NEWSLETTER

November 2024

eMARS Training Opportunities

eMARS training is now available in three formats!

The Controller's Office Customer Resource Center is scheduling in-person and virtual training in addition to the self-guided training material available within the application. Courses will be offered for frequently used functional areas in addition to our introductory course.

Self-Guided Training is always available using the eMARS Training widget.

Wednesday, November 18 - Virtual Training
Intro to eMARS for Beginners (10-12 pm EST).

Please check MyPURPOSE for your in-person and virtual eMARS training options in 2025 by using the keyword search "eMARS".

Training Calendar for 2025 to be shared soon.

Contact Jeanne.Waters@ky.gov with questions.

Corporate Travel Cards

The Controller's Office is pleased to present agencies with an opportunity to issue Corporate Travel Cards for the purpose of authorized employee travel expenses to alleviate financial hardship to employees in the performance of official state business. These cards will include uniquely designed plastic to differentiate from our traditional Procurement Cards (PCards). Corporate Travel Cards are not to be used to purchase goods or services otherwise purchased with the traditional PCard.

The Corporate Travel Card program will be administered by agency PCard Administrators in conjunction with their established PCard program. This program will replace the existing American Express program. Specific details and instructions will be provided to PCard Administrators as agencies are onboarded. The Controller's Office will provide training for this function.

To participate, the Agency Travel Card Agreement must be completed by the Agency/Department Head and returned to the Controller's office (Here) to begin the process. This is an agreement between the agency and the Controller's Office specifically regarding Corporate Travel Cards for employee travel.

To streamline controls for this process, current PCards with open travel Merchant Category Codes (MCCs) for employee travel will need to have a Corporate Travel Card issued and the MCCs will be closed on the traditional PCard. If travel MCCs have been opened on a traditional PCard for business functions outside of employee travel, this will remain as a function on the current PCard.

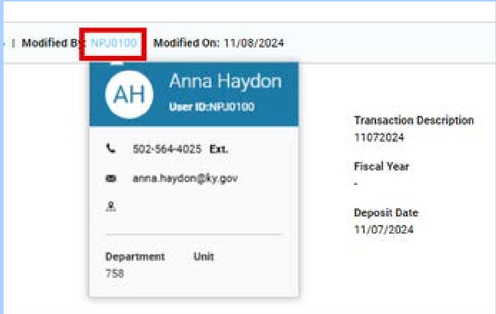
Please review the updated **Procurement Card Program Policies and Procedures**, which includes information about Corporate Travel Cards. Please contact bethany.crockett@ky.gov with questions.

New Business Card Feature in eMARS!

We're excited to announce the launch of a brand-new feature in eMARS: User Business Cards! This enhancement is designed to make it easier for you to access key contact details for eMARS users—helping streamline communication and improve efficiency when you need to reach out about transactions.

What are User Business Cards?
The User Business Cards feature allows you to quickly view important user information associated with an eMARS ID. With just a click, you can pull up a pop-up window that displays relevant details for the user, including:

- User ID
- Full Name
- Address
- Email Address
- Phone Number
- Department
- Unit



This "business card" format makes it easier than ever to find and contact the right person when you have questions about a transaction or need assistance.

Why is this feature helpful?
Navigating through eMARS can sometimes require reaching out to the right individuals for clarification or follow-up on specific transactions. The User Business Cards feature simplifies this process by putting essential contact information at your fingertips—right when you need it.

Here are some key benefits:
Quick Contact Access: No need to search through multiple systems or databases—contact information is just a click away.

Clear Identification: The business card pop-up ensures you have the correct user details, including their department and unit, so you can reach out to the appropriate person without confusion.

Time-Saving: Faster access to user information means less time spent tracking down contact details, allowing you to focus more on your core tasks.

How do I use the User Business Card feature?
It's simple! Just click on the hyperlinked User ID wherever it appears in eMARS, and the business card pop-up will appear with all the relevant user information. This allows you to easily identify the person responsible for a transaction and contact them directly via email or phone if you have questions or need further details.

This feature is now available to all eMARS users, and we encourage you to start using it today to enhance your workflow!

For more details or if you have any questions about using the User Business Cards feature, please contact the Customer Resource Center (Here).

