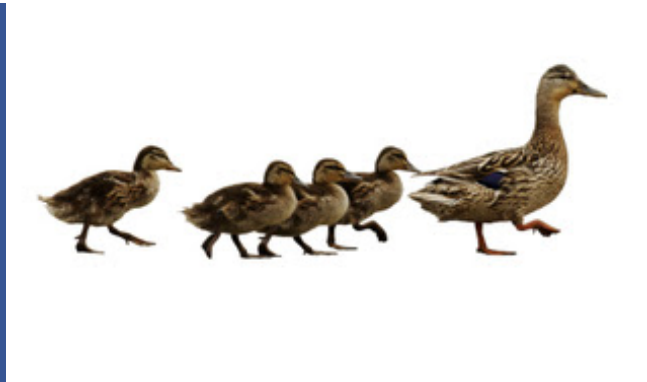


JANUARY 2016

FMIS INFORMER



DoIT Happenings

- **As of January 2016 the Hours of Operations will change.** Currently the system shuts down at 4 p.m. on Wednesdays. It will remain open until 6:30 p.m. as of January 13, 2016. We will let you know ahead of time if it needs to be shut down early due to maintenance or other issues.
- **Scheduled System Outage:** Saturday, Jan. 30th for UAT Archive (Archiving 2014 data)

ANSWERS Reporting Enhancement - Contracts Management (PCH355)

Created as a list view report, the PCH355 acts as a tickler report for BPO expirations.

Recent enhancements have been made to allow users to more easily search for BPOs

within a specific expiration date range and to provide sorting/filtering options within the report.

Required Report Selection for PCH355 modified to allow setting various Expiration Date ranges

The screenshot shows a light blue control panel. At the top, it says 'Expiring from: Default is today's date'. Below this is a text input field containing '11/12/2015' and a small calendar icon to its right. Underneath, the text 'Within the next:' is followed by a grid of buttons. The first row contains 'ALL' (highlighted in yellow), '30 Days', '60 Days', and '90 Days'. The second row contains 'FY', 'CY', and 'ALL'.

User may now specify an expiration date range as follows:

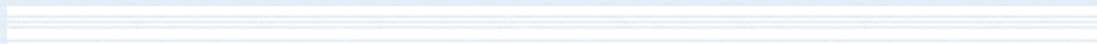
- Beginning expiration date **defaults** to the current date or may be specified manually.
- Ending expiration date **defaults** to include ALL BPOs or will be calculated automatically in accordance with one of the other optional ranges (i.e. 30 days) as shown above. Note that the FY and CY options set the end date of the FY or CY as related to the begin date providing the remaining range of the specific FY or CY.

Dynamic sorting & filtering options added to PCH355 for the displayed report.

The screenshot shows a light blue control panel for sorting and filtering. It has two rows of controls. The first row is for sorting: 'Sort By' with a dropdown menu set to 'BPO Id', an 'Ascending' dropdown menu, and two buttons: 'Apply Sort' and 'Clear Sort'. The second row is for filtering: 'Filter By' with a dropdown menu set to 'Dept', a 'Contains' dropdown menu, an empty text input field, and two buttons: 'Apply Filter' and 'Clear Filter'.

Sorting & Filtering **defaults** are as displayed above.

Additional Sorting options are Effective Date, Expiration Date, Vendor No, Vendor Name, Dept and ordering may alternatively be in Descending order. Additional Filtering options are BPO Id, Vendor No, Buyer and optionally using 'Equal To'.



R*STARS Fiscal Month Closing Dates for FY 2016:

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.

December: January 15, 2016.

January: February 16, 2016.

February: March 15, 2016.

March: April 15, 2016.

April: May 16, 2016.

May: June 15, 2016.

FIXED ASSET DEPRECIATION RUN FOR FY 2016:

For the remaining months of fiscal year 2016, GAD will run the fixed assets depreciation on the following dates:

January 27, 2016

February 24, 2016

March 23, 2016

April 27, 2016

May 25, 2016

June 2016 depreciation run: As soon as agencies complete recording FY 2016 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 6:30 p.m. starting January 13, 2016

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.

As of December 12, 2015 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 16 Oct. (04) → Present
IAE	Every Fri.	FY 16 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 15 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2005 – 2014 available through special request.</i>		

[Click to edit this placeholder text.](#)