



December 2014 FMIS Informer

December Happenings at DoIT and ADC

- Department of Information Technology - [new website](#).
- Main location for [ASM Documentation](#), [BBS site](#), [R*STARS/ADPICS/ANSWERS/Infopac Documentation](#), [Training Documentation](#), [E-Learning Modules](#). If you are using the new DoIT website, please look under 'Operations and Support', then either [ASM](#) or [Customer Service Desk](#).
- ***Production CICS for RSTARS/ADPICS will not be available on Saturday, Dec. 13, 2014. We will remove Account Event data for April ==> Sept. 2014. This will complete FY2014 INAE and FY2015 will be created with July==>Sept. INAE data.***
- ADC will be staffed until 8:00 a.m. on Thursday, December 25, 2014. Staff will return at 8:00 a.m. on Friday, December 26, 2014. The ADC Mainframe will be unavailable from 8:00 a.m. on Thursday, December 25, 2014 until 8:00 a.m. on Friday, December 26, 2014. No interfaces will be picked up, the batch cycle will not run, nor will you be able to enter transactions into the system after 8:00 a.m. on Thursday, December 25, 2014. However, interfaces will be picked up on Wednesday, December 24, 2014.
- ADC will be staffed on the 'Service Reduction' day scheduled on Wednesday, December 31, 2014 as well as New Year's day on Thursday, January 1, 2015. How does this affect you? You will be able to enter transactions online on these two days. Interfaces for Wednesday and Thursday will be picked up and run with Friday, January 2, 2015's cycle.

ANSWERS 709 BPO/PO Report

The ANSWERS 709 BPO/PO Change Orders report has been modified to include the ability to sort and filter on various fields on the report. There is also the ability to receive the report in PDF, Word, CSV as well as excel formats.

Sorting is achieved by clicking on the Column Title in the aggregate or detail level. Filtering is completed on the detail level by entering data in the various filter boxes. We will roll out these changes to the other reports in the coming months. Let us know what you think.

ADPICS/PUG COMMITTEE - January 22, 2015

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

Minutes from last Meeting can be found on BBS - [BBS Login](#)

User name: bbsuser

Password: bbsstate1

Under ADPICS click on Meeting Minutes

****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.

RSTARS Fiscal Month Closing Dates for FY 2015:

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.

- October: November 17, 2014.
 - November: December 15, 2014.
 - December: January 15, 2015.
 - January: February 17, 2015.
 - February: March 16, 2015.
 - March: April 15, 2015.
 - April: May 15, 2015.
 - May: June 15, 2015.
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Fixed Assets Depreciation Run

For the remaining months of fiscal year 2015, GAD will run the fixed assets depreciation on the following dates.

- November 21, 2014
- December 22, 2014
- January 28, 2015
- February 25, 2015
- March 25, 2015
- April 22, 2015
- May 27, 2015

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

Documentation

If you cannot see the documentation on DoIT's website, it might be related to networkMD and your agency not being connected to SwGI (Statewide Government Internet). You should have someone from your network staff contact networkMD at networkmaryland@maryland.gov

For more information, you can also go the [FAQ site](#).

Reports - Profile Listing

A listing of all reports by category can also be found on the WEB under R*STARS Quick Reference Guide - [Chapter 15](#). There is also a listing under Chapter 1 of the [R*STARS Report Guide](#).

If you wish to review the layout of different profiles for your agency, below is a listing of some available to you:

Report ID	Title
DAFQA010	Statewide T-Code Listing by G/L Account
DAFQA030	Program Hierarchy
DAFQA040	Organization Hierarchy
DAFQD020	Agency Profile Listing
DAFQD030	Organization Code Profile Listing
DAFQD040	Program Code Profile Listing
DAFQD050	Balance Type Profile Listing
DAFQD080	GAAP Source/Object Profile Listing
DAFQD100	Comptroller Object Profile Listing
DAFQD220	Appropriated Fund Profile Listing
DAFQD230	Fund Profile Listing
DAFQD250	Agency Object Group Profile
DAFQD260	Agency Code 1 Profile Listing

DAFQD270	Agency Code 2 Profile Listing
DAFQD310	Comptroller General Ledger Account Profile Listing
DAFQD320	Agency General Ledger Account Profile Listing
DAFQD440	Action Code Profile Listing
DAFQD640	Report Control Profile Listing
DAFQ0200	Appropriation Profile Listing
DAFQ0240	Index Code Profile Listing
DAFQ0260	Program Cost Account Profile Table Listing
DAFQ0340	Vendor Profile Listing
DAFQ0910	Report Request Profile Listing
DAFQ0950	Report Distribution Profile Listing

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.

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 December 14, 2014, AE and IAE will be available on the following schedule:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 15 Oct. (04) → Present
IAE	Every Fri.	FY 15 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 14 (if needed earlier in the month, can be done through special request.)

FY 2004 – 2013 available through special request.

**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.
