eMARS 3.11.1 User Group Report Developers

June 29, 2018

Meeting Agenda

- Introductions & Team Members

- Report Reduction Status

- Training Status

- Documentation Status

- EBI 4.1 vs. EBI 4.2 Test Results

- eMARS 3.11.1 Upgrade:
  Anticipated Impact on Reports

- Next Steps

3 Introductions

Team Members & SMEs

Introductions

- eMARS Reporting Upgrade Team
    - Melissa Brewer (TAH)
    - Connie Camden (KYTC)
    - Jetta Collett (Justice)
    - Jennifer Duvall (KYTC)
    - Ken Greene (ED)
    - Jason Hamilton (PERS)
    - John Hawkins (Parks)
    - *Ben Hoh (CGI) – COA, Vendors, Budget, KHRIS, FAS*
    - *Diana Holberg (SAS) – eMARS Reporting SME*
    - *Shelby Luby (OPS) – DC Procurement/Shopper SME*
    - Brittany May (Heritage Council)

Introductions, continued

- eMARS Reporting Upgrade Team (continued)
  - Robie Mitchell (EEC)
  - Laura Negron (Parks)
  - James Nelson (KIA)
  - Zachary Padgett (Parks)
  - *Dennis Paiva (Treasury) – Disb & Bank Recon*
  - Melissa Rife (KIA)
  - *Phil Rosell (OSBD) – Budget SME, FAS, KBUD*
  - *Dawn Sudduth (Treasury) – Disb & Bank Recon*
  - Dave Sumner (CHFS)
  - Stacy Woodrum (Justice)

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

7 Report Reduction Status

Thank You, Upgrade Coordinators!

Report Reduction Status

- 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 Status

- Interaction Levels:

EACH MONTH BELOW 20% TO TARGET

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

Kentucky
UNBRIDLED SPIRIT

eMARS | Management Administrative & Reporting System

# Report Reduction Status

- Overall
  - 5,321 in August 2017
  - 6,636 in June 2018
- Increase is due to "My Favorites" and "Inbox"
- Reductions outstanding from Departments that duplicated reports to rearrange in folders

## By Department
Reductions as of 6/21
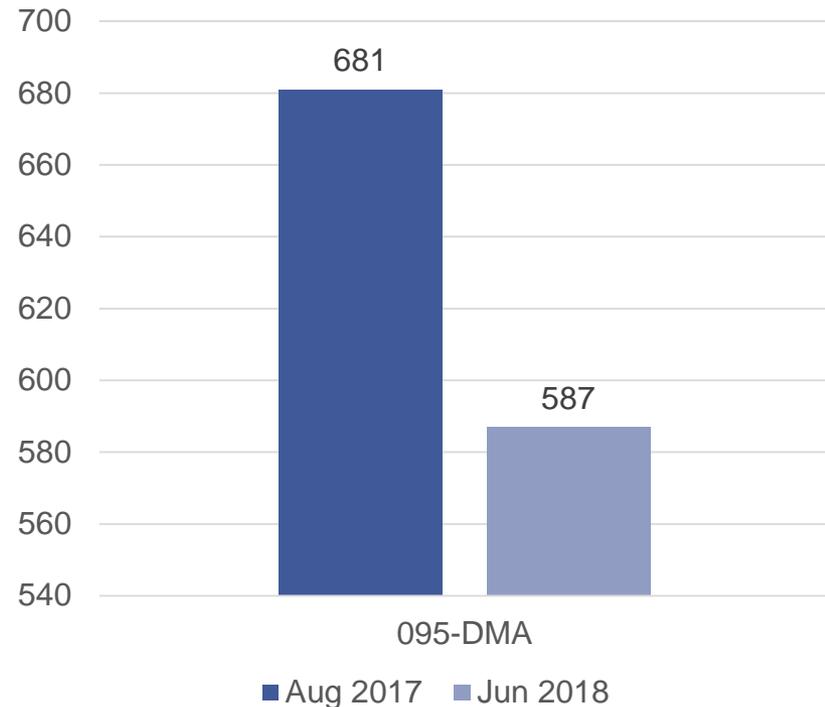
Chart: 095-DMA
- Aug 2017: 681
- Jun 2018: 587

Legend: ■ Aug 2017 ■ Jun 2018

Report Reduction Status

By Department
Reductions as of 6/21

Department	Aug 2017	Jun 2018
126-EEC	185	138
531-WFD	172	119
523-DJJ	170	20
129-DEP	139	19
128-DNR	128	5

Report Reduction Status

By Department
Reductions as of 6/21

Aug 2017 · Jun 2018

Report Reduction Status

By Department

Reductions as of 6/21

Chart: Aug 2017 vs Jun 2018

- 727-Income: Aug 2017 = 20, Jun 2018 = 12
- 235-FB: Aug 2017 = 11, Jun 2018 = 3
- 615-AVIAT: Aug 2017 = 11, Jun 2018 = 1
- 082-KIA: Aug 2017 = 11, Jun 2018 = 7
- 545-KET: Aug 2017 = 4, Jun 2018 = 3

