



STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY

FMIS INFORMER

JANUARY 2013



Upcoming Holiday/Service Reduction Day Schedules

On the below Service Reduction Days, FMIS will be up, however, there will NOT be a batch cycle. Interface files will be picked up as a normal holiday schedule.

January 1, 2013—Tuesday, New Years Day

January 21, 2013—Monday, Birth of Dr. Martin Luther King, Jr.

February 18, 2013—Monday, President's Day

May 24, 2013—*Friday before Memorial Day* — Service Reduction Day

May 27, 2013—Monday, Memorial Day

FIXED ASSET DEPRECIATION RUNS, FY 2013

For the remaining months of fiscal year 2013, GAD will run the fixed assets depreciation on the following dates.

- January 23, 2013
- February 27, 2013
- March 27, 2013
- April 24, 2013
- May 22, 2013
- June 2013 Depreciation Run: As soon as agencies complete recording FY 2013 fixed assets transaction entries in the Fixed Assets Subsystem.



ADPICS TRAINING

The following classes are being offered in Annapolis in February: Requisition Processing, Purchase Order/Direct Purchase Order Processing, Blanket Purchase Order Processing and Invoice/Voucher Processing. Each class will be limited to 15 people. ***Each participant is expected to print out the material from the ASM website and bring it with them*** (<https://www.doit.state.md.us/asmtraining/tDocs.aspx>).

User Name and Password: fmis_user

There is also a ***pre-requisite*** to all of these classes, which can be found on the above DoIT Training website: ***ADPICS Intro Screen Navigation***. It is a 10 minute video.

- **FMIS Requisition Training 2/4/13**

Monday, February 4, 2013 from 8:30 am - 4:30 pm

<https://servicedesk.wufoo.com/forms/fmis-requisition-training-2413/>

- **FMIS Requisition Training 2/6/13**

Wednesday, February 6, 2013 from 8:30 am - 4:30 pm

<https://servicedesk.wufoo.com/forms/fmis-requisition-training-2613/>

- **FMIS Requisition Training 2/7/13**

Thursday, February 7, 2013 from 8:30 am - 4:30 pm

<https://servicedesk.wufoo.com/forms/fmis-requisition-training-2713/>

- **FMIS Purchase and Direct PO Training 2/11/13**

Monday, February 11, 2013 from 8:30 am - 4:30 pm

<https://servicedesk.wufoo.com/forms/fmis-purchase-and-direct-po-training-21113/>

- **FMIS Purchase and Direct PO Training 2/13/13**

Wednesday, February 13, 2013 from 8:30 am - 4:30 pm

<https://servicedesk.wufoo.com/forms/fmis-purchase-and-direct-po-training-21313/>

- **FMIS Purchase and Direct PO Training 2/14/13**

Thursday, February 14, 2013 from 8:30 am - 4:30 pm

<https://servicedesk.wufoo.com/forms/fmis-purchase-and-direct-po-training-21413/>

ADPICS TRAINING (continued)

- **FMIS Blanket Purchase Order Training 2/19/13**

Tuesday, February 19, 2013 from 8:30 am - 12:00 pm

<https://servicedesk.wufoo.com/forms/fmis-blanket-purchase-order-training-21913/>

- **FMIS Blanket Purchase Order Training 2/20/13**

Wednesday, February 20, 2013 from 8:30 am - 12:00 pm

<https://servicedesk.wufoo.com/forms/fmis-blanket-purchase-order-training-22013/>

- **FMIS Blanket Purchase Order Training 2/21/13**

Thursday, February 21, 2013 from 8:30 am - 12:00 pm

<https://servicedesk.wufoo.com/forms/fmis-blanket-purchase-order-training-22113/>

- **FMIS Invoice and Voucher Training 2/25/13**

Monday, February 25, 2013 from 8:30 am - 4:30

<https://servicedesk.wufoo.com/forms/fmis-invoice-and-voucher-training-22513/>

- **FMIS Invoice and Voucher Training 2/27/13**

Wednesday, February 27, 2013 from 8:30 am - 4:30 pm

<https://servicedesk.wufoo.com/forms/fmis-invoice-and-voucher-training-22713/>

- **FMIS Invoice and Voucher Training 2/28/13**

Thursday, February 28, 2013 from 8:30 am - 4:30 pm

<https://servicedesk.wufoo.com/forms/fmis-invoice-and-voucher-training-22813/>

NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is January 17, 2013 at MDOT (7201 Corporate Drive Hanover, MD), 2p.m. - 5 p.m.

Notes from the November meeting can be found on the BBS under *ADPICS Meeting Minutes/ November 15, 2012 Committee Meeting*.

