eMARS 3.11 Vendor User Group
Q&A – November 8, 2017

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Table of Contents

eMARS 3.11 Vendor User Group Q&A

Q&A from Morning Vendor User Group

1. If you have a DO with 400+ delivery days for equipment against an MA, how will we pay in 3.11?

   A: Will not be able to create new DO or MA as the MA has expired but still have an obligation to pay.

2. How will we complete the procurement process if begin RFP before April when the contract starts after July 1, 2018?

   A: You will complete RFP process in 3.10 and then create a stand-alone contract in 3.11 for the award. This stand-alone will have a comment or some other indicator that indicates what solicitation it references.

3. How will contracts that still have a payment due after the first of the year be paid?

   A: They will be paid in 3.11 with a stand-alone payment out of period 1 money. There is a plan to have a cited authority to use on these payments.

4. How will JV documents be done?

   A: There will be no JV documents to move money from FY19 to FY18.

5. What is the technical requirement for Microsoft Office packages for 3.11?

   A: 2007 and above.

6. There are some vendors that we know we only pay once or twice but need a vendor code. Is there a way to inactivate these?

   A: Currently you can inactivate vendors on a VCM. During 3.11, CRC can work with you to inactivate these vendors.

7. In 3.11, Central Finance office will only be modifying vendors and will require some sort of verification from the vendor that a change needs to be made. How will vendors without a phone or email be able to verify a change needs to be made? If they are frequent changes, how will we get these changes done quickly?

   A: Changes should come either directly from the vendor (which then should include a contact phone or email) or from the agency that was received from the vendor. Then when the modification has been made in eMARS the requestor would be notified. We are hoping to reduce the need for changes by overall vendor management improvements and eliminating inaccurate changes. This process will be evaluated after go live if there are issues.

8. Will there be an email that we can send vendor modifications to?

    A: There is a KY vendor email that will be used by CRC to be used for vendor modification communication. They will also have a form for vendor registration and modification.

9. Will there be communication when a modification is made to the vendor?

    A: Yes, the person requesting the change will be notified when the change is made.

10. There are scenarios with mom and pop shops where the name on the bank account does not match the legal name, will they still be able to get EFT payments or will the payments not be accepted because the pre-note process can't match the name?

    A: Vendors will need to utilize the Alias/DBA to indicate the name on the bank account.

11. Why is that we just make vendors register in VSS for conversion?

    A: Even though we encourage VSS registration, it is not feasible to have all vendors register via VSS for conversion. Come April we would not have all the vendors that we need.

12. Is there a way to expand the pull of employees who travel to two years? There are circumstances when an employee would travel every two years.

    A: This will be discussed by the eMARS team.

13. If we are not converting employees except who travel on VCUST how are they able to create documents.

    A: Their access to eMARS is controlled in a separate Admin access. EMARS users will still have the access they currently have. We will also utilize the USER (Procurement User) table to list all users in case you need to check who submitted or approved a document.

14. With right of way vendors, they need to submit if the vendor is a state employee to the governor's office? Without all employees on VCUST they will have trouble seeing if they are also an employee.

    A: Employment with Commonwealth is not eMARS. You should be getting this information from personnel. That would be the source of record.

15. If contracts will be recreated, we cannot currently change vendor code. So how will this be addressed?

    A: Contracts are not being modified but created new so the vendor code can be changed in 3.11 on original creation. It will be converted with the new vendor code.

16. Can we use the same doc id on our contracts?

    A: With the spreadsheet upload of documents we can remain the same doc id for contracts.

Q&A from Afternoon Vendor User Group

1. **What version of JAVA is required for new eMARS?**

   A: The Java version for eMARS should not matter. The only time java version would impact is in EBI when an individual is a report designer but typically can use the most recent java version.

2. **How long with 3.10 be available after goes to view only mode?**

   A: The plan is 2 years but could be longer. However, the data will still be available after that time for a long time, it is just the application that will not be available after that time.

3. **Will you be able to copy 3.10 info to 3.11?**

   A: As far as documents or accounting lines, no. However, plans to build spreadsheets to get certain documents and information into 3.11 and plain text will be available to copy.

4. **How will contracts with a remaining payment in 3.10 be paid in 3.11? (duplicate from morning session)**

   A: A stand-alone PRC will need to be created. There will be a special cited authority to use and indication will need to be made on the document that it references a 3.10 document.

