

eMARS 3.11 User Group Q&A – March 29, 2018



Customer Resource Center

eMARS Training

Phone: 502-564-9641

email: Finance.CRCGroup@ky.gov

<http://finance.ky.gov/internal/emars/>

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eMARS 3.11 User Group Q&A

Q&A User Group Meeting – Session 1

1. How long will alerts that are being published appear in eMARS?

This depends on the message. The dates are set on the alert when the alert is issued.

2. Can payments be made against open contracts in 3.10 until August 31 in 3.10?

No, you will have to pay out of 3.11 after June 27, 2018. The 3.11 payment will be standalone using the conversion cited authority. You will not reference the contracts on the payment because they contract will not be in 3.11. Instead you should attach a PDF of the contract to help indicate the contract to be paid.

3. Is there anything else that needs to be attached to the PRC containing the conversion cited authority and referencing the 3.10 contract?

No, just attach the PDF of the contract.

4. If a PON2 crosses the biennium (such as coal severance contracts), will these documents need new signatures to be created in 3.11? Typically these contracts would just be extended.

To indicate it is the same document the user can enter the PON2 with the same doc id in 3.11 and attach the signatures and attached documentation from the 3.10 contract. This is if the contract does not require new signatures.

5. In the PowerPoint a RFP process was outlined for the PON2, can this same process be followed for other contracts?

Yes, you may follow this same process for other contract documents.

6. When recreating documents in 3.11 that were created in 3.10 can the same doc ids be used? Even if the document is going from a PO2 to a SC or CTRP1? What about those being created new in 3.11 but went through the bidding process in 3.10?

Yes, the same doc id can be used for a document being recreated in 3.11. If it is going from a PO2 to a SC or CTRP1, change the document code but the same document id could be used. If you are doing the RFP process in 3.10, you could get the doc id for the PO2 then create the right corresponding document in 3.11 but would probably be best to just create the document in 3.11 with new id.

7. Did any field lengths change in the application? If so will we be provided with these?

The only field length that changed in the application that we are aware of is the accounting template length. This increased to 20.

8. Is there confidence about the April 23 date for soft-go live?

Yes, we are confident about this date.

9. What if you have a contract that you suspect would be paid by August 31 so you did not create the contract in 3.11, but the payment cannot be completed before August 31 on the standalone payment for whatever reason, what do you do then?

You will need to create the contract for 1 day then reference the contract for payment.

10. If we have to create the contract for 1 day, how will this affect the service dates? We use the service dates to indicate accrual of the expense so it is important to use the right dates.

The service dates can reflect the prior year contract dates.

11. How are the URLs being handled for 3.10 and 3.11 after cutover?

The 3.11 link will have a new URL during soft go live. Then on go live on July 5th it will use the current Production link at this time 3.10 will get a new link.

12. If we currently use a VPN to access Production, will we be affected by the new links?

3.11 is supposed to be placed in the same subnet as 3.10, so you should not have issues. However, we will work with you on this.

13. Is it possible to imbed the link for 3.11 in 3.10 somewhere?

No, we will not be putting the 3.11 link into 3.10.

14. How is life to date reporting going to be handled when looking at contract payments?

You will need to report 3.10 payments out of 3.10 reporting and 3.11 payments out of 3.11 reporting. However, we are currently working on ways to make this process easier.

15. Will new PO documents in 3.11 be able to use same cited authority?

If the cited authority is not on the list for SC or CTRP1, then you may create the PO with the same cited authority. Cited authorities are not changing fundamentally in 3.11. The only difference is that some will have the -S or -G removed from the end of the cited authority.

16. What forms need to be completed by a vendor if they wish to receive EFT payments?

Please have the vendor fill out the SAS63 Form

17. Who is going to create employee vendors?

The original employees that traveled in last year will be created by SAS. However, if an additional employee needs to be created, who creates that employee is up to each agency. In some agencies it

might be the person creating the TP if they have access to create a VCC document. In other agencies, there might be specific vendor creation users that will need to create the employee.

18. Will an employee be able to register in VSS?

No, an employee must be registered in Financial as their vendor code needs to be their employee id and it is not possible to set this in VSS. However, the employee will be able to manage their account in VSS after they are created in Financial.

19. Will vendor crosswalk be posted to the eMARS site?

Yes, the vendor crosswalk will be posted to the upgrade site when it is available.

20. On financial transactions in VSS, will vendors be able to see their offset?

Vendors will see when a 0 dollar check was issued.

21. On financial transactions in VSS, will they see more information than they get now?

Yes, they should be able to see more information. However, please keep in mind the information is only as good as you enter on the document. Please enter check descriptions and vendor invoice numbers that are meaningful and helpful to vendors.

