

eMARS NEWSLETTER

SEPTEMBER 11, 2020



Issue 6

eMARS UPGRADE:

eMARS will be unavailable Sept 19th and 20th. The eMARS application and eMARS reporting along with its databases will be migrating to a new hardware base. See article for details.

*Without passion, you don't have energy.
Without energy, you have nothing.*

- Warren Buffett

EMARS UPGRADE

eMARS will be unavailable
September 19-20th, 2020.

A blue button with white text that says 'TIME TO UPGRADE'.

eMARS and eMARS reporting will be updated the weekend of September 19. This upgrade is necessary in order for the applications to remain on a supported underlying technology platform. Together with the Commonwealth Office of Technology, we will be updating the database as well as related operating systems.

The eMARS team has been testing the new technology platform since November, and have been pleased with the performance. In addition to the technology upgrade, the team decided to implement a patch set that will fix existing issues within the application.

There will be a few changes noticed to you as an end user of the application, but nothing drastic. However, actions may need to be taken if you access data using the MRDB2 views or have applications that pull data from the eMARS databases. The oracle version on the database will be upgraded to 12c, and therefore may require an updated driver to be installed by your desktop support team.

The upgrade team will be reaching out to those individuals who access that data to ensure there is no loss of connectivity.

If you have any questions or concerns, please reach out to Finance.CRCGroup@ky.gov

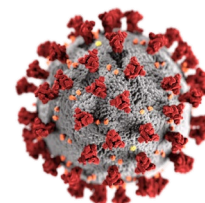
EMARS REPORTING NEWS

eMARS Reporting is being upgraded along with the eMARS Financial application. eMARS Reporting resides within Enterprise Business Intelligence (EBI) and will be migrated to version 4.2. During this migration, **reports that reside in either a users Inbox, or in your personal folders will not be migrated.** Personal folders and Inboxes are meant to serve as a temporary location for developers. Reports that are used by an agency should always be stored and executed from a public agency folder. Should you have reports that you use frequently within either your Inbox or a Personal folder, you should work with the Report Developer from your agency to move these reports to an agency folder. **If these reports are not moved, they will be deleted at the close of business on Friday, September 18th.**



COVID-19

The Finance Cabinet is here to assist all state agencies during this time. Please contact the Customer Resource Center (CRC) with any questions or concerns.



It is crucial that all expenses related to COVID-19 are tracked and reported correctly. Please review all of the Office of the Controller's COVID-19 guidance [here](#):

EMARS TRAINING

The Customer Resource Center and Statewide Accounting Services has been developing online training that will be available through MyPurpose. We currently have several online tutorials published. The following training courses are now available:

GAX- General Expenditure

PRC- Payment Request

PCard (Administrator) - Contact Bethany Crockett to enroll

Visit MyPurpose to view the available eMARS trainings and tutorials.

If you have agency specific training needs, please contact the Customer Resource Center. We would be happy to schedule a virtual training session with you to cover any eMARS specific information.

More trainings are currently in development.



EMARS COMMUNITY

Be sure to join our eMARS community within MyPURPOSE. This is a place to collaborate with each other and other eMARS team members. We will also be sharing all training materials, and posting training course notifications here. Locate your MyPurpose icon on your desktop and select the MyCOMMUNITY icon. Our eMARS Community is called eMARS Elements.



CARDINAL OFFICE360 MASTER AGREEMENTS

eMARS Office Three Sixty, dba Cardinal Office360 (formerly Cardinal Office Products) now has two PunchOut Master Agreements. Along with MA-758-PUNC1900000464-1 for Office Supplies there is now one for their Janitorial Supplies too. It is MA-758-PUNC1800000256-1 and Sheila Durham is the Buyer. Separate Delivery Orders (DO3/DO4) will need to be completed against the different contracts. Please make any final payments against MA-758-1800000256-1 prior to 9/30/2020 as the MA will be expired as of that date.

MORE ABOUT THE EV DOCUMENT

Timing is everything, especially when competing the EV document. If the Publish box on the EV document is checked or checked/un-checked before you are ready to finalize the EV, the bid responses will post to VSS under the Public Bid Reading tab prematurely exposing the bidder's prices before the award is final. **Protect your agency from unnecessary protests and inquiries by checking the Publish box only when you are ready to finalize the EV and create the award.**

DELEGATION AGREEMENTS

Please make sure that the Office of the Controller has an updated [Delegation Agreement](#) on file. This delegation agreement identifies main points of contact between departments and Finance. We use these contacts to share important information related to eMARS, Training and other related topics.

These packets identify users in the agency who are vital in our communication efforts. As the Controller's office moves forward with training initiatives it is imperative that we have up to date agency contacts.

AUTOMATED CR FOR ELECTRONIC DEPOSITS THROUGH TPE!

Great news is on its way if your agency utilizes Kentucky Interactive's payment application, TPE, to process customer payments via ACH or credit card




transactions. Soon, the Controller’s Office will be able to auto generate CRs for these deposits on behalf of your agency, saving time spent on manual CR creation. Your access will not change in eMARS nor TPE and you will still use both systems to reconcile your deposits. With predefined smart codes and accounting templates, we will be able to offer your agency this time saving benefit. Participation is not mandatory. If you are interested, please contact bethany.crockett@ky.gov.

“VARIOUS” SHIPPING AND BILLING LOCATIONS

When creating Punch Out Delivery Orders (DO3/DO4) from SHOP, users should not use the Shipping and Billing locations of VAR (various). This proceeds to transmit blank information to the vendor when they receive the online order. The use of this Shipping/Billing location could result in a lost order. For assistance in setting up a Shipping and/or Billing location for your office please contact the Customer Resource Center.

TIPS FOR PCARD ADMINISTRATORS

Please ensure vendor posting to PRCCs is correct. While vendors are paid at the time of purchase when a ProCard is used, it is important to make sure PRCCs reflect the appropriate vendor record for reporting of Commonwealth spend. As always, review each vendor line of the PRCC document to confirm the correct posting to match cardholder receipts. Should you have a question about how one has posted (miscellaneous, parent company/DBA, incorrect vendor number), please contact Bethany Crockett at bethany.crockett@ky.gov or 502-564-6690 for resolution.

<p>Customer Resource Center 502-564-9641 877-973-4357 Finance.CRCGroup@ky.gov https://finance.ky.gov/services/statewideacct/Pages/default.aspx</p>	
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