

April 2017 FMIS Informer

ADPICS Committee Meeting

The next ADPICS Committee meeting will be in Crownsville, Room 4.102 on May 4, 2017 at 1:30 p.m.

Viewdirect - New Release

The new release of Viewdirect will be installed in production(CICSP52)and UAT(CICST5C) from 12 noon to 1 P.M. on Monday April 10th. Users will not be able to access Viewdirect during this time.

2018 Profile Rollover

The Profiles and Date Table Rollovers for FY 2018 (all regions) will occur on Friday, April 07, 2017. The ADPICS Document Numbering has already been completed for FY 2018.

**Reminder - please contact the DoIT Service Desk
at service.desk@maryland.gov or 410-697-9700 with any
question/problems you have regarding the FMIS system**

ALERT!!! – Year End Close will be arriving in a few short months. Help our team help your team by following the instructions noted below;

Screen Print or complete any required attachments for the 5 items noted below and e-mail them to service.desk@maryland.gov Their team will forward the incident to the correct group.

- 1) Error code received/screen shot of the error with document number
- 2) The specific document along with the batch id (Agency, Date, Type, Number)
- 3) Printer ID having an issue



4) FOCUS report requested along with FOCUS form completed (<http://doit.maryland.gov/support/ASMsecurityForms/Focus%20Request%20Form.pdf>)

5) R*STARS/ADPICS/ANSWERS Report ID and 91 Screen, 6020 report request or ANSWERS query used.

*****It is critical you do not contact someone directly for support other than the FMIS Service Desk. That individual may be unavailable due to; vacations/sick, meetings or other assignments. The impact being you/your team not receiving the support you require in a timely manner.**

RSTARS Fiscal Month Closing Dates for FY 2017:

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

March: April 17, 2017
April: May 15, 2017
May: June 15, 2017

Fixed Asset Depreciation FY 2017

For the remaining months of fiscal year 2017, GAD will run the fixed assets depreciation on the following dates.

- April 26, 2017
- May 24, 2017

June 2017 depreciation run: As soon as agencies complete recording FY 2017 fixed assets transactions in the Fixed Assets Subsystem.

FMIS Documentation

Links to the FMIS Documentation are located on the following site:

<http://doit.maryland.gov/support/Pages/Financial-Management-Information-System.aspx>

Documentation links to User Documentation for ADPICS, R*STARS, ANSWERS, ViewDirect and GAD Manuals.

Training links to training videos.

Training Documents links to training documentation used during ADPICS and R*STARS training classes and are created to assist users when back in the office.

Security Forms links to Statewide System Forms and Contact Information.

FMIS Production On-Line Operating Hours

R*STARS/ADPICS/FOCUS: Monday through Saturday (except YEC Saturday cycles) 6:30 a.m. to 6:30 p.m.

Sunday: The system is unavailable on Sundays.

On weeks that Friday is a Holiday, the previous work day will be considered a Friday for reporting purposes. This statement is also true when it is the last Friday of the month.

Interface files are picked up on Holidays (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. Please note—there is a 3 pm deadline to have interface files submitted.

As of December 12, 2016 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 17 Oct. (04) → Present
IAE	Every Fri.	FY 17 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 16 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2006 - 2015 available through special request.</i>		