2023 YEAR END EMARS USER GROUP MEETING

WELCOME!

Agenda

Opening Remarks
New Business
2023 Year End - Anna Haydon
New Year Updates
Treasury Reminders

Q & A

WELCOME

NEW BUSINESS

PCARD REMINDERS

- Agency Administrators are responsible for ensuring PRCC documents are complete

  - ## Vendors

    - Review "Miscellaneous" Vendors populated on PRCCs
      - If Vendor is available on VCUST, edit and replace
      - If Vendor will be used again and not available, please create a vendor record for future use
    - Use Punch Out for purchases when applicable

  - ## Object codes

    - Refrain from using generic object codes such as E340. There are many specific object codes that are helpful from an auditing perspective.

PROCUREMENT REMINDERS

Annual Affidavit

- Email to OPS.reporting@ky.gov
- Stored as an attachment to the vendor record on VCUST table
- Eliminates duplicative requests to vendor for affidavit

Multi-provider - Personal Service Contracts

- PON3 document
- All vendors entered on Vendor Tab
- Vendors print on GCRC agenda for review like any other PON document

TEAM KENTUCKY.

Procurement Reminders

Online bidding is available for agencies to use for:

- RFP's for Personal Service Contracts
- RFQ's for Small Purchase Quotes
- Responses (SR)sync over from VSS at Solicitation Close

If your agency has questions regarding online bidding, email OPS.reporting@ky.gov and include:

Procurement Reminders

Doing Business with amazonbusiness

Very Important to Know!

- **AmazonBusiness is Not a Master Agreement for unlimited purchasing to avoid competitive bidding.**

- Your agency's Small Purchase One Quote Authority applies to all purchases regardless of where you purchase

- ProCard Policies apply to all purchases

- Split purchasing is illegal per KRS 45A.100(2)

TEAM KENTUCKY®

ProCard — Small Purchase ONE Quote Authority
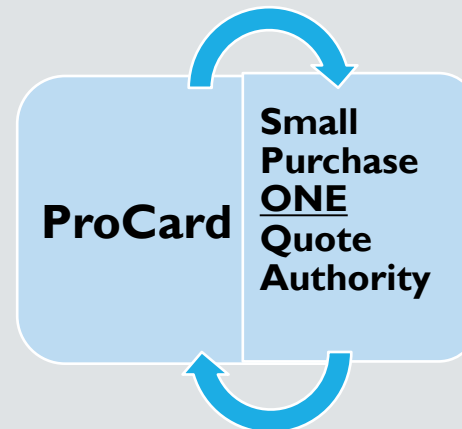
eMARS Business

- Web Browsers- Do's and Don'ts
    - Do not let your browser save your eMARS passwords
        - Issues when resetting passwords
        - Infers ID in odd places
    - Pop–up Blockers- Allow them, don't disable
    - Inform CRC what browser you are using when emailing with an issue.

Agency Contacts and Responsibilities

- Update your Agency Delegation Agreement
    - **<u>Required</u>** to be updated and signed by the cabinet secretary or department head
    - Many agencies have incorrect/old delegates listed for their department.
    - Your agency could be missing out on eMARS information and trainings.
- Delegation leads should be knowledgeable about their assigned area.
    - your point of contact for issues
    - Contact them, before you contact us, especially for Reporting issues.

eMARS Reporting Reminder

eMARS 3.10 and eMARS 3.11 Reporting is all in one place.

- All in one place (3.10, 3.11 and FAS)
- ONE Password
- User access will still need to be requested in the same format

2023 Fiscal Year End

eMARS Availability

Standard Availability

Monday – Sunday -- 6:00 am through 7:00 pm

Exceptions

eMARS will be unavailable due to encumbrance roll/lapse **Tuesday, July 4, 2023.**

 Any changes will be posted at the News and Alerts page.

