

together
we propel the
business of the
State of Kansas
forward!

- OAR Mission
- OAR Staffing Updates

Agenda

- Setoff Reminders & Training
- Policy Manual Update
- Agency Internal Controls Assessment results and next steps
- SHARP & SMART system updates
- Fiscal Year End
- 1099 reminders
- Annual Comprehensive Financial Report (ACFR) preparation
- Office of Procurement & Contracts Updates
- eCivis reminders

Agenda

1. Thank you!
2. User Manuals
3. Updating Users in KDRS
4. New Debts in KDRS
5. Debt Balance Accuracy
6. NOI Timeline + Resources
7. Transfers + Resources

Thank you for a great 2023 tax season!



User Manuals



KDRS USER HELP MAIN MENU

The KDRS system houses many features designed to make your interaction with the State of Kansas Setoff Program much easier. We have built some short 'how-to' documents that may help with some of these. To the right are links to these documents.

System options appear to the right.

ATTENTION: In order to view the PDF files linked below, you will need to have a recent version of Adobe Reader. These pages have been tested with a current version and should work for versions newer than ours also. To download a new version of Adobe Reader you may [use this link](#).

General System Information

... general info, profiles, searching, downloading, logging in, etc. ...

Master Listing of Debts

... PDF, how to create a master listing of your debts ...

Manual Certification of Debts

... PDF, how to manually enter new debts into KDRS ...

Posting a Debt Adjustment

... PDF, how to post adjustments to existing debts ...

Transfer Check/ACH Mismatch

... PDF, if transfer check does not equal collections transfer ...

Verify Upcoming Transfers

... PDF, find out collections transfers by date ...

Documentation for Checks

... PDF, what details make up a received transfer check ...

Research Previous Transfers

... PDF, search for transfer records within KDRS ...

Debt Submission Spreadsheet

... MS Excel, spreadsheet you need to submit debts to us ...

DA-56 Spreadsheet Pasting

... PDF, instructions for pasting debts into DA-56 spreadsheet ...

System Bulletin Archival

... view all archived system bulletins ...

How Do I Fix Uncertified Debts

... PDF, instructions to help fix your uncertified debts ...


User Manual

... PDF, a document combining all User Manual pages ...


Updating Users in KDRS

CREDITOR AGENCY # 0 [REDACTED] DETAILS

General Information	
Creditor Type:	[REDACTED]
Agency Number:	[REDACTED]
SMART Vendor Set ID:	[REDACTED]
SMART Vendor ID:	[REDACTED]
SMART Vendor Location:	[REDACTED]
SMART Address Seq Num:	[REDACTED]
SMART Customer ID:	[REDACTED]
SMART Business Unit:	[REDACTED]
State Agency Number:	[REDACTED]
Name:	[REDACTED]
Sub-Department:	[REDACTED]
Regular Fee:	[REDACTED]
Researched Item Fee:	[REDACTED]
Pass Fees to Debtors?	[REDACTED]
Is Creditor a "Tape" Agency?	[REDACTED]
Transfer Frequency:	[REDACTED]
Transfer Type:	[REDACTED]
Report Writeoff Collections?	[REDACTED]
Agency URL:	[REDACTED]
General Contact	
Contact Name:	[REDACTED]
Address:	[REDACTED]
Phone Number:	[REDACTED]
Fax:	[REDACTED]
eMail:	[REDACTED]
Notification Contact	
Contact Name:	[REDACTED]
Address:	[REDACTED]
Phone Number:	[REDACTED]
Fax:	[REDACTED]
eMail:	[REDACTED]
Transfer Contact	
Short Agency Name:	[REDACTED]
Attention Name:	[REDACTED]
Address:	[REDACTED]
eMail:	[REDACTED]
Type(s) of Debts Reported:	[REDACTED]

Downloadable Supporting Documents			
Type	File Description	Size	Date
	Delinquency Date Agreement	305.68K	12/23/2014 10:45:16
Record Modification Information			
Original Entry:	12/16/2008 9:38AM by: Kdrs System Control		
Last Updated:	09/26/2018 1:38PM by: Michael Landman [?] michael.landman@ks.gov (785) 296-2415		
Status:	Active		
Current User Accesses			
Active Not Validated InActive			
[?] [?] [?] [?] [?]	[REDACTED]	[REDACTED]	[REDACTED]
Available Options			

[Request modification of the creditor agency record](#)
[Send an email to setoff staff about this creditor](#)
[Turn on outstanding debt viewing](#)
[Request a new system user](#)
[Request the inactivation of a current user](#)






ADD A NEW SYSTEM USER

When you see an entry field marked with an * the corresponding field is mandatory entry.

* Agency # or Name:	<input type="text"/>	<i>Include the 11 digit creditor agency number or name you wish the user to be granted access.</i>
* First Name:	<input type="text"/>	
* Last Name:	<input type="text"/>	
* eMail Address:	<input type="text"/>	
* Confirm eMail Address:	<input type="text"/>	
* Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	
Extension:	<input type="text"/>	
Notes:	<input type="text"/>	

Request Addition

 **REQUEST USER INACTIVATION**

When you see an entry field marked with an * the corresponding field is mandatory entry.

Attached User:

... Select an assigned user to inactivate ... ▼

Request Inactivation

New Debts in KDRS

1. Setoff can approve debts without SSN
2. Include address, DOB, any other identifying information to more easily help us certify the debt
3. Ensure data is correct before uploading into KDRS (IE: Name is not in SSN field).
4. We may charge higher fee to correct inaccuracies

Debt Balance Accuracy

1. Immediately update KDRS if you take a payment directly

[posting_an_adjustment_20150311.pdf](#)
[\(state.ks.us\)](#)

2. Number one way to create a big escalation if this is not done

NOI Timeline + Resources

1. Until 1pm that day to update for balance to reflect accurately on NOI
2. Until 1pm following business day for balance to be correct. It will reflect inaccurately on NOI.
3. Once the NOI is mailed, you should not take payments from debtors directly. This will cause an overpayment.

NOI Timeline + Resources

KDRS: CA [REDACTED] Notice of Intent to Setoff for 04/25/2023

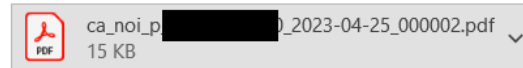


kssetoff@treasurer.ks.gov

To: [REDACTED]
Cc: [REDACTED], KSSetoff [DAFM]

 Reply  Reply All  Forward  

Tue 4/25/2023 10:37 AM



EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

04/25/2023 10:34:37

At the above date and time, the State Setoff Division completed processing payment matches against debts of a creditor agency for which you are recorded as a contact. Attached is a copy of the NOTICE OF INTENT TO SETOFF report for creditor agency [REDACTED], with only partial debtor Tax IDs displayed. If you wish to obtain a report with full debtor tax ids and you already have a sign-on to the KDRS system, the link below will take you into the KDRS production system for viewing.

[https://gcc0\[REDACTED\]3Freport%3\[REDACTED\]7C47608e49\[REDACTED\]7CUnknown\[REDACTED\]7C&sdata=5\[REDACTED\]](https://gcc0[REDACTED]3Freport%3[REDACTED]7C47608e49[REDACTED]7CUnknown[REDACTED]7C&sdata=5[REDACTED])

PLEASE IMMEDIATELY REVIEW AND VERIFY DEBT INFORMATION. Promptly make necessary adjustments online. If you do not have access to the new web based system, please send adjustment information to KSSetoff@ks.gov. In the e-mail subject line state NOI Adjustments/Decertifications.

Thank You.

