

# eMARS NEWSLETTER

JANUARY 7, 2022

Issue 14



- Wishing you a most joyous and prosperous New Year
- eMARS is available daily from 6 am -7 pm

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*No matter how hard the past, you can  
always begin again*

*-Buddha*

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## TRAINING OPPORTUNITIES

The Customer Resource center is pleased to offer additional training opportunities for all end users. We appreciate all users attending the trainings we have had up to this point, and look forward to sharing more training opportunities with you this quarter. All trainings will be live using the MS Teams format. We will also use the broadcast feature to post reminders and updates for these trainings. All trainings will be hosted in MS Teams and recorded. 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 January 20 <sup>th</sup> 1pm
RFP	Tuesday February 8 <sup>th</sup> at 1pm
SRW- Solicitation Responses	Thursday February 17 <sup>th</sup> at 1pm
EV- Solicitation Evaluations	Tuesday February 22 <sup>nd</sup> at 1pm
Chart of Accounts – setup and maintenance	Thursday March 10 <sup>st</sup> at 1pm
Cash Receipt processing	Tuesday March 22 <sup>nd</sup> at 1pm
Journal Vouchers	Thursday April 7 <sup>th</sup> at 1pm
PRC documents	Tuesday April 19 <sup>th</sup> at 1pm

## EMARS HOURS

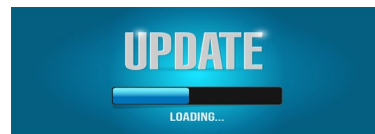
The Office of the Controller will be changing the hours of operation for eMARS. eMARS will be available daily from 6am to 7pm. Our goal has been to remain flexible with the hours of operation to allow telecommuting employees the flexibility of working from home through the COVID-19 pandemic. As we transition back to the office, we will be reducing the hours of operation to better assist our Nightly Processing and monitoring staff. This change will be effective January 12<sup>th</sup>.

## EMARS USERS AND SECURITY UPDATES

eMARS Security leads should regularly review their agencies 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](mailto:Anna.Haydon@ky.gov)

## EMARS UPGRADE

The Office of Controller will soon be entering into Phase 1 of the eMARS 4 upgrade. This phase will be considered a planning stage for a very large eMARS Upgrade which is tentatively scheduled to go live in 2025. We will be collaborating with the Commonwealth Office of Technology to streamline and grow existing processes to make our application better and easier to use, we will be updating the database as well as related operating systems.



The upgrade team may be reaching out to cabinets and departments for assistance.

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

## FINANCE CABINET HAS MOVED

Several Offices in the Finance Cabinet and the Office of State Budget Director have relocated to the 5<sup>th</sup> floor of the Transportation Cabinet Office Building. It was a huge undertaking as we were forced to move quickly to vacate the Annex by early December while, a number of KYTC staff had to be relocated to other areas of the building to make room for us, so they also have been significantly impacted by this move. Nonetheless, KYTC staff have been very gracious in welcoming us into our workspace. We look forward to serving the eMARS community from our new space across the river.

## QUARTERLY ALLOTMENT ERRORS ON DOCUMENTS

Sometimes you may see the message, “Encountered an incremental update failure...” upon attempting submission of a document. The “incremental update failure” is a known issue related to quarterly allotment constraints. This error most commonly occurs towards the end of a fiscal quarter. We are aware of the issue and are currently working with our CGI staff to create a fix. If you come across this error, please email [SASAccounting@ky.gov](mailto:SASAccounting@ky.gov), with the email description “incremental update failure”; and please be sure to include the Document Code and Document ID in the body of the email. Alternatively, you can directly email Shannon Crane and Jason Mach in SAS\_Accounting for assistance.

[View All](#) 1 of 1 | ● Encountered an incremental update failure for the second time in a ...

## FIXED ASSETS

### Fixed Assets

Inventory procedures for the Annual Fixed Asset Inventory will be distributed to property officers on February 1. Only non-expendable personal property will be required to be inventoried for fiscal year 2022 and completed inventory reports are due no later than May 31, 2022. The earlier you begin planning and complete your physical inventory, the easier it will be on all involved!

Agency fixed asset personnel should also begin working on cleaning up their fixed asset shells in the document catalog. Though the deadline to clean up FY 2022 shells isn't until mid-August, this will assist with completing the annual inventory and save time later. If possible, submit the FA shells. If the shells cannot be used, be sure to appropriately enter documents from scratch to record those fixed assets in eMARS and discard the unused shells. If the shells were created in error due to the incorrect use of a fixed asset commodity code, discard those FA shells as well.

If you have any questions regarding the FY 2022 inventory or your FA shells, please contact Jessica Pinkston at [Jessica.Pinkston@ky.gov](mailto:Jessica.Pinkston@ky.gov) or 502-564-8769.

## COMMUNICATE PAYMENT INFORMATION

CRC gets several calls a day from vendors, receiving both ACH (EFT) and paper checks, who cannot properly apply their payments. In this event the identifying information was not included on the payment document or was not included in the proper location on the payment document. Two fields are available to communicate proper allocation details to your vendors: **Vendor Invoice Number** (32 characters) and **Check Description** (first 24 characters). Both fields print on the check stub or in the ACH (EFT) email that goes out to vendors. In the case of ACH (EFT) vendors who are set up with a Disbursement Format of CTX, it is imperative that the proper information be included in the **Vendor Invoice Number** field.

Be sure to include the necessary identifying information, Invoice Number, Account Number, Case Number, Date of service, etc., in these two fields of your documents

<b>32 characters</b>
<b>Vendor Invoice Number:</b> <input type="text" value="69201617"/>

<b>Check Description:</b> <input type="text" value="Acct 5785987"/>
<b>first 24 characters</b>

### Attention

**Please Use Caution and do not enter confidential information in these fields such as Social Security Numbers, Credit Card Numbers or Bank Account Numbers, etc.**

## 2021 1099 TAX STATEMENTS FOR VENDORS- COMING SOON

The Commonwealth of KY will be issuing calendar year 2021 1099 statements to vendors by 1/31/2022. The Controller's office is responsible for issuing these statements for most payments made from eMARS.



### **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>

Vendors will have the ability to access their 1099 Tax forms through the secure [Vendor Self Service](#) portal. If a vendor has questions on how to access their account online, please have them contact the Finance Customer Resource Center.

# January

# 2022

eMARS Training Calendar 1<sup>st</sup> Quarter 2022

## eMARS Training 2022

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Intro to eMARS 1pm EST	21	22
23	24	25	26	27	28	29
30	31					

# February

# 2022

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		1	2	3	4	5
6	7	8 RFP- 1 pm EST	9	10	11	12
13	14	15	16	17 SRW- Solicitation Response 1pm EST	18	19
20	21	22 EV- Solicitation Evaluations 1pm EST	23	24	25	26
27	28					

# March

2022

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		1	2	3	4	5
6	7	8	9	10 Chart of Account Set- up/maintenance 1pm EST	11	12
13	14	15	16	17	18	19
20	21	22 Cash Receipt processing 1pm EST	23	24	25	26
27	28	29	30	31		

# April

# 2022

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					1	2
3	4	5	6	7 Journal Vouchers 1pm EST	8	9
10	11	12	13	14	15	16
17	18	19 PRC documents 1pm EST	20	21	22	23
24	25	26	27	28	29	30