Opening Remarks: Ed Ross
Housekeeping: Barbara Aldridge-Montfort
Treasury: Dennis Paiva
Soft Go-Live: Barbara Aldridge-Montfort
Vendors: Anna Haydon
2018 Year End: Barbara Aldridge-Montfort
New Year/3.11: Barbara Aldridge-Montfort

Q & A
eMARS Availability

Standard Availability

Monday – Sunday -- 7:00 am through 7:00 pm

Exceptions

eMARS (3.10 & 3.11) will be unavailable beginning at noon June 30, 2018 -- July 4, 2018.

Any changes will be posted at the News and Alerts link at:

http://finance.ky.gov/services/statewideacct/Pages/default.aspx
The Fiscal Year End 2018 Closing Schedule is posted at:

https://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx
Agency Contacts

- Verify all agency contacts on the *Agency Contact Listing*
- New *Agency Delegation & Contact Information Packet* located at:
  [http://finance.ky.gov/internal/eMARS/Agency+Contacts.htm](http://finance.ky.gov/internal/eMARS/Agency+Contacts.htm)
- Electronic Signatures
- Auto email to Finance.CRCGroup@ky.gov
CRC Contact Info

- CRC Phone coverage will be limited beginning April 1
- Users may contact CRC via email: Finance.CRCGroup@ky.gov
- Or contact a CRC representative directly
Final day to submit SPR1’s for approval is June 22\textsuperscript{nd}.
OPS Approval Reminders

- OPS rejections slow down approval process
- Review Documents thoroughly prior to submitting for approval
- Ensure all corrections on rejected documents have been completed
- Ensure document has been assembled or re-assembled properly
- Attach all required documentation including the signed and notarized Required Affidavit for Bidders, Offerors and Contractors
- Include *Delivery Date* for goods or services on requisitions
From: procure@ky.gov  
To:  
Sent: 3/27/2018 2:34:07 PM Central Standard Time  
Subject: Bid Notification (Commonwealth of Kentucky)  

We are notifying all diverse suppliers, service providers, contractors, subcontractor and consultants to validate their contact details with the procurement department (Commonwealth of Kentucky).

We will be sending project bids to all vendors we have on file. It is mandatory you verify your contact information you have with us to avoid missing out on the contract bids.

Use the link to update your recent contact information and view lists of contracts available for bids.

Requesting Department: Procurement Services  
Buyer Name: Joan Graham  
Buyer Phone: (502) 564-4510

Note: If your browser won’t take you to the contract bid information, look out for our next email.

Regards,  
Joan Graham, CPPO, CPPE Executive Director  
Kentucky Finance and Administration Cabinet  
Office of Procurement Services  
702 Capitol Ave.  
Capitol Annex Room 096  
Frankfort, Kentucky 40601  
Phone (502) 564-4510  
Fax (502) 564-1434
Escheated Checks

- Uncashed checks with issue date greater than 1 year
- Send **verified requests for re-issue** to Treasury Stale Checks email group (check on global – or to Toni.Donoho@ky.gov)
  - In the request include:
    - Bank Account (GA, UA, TA, etc.)
    - Check Number
    - Issue Date
    - Amount
    - Payee Name
Stop Payment

Minimize the risk of a lost check being cashed—Issue a Stop Payment

- Send the following check information to Stop.Payments@ky.gov
  (Treasury Stop Payments – in global)
  - Bank Account (GA, UA, TA, etc.)
  - Check Number
  - Issue Date
  - Amount
  - Payee Name

Please note:
Treasury will issue a check replacement affidavit, for the payee to complete. Affidavits must be notarized and cannot be modified.
CR Deposits – Checks, Money Orders, Cash

- Transmittal forms MUST include contact name and direct phone # of individual able to modify/change the CR
- Remove stubs cleanly – avoid torn or folded edges
- Assure the MICR (character line at bottom of check) is complete, legible and not torn
  - Otherwise, not eligible for deposit
- Include adding machine tape showing total is correct and matches CR and Transmittal form
  - Please replace adding machine ribbon, to assure it is legible
CR Deposits – Checks, Money Orders, Cash

- Verify that written dollar amount and courtesy (number box) match
- One CR may have multiple checks associated with it and include multiple accounting lines
  - It is not necessary to create one CR for each check being deposited
- One CR per deposit type
  (i.e. one for cash, a separate one for checks, a separate one for foreign checks, or one for EFTs and another for Wire/Fedwire deposit)
- Be careful to avoid sticky substances on checks or money orders
**Checks, Money Orders**