The Next SPAG meeting will also be held at MDOT on January 17th, starting at 9 a.m.

Due to staffing shortages, the R*STARS User Group meetings are cancelled until further notice.



Weather Closings

Let it snow, let it snow, let it snow— To determine if State Government offices are open or closed due to weather conditions, your best bet is to listen to major television and/or radio stations. Another way is to log on to the DBM website at www.dbm.maryland.gov and click on Weather Closings (bottom left). The announcements will be displayed there.

Please note that liberal leave, as opposed to closing, has been the normal status for most weather conditions. Any questions should be directed to your supervisor.

IMPORTANT— You MUST abide by your Agency's Weather Related Policy. We give guidance and information, however, your Agency's rules and regulations take precedence.



Reporting Information

AE / IAE Availability: Effective January 01, 2013

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 13 Oct. (04) → Present
IAE	Every Fri.	FY 13 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 12 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2001 – 2011 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.**

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.



R*STARS Closing Dates FY 2013

The dates listed below are the last day for posting to the prior month. The month will be closed on the morning of the next working day.

December: January 15, 2013

March: April 15, 2013

January: February 15, 2013

April: May 15, 2013

February: March 15, 2013

May: June 17, 2013

An agency has the option to manually close a fiscal month prior to the GAD dates listed above via the 25 profile - see example in screen image below. Change the LAST MONTH/YEAR CLOSED from 00 to 01 for the Last Month:

This procedure can actually take place for any month when an agency is ready to close before GAD closes around the 15th of the month. For additional information, use the link below to access the GAD Accounting Procedures Manual. Locate section 3.11 for information on the 25 screen.

http://compnet.comp.state.md.us/General_Accounting_Division/Static_Files/APM/apm.pdf

```
S025 V2.0      MD PRD      R*STARS ACCOUNTING SYSTEM      08/28/12 03:08 PM
LINK TO:      _____      AGENCY CONTROL PROFILE      DB2W

      AGENCY: F50      FISCAL YEAR: 13

      COST      RUN IND:  _      RUN TYPE:  _      NO STEPS:  _      LAST STEP:  _
      ALLOCATION- CA BY IDX:  _      CA BY PROJ:  _      CA BY GRANT:  _      CA POST:  _
      CA RANGE FROM:  _      TO:  _      CA TYPES:  _
      BILLING DEF- IDX:  _____      PCA:  _____      EXP COMP/AGY OBJ:  _____
      DEFAULT-  IDX:  _____      PCA:  _____      REV COMP/AGY OBJ:  _____
      REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N BSL: 3
      ENC DOC MATCH LVL: @ (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
      PRE ENC DOC MATCH LVL: @ (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
      ENC INDICATOR: Y      PRE ENC IND: Y      COMP OBJ REQD ON D11: Y
      FIXED ASSET - IND: Y THRESHOLDS - CAP: 500.00 INV: 500.00 CAPTURE: F
      AGENCY OBJECT IND: N (R=REV, E=EXP, B=BOTH, N=NONE)
      LAST MONTH/YEAR CLOSED: 01 2012      AGY BUD BY ORG IND: N      (Y OR N)
      AE LAST MONTH/YEAR PURGED:  _      AGY BUD BY PGM IND: Y      (Y OR N)
      REPORTING MONTH/YR: 09 09      LABOR RUN IND: N      (Y,N OR A)
      INTEREST CALC RUN/MONTH: N      COLLECTION TRANSFER RUN: N      (Y OR N)
      GRANT/PROJ BILLING RUN: N      SGL ORG LVL IND: 1      STATUS CODE: A
      EFF START DATE: 07011996      EFF END DATE:  _____      LAST PROC DATE: 06062012
Z06 RECORD SUCCESSFULLY RECALLED
```

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT



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NEW EMPLOYEES?

Locate Training Manuals out on the WEB:

<http://doit.maryland.gov/support/Pages/ServiceDesk.aspx>

FMIS TRAINING

User Name: fmis_user

Password: fmis_user

Training Modules and Training Docs!!!

FMIS Production On-Line Operating Hours

R*STARS/ADPICS: Monday through Saturday (except Wednesday) 6:30 AM to 6:30 PM.

Service Desk and Security Services Fax number is

443-926-9742

Service Desk hours of operations 7:00 a.m. to 5:00 p.m. M—F

410-260-7778 or email us—

service.desk@maryland.gov

Check out the BBS for some additional FMIS information. A generic logon ID and password are associated with this site. Everyone can access the BBS.

User Name: bbsuser

Password: bbsstate1 (it's the number 1)

Here is the BBS link below!

<https://www.doit.state.md.us/bbs/login.asp>