eMARS Newsletter

Management Administrative & Reporting System

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

eMARS Outage

In order to prepare for the eMARS 3.10 upgrade, eMARS financial and reporting will be unavailable September 25—28, 2015. Vendor Self Service (VSS) will be unavailable September 25 through approximatly 6:00 PM September 27, 2015. ePAY will be unavailable from 5:00 PM – 7:00 PM, Sunday September 27, 2015.

The current eMARS will remain available until 9:00 PM Thursday, September 24 to allow agencies to complete necessary business before the designated down time.

Microsoft Office & eMARS

Office 2007/2010/2013 is now supported throughout eMARS. Document Assembly will allow either Office 2003 XML format or Office 2007/2010/2013 XML format. In addition, both formats can be used in the same assembly process. For instance, if an existing document had been assembled using Office 2003 XML and a mod is completed, the mod may use Office 2010 for assembly.

Cost Allocation (CA) Documents

The Document Description field of each Cost Allocation (CA) document generated by the cost allocation process will now display the following fields:

- Allocation ID
- Series ID
- Step Number
- Parameter ID
- Accounting Period
- Fiscal Year
- Data Source
  - Which ledger the cost allocation process reads

Cost Accounting Cash Receipt Document (CACR)

The CACR document is exactly like the CR document with one exception. Three funding elements, *Funding Profile, Funding Priority and Funding Line*, are added to the document. The document is intended for use with cost accounting transactions. It is recommended that the document not be used unless the three funding elements above are coded. When these elements are coded on the document, it behaves much like the JVC and will not split the transaction, but rather post to the funding elements that are coded. Once validated and submitted, the CACR document will follow the same workflow throughout the agency to Treasury as the CR.

General Accounting News

Upon eMARS 3.10 implementation, the following updates will occur in the General Accounting area:

- All Farmers Bank Accounts on the BANK table will be closed
  - Users attempting to code these bank accounts (G1, B1, etc) will receive an error.
- Users will be able to Cancel JV2E and JV2R documents

Shopper (SHOP)

Shopper (SHOP) exists in eMARS 3.10.01 and replaces URCATS and URSRCHMA. Users should go to SHOP to order or pay from regular Master Agreements, Catalog Master Agreements and PunchOut Master Agreements. When searching in SHOP, results are grouped together by type of master agreement or *Source of Supply*. Instructions for SHOP can be found at: http://finance.ky.gov/services/statewideacct/Pages/UpgradeInfor.aspx

If you have any questions, please contact the Customer Resource Center at 1-877-973-4357 or 502-564-9641 or Finance.CRCGroup@ky.gov.

Strategic Procurement Request (SPR1)

The transition to the Strategic Procurement Request procedures took place in May. This replaced the complex EO1 process that had been in place for years. With the implementation of eMARS 3.10.01, the actual EO1 document will be replaced by the SPR1 document. Instructions for completing this document can be found in the General Procurement Manual located at: http://finance.ky.gov/services/statewideacct/Pages/UpgradeInfor.aspx.

Users will no longer be able to create EO1 documents within eMARS. However, previously created EO1 documents in *Final* status will be available for users to view.

Details regarding the Strategic Procurement Request procedures can be found at: http://finance.ky.gov/services/eprocurement/Pages/LawsPrefRegsPolicies.aspx/.

Buyer Assignment

It is important to ensure documents are assigned properly to the correct buyers within eMARS. This assists users internally and vendors externally using VSS to inquire when solicitations post. Please pay attention to the following rules when creating documents to ensure they are assigned accordingly.
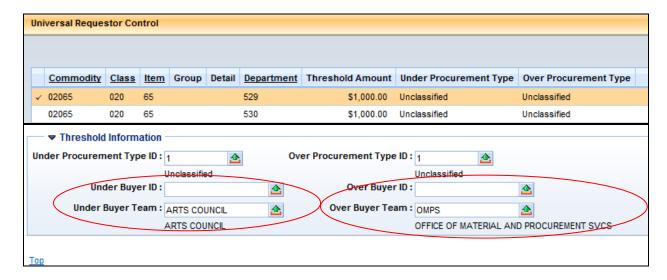
Requisition (RQS) Documents

Requisition (RQS) assignment to a Buyer Team is based on the threshold set on the Universal Requestor (URCTRL) table. For each Commodity Code there is a dollar threshold amount listed for each Department.

