



STATE OF MARYLAND  
DEPARTMENT OF INFORMATION TECHNOLOGY

# FMIS INFORMER

JULY 2013

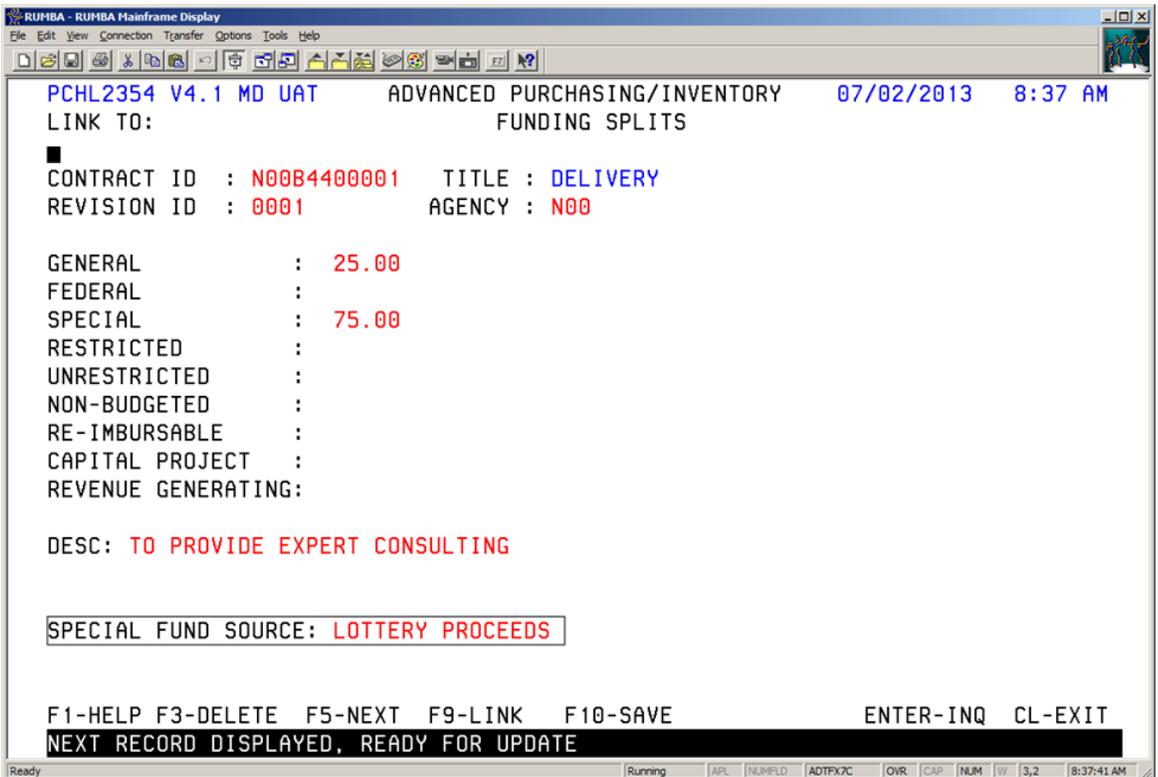


Due to Year End Close, both the ADPICS PUG and SPAG meetings scheduled for July have been cancelled. Meetings will pick up again in the Fall. See page 5 of the Newsletter.

## 2354 FUNDING SPLIT - New Special Fund Source Field

Don't forget to fill out your funding splits on the 2354 screen! And if you have "SPECIAL" funding, use the "SPECIAL FUND SOURCE" field to list the source of the special funding, i.e. "INSURANCE COMPANIES' USER FEES", "LOTTERY PROCEEDS", "MD HOUSING COUNCIL FUND", etc. *Note: The combined total of all funds must equal 100%.*

**\*\*\*FOR MDOT ADPICS Users, please make sure this is listed on the 2353 screen. For MDOT the funding is listed as FF (federal); SF (state); or OF (other).**



## APPLICATION SYSTEMS MANAGEMENT

### ***IT IS HERE!!!! ANSWERS 4.0***

Elearning Video :

[http://  
doit.net.md.gov/  
servdesk/Pages/  
TrainingVideo.aspx?  
video=39](http://doit.net.md.gov/servdesk/Pages/TrainingVideo.aspx?video=39)



Documentation is also located on DoIT's web-site under ANSWERS 4.0: [http://  
doit.net.md.gov/  
servdesk/fmisdocs/  
Pages/  
FMISDocHome.aspx](http://doit.net.md.gov/servdesk/fmisdocs/Pages/FMISDocHome.aspx)

**ANSWERS is a web-based reporting system** that displays the following ADPICS reports:

- o PCH065/067 SBR Expenditure Detail/Summary Report
- o PCH355 Contracts Management
- o PCH709 BPO/PO Change Orders
- o PCH710 Diagnostic by Work Category – Prime
- o PCH711 Annual MBE Procurement FORM #1A (Summary)
- o PCH712 Annual MBE Procurement FORM #1B
- o PCH713 Contracts by Classification
- o PCH717 Non-BPO Direct Vouchers
- o PCH718 Vouchers and BPO Direct Vouchers
- o PCH719 Subcontractors
- o PCH720 Subcontractors Projected
- o PCH721 R\*STARS Voucher Detail

### **New ADPICS Report PCHR260**

A new report, PCHR260, has been created for ADPICS. This report lists blanket purchase orders that have had the expiration date changed. The information on the report is the BPO, change order, old expiration date, new expiration date, post date, note pad indicator, and Operator ID.

A date range is used to determine the records selected for the report. All records with a post date from the low value to, and including, the high value will appear on the report.

### **Category of Work AE**

AE is no longer a valid category of work for new contracts; you will need to use either AR (Architecture) or EG (Engineering).