Legend: ■ Aug 2017 ■ Jun 2018

Report Reduction Status

By Cabinet
as of 6/21

Cabinet	Aug 2017	Jun 2018
10-Leg	11	32
20-Jud	18	20
31-Gen	1175	1175
35-KYTC	925	1895
39-FIN	136	190
45-Univ	15	21
50-TAH	304	376

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Report Reduction Status

By Cabinet
as of 6/21
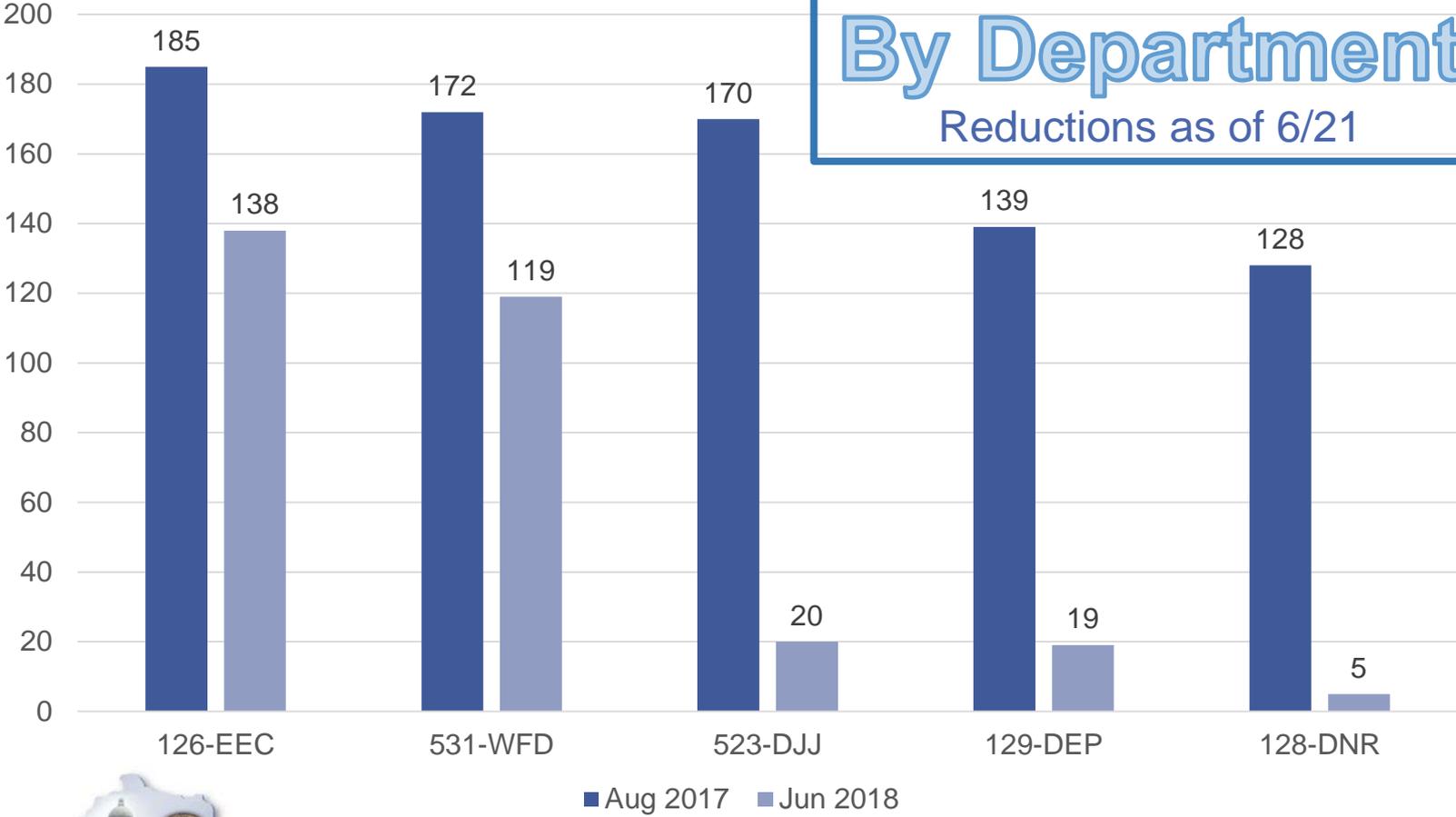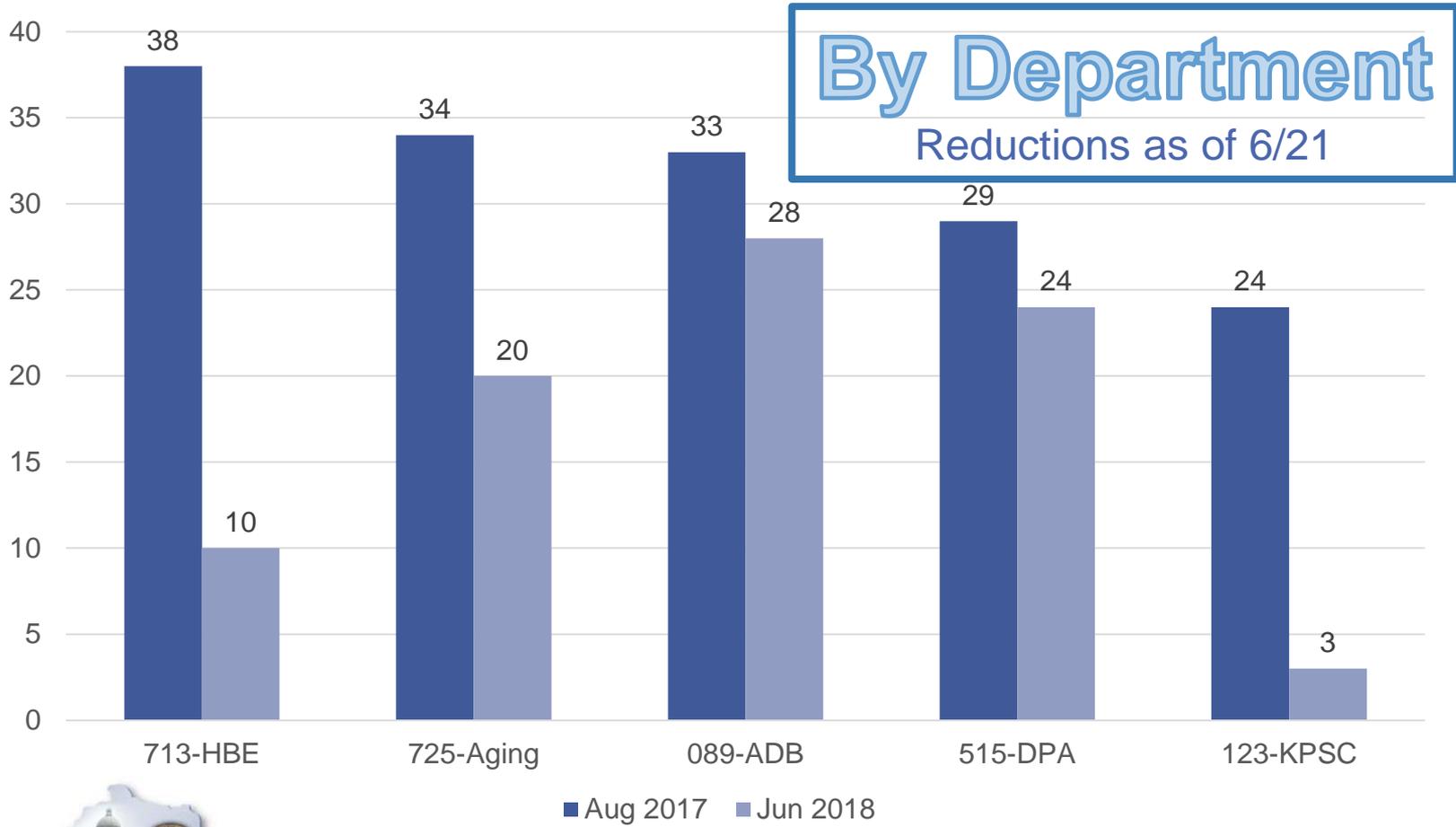