eMARS Newsletter

October 5, 2012   **Issue 39**

Kentucky eMARS | Management Administrative & Reporting System

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The eMARS Newsletter disseminates information to agency users on key topics associated with the system.

Updated SAS-14 & Instructions

An updated *SAS-14 Account Maintenance Form* and instructions will be available Monday, October 8 and posted at:
http://finance.ky.gov/services/statewideacct/Pages/eMARSForms.aspx

Please be sure and utilize the new form when requesting account changes. Old forms will not be accepted after October 8.

Cash Receipt (CR) Processing

The State Treasurer has some helpful reminders for agencies submitting Cash Receipt (CR) documents for approval.

Please be sure and adhere to these guidelines to expedite the deposit process:

- Have all CRs approved to the Treasury work list **_before_** delivering to Treasury Deposit Room.
- All deposits of cash (currency and coins) must be made on a separate CR document. There should be a calculator tape with cash.
- All checks or money orders submitted for deposit must be in the same direction (not upside down or backward).
- The dollar amount must be written on all money orders.
- Send only checks, cash, foreign checks, transmittal sheets, and calculator tapes. Backup materials remain in the agency.
- On eMARS CR document, make certain that the Deposit Ticket and Deposit Date fields are left blank. Suppress Pend Print **_should not_** be marked and the payment type should always be "Cash." Budget FY, Fiscal Year, and Period should also be left blank.
- Deposit all receipts in **_bank account GA_** (beginning July 5, 2011) except for Retirements and Unemployment.
- CRs should be limited to no more than 900 items. An item count will be required on each transmittal sheet.
- Each CR in eMARS can have up to 99 different accounting lines, so multiple CRs are not necessary. Please consolidate when possible.
- *MICR* line of checks cannot contain any damage if so these checks cannot be processed.
- Agency numbers and CR numbers must be written or stamped legibly on each check in either blue or black ink. Do not stamp or write near the amount on right. Since the scanner copies front and back, it is OK to stamp on the back.
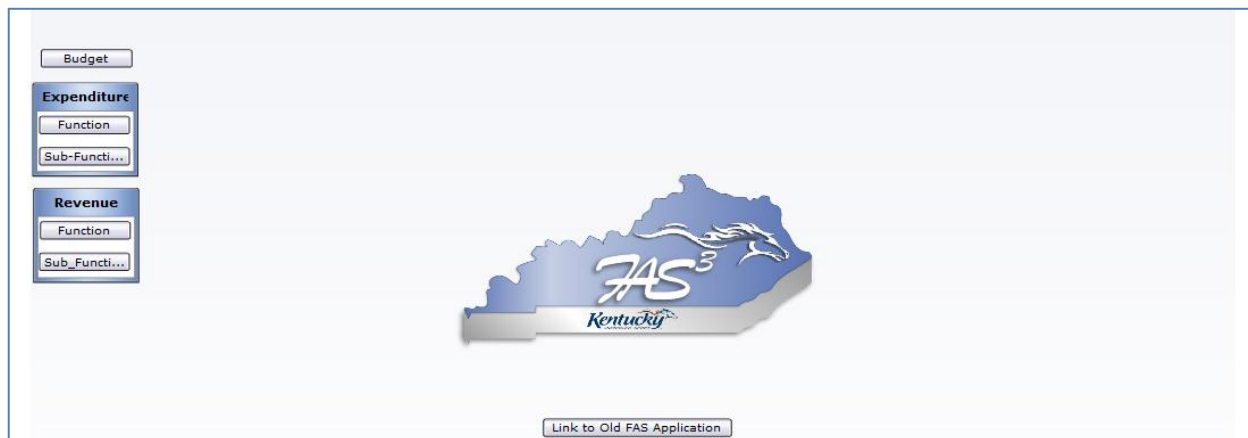
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- With large deposits, checks should be separated into groups of a maximum of 50 with a calculator tape on each group. Please keep the checks in the same order that they are found on the tape.
- Large deposits should have a re-cap tape that adds the first two groups then sub-totals and sub-total after each group thereafter until all groups are added. They will then end with a grand total. *(The groups of checks must be kept in the same order that they are on the re-cap tape.)*
- Do not use staples on the checks. Do not staple checks to the transmittal sheet. If checks already have staples, please remove them.
- The transmittal sheet should be wrapped around the deposit items with the Agency Number, CR Number, and amount showing. Please make certain there is a contact name and phone number in case there is a problem. The Department Number on the transmittal sheet should be the same as that on the CR entered in eMARS.
- Remove all stubs from checks and money orders.
- There must be separate CR documents made for CASH, Foreign Checks and U. S. Bank Checks
- All items drawn on foreign banks (including Canadian items), even though payable in U.S. dollars, must be submitted on separate CR documents. They cannot be mixed with U.S. checks.
- Any deposits delivered after 2:30 may not be processed until the next business day.
- From March 15 through April 30 and at the end of the Fiscal Year, CR approval may lag somewhat.

