



ADPICS User Group Committee Survey

Attendance has been low. We are reaching out to the ADPICS User Community to find out what will bring people to the meetings. Please take a few minutes to answer the 6 questions at the following link - Thank you:

<http://www.dbm.state.md.us/selectsurvey/TakeSurvey.aspx?PageNumber=1&SurveyID=m2L1In7&Preview=true>

SPAG Meeting - MAY 15, 2014

Please mark your calendars to attend the next SPAG meeting on May 15th, 2014 at 9 AM. The May SPAG meeting will be held at MDOT Headquarters in Harry Hughes Suites 1 & 2. See you there!

ADPICS/PUG COMMITTEE - MAY 15, 2014

DOIT Office, 45 Calvert Street, Annapolis, MD, Conference Room 427B @ 1:30 p.m.

Minutes from last Meeting can be found on BBS -

https://www.dbm.state.md.us/bbs/forum.asp?forum_id=2&forum_title=ADPICS+Meeting+Minutes

User name: bbsuser

Password: bbsstate1

****NOTE: To connect and call in remotely from your desk:**

1. Enter <http://www.intercall.com/iumGo>

2. In the right corner, click **JOIN MEETING**.
3. At Moderator's User Login enter [5012161452](#).
4. Click **Join As Participant**.
5. When prompted, select **Dial In Now**.
6. Dial [\(855\) 297-3227](#) and enter the Conference Code: [2836957129](#) followed by #.

****NOTE: Please enter your name and agency when calling.**

The New Statewide Visual Communication Services Contract is now available for all State Agencies to use for interpretation services for the Deaf and Hard of Hearing

There are 4 Categories of Services:

- **On-Site Interpretation,**
- **On-Site Computer Assisted Real-Time Transcription (CART),**
- **Video Remote Interpretation (VRI), and**
- **Remote (CART).**

This contract provides Maryland State agencies (as well as Maryland's other non-State government entities such as the local governments, counties, municipalities, etc. and Maryland Not-for-Profits) with competent, continuously available visual communication.

Refer to the DBM website VCS Home Page for further information on how to utilize these services. The web link is below: <http://dbm.maryland.gov/contractors/swcontracts/Pages/VCSCContractHome.aspx>

For assistance with the Contract, please email Joy Epstein, Contract Administrator, at joy.epstein@maryland.gov.

FC1 Error in RSTARS - Invalid Characters For Invoice Desc

This new error code occurs when a Vendor Mail Code is a direct deposit and in the Invoice Description field contains one of the invalid characters determined by the Comptroller which are found on the D54 screen. See below for the current symbols which are no longer allowed. This change may affect those individuals who create Vouchers (1410 screen) and Direct Vouchers (1800 screen) in ADPICS and those individuals who create Batches in R*STARS as well as Interfacing Agencies.

- When a vendors mail code is a direct deposit code (PAY CODE in ADPICS; PDT in R*STARS) and
- When the invoice Description (INVOICE DESC in ADPICS; DESC in R*STARS) includes punctuation which is invalid (: ` \)

You will not be able to save this document. You will receive the Error Message: FC1-INVALID CHARACTERS FOR INVOICE DESC. To correct this, change or remove the invalid character within the Description field.

Interfacing agencies will need to review their file/data prior to submitting the interface. If the Description field includes any of the invalid characters, the file will error and be found on the DAFR2151 Error Report the following day. The record will have to be corrected in R*STARS.

NOTE: If the transaction entry made includes a vendor which is not a direct deposit code, this transaction will not receive this error message

Remember you can always verify what the error message is on the R*STARS 90 screen by using keyword FC1.

Environmentally Certified Products

Environmentally Certified Products will be loaded into ADPICS in the coming weeks. When DoIT performs the load, we are NOT replacing or removing any commodity codes. This commodity load to ADPICS will not affect any existing procedures or documents. It is only adding a "Environmentally Certified Products" designation. Almost all commodity codes with the Environmentally Certified Products will be completely new on the commodity code table.

See changes in screens below.

