



STATE OF MARYLAND
DEPARTMENT OF INFORMATION TECHNOLOGY

FMIS INFORMER

MARCH 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.

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.

- 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.

April Activities at DoIT

The Date Table for the new fiscal year will be loaded for all regions on Friday, April 12.

Profile Table Rollover will occur in all regions on Friday, April 12, after the Date Table has been loaded for the new fiscal year.

APPLICATION SYSTEMS MANAGEMENT

TRAINING

February was such a success! With over 150 participants, we were able to train users in the following ADPICS classes — Requisition Processing, Purchase Order/Direct Purchase Order Processing, Blanket Purchase Order Processing and Invoice/Voucher Processing. We received good feedback and the classes were very beneficial. The same classes are being offered in Annapolis during May, however there is already a wait list to attend!!

Classes for R*STARS have been approved. Topics and an October, 2013 Schedule are still to be determined.

NEW EMPLOYEE?

Locate Training Manuals out on the WEB:

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

for Training Documents and

Elearning Manuals for Procurement Methods and Category of Work

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

=>



Category of Work

Procurement Methods

VENDOR INACTIVATION

DoIT ran the vendor inactivation program on Saturday March 9, 2013 for GAD. This program inactivates those vendor who have not received a payment or a 1099 from the State in over five years. The number of vendors inactivated are:

95,460 were inactivated from the 52 screen out of 1,092,292 active vendors

112,265 were inactivated from the 51 screen out of 1,309,909 active vendors

APPLICATION SYSTEMS MANAGEMENT

ARCHIVE PURGE

DoIT ran the R*STARS Archive Purge program on Saturday, March 2, 2013. This program removed financial records from 2001 and will no longer be available for special reports.

ADPICS Archive Purge will run on Saturday, March 16th. The Production region (R*STARS and ADPICS) will be available approximately at noon that day.

ADPICS 721 MBE Expenditure Report – R*STARS Vouchers

The 721 Report in ADPICS provides agencies MBE Payment information that were R*STARS only entries.

It provides statistics on R*STARS voucher expenditures for MBE reporting by type of MBE. It can be run by vendor detail, by voucher detail or by summary for a **one month** period.

The information on this report can be found on the R*STARS 86 Document Transaction Inquiry, the R*STARS 84 Accounting Event Record Inquiry, and the R*STARS 85 Vendor Transaction Inquiry screens.

The report will also display how many pages will print before actually printing so you can decide whether you want it to print or not.

ANSWERS

Two reports **719 SUBCONTRACTORS MBE EXPENDITURE REPORT** and **720 SUBCONTRACTORS MBE PROJECTED EXPENDITURE REPORT** have been modified in Answers. The 719 provides statistics on payments to subcontractors for MBE reporting Departments on purchase orders and blanket purchase orders while the 720 provides statistics on projected payments to subcontractors for MBE reporting Departments.

They can now be run by Award Date.

APPLICATION SYSTEMS MANAGEMENT

ANSWERS – COMING SOON

New, easier to run reports thru ANSWERS! Check out the new screens coming to you soon—end of April.

The screenshot shows the login page for the ANSWERS Financial Reporting System. At the top, there is a Maryland state logo and the text 'DEPARTMENT OF INFORMATION TECHNOLOGY ANSWERS Financial Reporting'. Navigation links include 'Maryland.gov | Phone Directory | State Agencies | Online Services', a search bar, and 'Email Friend | Print Page'. The main content area is titled 'ANSWERS Financial Reporting System Access' and contains a 'LOGIN' section with instructions: 'Registered Users, please enter your login credentials to continue. To request access, please contact the service desk by email or call 410-260-7778.' Below this are input fields for 'Username:' and 'Password:', followed by a 'LOGIN' button. On the right side, there is a small photo of Governor Martin O'Malley and Lt. Governor Anthony G. Brown. At the bottom, contact information is provided: '45 Calvert Street, Annapolis MD 21401 | 300-301 West Preston Street, Baltimore MD 21401 | Toll Free: 877.634.6361'.

Sample SBR Expenditure Detail/Summary Report Set-up for Agency F50, Current Fiscal Year.

The screenshot displays the report configuration interface. The top navigation bar includes 'HOME', 'REQUIRED SELECTIONS', 'OPTIONAL SELECTIONS', 'VIEW REPORT', 'HELP', and 'LOGOFF'. A left sidebar lists various reports, with 'SBR Expenditure Detail/Summary (PCH065/067)' selected. The main area is divided into three sections: 'Selected Report:' showing 'SBR Expenditure Detail/Summary (PCH065/067)', 'Run Report:' with a 'Run Report' button, and 'Save Selections:' with 'Save', 'Load', and 'Del' buttons. The 'Required Selections:' section includes a 'Reset to defaults' button and a dropdown menu for agency selection, with 'Department Of Information Technology (F50)' chosen. Below the dropdown are 'Begin Date:' (07/01/2012) and 'End Date:' (06/30/2013) fields, along with 'Date presets:' (PPFY, PFY, CFY, FYTD, PM, CM, YTD) and adjustment buttons (+30, +60, +90).

And See Next Page for Results....