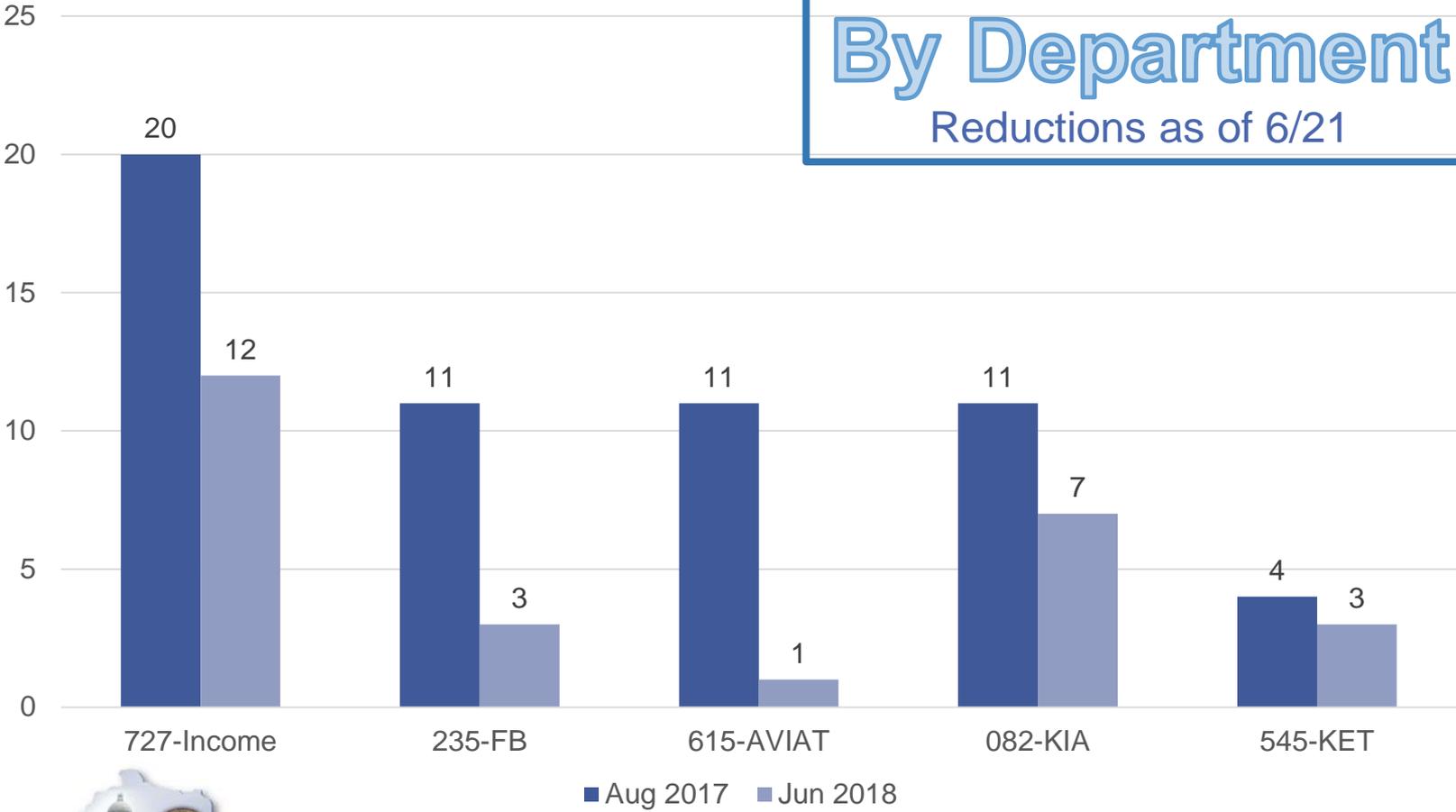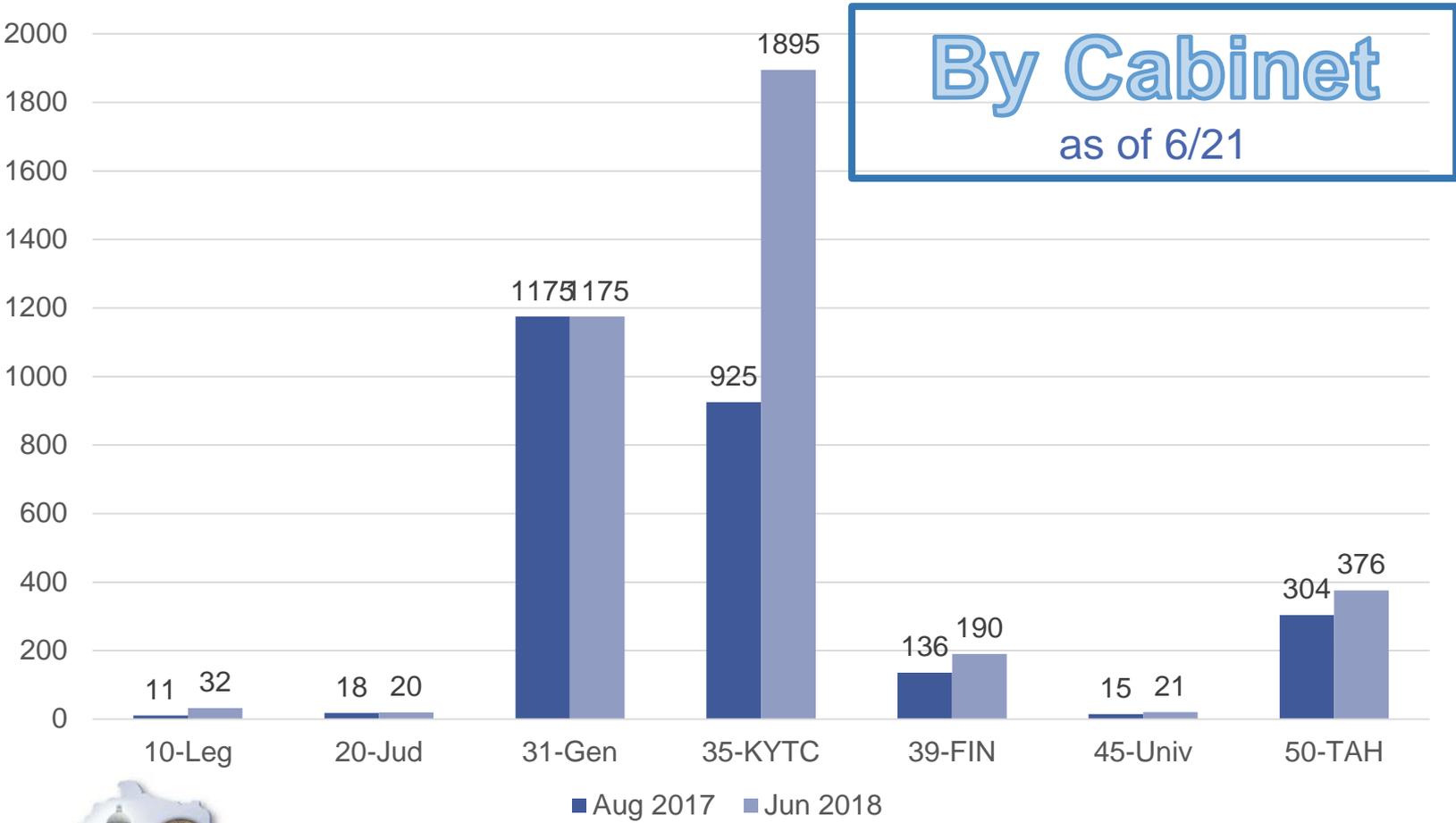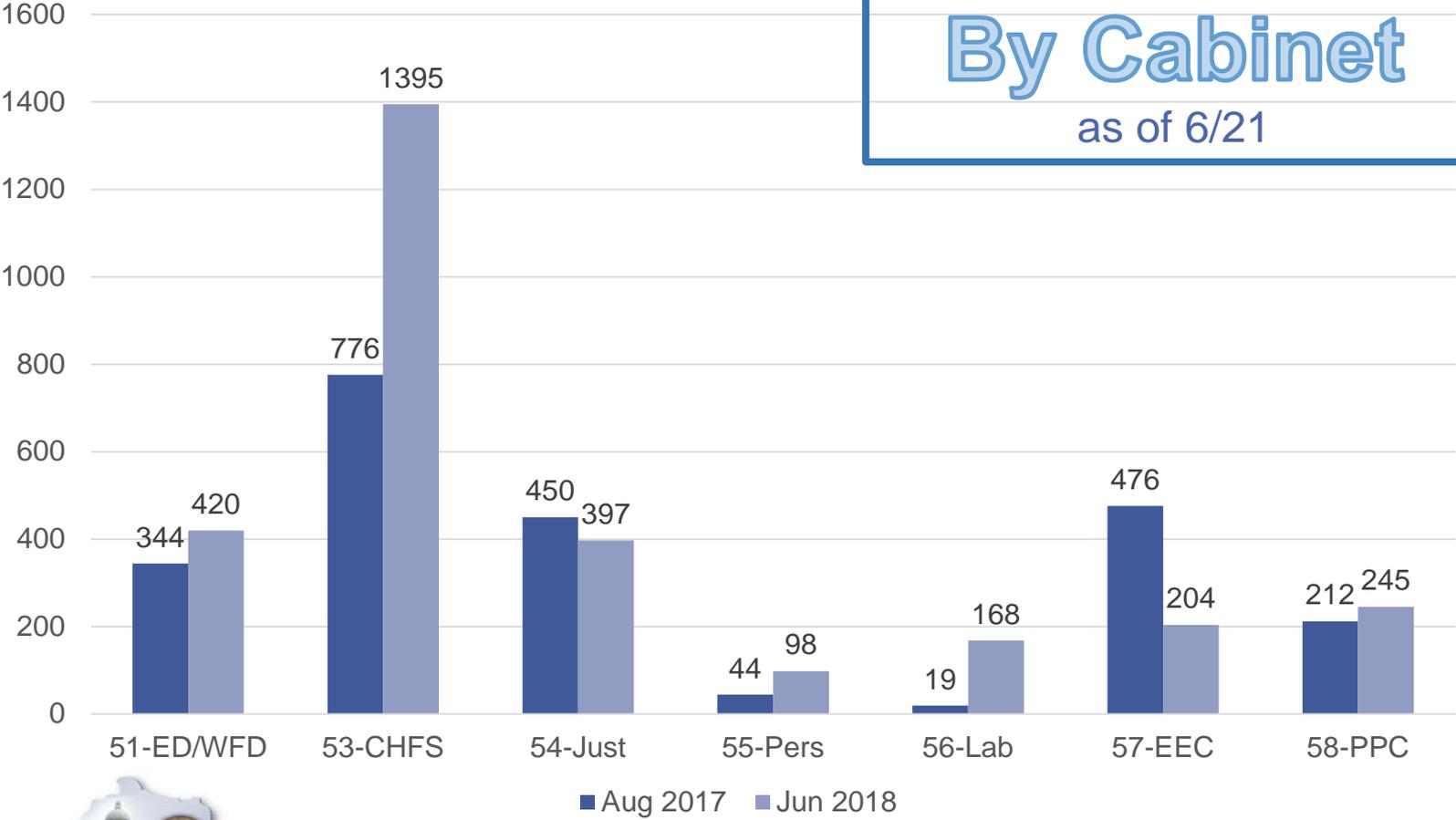
16 Training Status & Possibilities