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

PCHL1100 V4.1 MD SYS ADVANCED PURCHASING/INVENTORY 03/25/2014 10:54 AM

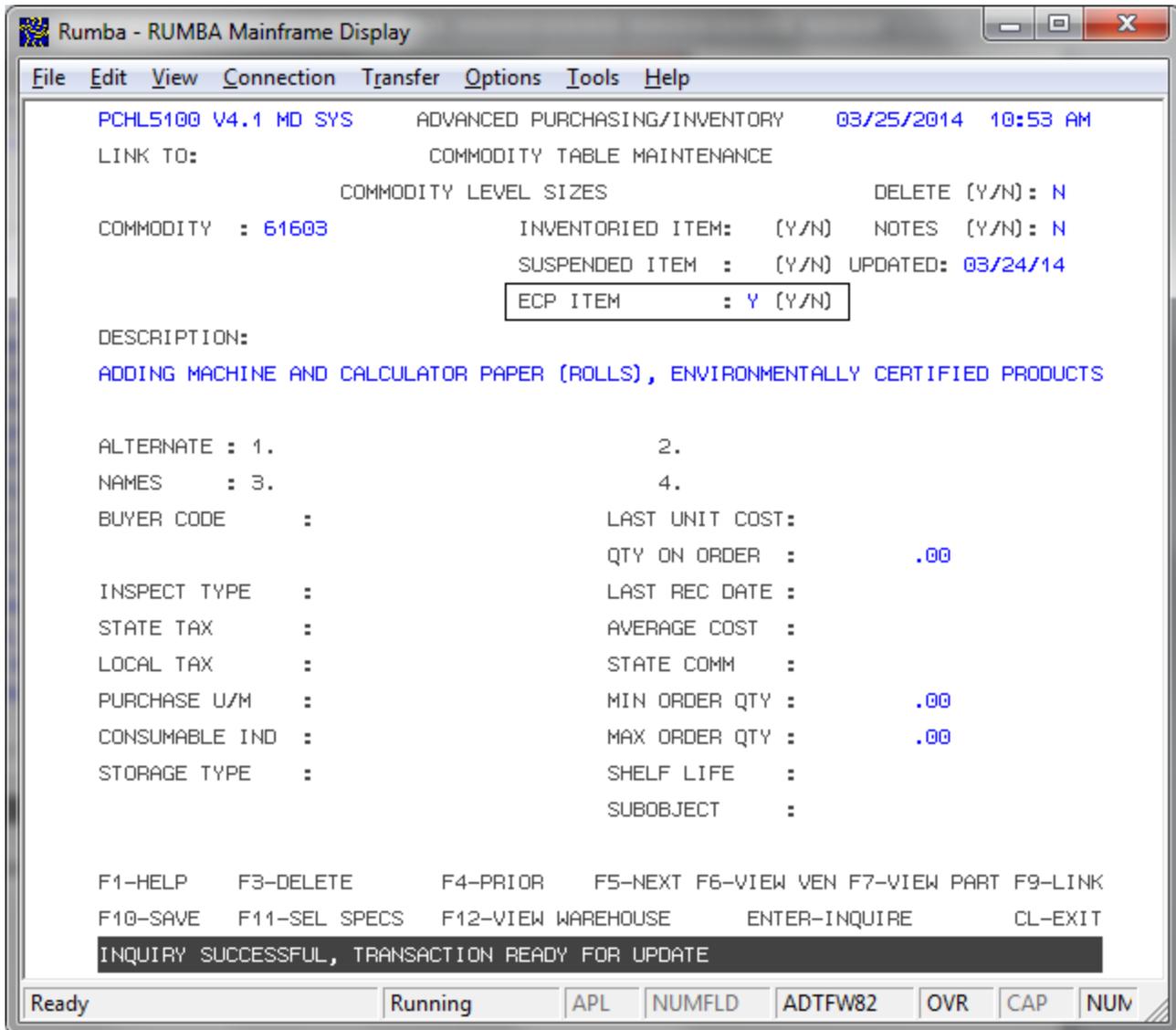
LINK TO: COMMODITY TABLE INQUIRY

S	COMMODITY NAME	COMMODITY ID	ECP ITEM	INV ITEM	DGS BPO	DBM BPO	DOIT BPO	AGY BPO	SPECS EXIST
	(CATS) ENTERPRISE SERV	92020-CATSEP	N	N	Y	N	Y	Y	N
	#2 PENCIL	10000	N	N	N	Y	Y	Y	Y
	#2 PENCIL	10000-XXXXXS	N	N	N	N	Y	Y	N
	A-GENT ALBUMIN, 10 X 21 M	19314-000005	N	N	N	N	N	Y	Y
	A-GENT ALKALINE PHOSPHATA	07006-000000	N	N	N	N	N	N	Y
	A-GENT ALKALINE PHOSPHATA	19314-000010	N	N	N	N	N	N	Y
	A-GENT CALCIUM STANDARDS,	19314-000115	N	N	N	N	N	N	Y
	A-GENT CALCIUM STANDARDS,	19314-000115-R	N	Y	N	N	N	N	Y
	A-GENT CALCIUM, 10 X 21 M	19314-000110	N	N	N	N	N	N	Y
	A-GENT CHOLESTEROL, 10 X	19314-000130	N	N	N	N	N	Y	Y
	A-GENT CK-NAC, 10 X 21 ML	19314-000100	N	N	N	N	Y	Y	Y
	A-GENT CREATININE, 2 X 25	19314-000135	N	N	N	N	N	N	Y
	A-GENT GLUCOSE/BUN STANDA	19314-000335	N	N	N	N	N	N	Y
	A-GENT GLUCOSE, 10 X 21 M	19314-000330	N	N	N	N	N	N	Y
	A-GENT PHOSPHOROUS STANDA	19314-000725	N	N	N	N	N	Y	Y
	A-GENT PHOSPHOROUS 24185,	19314-000720	N	N	N	N	N	N	Y

F1-HELP F2-SELECT F3-ECP COM F4-SPECS F6-RETURN F7-PRIOR F8-NEXT
F9-LINK F10-VIEW WHSE F11-VIEW BPO F12-VIEW UTIL ENTER-INQUIRE CL-EXIT

RECORD DOES NOT EXIST, NEXT RECORD RETRIEVED

Ready Running APL NUMFLD ADTFW82 OVR CAP NUM



APRIL Activities at DoIT

- The Date table for the new fiscal year will be loaded in all regions on Friday, April 11, 2014.
- Profile Table Rollover will occur in all regions on April 11, 2014, after the Data table has been loaded for the new fiscal year.
- April PO and Direct PO classes are now full! If you are registered you will receive a reminder notice one week prior to class.

Fixed Asset Depreciation FY 2014

For the remaining months of FY 2014, GAD will run the fixed assets depreciation on the following dates:

April 23, 2014

May 28, 2014

June 2014 depreciation run: as soon as agencies complete recording FY 2014 fixed asset transactions in the Fixed Asset Subsystem.