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

Delivery Orders

- Users are encouraged to create DOs against Master Agreements
  - Sets price of items
- Users should create DO against Master Agreements set to expire on June 30
  - Once the MA has expired neither a DO nor PRC can be created and properly reference the MA

New Year Table Initialization (NYTI)

- Will occur on Thursday, May 4, 2023
- Creates FY24 records for all **ACTIVE** chart of account elements
- Effective dates on FY24 records will be blank
- Clean Up
  - Add Effective dates to FY24 records if applicable
  - FY23 records added after Thursday, May 4, 2023 may need to be added to FY24, if applicable

BFY 23 Pending Encumbrances

- Encumbering documents in *Pending* phase <u>will not</u> roll to FY24
  - <u>ALL</u> FY23 encumbering documents need to be out of *Pending* phase by COB, **July 3**
    - Complete Approval Process
    - Reject Document back to *Draft* phase
- Documents left in Pending phase will be rejected back to draft by the Office of the Controller
- Refer to spreadsheet of pending documents by department posted on the Year End site

BFY2023 Procurements

- Modifications to FY2023 PSC/MOA should be submitted by April 28th to ensure GCRC review

- OPS issued contract modification requests must be submitted to OPS by June 2nd

- Agency issued contract modifications should be complete by June 30th

Review closing memo for specific dates and times

2023/2024 Encumbrance Roll

- Scheduled to begin COB, Monday, July 3, 2023
  - eMARS will be unavailable

- All **non-capital** encumbrances *greater than* $1,000 will be established in FY24 on a Modification document
  - User ID **ENCROLL**

- All **non-capital** encumbrances *less than* or *equal to* $1,000 will lapse, thus closing the award
  - CBDL Documents
  - User ID **ENCROLL**

- Clean Up NOW!
  - Unnecessary encumbrances
  (*2302 Outstanding Encumbrance Report*)
  - Pending encumbrances by COB Monday, July 3, 2023

Payments against Encumbrances

- Payments (PRC) against 2023 encumbrances must be in *FINAL* status by COB, Monday, July 3, 2023.

- Payments against lapsed documents
  - PRC with "Memo" reference to PON2
  - Change Cited Authority to **Year-End Lapse**

Users should make their best effort to get 2023 encumbrances paid or liquidated by COB Monday, July 3, 2023.

TEAM
KENTUCKY®

Payment Reminders

- Payment documents submitted but **NOT** approved by COB June 30 will infer **FY24** upon final approval

- Payment documents approved on or after July 1 with the fiscal period (BFY, FY, Period) blank will infer **FY24** upon final approval

- **July 3** – Last day to pay against FY23 encumbering awards

- **July 7** – Last day to pay FY23 expenditures

TEAM
KENTUCKY.

Coding Period 13

- **Entire Fiscal Period 13 (BFY=2023; FY=2023; Period 13) <u>must</u> be coded**
- **Period 13 (BFY=2023, FY=2023, Period=13) can be coded on the Header Section or on the Accounting Line of the payment document**
    - Fiscal Period (BFY, FY, Period) from Header will infer on all blank Accounting Lines
    - Fiscal Period (BFY, FY, Period) coded on an Accounting Line will override period coded on Header
    - Period 13 <u>must</u> be coded on the Header of PRCI and PRCC documents
        - **Applies to non-capital funds**

BFY 23 Pending Transactions

- Payment documents in *Pending* phase (submitted but not fully approved) affect cash and budget balances
  - <u>ALL</u> FY23, **non-capital**, payment documents need to be out of *Pending* phase by COB, July 7
    - Complete Approval Process
    - Reject Document back to *Draft* phase
- Documents left in Pending phase will be rejected back to draft by the Office of the Controller
- Spreadsheet listing pending documents by department

http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx

Follow Through

- Review the AD/EFT Exception report to ensure FY23 payments have been disbursed
  - AD/EFT report is posted daily at: http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx
  - FY23 payments on the AD/EFT Exception report after soft close (July 7) will be closed by the Office of the Controller – **Vendor will NOT receive payment**

Moving/Correcting Expenditures

- A JV2E document should be used to correct expenditures that have incorrectly posted to the wrong Fiscal Period
    - Reduce expenditures (negative amount) in appropriate Fiscal Period and Increase expenditures (positive amount) in the other
    - Remember to code entire fiscal period on each Accounting Line (BFY, FY, Period)
    - Period 13 Soft Close – COB July 7
    - Period 13 Hard Close – COB July 13
    - JV2E's will require Finance approval after soft close, July 7

Allotments

- Collapse of the General Fund Object Type Allotments will occur at a later date upon approval by OSBD

- 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 eMARS Reporting reports 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, 2023

- Fixed Asset Cleanup
  - Fixed Asset shells $5,000 and above must be processed by August 18, 2023
  - Questions contact:

    Jessica Pinkston

    502-564-8769

    Jessica.Pinkston@ky.gov

SAS Closing Package/SEFA

- Accounts Receivable Liquidated & Unliquidated Debt Due **August 11, 2023**

- Closing Package Due **August 11, 2023**

- SEFA Due **August 21, 2023**

We will have in-person and virtual options for training this year. Details will be communicated soon!

