

# 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](mailto:OPS.Reporting@ky.gov) mailbox ASAP. Other requests are coming soon..

# Questions ?