The Treasury Department will return deposits that do not follow these guidelines.

If you have any questions, please contact the Treasury Department Deposit Room at 502-564-4722.
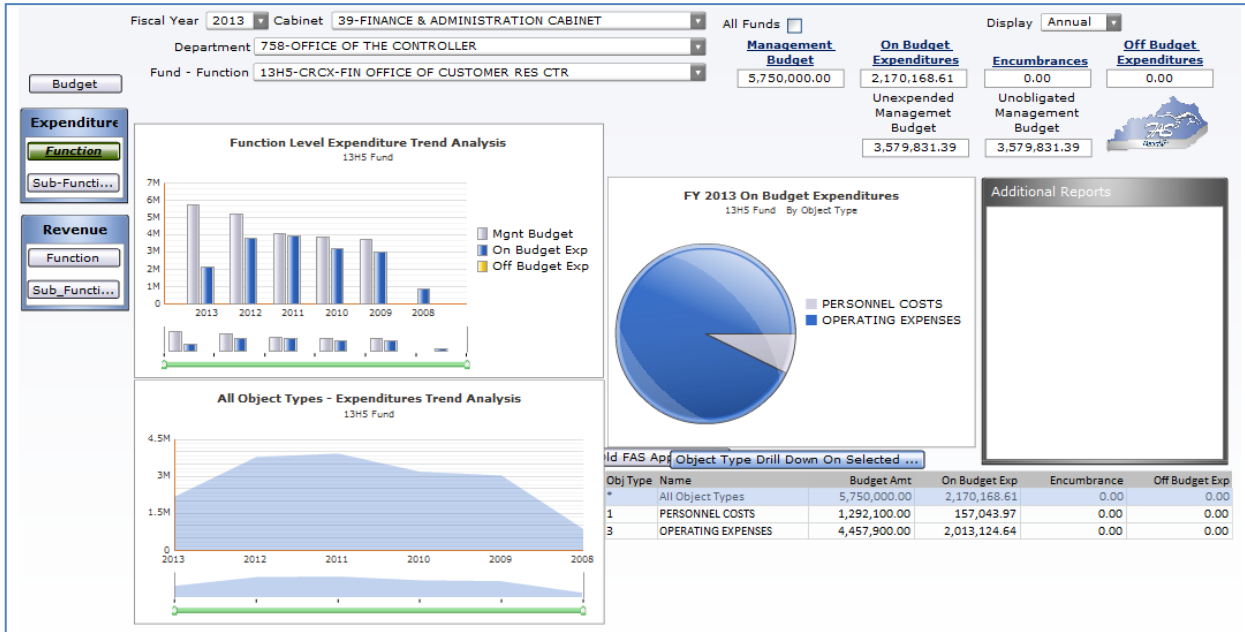

FAS³ – Financial Analysis System

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It's finally here – FAS^3 – the latest version of the Commonwealth's Financial Analysis System. The go-live date for FAS^3 is set for **Monday, October 22, 2012**. The concepts of the Financial Analysis System have not changed – just the look and feel of how you retrieve the data.

