



STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY

FMIS INFORMER

APRIL 2013



Upcoming Holiday/Service Reduction Day Schedules

On the below Service Reduction Days, FMIS will be up, however, there will NOT be a batch cycle. Interface files will be picked up as a normal holiday schedule.

May 24, 2013—*Friday before Memorial Day* — Service Reduction Day

May 27, 2013—*Monday, Memorial Day*

FIXED ASSET DEPRECIATION RUNS, FY 2013

For the remaining months of fiscal year 2013, GAD will run the fixed assets depreciation on the following dates.

- April 24, 2013
- May 22, 2013
- June 2013 Depreciation Run: As soon as agencies complete recording FY 2013 fixed assets transaction entries in the Fixed Assets Subsystem.

Profile Rollover—April 12, 2013

The Date Table for the new fiscal year will be loaded for all regions on Friday, April 12.

Profile Table Rollover will occur in all regions on Friday, April 12, after the Date Table has been loaded for the new fiscal year.

Agencies can set up their 25 Agency Control Profile for FY 2014. Once that is completed, users may create purchase orders for FY 2014.

As a reminder, agencies that add any new profiles after April 12th (like PCAs indexes, org codes, etc.) for FY2013 will have to manually add them for FY2014. The effective start date on any FY2014 profile manually added is 07012013.

APPLICATION SYSTEMS MANAGEMENT

ADPICS Year End Reports/Document Clean-up

It may seem to be a long way off, but July 1st is closer than you think. You should start identifying outstanding documents. Various ADPICS standard reports and on-line inquiries exist to assist agencies in the document clean-up effort. They are used to research open documents in order to determine what action, if any, is required.

ADPICS contains several standard reports that are useful for agencies to identify open documents which require some action in preparation for fiscal close. The following list identifies reports that are useful during the year-end close process. These reports can be run anytime during the year.

Open Requisitions (210) *Open Purchase Orders (212)*

Unmatched Invoices and Receiving Reports (960)

Open Vouchers (Unposted Vouchers) (970)



NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is May 30, 2013 at MDOT (7201 Corporate Drive Hanover, MD), 1 p.m. - 4 p.m.

Notes from the March meeting can be found on the BBS under *ADPICS Meeting Minutes/March 21, 2013 ADPICS Committee Meeting*.

If you would like to listen in to the meeting via your desk –please follow the instructions below:

Phone in 855-297-3227 or via your computer <http://www.intercall.com/iumGo>

Enter in Conference Code 5012161452

The Next SPAG meeting will also be held at MDOT on May 16, 2013 starting at 9 a.m.

Due to staffing shortages, the R*STARS User Group meetings are cancelled until further notice.

APPLICATION SYSTEMS MANAGEMENT

Contract Additional Elements (2353/2356)

Just a reminder, especially for those who took training this February, how important it is to fill in complete and accurate data on the 2353 or 2356 Contract Additional Elements screens when creating a Blanket Purchase Order or Purchase Order.

- The State Stat relies heavily on accurate information
- The Governor's Office of Minority Affairs needs accurate data to generate annual statewide procurement and Minority Business Enterprise (MBE) activity.
- The Legislature uses the annual MBE reports to determine state policy.

The 'Procurement Method' field identifies the way in which the goods or services were acquired.

The 'Category of Work' field must identify the type of work (procurement contracts) to be performed by a contractor. The 'Procuring Unit' has to determine the work category that best fits the goods/services being purchased and uses the chosen work category to correctly advertise it on eMaryland Marketplace.