Key Dates

- Period 12 Soft Close – Friday, June 30, 2023

- Period 12 Hard Close – Friday, July 7, 2023

- Encumbrance Roll – Tuesday, July 4, 2023

- Period 13 Soft Close – Friday, July 7, 2023

- Period 13 Hard Close – Thursday, July 13, 2023

New Year

eMARS

KY Management, Administrative and Reporting System

New Year Procurements

- RQS for new year (FY24) may be submitted to OPS **after Friday May 5th**
  - Document comments should state, " Delivery is not desired prior to July 1, 2023"
- PSCs/MOAs for the new year (FY24) may be submitted to OPS no later than May 12th

New Year Procurements

Agency may begin entering New-Year Procurements using the following criteria after May 5th

- Use a non-accounting event type (PR01, PR07) until the agency's allotments are loaded
  - Awards may be modified to an accounting event type (PR05, PR06) once the agency's allotments are loaded
  - Personal Service Contracts cannot extend beyond the biennium
- When allowable, document must include entire Fiscal Period on the Header (FY=2024, BFY=2024, **Period = 1**)

To Encumber or Not to Encumber

CAUTION

- 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 or short term procurements.

TEAM
KENTUCKY®

Payments Against Awards

- Ensure you select the correct Commodity line to reference

    - Refer to the extended descriptions

- Do not manipulate the quantity to achieve the correct total due

    - Quantity should match the invoice

    - Quantity should be a whole number

Contact your procurement office or OPS if the vendor invoice amounts do not match amounts shown on the award.

TEAM
KENTUCKY®

Allotments

- The deadline for agencies to submit their allotments to the Office of the State Budget Director is June 3, 2023

- Agencies may check the status of their 2024 FY allotments at:

  http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx

Cash Overrides

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

New Biennial PON2's

Line	CL Description
1	Phase 1 Archaeological Surveys FY23
2	Phase 1 Archaeological Surveys FY24

From 1 to 2 Total: 2

Accounting   Line: 1   Line Amount: $15,000.00

Line	Line Amount	Line Open Amount	
1	$15,000.00	$15,000.00	

From 1 to 1 Total: 1

FY 2024 is the second year of the biennium. All Contracts should be updated in KHRIS to reflect the proper commodity and accounting lines. This will require an update to the functional area in KHRIS to reference the change.

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller
Agency Org #:	10102874
Requestor:	Anna Haydon

Contractor Name:	J Contractor
PERNR:	592754
eMARS Document Department Code:	660
eMARS Document ID:	2200001447
eMARS Vendor Number:	KY0029293
eMARS Vendor Line Number:	1
eMARS Commodity Line Number:	1
eMARS Accounting Line Number:	1
KHRIS Effective Date:	7/1/2022

TE
KENTUCKY®
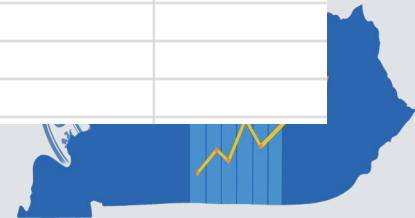
Personal Service Contracts

- Prior to the beginning of each fiscal year – personal service contract information must be updated in KHRIS

- Contract information that is not updated correctly could cause rejects in eMARS and could result in improper posting of the PRC documents

- FY 2024 contract updates must be completed in KHRIS just prior to first pay period in FY 2024.

- Good communication between accounting staff and human resources staff is essential

Personal Service Contracts

- The following are the screens in KHRIS that have to be updated:
  - On the HR Master Record (PA20), 0105 Communication screen for the employee
  - On the Display Position (PO13D), 1018 Cost Distribution screen for the employee's position

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

Requesting Agency Name:	Office of the Controller	
Agency Org #:	10102874	
Requestor:	Anna Haydon	

Contractor Name:	J Contractor	
PERNR:	592754	
eMARS Document Department Code:	660	PA20 - 0105 Communication Screen
eMARS Document ID:	2200001447	PA20 - 0105 Communication Screen
eMARS Vendor Number:	KY0029293	PO13D - Cost Distribution Screen
eMARS Vendor Line Number:	1	PA20 - 0105 Communication Screen
eMARS Commodity Line Number:	1	PO13D - Cost Distribution Screen
eMARS Accounting Line Number:	1	PO13D - Cost Distribution Screen
KHRIS Effective Date:	7/1/2022	

