

eMARS Newsletter

April 6, 2012

Issue 37



The eMARS Newsletter is used to disseminate information to agency users on key topics associated with the system.

eMARS 3.9 Go-Live



The newest version of eMARS, eMARS 3.9, is scheduled to go-live April 17, 2012. The eMARS team has been working diligently to ensure a smooth transition. Users will notice that eMARS looks different, but much of the functionality will remain the same. Beginning of business April 17, users will be able to access eMARS with their current User ID at: <https://emars.ky.gov>. Passwords will not change so the password used to access eMARS on April 12 should be used in eMARS 3.9 on April 17.

The Customer Resource Center will open at 7:00 AM, Tuesday, April 17. Please contact CRC if you have questions or encounter any difficulties.

eMail: Finance.CRCGroup@ky.gov
Phone: 502-564-9641
Toll-Free 877-973-4357

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System Outages



System outages are planned to properly complete all cutover tasks for the eMARS 3.9 upgrade. The current versions of eMARS and VSS will go down close of business (7:00 PM), April 12, 2012. eMARS and VSS 3.9 will be available beginning of business (7:00 AM) Tuesday, April 17, 2012. infoAdvantage will be available during this time. However, it will only be accessible through KBUD. eMARS users will be able to access infoAdvantage beginning April 17. infoAdvantage data will not be updated until the weekend of April 21. Therefore, any reports ran from April 17 – 20 will contain data as of close of business April 12.

infoAdvantage will be unavailable close of business (7:00 PM) April 20, 2012. It will be available beginning of business (7:00 AM) April 23, 2012.

If you have concerns, please contact the Customer Resource Center at Finance.CRCGroup@ky.gov.

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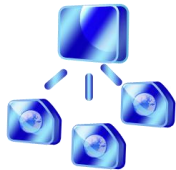
eMARS 3.9 Training

Several methods of learning will be available to users to prepare them for the newly updated eMARS. Updated Training manuals and short "how-to" recordings will be available by Go-Live (April 17) on the eMARS webpage. In addition, *Intro to eMARS 3.9* presentations will be offered to current users.

The session on April 5 was very successful. Two more sessions are scheduled for April 13 at the KYTC Auditorium. The presentation and materials will be published on the eMARS web site for those users who are unable to attend or travel to Frankfort. To register for these sessions, please contact your Training Team Lead (TTL) and reference the course codes below:

Class						
Date	Class Code	Locator	Class Name		Duration	Location
4/5/2012	THU	EMR39.101	209407	INTRODUCTION TO 3.9 eMARS	1:00-3:00	KYTC AUDITORIUM
4/13/2012	Fri	EMR39.101	209576	INTRODUCTION TO 3.9 eMARS	9:00-12:00	KYTC AUDITORIUM
4/13/2012	Fri	EMR39.101	209408	INTRODUCTION TO 3.9 eMARS	1:00-3:00	KYTC AUDITORIUM

Classroom training is scheduled to begin the week of April 30, 2012. Please be aware that classroom training is limited and is intended for new users who have not had eMARS training in the past. Priority will be given to those users who have not previously attended the class. Current users should be able to comprehend the changes by attending the intro presentation utilizing the materials provided (i.e. manuals, "how-to" recordings). A training scheduled has been posted at: http://finance.ky.gov/internal/eMARS/training_resources.htm. Please contact your TTL to register.



eMARS 3.9 infoAdvantage Connection Testing

Agencies who pull data directly from infoAdvantage or individuals who access the infoAdvantage views will be able to test connectivity beginning April 9 through April 12 except for the times listed below:

- Monday, April 9 – 6pm – 7am
- Tuesday, April 10 – 6pm – 7am
- Wednesday, April 11 – 6pm – 7am

Detailed testing information has been provided to those individuals. If you have not received this information, please contact Rachelle.Wilkins@ky.gov for assistance.

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eMARS 3.9 Workarounds for Go-Live

During testing the 3.9 application some issues were encountered and reported. While many of these issues have been resolved within the software, a few have not been corrected. For these, we have "workarounds" users should follow upon go-live April 17. Workarounds are temporary in most cases and will be discontinued once the issues are resolved. Workaround documents per functional area have been posted under Upgrade Information on the eMARS web site at: <http://finance.ky.gov/internal/eMARS/>

For questions regarding these workarounds or any issues, please contact the Customer Resource Center.



Year-End Closing Memo

The Fiscal Year 2012 Year-End closing memo is now available on the eMARS Web site at: <http://finance.ky.gov/internal/eMARS>. Please refer to this memo for important dates and deadlines related to year-end close processes and procedures. If you have questions concerning this process, please contact the Customer Resource Center at Finance.CRCGroup@ky.gov or via phone at 502.564.9641 (Toll-Free 877.973.4357).



New Year Table Initialization (NYTI)

Because of the eMARS upgrade, the Office of the Controller will be running the New Year Table Initialization (NYTI) earlier than normal this year. The process will run on Thursday, April 6.

NYTI copies all active records on tables keyed by fiscal year from the current Fiscal Year (2012) to the new Fiscal Year (2013). Fiscal Officers should review all agency maintained tables, primarily departmental chart of account tables, to ensure the active 2012 records are valid. As part of this process, the Effective To and From dates will be cleared on the 2013 records. Therefore, if your agency uses these dates for functional purposes, you will need to update the 2013 record with the appropriate dates. Please be aware, if you intend for these records to be effective from July 1, 2012 to June 30, 2013, you do **NOT** need to update.