- Some scanned images are not legible because the print is too light
- Please hand-write (with black or blue ink pen) the amount on the order or check on the face of the item
- Avoid gel ink pens. It does not show on scanned item.
CR’s – EFT’s

- Agency receiving EFT must create CR and have it approved by Treasury to have access to the dollars received.
- Create CR for the amount anticipated from the EFT deposit and get it approved internally.
  - Send email to TreasuryAccounting@ky.gov for anticipated electronic payment. Include the following:
    - Anticipated Date
    - Amount
    - Name of Entity
    - Name of Program/Agency receiving funds
Establishing EFT’s Paying You

- Please request the entity/business/individual initiating the payment to include an easily identifiable abbreviation of your agency or program in the INDIVIDUAL NAME Field (up to 20 char including spaces)
  - Ex. KY-ABC -- Alcoholic Beverage Control
  - Ex. KY-BOArch – Kentucky Board of Architecture

- If entity is able to send addenda information through their EFT, ask for additional information (up to 80 char including spaces)
  - Invoice number
  - Division of your agency
ALWAYS verify account information through a known telephone number when receiving payment information, especially if different than anticipated.
Questions ?
Soft Go Live
Financial Soft Go-Live
Week of April 16 - 23
New Year Table Initialization (NYTI)

- Planned for Saturday, April 14, 2018
- Copies active FY2018 COA records from eMARS 3.10
- Populate COA tables in eMARS 3.11 for FY2019
- Effective dates on FY19 records will be blank
- Clean Up
  - Add Effective dates to FY19 records if applicable
  - Dual entry may be needed after April 14, if applicable
Select User Access

No Encumbrances/Accounting Events

COA and Accounting Templates/Profiles will be loaded

A large number of vendor records will be loaded

OPS will begin loading MAs
PO, PO2, CT, CT2, PON2

- If document was created in 3.10 and **will** be paid in full by August 31, 2018 **do not** create in 3.11
- Payments for these documents will use cited authority **EMARSCONVERSION2018**.
  - Attach a pdf of the award to the PRC
- If document was created in 3.10 and **will not** be paid in full by August 30, 2018, the Agency or FAC must recreate in 3.11
- Agency must advise FAC of CT’s to be created in 3.11

MA

- FAC will create
- Attachments will include most recent renewal documentation and most recent Attachment A, at a minimum
- Other documentation can be obtained from 3.10 as necessary
Delivery Orders

- Open DOs against open MAs that will not be paid in full by August 31, 2018 must be recreated in 3.11 by the agency
  - Shopper (SHOP) will be available for DO creation only on June 20
  - DO3s/DO4s from 3.10 can NOT be recreated as it will generate a second PunchOut order

- If DO/DO2 was created in 3.10 and will be paid in full by August 31, 2018 do not create in 3.11
  - Payments for these documents will use cited authority EMARSCONVERSION2018.
    - Attach a pdf of the award to the PRC
<table>
<thead>
<tr>
<th>Cited Authority</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>KRS177.035 - Cost of relocation of publicly-owned equipment</td>
<td>Department Of Highways</td>
</tr>
<tr>
<td>KRS177.280 - Agreements of local government units</td>
<td>Department Of Highways</td>
</tr>
<tr>
<td>KRS277.065 - Railway grade crossing maintenance payments</td>
<td>Department Of Highways</td>
</tr>
<tr>
<td>KRS39A.030 - Grant activity-Div of Emergency Mgmt</td>
<td>Department Of Military Affairs</td>
</tr>
<tr>
<td>KRS 65.7631(2) - CMRS Grant Funds</td>
<td>Office Of Homeland Security</td>
</tr>
<tr>
<td>KRS177.280 - Agreements of local government units</td>
<td>Various</td>
</tr>
<tr>
<td>KRS45A.690(1)(D)11 - Other Agreements-Not MOA</td>
<td>Various</td>
</tr>
<tr>
<td>KRS45A.690(1)(D)4 - University Agreements-Not MOA</td>
<td>Various</td>
</tr>
<tr>
<td>KRS45A.690(1)(D)7 - Nonfinancial Agreements</td>
<td>Various</td>
</tr>
<tr>
<td>Cited Authority</td>
<td>Agency</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>KRS56.800 – Property Rental</td>
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<tr>
<td>KRS45A.300(4) – Interagency Real Property Lease</td>
<td>Various</td>
</tr>
<tr>
<td>FAP220-15-00 Acquisition of Real Property</td>
<td>Various</td>
</tr>
</tbody>
</table>
Personal Service Contract RFP’s