Please contact the Procurement Office to determine what work category and procurement method he or she chose for the procurement or review the solicitation document on eMaryland Marketplace @ www.ebidmarketplace.com

For more information also go to -

Elearning Manuals for Procurement Methods and Category of Work

<http://doit.net.md.gov/servdesk/Pages/TrainingVideoList.aspx>

=>



ADPICS

Category of Work

Procurement Methods



APPLICATION SYSTEMS MANAGEMENT

STANDARDIZED LANGUAGE FOR THE “DESC:” ON THE ADDITIONAL ELEMENTS SCREEN 2353

NEW CONTRACTS:

“PROVIDE *(list services, product, commodity)* FOR *(list program, office, group utilizing contract)* FOR *(state the length of the contract term & any options)*. TERM: *(list dates for base term)*.” Example:

PROVIDE FINANCIAL AUDIT SERVICES FOR THE DHMH OFFICE OF FINANCE FOR A PERIOD OF 3 YEARS W/2 ONE-YEAR RENEWAL OPTIONS. TERM: 1/1/2013 – 12/31/2015

RENEWAL OPTIONS:

“EXERCISE THE *(list which option #)* OF *(total # of options)* *(list the length of the term of the option)* RENEWAL OPTIONS AS CONTAINED IN THE ORIGINAL CONTRACT TO PROVIDE *(list services, product, commodity)*. TERM: *(list dates for the option term)*.”

Example:

EXERCISE THE 1ST OF 3 ONE-YEAR RENEWAL OPTIONS AS CONTAINED IN THE ORIGINAL CONTRACT TO PROVIDE TWO TEMPORARY ACCOUNTANTS FOR THE DHMH MEDICAL CARE PROGRAMS OFFICE OF FINANCE, BUDGET, ACCOUNTING & REVENUE DIVISION. TERM: 5/1/2013 - 4/30/2014

MODIFICATIONS:

Any changes to the Additional Elements Screen for a Change Order changes the Additional Elements screen of the original BPO, so you should be careful to maintain the initial description of the contract on this screen.

“MOD TO *(state what the mod is doing – extending the term, adding more \$, etc.)* FOR *(this part should maintain the original contract description)*. TERM: *(dates for modification)*.” Examples:

MOD TO EXTEND THE TERM OF THE CONTRACT BY TWO MONTHS IN ORDER TO COMPLETE THE NEW PROCUREMENT FOR CONDUCTING & ADMINISTERING INSURANCE PRODUCER LICENSING EXAMINATIONS & PROVIDE RELATED EDUCATION SERVICES. TERM: 4/1/2013 - 5/31/2013

MOD TO ADD FUNDING TO ALLOW FOR THE PAYMENT OF COMMISSION ON ADDITIONAL REVENUES COLLECTED FOR THIS REVENUE-GENERATING CONTRACT FOR PRIMARY COLLECTION SERVICES OF DELINQUENT TAX ACCOUNTS. THE COLLECTION EFFORTS HAVE EXCEEDED THE ORIGINAL ESTIMATE. TERM: 3/28/2013 - 6/30/2013

2354 FUNDING SPLIT

Don't forget to fill out your funding splits on the 2354 screen! And if you have "SPECIAL" funding, use the "DESC:" field to list the source of the special funding, i.e. "INSURANCE COMPANIES' USER FEES", "LOTTERY PROCEEDS", "MD HOUSING COUNCIL FUND", etc.

APPLICATION SYSTEMS MANAGEMENT

COMING SOON -- ANSWERS 4.0

Documentation is also located on DoIT's website under ANSWERS 4.0: <http://doit.net.md.gov/servdesk/fmisdocs/Pages/FMISDocHome.aspx>

ANSWERS is a web-based reporting system that displays the following ADPICS reports:

- o PCH065/067 SBR Expenditure Detail/Summary Report
- o PCH355 Contracts Management
- o PCH709 BPO/PO Change Orders
- o PCH710 Diagnostic by Work Category – Prime
- o PCH711 Annual MBE Procurement FORM #1A (Summary)
- o PCH712 Annual MBE Procurement FORM #1B
- o PCH713 Contracts by Classification
- o PCH717 Non-BPO Direct Vouchers
- o PCH718 Vouchers and BPO Direct Vouchers
- o PCH719 Subcontractors
- o PCH720 Subcontractors Projected
- o PCH721 R*STARS Voucher Detail