Rejected Transactions Report

We are excited to announce a new tool designed to assist state agencies in identifying and resolving rejected transactions in eMARS (Enterprise Management Accounting and Reporting System).

The Statewide Rejected Documents Validation Error Report provides agencies with a comprehensive view of all transactions that have been rejected within eMARS. This report not only helps pinpoint rejected transactions but also highlights the specific errors that caused the rejection, allowing agencies to quickly identify and address issues to streamline their financial processes.

Why is this important?

Rejected transactions can cause delays in processing, disrupt workflow, and potentially lead to inaccurate financial records. By using this new report, agencies can proactively monitor, and resolve rejected transactions, ensuring smoother financial operations across the board.

What does the report include?

Transaction Status: Easily see which transactions have been rejected.

Error Details: The report displays specific error messages associated with each rejected transaction, providing clarity on why a transaction failed.

Transaction Identification: Each rejected transaction is clearly identified, so agencies can quickly trace and correct errors.

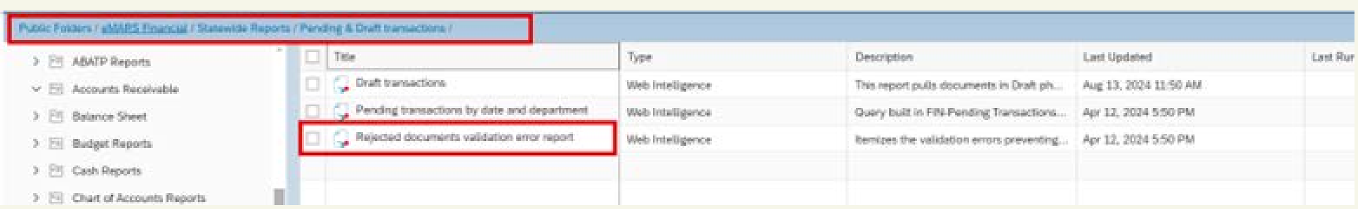
How can this benefit your agency?

Quick Issue Resolution: By identifying rejected transactions and the related errors in real-time, agencies can take swift corrective action to resolve issues without unnecessary delays.

Improved Accuracy: Reducing the number of rejected transactions helps ensure that financial records are accurate and up to date.

Streamlined Process: This tool simplifies the process of tracking and troubleshooting rejected transactions, improving overall efficiency for your agency's financial operations.

Agencies are encouraged to regularly access this report to maintain smooth and accurate transaction processing in eMARS. For more information on how to access and use the Statewide Rejected Transactions Report, please contact the Customer Resource Center.



A BIG Thank You to All eMARS Users!

As we wrap up a challenging year, we want to take a moment to express our heartfelt thanks to all of our eMARS users. The recent upgrade to eMARS brought many changes, and we know it hasn't always been easy. However, thanks to your patience, dedication, and adaptability, you've all made a smooth transition to the new interface—and we couldn't be more grateful.

Your hard work and commitment to learning the new system have been instrumental in keeping things running smoothly. We appreciate your ongoing efforts and the positive feedback that has helped us make improvements along the way.

We're not done yet! If you have any suggestions for how we can continue to improve eMARS or make your experience even better, please don't hesitate to share. Click Here to submit a suggestion.

Thank you again for all that you do. We look forward to continuing to support you in the year ahead!

Warm regards,
The eMARS Support Team

Incorporating Documents into Assembled Transactions

For Documents to be incorporated into your Assembled Transaction observe the following rules:

Do's:

- Do ensure you are utilizing Word Document (.docx) before attempting to edit Terms & Conditions (T&C).
- Do set your top margin of your Word Transaction to 1.5.
- Do save the transaction as a Word XML Document (.xml) file. This is the only format that will incorporate into your Assembled Transaction.
- Do use "Arial, Courier, Symbol, Tahoma, or Times New Roman" formatting for all text.
- Do use "Grid" formatting for all tables.
- Do clear all formatting, and then reformat your bolding, bullets, and justifications if using an existing transaction for the first time.
- Do select the "FREE" or "FREE2" for agency (T&C).

Don'ts:

·Don't use Section breaks – the assembly process stops at the first section break.
·Don't use Page breaks – these are ignored in the assembly process.
·Don't use Track Changes.
·Don't use Headers or Footers