NOI Timeline + Resources

lib_validation_routines
CA_NOI

Page: 1
04/25/2023
10:34:37

State of Kansas
Department of Administration
Setoff Program
700 SW Harrison ... Topeka, KS 66603

Notice of Intent to Setoff for 04/25/2023

Debtor Name	SSN / EIN	Account No	Debt Description	Debt Amount
[REDACTED]	***-**-**03	[REDACTED]	[REDACTED]	74.46

NOI Timeline + Resources

STATE OF KANSAS

Setoff Program
P.O. Box 2713
Topeka, KS 66601-2713
** Reprinted 04/25/2023 **



March 30, 2023

***_**_**87

*** NOTICE OF INTENT TO SETOFF ***

The Setoff Program is governed by K.S.A. 75-6201 et seq. Setoff Program records indicate you owe a debt to the State of Kansas, a Kansas municipality, a Kansas district court, and/or a foreign state agency. The debt must be paid.

A Kansas tax refund payment being made to you by the Kansas Department of Revenue has been matched with a debt you owe. The Setoff Program intends to apply this money toward your debt.

Payment Type: Individual Tax Refund
Amount Available for Setoff: \$1,389.00

TURN THIS NOTICE OVER - the DEBT DETAIL is listed on the back. Contact the "Agency Owed" for questions concerning the debt.

PER K.S.A. 75-6204, AS AMENDED, COLLECTION FEES WILL BE ASSESSED TO YOU REGARDING STATE AGENCY AND DISTRICT COURT DEBTS. THESE FEES WILL BE TAKEN FROM THE "AMOUNT AVAILABLE FOR SETOFF" AND THE REMAINING BALANCE WILL BE APPLIED TO YOUR DEBT.

Paying the "Agency Owed" WILL NOT speed up the process of receiving your Kansas tax refund.

This notice is not related to your federal tax refund. Contact the IRS for questions regarding your federal tax return.

The Setoff Program and the Kansas Department of Revenue are separate agencies.

For joint tax refunds, the Kansas Department of Revenue determined the amount of the tax refund allocated to you and the amount available for setoff. Contact the Kansas Department of Revenue at (785) 368-8222 for questions about the tax refund allocation.

Any remaining balance of the tax refund will be refunded to you by the Kansas Department of Revenue in 4-6 weeks from the date on this notice, in the manner requested on your tax return. If you filed a joint tax return, your spouse's portion of the tax refund will be included in the refund to you.

You may make payments on any remaining debt balance. Make checks or money orders payable to the Department of Administration and mail to the Setoff Program address located above. Include the agency owed and debt account number OR the last four digits of your social security number or employer identification number. In addition, you may make payments with a debit or credit card by calling the Setoff Program at (785) 296-4628.

You have the right to request an administrative hearing. The purpose of a hearing is to determine the validity of the debt. To appeal the debt, write a letter including the last four digits of your social security number or employer identification number, your contact information, and a statement that you wish to appeal the debt. Send the letter to the Setoff Program address above within 15 days of the date on this notice. We will continue to hold the "Amount Available for Setoff" until the appeal has been resolved. Failure to request a hearing within the 15 day period will be deemed a waiver of the opportunity to contest the validity of the debt amount causing final setoff by default.

DEBT DETAIL

Agency Owed: [REDACTED]
Agency Office/Unit: [REDACTED]

PHONE: 9 [REDACTED]

Debt Description	Debt Account Number	Debt Balance
[REDACTED]	[REDACTED]	[REDACTED]

Agency Owed: [REDACTED]
Agency Office/Unit: [REDACTED]

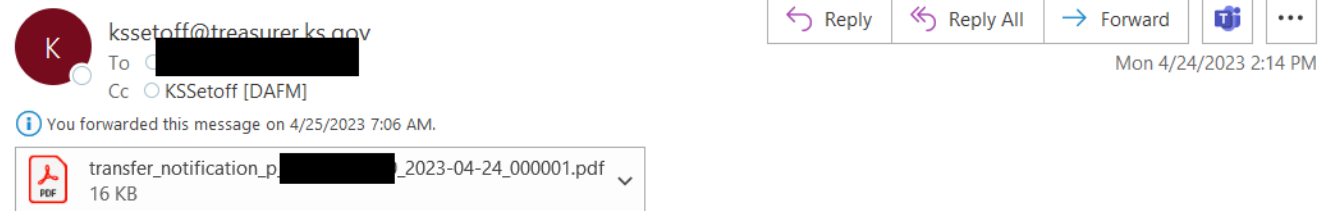
PHONE: (5 [REDACTED])

Debt Description	Debt Account Number	Debt Balance
[REDACTED]	[REDACTED]	[REDACTED]

Transfers + Resources

- Occurs on 2nd and 16th of the month
- All details of transfers are located in an email sent to the Transfers Point of Contact email address

KDRS: Collection Transfer Notifications for 04/24/2023



The screenshot shows an email interface. At the top right, there are buttons for 'Reply', 'Reply All', 'Forward', a gift icon, and a three-dot menu. Below these is the date and time: 'Mon 4/24/2023 2:14 PM'. The email header shows a red circular profile picture with a white 'K', followed by the sender's email address 'kssetoff@treasurer.ks.gov'. The 'To' field contains a redacted name, and the 'Cc' field contains 'KSSetoff [DAFM]'. Below the header, a blue information icon is followed by the text 'You forwarded this message on 4/25/2023 7:06 AM.'. The main content area shows a PDF attachment with a red icon, the filename 'transfer_notification_p[redacted]_2023-04-24_000001.pdf', and a size of '16 KB'.

EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

04/24/2023 14.06:34

At the above date and time, completed processing collection transfers for debts of creditor ager [redacted] [redacted] for which you are recorded as a contact. Attached is a listing of these debts with the tax id fields privatized. If you would like to view a listing with full tax ids listed and you already have a valid sign-on to our system, the link below will take you into the KDRS production system to view such a report.

[http://\[redacted\]](http://[redacted])

If you wish to no longer receive these notifications, please contact the Setoff Department.

Thank You.

Transfers + Resources

View the attached PDF for a line-by-line account of the details of the transfer

lib_process transfers
TRANSFERS



State of Kansas
Department of Administration
Setoff Program
 700 SW Harrison ... Topeka, KS 66603

Page: 1
04/24/2023
14:06:34

Debt Collection Transfer Notification for 04/24/2023

The following are a list of transfers we will be making to [REDACTED] via SMART Interfund Transfer within a few days in accordance with K.S.A. 75-6201 et seq. In each case, the 'APPLIED' column should be applied in its entirety to the debt listed. The 'GROSS' and 'FEE' columns are provided here for informational purposes only. The 'TRANSFERRED' column contains the actual amount that will be in your payment once it arrives unless there are outstanding fees from previous collections.

Debtor Name	SSN / EIN	Account No	Debt Description	Applied	Gross	Fee	Transferred
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	29.61	35.67	6.06	29.61
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	31.54	38.00	6.46	31.54
Totals:				61.15	73.67	12.52	61.15

Policy Manual Update

PM 9,103 Employee Use Funds

PM Filing 9,103 identifies policy and procedures on Employee Use Funds. Employee Use Funds were restricted to utilizing only checks for expenses. The policy has been updated to allow use of checks or debit card for disbursement. The policy update includes general information for accounting records, recommended limits and best practices for debit card use with Employee Use fund accounts.