22. Will agencies be able to do vendor modifications?

At this point in time, it is the plan that agencies will not be able to do vendor modifications. However, this is up for discussion if SAS sees that they are not able to keep up with the workload. Also, please keep in mind when a modification is requested additional information might be requested from you to verify the modification should be completed.

23. Will customers be created by SAS in 3.11?

The plan is for customers to be created in 3.11 during April-June period. However, if an agency would like to enter their customer before this time then that is okay as well.

24. Property payments require 2 payment addresses for a vendor. We pay 1 address some payments and then another address on other payments. How will these vendors be handled for modification and address changes?

Like all other special circumstances with vendors, SAS will work with you on creating and maintaining these vendors.

25. If we are no longer paying a vendor and we know we made the last payment to them, can we inactivate the vendor?

Absolutely.

26. Will agencies be able to access financial transactions on the VSS site?

Agencies will not be able to see a vendor's financial transactions because you must be logged in as the vendor to see these. However, if you are looking for the same information a vendor would see you may check out the Vendor Transaction History (VTH) table.

27. Will pending payments show in financial transactions?

No, only Final PRC documents will appear in Financial Transactions.

28. Can miscellaneous vendors still be used?

Yes, we encourage the use of miscellaneous vendors if they can truly be paid as miscellaneous.

29. If a vendor is inactive, can they still log into VSS to see their information?

Yes, the vendor should be able to login to VSS.

30. How do I register for vendor creation training?

Contact CRC. We prefer contact come from the vendor lead or the actual user wanting to register, however, if you do not know your vendor lead please contact CRC to get this information. KYTC will restrict who is registered for the training, so if you are in KYTC departments please keep that in mind.

31. If a vendor has an IRS mismatch, who is responsible for correcting this?

It will be agencies responsibility to get the correct information from the vendor.

32. If a county is not on the crosswalk when it becomes available, do we need to create them during soft-go live or before we make a payment?

If the vendor is a county or a city, please contact CRC. SAS will be responsible for creating and maintaining city and county records. However, if they are any other vendor please create them early before the payment is to be made.

33. If the payment is created on the 26th but the check date is the 27th, when will this document be picked up to be paid?

If the payment is final on the 26th, it will be picked up during the disbursement process on the night of the 26th. If there were issues, it would appear on the exception report on the 27th.

34. If a payment is on the AD\EFT exception report on the 28th, what will happen to those payments?

They will be cancelled. The payment needs to be recreated in 3.11 with the conversion cited authority by the agency.

35. Typically a lot of PCARD payments show up on the exception report, how will these be handled?

Because this is anticipated PCARD Admins have been notified that the final day to submit these payments is the 26th.

36. What happens when the payment date is further out then the 27th?

They will be picked up for payment on the 27th to be paid.

37. When they are picked up on the 27th will a later payment then the 27th, is the payment date changed?

No, the payment date will remain the same. The only place the payment date is changed is on the disbursement request page.

38. How will the JV activity work for federal grants that cross time?

The year end activities will only impact non-federal funds. If you have more questions about this, please reach out to CRC.

39. Are allotments going to collapse this year in 3.10?

This has not been determined at this time. Typically, they collapse in period 13 but there is no period 13 at this time. Further information will be provided soon.

40. If we do not get a payment in by June 27th and the expenditure needs to be in FY 18 because the funds are not in FY 19, how are these to be paid?

For general fund a prior years claim must be completed. For restricted or federal funds, please contact OSBD for more information about your specifics.

41. Will contracts allowed to be entered in 3.11 after June 27th but before July 5th?

3.11 will not be taken down until June 30th at noon so contracts can still be entered there on the 28th and 29th.

42. Is there any sort of format changing in 3.11?

No, 3.11 looks very similar to 3.10 in terms of navigation. You will see some changes including forms formatting updates, the PRC2 is now a PRCC with some changes, and some different data.

43. Are errors going to be caught at different times in 3.11? For example a document might be submitted but only on approval are we notified that it is expended.

There should be no changes in the timing that errors are issued. However, you should not be seeing this functionality now. Please send us specific examples to get more information on why this is occurring.

44. Will invoice numbers start over in 3.11?

Yes. There will be no previous entered invoice numbers.

45. Will miscellaneous vendor information show on PCARD payments?

The report was updated to show vendor name instead of the miscellaneous vendor code. This actually occurred in 3.10 reporting, so please take a look.

46. Will CTRP1 and SC documents be different than the PO?

A-These documents will look the same as the PO for the most part. The only difference between these documents and the PO is their use. The CTRP1 should only be used for real property. The SC would be used for exceptions. SC's would be used for PO2's that are currently approved via the OPS Professional Service process. All other PO2 contracts are to become a PO document.

