eMARS 3.11 User Group Report Developers

September 11, 2017
Meeting Agenda

- Introductions & Team Members
- EBI 4.2 Upgrade Expectations
- eMARS 3.11.1 Upgrade Expectations
- Report Reduction
- Testing Strategy
- Documentation Efforts
- Training Efforts
- Next Steps
Introductions
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- **eMARS Reporting Upgrade Team**
  - Ben Hoh (CGI) – COA, Vendors, Budget, KHRIS, FAS
  - Diana Holberg (SAS) – eMARS Reporting SME
  - Shelby Luby (OPS) – DC Procurement/Shopper SME
  - Joe McDaniel (CAFR) – General Acctg, Fixed Assets
  - Amy Powers (CRC) – Central Procurement, Training
  - Phil Rosell (OSBD) – Budget SME, FAS, KBUD
Introductions, continued

- Other SMEs – Testing Statewide Reports
  - Barbara Aldridge-Montfort – Accounts Payable, FAS
  - John Bailey – General Accounting, Cost Accounting
  - Connie Downey – Travel, CRC
  - Joan Graham – Central Procurement
  - Annie Haydon – Admin, Forms, Technical
  - Sarah Jones – Vendors, VSS, Training
  - Jason Mach – COA, Revenue/ Receivables
  - Donald Sweasy – EBI, Disb/Treas, KHRIS, Security (+ More)
  - Jessica Wilkerson – Fixed Assets

- All Core Team Members – Prioritization of Issues, Conversion
- All CGI & EBI Support Staff – Assistance as needed
EBI 4.2
Expectations

Affecting All EBI Users
EBI 4.2 Expectations

Report Design
- Data Merges
- Report Tabs
- Page Layout & Formatting
- Headers / Footers
- Sections / Breaks
- Tables of Data

Query Design
- Result Objects
- Query Filters
- Scope & Analysis
- Query Properties
- Combined Queries

eMARS Reporting: CMC & WebI
- Documents ("Reports")
- Folders
- Universes
- eMARS Reporting Security

EBI: CMS & BI
- Launchpad
- Scheduling
- "My Favorites"
- "Inbox"
- EBI Accounts
- Other App Security (e.g., FAS3, KBUD, etc.)

Data Warehouse
- Oracle Database
- eMARS Data (via nightly ETLs)
- MRDB2 Views
EBI 4.2 Expectations

- Currently on EBI 4.1 in Production
- eMARS Reporting among the first to upgrade to 4.2
- Very few interface changes
- Audit universe in progress by EBI Support
eMARS 3.11.1
Expectations

Affecting eMARS Reporting Users & Report Developers
eMARS 3.11.1 Expectations

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eMARS 3.11.1 Expectations

- “Baseline” Universes
  - Mostly the same
  - No widespread report redevelopment required
  - Potential New Travel Universe

- “Custom” Universes
  - Analyzing to eliminate any no longer needed
  - Accounts Payable Open Items universe → FIN-Document Catalog universe
  - Redevelop any reports using APOI now
eMARS 3.11.1 Expectations

- Statewide Reports
  - Reviewing to combine where possible
  - Applying more consistent standards & conventions
  - Creating a folder of Shortcuts as an index

- Reports in Agency Reports Folders
  - Already reduced from over 30,000 to just over 5,000 (not including “My Favorites”)
  - Still need to reduce to a manageable number
  - Set target goals for each Department/Folder
  - Regular monitoring/meeting (at least monthly)
  - Establish ongoing monitoring/cleanup process
Report Reduction

Affecting All eMARS Reporting Users
Report Reduction - FAQs

Why?
- More reports = Fewer resources for other activities
- Storage space costs; support demands
- Spiraling effect = can’t find report so make new one

What might we do if managing fewer reports?
- Better, smarter, strategic approach to reporting
- Better folder structures and report indexing
- Performance improvements
- Simplified universes
- Implement report scheduling and/or bursting in EBI
Report Reduction – Strategy

- Reports in “My Favorites” and “Inbox” Folders
  - Big unknown: How many are there?
  - Big unknown: Which ones are needed?
  - **NOT** moved to new environment