- Reminder to sign up for Informational Circular emails for policy updates

Department of Administration accounting and payroll circulars

<https://admin.ks.gov/offices/accounts-reports/informational-and-circular-message-option>

[Informational and Circular Messages | Kansas Department of Administration \(ks.gov\)](https://public.govdelivery.com/accounts/KSDA/subscriber/new?topic_id=KSDA_82)

https://public.govdelivery.com/accounts/KSDA/subscriber/new?topic_id=KSDA_82

[Kansas Department of Administration \(govdelivery.com\)](https://public.govdelivery.com/accounts/KSDA/subscriber/new?topic_id=KSDA_82)

Internal Controls and Compliance Update

- Agency Self-Assessment of Internal Controls results will be available soon
- State of Kansas Internal Controls Manual coming soon
- Policy and Procedure and Internal Controls questions can be directed to the ICC Email
- Internal Control website also coming soon with helpful ICC information for your Agency

Internal Controls and Compliance Team (ICC) Email –
OARInternal.controls@ks.gov

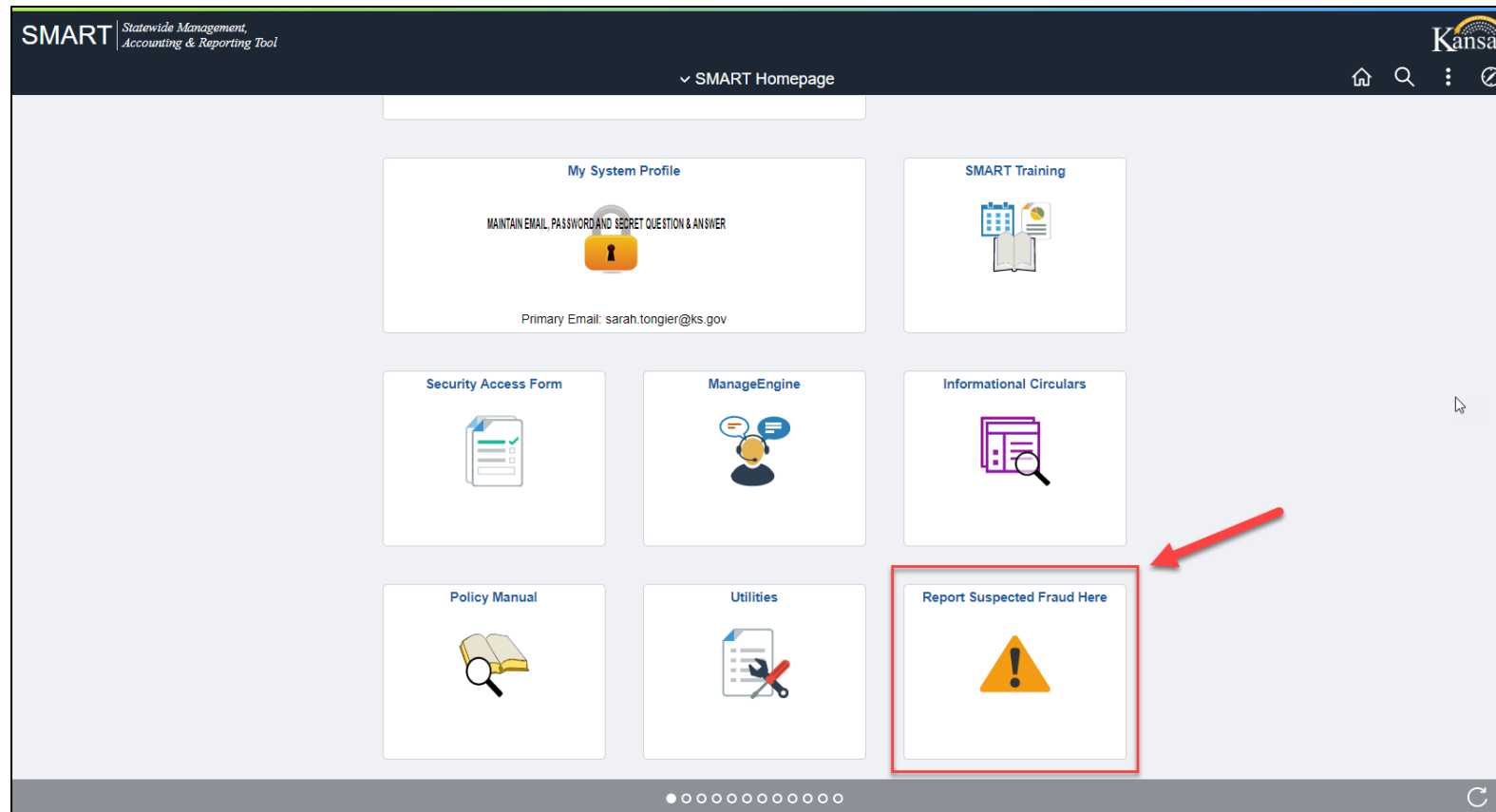
SHARP & SMART Updates

- Systems moving to Amazon Web Services (AWS)
 - Changing from one 3rd party's servers to another
 - No change to links to login pages or functionality
 - Impact to agencies:
 - SHARP & SMART will be unavailable from 7pm Thursday July 13 until 6am Tuesday July 18
 - Possibly up to users by 1pm Monday July 17, but TBD based on how that weekend goes
- PUM Upgrade later this year
 - Both systems will upgrade to a newer version of Oracle PeopleSoft
 - Bug fixes
 - New features
 - Have not upgraded since May 2021
 - Will start after AWS move completed
 - Anticipated Go-Live in December 2023

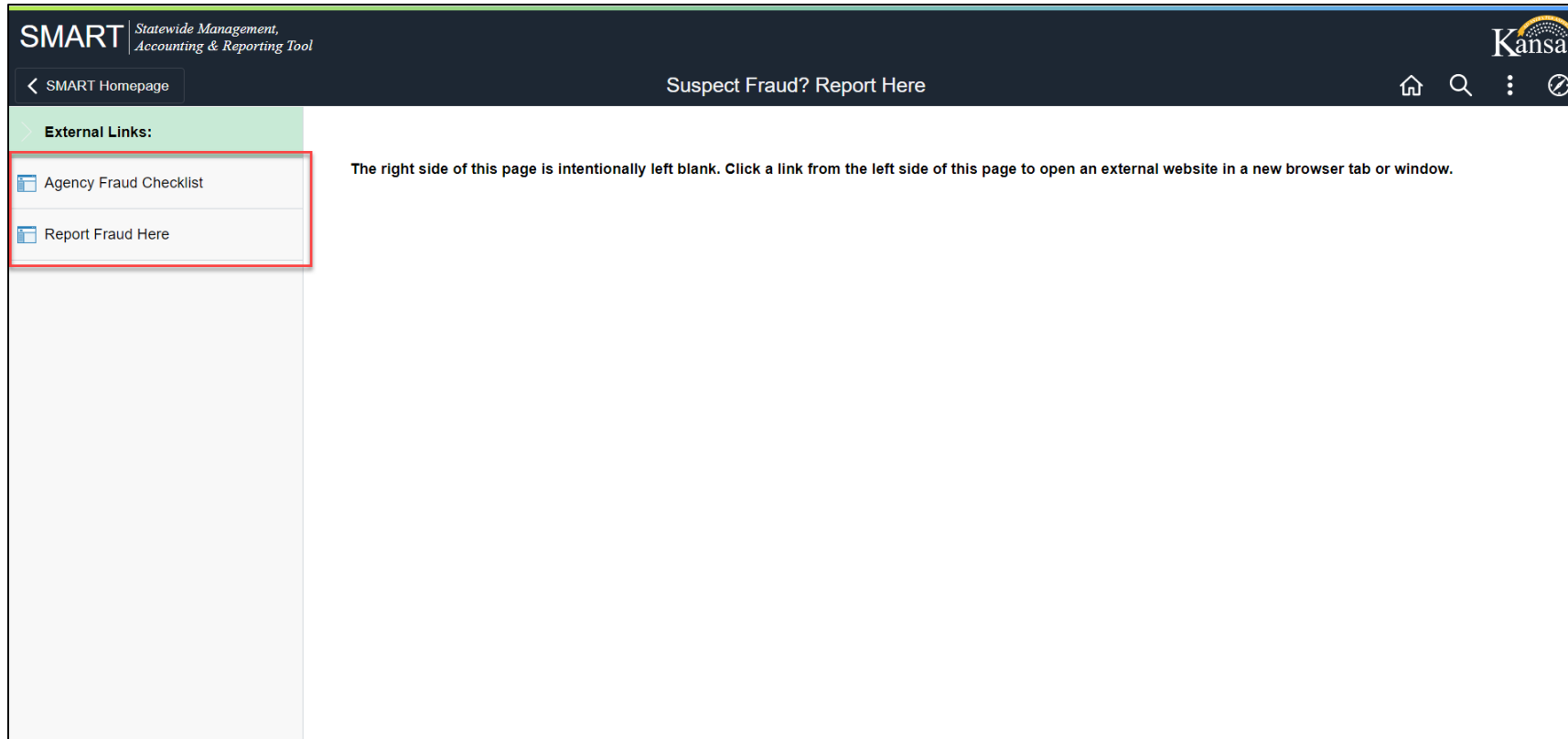
- SMART Inbound Voucher Interface (INF02) Updates
 - Added field to Voucher Line Record to capture withholding info for 1099s
 - Code to specify Withholding Type and Class at line level
 - Details will be sent to agencies by June 1, 2023
 - SMART Team available to process test files for this change
 - Implementation deadline is January 1, 2024

