

# eMARS Newsletter

December 20, 2011

Issue 36



The eMARS Newsletter is used to disseminate information to agency users on key topics associated with the system.



## KHRIS Data in infoAdvantage

KHRIS data including Organizational, Personnel, and Payroll data has been loaded into infoAdvantage and is available to users with proper access. Organizational and Personnel data is up-to-date and loaded daily. Personnel archive data is up-to-date and is loaded on the first business day of the month. Payroll data is loaded as pay periods are verified. For a list of pay periods that have been verified and loaded, please refer to the *infoAdvantage Payroll Spreadsheet* posted at:

<http://finance.ky.gov/internal/eMARS/>

If you have questions, please email [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov).

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## Attention: New eMARS infoAdvantage Users

New users to eMARS infoAdvantage may be asked for a password when selecting the infoAdvantage link from within eMARS. Users should not be prompted for a password as eMARS and infoAdvantage provide a “single sign-on” capability, which means a user with proper security will gain access to infoAdvantage by simply logging into eMARS successfully. Should you be prompted to enter a password to infoAdvantage, send an email with your User ID to the Customer Resource Center at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov). You will receive a notification when the problem has been resolved. Please note that this process is only available to those users logging into eMARS.

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# EO1

## Helpful Info—EO1

Many users have inquired about the proper *Type of Request* to select when completing an EO1 document. The table below may provide some assistance to ensure the proper *Type of Request* is selected. Additional information regarding EO1 process can be found under Executive Order 2008-011 Procedures at: <http://finance.ky.gov/business/procurementservices/procurementhowto.htm>

| Type of Request  | Document Code(s)   | Examples   |
|--|--|--|
| Architectural & Engineering PSC                        | Personal Service Contract (PON2)   | Architect or Engineer.   |
| Architectural & Engineering PSC Sole Source            | Personal Service Contract (PON2)   | Architect or Engineer with a justification that service can only be provided by a specific Vendor, -on a continuing basis. Requires sufficient justification to support sole source.   |
| Architectural & Engineering PSC Not Practicable to Bid | Personal Service Contract (PON2)   | Architect or Engineer with a justification that service can only be provided by a specific Vendor, -on a continuing basis. Requires sufficient justification to support "not practicable to bid".  |
| Personal Service Contract                              | Personal Service Contract (PON2)   | Professional services to be provided -on a continuing basis that cannot be reasonably performed by any other state agency or university, e.g. Legal, Financial, Medical, Consulting...   |
| Personal Service Contract Sole Source                  | Personal Service Contract (PON2)   | Professional Services to be provided, that can only be provided by a specific Vendor, -on a continuing basis that cannot be reasonably performed by any other state agency or university. Requires sufficient justification to support sole source.              |
| Personal Service Contract Not Practicable to Bid       | Personal Service Contract (PON2)   | Professional Services to be provided, that can only be provided by a specific Vendor, -on a continuing basis that cannot be reasonably performed by any other state agency or university. Requires sufficient justification to support "not practicable to bid". |
| PSC - Start Date Request                               | Personal Service Contract (PON2)   | Personal Service with a start date prior to the EO1 Request being completed and Approved, and prior to the filing with the Government Contract Review Committee.   |
| Memorandum of Agreement (MOA)                          | MOA (PO2, PON2)  | A Contract between a State Agency and any other Governmental Body, Political Subdivision, or 501C3 Non-profit.   |
| Grant  | MOA (PO2, PON2)  | Must have Statutorial Authority to disburse Grant Funds or must follow Federal Grant rules specific to the Grant.  |
| University Agreement                                   | MOA (PO2, PON2)  | Any Contract between an Agency and a State University.   |
| Construction Services                                  | One Time Purchase (POX, CTX), Master Agreement (MA), MOA (PO2, PON2), or Delivery Order (DO)               | Building and Road Construction, to include repairs.  |
| Postal Services & Equipment                            | One Time Purchase (POX, CTX), Master Agreement (MA), Delivery Order (DO), Payment (PRC), or Blanket Waiver | Mailing services, Postage stamps, Postage meter, funds added to postage meter.   |
| Printing   | One Time Purchase (POX, CTX), Master Agreement (MA), Delivery Order (DO), Payment (PRC), or Blanket Waiver | Brochures, Forms, Manuals, Stationary, Business Cards.   |

