



**August
2014**

**FMIS
Informer**

SPAG Meeting - SEPTEMBER 18, 2014

Please mark your calendars to attend the next SPAG meeting on September 18th, 2014 at 9 AM. The September SPAG meeting will be held at MDOT Headquarters in Harry Hughes Suites 1 & 2. See you there!

**There is a new protocol for visitors to MDOT Headquarters obtaining access into the building. ALL non-MDOT employees must have a visitors badge, so everyone that is planning on attending the July SPAG meeting must RSVP to Jamie.Tomaszewski@maryland.gov that they are coming by Monday, September 15th. The list of attendees will be provided in advance to the security desk, so they will have your visitor name badge ready when you arrive.

ADPICS/PUG COMMITTEE - SEPTEMBER 18, 2014

DOIT Office, 45 Calvert Street, Annapolis, MD, Conference Room 427A @ 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](tel:855-297-3227) and enter the Conference Code: [2836957129](tel:2836957129) followed by #.

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

PCHL721 ADPICS Minority Reportable R*STARS Payments Report Modifications

This report formerly provided statistics on R*STARS voucher expenditures and now includes credit card payments for MBE (Minority Business Enterprise) reporting by type of MBE.

The R*STARS information on this report can be found on the R*STARS 86 Document Transaction Inquiry, the R*STARS 84 Accounting Event Record Inquiry, and the 85 Vendor Transaction Inquiry screens. The Credit Card Information can be found in View Direct under Report A30USB11.

*Note: For credit card payments the voucher number will be CPC PAYMENT

The data which includes credit card payments will be available each month once the data is received by the Comptroller.

The report will be available with this additional credit card payment information beginning with the period July 2014 for Fiscal Year 15.

2014 SCHEDULE OF DEADLINE DATES (from GAD's Closing Instructions) To Be Received/Posted By:

- Financial agencies submit year-end closing checklist, G-8 forms and closing to DBM form to GAD agency
August 01, 2014
- Submit agency closing to DBM form to DBM August 01, 2014
- Financial agencies submit GAAP closing schedules to GAD August 08, 2014
- GAAP closing schedules G and G-1 August 15, 2014

ADPICS and R*STARS - Effective Dates are critical:

- **Posting of transactions - We are now in FY2015. If you want a transaction to be posted against FY2014 then the effective date must be 6/1-6/30/14 (FM12) or 6/31/14 (FM13).**

ADPICS Reminder - FY2014 encumbrance balances and any unposted documents.

- ADPICS contains several standard reports that are useful to identify open documents which require some action in preparation for fiscal close. The following list identifies the reports to run

for the year-end closing process or anytime during the year.

Open Requisitions (210) Open Purchase Orders (212)

Unmatched Invoices and Receiving Reports (960)

Open Vouchers (Unposted Vouchers) (970)

R*STARS Reminder -

- Running Reports - As of July 1 report requests where PERIOD = 'CY' is FY2015 and 'PY' is now FY2014.

Saturday Batch Cycles -

- July 12, 2014 - August 23, 2014

Fixed Asset Depreciation FY 2014 -

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

FMIS Production On-Line Operating Hours

R*STARS/ADPICS/FOCUS: 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 June 9, 2014, AE and IAE will be available on the following schedule:

**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.

R*STARS Transaction Entry and Batch Error Correction Training September, 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 4 sessions available: Monday - Thursday, September 08, 2014 - September 11, 2014. First come, first serve. Please register using the links below.

[Monday, September 8th](#)

[Tuesday, September 9th](#)

[Wednesday, September 10th](#)

[Thursday, September 11th](#)

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

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

Under the RSTARS Category - Batch Error Correction and Transaction Entry (2 separate documents)