

eMARS Newsletter

February 13, 2018



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



Vendors in eMARS 3.11

The Office of the Controller and Statewide Accounting Services (SAS) has been working diligently to make the transition to eMARS 3.11 as seamless as possible. One main focus on this transition is to clean up the Vendor Customer table. SAS has been working on cleaning up our current vendor file with the goal to transition as many vendors as we can to eMARS 3.11. It is our focus to have vendor records established in 3.11 so that no business is impacted during this upgrade.

Key Points to Remember:

- Vendors with payment/contract activity from **July 2016 through February 2018** will be converted into eMARS 3.11 (pending IRS validation).
- Modifications/updates between **November 2017 and March 2018** of vendors will be imported to 3.11.
- New vendors who are registered in 3.10 after **March 1st** will need to have a vendor entry recorded into 3.11 once the system is available.
- Once vendors are converted into 3.11 (April 2018), a cross-walk will be posted on the Upgrade website.
- Work with your vendors, SAS is here to help, but you are the first line of defense.



What SAS is doing?

In our efforts to clean up the vendor file here are things we have been doing:

- Verifying the taxpayer identification number (TIN) and legal name match with the IRS.
- Eliminating vendor records that have duplicate TINs.
- Cleaning up address information.
- Cleaning up contact information.
- Preparing vendors to be imported to the new eMARS.

PLEASE NOTE: vendor records where the TIN and legal name DO NOT match with the IRS WILL NOT be imported into eMARS 3.11.



How can you/your agency prepare for vendors in 3.11?

Here are a somethings you/your agency can do to help make the vendor transition smooth:

1. Determine Vendor Lead(s) for agency/department.
2. Continue registering your vendors via the VCC document in eMARS.
3. Check the upgrade website ([Upgrade Information](#)) to determine if your vendors' information matched with IRS.
4. Vendors DO NOT need to re-register if you are currently paying them through eMARS.
5. Contact your vendors to verify correct address, contact, 1099 classification, and banking information.
6. When eMARS 3.11 is available in April 2018, verify correct vendor information has been imported.



What your vendor(s) can do?

Your vendors DO NOT need to re-register if they are on contracts or currently being paid through eMARS.

If the vendor utilizes the Vendor Self service site (VSS), they can login to their account to verify the information we have is correct and up-to-date (legal name, TIN, 1099 classification, address, contact, etc.).

If their TIN and legal name have not matched with the IRS, they will need to provide the correct information. They can do this via the W-9 or the Vendor Registration Application (this application is posted on the Upgrade Information website).



Establish a Vendor Lead in your Agency

Your agency should identify a Vendor Lead, and this person will serve as the communication point between SAS and your agency. We will be sending out a Delegation Agreement for your department to complete identify the Vendor Lead. It is important a Vendor Lead is established so that information can be disseminated. The Vendor Lead will also play a large part in the training effort required in 3.11.

Please contact the Customer Resource Center with any questions or concerns regarding issues discussed in this Newsletter.

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