eMARS 3.11 User Group
Q&A – December 7, 2017

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Updated 02/15/2018

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eMARS 3.11 User Group Q&A

Q&A User Group Meeting – Session 1

1. Could you send out directions on how to move folders from inbox/favorites to agency folders?

   A: Only report developers will be able to do this, so if you just run reports please reach out to your agencies' report developers. They will be able to help you determine how to move these reports and how to create shortcuts to reports if needed.

2. Will payroll accounting templates be moved to 3.11?

   A: Only if they are active, so please ensure those accounting templates are active

3. With the move to eMARS from MARS there was a naming convention required for accounting templates, will this be the case again?

   A: There is no plan for a naming convention but you are welcome to have one within your agency if you would like. The reason the naming convention was used during the MARS to eMARS conversion was because all accounting templates had to be create new and this helped distinguish what agencies had set up their accounting templates already.

4. Only employee records that were used for travel will be moved to 3.11 on VCUST. Can employee records to be recreated be considered from 2 years back, instead of 1?

   A: This is still up for discussion.

5. Will it be possible to go back to 3.10 to review previous vendor information if needed?

   A: Yes, 3.10 will still be available in view only for a few years at least.

6. Vendors will be recreated in 3.11 with new vendor numbers and there are plans to provide a crosswalk to new vendor numbers if the vendor is to be created in 3.11. How long in advance will that crosswalk be available?

   A: It is intended to have the crosswalk available before soft go live in April. We are targeting mid-March.

7. With the new Remittance advice, will vendors who have payments intercepted be notified with remittance advice?

   A: When a payment is intercepted a vendor will still get a check instead of EFT like today. Therefore, the remittance advice will not be sent to them because the check stub should have the same information.

8. Budgets created in 3.11 will still have drill down information but you will not be able to click on the documents because they will not be available in 3.11. Can you still go back to view the documents in 3.10?

   A: Drilldown information will not be available in 3.11.

9. Contracts will have to be created in 3.11 with non-encumbering during the soft go live period (using PR07 event type), if you want to have those document encumber after go-live (using PR05) will you need to modify them to do so?

   A: Yes, you will need to modify these contracts if you should need them to encumber. Or you can wait to submit the contract at go live.

10. There is a new annual affidavit process that just got approved, so the vendor will have an attachment attached to their vendor record of the affidavit. Will agencies be able to get those affidavits from the vendor record and attach to their contract?

    A: You will not be required to attach the affidavit to the contract as it will be attached to the vendor record. Keep an eye out for further information on this soon.

11. Is the PON2 going away?

    A: No, the PON2 is staying. However, it will look slightly different.

12. The DO2, PO2, CT2 and PRC2 were outlined as going away. Is there any other documents going away?

    A: Yes, there will be no CTT documents including the CTT2 and CTT1 but others should be the same.

13. There is some new spreadsheet upload functionality to help upload documents in mass. Is this available for the JV?

    A: Yes, it can be used for the JV document

14. How will security work with the new document spreadsheet upload functionality?

    A: It works the same as your application security. You will only be able to create documents that you are allowed to create in the application and for the departments you are allowed to create documents for.

15. When uploading the spreadsheet will it validate fields on the document?

    A: When you upload the document you can choose to load in draft or submit. If you load in draft you must validate the document to see the errors. If you load to submit, the errors will cause the document to reject and you can see the errors on the document. If you leave some required fields blank the document then the document might kick out upon upload.

16. What will happen to PO2 documents that are sole source that are multi-year?

A: You will need to create those documents in 3.11. They will not be a PO2 anymore but might be a SC or PO depending on the document information. You can create these with the same doc id as the PO2 though just with a different document code.

17. Do contracts need new signatures?

A: No, not if they would not typically require new year signatures. Just attach the latest signature page from the document in 3.10.

18. How long will 3.10 be available?

A: The plan is 2 years but could be longer. However, the data will still be available in the data warehouse (Access, eMARS Reporting, etc.) longer than that. The application that will not be available after that time.

19. What will happen to capital projects exempt from 2 year contracts?

A: We will need to refer to Jennifer Linton for this information.

20. Will interface redevelopment be needed?

A: There should be no required changes to interfaces. The only exception would be if your interface uses vendor numbers, these need to be mapped to the new numbers. Also keep in mind that interface ids will change. You will be notified of these changes.

21. Will we be able to test interfaces before go-live?

A: Yes, there are plans to test these.