A training session for the new FAS^3 system will be held at the Transportation Auditorium on Monday, October 22, 2012. If you anticipate using the newly upgraded system, please contact your agency's Training Team Lead (TTL) with the Class Code below.

Date		Class Code	Class Locator	Class Name	Duration	Location
10/22/2012	Mon	EMR39.FAS3	214798	FAS3 FINANCIAL ANALYSIS SYSTEM	1:30-3:30	KYTC AUDITORIUM

infoAdvantage – What are "Stubbed" Records?

During the recent eMARS upgrade to Advantage 3.9, the Commonwealth chose to rebuild the infoAdvantage data warehouse. One of the benefits to rebuilding the data warehouse was to capture some records that previously failed to load. There were a number of reasons for the records to fail to load but generally the underlying reasons were due to missing or invalid reference data (i.e. chart of accounts, procurement type, cited authority, etc.).

As a result of the data warehouse rebuild, some infoAdvantage reports are now displaying "NA" or "Not Available" in some of the reference data name fields. The "NA" or "Not Available" records represent "Stubbed" records in the data warehouse. A "Stub" is essentially just a placeholder for missing or incomplete reference data required by the data warehouse. infoAdvantage uses these "Stubs" so that a transactional record (like a document) will load successfully even when the required reference data is not available.

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For example, a fixed asset document was processed with a referenced document department code of "6625". When this document was processed in eMARS, an error was not issued on the invalid referenced document department code and the document was processed to final. When the fixed asset document was loaded to the data warehouse the load job recognized that "6625" was not a valid entry on the department table and instead of not loading the fixed asset document, it added a "Stub" record to the data warehouse department table for "6625". Since the name of department "6625" was unknown, the name field was populated with "Not Available".

Report ID: RevSrc	Commonwealth of Kentucky	Page:	18 of 18
	eMARS Financial System	Run Date:	9/19/2012
	Revenue Source Classification	Run Time:	2:25:08 PM

Revenue Source	Revenue Source Name
NA - NOT AVAILABLE	
NA - NOT AVAILABLE	
BFBF	NOT AVAILABLE
BFCO	NOT AVAILABLE
BFEM	NOT AVAILABLE
BFFF	NOT AVAILABLE
BFGF	NOT AVAILABLE
BFII	NOT AVAILABLE
BFOF	NOT AVAILABLE
BFRF	NOT AVAILABLE
BFSU	NOT AVAILABLE
BLNK	NOT AVAILABLE
N113	NOT AVAILABLE
N114	NOT AVAILABLE
N121	NOT AVAILABLE
N137	NOT AVAILABLE
NA	NOT AVAILABLE
R400	NOT AVAILABLE

The eMARS team reviews these "Stubbed" records when they occur, however, once a "Stubbed" record is in the data warehouse it will remain there. In addition, users who use the underlying data warehouse views may also encounter these "Stubbed" records in their use of the data from the views. These will be more prevalent in the "VW_DIM_*" views. Since all "Stubbed" records have a unique "DW_ST" value = 5 in the data warehouse, users who do not wish to include these records can filter the data from the "VW_DIM_*" views using the following logic: **DW_ST = '1'**

EO1 Process Clarifications

In an effort to continue to refine and improve the current EO1 process the following changes and clarifications will take effect immediately.

- Agencies submitting a Requisition (RQS) to establish a Master Agreement (MA) for their agency's needs must obtain an approved EO1 prior to submitting the RQS. The EO1 should reflect the amount the agency expects to spend during the initial contract term. Subsequent renewals to the MA will require a new EO1 for each renewal period. Agencies must attach the approved EO1 to their RQS. EO1's would not be necessary at the time the agency issues a Delivery Order (DO) or issues a payment against the MA.
  - o If a MA modification is required that increases the amount of the MA more than 15% of the initial EO1, the agency must modify the EO1 to include the additional amount. Agencies will submit the approved EO1 with their request to modify the MA.

