



August 2015

FMIS Informer

Current DoIT Activities

- The first special Saturday batch schedule for Year End Closing will process on July 11th, and the final schedule will process on Aug. 22.
- From July 11th, 2015 thru August 22nd, 2015, the system will be brought down at 5:00 p.m. on Saturdays to begin the Saturday YEC batch cycle.
- As of Monday, August 3, 2015 DoIT is switching to a different Service Desk system. The new system is called ServiceNow. Instead of a Remedy Ticket Number you will now receive an Incident//Problem/Change Number. Current Remedy tickets will be added to ServiceNow so you may be receiving an email with the new number.

Reminder - please contact the FMIS Service Desk at service.desk@maryland.gov or 410-260-7778 with any question/problems you have regarding the FMIS system ADPICS or R*STARS and FOCUS or ANSWERS reporting systems. The DoIT Service Desk will transfer the ticket to the correct group.

Going forward when contacting the DoIT Service Desk please provide the following minimum details as applicable:

- 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.

In any case, a great form to be completed is located on DoIT’s website:

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

***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.

FOCUS Training

IBI will not be providing any FOCUS training in FY2016. Please continue to review the Informer for any future training.

Fixed Assets Depreciation Run

Fixed Assets Transactions:

Please review all the FY 2015 fixed asset transactions as of now and record the applicable transactions in RSTARS Fixed Assets Subsystem (See: Accounting Procedures Manual, Section 3.15 - State Policy and Procedures on Fixed Assets).

June 2015 depreciation run: As soon as agencies complete recording FY 2015 fixed assets transactions in the Fixed Assets Subsystem.

More Reminders...

2015 SCHEDULE OF DEADLINE DATES

The documents needed for the fiscal year 2015 R*STARS closing and the deadlines for posting closing entries are as follows:

	To Be Received\
	Posted By:
Financial agencies submit year-end closing checklist,	
G-8 forms and agency closing to DBM form to GAD	August 3, 2015
Submit agency closing to DBM form to DBM	August 3,
2015	

FMIS Production On-Line Operating Hours

R*STARS/ADPICS/FOCUS: Monday through Saturday (except Wednesday and YEC Saturday cycles) 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.

From July 11th, 2015 thru August 22nd, 2015, the system will be brought down at 5:00 p.m. on Saturdays to begin the Saturday YEC batch cycle

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.

As of June 8, 2015 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 15 April (10) → Present
IAE	Every Fri.	FY 15 July (01) → March (09)
FF	Last Fri. of the Month	FY 14 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2004 – 2013 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.