22. Will the vendors be told their new vendor numbers?

A: There are no plans to communicate these to the vendors from SAS. But you may communicate these with your vendors and there might be plans to post the crosswalk to VSS so vendors can determine these.

23. Will retrospective start date letters be required on PO or MA documents?

A: No, retrospective start date letters are only required on PON2 documents. PON2 documents are the only documents required for GRGC review because they are personnel service contracts.

24. If we attach invoices to payments, will we need to start keeping these on hand if attachments will only be available on 3.10 for 2 years?

A: We do not recommend to attach invoices to payments but if you need this information please keep in your records.

25. With 3.10 and 3.11 data being in two different reporting systems, how do we track to date payments on contracts?

A: You will need to run one report out of 3.10 data warehouse for 3.10 data and another out of 3.11 data warehouse for 3.11 data.

26. Will there be new universes in 3.11?

A: Yes but they are new, not replacing old. You should not need to redevelop reports. The plan is to bring the reports over to the new reporting system and they should be able to run with the new data. You might have to edit reports if queries have vendor numbers, document codes, or other information that is changing.

27. If we can't spend old year money because no period 13, will OSBD work will us to clean up allotments and other items to account for this?

A: Please reach out with specific scenarios to the budget office.

Q&A User Group Meeting - Session 2

1. What should be done about an RFP that crosses the biennium?

A: The RFP should end in 3.10 by June 30th and then recreated in 3.11 with same doc id.

2. For contracts that are going away (PO2, DO2, CT2, etc.), what do we do if these contracts extend beyond the biennium?

A: You will create new in 3.11 with the document code that will replace the document code going away. For PO2, one option could be the SC document. To know if it should be an SC, OPS will send out a list of cited authorities that will be used on the SC and if your PO2 is created with that cited authority it should be a SC. If you have questions about specific documents please reach out to OPS.

3. Will the new document upload by spreadsheet replace check writer?

A: No.

4. What documents can the new document upload by spreadsheet be used on? JV2E? Fixed Asset documents?

A: The functionality can be used on almost all documents.

5. Will you be able to print documents from 3.10 after it goes to view only?

A: Right click print will still be available. However, clicking print on a document will not be allowed as that uses Adobe Lifecycle and that will no longer be used. If the document is already assembled and attached to the header of the document, you will be able to open these as a PDF and print.

6. How many characters does the KHRIS interface accept for accounting templates?

   A: SAS is verifying this with KHRIS, but they believe it is 6.

7. The history for fixed assets will not be converted to 3.11 from 3.10, but will you still be able to query new history in 3.11?

   A: You will be able to query any history from July 5th and on in 3.11.

8. For reporting, will you need to login to different places to see 3.10 and 3.11 data?

   A: At this time that is the plan.

9. How will deferral payroll be impacted by the 3.11 implementation?

   A: The check writer for payroll is typically processed the last week in June even if the payment is not until the beginning of the year. The checks will still hit the banks on July 2nd and the CH to show distribution will only be loaded into 3.11.

10. Since the interface with KHRIS will no longer exists, how will users query KHRIS data in EBI?

    A: Some KHRIS interfaces will still be completed. The only KHRIS interface that will not be completed is bringing over employees as vendors. So the querying on KHRIS data in EBI should not be impacted by this change.

11. How will KHRIS payments against contracts be handled across the biennium?

    A: Documents coming from KHRIS have to infer from PON2 for vendor info and accounting. Load PRCs in 3.10 and validate. This will infer all vendor and accounting info. Then export documents and import in to 3.11. Change vendor code to miscellaneous and remove reference info. This should allow them to go final and make appropriate accounting updates in 3.11.

12. Are document templates going to carry over to 3.11?

    A: No, these will need to be recreated in 3.11.

13. Will training be provided on MRDB?

    A: SAS does not typically train on MRDB because it can be used on multiple tools.

14. How do we get access to MRDB?

    A: First, install oracle client on your machine. Second, contact Barbara or Donald for access. They will setup your security and get you the needed information including TNS names.

15. Is the new pre-note functionality only going to be done for vendors or also be done for checkwriter payments to miscellaneous vendors?

    A: The plan is to only do this for vendors. However, if you are interested in doing this with check writer there is a way to do a pre-note process with these payments.

16. If an agency wants to utilize check writer who should they contact?

    A: Contact CRC or Donald Sweasy. They can provide the specs for the check writer. It is the agencies responsibility to populate their data into these specs.

17. If the person is not traveling until July, can the TE be entered during the soft go-live period in April?

    A: Yes, if they are not traveling until after July 5, 2018.