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- EO1's are not required when a MA is established as an All State Agency MA as these agreements are established for the use and benefit of all agencies.
  - o EO1's are required at such time the agency initiates a purchase greater than or equal to $1,000 against the All State Agency MA.
- EO1's are not required for emergency purchases. KRS 45A.095 (4) requires that agencies explain the existence of an emergency in writing and obtain approval of emergency purchases from the secretary of the Finance and Administration Cabinet. The Secretary of Finance and Administration signed approval of the emergency purchase must be attached to all eMARS documents associated with the emergency purchase.

RQS Document Reminders

When creating and processing Requisition (RQS) documents, users will need to ensure that the document is routed to the correct Buying agency for subsequent processing and approval.

To ensure your document is assigned correctly and prevent delayed processing, please adhere to the following:

- Do **NOT** validate the RQS document until **ALL** commodity lines have been completed. Validating the document prior to the completing all of the commodity section may keep the document from routing to the correct buying agency and may delay the processing of your needed documents.
- Enter the primary item or service to be purchased as the **FIRST** commodity line. The first commodity code and dollar amount determine team assignment. (For example, if purchasing both a piece of equipment and the maintenance agreement on the same document, the equipment should be listed first to direct the purchase to the appropriate buyer of that commodity.)
- Enter the estimated total of the purchase for Commodity Line 1 amount. In some instances, the dollar amount for the first commodity line is less than the agency's delegated authority, but the total amount of the purchase is greater than the agency's delegated authority. Putting the total of the entire purchase on Commodity Line 1 will ensure the RQS is directed to Office of Procurement Services (OPS) or other central procurement departments for further processing. Many agencies are not complying with this and find that their RQS documents have never been assigned.
  - o If the total amount of the *FINAL* RQS is greater than your department's delegated authority, the RQS Team ID should be OMPS. To verify, open the *FINAL* RQS and look at the contact information. If the Team ID still shows your agency, email Joan Graham (Joan.Graham@ky.gov), Greg Hughes (Greg.Hughes@ky.gov), or Stephanie Williams (StephanieR.Williams@ky.gov) with the RQS document number and indicate that it was not assigned to OMPS.
- Use the *Document Comments* section to communicate necessary information to the buyer. Enter additional details describing the nature of the request (i.e. anticipated dates of service or delivery).

Re-Check Solicitation Documents

When processing the Solicitation document users will want to ensure that the Publishing information section of the document is marked to **Prohibit Online Responses**. All vendors are required to submit their bid responses in hardcopy back to the agency. Since the eMARS 3.9 upgrade, a defect exists where some of the publishing information is removed after the document is validated. To prevent this from occurring, users should **SAVE** the solicitation document after completing the Publishing Information section. Workflow safeguards have been set in place to ensure that Solicitations do not post to the Vendor Self Service (VSS) website when online bidding is allowed. However, users should still verify that the Solicitation document is marked to **Prohibit Online Responses** prior to submitting the document for approval.

"No Award" Evaluation Documents

On occasion, a solicitation may result in no award being issued. In this situation, a "No Award" Evaluation document should be processed. In eMARS 3.9, when an evaluation document is processed as "no award", the system will automatically generate a modification to the Requisition (RQS) document if one exists within the Procurement Folder. The purpose is to liquidate any pre-encumbrance that may remain since there will not be an award document generated. The buyer will be responsible for submitting the RQS modification document to close any open funding.

Printing Options in eMARS 3.9

With the implementation of eMARS 3.9, document print options have changed. As in the past, there are three (3) ways users can print their eMARS documents depending on the document type.

