



STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY

FMIS INFORMER

JUNE 2013



System Availability

- Saturday, June 1—PRD Not Available. Inactive Account Event Run
- Sunday, June 9 - PRD Not Available. Document Summary Purge.
- Saturday, June 22—Normal Operations. Year End Rollover.
- Thursday, June 27—Normal Operations. Year End Rollover of lower regions. DEV/SYS/TRN Closed on this day.
- Friday, June 28 - Normal operations for PRD. UAT will be closed until July 1st. Year End Rollover.
- Saturday, June 29 - PRD System and FOCUS MSO transactions not available until July 1st. Year End Rollover
- Monday, July 1 - Normal operations
- Saturday, July 13— First Special Year End Close Saturday schedule.

It's That Time of Year Again....

Year End Close—how we love that time of the year. We get to talk to so many customers. Many of the customers we only get to talk with around this time of year. Most of you we get to talk with at least on a weekly basis.

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.

If you leave a voice mail, speak clear, slow and leave us batch header/document or printer ID's.

If you have a print job you need stopped, take the printer off line or turn it off until you get in touch with us.



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

410-260-7778 or email us—

[service.desk](mailto:service.desk@maryland.gov)

[@maryland.gov](mailto:service.desk@maryland.gov)

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 website 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.

New ADPICS Report PCHR722

The Contract Compliance Summary Report (PCHR722) provides payment amounts to both the primary and subcontractor vendors on active contracts (blanket purchase order) with minority participation for the selected payment date range.

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/

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:

To Be Received/	Posted By:
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

Running Reports

REMINDER: The last date to run YTD cumulative detail reports as a single report for FY2012 is Fri June 28th (PERIOD = 'PY' on the 91 report request). Starting July 1 report requests where PERIOD = 'CY' is FY2014 and 'PY' is now FY2013. So as of July 1 FY2012 and earlier require 13 report requests, one for each fiscal month.

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 post in R*STARS/ADPICS to the prior month and/or prior year . 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.

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

ADPICS Year End Reports/Document Clean-up

It may seem to be a long way off, but July 1st is closer than you think. You should start identifying outstanding documents. Various ADPICS standard reports and on-line inquiries exist to assist agencies in the document clean-up effort. They are used to research open documents in order to determine what action, if any, is required.

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) Unmatched Invoices and Receiving Reports (960)

Open Purchase Orders (212) Open Vouchers (Unposted Vouchers) (970)

ADPICS YEC MANUAL— Located on the WEB:

<http://doit.net.md.gov/servdesk/fmisdocs/Documents/ADPICS%20YEC%20Manual%202013.pdf>

NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is September 21, 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

The Next SPAG meeting will also be held at MDOT 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*

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

APPLICATION SYSTEMS MANAGEMENT

2354 FUNDING SPLIT

Don't forget to fill out your funding splits on the 2354 screen! And if you have "SPECIAL" funding, use the "DESC:" field to list the source of the special funding, i.e. "INSURANCE COMPANIES' USER FEES", "LOTTERY PROCEEDS", "MD HOUSING COUNCIL FUND", etc.

*****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).**

Saturday Batch Schedules

July 13, 2013 through August 24, 2013

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.

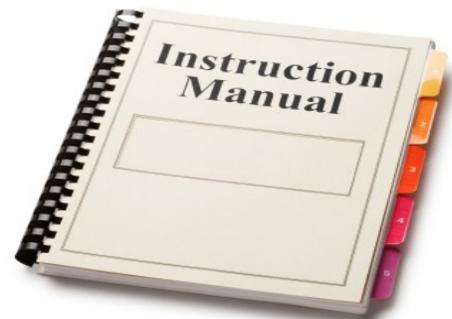
- June 2013 Depreciation Run: As soon as agencies complete recording FY 2013 fixed assets transaction entries in the Fixed Assets Subsystem.

NEW EMPLOYEE?

Locate Training Manuals out on the WEB:

<http://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx>

for Training Documents



ADPICS ERROR MESSAGE



FYI— 'THAT FUNCTION IS NOT VALID FOR THIS SCREEN, PLEASE TRY AGAIN' from ADPICS may also mean the user does not have access to perform the requested function.

Reporting Information

AE / IAE Availability: Effective June 03, 2013

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 13 April (10) → Present
IAE	Every Fri.	FY 13 July (01) → March (09)
FF	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.**

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

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.

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://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml

```
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