eMARS Vendor User Group Meeting
November 8, 2017
Agenda

Opening Remarks
Barbara Aldridge-Montfort

Current eMARS Matters
Barbara Aldridge-Montfort

eMARS 3.11 Upgrade
Barbara Aldridge-Montfort

Vendors
Anna Haydon

Q & A
eMARS 3.11 Upgrade

Kentucky
UNBRIDLED SPIRIT
eMARS 3.11 Upgrade

eMARS 3.11 GO-LIVE

July 2018
## Recommended Technical Requirements

<table>
<thead>
<tr>
<th>Component</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td><strong>Operating System</strong></td>
<td>Windows7 SP1, Windows 8, 8.1, 10</td>
</tr>
<tr>
<td><strong>CPU</strong></td>
<td>1.0 GHz Processor (x86 or 64 bit) Minimum</td>
</tr>
<tr>
<td><strong>RAM</strong></td>
<td>2GB Recommended, 1 GB Minimum</td>
</tr>
<tr>
<td><strong>Display</strong></td>
<td>1024x768 Minimum Display Resolution</td>
</tr>
<tr>
<td><strong>Graphics</strong></td>
<td>32 MB Graphics Card</td>
</tr>
<tr>
<td><strong>Internet</strong></td>
<td>10 Mbps Ethernet Card</td>
</tr>
<tr>
<td><strong>Browser</strong></td>
<td>IE11 or Firefox 45, Edge 38.x for Windows 10.</td>
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Agency Contacts

- Verify all agency contacts on the Agency Contact Listing
- 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
  - On-line training available through Office Communications Server (OCS)
  - Short, “how-to” recordings
  - Training Manuals will be updated and posted
  - 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
3.11 Upgrade

- 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)
• No Document conversion
• Financial available in April 2018 for contract creation
• Work with agencies on open contracts that cross biennium
Fiscal Year End 2018

- No Period 13 for FY2018
- Soft Close Period 12- Wednesday, June 27, 2018
- Hard Close Period 12 – Saturday, June 30, 2018
- Cut Over – Both applications down July 1-4, 2018
- Open of Business July 5, 2018
  - eMARS 3.10 Read- Only
- eMARS team will address mission critical processes with agencies during cutover period.
- Closing Memo will be released Feb. 2018
Why?

- Clean up and reduce number of vendor records
- Clean up inaccurate data sent to IRS
- To encourage use of EFT payments rather than paper checks
Process Changes

• New vendor numbers
• Vendor approval time will be longer due to IRS match process
  – W9 may be requested
• Agencies will no longer modify vendor records – this will be done centrally
• Vendor registration/modification form
• Required training for users to create vendors
New Functionality

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

- Employee file no longer linked with KHRIS
- Controller's Office will import all Active employee’s who have traveled in the last FY (July 1, 2017 through June 30, 2018)
- Employees who “travel” will need to be registered as a vendor in eMARS
- Employee ID will continued to be used
Vendors

- Vendors with contracts/payments in the past 2 years will be imported pending IRS validation.
- All Address, Contact and EFT information will need to be verified/updated.
- The Controller’s office will provide a list of currently used vendors.
  - It will be your responsibility to ensure all information is updated and correct
Vendors cont.

• A cross-walk will be provide to map “old” vendor number to “new” vendor number
Checkwriter/Interface

• Vendors who are used for Checkwriter/Interface Payments will be imported with new vendor numbers.
  – This will require updates
• Checkwriter/Interface IDs will be updated to a modern naming convention.
What is being done

- Determine Vendor/Employee import eligibility
- Match IRS records
  - IRS Return Codes:
    - 0 = TIN/name combination match
    - 2 = TIN is not currently issued
    - 3 = TIN/name combination do not match
- Clean up Quasi-Internal & Internal Vendors
- Develop cross-walk
- Testing/Prepping for vendor and contract input
Get Prepared

What can you do to prepare for the upgrade:
- Know your vendors
- Complete the form
- Encourage EFT payments
- Use Upgrade website to stay updated

Send updated procurement locations to eh OPS.Reporting@ky.gov mailbox ASAP. Other requests are coming soon..
Questions ?