A Good Start!

Training Status

- Some completed during upgrade schedule
  - Navigation basics covered during workshops
  - Introductory "trial run" classes held during upgrade timeframe
  - 7/2 classes planned – seats remaining
- Knowledgeable resources as limited as ever!
- Contacting volunteers soon as trainers or facilitators

Training Status

- Available Curriculum:
  - Basic EBI/eMARS Reporting Concepts:
    - **Introduction to eMARS Reporting**
      Chart of Accounts, EBI basic navigation, folder structure, exports, sending, printing, etc., queries behind the reports

- Future Curriculum:
  - **Intermediate eMARS Reporting Concepts**
    Formulas, Variables, Sections, Breaks, introduction to Merging
    (same content as workshop handouts)

    - Possibly Advanced (Functional Areas)

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Documentation Status

For Universes, General Reference, Statewide Reports

Documentation Status

- List of Statewide Reports with descriptions

  - In progress (trying to automate with Query Builder)

- List of Universes with descriptions

  - Once universe names are finalized

- Universe documentation

  - Drafts available upon request

- Reference documentation

  - Existing sections turned into workshop handouts

  - Available on upgrade web site

  - Additional sections to be written

(21) # EBI 4.1 vs. EBI 4.2 Testing Results

Staying with EBI 4.1 for the time being

EBI 4.1 vs. EBI 4.2

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 4.1 vs. EBI 4.2

- Staying on EBI 4.1 (same version as now)
  - Testing revealed navigation bugs in EBI 4.2
  - Also back-end issues with tools and processes
  - Minimizes interface changes

- FAS3 in both versions
  - Complete data (FY06 – FY18 and forward)

- "Cutover" weekend
  - Agency Reports and Statewide Reports copied from current system
  - "My Favorites" (including shortcuts) and "Inbox" reports/documents will not be copied (but still available in old system for now)

EBI 4.1 vs. EBI 4.2

- Planned soon:
  - Rename "custom" universes to begin with "KY-" consistently
  - Eliminate old universes (beginning with "X")
  - Statewide Reports will continue to be updated gradually
  - New Team prioritization and review process (for updates to Statewide Reports not directly related to upgrade requirements)

eMARS 3.11.1 Upgrade: Anticipated Impact on Reports

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Changes due to eMARS 3.11.1 use of functionality

Upgrade Impact - Overall

- Testing results are spotty
  - Performance improvements (less data, clean install)
  - Still seeing issues with browsers and reports "spinning" / returning no data
  - VPN users have same issues as always
  - Separate EBI sessions & databases for FY19 vs. prior
  - "2-source reports" will be required where combined old/new data is needed

Upgrade Impact – Old/New Data

- 2-Source Reporting
  - Old system in one Data Warehouse (3.10)
  - New system in separate Data Warehouse (3.11)
  - Cannot make both accessible in same EBI
    - Universe CUIDs are the same
    - When migrated, one version replaces the other

Upgrade Impact – Old/New Data

- 2-Source Reporting Option 1:

Combine Data Externally

- Run report in both environments
- Export both results (with count/amounts)
- Pull both results into another tool (MS Access Append Query can "append" 3.10 data to 3.11 data and sort)
- Compare key counts and total amounts to sum of exported counts/amounts to ensure accuracy

Upgrade Impact – Old/New Data

- 2-Source Reporting Option 2:

Spreadsheet Upload

- Run report in old (3.10) environment
- Export 3.10 results (with counts/amounts)
- Upload 3.10 results spreadsheet to 3.11 EBI
- In 3.11 report, "Add Query" against uploaded 3.10 results; merge data
- Compare key counts and total amounts to sum of individual counts/amounts to ensure accuracy

Upgrade Impact – Report Design

- Reports with Vendor Data
  - New Vendor codes are K%
  - Merge existing query with crosswalk to obtain old Vendor codes (VC%, VS%) if needed
  - Use 2-source options as needed
  - Potential 2-source tip:
    - Variable: Vendor Name = Upper([Legal Name])
    - Section on: Vendor Name

Upgrade Impact – Report Design

- Reports with Accounts Payable Data
  - Eliminated Pre-Encumbrances
    - Affects reports with Closing Classification = 13
    - Update query/report filters
    - Remove Pre-Encumbrance columns and formulas/variables
    - Check other formulas/variables

Upgrade Impact – Report Design

- Reports with Procurement Card Data
  - Change query (and/or report) filters from PRC2 to PRCC

- Reports with Revenue Data
  - Payment Type Indicator entry moved from Header to Vendor Line on CR documents
  - Should not affect reports since still populated on Header

Upgrade Impact – Report Design

- Reports with Procurement / Contracts Data
  - Some awards were re-entered in 3.11 with new Document Numbers (if not paid fully in FY18)
  - In most cases, Document ID will match
  - 2-source reports summarizing award data may have to be manually combined (if Document ID does not match)
  - 2-source reports summarizing expenditure data by award or vendor may also be affected (if contract / encumbrance / award data included)

Upgrade Impact – Report Design

- Reports with Procurement / Contracts Data (continued)
  - Commodity codes for Personal Services
    - End in "PS"
  - Commodity Class codes
    - Probably won't affect existing reports
    - Easier to report by Commodity Class