SHARP & SMART Updates

- NEW Agency Fraud Reporting Checklist
 - Provides agencies with consistent steps for reporting suspected fraud impacting statewide systems (SHARP & SMART)
 - Has been added to the 'Report Suspected Fraud Here' tile located on SHARP & SMART homepages



- Clicking the tile takes the user to a page with 2 options:
 - 1. Agency Fraud Checklist
 - Opens new checklist document
 - 2. Report Fraud Here
 - Launches an online form to capture incident details



- Fraud Incidents
 - Most common incident is supplier/employee emails being hacked & fraudster submits a request to state agency to change bank account
 - Calling known contact can help prevent this from succeeding
 - If a payment goes out to fraudulent bank account
 - Report as quickly as possible
 - Follow steps on checklist, which include having State Treasurer's Office try to recover the funds
 - It is agency's responsibility to make sure the supplier/employee gets paid

Rejected by Payroll (RP) Cleared

- Payroll Checklist
 - Cycle Day 9

Budget Check Errors

- Prior to fiscal year end, if you are expecting staff outage or have had staffing changes, please notify our team of any contact changes at doa_payroll@ks.gov. This way the correct staff are notified of the budget check errors timely.
- Carmen Pearson will send an email if your agency has Budget Check Errors.
- The cleanup of these errors is urgent and need to be addressed immediately.
- You will see notification from Carmen on 6/22/2023 for the On and A Cycle and 6/26/2023 for the B Cycle. You will only receive an email if you have errors.
- Reminder: If you have Carmen change funding and a liability reversal is needed, the journal entry must be entered by the agency no later than 6/27/2023.

Department Budget Tables

- Do not make any FY2024 entries until the Informational Message has been sent on June 19th
- FY2024 Budget Table effective date 6/11/2023

EFT Returns

- If any employees have EFT returns on the KPAY210 report while SMART is down, those checks will not be keyed until July when SMART is once again available.

SMART Fiscal Year End Overview

This year's Accounting Circular for Fiscal Year end deadlines, processes, and assistance is the:

[Informational Circular 23-A-009](#)

Schedule of accounting events relevant to the closing of FY 2023 and the opening FY 2024

- The Circular was published on Wednesday April 26, 2023. Subscribers to the SMART Infolist should have received an email.
- The Circular is available on the Department of Administration's web site [FY 2023 | Informational Messages and Circulars | Kansas Department of Administration \(ks.gov\)](#)
- The Informational Circular 23-A-009 announcement includes attachments:
 - Appendix A: SMART QUERIES, REPORTS and JOB AIDS for FYE PROCESSING, and
 - The FY Close Day by Day Summary

IMPORTANT DATES

K.S.A. 75-3002 establishes the state fiscal year (FY) as commencing on the first day of July in each year and closing on the thirtieth day of June of the succeeding year.

- The last day for agency access to SMART for FY 2023 business is *Tuesday, June 27, 2023 at 7:00 PM.*
- SMART will be closed to agencies from *Wednesday, June 28, 2023 through Friday, June 30, 2023.*
- FY 2024 processing will begin on July 1, 2023. Agencies will not have access to SMART on July 1st

IMPORTANT DATES (cont'd)

- Nightly batch processes will be run on Saturday, July 1, 2023. Transactions from submitted interface files will be loaded and processed in nightly batch. Agencies can review and approve transactions when SMART reopens on July 2nd.
- The FY 2024 SMART modules and FY 2023 Accounts Receivables, Billing and Project Costing modules will be open on *Saturday, July 1, 2023*
- The Final FY 2023 Closing processes will be run on *Friday, July 7, 2023*. SMART will be closed to agencies until 10:00 on that day.
- The final closing process creates GL journal entries to post the final balances from FY 2023 to period 0 of FY 2024 for the Assets, Liabilities, and Equity account codes. The year end journal entries IDs begin with YEC.

Accounts Receivable

Negative Cash Federal Fund Balance at Fiscal Year End

Guidance:

Policy Manual 8,004 Federal Funds – Fiscal Year-End Negative Cash Balances

https://admin.ks.gov/media/documents/8004federalfundsfiscalyearendnegati_C08D0B7F406B0.docx

Per Policy Manual **8,004**, when a negative cash balance is anticipated in a federal fund at fiscal year-end and reimbursement from the federal agency has not been received and posted, agencies are required to record an accounts receivable in SMART for the amounts expended but not yet reimbursed by the federal agency.

Accounts Receivable

Negative Cash Federal Fund Balance at Fiscal Year End

- Agencies who utilize federal funds should run the SMART query KS_GL_CASH_NEG_FED_FUND_BAL to determine if your agency has any negative federal fund balances. The query can be found in SMART Query Viewer. Enter your agency Business Unit and Fiscal Year 2023 on queries Run Control page:

KS_GL_CASH_NEG_FED_FUND_BAL - Neg cash bal and receivables

Business Unit

Fiscal Year

[View Results](#)

Accounts Receivable

Negative Cash Federal Fund Balance at Fiscal Year End

Example of query results:

Neg cash and receivables		3			
Ledger	Business Unit	Fund	Cash Amount - 110100	Accounts Receivable - 130100	Net Amount
ACTUALS		2819	(1,181,038.00)	-	(1,181,038.00)
ACTUALS		3414	(10,637.31)	-	(10,637.31)
ACTUALS		9175	(10,769.13)	-	(10,769.13)

- Using the query results, determine if the funds with negative balances will be received from the federal agency prior to July 1st .
- If the funds will NOT be received by July 1st, you shall enter an accounts receivable transaction. Please begin entering accounts receivable items BEFORE June 27, 2023. If you need assistance, please send a Kansas Service Desk ticket.
- Documentation to support the reimbursement request must be attached to the Accounts Receivable transaction in SMART.
- Entry of a GL journal to offset a negative cash balance is not an acceptable alternative to entering an Accounts Receivable transaction

Accounts Receivable

Negative Cash Federal Fund Balance at Fiscal Year End

- Utilize the instructions provided in the year end circular.