R*STARS Fiscal Month Closing Dates for FY 2014

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 15, 2014

April: May 15, 2014

May: June 16, 2014

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile.

ADPICS Invoice and Voucher Training May, 2014

Training will be held at the Annapolis Training Center located at 45 Calvert Street, Annapolis, Maryland, Room 7 in the basement. This class is an all day session, 8:30 am - 4:30 p.m.

We have 5 sessions available: Monday - Friday, May 5, 2014 - May 9, 2014. First come, first serve. Please register using the links below. You will receive a 'Thank you' notice once registered. An email reminder will be sent one week prior to the class.

<https://servicedesk.wufoo.com/forms/fmis-invoice-and-voucher-training-may-5-2014/>

<https://servicedesk.wufoo.com/forms/fmis-invoice-and-voucher-training-may-6-2014/>

<https://servicedesk.wufoo.com/forms/fmis-invoice-and-voucher-training-may-7-2014/>

<https://servicedesk.wufoo.com/forms/fmis-invoice-and-voucher-training-may-8-2014/>

<https://servicedesk.wufoo.com/forms/fmis-invoice-and-voucher-training-may-9-2014/>

Please bring training material with you. It is located on DoIT's Website:

<https://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx>

Under the ADPICS Accounts Payable - Direct Voucher and Invoice Processing (2 documents)

FMIS Production On-Line Operating Hours

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

Wednesday: 6:30 a.m. to 4:00 p.m.

Sunday: The system is unavailable on Sundays.

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. Please note—there is a 3 pm deadline to have interface files submitted.

Beginning January 3, 2014, AE and IAE will be available on the following schedule:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 14 October (04) → Present
IAE	Every Fri.	FY 14 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 13 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2003 – 2012 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. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.