

eMARS Vendor User Group Meeting

November 8, 2017



Kentucky
UNBRIDLED SPIRIT™

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



eMARS 3.11 Upgrade

eMARS 3.11 GO- LIVE July 2018



Recommended Technical Requirements

Operating System

Windows7 SP1, Windows 8, 8.1, 10

CPU

1.0 GHz Processor (x86 or 64 bit)
Minimum

RAM

2GB Recommended, 1 GB
Minimum

Display

1024x768 Minimum Display
Resolution

Graphics

32 MB Graphics Card

Internet

10 Mbps Ethernet Card

Browser

IE11 or Firefox 45, Edge 38.x for
Windows 10.



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
 - 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)

Documents

- 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

Vendor Changes



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 ?