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| Type of Request                  | Document Code(s)  | Examples   |
|----------------------------------|---|--|
| Real Property Lease              | One Time Purchase (POX, CTX), Master Agreement (MA), Delivery Order (DO), Payment (PRC), or Blanket Waiver  | Lease of Office Space, Storage Space, Parking.   |
| Temp Labor Task Order (Non-IT)   | Master Agreement (MA), Delivery Order (DO), or Blanket Waiver   | Staff used on a continuing basis not on the Commonwealth's payroll but to be paid against one of the Temporary Services Master Agreements (Current through 1/31/2012 are CBS, Spherion, Kelly Services, Crown Services, and Adecco.) |
| Other Services, Non-Professional | Master Agreement (MA), Delivery Order (DO), or Blanket Waiver   | Online Subscription Services, Dues, Janitorial, Security Services, Lawn Maintenance, Catering, Short-term equipment rental, Billboard rental.  |
| Furniture                        | Master Agreement (MA) or Delivery Order (DO)  | Office Furniture, Hospital Furniture, Conference Room Furniture.   |
| Equipment (Not IT)               | Master Agreement (MA) or Delivery Order (DO)  | Water Heaters, Wheelchairs, Mowers, Snow Plows, Security System, Shredders, Kitchen Equipment for Hospitals and Cafeterias. Refrigerators and Microwaves for use by office staff are not permitted to be purchased with State Funds. |
| Other Goods                      | One Time Purchase (POX, CTX), Master Agreement (MA), Delivery Order (DO), Payment (PRC), or Blanket Waiver  | Office Supplies, Hard copy subscriptions, Uniform Rental, Miscellaneous parts not vehicle or IT, Fuel.   |
| Vehicles                         | Master Agreement (MA) or Delivery Order (DO)  | Initial Vehicle purchase and any add-ons.  |
| Vehicle repairs and parts        | One Time Purchase (POX, CTX), Master Agreement (MA), Delivery Order (DO), Payment (PRC), or Blanket Waiver  | Any repairs including parts on existing vehicles.  |
| IT Hardware                      | Master Agreement (MA), Delivery Order (DO), or Blanket Waiver   | Desktops, Laptops, Computer Leases, Copier Leases, CD Burners, Monitors, Wireless projectors, Wireless Routers, Digital Cameras, GPS.  |
| IT Software                      | Master Agreement (MA), Delivery Order (DO), or Blanket Waiver   | Software licenses and purchase of software.  |
| IT Services                      | Master Agreement (MA), Delivery Order (DO), or Blanket Waiver   | Installation of IT related hardware and software, User Training of IT related items, Phone services, Internet services, cabling....  |
| IT Maintenance                   | Master Agreement (MA), Delivery Order (DO), or Blanket Waiver   | Maintenance Agreements for IT equipment including Hardware and Servers   |
| IT Task Orders                   | Master Agreement (MA), Delivery Order (DO), or Blanket Waiver   | IT Staff used on a continuing basis not on the Commonwealth's payroll but to be paid against one of the Temporary Services Master Agreement (Current through 2/28/2012 Keane, Pomeroy, and TEK Systems).                             |
| ARRA - Federal Stimulus          | One Time Purchase (POX, CTX), Master Agreement (MA), MOA (PO2, PON2), Personal Service Contract (PON2), Delivery Order (DO), Payment (PRC), or Blanket Waiver | Purchase using 100% percent ARRA funding.  |

Under "What document is requested?", \*POX can be a PO or PO2.

Under "What document is requested?", \*CTX can be a CT,CT2, CTT1, or CTT2.

\*If you are unsure of what Type of Request or Document Type, contact the Office of Procurement Services (OPS) 502 564-4510

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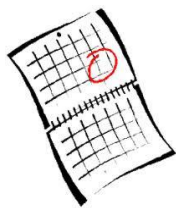
**UPDATED**

## Revised Clauses – Access to Records

Updates to the “Access to Records” clause and Secretary’s Order are posted under Access to Records at:

<http://finance.ky.gov/business/procurementservices/procurementhowto.htm>.

Procurement officers should review the updated information as the text from these attachments needs to be included in the clause template for all solicitation and contract documents.



## Attention Property Officers and Inventory Officers

It is time again for the **Annual Physical Inventory of Fixed Assets**. Below you will find some helpful reminders for completing your inventory:

- Please remember to give the Auditor’s Office ten (10) days notice before you conduct your inventory.
- Physical Inventory Observations are **due** to the Office of the Controller by **Friday, June 1, 2012**.
- Finance requests Property Officers carefully review vehicles listed in eMARS compared to those carried on your Agency’s insurance report.
  - A report is available within infoAdvantage Statewide Reports titled “Fixed Assets – Vehicles.” This report will show all vehicles for your agency.
- Remember to review the **Fixed Asset Generated Shell Spreadsheet** posted on the eMARS Web page each Monday: [http://finance.ky.gov/internal/eMARS/fixed\\_assets.htm](http://finance.ky.gov/internal/eMARS/fixed_assets.htm) This spreadsheet shows all Fixed Asset shell documents generated during the previous week. Processing fixed asset shells now will save time later.
- **Uploadable Spreadsheets for Mass Changes** are available for FA, FM, FT or FD documents where the number of documents exceeds 200.
  - If you need to process more than 200 documents of one type of your Fixed Assets, contact Jennie Wolfe for assistance in using the uploadable spreadsheets. This will save time during your annual physical inventory of fixed assets.
- As we approach the upgrade to the newest version of eMARS (3.9) we will be offering Fixed Asset training at the CRC. To save your Inventory Officers time it is advisable to do as much of your inventory as possible **before** April.
- If you have any questions, please contact Jennie Wolfe ([jennie.wolfe2@ky.gov](mailto:jennie.wolfe2@ky.gov) or 502-564-6693).

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## eMARS Upgrade Status

The eMARS team continues to prepare for the first substantial upgrade to eMARS.

The team has enlisted help from outside agencies and has completed the evaluation phase. Efforts are now focused on *User Acceptance Testing (UAT)*. All initial setup has been reviewed and established and testing has started. Each functional team is testing all existing and new Advantage 3.9 functionality utilized by the Commonwealth as well as any Kentucky specific updates that may be included in that area. UAT testing is scheduled for completion in February 2012.

The eMARS 3.9 Upgrade Team will hold a User Group Meeting to introduce the software in coming months. Agency Implementation Leads will receive notification when this is scheduled.

If you have any questions or concerns about the upcoming upgrade, please email the Customer Resource Center at [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov).

The anticipated go-live for eMARS 3.9 remains April 2012.



## eMARS 3.9 Technical Requirements

In the June 16, 2011 User Group meeting, eMARS 3.9 technical recommendations were provided so that agencies could ensure active eMARS users met the necessary requirements needed to perform their work activities. The Go-Live date is fast approaching. It is imperative technical contacts review

these requirements again to ensure all users are ready for the upcoming upgrade. Technical Recommendations are as follows:

- Operating System – XP Pro (SP2); Vista; Windows7
- CPU – 1.0 GHz Processor (32 or 64 bit) Minimum
- RAM – 2GB Recommended, 1 GB Minimum
- Display – 1024x768 Minimum Display Resolution
- Graphics – 32 MB Graphics Card
- Internet – 10 Mbps Ethernet Card
- Browser – IE8 or Firefox 3.5 or 3.6 for Windows

Questions or concerns should be emailed to the Customer Resource Center at:  
[Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov).



## eMARS 3.9 Web Page

A web page has been created to provide users with information regarding the upcoming upgrade. This page is located at:

<http://finance.ky.gov/internal/eMARS/eMARS+Upgrade+from+3.6+to+3.9.htm>

Add this to your *Favorites* and check it frequently to stay up-to-date on the upgrade.

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## eMARS Agency Contacts

The Office of the Controller uses Agency Delegated Contacts as the central point of contact for communications regarding eMARS and related issues. We also rely on each delegated agency contact to forward the information to all impacted users within their agency. As we approach the eMARS upgrade, contacts will be notified of important information. It is imperative that agency contacts are correctly identified and they disseminate eMARS communications to necessary users within their agency. Each agency has identified an Agency Implementation Lead (AILs) who is responsible for coordinating and monitoring efforts of the overall eMARS operation within their agency. To ensure we are communicating effectively, we are asking the AIL to review each contact identified on the Agency Delegated Contact list and provide updates as soon as possible.

A list of current agency delegated contacts is available on the eMARS Web site at: <http://finance.ky.gov/internal/eMARS/Agency+Contacts.htm>. If contacts are incorrect, the AIL for the agency **must** complete the appropriate Agency Delegation and Contact Information Packet located at: <http://finance.ky.gov/internal/eMARS/emarsadminagencydelegation.htm> and submit the updated packet to [DonnaS.Hall@ky.gov](mailto:DonnaS.Hall@ky.gov).

Additionally, the Office of Procurement Services maintains a separate, internal list of purchasing contacts. If you need to be informed of procurement-related issues and you are not on the *purchasing contacts* distribution list, please e-mail [Tracy.Gritton@ky.gov](mailto:Tracy.Gritton@ky.gov).

We greatly appreciate your cooperation and teamwork to ensure your users are informed timely.



## Next eMARS Newsletter

Look for the next eMARS Newsletter in March 2012. Your input is very important. If there are any topics you would like to see in the next issue, please submit suggestions to Barbara Aldridge-Montfort ([barbaraa.aldrige@ky.gov](mailto:barbaraa.aldrige@ky.gov)) by February 29.

Until then...the entire CRC and eMARS teams would like to wish you and yours a very Happy Holiday Season!