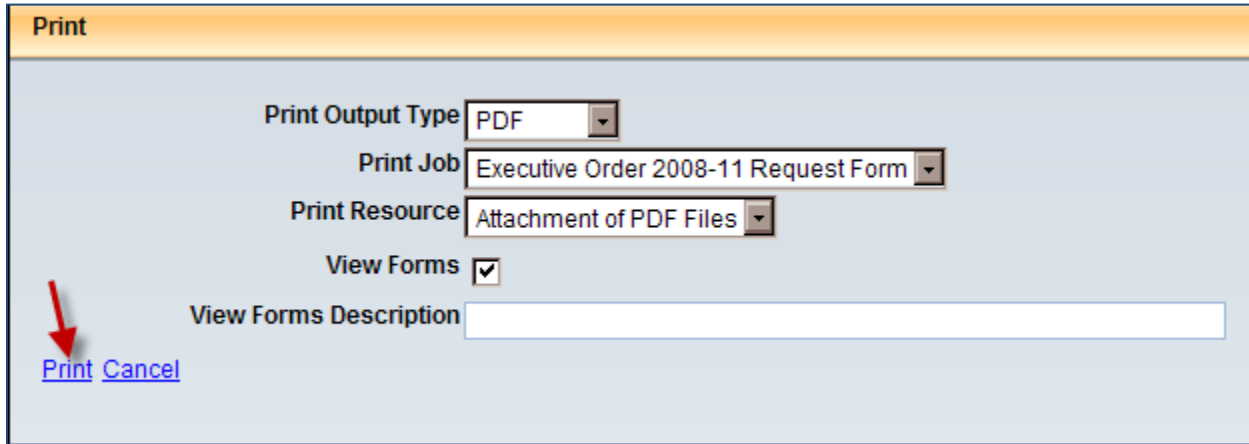**Printing Forms (EO1, PRC, PRC2, GAX, RQS, RC)**

Selecting the *Print* option will not print the document directly to your local printer. It will generate a PDF version of the document that can be located and printed later. Use the following instructions for printing document forms.

1 Open the document to be printed.

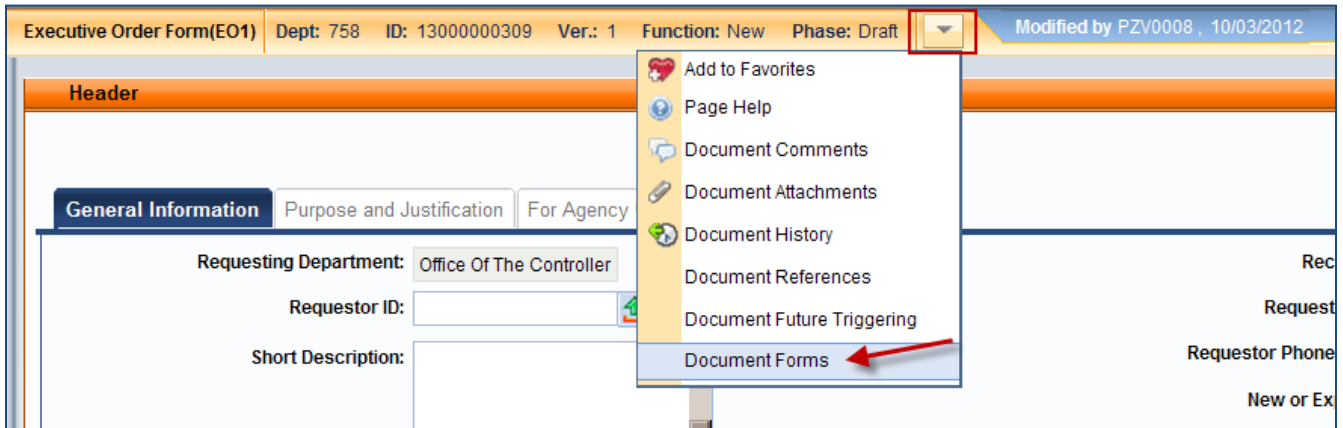2 Click on the **Print** Button in the lower left corner.
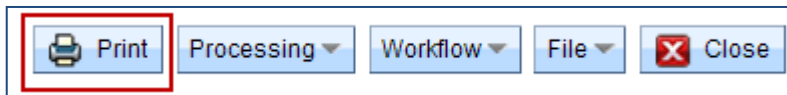
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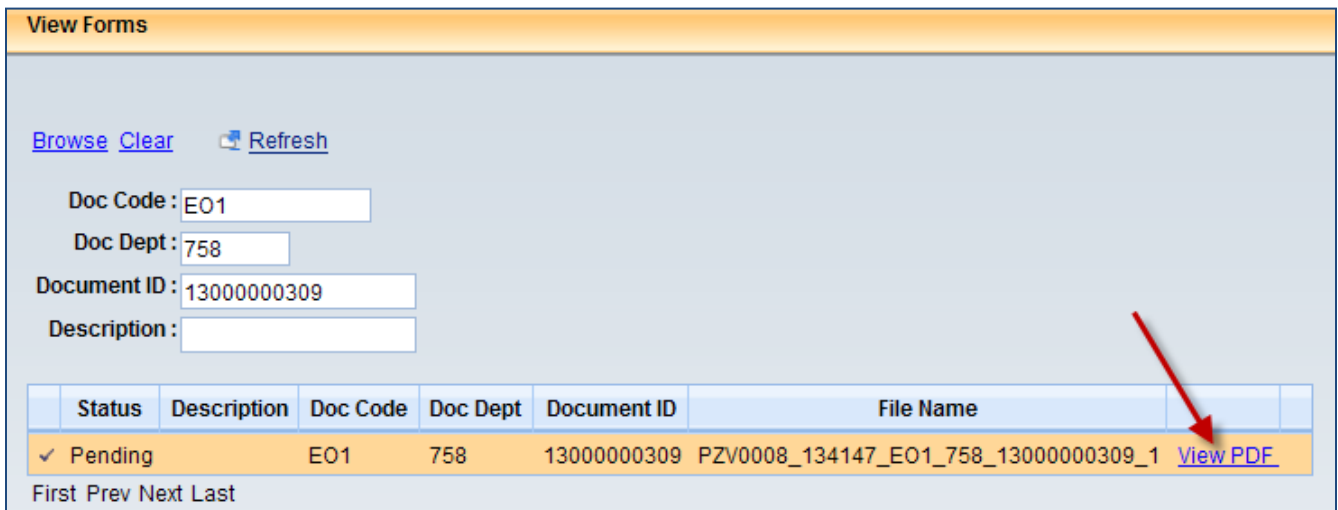3   The Print Page will open. Select **Print.**

