eMARS User Group Meeting
December 7, 2017
Opening Remarks
Clean-Up
Functional Areas
Fiscal Year End 2018
Q & A
Anticipated Go-Live 3.11

Financial Pre Go-Live – April 2018

Financial/Reporting Go-Live – July 2018

KBUD Go-Live – April 21, 2017
New Implementation

- Activity will cease in eMARS 3.10 at close of FY2018
  - Version will become view-only
  - Separate database for reporting
- FY2019 activity will begin in 3.11
  - Look and feel will remain constant with the current eMARS
  - Some new functionality
  - COA will remain the same
- Why Implementation vs Upgrade
  - 3 TB of data
  - Clean-up old/bad data
  - Prepare for Advantage 4.0 (major user interface changes)
Verify all agency contacts on the Agency Contact Listing

Update any contact using the Agency Delegation & Contact Information Packet located at:

AIL e-mail or fax updates to the Customer Resource Center, Attn: Connie Downey
eMARS Training

- eMARS Training is scheduled to begin mid-March
- Various methods available to users
  - Online training available through Office Communications Server (OCS)--Skype
  - Short, "how-to" recordings
  - Training Manuals will be updated and posted
    - eMARS Training playground
  - In-classroom training
    - Pre-implementation classes limited to new users
- Agency Implementation Leads (AILs) & Training Team Leads (TTLs) will be notified when details are available
Clean Up Efforts

➢ Workflow
  ▪ Coming soon

➢ Fixed Assets
  ▪ Process or delete shells

➢ Vendors
  ▪ Know your payment/contract vendors
  ▪ Verify addresses, contacts, emails
  ▪ Use Forms available on Upgrade website

➢ Reporting
  ▪ Make sure needed reports are published in Agency Reports folders
Clean Up Efforts

- Cited Authorities
  - Coming soon

- Buyer Teams
  - Coming soon

- Procurement Locations
  - Send updated procurement locations to OPS.Reporting@ky.gov ASAP

- Encumbrances/Pre-Encumbrances
  - Pre-Encumbrances cleared by SAS
    - No pre-encumbrances in 3.11
  - All encumbrances will lapse at end of FY2018
    - Start clearing now to free up funds
Clean Up Efforts

- **Chart of Accounts**
  - Review current elements
  - Active elements will be transferred to 3.11
  - Available for Pre Go-Live in April
  - New COA will need to be added to both 3.10 and 3.11 from April-June

- **Accounting Templates/Profiles**
  - Review, update, inactivate in 3.10
  - Active records will be moved to 3.11 in April, again in July
Accounting Template (ACTPL)

- Increase length to 20 characters
  - DO NOT change templates used in interfaces
Reporting

- Restructured Folders (some Agencies)
  - Determined by Upgrade Coordinators

- Improved Statewide Reports
  - Updating based on common Agency Reports

- Cleaned Up Agency Reports
  - Eliminating duplicates & obsolete reports

- Appropriate Use of Tools
  - Reviewing use of eMARS Reporting, FAS3, MRDB2 (with MS Access, Excel, Tableau, etc.)
Vendors

- New Vendor numbers beginning with “K”
- Vendors with contracts/payments in the past 2 years will be imported pending IRS validation
  - Address, Contact, EFT info will need to be verified/updated
- Only Active Employees who have traveled in the last FY will be imported
- Agencies will no longer create VCM’s
  - VCC creation will require training
New Functionality

- Remittance Advice for all EFT payments
- Pre-Note processing to verify Bank Accounts
- Financial Transaction History available on VSS
Budgets

- **Cost Accounting (39)**
  - Balances will be transferred as they exist at cutover
  - Will not be able to open documents in drill down prior to BFY2019
    - Can be retrieved from 3.10

- **Capital (42 & 43)**
  - Balances will be transferred as they exist at cutover
  - Will not be able to open documents in drill down prior to BFY2019
    - Can be retrieved from 3.10

- **Operating (3)**
  - Agencies should process and submit budgets via KBUD as usual
    - No different from years past
  - OSBD will load BFY2019 budgets in 3.11 during cutover
    - Different from years past
New Functionality

Cost Accounting

- New amount available per Budget Inquiry screens

- Split Availability balance is now validated at the time of the payment request (GAX, PRC, TP, etc.)
Procurement

- **RQS**
  - See eMARS Agency 3.11 Procurement Date Schedule

- **New Year – RFP for PSC (PON2)**
  - Complete RFP, SR/SRW & EV in 3.10 to obtain PON2 ID
    - Do not Submit PON2
  - Create PON2 (standalone) in 3.11
    - Use Document ID from 3.10
    - Last day for OPS approval is 6/26 for GCRC July meeting

- **Old Year - PO, PO2, CT, CT2, PON2 requiring payments after August 31, 2018**
  - Create in 3.11 by agency or OPS/DECA
    - Agencies must advise OPS/DECA which CTs to create
    - PON2’s expiring 6/30/18 requiring payment after August 31, 2018 **will** be entered by Agency for payment purposes only.
      - Document ID will be the same
      - Effective Period should be ONE day
      - Amount equal to the remaining balance of the award
Procurement

Master Agreements

- OPS/DECA/KYTC will create respectively
- Attachments will include most recent renewal documentation and most recent Attachment A, at a minimum
- Other documentation can be obtained from 3.10 as necessary

Delivery Orders

- Open DOs against open MAs that will not be paid in full by August 31, 2018 must be recreated by the agency
  - DO3s/DO4s can NOT be recreated as it will generate a second PunchOut order
Payments

- Against PO, PO2, CT, CT2, PON2 created in 3.10 and will be paid in full by August 31, 2018
  - Standalone PRC – Special Cited Authority (TBD)

- Against DO, DO2, DO4 created in 3.10 and will be paid in full by August 31, 2018
  - Standalone PRC – Special Cited Authority (TBD)

- Procurement Card
  - Cycle Ending June 18, 2018 (Due July 2)
    - Process to FINAL by: June 26, 2018
  - June 18, 2018 last Post Date in 3.10
  - New Cycle in 3.11: June 19, 2018 – July 16, 2018
New Functionality

Procurement

- New Documents
  - CTRP and SC
    - Say goodbye to the PO2, DO2 and CT2

Procurement Card

- New Document – PRCC
- PCard Information Tab under Commodity section
Other Open Items

- **Receivables**
  - Will be lapsed in 3.10
  - Must be recreated in 3.11

- **Fixed Assets**
  - Will transfer all active assets and any disposed in FY2018
    - Fixed Asset Registry, no documents
  - All History will remain in 3.10
New Functionality

Document Upload through Excel Spreadsheet

- Capability of mass upload of documents via Excel
  - Does not replace interfaces
Fiscal Year End 2018

- No Period 13 for FY2018
- Soft Close Period 12 – Wednesday June 27, 2018
  - Last Day for Payments
- Hard Close Period 12 – Saturday, June 30, 2018
- Cut-Over – Both applications down July 1-4, 2018
- Open for Business -- July 5, 2018
  - eMARS 3.11 FY2019 Ready for Activity
  - eMARS 3.10 Read-Only
- eMARS Team will address mission-critical processes with agencies during cut-over period
Do Not Procrastinate – No Wiggle Room!!!

- Turn in spreadsheets and other requested information on time
- Get your clean-up work done now
- Evaluate your Encumbrances
- Remember documents that need Central Level approval (SAS, OAS, GOPM, Treasury)
- Prepare, Prepare, Prepare for Year-End 2018
Upgrade Website:
https://finance.ky.gov/services/statewideacct/Pages/UpgradedInfo.aspx
Questions