Upgrade Impact – Report Design

- Reports with Procurement / Contracts Data (continued)
  - Commodity Class codes (continued)
    - 3.10:

Comm Class	Comm Code	Commodity Description
	00500	ABRASIVES
	00505	Abrasive Equipment & Tools

    - 3.11:

Comm Class	Comm Code	Commodity Description
005	**005**	ABRASIVES
005	00505	Abrasive Equipment & Tools

Upgrade Impact – Report Design

- Reports with Procurement / Contracts Data (continued)
  - Added CTRP1 and SC document codes
    - Affects reports filtered by Document Code
    - Option 1: Add CTRP1 and/or SC to "In List" filter
    - Option 2: Change filter(s) to Doc Type = "PO"
    - Option 3: Make separate copy of reports where appropriate and set filters to new values
  - Procurement Locations (Shipping, Billing, Bid Receiving) are Department followed by 3 digits

Upgrade Impact – Report Design

- Reports with Procurement / Contracts Data (continued)
  - Changed Procurement Types
    - Could affect reports filtered by Procurement Type (e.g., copies of 6820 Non-Professional Service Contracts statewide report)
    - 3.10: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27
    - 3.11:   1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

Upgrade Impact – Report Design

- Reports with Procurement / Contracts Data (continued)
  - Changed Business Types
  - Could affect reports filtered by Business Type
  - Update query/report filters
  - 3.10: A050, A060, AFF, B020, B040, B060, B061, B062, B063, B064, B065, B066, B067, B080, B100, B120, C020, C040, C060, C080, C100, C120, C140, C160, C180, C200, C220, C240, GOV, KY, MD, NP1E, NPRO, PSC, REG, SPEC
  - 3.11: A050,   AFF, B020, B040, B060,   B070, B080, B100, B120, GOV, KY, NPRO, PSC, REG (also NA where not available)

Upgrade Impact – Report Design

- Reports with Procurement / Contracts Data
  - FIN-Procurement Awards context selection
    - If not in report design, users choose at run time
    - Usually Award Document Lines (2nd option) or, if that's not available, "Award Details" (1st option)
    - Consequences for choosing the wrong context:
      - No data returned
      - Timeouts (for Catalog context)
      - Invalid or missing data, including VC% and VS% data (from converted Fixed Assets)

Upgrade Impact – Report Design

- Reports with Procurement / Contracts Data
  - FIN-Procurement Awards context selection

Upgrade Impact – Report Design

- FIN-Procurement Awards context selection
  - Fix in Report Design
  - Step 1 – Set Context:
    a) Click SQL button;
    b) choose context;
    c) click OK;
    d) close SQL window.
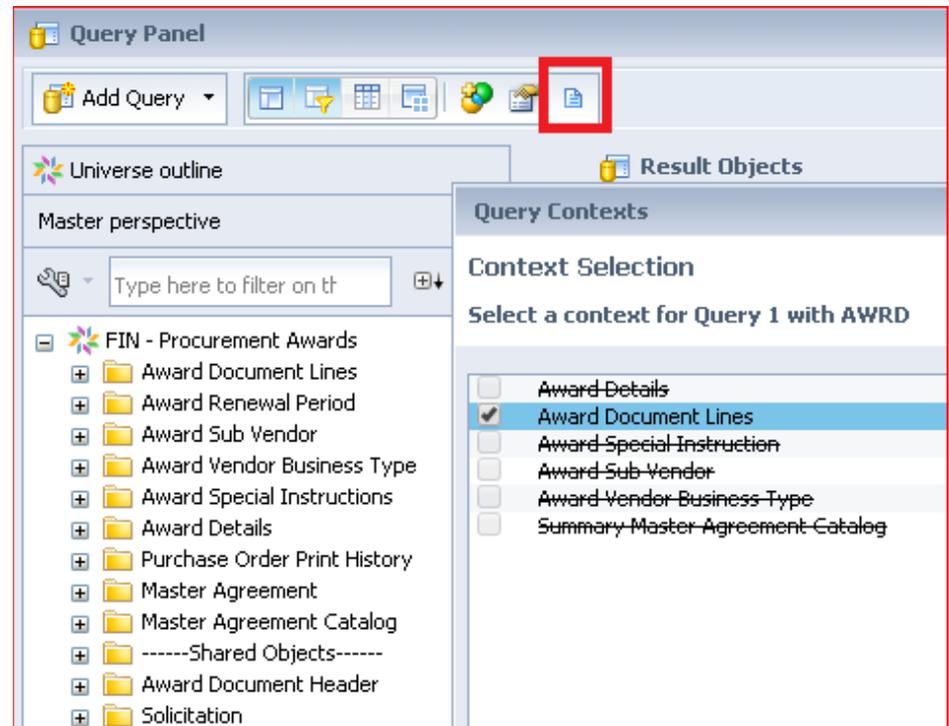
Upgrade Impact – Report Design

