



**July
2014**

**FMIS
Informer**

SPAG Committee Meeting

Due to a scheduling conflict with the Maryland Green Purchasing Committee Summer Conference, the July 17th SPAG meeting has been cancelled.

The next SPAG meeting will be held on September 18th, 2014. See you then! Enjoy your summer!!

Year End Close Documentation

See below for the links.

- [ADPICS Year End Close](#)
- [R*STARS Year End Close](#)

ADPICS Reminder - Clean up your FY2014 encumbrance balances and any unposted documents now.

- ADPICS contains several standard reports that are useful to identify open documents which require some action in preparation for fiscal close. The following list identifies the reports to run for the year-end closing process or anytime during the year.

Open Requisitions (210) Open Purchase Orders (212)

Unmatched Invoices and Receiving Reports (960)

Open Vouchers (Unposted Vouchers) (970)

R*STARS Reminder - Clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2015.

- The FY15 profiles were added April 11, 2014 however agencies are required to manually add their 25 profile for FY15. Easy Steps are located on DoIT's website: [Year End Close 25 Screen](#). Recall your FY14 25 profile, then complete the following:

FY = 15

LAST MONTH/YEAR CLOSED: = 00 and 2014

EFF START DATE: =07012014

REPORTING MONTH/YEAR for 2015: Year must be 10 or greater.

- Running Reports - Starting July 1 report requests where PERIOD = 'CY' is FY2015 and 'PY' is now FY2014.
- Posting of transactions - Reminder we are now in FY2015. If you want a transaction to be posted against FY2014 then the effective date must be 6/1-6/30/14 (FM12) or 6/31/14 (FM13).

To make everything run smoothly during YEC, please remember the following:

Sending emails is at times quicker—just be sure to include all your information. <mailto:service.desk@maryland.gov>

If you leave a voice mail, speak clear, slow and leave us batch header/document or printer ID's. [410-260-7778](tel:410-260-7778)

If you have a print job you need stopped, take the printer off line or turn it off until you get in touch with DoIT's Service Desk.

Fixed Asset Depreciation FY 2014

For the remaining months of FY 2014, GAD will run the fixed assets depreciation on the following dates:

June 2014 depreciation run occurs as soon as all agencies complete recording FY 2014 fixed asset transactions in the Fixed Asset Subsystem.

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

YEAR END SECURITY

Posting Entries to Prior Month/Year

One security issue that always arises at Year End Close is a user's ability to prior month and/or prior year post in R*STARS/ADPICS. If you require this capability, check with your FMIS Functional Coordinator or Security Officer to determine if you have this access. If not, paperwork will need to be submitted.

Functional Coordinators and Security Officers will be notified by DoIT Security with the best way to submit the request.

2014 SCHEDULE OF DEADLINE DATES (from GAD's Closing Instructions) To Be Received/Posted By:

- | | |
|---|-----------------|
| • Last day to post fiscal year 2014 receipts | July 07, 2014 |
| • Post final interagency cash adjustments | July 15, 2014 |
| • Schedule encumbrance review with DBM Budget Analyst 2014 | July xx, |
| • Agencies post final year-end closing entries | July 25, 2014 |
| • Financial agencies submit year-end closing checklist, G-8 forms and agency closing to DBM form to GAD August 01, 2014 | |
| • Submit agency closing to DBM form to DBM | August 01, 2014 |
| • Financial agencies submit GAAP closing schedules to GAD 2014 | August 08, |
| • GAAP closing schedules G and G-1 | August 15, 2014 |

FMIS Production On-Line Operating Hours

R*STARS/ADPICS/FOCUS: Monday through Saturday (except Wednesday) 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.

Please see below for exceptions to the regular FMIS Production On-Line Operating Hours for the month of July 2014:

- Tuesday, July 1, 2014: The system will be unavailable. Interface files will be picked up and processed in the following business day's batch cycle.
- Friday, July 4, 2013: The system will be available. However, there will be no batch cycle that evening. Interface files will be picked up and processed in the following business day's batch cycle.
- Saturday, July 12, 2014: Saturday YEC batch cycles will begin and continue through Saturday, August 23rd. During this time, R*STARS/ADPICS will be available from 6:30 a.m. until 5:00 p.m.

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.

Beginning June 9, 2014, AE and IAE will be available on the following schedule:

**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.

ADPICS/PUG COMMITTEE - SEPTEMBER 18, 2014

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

Minutes from last Meeting can be found on BBS -

https://www.dbm.state.md.us/bbs/forum.asp?forum_id=2&forum_title=ADPICS+Meeting+Minutes

User name: bbsuser

Password: bbsstate1

**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.

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