## APPLICATION SYSTEMS MANAGEMENT

### 2013 Closing Review

**2013 Closing ~ Training Presentation ~ to be viewed with *Appendix C - Closing Instructions*.**

Please visit GAD's website for all R\*STARS 2013 Closing Information: [http://comptroller.marylandtaxes.com/Government\\_Services/State\\_Accounting\\_Information/Accounting\\_Procedures/RSTARS\\_Information/](http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/RSTARS_Information/)

#### 2013 SCHEDULE OF DEADLINE DATES

The documents needed for the fiscal year 2013 R\*STARS closing and the deadlines for posting closing entries are as follows:

<b>To Be Received/</b>	<b>Posted By:</b>	
Notify the General Accounting Division, in writing if your financial agency will calculate and post your year end payroll accrual (see page 1-12).	May 31, 2013	
Submit final budget amendments to the Department of Budget and Management	June 14, 2013	
Last day to post fiscal year 2013 receipts	July 5, 2013	
Post final interagency cash adjustments	July 15, 2013	
Schedule encumbrance review with DBM Budget Analyst	July xx, 2013	
Agencies post final year-end closing entries	July 26, 2013	
Financial agencies submit year-end closing checklist, G-8 forms and agency closing to DBM form to GAD	August 1, 2013	
Submit agency closing form to DBM	August 1, 2013	
Financial agencies submit GAAP closing schedules to GAD	August 8, 2013	
GAAP closing schedules G and G-1	August 15, 2013	

## APPLICATION SYSTEMS MANAGEMENT

### Saturday Batch Schedules

July 13, 2013 through August 24, 2013

### System Availability

- July 4—FMIS will be available. There will be no batch cycle, but interface files will be picked up.
- Saturday, July 13— First Special Year End Close Saturday schedule.

### R\*STARS Year-End Reports

#### Essential/Recommended Reports

DAFR6000 Agency Appropriation Unencumbered Balance  
DAFR8580/8590 GAAP Balance Sheet Report/ Operating Statement Report  
DAFR6320 Allocation of Encumbrances  
DAFR9040 Statement of Changes in Total Fund Balance  
DAFR9090 Statement of Changes in Total Fund Balance  
DAFR5990 Agency Appropriation Over-expended Balance  
DAFRG100 Trial Balance by Appropriated Fund  
DAFRG400 Statement of Agency Revenue by Program and Fund  
DAFRG500 Expenditure Detail Report  
DAFRG510 Revenue Detail Report  
DAFRG260(160) Comparison of YTD Expenditures/Revenues by Comptroller Object  
DAFRG630 Budget Expenditures and Encumbrances by Appropriation, Fund and Object  
DAFRG200 Agency Budget by Program, Organization and Fund  
DAFRG300 Agency Revenue by Program, Organization and Fund  
DAFRT100 Expenditure Detail by Program, Organization and Fund  
DAFRT200 Revenue Detail by Program, Organization and Fund

## APPLICATION SYSTEMS MANAGEMENT

### SB48 Preferred Providers

Due to the requirements of SB48 passed during this past legislative session, the law requires all agencies (same agencies that do the MBE annual reports) to submit an annual report to DGS by 9/30 each year that details the number and dollar value of contracts awarded to preferred providers ("PP") during the previous fiscal year. To provide this functionality in ADPICS the following enhancements will be implemented on Friday, July 5, 2013:

- 5200 Vendor Table Maintenance - New field Preferred Provider is 'Y' to identify those vendors as approved under the Employment Works Program of MD Works
- A value of PRE is displayed in the MBE/SBE Status on the following screens for those vendors with a value of 'Y' in the Preferred Provider field on the 5200 screen:
  - 2342 Blanket Purchase Order
  - 2340 Standard Purchase Order
  - 2360 Direct Purchase Order
  - 1410 Voucher
  - 1800 Direct Voucher

Information on the annual reports for Preferred Providers will be made available at a later date.

### NEXT MEETINGS SCHEDULED

**The next ADPICS PUG meeting is September 19, 2013 at DoIT (45 Calvert Street, Annapolis, MD Conference Room 280), 1:30 p.m. - 4 p.m.**

Notes from the May meeting can be found on the BBS under *ADPICS Meeting Minutes/May 30, 2013 ADPICS Committee Meeting*. ( <https://www.doit.state.md.us/bbs/login.asp>, user id = bbsuser and password = bbsstate1)

*If you would like to listen in to the meeting via your desk —please follow the instructions below:*

*Phone in 855-297-3227 or via your computer <http://www.intercall.com/iumGo>*

*Enter in Conference Code 5012161452*

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***The next SPAG meeting will be held at MDOT Headquarters (7201 Corporate Center Drive , Hanover, MD )on September 19, 2013 starting at 9 a.m. If you have any questions regarding this meeting, please contact Jamie Tomaszewski @ 410-260-7386 or [jamie.tomaszewski@maryland.gov](mailto:jamie.tomaszewski@maryland.gov)***

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

## Reporting Information

**AE / IAE Availability: Effective June 03, 2013**

	Batch Cycle Day	Available Period
<b>AE</b>	Mon. → Fri.	FY 13 April (10) → Present
<b>IAE</b>	Every Fri.	FY 13 July (01) → March (09)
<b>FF</b>	Last Fri. of the Month	FY 12 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2002 – 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. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.**

**REMINDER: We are now in FY2014 so report requests run as 'CY' produces FY2014 data and 'PY' is FY2013 data.**

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.

### FMIS Production On-Line Operating Hours

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

**Wednesday: 6:30 AM to 4:00 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](mailto:service.desk@maryland.gov)