The Threshold Information section lists an Under Buyer Team and Over Buyer Team for each entry. In eMARS 3.10, the RQS will assign based on the **Total Amount** and the final Buyer Team assignment when the document is submitted for Approval. The RQS assignment will change as the document amount fluctuates until it is submitted.

In the example below:

- RQS < $1,000 assigned to Arts Council
- RQS > $1,000 assigned to OMPS

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Solicitation Documents

To ensure a standalone Solicitation reflects the correct buyer assignment on VSS:

- The Buyer must be listed on the Buyer Table
- The Unit Cost or the Contract amount (depending on Line Type) must be left blank on each commodity line

If the final Solicitation does not list the correct buyer, update the Procurement Folder with the correct buyer. The update will post to VSS during the next regular cycle. Individuals listed as Managers of Buyer Teams in eMARS can update the Procurement Folder.

Contact Shelby Luby shelby.luby@ky.gov or Joan Graham joan.graham@ky.gov if you need assistance.

Password Reset Option

In eMARS 3.10, there is a new Password Reset option that allows users to reset their own password. To be able to use this functionality, users must first set up a "Password Hint" under Administration. Similar to other web-applications, users can select the *Forgot Your Password* link when needing to reset their own password. Detailed instructions on this process can be found at: http://finance.ky.gov/services/statewideacct/Pages/UpgradeInfor.aspx.

Users may still email Finance.CRCGroup@ky.gov for eMARS password resets.

eMARS Reporting

eMARS Reporting (Business Objects 4.1) is being upgraded along with the eMARS Financial application and now resides within Enterprise Business Intelligence (EBI) along with other agency applications. Currently, single sign-on is not available. Therefore, users will have a separate password for eMARS and eMARS Reporting. A link to *eMARS Reporting* (EBI) will be made available from within the eMARS application, but **it will require a separate password**. Please see below for password instructions based on your User Role:

User Role	Password
Basic Report User	Reporting@1234
Report Developer	Separate email will be sent with your password
KBUD User	Current Password credentials

Once you select *eMARS Reporting* from within eMARS, you will be prompted to enter your User ID and password (based on the information above). Basic Users and Report Developers who are logging in for the first time will be prompted to change their password. The password can be set to match your eMARS password. However, please remember that these two passwords are **separate** and if one changes, the other will NOT.

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Please use the following criteria when setting your eMARS Reporting (EBI) password:

- Be eight (8) or more characters
- Contain uppercase letter(s)
- Contain lowercase letter(s)
- Contain a number
- Contain a special character

Instructions for navigating and running reports in eMARS Reporting can be found at: http://finance.ky.gov/services/statewideacct/Pages/UpgradeInfor.aspx.

PRC Documents

In eMARS 3.10, when using Copy Forward to create a PRC to pay against an award document, the accounting line will infer. Previously, users would have to validate to infer the accounting line. Now, it will infer along with the rest of the document. It infers with the full amount from the award so users should pay special attention to the *Ref Type* and mark the *Partial/Final* indicator accordingly. In addition, the *Recalculate Accounting Line Amount* button in the Commodity Section may be used to infer changes to the Accounting Section.

Know & Inform Your Vendors

Vendor Payments

Vendors receiving payments must have adequate information to post payments. If that information is not provided via the proper fields on the payment document, then the vendor will call CRC looking for answers. We find entries such as 1st Qtr, service date, or your office's internal reference information. While this might be helpful to you, it does not help the vendor apply the payment. Thus, CRC has to pass the phone call on to you. These issues can be avoided by putting the proper information in the correct place on the payment documents. The Vendor Invoice Number and Check Description fields can both be used to communicate with your vendor. Many times the pertinent information is put on the Document Header in the Document Description field. While this is a reportable field (shows up on infoAdvantage or Custom Reports), it does not print on the check or get relayed through the EFT to the vendor's bank.

To help the vendor get their information, when creating the payment document (PRC, GAX, GAX2, TP, etc), please put the invoice number, account number, or the reason for the payment (EX: Description of fees collected from taxes/licenses, nutrition descriptions, funded program names, disaster descriptions, etc) in the **Vendor Invoice Number** field (the first 32 characters will print on the check), and/or in the **Check Description** field (the first 24 characters on the first line only will print on the check). For checkwriter checks, the value in the **Comments** field (Checkwriter Payment component) is populated for each check. By putting the proper information in the proper place, everyone involved will see an improvement in the payment process.