RFP’s for PSC’s closing in 3.10

- Issue RFP in 3.10
- Complete SR/SRW & EV in 3.10 to obtain PON2 ID.
- Use that PON2 ID when creating PON2 in 3.11. This will maintain the relationship between the 3.11 PON2 and the 3.10 solicitation documentation.
  - Alternative – Attached Determination and Finding (D&F) and proposals referencing the 3.10 RFP ID to 3.11 PON2. **The 3.10 RFP ID must be included in a document comment on the 3.11 PON2**
  - If you need to create and assemble a PON2 in 3.10 to obtain a contractor signature, do not submit the 3.10 document for approval. Recreate the document in 3.11 and submit for approval. They must be submitted for approval by 6/26/18

RFP’s created in 3.10 but closing after 6/27/18

- Recreate the RFP in 3.11 on July 5th with the original effective date and closing date
Create PON2’s for FY19 in 3.11
Final day for PON2 approval in 3.11 is June 26th – 4:30 pm
PON2’s that are final in 3.11 on June 26th will be on the GCRC July Agenda.
REMEMBER- PON2’s exceeding $250,000 and PON2’s for legal services require additional approvals
Fresh, Clean, New

- **Award Documents**
  - The PO2 is being replaced by CTRP1 and SC. PO’s will be used for standard goods and non-professional services

- **Commodity Codes**
  - 3 digit Class Code, 5 digit Class/Item Code
  - Professional Service Codes exclusively for PSC’s (example: 918PS)

- **Procurement Types**
  - Number of Procurement Types reduced from 26 to 20

- **Business Types**
  - Number of Business Types reduced from 36 to 14

- **Unit of Measure**
  - Baseline UOM and UOM added for PunchOut Contracts

- **RQS Encumbrance**
  - No Pre-encumbrance on RQS Documents
Fresh, Clean, New

- **PLOC**
  - Procurement Location codes will begin with the department number followed by 3 numeric digits

- **Procurement User, Buyer, Manager**
  - The Procurement User table (USER) will be set up with all eMARS users
  - The Buyer table (BUYR) and Manager table (MANG) will be set up based on active buyers and managers

- **Cited Authorities**
  - Obsolete codes removed
Questions ?
Vendors
Why?

- Clean up and reduce number of vendor records
- Clean up inaccurate data sent to IRS
- To encourage use of EFT payments rather than paper checks (when possible)
Vendor approval time will be longer due to IRS match process
  – W9 may be requested
Vendor modification process will be explained in required vendor training
New vendor numbers (will start with ‘K’)
Vendor registration/modification form
Required training for users to create vendor documents

- Training scheduled for 4/4 and 5/2
- Security will not be granted until completion of the training.
New Functionality

- Financial Transaction History available on VSS - encourage the vendors you do business with to activate their accounts to view payment and contract activity online.
Employees

- Employee file no longer linked with KHRIS
- 16,000 employee records have been imported into eMARS 3.11
- Employees who “travel” will need to be registered as a vendor in eMARS
- Employee ID will continued to be used
- Employee can use VSS to update/maintain their account
25,000 vendor records have been imported into eMARS 3.11

- Import Criteria:
  - Active contracts/payments and passed IRS validation.

Major consolidation for vendors with multiple accounts.
All Address, Contact and EFT information will need to be verified/updated by you when 3.11 is available.

- **It will be your responsibility to ensure all information is updated and correct.**
- All vendor records should be corrected/updated by 6/27 in order to avoid delays in payments.

The Controller’s Office will provide a list of currently used vendors.

A cross-walk will be provide to map “old” vendor number to “new” vendor number.
Vendors who are used for Checkwriter/Interface Payments will be imported with new vendor numbers.
  – This will require updates in respective programs

Checkwriter/Interface IDs will be updated to a modern naming convention.

The Controller’s Office will be reaching out to those agencies in the upcoming weeks.
The vendor file will evolve over the next few months. More will be added and updated.

If “your” vendor did not get imported, don’t worry we will work with you to get them added.

