

eMARS User Group Meeting

December 7, 2017



Kentucky
UNBRIDLED SPIRIT™

Agenda

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)

Agency Contacts

- Verify all agency contacts on the *Agency Contact Listing*
- Update any contact using the *Agency Delegation & Contact Information Packet* located at:
<http://finance.ky.gov/internal/eMARS/Agency+Contacts.htm>.
- ALL 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

New Functionality

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



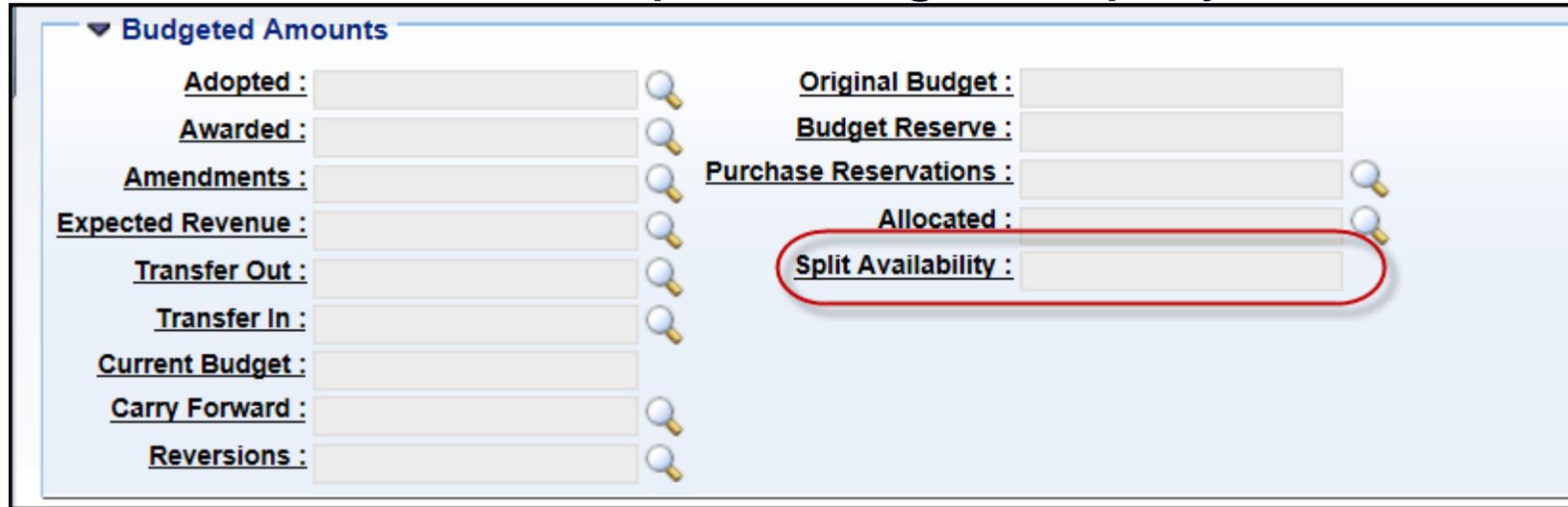
Budgets

- 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



▼ Budgeted Amounts

<u>Adopted</u> :	<input type="text"/>	<u>Original Budget</u> :	<input type="text"/>
<u>Awarded</u> :	<input type="text"/>	<u>Budget Reserve</u> :	<input type="text"/>
<u>Amendments</u> :	<input type="text"/>	<u>Purchase Reservations</u> :	<input type="text"/>
<u>Expected Revenue</u> :	<input type="text"/>	<u>Allocated</u> :	<input type="text"/>
<u>Transfer Out</u> :	<input type="text"/>	<u>Split Availability</u> :	<input type="text"/>
<u>Transfer In</u> :	<input type="text"/>		
<u>Current Budget</u> :	<input type="text"/>		
<u>Carry Forward</u> :	<input type="text"/>		
<u>Reversions</u> :	<input type="text"/>		



- 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

Commodity		Total Lines: 1	Commodity Line: 1	CL Description: PCard Purchase - System Use Only	Commodity: 00100		
General Information	Reference	Fixed Asset Intent Reference	Invoice Information	Agreement Reference	Discount Terms	Additional Amounts	Tax Inf
Retainage Terms	PCard Information						
PCard ID:	5488ACLARK		Receipt Date:	09/04/2017			
Cardholder Name:	ALLYSON CLARK		Transaction Date:	09/04/2017			
Traveler ID:			Transaction Time:				
PCard Expiration Date:	07/31/2018		Bank Posting Date:				
Account Number:	807007900005044		Transaction ID Number:	242			
Reconciliation Sequence:	50		Transaction Reference Number:				
Reconciliation Status:	Not Reconciled		Bank Commodity Description:				
Dispute Reason Code:			Comments:				
Dispute Reason Description:							

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

Help Us Help You

- 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

Don't
Delay!

Resources

Upgrade Website:

<https://finance.ky.gov/services/statewideacct/Pages/UpgradeInfor.aspx>



Questions

