NEWSLETTER

March 2024

eMARS Upgrade

We're excited to announce that we are on the brink of a significant milestone: **Go Live!** As we prepare to transition into this new phase, we have some updates and announcements to share with you.

Go Live is scheduled for April 15th. eMARS will be unavailable beginning Friday, April 12th at 7pm through Sunday, April 14th for cut over. We anticipate that eMARS will be up for users on the morning of Monday, April 15th. However, we ask for some flexibility in this timeline. If any additional outages are needed, it will be communicated.

eMARS 4.0 New Training Methods

Our pre-Go Live training methods have undergone a significant shift. Rather than traditional classroom-style sessions, all training materials are now accessible within the eMARS Training application, following a self-guided approach. Users are responsible for familiarizing themselves with the material independently and then utilizing the system to become acquainted with the new eMARS application. This approach allows for flexibility and encourages users to engage actively with the training content at their own pace, ensuring a smoother transition to the updated system.

Training Opportunities

We currently have two (2) in-person and two (2) virtual trainings scheduled, **"eMARS 4 Essentials: Navigating the Future with Expert Training",** scheduled for March 13th and March 20th.

Each user need only sign up to attend one (1) session (all sessions will cover the same information). If you attended a session on 2/14/24 it is not necessary to attend another session.

These sessions will provide hands-on training and guidance on essential aspects of our new system. Whether you prefer in-person or virtual participation, we've got you covered. Further details can be found in MyPURPOSE.

 As we approach the Go Live date, let's continue to work together, support one another, and remain focused on our collective goal of a successful transition.

Thank you for your dedication and commitment throughout this journey.

A comprehensive training calendar for post Go Live training sessions will be posted soon. These sessions are designed to ensure a smooth transition and provide you with the necessary skills and knowledge to excel in our new environment. Stay tuned for more details on dates, times, and topics covered.

All Users: eMARS Testing Environment

Starting March 19th, the eMARS4 Training environment will be open to all active eMARS users. This training environment provides access to the newest version of eMARS, scheduled to go live in mid-April. Users can explore our new training resource library, including manuals, handouts, presentations, and recordings. Additionally, users can log into the application to familiarize themselves with the updated navigation menus, homepages, and user interface. Everyone will have the opportunity to create mock transactions to ensure a smooth transition to eMARS4. Be on the lookout for the invitation coming soon to your email inbox.

Appreciation for the UAT Agency Testers

We want to extend our heartfelt appreciation to all the UAT (User Acceptance Testing) agency testers who dedicated their time and effort to assist us in product testing. Your invaluable feedback and meticulous testing have played a crucial role in ensuring that our systems are ready for Go Live. Your commitment to excellence is truly commendable, and we are grateful for your contribution to our success.

Thank you!

PON3 Transactions

Accounting lines should not be included on PON3 transactions. Effective immediately, all agencies are encouraged to create Delivery Orders (DO) against all PON3 transactions. Directly creating Payment Requests (PRC) against PON3 documents often leads to issues in calculating contract usage, as well as payment corrections and balances. This will become a requirement after the eMARS upgrade to version 4.

UPDOCS Template Changes

There have been some minor updates to the templates utilized for uploading transactions via the UPDOC function. Certain templates will require adjustments to incorporate newly required fields or columns. Updated templates are available for download and can be tested in the environment designated for testing purposes.

Reporting Leads - Remember to Update

Agencies should regularly review all delegated leads and point of contacts identified in the Agency Delegation agreement. It's crucial, especially during agency turnover, to ensure contact information is up to date, providing agencies with a reliable point of contact for agency needs. Before contacting finance, agencies should first communicate with their internal leads and contacts to address any issues.

Reporting Upgrades

As we approach the 4.0 conversion and the corresponding transition to the 4.3 Fiori reporting environment, it's crucial for all report developers to stay updated on posts in the MyCommunity forum dedicated to report developers. Several universes are slated for retirement or have already been retired. Consequently, numerous report queries will either be deleted or rendered inoperable if no action is taken on these items. Several agencies have already missed deadlines to address affected query inventories.

The Customer Resource Center (CRC) is here to help you! In addition to training materials provided for eMARS, we staff a helpdesk with live agents Monday through Friday, 8:00 am – 4:30 pm ET.

Helpdesk analysts are available to assist with eMARS password resets and troubleshooting within the eMARS application.

Please note - during the testing period for eMARS 4.0, analysts will be prioritizing requests for the current eMARS 3.11 application through 4:30 pm ET on April 12th.

When emailing the Customer Resource Center at Finance.CRCGroup@ky.gov, please specify (in the subject line of the email), the application for which you are requesting assistance (e.g., "eMARS 4.0 Training" or "eMARS 3.11").

Thank you for your assistance in preparing for this exciting upgrade and your patience as we assist users through this transition.