- Agency responsibility (as soon as possible):
  - Review “My Favorites” and “Inbox” with each user
  - Delete unneeded reports (**LOTS** of duplicates!!)
  - Move needed reports to Cabinet or Agency folder
  - **DO NOT** just dump them to Agency folder!!!
  - Set date for mass removal (as soon as feasible)
Report Reduction - Strategy

- For convenience, create Shortcuts to Agency (or Statewide) reports in “My Favorites”
- If possible, Shortcuts retained during cleanup

To create a Shortcut:
- Navigate to report in Agency Reports folder
- Right-click report title in list (instead of open)
- Choose Organize → Create Shortcut in My Favorites
- Navigate to My Favorites to locate Shortcut
Report Reduction - Strategy

- As Soon As Possible:
  - Set target for each Department/Agency folder
  - Set interaction level (LOW, MED, HIGH, MAX)

- Ongoing:
  - Assessment of Departmental status each month
  - 20% progress toward targets each month
  - Any month with less, Department moved to next higher interaction level until caught up
  - Start earlier to get your preferred interaction level!!
Report Reduction - Strategy

- Choose Interaction Level (soon to ensure desired level):

  MAX
  Coordinated Folder targets & plan; “My Reports” to Agency Folders; reports removed according to schedule; returned only as needed

  HIGH
  Coordinated Folder targets & plan; “in person” meetings every two weeks for status and support; monthly workshops

  MED
  Coordinated Folder targets; Department develops plans; monthly Skype/conference calls for status and support; monthly workshops

  LOW
  Coordinated overall target; Department develops plans; minimal status reporting; minimal support
Report Reduction - LOW

- **LOW** = First Interaction Level
  - Agree upon overall target number (minimum 50% reduction)
  - Agency sets their own folder targets (to sum to overall target)
  - Agency determines their own strategy and approach for meeting targets
  - Monthly Skype/conference calls to discuss status
  - Email support for Report Developers
## Report Reduction - LOW

<table>
<thead>
<tr>
<th>PROs</th>
<th>CONs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maximum flexibility for Departments needing that</td>
<td>1. Maximum requirement for internal communication with users</td>
</tr>
<tr>
<td></td>
<td>2. Minimal Knowledge Transfer with Reporting Team</td>
</tr>
<tr>
<td>2. Minimum time required for coordination and communication with</td>
<td>3. No workshops for users prior to eMARS training</td>
</tr>
<tr>
<td>Reporting Team</td>
<td></td>
</tr>
<tr>
<td>3. Maximum potential for internal Departmental training</td>
<td>4. Based on past upgrade experience, highest risk of targets not being met</td>
</tr>
<tr>
<td>4. Full ability to prioritize with other Departmental needs</td>
<td></td>
</tr>
</tbody>
</table>
Report Reduction - MED

- MED = Second Interaction Level
  - Agree upon target numbers for each folder (minimum 50% overall reduction)
  - Agency determines their own strategy and approach for meeting targets
  - Monthly Skype/conference calls for status & support (+ email)
  - Monthly workshops for Report Developers (optional)
## Report Reduction - MED

<table>
<thead>
<tr>
<th>PROs</th>
<th>CONs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Balances flexibility with Reporting</td>
<td>1. Significant requirement for</td>
</tr>
<tr>
<td>Team communication</td>
<td>internal communication with users</td>
</tr>
<tr>
<td>2. User workshops available before</td>
<td>2. Reduced communication with</td>
</tr>
<tr>
<td>eMARS training is offered</td>
<td>Reporting Team</td>
</tr>
<tr>
<td>3. Significant ability to prioritize with</td>
<td>3. Significant risk of targets not</td>
</tr>
<tr>
<td>other Departmental needs</td>
<td>being met</td>
</tr>
</tbody>
</table>
Report Reduction - HIGH

- **HIGH** = Third Interaction Level
  - Agree upon target numbers for each folder (minimum 50% overall reduction)
  - Agency prints first/last page of reports + each query design
  - Kickoff meeting to prioritize
  - Meetings every two weeks for status and support (+ email support)
  - Monthly workshops for Report Developers (optional)
## Report Reduction - HIGH

