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
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:

**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 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
Report Reduction Status

By Department

Reductions as of 6/21

<table>
<thead>
<tr>
<th>Department</th>
<th>Aug 2017</th>
<th>Jun 2018</th>
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<tbody>
<tr>
<td>126-EEC</td>
<td>185</td>
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<tr>
<td>531-WFD</td>
<td>172</td>
<td>119</td>
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<tr>
<td>523-DJJ</td>
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<td>128-DNR</td>
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Aug 2017       Jun 2018
Report Reduction Status

By Department

Reductions as of 6/21

<table>
<thead>
<tr>
<th>Department</th>
<th>Aug 2017</th>
<th>Jun 2018</th>
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</thead>
<tbody>
<tr>
<td>713-HBE</td>
<td>38</td>
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<td>725-Aging</td>
<td>34</td>
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<td>089-ADB</td>
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<tr>
<td>515-DPA</td>
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<td>123-KPSC</td>
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<td>3</td>
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Report Reduction Status

By Department

Reductions as of 6/21

<table>
<thead>
<tr>
<th>Department</th>
<th>Aug 2017</th>
<th>Jun 2018</th>
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<tr>
<td>727-Income</td>
<td>20</td>
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<td>235-FB</td>
<td>11</td>
<td>3</td>
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<tr>
<td>615-AVIAT</td>
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<td>1</td>
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<td>082-KIA</td>
<td>11</td>
<td>7</td>
</tr>
<tr>
<td>545-KET</td>
<td>4</td>
<td>3</td>
</tr>
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</table>

Aug 2017

Jun 2018
Report Reduction Status

By Cabinet

as of 6/21

Aug 2017  Jun 2018
Report Reduction Status

By Cabinet as of 6/21

August 2017  June 2018

51-ED/WFD: 344 420
53-CHFS: 1395 776
54-Just: 450 397
55-Pers: 44 98
56-Lab: 19 168
57-EEC: 476 204
58-PPC: 212 245
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)
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
Staying with EBI 4.1 for the time being

EBI 4.1 vs. EBI 4.2
Testing Results
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

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:
  
<table>
<thead>
<tr>
<th>Comm Class</th>
<th>Comm Code</th>
<th>Commodity Description</th>
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<td>00500</td>
<td>ABRASIVES</td>
<td></td>
</tr>
<tr>
<td>00505</td>
<td>Abrasive Equipment &amp; Tools</td>
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</tbody>
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  3.11:
  
<table>
<thead>
<tr>
<th>Comm Class</th>
<th>Comm Code</th>
<th>Commodity Description</th>
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<tbody>
<tr>
<td>005</td>
<td>005</td>
<td>ABRASIVES</td>
</tr>
<tr>
<td>005</td>
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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.
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?
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
eMARS Tools and Resources

- **eMARS Web Site**
  - 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)