- SMART Accounts Receivable job aids can be found in the AR-Receivables Section at the following link: [Accounts Receivable | smartweb.ks.gov](https://smartweb.ks.gov). These job aids can be used at other times throughout the year, but at fiscal year end, the comments below are applicable:
 - Receivables: **Online Pending Item (Receivable) Entry** – used to create a pending item (receivable) for amounts expended and not yet received, and the deposit is not expected to be received before June 30

 - Receivables: **Writing Off a Receivable (Pending Item)** – used after July 1 to write off a receivable that is no longer valid or the deposit was entered without the pending item (receivable)

 - Deposits: **Entering an AR (Pending Item) Deposit** – used after July 1 to enter the deposit with a pending item (receivable) at the time the funds are actually received

Interfund processing reminders

- Accounting dates on both the interfund voucher and the interfund deposit must be in the same fiscal year
- To ensure the interfund voucher will pay during FY 2023, the Scheduled Due date on the Payments page of the voucher must have a date \leq 06/30/2023
- Matching for an interfund voucher can be done on the Match Workbench before the interfund is approved – see job aid [Matching for Interfund Vouchers](#)
- Budget checking and matching (if matching has not been run) will happen during nightly batch after both the interfund voucher and the interfund deposit are approved
- Agencies with unprocessed interfunds due to budget check exceptions will be contacted by the SMART or Audit Team on **Wednesday, June 28, 2023** to resolve the budget check exceptions

Encumbrance processing reminders

- POs and TAs are not only used as a means of approving a purchase or authorizing a travel event, but also to 'reserve' or encumber the available budget in the fund(s) and budget unit(s) to be used for an expenditure.
- When a PO is pulled into a voucher, or a TA is associated to an expense report, the fund(s) and budget unit(s), as well as the other ChartFields, create the funding lines for the transaction.
- The funds and budget units values on vouchers or expense reports shall match the fund(s) and budget unit(s) values on the encumbrance document and the amounts must be less than or equal to the amounts on the encumbrance documents.
- Keep in mind, prior budget period encumbered funds that are released in a subsequent year should not be used on a new requisition or be added to an already existing prior year PO. If there are unencumbered obligations from the prior fiscal year, agencies should follow the claims process outlined in PM 11,966.

Encumbrance processing reminders

As stated in **PM 10,300 Statewide Encumbrance Policy**

https://admin.ks.gov/media/documents/10300_10219_te_C352B48B352CA.docx

a GL Encumbrance can be requested for:

- Transactions that are not yet complete at fiscal year-end and the supplier is not yet known; for example, a bid event for procurement that is not complete by fiscal year end, where the supplier is not yet known
- Anticipated travel at fiscal year-end and the traveler is not yet known
- Anticipated reimbursable expenses to be paid through the Travel and Expenses module that occur at fiscal year-end and the payee is not yet known

Encumbrance processing reminders

- GL Encumbrances must be requested on the *GL-F016 GL Encumbrance Request Form*
https://admin.ks.gov/media/documents/glf016glencumbrancerequestform_A68CF87ECF98F.xlsx at fiscal year end must be filled out completely. Please refer to the form instructions and the GL Encumbrances job aid for assistance.
- The description (purpose) of the obligation on the GL Encumbrance Request form shall ultimately match the description (purpose) of the REQ/PO/voucher or expense report.

Other general processing reminders

- FY 2024 Requisitions with a contract or an amount less than \$5,000 shall be entered after July 1.
- Refer to PM 14,002 [Fiscal Year Closing Including Fiscal Year Determination](#) to determine the appropriate processing period for each type of account code activity.
- Agencies should continue to use the [Month End Checklists](#) and run queries through the end of the fiscal year to ensure all transactions have processed.
- Agencies are responsible for deleting all incomplete transactions at fiscal year end, by *7 pm on Tuesday, June 27th.*

The Appropriations Process always starts with the public query:

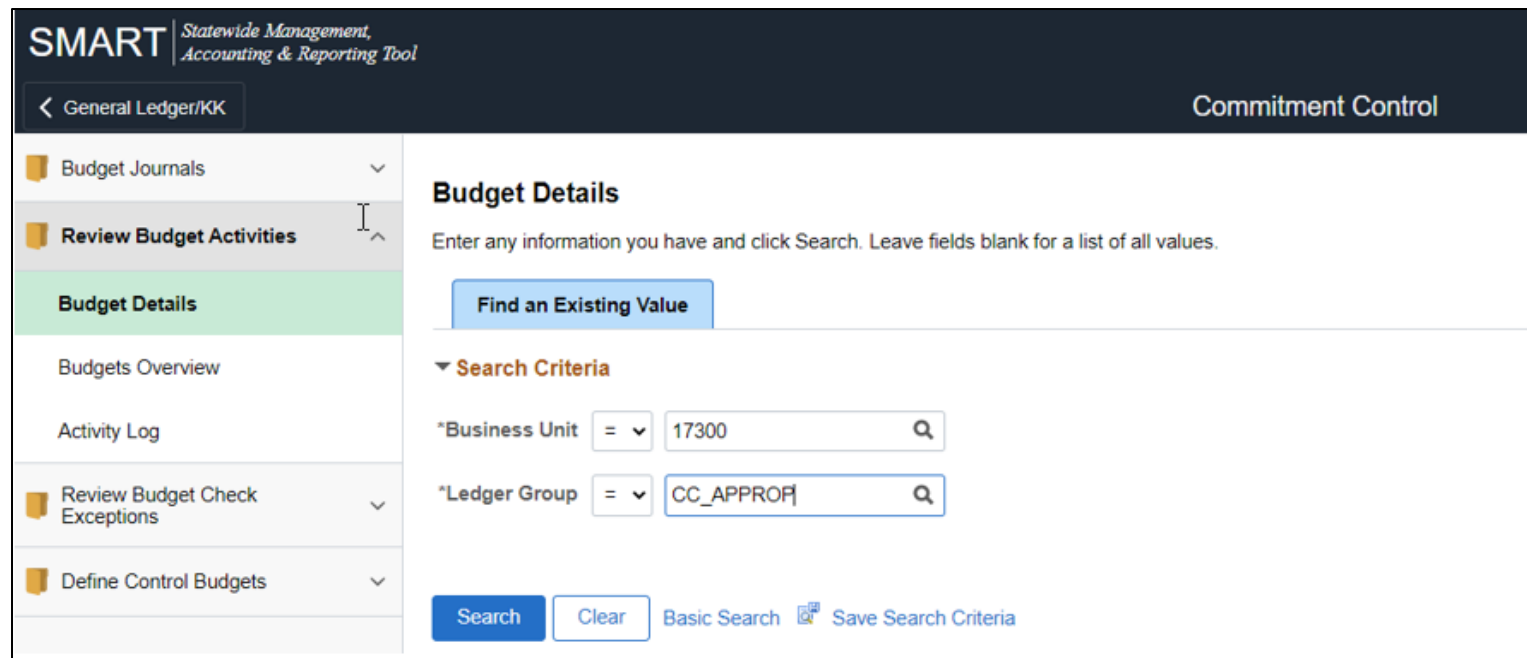
KS_CHART_OF_ACCOUNTS

Each agency needs to run for the current fiscal year

Stale Funds are considered funds that have not been used for 3 or more years – Does not have to be a stale fund to close

Review all fund and budget units for possible closure

General Ledger → Commitment Control → Review Budget Activities
→ Budget Details



The screenshot shows the SMART (Statewide Management Accounting & Reporting Tool) interface. The top navigation bar includes the SMART logo and the text "Statewide Management Accounting & Reporting Tool". Below this, there is a breadcrumb trail: "General Ledger/KK" and "Commitment Control". The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items: "Budget Journals", "Review Budget Activities", "Budget Details" (highlighted in green), "Budgets Overview", "Activity Log", "Review Budget Check Exceptions", and "Define Control Budgets". The main panel is titled "Budget Details" and contains a search form. The search form includes a "Find an Existing Value" button, a "Search Criteria" section with two dropdown menus: "*Business Unit" set to "17300" and "*Ledger Group" set to "CC_APPROP", and a "Search" button. There are also "Clear", "Basic Search", and "Save Search Criteria" buttons at the bottom of the search form.

