Agenda

Commonwealth Update
New Agreement Forms
eMARS Process Updates
Cutover

US Bank

Q & A
New Agreement Forms
Agency Agreement

- Agreement between Agency and Office of the Controller (OOC)
- Required for all agencies with PCard Programs
- One Agreement may include multiple sites
- Receipt of Procurement Card Program Policies and Procedures Guide
- Signatures (Electronic)
  - Agency Head
  - Program Administrator
  - Controller
- Retained by OOC

All Agencies must submit new Agency Agreements
Custodial/Dept Card Agreement

- Required for agency to use Custodial/Department Cards
- Signatures (electronic)
  - Department Head
  - Controller
- Retained by OOC

All Agencies with Custodial/Dept Cards must submit a new Agreement
Cardholder/Custodian Usage Agreement

- Required for all Cardholders/Custodians
- Signatures (scanned image acceptable)
  - Cardholder/Custodian
  - Program Administrator
- Retained by the agency

All Cardholders/Custodians must sign a new Agreement
PCard Usage Agreement

- Required for all users of Custodial Cards
- Signatures (scanned image acceptable)
  - PCard User
  - Custodian
- Retained by the agency

All PCard Custodial Users must sign a new Agreement
Questions ?
eMARS Process Updates
Cards received last week do not have to be entered on PRCUA
– PRCUA will be loaded centrally
Verify your cardholders for accuracy
Update as needed
Any card requested from this point forward will need to be added
Documents

- Document prefix for US Bank PRCC’s will be PCD

- Document Unit Code will remain the same
Documents

PRCC -- Header

PCard Administrator: 24558
Cited Authority: FAP111-58-00

Contract Withholding Exempt: [ ]

Document Description: Credit Card Posting Date - 07/18/2019

Payee Vendor: KY0029776
Payee Name: US BANK NATIONAL ASS
Payee Alias/DBA: ATTN SVP PREPAID DE
Payee Address ID: AD001
Payee Address Line 1: US BANK PLAZA EP MI
Payee Address Line 2: 200 S 6TH ST
Payee City: MINNEAPOLIS
Payee State: MN
Payee ZIP: 55402-1547

US Bank Payee

New Company #
PRCC – Commodity

Vendor Invoice Number: 48855979000069842019
Vendor Invoice Line: 1
Vendor Invoice Date: 
Tracking Date: 
Check Description: 

Billing Account #

Receipt Date: 07/18/2019
Transaction Date: 07/18/2019
Transaction Time: 
Bank Posting Date: 07/18/2019
Transaction ID Number: 231137
Transaction Reference Number: 24906419170074999513
Bank Commodity Description: PROCARD PURCHASE
Comments: 

Kentucky eMARS Management Administrative & Reporting System
Billing Cycle

- Cycle remains 17\textsuperscript{th} – 16\textsuperscript{th}
  - If 16\textsuperscript{th} falls on a weekend, cycle will end the following Monday
- Due 30\textsuperscript{th} (14 days after close of cycle)
  - If 30\textsuperscript{th} falls on a weekend, due date will be the preceding Friday
- New Payment Cycle Posted
Updated to reflect US Bank
Questions ?
Cutover

Kentucky eMARS Management Administrative & Reporting System

Kentucky UNBRIDLED SPIRIT
Clean Up

- Chase Cycle 07/17/2019-07/24/2019
  - Due 08/15/2019
- Ensure all Chase PRCC Documents through Posting Date July 24, 2019 is in FINAL status by 08/12/2019
- Some sites are in arrears
  - Will be contacting you ASAP
- Credit Balances
  - Discussing with Chase
PaymentNet

- No Activity on Chase Cards
- PaymentNet will be disabled September 6, 2019
- Run Final Mapper & download
- Download any reports you want to retain
Program Admin Changes

- New on-line Form
  - Submit to Bethany Crockett and/or Sierra Stevens
  - Updates Access Online Security

- Requires a new Agency Agreement

- Update Agency Delegation Agreement
  - Submit to Marcia Adams
Bethany Crockett  
Statewide Administrator  
bethany.crockett@ky.gov  
502-564-6690
Questions ?