Customer/Internal accounts will be created between April and June.
2018 Fiscal Year End
2018 Fiscal Year End

- No Period 13 for 2018
- Soft Close Per 12: June 27, 2018
- Hard Close Per 12: June 30, 2018 12:00 PM
- No Period 13 for 2018
2018 Encumbrance/Pre-Encumbrance LAPSE

Scheduled to begin Year-End/Cutover, June 27 - July 4, 2018

- All **non-capital** encumbrances/pre-encumbrances will lapse, thus closing the award/RQS
  - CBDL Documents
  - User ID ENCROLL

- All **Capital** encumbrances/pre-encumbrances will lapse, thus closing the award/RQS
  - CBDL Documents
  - User ID ENCROLL

- Clean Up now
Payments

- Last Day to make payments in eMARS 3.10 is Wednesday, June 27, 2018
  - Non-Check Writer Payments
- Make every effort to get your payments in by June 27
- Payments not submitted by this date must be made in eMARS 3.11 beginning July 5 (FY2019)
- Final payments against lapsed awards that are received prior to August 31, 2018 may be paid on PRC
  - Use cited authority EMARSCONVERSION2018
  - Attach pdf of corresponding 3.10 award to the PRC
- Last day for Check Writer Files – Friday, June 29, 2018 12:00 PM
Follow Through

- Review the AD/EFT Exception report to ensure payments have been disbursed
  - AD/EFT report is posted daily at: [http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx](http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx)
  - FY18 payments on the AD/EFT Exception report after soft close (June 27) will be closed by the Office of the Controller – **Vendor will NOT receive payment**
    - CRC will Post the FINAL 3.10 AD/EFT report on June 28
Journal Vouchers

- JV documents may be created prior to hard close as usual (June 28 – June 30)
  - Will not require SAS override
- Will NOT be able to move funds between Fiscal years
Submit CR documents as early as possible

- CRs must be approved at the agency level and submitted to Treasury.
- All physical items (cash and check) CRs must be approved and delivered to Treasury by COB on 6/27/18
  - Allows time to finalize the deposits
  - Make any necessary corrections to CRs
  - And have the receipts posted to FY2018 balances

- For questions or concerns regarding the cash/check CRs timeline, please contact Mike Burford (502.564.8841 – Mike.Burford@ky.gov)

- For questions or concerns regarding the EFT/Wire CRs, please contact Mellissa Duvall (502.564.8847 - TreasuryAccounting@ky.gov)
Allotments

- All Allotments must be in the black by the end of the Fiscal Year.
- During closeout, agencies should utilize the budget screens in eMARS as reports within eMARS Reporting or MRDB2 are a day behind and do not include pending amounts.
  - BQ3LV1 (Appropriation)
  - BQ3LV2 (Allotment)
  - BQ3LV3 (Object Allotments)
Fixed Assets

- Physical Inventory of Fixed Assets Due May 31, 2018
- Fixed Asset Cleanup
  - Fixed Asset shells $5,000 and above must be processed by June 29, 2018
  - Draft FA shells will not be converted to 3.11
- Questions contact:
  Jessica Pinkston
  502-564-8769
  Jessica.Pinkston@ky.gov
### Closing Package

<table>
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<tr>
<th>KELMS Code</th>
<th>Date</th>
<th>Time</th>
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<td>39758ILTFPB-CAFR-0008</td>
<td>May 21, 2018</td>
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<td>May 22, 2018</td>
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<td>39758ILTFPB-CAFR-0014</td>
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### SEFA

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Please contact your eMARS Training Team Lead (TTL) for registration
Questions
New Year
eMARS 3.11
To Encumber or Not to Encumber

- Encumbrances reserve budget for future spending
  - PR05 Event Type – Encumbrance/Accounting

- Encumber only when necessary
  - Ensure encumbrance is fully liquidated with final payment

- Never Encumber more than one FY at a time

- Use PR07 Event Type(non-accounting) for DO/DO4
Allotments

- Agencies may begin to submit their 2019 FY allotments in KBUD any time after May 1, 2018.
- FY2019 Budgets will not be loaded into eMARS 3.11 until Cutover (July 1 -4, 2018).
Cash Overrides

ALL agency cash overrides **MUST** be reviewed annually and submitted on a SAS14 to the Office of the State Budget Director.
Open for Business

- 3.11 Go-Live July 5, 2018
  - FY 2019, Period 1
- eMARS 3.10 becomes read-only
  - Separate URL and login