TEAM KENTUCKY®
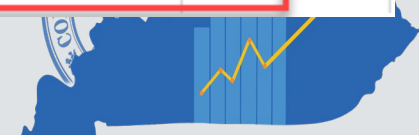
PSC – KHRIS Example

- The following are the screens in KHRIS that have to be updated:
  - On the HR Master Record (PA20), 0105 Communication screen for the employee

0105 Communication		
Type	Z005	Document ID
System ID	1900003376	

  - On the Display Position (PO13D), 1018 Cost Distribution screen for the employee's position

Cost Distribution-IT 1018

Master cost center	5066000000	Kentucky Fish and Wi

Cost distribution

Name	Pct.	Name of aux. account	Functional Area	
Kentucky Fish and Wi	100.00		KY00132810101	

TEAM KENTUCKY®

TREASURY REMINDERS

CR Deposits – Checks, Money Orders, Cash

- Transmittal forms MUST include contact name and direct phone # of individual able to modify/change the CR in eMARS

- CR's should be approved to the Treasury worklist before sending the paperwork to the Treasury.

- Remove stubs cleanly – avoid torn or folded edges

- Assure the MICR (character line at bottom of check) is complete, legible, and not torn
  - Damaged MICR line not eligible for deposit

- Include adding machine tape showing total amount,
  - Assure the accurate total matches CR and Transmittal form

CR Deposits – Checks, Money Orders, Cash

- Verify that written dollar amount and number in box match

- One CR may have multiple checks associated with it and include <mark>multiple accounting lines</mark>

  - It is not necessary to create a CR for each check being deposited – even for record-keeping purposes.

  - Simply create a new eMARS accounting line for separate payments/records. This could save you hours of work/week.

- Be careful to avoid sticky substances on checks

TEAM KENTUCKY®

CR Deposits – Checks, Money Orders, Cash

Money Orders

- Some scanned images are not legible because the print is too light

- Please hand-write the amount on the order or check

- PLEASE DO NOT WRITE ON THE FACE OF A CHECK
  - Write CR#/relevant info on the back.
  - Do not alter payee info
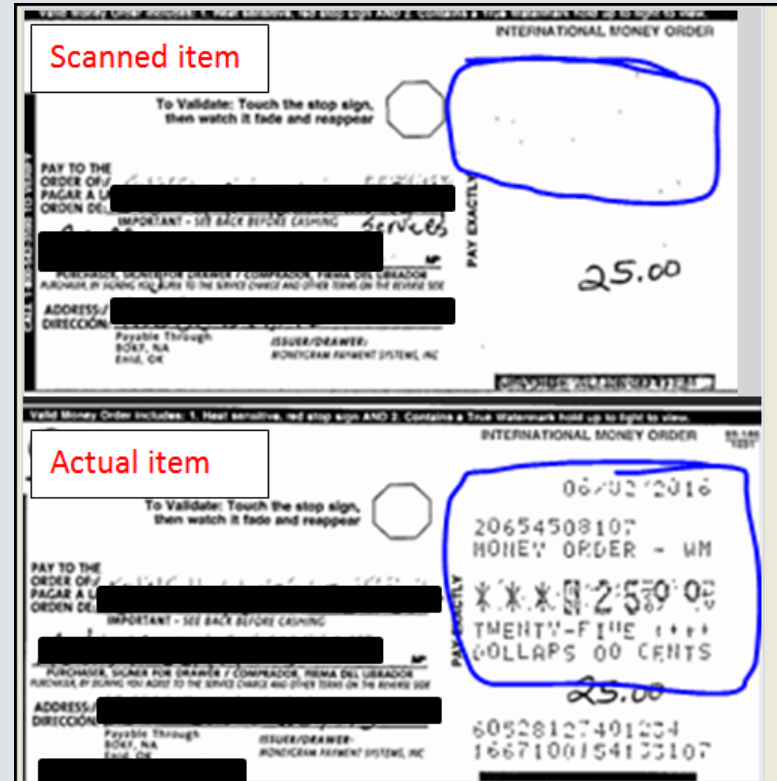
Establishing EFT's Paying You

- Entity/individual paying your agency should include easily identifiable abbreviation of your agency in the INDIVIDUAL NAME Field
  - up to 20 characters including spaces
    - Ex. KY-ABC
    - Ex. KY-BOArch

- If payer can send addenda info with EFT, ask for additional info
  - up to 80 characters including spaces
  - Invoice number
  - Division of your agency

  – To Receive EFT/wire instructions for your vendors contact Treasurer's office

Fiscal Year (FY23) Close

FOR FUNDS NEEDED TO POST TO FY23:

Submit 0100 Fund & 1100 Fund deposits ASAP

Cash/Checks must be physically present at the Treasury and CRs must be at Treasury level of approval by Wednesday, June 28, 2023

<u>Do not</u> wait until last minute to submit cash/electronic deposits

Hand deliver any deposit after the 28th   (Not guaranteed to be deposited by deadline)

"Happy Fiscal New Year!"

All other receipts for FY23 may be deposited to other funds using Period 13 up to Friday, July 7, 2023

TEAM KENTUCKY®

Reissuing Checks

Check Reissue

- Send requests for reissue with the following information:

  ▪ Statement requesting stop/reissue or stale reissue if older than 1 yr
  ▪ Bank Account (GA, UA, TA, etc.)
  ▪ Check Number
  ▪ Amount
  ▪ Issued Date

To	stop.payments@ky.gov
Cc	**Recent People**
Subject	TS Treasury Stop Payments Stop.Payments@ky.gov

For checks NEWER than one year
- "**Disbursed**" status on eMARS Check Reconciliation Table.

To	TreasuryStaleReissue@ky.gov
Cc	**Recent People**
Subject	TS Treasury Stale Reissue TreasuryStaleReissue@ky.gov

For checks OLDER than one year
- "**Escheated**" status on eMARS Paid Checks table.

TEAM KENTUCKY®

Check Cancellations

Cancellation Form ***emailed*** to TreasuryCheckCancellations@ky.gov

Affidavit no longer required to cancel.

CR5 Form A or B tab require eMARS funding info.

Check Listing tab requires checks be listed. Please verify check info is correct before submitting.

- Bank Account (GA, UA, TA, etc.)
- Check Number
- Amount
- Issued Date

KENTUCKY STATE TREASURY

Check Cancellation - Form A

Information Sheet
Check Listing

Section One: Department Information and Check Cancellation Total.

Department Number: _____ Check Total Amount: _____ Account: _____

*(25 Max) Check Count: _____ Vendor Customer No: _____ The account is the two letters to the left of the check number.
(Vend # is only needed if 1099 adjustment)

Section Two: Fund information specific to the statewide accounting system where funds are to be returned.

** When using a template please include the Object or Revenue code as most templates do not provide this information.

Accounting Template	Object / Revenue	Amount			
			Fund:	Function:	
			Dept:	Sub Function:	
			Unit:	Program:	
			BSA:	Program Period:	
			Object:	Activity:	
			Dep. Object:	Sub Activity:	
			Sub Object:	Location:	
			Revenue:	Sub Location:	
			Sub Revenue:	Reporting:	
			Dept. Revenue:	Sub Reporting:	
			Appr Unit:	Sub Task:	
			Task Order:	Task:	

OR

Section Three: Billing Information (Cancellation Fee is $5.00 per check)

(If Blank, funding information above will be used)

Accounting Template For IET _____ Fund: _____ Dept #: _____ Unit: _____

Function: _____ Sub Function: _____ Object: _____ Program: _____ Reporting: _____

Section Four: Submitting Agency Contact (Cancellation will not be process if left blank)

*Required Before Processing

Agency Contact

* fvsf _____
First and Last Name

_____
Direct Phone Number   Extension

_____
Email Address

Check Listing tab MUST be filled out and sent with this cancellation.

Information Sheet | CR5 Form A | CR5 Form B | Check Listing (Required)

TEAM KENTUCKY

Wire Payments

- Send to:
  TreasuryAccounting@ky.gov
  - Do **NOT** include the SAS-62 in email
  - Attach SAS-62 to Header of MDW
  - Must include the verbal verification
- Cut-off time at 2:00 p.m.
  - If exception needed, please call Dawn Sudduth or Jerry Bryan to review options and coordinate approvals
- Evaluate whether or not a wire payment is necessary
  - Would an ACH transaction be sufficient for the purpose of the payment?

Payee Name Verification on Checks

- Payee name must match information in eMARS
- Unverified payee names will be rejected for payment
- Payee will have funds debited from their account
  - Payee to work with their bank
  - Request a review of the image presented
  - Re-present the check for payment (better image)
  - Don't write in payee section
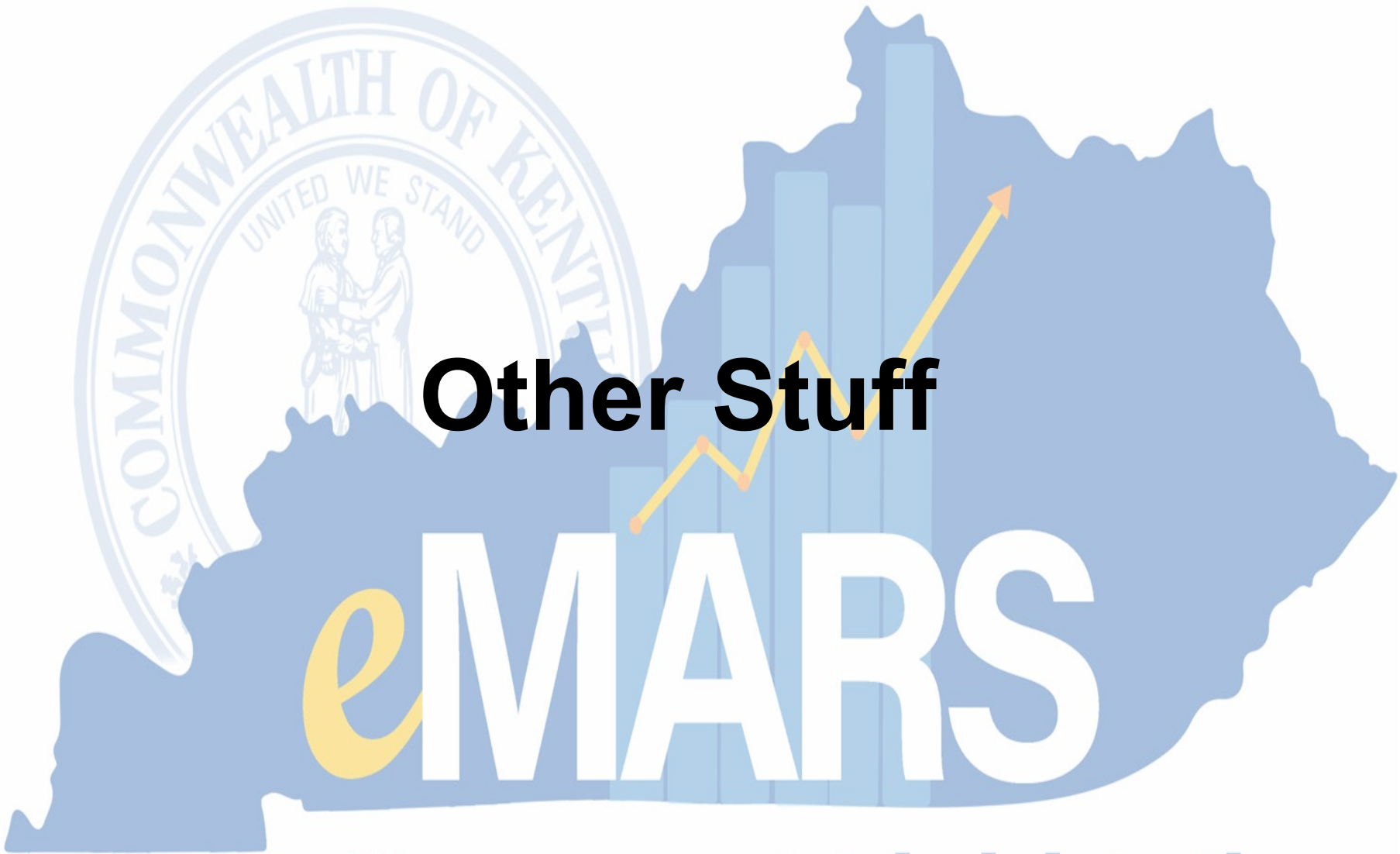
Other Stuff

