January 2018 FMIS Informer

ADPICS Committee Meeting

- The next meeting will be on Thursday, February 8, 2018, from 1:30 p.m. until 3:00 p.m. It will be held in Crownsville, 100 Community Place, Room 4.102. You can always call in if you can not physically appear:

- **Call In Information:** **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 #.**

ADPICS Users

DoIT is looking for suggestions to improve the user experience. Do you have ideas to increase productivity? New screens or modifications to existing; or possibly improvement to reports? Just bring ideas to the next ADPICS Committee meeting (appear in person or call in as shown above). If you can not attend the meeting, please contact the DoIT service desk at 410.697.9700 or via email service.desk@maryland.gov

January SPAG Meeting

Please join DBM at MDOT Headquarters, 7201 Corporate Center Drive, Hanover, MD 21061, in the Harry Hughes Suites 1 - 3, on Thursday, January 18, 2018, at 9 AM for the quarterly SPAG meeting, weather permitting.   The agenda will be sent out separately.

The SPAG meeting is for the Senior Procurement Advisory Group and is by invitation from your agency's head of procurement. This is a reminder to those that have previously been formally invited to attend. Thank you.
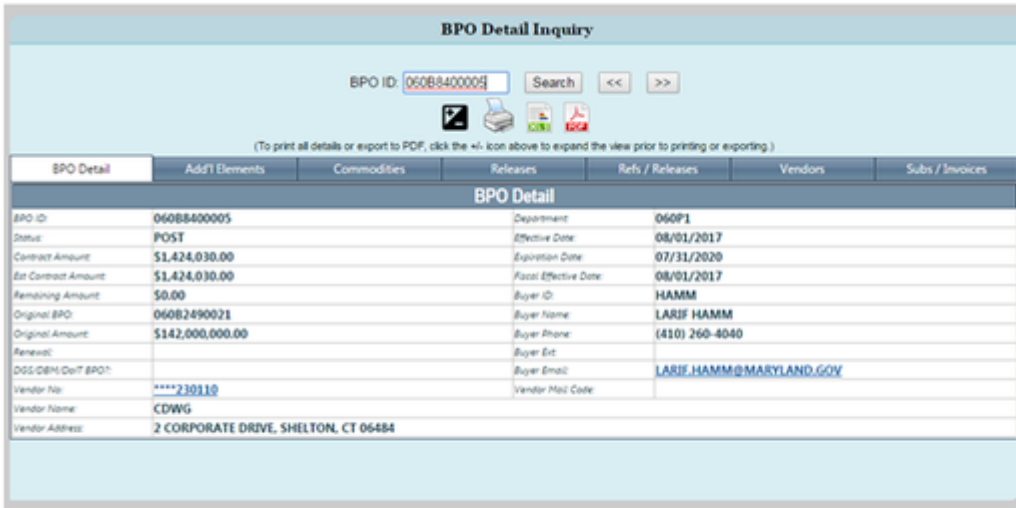
ANSWERS Updates!!!

BPO Detail report has been modified to show real time data taken directly from ADPICS. Releases, Reference BPOs, Vendors, Commodity utilization tabs all show real time data. The excel spreadsheet shows multiple tabs which includes releases from Reference BPOs .

Check it Out! Sample below:

BPO Detail Inquiry

BPO ID: [_____] Search << >>

(To print all details or export to PDF, click the +/- icon above to expand the view prior to printing or exporting.)

| BPO Detail | Add'l Elements | Commodities | Releases | Refs / Releases | Vendors | Subs / Invoices |

Enter a BPO and press the 'Search' button:

BPO Detail Inquiry

BPO ID: 060B8400005 Search << >>

(To print all details or export to PDF, click the +/- icon above to expand the view prior to printing or exporting.)

| BPO Detail | Add'l Elements | Commodities | Releases | Refs / Releases | Vendors | Subs / Invoices |

BPO Detail

BPO ID:	060B8400005	Department:	060P1
Status:	POST	Effective Date:	08/01/2017
Contract Amount:	$1,424,030.00	Expiration Date:	07/31/2020
Est Contract Amount:	$1,424,030.00	Fiscal Effective Date:	08/01/2017
Remaining Amount:	$0.00	Buyer ID:	HAMM
Original BPO:	060B2490021	Buyer Name:	LARIF HAMM
Original Amount:	$142,000,000.00	Buyer Phone:	(410) 260-4040
Renewal:		Buyer Ext:	
DGS/DBM/DoIT BPO?:		Buyer Email:	LARIF.HAMM@MARYLAND.GOV
Vendor No:	****230110	Vendor Mail Code:	
Vendor Name:	CDWG		
Vendor Address:	2 CORPORATE DRIVE, SHELTON, CT 06484		