Agencies with departmental chart of account additions or updates will need to make the necessary updates to both the Fiscal Year 2012 and Fiscal Year 2013 records.

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Fiscal Year 2013 Contracts

When creating Fiscal Year 2013 contracts, it is important to remember the following:

- Do not enter "2013" on the document until after NYTI runs (April 6)
- Do not encumber Fiscal Year 2012 funds
- Use the PR07 Event Type until the agency budgets are loaded in June

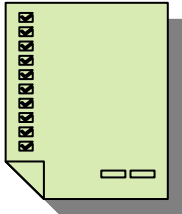


Encumbrance Clean-Up

The encumbrance roll process to move encumbrances from Fiscal Year 2012 to Fiscal Year 2013 is scheduled to begin the evening of Friday, July 6, 2012. ALL non-capital fund encumbrances greater than \$1000 on all award documents (including PON2s) will roll to the new fiscal year.

Users should make every effort to clean up or pay old year (FY12) encumbrances prior to **COB (7:00 p.m.), July 6, 2012**. Encumbrances may be liquidated by modifying the award document; or creating a zero dollar PRC via the Copy Forward functionality and selecting Final from the Ref Type drop-down box on all commodity and accounting lines. The *2302 Outstanding Encumbrance* report within infoAdvantage may be used to aid in clean-up efforts.

Ensuring Accurate Vendor Information



The Commonwealth issues tax forms like the 1099-Miscellaneous (1099-MISC) to vendors who have performed 1099 reportable services. This form is also sent to Internal Revenue Service (IRS) who requires the recipient information to be accurate. The recipient's information is compiled from vendor data that has been entered into eMARS via Vendor Self Service (VSS), VCC documents and checkwriter files.

In the September 2011 newsletter, the Controller's Office recommended requiring the federal form W-9, the **Request for Taxpayer Identification Number and Certification** form, to gather data from vendors. Many agencies have developed their own forms to collect tax identification information and other program-specific data. Alternate forms are acceptable as long as they also collect the following information:

- Name on tax return
- Business name (if different from number 1)
- Federal tax classification (Individual, C Corp, etc)
- Complete Address
- Tax Identification Number (FEIN or Social Security number)
- Certification that the information is correct by penalty of perjury

Certifications should include penalties of perjury, but should be adapted to be specific to your format. The complete certification verbiage is found on the Form W-9 on the IRS' website: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

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Helpful Tips to Format Terms & Conditions

When creating your MS-Word Terms & Conditions document please observe the following rules:

Do's:

- To clear formatting, cut all text (or can just do offending sections of text) and paste into Word pad. Cut from Word pad back into your document.
- Do set your top margin of your Word Document to 1.5
- Do save the document as an .XML file if you are using MSWord 2007 save the document as a 98-03xml.
- Do add Supporting Documents when necessary. These documents must also be in .XML format, but they will appear below the Terms and Conditions when the document is assembled. If multiple attachments are used, there will be a page break between each attachment. If you insert a line accidentally, you need to delete it by using the scissor icon.
- Do use "Normal" 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 document for the first time.
- Do select the "Free" Terms & Conditions, then delete the attached file and upload your XML document. If you have inserted a link to a picture(s) in your document, you must upload the picture file(s) after you have uploaded the .XML file.
- Do attach any type of document, regardless of file type in the Header section.

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 add Terms & Conditions to the Commodity T&Cs section – add to the Terms and Conditions section only.
- Don't insert blank lines in the Supporting Documents section.
- Don't insert objects directly into the document.
 - If you have a picture, you must insert as a link to the file.
 - Attach any documents as Supporting Documents or in the document Header section

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Fixed Asset Update



Physical Inventory Is Underway!

- The *FY12 Annual Physical Inventory* is currently underway. Do not forget to give the Auditor's Office 10 days notice before you conduct your inventory. Physical Inventory Observations are **due** to the Office of the Controller by **Friday, June 1, 2012**.
- This year Finance requests Property Officers to carefully review vehicles listed in eMARS to those carried on your Agency's insurance report. There is a report in infoAdvantage in the Statewide Reports titled **Fixed Assets –Vehicles**. This report will show all vehicles for your agency.
- Be sure to check the **Fixed Asset Shell Generation** spreadsheet posted on the eMARS Web page: http://finance.ky.gov/internal/eMARS/fixed_assets.htm. The spreadsheet is updated every Monday and lists all Fixed Asset shell documents generated during the previous week. Remember to process or discard the fixed asset shells in order to make sure your Inventory report accurately reflects all fixed assets in your agency.
- Remember there are **Uploadable Spreadsheets** for mass changes available for FA, FM, FT or FD documents where the number of documents exceeds 200. If you need to process more than 200 documents for one type of your Fixed Assets, contact Jennie Wolfe for assistance in using the uploadable spreadsheets. This will also save time during your annual physical inventory of fixed assets.
- Training classes will start back up at the CRC once the eMARS 3.9 upgrade is complete.

If you have any questions please contact Jennie Wolfe (jennie.wolfe2@ky.gov or 502-564-6693).



Next eMARS Newsletter

Look for the next eMARS Newsletter in early June 2012. The next issue will be primarily devoted to Fiscal Year End. 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 May 15.

Until then...the entire CRC and eMARS teams send best wishes for a joyous Springtime in Kentucky!

