

EMARS GO LIVE NEWSLETTER



April 2024



eMARS is LIVE

Step into the future of finance management with eMARS 4.0 – now LIVE and ready to revolutionize the way Kentucky does business!

The Finance and Administration Cabinet proudly announces the launch of the groundbreaking eMARS 4.0 application, marking a new era in efficiency and collaboration. eMARS and KBUD are now one application.

After tireless dedication and collaboration between teams within the Office of the Controller, Department of Treasury, Office of State Budget Director and the Commonwealth Office of Technology, we're thrilled to unveil this seamless integration of eMARS and KBUD applications.

Get ready to experience unparalleled ease of use and enhanced functionality as you dive into eMARS 4.0. Simply use your existing User ID and Password from Thursday, April 11th, and access the application via the provided link <https://emars4.ky.gov>.

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And fret not if you need a password reset – our dedicated team at Finance.CRCGroup@ky.gov is here to assist you every step of the way.

Join us in embracing this game-changing innovation – eMARS 4.0 is more than just an application; it's a catalyst for progress and success!

User ID Conversion & Crosswalk

To streamline the sign-on process for the eMARS and KBUD applications, some users will receive a new User ID. Going forward, the eMARS team will no longer assign Finance-assigned User IDs to contractors using the eMARS application, as part of efforts to unify sign-on procedures. Consequently, historical IDs have been converted to new ones as part of this transition.

All users receiving a new ID have been notified via email, and a User ID crosswalk has been made available on the eMARS Upgrade website [link provided]. If you're uncertain whether your ID has changed, please don't hesitate to reach out to the Customer Resource Center for assistance.



Single Sign On (SSO) in eMARS

The eMARS team has decided to postpone the activation of the Single Sign On (SSO) log in for eMARS 4.0. The SSO option to unify the log in process for eMARS, KBUD, and eMARS Reporting. SSO can greatly enhance user experience and streamline access to multiple applications. The eMARS team wants to make sure that we get this right, and we will revisit the sign on method in a few weeks once agencies have adjusted to the new application. We look forward to providing a more efficient and user-friendly authentication experience for our applications and will be sending out more communication later.

If you have any issues accessing the application, please reach out to the Customer Resource Center.

Pop-Up Blocker & Redirects

All Users will need to add the eMARS 4.0 link to the allowed settings for pop-ups and redirects.

Can you believe it's Fiscal End already?

As June 30, 2024, approaches, it is time to begin preparations for the fiscal year end close. This is a critical process that requires careful planning and attention to detail. With graduations and vacations in full swing, it is important to ensure that your agency successfully rolls forward into the new fiscal year.

The fiscal year end close process can be daunting, but with the right preparation and resources, you can make sure that your agency is ready for the transition. From budgeting to reporting, there are numerous tasks that need to be completed. By taking steps such as reconciling accounts, reviewing reports, closing out any outstanding transactions, and reviewing bank statements, agencies can ensure that they are ready for a successful transition into the next fiscal year.

By taking the time now to plan ahead and prepare for your fiscal year end close, you can help ensure a smooth transition into fiscal year 2025.

To assist with this transition, the Office of the Controller will host the annual Year-End user Group meeting to discuss all things Year End. Please be on the lookout for a calendar invite coming to your email inbox soon.

Understanding eMARS 4.0 Worklist Options: My Worklist vs. Worklist Widget

In eMARS 4.0, managing pending approvals is made easier through two options: the eMARS Worklist and the Worklist Widget. Here's a simple breakdown of each:

eMARS Worklist: The eMARS Worklist serves as an internal folder for gathering documents awaiting approval. Transactions collected here remain in a pending status until all necessary approvals are obtained. Access to the eMARS Worklist can be achieved in two ways:

- **My Worklist Quick Link:** Directs users to the Financial Worklist page, where transactions pending approval for a specific role can be reviewed and managed.
- **Worklist Widget (on select Business Roles):** Provides a convenient snapshot of pending transactions accessible to the user.

My Worklist: Users accessing the Financial Worklist page via the My Worklist tile can thoroughly review transactions pending approval for their assigned role. Additionally, they have the capability to manage and reassign transactions as needed within the worklist.

Worklist Widget: While the Worklist Widget offers quick access to pending transactions, it's important to recognize its limitations. Not all features of the eMARS Worklist are available through the widget, and its functionality is somewhat restricted compared to accessing the full worklist.

Both the eMARS Worklist and the Worklist Widget provide convenient ways to manage pending approvals. While the My Worklist option offers comprehensive functionality, the Worklist Widget offers a quick overview with some limitations. Choose the option that best suits your workflow needs within eMARS 4.0.

2024 Encumbrance Roll/Lapse

The encumbrance roll process to move encumbrances from FY2024 to FY2025 is scheduled to begin the evening of Wednesday, July 3, 2024. Only encumbrances greater than \$1,000 will roll to FY2025. Encumbrances less than or equal to \$1,000 will lapse, thus closing the award. This process applies to ALL non-capital fund encumbrances on all award documents including PON2s. Users should make every effort to clean up or pay FY2024 encumbrances prior to COB, July 3, 2024. The 2023 Outstanding Encumbrance report within eMARS Reporting may be used to aid in cleanup efforts.

A large, 3D-rendered number '2024' in a gold, metallic texture. The numbers are slightly shadowed and appear to be floating above a light surface.

Screen Accessibility Settings Matters

In today's digital age, where web-based applications play a crucial role in our daily tasks, maximizing efficiency is key. One often-overlooked aspect that can significantly enhance your experience is properly sizing your browser screen.

The size of your browser screen directly impacts how much information you can view at once. By adjusting the size to fit your needs, you can optimize your workflow, minimize scrolling, and reduce eye strain.

How to Size Your Browser Screen

- 1. Adjusting Window Size:** Simply drag the edges of your browser window to resize it according to your preference. This allows you to customize the view to suit the content you're working with.
- 2. Zooming In and Out:** Sometimes, even after resizing the window, text or elements may still appear too small. In such cases, you can zoom in to make them larger and more readable. Most browsers offer zoom functionality:
 - **Zoom In:** Press "Ctrl" and "+" (plus) keys simultaneously on Windows, or "Command" and "+" (plus) keys on Mac.
 - **Zoom Out:** Press "Ctrl" and "-" (minus) keys simultaneously on Windows, or "Command" and "-" (minus) keys on Mac.
 - **Reset Zoom:** Press "Ctrl" and "0 (zero)" keys simultaneously on Windows, or "Command" and "0 (zero)" keys on Mac.
- 3. Using Browser Settings:** Some browsers also provide settings to adjust default zoom levels or text sizes. Explore your browser's preferences or settings menu to find these options.

Benefits of Proper Sizing

- **Improved Readability:** Enlarging text and elements makes them easier to read, reducing strain on your eyes.
- **Enhanced Productivity:** With more content visible on the screen, you can accomplish tasks more efficiently, minimizing the need for constant scrolling and navigation.
- **Customized Experience:** Tailoring your browser screen size to your liking ensures a personalized and comfortable browsing experience.

Don't underestimate the impact of properly sizing your browser screen when using web-based applications. By adjusting the window size and utilizing zoom functions, you can maximize efficiency, readability, and overall usability. So, take a moment to fine-tune your browser settings and experience the difference firsthand.

Need Training

eMARS training materials, such as manuals, handouts, and videos, are accessible in the eMARS 4.0 application. Users are encouraged to use this opportunity to become familiar with the new interface during the transition period. They can review the videos and other content, as well as explore the application to prepare themselves.

