



February 2015

FMIS Informer

February Happenings at DoIT

- ADPICS Requisition Training
- 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](#).
- The archiving of the production financial tables will occur over two weekends: **Saturday, Feb. 07, 2015** - Preliminary Setup for Production Archive. **CICSP51 (Production Region of R*STARS/ ADPICS/ FOCUS) will not be available.** **Saturday, Feb. 14, 2015** - RSTARS Archive Financial Table. **CICSP51 will not be available.**

R*STARS Classification Structure Documentation

As agencies have had people retire, we have received several questions regarding how their agency is structured, i.e. PCA's, Indices, Agency Objects, etc. Documentation has been placed on DoIT's website to help understand how to set up the different profiles. It is located [here](#).

Hope this helps!

CPC Payments via Intra-Agency Vouchers Modification

On Thursday, January 8, 2015, DoIT rolled out a feature to allow agencies to distribute CPC payments via intra-agency vouchers. The advantages to implementing these features are:

- Liquidates BPO and PO balances in ADPICS and R*STARS with actual expenditure amounts

- Adpics Coding Instructions for Accounts Payable – <http://doit.net.md.gov/servdesk/fmisdocs/adpicscoding/Accounts%20Payable.pdf>
- Terminal User's Guide, Part 3 Transaction Processing - <http://doit.net.md.gov/servdesk/fmisdocs/adpicsguide/Part%203.pdf>
- Terminal User's Guide, Part 4 Table Maintenance - <http://doit.net.md.gov/servdesk/fmisdocs/adpicsguide/Part%204.pdf>

ADPICS/PUG COMMITTEE - May 14, 2015

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

- Due to low attendance it has been decided to hold the ADPICS PUG meeting quarterly. Please complete the survey below, approving which tickets you would like to see implemented in ADPICS. The enhancement or change with the most votes will be the next ticket to be completed. <http://www.dbm.state.md.us/selectsurvey/TakeSurvey.aspx?PageNumber=1&SurveyID=m6MHI84&Preview=true>

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.

- January: February 17, 2015.
 - February: March 16, 2015.
 - March: April 15, 2015.
 - April: May 15, 2015.
 - May: June 15, 2015.
-

Fixed Assets Depreciation Run

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

- 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.

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.

The current AE and IAE availability is as follows:

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.

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please contact subscriberhelp.govdelivery.com.

This service is provided to you at no charge by [Maryland Dept of Informational Technology](#).

This email was sent to bonnie.hudson@maryland.gov using GovDelivery, on behalf of: Maryland Dept of Information Technology · 45 Calvert Street · Annapolis, MD 21401