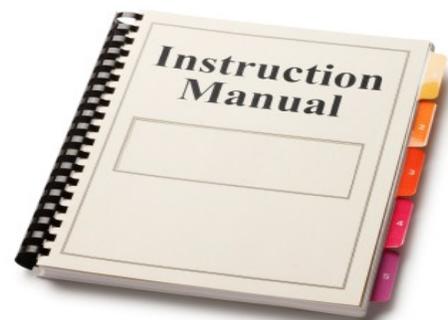
ADPICS ERROR MESSAGE



FYI— 'THAT FUNCTION IS NOT VALID FOR THIS SCREEN, PLEASE TRY AGAIN' from ADPICS may also mean the user does not have access to perform the requested function.

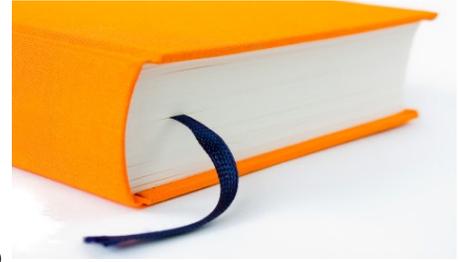
NEW EMPLOYEE?

Locate Training Manuals out on the WEB:
<http://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx>
for Training Documents



NEW WEBSITE FOR GOMA

Please be advised that DoIT Web Systems has launched a new website at goma.maryland.gov for the Governor's Office of Minority Affairs.



The 404/broken link page (sample below) directs site visitors to contact the DoIT Service Desk for issues/questions, and also features quick reference links to important information. The former URL, mdminoritybusiness.com, now redirects to goma.maryland.gov. Anyone who has bookmarked links to specific pages will likely be seeing the 404 page. Please let us know if you have any questions about or issues with the new site.

[HOME](#)[MBE PROGRAM](#)[SBR PROGRAM](#)[MBE UNIVERSITY](#)[RESOURCES](#)

The page you requested could not be found.

We are sorry, but the page you are looking for might have been removed, had its name changed, or is temporarily unavailable. If you have any questions or need additional information, please contact the Service Desk at Service.Desk@maryland.gov or 410-260-7778.

Please use the following links to frequently requested information.

- [GOMA Home\(goma.maryland.gv\)](http://GOMA Home(goma.maryland.gv))
- [MBE Program](#)
- [SBR Program](#)
- [Legislation & Policy](#)
- [Reporting Toolkit](#)
- [Contact Us](#)

R*STARS TRAINING DATES



Classes for R*STARS have been approved. Topics and an October, 2013 Schedule are still to be determined.

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN & CONSTRUCTION
PROCUREMENT & LOGISTICS • REAL ESTATE

MEMORANDUM

DATE: February 28, 2013
TO: All Using Agencies
FROM: William F. Armstrong, C. P. M. *WFA*
Director of Procurement and Logistics
SUBJECT: Requisition Submission Cutoff Dates
Fiscal Year 2013

In order for the Department of General Services, Division of Procurement and Logistics, to complete the awarding of commodity and printing purchase orders not later than June 28, 2013, the requisition submission cutoff date has been set:

Procurement over \$25,000..... April 05, 2013
Procurement \$25,000 and under April 12, 2013

Requests received after the above dates will be reviewed on a case by case basis and every effort will be made to accommodate your unanticipated needs. If you have any questions, please contact William F. Armstrong, Director of Procurement and Logistics at (410) 767-4045.

Thank you for your consideration and assistance.

cc: Debbie Pecora, Deputy Director
Myrna Harris, Program Manager
Leah Hinson, Program Manager
Michelle Frierson, Supervisor – Facilities Maintenance

Statewide Job Recruitment Advertising Services 2013 (Print Posting)

The new Baltimore Sun Job Advertising Contract started on March 1, 2013. Below is the information and a link to the web page.

Contract Title: Job Recruitment Advertising Services with the Baltimore Sun
BPO #050B3400006

This contract provides Maryland State agencies with a discounted group rate for print job recruitment advertising with the Baltimore Sun. This group rate is established under the presumption that all State agencies will collectively place \$75,000 worth of job recruiting advertising during the one-year contract period.