Enter the Business Unit and CC_APPROP as the Ledger Group

Chart of Accounts

Enter the Fund and Budget Unit Combination and click “Search”

SMART *Statewide Management, Accounting & Reporting Tool*

< General Ledger/KK Commitment Control

Budget Detail Overview

Budget Inquiry Criteria







Select Budget Detail

Business Unit	Ledger Group	Department	Fund Code	Budget Unit	Account	Budget Period
17300	CC_APPROP	<input type="text"/>	1000	0200	<input type="text"/>	<input type="text"/>

[Search](#)

Results will populate directly under – Click on View Details

Budget Details





  1-15 of 19     | [View All](#)

	Business Unit	Ledger Group	Department	Fund Code	Budget Unit	Account	Budget Period	View Details
1	17300	CC_APPROP	173	1000	0200	50	2014	View Details
2	17300	CC_APPROP	173	1000	0200	50	2015	View Details

Chart of Accounts

Toggle through to find those that have no expenses for multiple years

Commitment Control Budget Details

Business Unit	Ledger Group	Dept	Fund	Bud Unit	Account	Budget Period
17300	CC_APPROP	173			50	2022
<input type="button" value="Display Chart"/> i		Previous		Next		Return to Inquiry Criteria
Ledger Amounts						
Budget:				0.00 USD		 
Expense:				0.00 USD		 

Do Not use SMART workflow – ChartField Requests to update or close Funds and Budget Units

Please use Kansas Service Desk tickets directed to Central Responsibilities
Include Fund or Budget Unit numbers and the update requested

Site	Base Site	▼	* Category	General Ledger	▼
Group	Central Responsibility	× ▼	* Sub Category	Chartfield Change Requests	× ▼
Technician	-- Select Technician --	▼	Item	-- Select Item --	▼
* Subject					

Send responses for current year updates by May 31st
If your agency does not have any updates, please email arpaycycle@ks.gov

Correct 1099 Processing is important for Federal Reporting for individual and business taxes

1099 Types are taxed differently at the federal levels

Federal Reporting of all State Of Kansas reportable payments are filed on January 31st following the end of the calendar year

OAR files 1099-NEC, 1099-Misc, 1099-INT, and 1099-S forms

1099 Processing

1099 Types are based on what you are paying for

In General:

Services – 1099-N Box 1

Rents – 1099-M Box 1

Royalties – 1099-M Box 2

Other Fees – 1099-M Box 3

Medical – 1099-M Box 6

Settlements – 1099-M Box 10

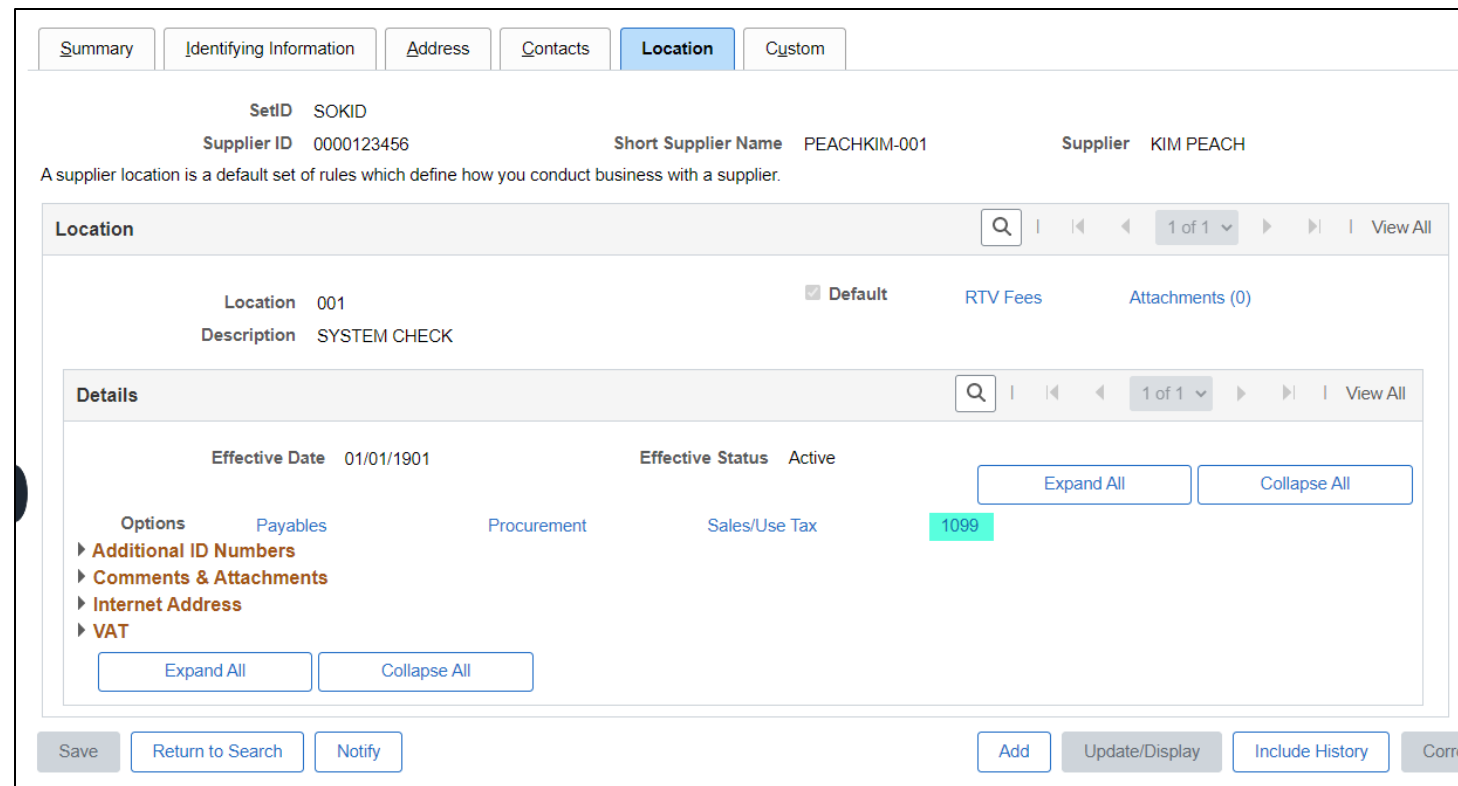
Interest – 1099-I Box 1

Land Purchases – 1099-S Box 2

Please use the Withholding Guide on the SMART *Web* for questions as to what Account Codes typically fall under what codes

The Type of 1099 that can be used on a voucher starts at the Supplier Record on the Location tab

Accounts Payable → Suppliers → Add/Update Supplier



Summary Identifying Information Address Contacts **Location** Custom

SetID SOKID
Supplier ID 0000123456 Short Supplier Name PEACHKIM-001 Supplier KIM PEACH

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location 001 Default RTV Fees Attachments (0)
Description SYSTEM CHECK

Details Effective Date 01/01/1901 Effective Status Active

Options Payables Procurement Sales/Use Tax **1099**

- ▶ Additional ID Numbers
- ▶ Comments & Attachments
- ▶ Internet Address
- ▶ VAT

Expand All Collapse All

Save Return to Search Notify Add Update/Display Include History Corre

Select the 1099 hyperlink to open the types

Withholding Supplier Information

SetID SOKID

Supplier ID 0000123456

Short Supplier Name PEACH,KIM PEACHKIM-001

Supplier Name KIM PEACH

Location 001

Description SYSTEM CHECK

1099 Options

1099 Information

1-2 of 2

Main Information

Overrides

Remit

Entity	Type	Jurisdiction	Default Jurisdiction	Default Class	Description	1099 Status	Withhold Type Description
IRS	1099	FED	<input type="checkbox"/>	07	Non-Employee Compensation	RPT	Reporting Only
IRS	1099N	FED	<input checked="" type="checkbox"/>	01	Nonemployee Compensation	RPT	Reporting Only

Each location can have different types. Verify the type needed is available on the location number that will be used.

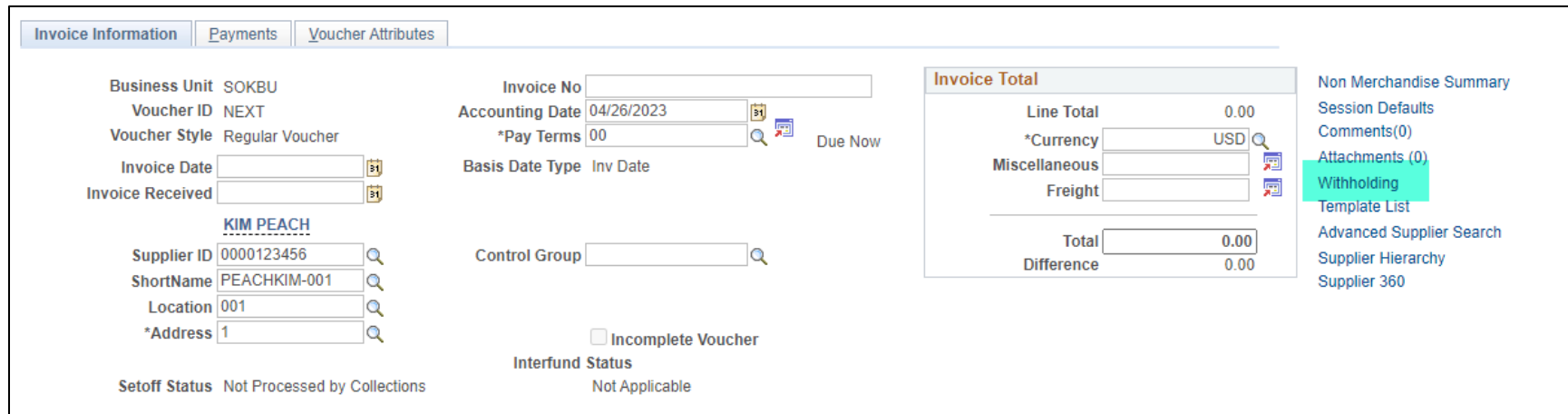
If it is not available – enter a Kansas Service Desk ticket and attach a TM-21 with the supplier update request.

Whichever type is selected as the default will be the one to load automatically on the voucher.

The 1099 amount is reported at the Accounting Line level. If a different type is needed for different billed items, they must be split out on different Accounting lines.

If items were not split out, but need to be reported separately, please enter a Kansas Service Desk ticket. These can only be corrected by central staff after calendar year close.

Select the withholding link on the Invoice Information tab to select the correct type of 1099 and class for each line. This may also be used to remove withholding on a line.



The screenshot shows the 'Invoice Information' tab with the following fields and values:

- Business Unit: SOKBU
- Voucher ID: NEXT
- Voucher Style: Regular Voucher
- Invoice Date: [Empty]
- Invoice Received: [Empty]
- Supplier: **KIM PEACH**
- Supplier ID: 0000123456
- ShortName: PEACHKIM-001
- Location: 001
- *Address: 1
- Invoice No: [Empty]
- Accounting Date: 04/26/2023
- *Pay Terms: 00
- Basis Date Type: Inv Date
- Control Group: [Empty]
- Interfund Status: Not Applicable
- Setoff Status: Not Processed by Collections
- *Currency: USD
- Invoice Total: Line Total 0.00, Miscellaneous [Empty], Freight [Empty], Total 0.00, Difference 0.00

On the right side, a menu contains the following links: Non Merchandise Summary, Session Defaults, Comments(0), Attachments (0), **Withholding** (highlighted), Template List, Advanced Supplier Search, Supplier Hierarchy, and Supplier 360.

The link will not show on suppliers that are marked as non-reportable.

Use the Query KS_AP_1099_REVIEW to review agency transactions for corrections periodically

Unit	Supplier	Location	Type	Close Status	Voucher	Line	Status	Supplier	Additional	Fund	Acctg Date
17300	0000000000	002	REG	O	00000000	1	P	Name	Name2	1000	1/6/2023

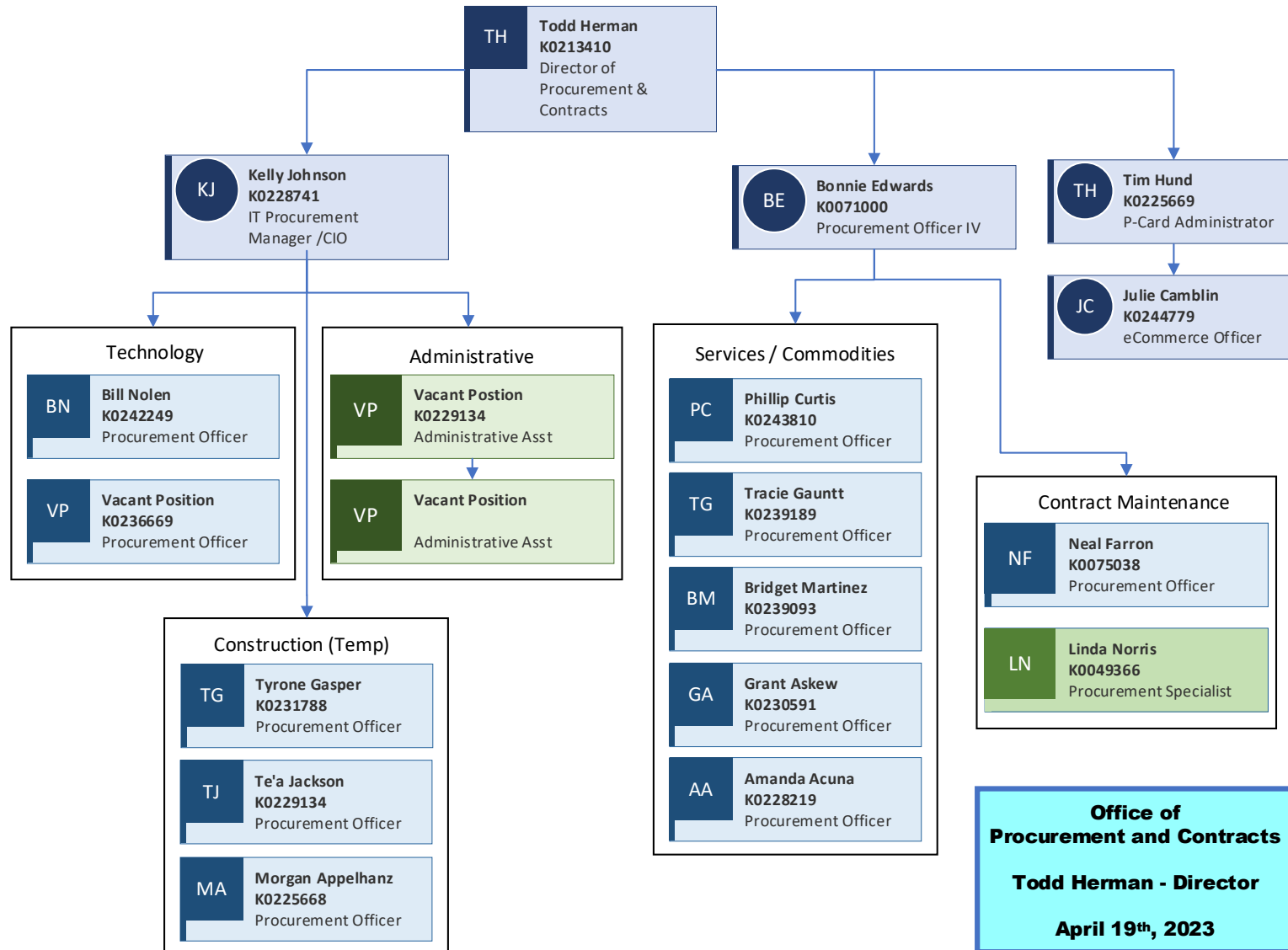
Date	Account	Descr	Sum Amount	Withholding	Type	Class	Descr	Dt1	Char4
PMT DT	523300	EQUIPMENT RENTAL	100.000	Y	1099M	01	Rental		

Send corrections to the Central Responsibilities team via Kansas Service Desk for corrections after payment has already been made.