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Adding or Modifying Vendors

When adding a new vendor, please request a completed W9 form to be filed in your office. The Legal Name must be correct and match the name on file with the IRS. The Commonwealth can be fined when the Federal Tax ID Number and/or name do not match IRS records for 1099 reporting purposes.

Next, when you have a different address from the vendor, determine if it is a change of address or an additional address for a different location. If you do not know, call the vendor to find out. DO NOT just add an additional address to the vendor record. This will leave the invalid address in the system that will most likely be used again, causing a payment to be delayed or lost. Either way, it is going to take your/our/Treasury's time to find the payment or put a stop pay and to reissue the payment.

Saving Time Using Interface Content Manager (INTCM)

If you ever had a large number of documents to load to eMARS, or if your external system sends data to eMARS, you have likely used the Interface Content Manager (**INTCM**) page. **INTCM** allows you to upload document data as interface files in eMARS in **.xml** format. Most interface files are processed after hours (as part of the eMARS Nightly Cycle), though a few are done during the day.

Once an interface is set up, the **INTCM** page itself is simple: you click "Upload Files Page", enter an Interface ID provided to you, and optionally provide a Description of the file. Then you can browse to locate the file on your computer/network and click "Upload File." Nothing could be easier, right? However, what you may not realize is that a few "pre-processing" steps can save you and others time down the road!

1. ***Ensure the file uses the eMARS .xml format.*** One of the most common causes of an eMARS interface failure is a file using the wrong format. Most often, a spreadsheet (**.xls** or **.xlsx** file) is uploaded by mistake instead of the **.xml** file it generated. Each interface failure must be researched and reported, so you can easily avoid this issue by confirming the file format before you upload. Simply open the file with a free text editor (such as Notepad, or Notepad++ for larger files) and look at the first line of text. If it does not say **<?xml version="1.0" ?>**, the file is not formatted correctly.

2. ***Ensure the file contains eMARS document data.*** Another frequent cause of a failed interface is a file loaded containing a few "tags" (lines of text surrounded by "**<**" and "**>**") but no actual data. To avoid this issue, when you open the file, make sure the second tag is **<AMS_DOC_XML_IMPORT_FILE>** (or **<AMS_DOC_XML_EXPORT_FILE>**). The third tag should start with **<AMS_DOCUMENT...>** – it is usually longer than the others. Next should be tags for sections and fields, as well as actual data starting with **<![CDATA[**. Finally, confirm that the last tag in the file is **</AMS_DOC_XML_IMPORT_FILE>** (or **</AMS_DOC_XML_EXPORT_FILE>**).

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3. Ensure the file has not previously been loaded. By far, the most frequent interface failure occurs when a file is loaded more than once. Each time a file that has previously been processed is loaded again, the corresponding interface will fail (because the documents already exist on the Document Catalog in eMARS).

Perhaps the simplest way to keep track of files that have been loaded is to keep a folder (in Outlook or on your PC/network) where everyone puts files they have uploaded. Then before you upload a new file, you can compare its filename, file size, and date against the files in the folder. If you or someone else already loaded the file, you will see this quickly and avoid an interface failure. (This will not, however, guarantee that data inside a file was not already loaded using a different filename.)

Even if you do not keep track of files you have already loaded, you can still determine whether the file has been loaded by finding the answers to these questions:

- *Does the Interface Content Manager (**INTCM**) page show a file previously loaded for the same Interface ID that appears to be a duplicate?*
- *Do the Document Numbers inside the **.xml** file already appear on the Document Catalog in eMARS?*

NOTE: If you accidentally load a file twice, simply search for it in **INTCM** and click the "Hold" link, which will prevent the file from being processed.

For more information about Interface Content Manager (**INTCM**), such as detailed instructions with screen shots and **.xml** examples, please contact **Diana Holberg (*diana.holberg@ky.gov*).**

Please contact the **Customer Resource Center** with any questions or concerns regarding issues discussed in this Newsletter.

502-564-9641
877-973-4357 (toll free)
Finance.CRCGroup@ky.gov

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