Review online and print. Below is Excel version. Notice the tabs at the bottom for Additional Elements, Commodities, Releases, References, Vendors and Subcontractors:
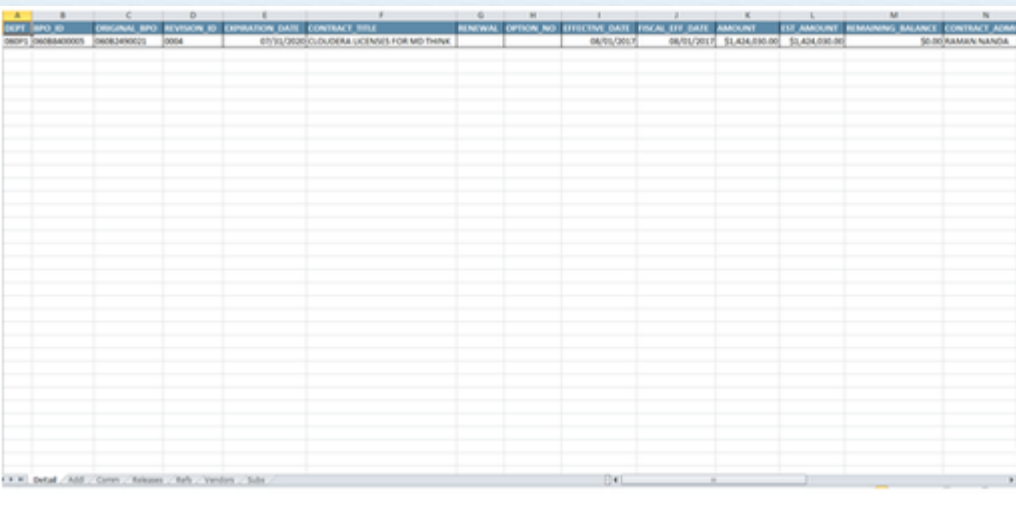
In addition the following updates were also implemented:

• All reports have been rewritten to allow use of sorting, filtering (where applicable), and exporting of data to Excel, Word, or PDF files.

• Excel export performance has been improved in many reports.

• Enhanced MBE/Vet/Preferred Provider reporting in the 710, 711, 717, 718, & 720 reports

.• Days and Percent Remaining have been added to the 355 report. Date selection has also been changed to select contracts expiring from a specific date.

• The 721 report has a new option to run for CPC Payments only (on the "Optional Selections" tab).

R*STARS Fiscal Month Closing FY2018

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 16, 2018.

January: February 15, 2018.

February: March 15, 2018.

March: April 16, 2018.

April: May 15, 2018.

May: June 15, 2018.

R*STARS Fixed Assets Depreciation Run

For the remaining months of fiscal year 2018, GAD will run the fixed assets depreciation on the following dates:

January 24, 2018

February 27, 2018

March 28, 2018

April 25, 2018

May 23, 2018

June 2018 depreciation run: As soon as agencies complete recording FY 2018 fixed assets transactions in the Fixed Assets Subsystem.

Reminder - please contact the DoIT Service Desk at **service.desk@maryland.gov** or **410-697-9700** with any question/problems you have regarding the FMIS system

Help our team help your team by following the instructions noted below;

Screen Print or complete any required attachments for the 5 items noted below and e-mail them to service.desk@maryland.gov Their team will forward the incident to the correct group.

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.

5) R*STARS/ADPICS/ANSWERS Report ID and 91 Screen, 6020 report request or ANSWERS query used.

***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.

FMIS Documentation

Links to the FMIS Documentation are located on the following site:
http://doit.maryland.gov/support/Pages/Financial-Management-Information-System.aspx

Documentation links to User Documentation for ADPICS, R*STARS, **ANSWERS, ViewDirect and GAD Manuals.**

Training links to training videos.

Training Documents links to training documentation used during ADPICS and R*STARS training classes and are created to assist users when back in the office.

Security Forms links to Statewide System Forms and Contact Information.

FMIS Easy Steps links to quick steps to complete items such as Electronic Signatures, Direct Vouchers, Additional Elements, and so on.

FMIS Production On-Line Operating Hours

R*STARS/ADPICS/FOCUS: Monday through Friday 6:30 a.m. to 6:30 p.m.

Saturday during YEC 6:30 a.m. to 5:00 p.m.

Sunday: The system is unavailable on Sundays.

On weeks that Friday is a Holiday, 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 (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 11, 2017 the AE and IAE availability is as follows:

AE / IAE Availability:

		Batch Cycle Day	Available Period
AE		Mon. → Fri.	FY 18 Oct. (04) → Present
IAE		Every Fri.	FY 18 July (01) → Sept. (03)
FF		Last Fri. of the Month	FY 17 *(if needed earlier in the month, can be done through special request.)*

FY 2006 - 2016 available through special request.