5. **When 3.10 becomes view only, will attachments be available to open?**

   A: Yes.

6. **Can a RFP/RFB be completed in new version in April? (duplicate from morning session)**

   A: No. User should do solicitation in 3.10 and create any contract beginning after July 1st in new version.

7. **If we create a contract to begin July 1st in old system, will it be rolled to new system?**

   A: No. All new year (2019) contracts need to be created in 3.11.

8. **What will occur with solicitations that cross biennium?**

   A: This will be addressed by Procurement at a later date.

9. **How are PRC2 documents going to be split for June 2018?**

   A: June 18th is final date of last PCard cycle. Will be created in 3.10 and must be finalized by June 26. Everything after June 18th is the he next PCard cycle will be loaded to 3.11

10. **When will encumbrances for 2018 be liquidated?**

    A: After June 30th, all documents will be lapsed to liquidate encumbrances.

11. What if the vendor submits W-9 but the information does not match the IRS?

    A: The vendor will not be approved. It is up to the vendor to get this information corrected. A contact for the IRS can be given to the vendor if they need help with their legal name.

12. Why do some employees currently have a vendor record and an employee record on VCUST?

    A: One reason could be that the employee came back as a contractor. In this case they need a vendor number different than their employee record to be paid. Another could be that an agency requires a vendor record beyond the employee record to be paid for travel.

13. Are miscellaneous vendors going to be eliminated?

    A: No.

14. Will VCUST records have multiple addresses? How will this impact some interfaces where the interface just choices default address?

    A: Yes, some VCUST records will have multiple addresses. This will be utilized instead of multiple vendor records for locations as much as possible. If an agency has a concern with this for interface reasons please reach out to the eMARS team for assistance.

15. Have vendors been notified of the changes to come?

    A: Yes, vendors are going to be notified of these changes. There are plans for vendor notifications on VSS and other communication.

16. Even if users have training, will they have access to modify vendors via VCM?

    A: No, this access will be limited to Finance Controller's Office.

17. If forms are to be available soon for vendor registration, could we utilize them now and keep them on file to create vendors in April?

    A: Yes. It is encouraged to clean up vendors now. Users can use this form to verify information on file and also keep on file for changes in the future.

18. If an agency does not have a person certified for VCC creation, how will the vendor get created?

    A: The vendor can create themselves in VSS or CRC can help with the creation.

19. Some vendors, such as AT&T, KU, etc., like the invoice stub to be sent with the payment in case of discrepancies in payment, is there a way to send this via eMARS?

A: This is not available. However, we could look into if users are able to pull remittance advice sent to vendor and include with payment.

20. VCUST is used to look for information on users who created or approved documents. How will I be able to find this information now?

A: The USER (Procurement User) table will be populated with all eMARS users to help with this search.

21. What about vendors created for PSC in KHRIS?

A: PSC vendor codes are currently be created in eMARS and then used in KHRIS by personnel. These vendor codes will change with the new codes populated for 3.11 but will not be impacted any further.

22. Have vendor changes to employees been communicated to HR yet?

A: This is coming. There is plans to have an employee form to be filled out when an employee needs to be added to eMARS for travel.

23. Will there be a date for when a vendor created in 3.10 will not be converted to 3.11?

A: Yes, there is a date set for this. Vendors created in 3.10 will be not copied to 3.11 unless they have been used (paid, awarded, respond to SO). Any vendor in 3.10 that has been used by Feb 28th, 2018, should be pulled in to 3.11. If the Vendor was created in 3.10, but never used, they will need to be recreated in 3.11.

24. For contracts that get converted to new version, will vendor numbers get switched?

A: Yes, vendors numbers will be updated for contracts that are converted.

25. What about EEO approval for amounts greater than $500,000? There are a lot of forms that have this current information and have to be the same due to approval of that information.

A: This is on Procurement's radar and can be addressed by Procurement.

26. If an entity has a similar name but a different TIN will it be its own vendor record?

A: Yes, this would be considered a different entity; therefore, each TIN will be a different vendor record. So it might still be possible to have multiple vendor records for a similar entity.

27. How will vendor transaction history be kept? Will you have to report separately on new data and old data?

A: Yes, you will have to report on 3.10 and 3.11 data separately and combine together.