Q&A User Group Meeting - Session 2

1. Has treasury seen cashier checks\money orders be denied because they have stamped signatures?

No, at this time they are not aware of any of these being rejected.

2. If the CR is completed on 6/27 will it be processed for deposit?

Yes, the reason for the 6/27 date is to allow time to finish approval and correction before 6/30. If the deposit is an EFT it can still be accepted after 6/27 until 6/30. The CR will need to be created for these and the CR will be approved when the money is seen in the account.

3. During soft go-live can interfaces be tested?

Interfaces can be tested in test environments but not in the soft go-live site. Please contact Anna Haydon if you have questions about interface testing.

4. If the contract has active service dates but all payments are paid on the contract, does it need to be created in 3.11?

As long as there are to be no new payments in 3.11, the contract does not have to be created in 3.11.

5. It was communicated that SHOP would not be available for DO creation soft go-live, how about PRC creation?

No PRC documents can be created during soft go-live period.

6. When you are recreating contracts in 3.11, do you use total amount or just the open amount?

You should only create the contract for the open amount.

7. Will approvals be bypassed for recreated PON2 documents?

No, the document will still have to go through approval. Attach signatures and all documentation from the 3.10 document. Notify OPS that they are recreated PON2 allowed to cross biennium and OPS will notify GCRC that the contracts were previously approved.

8. We have vendors that are paid through payroll, do we need to recreate these contracts in 3.11?

These PON2 contracts should only have 1 last payment. On this last payment the reference will be stripped and they will be paid on a PRC with the special conversion cited authority by FAC.

9. If agency had a special cited authority created for them, will it be brought over to 3.11?

As long as it did not expire in FY18, the cited authority should be in 3.11.

10. Will training for vendor creation go indefinitely to help train new hires?

Yes for the time being we will continue to have vendor training. This might evolve over time.

11. Will FAC be adding all vendors?

Before soft go-live they will have added vendors. After soft go-live those vendors not added can be added by users who have completed vendor training.

12. Will miscellaneous vendors be same code in 3.11?

Yes.

13. Will payment that we pay in July against contracts in old system use new vendor codes?

Yes. We will provide a crosswalk to the new vendor codes.

14. If a vendor was setup in Financial, can they access their financial transactions on the VSS site?

Yes, they will just need to activate themselves in VSS.

15. If a vendor registers in VSS in 3.10, will they have to reregister in 3.11?

Yes.

16. Will vendors still receive email for payments?

Yes, the emails to vendors will still go out about payments. Please make sure to verify the email for vendors.

17. Will all payment types be in VSS Financial Transactions?

PRC, TP, and GAX payments will show up. However, check writer payments will not be visible.

18. Is CRC going to do all modifications for vendors?

Currently planned to restrict VCM to SAS only. However, this is up for discussion.

19. How is EBI reporting going to work?

Will report FY18 out of 3.10 eMARS reporting and FY19 out of 3.11 eMARS reporting.

20. Will miscellaneous vendors be checked with the IRS or can they be used the same as today?

Miscellaneous vendors can be used the same as they are today. Please be careful when keying in the TIN information to make sure there is no typos.

21. Can encumbrance reports out of 3.10 still be ran in July?

All documents will be lapsed so there will be no encumbrances appearing in July. If you need a snap shot of encumbrances, please run this report on June 28th.

22. Will we be able to do FY18 budget modifications at the end of June?

These modifications will need to be done before the June 27th date for the last payments.

23. Are general fund allotments going to collapse?

If and when this is decided, OSBD will let agencies now.

24. When 3.10 is shut down for conversion, will eMARS reporting be closed as well?

Yes, when eMARS is down eMARS reporting will be too.

25. Will undrawn expenses be drawn from 3.11?

The last draw will occur over cut over, these draws will be loaded in 3.11 as RE and CR documents. Those that did not meet the CMIA date during the last draw run will be loaded in 3.11 for the draw.

26. Will agencies be able to create new FY19 contracts during soft go-live?

Yes, this is the intention. The only exception is that encumbrances will not be allowed during this time.

27. Will there be a report to pull payments made with the special cited authority for conversion?

There is not currently a report but that does not mean one could not be created.

28. Any changes in 3.11 dealing with cost allocation?

No.

29. When will the last cost allocation be ran?

The last cost allocation will be ran on June 28th. This date can be found in the closing package.

30. Will logins change?

Your user id will be the same for 3.11 but the password will change.

31. Will the EBI system come up with soft go-live?

No, this will not be available until July.