- ACFR Confirmation Letters (Due first week of August 2023)
 - Beginning this year, the FIT team will use DocuSign for the transmission & return of some of the ACFR confirmation letters. However, there may be specific instances where you receive an email directly from the FIT team.
- GASB 87 – Leases Standard
 - All agencies should have a Civix software user. All qualifying leases beginning in FY23 need to be entered into Civix by 06/30/2023.
 - Please review existing leases in Civix for accuracy.
- GASB 96 – Subscription-Based Information Technology Agreements
 - The FIT team is gathering information and analyzing submissions to create a materiality threshold. Agencies will not be responsible for entering SBITAs into Civix for FY23.
- Please contact us if you have any questions at OAR-FIT@ks.gov

- Internal Office Reorganization
- Contract Renewal Team
- Commodity Assignments
- IKASO Engagement
- Department Challenges

OPC Reorganization



David Stueve is retiring on May 12th

- Kelly Johnson will be assuming the construction team

Contract Renewal Team

- All basic contract renewal will be handled by Neal Farron / Linda Norris
- Basic contracts mean they have existing renewals and no change to terms/conditions
- Agencies will be notified and must approve renewals
- Monthly reporting to agencies for a one-year timeframe

Commodity Distribution

- At this time a single procurement officer handles a commodity from cradle to grave
- If that officer leaves, that commodity is reassigned
- The new process will assign a broad category of commodities to a team
- The supervisor of this team will distribute work based upon availability and expertise
- The focus is on cross-training and succession planning
- Agencies will be asked to submit their questions via e-mail, where the supervisor will assign a procurement officer to work with the officer.

Team Supervisors

- Bonnie Edwards – Supplies, Services, Contract Renewal
- Kelly Johnson – Technology, Construction, Administrative Staff

IKASO Engagement

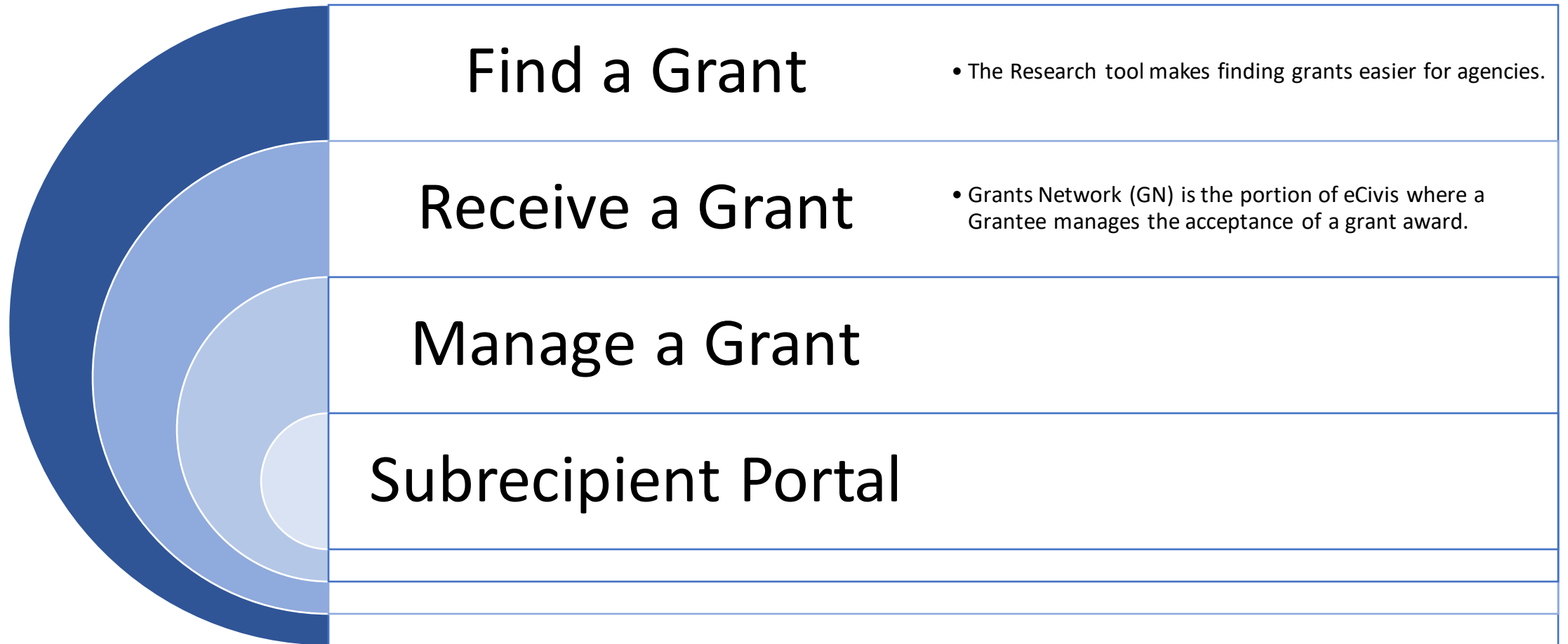
- Work with the IKASO team has started with state comparisons and the development of run books
- IKASO team will be on-site in May to visit with the team and to conduct in-person interviews
- Planned completion date is toward the end of summer

Department Challenges

- As with many other agencies, we are short staffed (no admin staff and one procurement officer down)
- New employees
- Several high-priority and big-dollar projects in process
- End of year processing occurring
- Ask for patience and reminder on priority projects if needed

OPC Grainger Contract

- **Contract 44986 MRO / PPE Supplies allows for price adjustments**
 - Grainger punchout catalog price adjustments are scheduled on January 1, May 1 & September 1
 - If requisition punchout is conducted prior to scheduled price increase and PO is not dispatched until after the price increase, then agencies may see a discrepancy in the pricing on the invoice
 - Best practice: do not create a Grainger punchout requisition on the last day of the month before a scheduled price increase unless it will be an approved & dispatched PO by the end of the day
- **Contracts 43067 Clothing, BDU Components, 43823 Customizable Uniform Apparel & 52370 Law Enforcement Equipment**
 - These 3 contracts DO NOT allow for price adjustments
 - Products for some of these contracts can be ordered from the Grainger punchout catalog
 - Although contract pricing is expected, agencies should confirm they are receiving a price consistent with the contract
- **Grainger Contacts for Price Discrepancies**
 - Jake Harrison, Government Sales Manager, (636) 439-1069 | Jake.Harrison@grainger.com
 - Lisa Oglesby, Account Manager, Public Sector, (816) 260-4084 | Lisa.Oglesby@grainger.com



Find a Grant

- The Research tool makes finding grants easier for agencies.

Receive a Grant

- Grants Network (GN) is the portion of eCivis where a Grantee manages the acceptance of a grant award.

Manage a Grant

Subrecipient Portal

Reminders:

- OAR Contacts are available at
 - <https://admin.ks.gov/offices/accounts-reports/directory>
- THANK YOU for your partnership!