



July 2015

FMIS Informer

Current DoIT Activities

- The first special Saturday batch schedule for Year End Closing will process on July 11th, and the final schedule will process on Aug. 22.
- From July 11th, 2015 thru August 22nd, 2015, the system will be brought down at 5:00 p.m. on Saturdays to begin the Saturday YEC batch cycle.

Reminder - please contact the FMIS Service Desk at service.desk@maryland.gov or [410-260-7778](tel:410-260-7778) with any question/problems you have regarding the system. They in turn will transfer the ticket to the correct group. Do not contact someone directly as they may be on vacation/in a meeting/etc and may not be able to reach you quickly. If you are receiving an error, please send a screen print of the error, along with the batch information and specific document.

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.

ASM Documentation

Please note: access to this documentation requires connectivity to the Statewide Government Intranet (SwGI). If you need help opening this site, contact the Service Desk at [410-260-7778](tel:410-260-7778) or send an email to service.desk@maryland.gov.

User documentation is located at the following website: <http://doit.net.md.gov/servdesk/fmisdocs/Pages/FMISDocHome.aspx>

Training Documentation is located at the following website: <http://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx>

FOCUS Reports

- FOCUS requests - please complete the FOCUS Report Run Request Form in your report submissions, which is located here: <http://doit.maryland.gov/support/ASMsecurityForms/Focus%20Request%20Form.pdf>

ANSWERS Reports

ANSWERS is a great reporting tool if in need of an ADPICS report, especially if needed in EXCEL. Reports currently available are:

PCH355 Contracts Management
PCH062 Procurement Award Dollars
PCH065/067 SBR Expenditure Detail/Summary
PCH068 SBR Procurement
PCH709-716 MBE Procurement
PCH717-722 MBE Payment
PCH210, 212-213 YEC Reports

Documentation to assist in the use of ANSWERS is located here: <http://doit.net.md.gov/servdesk/fmisdocs/Documents/ANSWERS%204.0.pdf>

R*STARS Reports

- Running Reports - Starting July 1 report requests where PERIOD = 'CY' is FY2016 and 'PY' is now FY2015.
- Posting of transactions - Reminder we are now in FY2016. If you want a transaction to be posted against FY2015 then the effective date must be 6/1-6/30/15 (FM12) or 6/31/15 (FM13).

Fixed Assets Depreciation Run

Fixed Assets Transactions:

Please review all the FY 2015 fixed asset transactions as of now and record the applicable

transactions in RSTARS Fixed Assets Subsystem (See: Accounting Procedures Manual, Section 3.15 - State Policy and Procedures on Fixed Assets).

June 2015 depreciation run: As soon as agencies complete recording FY 2015 fixed assets transactions in the Fixed Assets Subsystem.

More Reminders...

Year End Close Documentation

See below for the links.

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

2015 SCHEDULE OF DEADLINE DATES

The documents needed for the fiscal year 2015 R*STARS closing and the deadlines for posting closing entries are as follows:

	To Be Received\
	Posted By:
Fiscal year 2015 receipts 2015	July 7,
Final interagency cash adjustments 2015	July 15,
Schedule encumbrance review with DBM Budget Analyst	July xx, 2015
Agencies post final year-end closing entries	July 24, 2015
Financial agencies submit year-end closing checklist, G-8 forms and agency closing to DBM form to GAD	August 3, 2015
Submit agency closing to DBM form to DBM 2015	August 3,
Financial agencies submit GAAP closing schedules to GAD	August 10, 2015
Financial agencies submit GAAP closing schedules G and G-1 to GAD	August 17, 2015

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 4:00 p.m.

Sunday: The system is unavailable on Sundays.

From July 11th, 2015 thru August 22nd, 2015, the system will be brought down at 5:00 p.m. on

Saturdays to begin the Saturday YEC batch cycle

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 June 8, 2015 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 15 April (10) → Present
IAE	Every Fri.	FY 15 July (01) → March (09)
FF	Last Fri. of the Month	FY 14 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2004 – 2013 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.