EMARS VSS UPGRADE

- The eMARS Vendor Self Service application has been completely redesigned
  - User-Friendly
  - Clean/Fresh Look
- New Link: https://vss.ky.gov
- Vendor accounts were transferred, so there is no need to have them register again
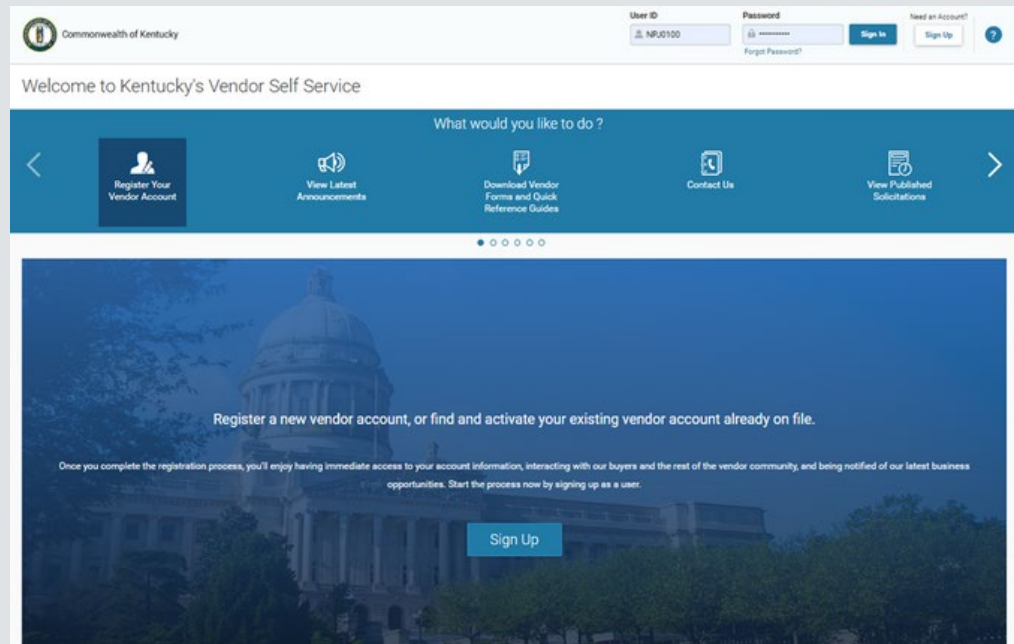
Welcome to Kentucky's Vendor Self Service

Published Solicitations

Search

Show Me

Open

Keyword Search

▶ Show More

Search   Reset

Grid Actions ⌄

1 - 20 of 20+ Records

View per Page - 20 50 100

‹ ‹ Page 1 of 1+ › ›

Description	Department / Buyer ⇕	Solicitation Number / Type / Category ⇕	Closing Date and Time/Status ⇕	
▶ Disability Determination Medical Consultant C3215	Department for Income Support David Locker -	RFP-727-2300000076-1 Request for Proposals (RFP) Open	06/30/2024 02:00 PM EDT 437 Days, 21:52:12 Open	Respond
▶ Hearing Officer Services for KY Public Pensions Authority	Kentucky Public Pensions Authority Cassandra Weiss	RFP-100-2200000389-1 Request for Proposals (RFP) Pro Services	06/30/2024 01:00 PM EDT 437 Days, 20:52:12 Open	Respond
▶ Management Improvement Consultant Services	Department Of Education Raven Miller	RFP-540-2300000094-1 Request for Proposals (RFP) -	06/30/2023 04:00 PM EDT 71 Days, 23:52:12 Open	Respond
▶ RFB-245-23 KCTCS Fire Alarm Upgrade Various Colleges	Facilities & Support Services Susan Ward	RFB-785-2300000694-1 Request for Bids (RFB) Construction	05/23/2023 02:00 PM EDT 33 Days, 21:52:12 Open	Respond
▶ Petroleum Storage Tank Fund (PSTEAF) Actuarial Study	Department for Environmental Protection	RFP-129-2300000299-1	05/19/2023 02:00 PM EDT	Respond

TEAM KENTUCKY®

Commonwealth of Kentucky

Solicitation View Page (RFP)

Document ID: RFP-727-2300000076-1 | Time Left : 437 Days, 21:51:48

Back

General Information	Commodity Lines	Attachments	Solicitation Instructions	Evaluation Criteria	Events