- **Step 2:**
  a) Click Query Properties button;
  b) Uncheck "Reset contexts on refresh";
  c) Click OK;
  d) Save report;
  e) Confirm save. (repeat if needed)
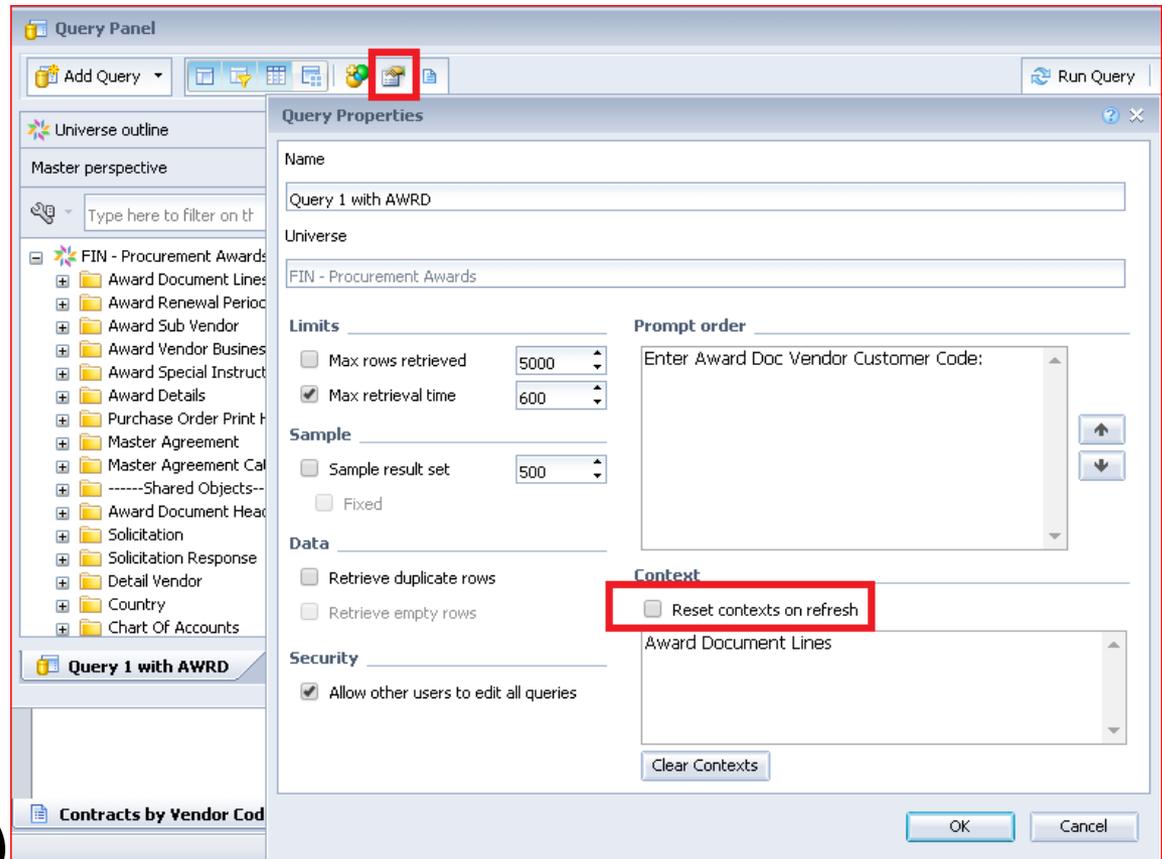
Upgrade Impact – Report Design

- Reports with Travel Data
  - "Broken" reports should work again
  - Employee IDs still used as Vendor Codes
  - New KY% codes may need to be crosswalked
  - New "baseline" FIN-Travel and Expense Management universe ***cannot*** be used for Kentucky data

Questions?

45 Next Steps

Get Ready... Get Set...

Next Steps - Agencies

- By COB 6/29/2018 (today!):
  - Review "My Favorites" and "Inbox" with each user
  - Move needed reports to Cabinet or Agency folder
  - Continue deleting unneeded reports
- 7/1 to 7/5:
  - Review existing reports and prepare to make required updates
    (e.g., make a list of changes needed)

Next Steps - Team

- Cutover activities (clean up universes / reports; apply required changes)

- Support agency members with upgrade impact

- Resume regular meetings to prioritize and review upcoming changes

- Resume workshops and training

- Begin to organize scheduling for Statewide Reports

Next Steps - Availability

- No updates to reports after 6/29 (today!)

- 3.10 Reports (current system) may still be refreshed 7/2 and 7/3 using direct link: https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp

- 3.11 Reports (new system) should be available morning of 7/5

- As always, CRC will post alerts on the web page if plans change
  - https://finance.ky.gov/services/statewideacct/ Customer%20Resource%20Center/Alert/ eMARS%20News%20and%20Alerts.pdf

eMARS Tools and Resources

- eMARS Web Site
  - http://finance.ky.gov/internal/emars
  - Check for updates frequently!

- Customer Resource Center
  - Finance.CRCGroup@ky.gov
  - 502-564-9641 (all 10 digits)
  - 877-973-HELP / 877-973-4357

- Diana Holberg
  - diana.holberg@ky.gov
  - 502-782-2515 (voicemail)