<table>
<thead>
<tr>
<th>PROs</th>
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</thead>
<tbody>
<tr>
<td>1. Relative assurance that targets will be met</td>
<td>1. Potential for loss of infrequently run reports</td>
</tr>
<tr>
<td>2. Reduced requirement for internal communication with users</td>
<td>2. Reduced flexibility for departments choosing this option</td>
</tr>
<tr>
<td>3. Maximum communication and coordination with Reporting Team</td>
<td>3. Meeting time required for coordination and communication with Reporting Team</td>
</tr>
<tr>
<td>4. Maximum potential for increasing user skills via meetings and workshops (plus training later)</td>
<td>4. Users will learn the Statewide approach rather than any Department-specific one</td>
</tr>
</tbody>
</table>
Report Reduction - MAX

- MAX = Fourth (& Highest) Interaction Level
  - Agree upon target dates & numbers for each folder (minimum 50% overall reduction)
  - Kickoff meeting with all Departmental users
  - All users move “My Favorites” and “Inbox” reports to new Agency sub-folders by agreed upon date
  - According to schedule, all reports in each folder removed (except any agreed upon ahead of time)
  - Individual reports moved to Agency folders only as needed, staying within target numbers
### Report Reduction - MAX

<table>
<thead>
<tr>
<th>PROs</th>
<th>CONs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Highest assurance that targets will be met prior to “Go-Live”</td>
<td>1. Significant risk of losing infrequently run reports</td>
</tr>
<tr>
<td>2. Highest assurance that users understand the consequences of this option prior to “Go-Live”</td>
<td>2. Inconvenience for Department impacts end-users needing reports now, rather than later</td>
</tr>
<tr>
<td>3. Minimal time required for coordination with Reporting Team</td>
<td>3. No potential for increasing user skills prior to training</td>
</tr>
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Questions?
Report Reduction - FAQs

1. Can reports not run in the past year be automatically moved out of the Agency folders?
   - Possible, but could result in loss of "reference" reports - agencies need time to handle those.
   - Very high risk of removing less frequently run - but needed - reports (such as biennial budget prep or lengthy Federal project reports).
   - Determine whether this can be done by Department if not the right approach for all.
Report Reduction - FAQs

2. Will reports not run in the past year be removed? We need some of them!
   - This will need to be determined department by department
   - Biennial budget reports and other long-term program reports need to be identified
   - Possibly establish a naming convention

3. Can we get a list of reports and the last date refreshed?
   - Uncertain with EBI; working with them on this
Report Reduction - FAQs

4. Can reminders be sent to users (say, on a semi-monthly basis) about cleaning out "My Favorites" and "Inbox" reports?
   - Yes – easily be done by a Department; can also be done centrally upon request

5. Will this be like the last upgrade, where we have to move reports to a specific location or we lose them?
   - To be determined – but hopefully not
   - Remember, for FY18 (and prior) reports will still exist in old EBI
6. Will we be able to get copies of report designs/documents in the new EBI (from the old EBI) after “go-live”?
   ▪ To be determined – but hopefully so

7. This isn’t a good time for us – can we do this another time?
   ▪ There is never a good time – and “no time like the present”!
Testing EBI 4.2, eMARS 3.11.1 universes, Statewide & Agency Reports
Testing Strategy

- Process eMARS transactions and make sure they appear on Statewide Reports (SMEs)
- Refresh all Statewide Reports, comparing to existing Statewide Reports (in Production)
  - Timings
  - Page Counts
  - Totals
- Create new queries/reports against each universe
  - For primary functionality
  - For secondary functionality
Testing Strategy

- Now through mid-2018
  - Execute all training exercises
  - Complete additional documented testing scenarios
  - Send any specific scenarios to Diana.Holberg@ky.gov

- Mid-2018 – Final testing & prep for “Go-Live”
  - Performance testing with simulated users
  - Reporting to support cutover activities
Testing Strategy

- Join the team!