˅ Buyer Information

Buyer Name
David Locker

Buyer Phone
502-564-7736

Buyer Email
David.Locker@ky.gov

˅ Important Dates

Issue Date
10/05/2022

Bid Opening Date
-

Closing Date
06/30/2024 02:00 PM EDT

Last Amended
-

˅ Department Information

Category
-

Document Department
727

Description
Disability Determination Medical Consultant C3215

Type
Request for Proposals

Status
Open

TEAM KENTUCKY®

New eMARS Logo
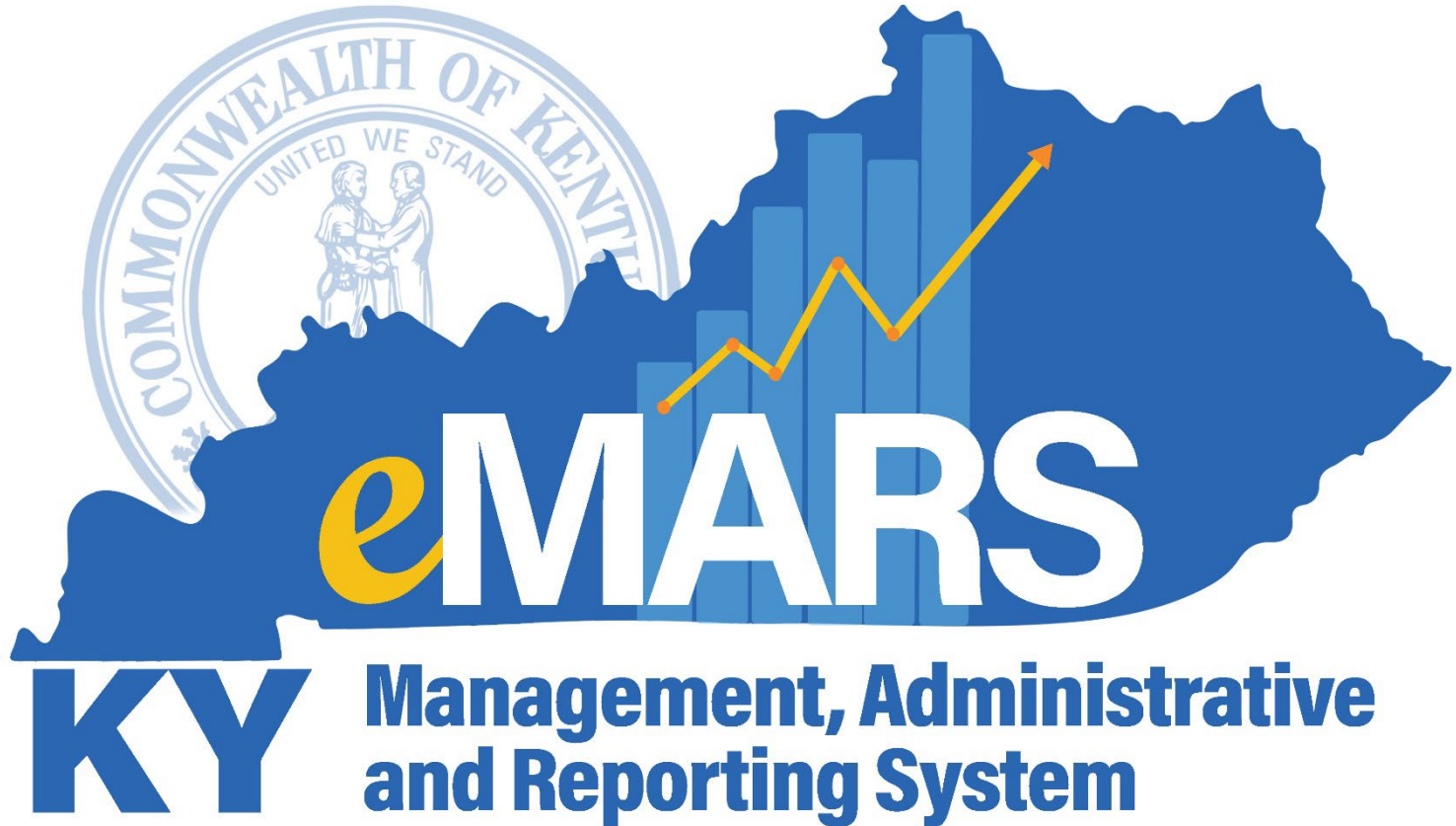
- **The eMARS application will be upgraded Spring 2024**
  - The new application look and feel will be similar to the design of the new VSS
- Entire new look and feel
- Large User Training effort will start this fall
  - Looking for agency users to assist in training and testing
- This upgrade will mimic the PD to eMARS upgrade from 2006 in size and scale

TEAM
KENTUCKY.

CONTACT US

- Customer Resource Center: Finance.CRCGroup@ky,gov or 502-564-9641

- Finance Reporting Branch: SAS.FinancialReport@ky.gov

- Statewide Accounting Services: SASAccounting@ky.gov

- Office of Procurement Services: OPS.Reporting@ky.gov or 502-564-4510

- Department of Treasury: 502-564-4722

TEAM
KENTUCKY.

QUESTIONS