ANSWERS—COMING SOON



DEPARTMENT OF INFORMATION TECHNOLOGY

ANSWERS Financial Reporting

Maryland.gov | Phone Directory | State Agencies | Online Services

Email Friend | Print Page

HOME
REQUIRED SELECTIONS
OPTIONAL SELECTIONS
VIEW REPORT
HELP
LOGOFF

SBR Expenditure Detail/Summary (PCH065/067)

Department Of Information Technology (F50), F50-F54

DATES 07/01/2012 - 06/30/2013

Proc Method	SBR DV / VC Count	Total DV / VC Amount	SBR Reportable DV / VC Amount	Total Reportable DV / VC Amount	Percent SBR Reportable DV / VC to Total Reportable DV / VC
COR	9	\$4,859,830.68	\$66,296.47	\$4,859,830.68	1.36%
CSB	14	\$137,187.74	\$62,463.01	\$137,187.74	45.53%
CSP	4	\$20,940,750.65	\$6,977.70	\$20,933,083.90	0.03%
ICP	0	\$1,700,647.29	\$0.00	\$1,700,647.29	0.00%
MSP	0	\$174.46	\$0.00	\$174.46	0.00%
R	0	\$1,229,543.14	\$0.00	\$1,229,543.14	0.00%
SP	36	\$353,103.76	\$95,600.47	\$337,776.26	28.30%
SS	14	\$1,784,076.51	\$338,304.34	\$1,784,076.51	18.96%
TOR	115	\$16,582,371.30	\$2,344,912.28	\$16,582,063.30	14.14%
XMT	0	\$1,204,924.56	\$0.00	\$1,204,924.56	0.00%
Total	192	\$48,792,610.09	\$2,914,554.27	\$48,769,307.84	5.98%

Contact the Office | Accessibility | Privacy Notice

45 Calvert Street, Annapolis MD 21401 | 300-301 West Preston Street, Baltimore MD 21401 | Toll Free: 877.634.6361

NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is March 21, 2013 at MDOT (7201 Corporate Drive Hanover, MD), 1 p.m. - 4 p.m.

Notes from the January meeting can be found on the BBS under *ADPICS Meeting Minutes/ January 17, 2013 ADPICS Committee Meeting*.

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 March 21, 2013 starting at 9 a.m.

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

Statewide Foreign Language On-Site Interpretation Services

The State of Maryland Department of Budget and Management awarded two new contracts for On-site Interpretation to be effective on March 1, 2013. The contact information is provided below.

Category II - On-Site Interpretations:

PRIMARY CONTRACTOR: Ad Astra, Inc.

Master BPO - 050B3400003

Contact: Heather Barclay

Vice President and COO

E-mail: heather@ad-astrainc.com

Request Line: 1-800-308-4807

Request E-mail: interpreting@ad-astrainc.com

Fax: 1-301-408-4448

To place Requests using the On-Line Scheduling System, go to:

www.ad-astrainc.com/STAR

SECONDARY BACK-UP CONTRACTOR: Interpreters Unlimited

Request Line: 1-888-826-8333

Request E-mail: Maryland@iugroup.com

Fax: 1-800-726-9822

(If the Primary Contractor is unable to fill an Agency's request, it will contact the Secondary Contractor on the Agency's behalf to try to fill the request. After the request has been passed to the Secondary Contractor, then the Agency would work directly with Interpreters Unlimited. Otherwise, Ad Astra is the first point of contact for any On-site Interpretation requests.)

You may begin ordering for assignments on March 1st and beyond starting now!

Kick-off Meetings will begin on February 21, 2013. Contact Jamie Tomaszewski at CMO@dbm.state.md.us for more information.

Statewide Foreign Language Interpretation and Translation Services

The State of Maryland Department of Budget and Management Awarded two new contracts effective on October 1, 2012. The contact information is provided below.

Category I - Telephonic Interpretation (by telephone):

Language Line Services

Master BPO - 050B2400001

Contact: Joe Matthews

Account Executive Government Specialist

Toll-free: 1-800-316-5493

Fax: 1-800-821-9040

E-mail: jmatthews@languageline.com

Or for general questions, call Customer Service: 1-800-752-6096

On-Line Website Registration: <http://www.languageline.com/maryland>

Category III - Written Document Translation:

Schreiber Translations, Inc. (STI)

Master BPO - 050B3400002

Contact information remains the same as the previous contract:

Operations Phone #: 301-424-7737, Ext. 125 -or- Ext. 107

Operations Fax #: 301-424-2336

Operations Email: translation@schreibernet.com

Billing Inquiries: 301-424-7737 Ext. 124

Statewide Job Recruitment Advertising Services 2013 (Print Posting)

The new Baltimore Sun Job Advertising Contract started on March 1, 2013. Below is the information and a link to the web page.

Contract Title: Job Recruitment Advertising Services with the Baltimore Sun
BPO #050B3400006

This contract provides Maryland State agencies with a discounted group rate for print job recruitment advertising with the Baltimore Sun. This group rate is established under the presumption that all State agencies will collectively place \$75,000 worth of job recruiting advertising during the one-year contract period.

Contract Term: 3/1/2013 – 2/28/2014

Contract Awarded to: The Baltimore Sun Company, LLC

Contractor Contact: Matthew G. Watson, Recruitment Advertising Account Manager

Email: mwatson@baltsun.com

Phone: [410-332-6340](tel:410-332-6340)

See the DBM Webpage link: <http://dbm.maryland.gov/contractors/swcontracts/Pages/RecruitingBaltSunHome2013.aspx>

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 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.**

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.

February: March 15, 2013

March: April 15, 2013

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

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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