The system will begin compiling the printed form and generate a PDF version of the document found within the *Document Forms* section.

4   From within the Document Menu, select **Document Forms**.

5   The Adobe PDF can be viewed, downloaded or printed to a local or network printer. Select **View PDF**.

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Document Assembly (PO, PO2, DO, DO2, CT, CT2, PON2, RFB, RFP, MA)

Procurement documents with supporting documents and terms and conditions should be printed using the assembly process. To assemble and print these document use the following instructions:

To Assemble:
1. From the Header Section of the open document, select the *Related Actions* Menu
2. Select *Assemble Document*
3. Select the desired form to be used to print the document. (If processing a modification, the Mod form should be selected.)
4. Select *Submit Assemble Request*. This will initiate the document assembly process.
5. As the job is running, select the *Refresh* link to follow the job.

Once the Assembly job completes successfully, the generated Adobe PDF document can be viewed, downloaded or printed.

To View, Download or Print:
1. From the Header, select *Attachments* from the *File Menu*.
2. Identify the attachment generated from the assembly process, and select *Download*.

Right-Click-Print

The *Right-Click Print* option remains available for all documents. This opens an *.html* page that can be printed directly to a local or network printer. Please be aware, problems exist for users running Internet Explorer 9 (IE9). The *Right-Click Print* option will not print properly. Users should print by using the screen print or document forms print.

Next eMARS Newsletter

Look for the next eMARS Newsletter in December 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.aldridge@ky.gov) by December 7.

Until then…the entire CRC and eMARS teams send best wishes for a Happy Fall Season in Kentucky!

For more information on eMARS, please refer to the eMARS Web site @ http://finance.ky.gov/internal/emars/