Each Cabinet permitted ONE Reporting representative to join Reporting Team meetings and participate in testing

- Meetings every two weeks (or so)
Documentation
Efforts

For Universes, General Reference, Statewide Reports
Documentation Efforts

- List of Statewide Reports with descriptions
- List of Universes with descriptions
- Universe documentation
  - Adding customizations and finalizing as part of upgrade
  - Feedback requested
- Reference documentation
  - Outline exists
  - Parts are drafted; used for GAPS workshop
  - Reviewing and publishing as part of upgrade
Training Possibilities
Training Possibilities

- Not necessarily following upgrade schedule
  - Navigation basics covered during workshops
  - Introductory classes planned during upgrade timeframe
  - Advanced classes as time permits
- Knowledgeable resources currently limited
- Accepting volunteers as trainers or facilitators
Training Possibilities

- Possible Curriculum:
  - Basic EBI/eMARS Reporting Concepts:
    - Basic eMARS Reporting Concepts
      Chart of Accounts, Basic navigation, Folder structure, Basic Query design, Basic formatting
    - Intermediate eMARS Reporting Concepts
      Formulas, Variables, Sections, Breaks, introduction to merging
Training Possibilities

- Possible Curriculum (continued):
  - Advanced eMARS Reporting Concepts (by Functional Area):
    - **Introductory Budget Reports**
      Operational Budget Amounts, Capital Projects Budget Amounts, Grant Budget Amounts
    - **Advanced Budget & Accounts Payable Reports**
      Encumbrances & Expenditures, Operational Budget Balances, Capital Projects Budget Balances
Training Possibilities

- Possible Curriculum (continued):
  - Advanced eMARS Reporting Concepts (continued):
    - Travel, Payroll & Documents
      Travel Detail, Personnel, Payroll, Security & Workflow
    - Contracts & Cited Authority Reports
      Procurement Awards Report, Contract Expenditure Report, Cited Authority Report
Training Possibilities

- Possible Curriculum (continued):
  - Advanced eMARS Reporting Concepts (continued):
    - **Fixed Assets Reports**
      Assets by Custodian Report, Assets by Location Report, CAFR-Reportable Fixed Assets Report

- More to come…

- Send preferences / priorities to [Diana.Holberg@ky.gov](mailto:Diana.Holberg@ky.gov)
Next Steps

See you soon!
Next Steps - Team

- Send out User & Agency Folder Report lists
- “Kickoff” meetings with Cabinets/Departments
  - Capitol Annex Room 182 at 2pm and 3pm Tuesdays and Thursdays
  - Follow up meetings (by Skype where available)
- Workshops in Computer Labs
  - Basic Navigation – 9/18 and 9/22; see KELMS
  - Monthly for MED and HIGH Interaction Level Departments
- Bring specific reporting needs or issues
Next Steps - Team

- Possible Break-Out Focus Groups
  - Implementing EBI Report Scheduling Capabilities
  - Documentation & Training Needs

- We welcome your ideas - Contacts:
  - Diana Holberg – diana.holberg@ky.gov
  - eMARS Core Team – EMARSCoreTeam@ky.gov
Next Steps - Agencies

- **General**
  - Determine whether to send a Reporting representative (ONE per Cabinet) to Reporting Team meetings
  - Enroll new Report Developers in 9/18 & 9/22 workshops (see KELMS)

- **“My Favorites” Reports**
  - Determine counts (for planning purposes)
  - Review with eMARS Reporting Users
  - Delete unneeded reports *(DUPLICATES!)*
  - Move needed reports to Cabinet/Agency Folders
  - Create Shortcuts in “My Favorites” for convenience
Next Steps - Agencies

- **Agency Reports**
  - Determine best Interaction Level for your Cabinet/Department
  - Communicate ASAP to diana.holberg@ky.gov
  - Develop report reduction plan
  - Proceed to reduce reports (minimum 50%) in a timely manner

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<td>MAX</td>
<td>Coordinated targets/plan; reports removed NOW; provided as needed</td>
</tr>
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<td>HIGH</td>
<td>Coordinated Folder targets &amp; plan; regular meetings; workshops</td>
</tr>
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<td>MED</td>
<td>Coordinated targets; Department plans; monthly status/workshops</td>
</tr>
<tr>
<td>LOW</td>
<td>Coordinated overall target; Department plans; minimal status / support</td>
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</table>
eMARS – Tools and Resources

- eMARS Website
  - Continuous updates throughout the project
  - Check for updates frequently!

- eMARS Newsletters and Presentations

- Focus Groups

- Other eMARS Plan Documents

- eMARS Alerts and Broadcasts