opened, which could have the effect of slowing system processes.
- **User confusion**
  - Failure to purge the data could result in confusion for the user if the report automatically opens with data presented to them.

The **Purge Data** function is located on the **Data Access** tab, in the **Data Providers** sub-tab.



## THANK YOU FOR YOUR ONGOING PATIENCE!

We understand 2020 has been challenging, and are all hoping that the new year will bring a new beginnings, and year full of new challenges to overcome.

Please continue to email us with any issues you may uncover.

**Customer Resource Center**

502-564-9641

877-973-4357

[Finance.CRCgroup@ky.gov](mailto:Finance.CRCgroup@ky.gov)

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