Contract Term: 3/1/2013 – 2/28/2014

Contract Awarded to: The Baltimore Sun Company, LLC

Contractor Contact: Matthew G. Watson, Recruitment Advertising Account Manager
Email: mwatson@baltsun.com
Phone: [410-332-6340](tel:410-332-6340)

See the DBM Webpage link: <http://dbm.maryland.gov/contractors/swcontracts/Pages/RecruitingBaltSunHome2013.aspx>



Reporting Information

AE / IAE Availability: Effective January 01, 2013

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 13 Oct. (04) → Present
IAE	Every Fri.	FY 13 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 12 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2002 – 2011 available through special request.</i>		

****Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run.**

On weeks that Friday is a Holiday or Service Reduction Day, 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 and Service Reduction Days (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.

FMIS Production On-Line Operating Hours

R*STARS/ADPICS: Monday through Saturday (except Wednesday) 6:30 AM to 6:30 PM.

Wednesday: 6:30 AM to 4:00 PM

Service Desk and Security Services Fax number is

443-926-9742

Service Desk hours of operations 7:00 a.m. to 5:00 p.m. M—F

410-260-7778 or email us—

service.desk@maryland.gov

R*STARS Closing Dates FY 2013

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

March: April 15, 2013

April: May 15, 2013

May: June 17, 2013

An agency has the option to manually close a fiscal month prior to the GAD dates listed above via the 25 profile - see example in screen image below. Change the LAST MONTH/YEAR CLOSED from 00 to 01 for the Last Month:

This procedure can actually take place for any month when an agency is ready to close before GAD closes around the 15th of the month. For additional information, use the link below to access the GAD Accounting Procedures Manual. Locate section 3.11 for information on the 25 screen.

http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml

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S025 V2.0      MD PRD      R*STARS ACCOUNTING SYSTEM      08/28/12 03:08 PM
LINK TO:      _____      AGENCY CONTROL PROFILE      DB2W

      AGENCY: F50      FISCAL YEAR: 13
      COST      RUN IND: _      RUN TYPE: _      NO STEPS: _      LAST STEP: _
      ALLOCATION- CA BY IDX: _      CA BY PROJ: _      CA BY GRANT: _      CA POST: _
      CA RANGE FROM: _      TO: _      CA TYPES: _ _ _ _ _
BILLING DEF-  IDX: _____      PCA: _____      EXP COMP/AGY OBJ: _____
      DEFAULT-  IDX: _____      PCA: _____      REV COMP/AGY OBJ: _____
      REPORTING INDS- WEEK: N      MONTH: N      QUARTER: N      YEAR: N      BSL: 3
      ENC DOC MATCH LVL: @ (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
      PRE ENC DOC MATCH LVL: @ (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
      ENC INDICATOR: Y      PRE ENC IND: Y      COMP OBJ REQD ON D11: Y
      FIXED ASSET - IND: Y      THRESHOLDS - CAP: 500.00      INV: 500.00      CAPTURE: F
      AGENCY OBJECT IND: N (R=REV, E=EXP, B=BOTH, N=NONE)
      LAST MONTH/YEAR CLOSED: 01 2012      AGY BUD BY ORG IND: N      (Y OR N)
      AE LAST MONTH/YEAR PURGED: _ _      AGY BUD BY PGM IND: Y      (Y OR N)
      REPORTING MONTH/YR: 09 09      LABOR RUN IND: N      (Y,N OR A)
      INTEREST CALC RUN/MONTH: N _      COLLECTION TRANSFER RUN: N      (Y OR N)
      GRANT/PROJ BILLING RUN: N      SGL ORG LVL IND: 1      STATUS CODE: A
      EFF START DATE: 07011996      EFF END DATE: _____      LAST PROC DATE: 06062012
Z06 RECORD SUCCESSFULLY RECALLED
```

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT