

# March 2016 FMIS Informer



## DoIT Happenings

- ADPICS Purge is to occur on Saturday, March 12, 2016. Production CICSP51 will not be available on that day.

## SPAG MEETING (March 17, 2016):

Please join DBM at MDOT Headquarters, 7201 Corporate Center Drive, Hanover, MD 21061, in the Harry Hughes Suites 1 - 3, on Thursday, March 17, 2016, at 9 AM for the quarterly SPAG meeting.

## Timely R\*STARS Entries for Bank Deposits

### Reminder from the State Treasurer's Office (STO) and The State Comptroller's Office General Accounting Division:

State agencies are required to record cash receipts in R\*STARS within two business days of the bank deposit. The agency specific Depository Plus deposit slips must be used. These deposit slips contain a five-digit ticket number that must be preceded by a "0" and used as the Deposit Reference Number (DRN) or Document Number in R\*STARS. To facilitate STO's deposit match process, cash receipts entered in R\*STARS must have a document date equal to the actual bank deposit date. The batch date represents the date of the batch and the effective date represents the appropriate date and fiscal period the transaction should be posted in R\*STARS. All deposits are to be made to the agency's depository plus account, except for a few agencies, which may use correspondent banks due to non-accessibility of the State's main depository bank.

Making timely R\*STARS entries reduces the number of outstanding transactions thereby reducing the amount of time an agency will need to research items that STO is unable to match.

Please refer the Accounting Procedures Manual "Section 3.2 – Cash Receipts" for the policy on R\*STARS entries. The Accounting Procedures Manual can be found on the Comptroller's website:

[http://comptroller.marylandtaxes.com/Government\\_Services/State\\_Accounting\\_Information/Accounting\\_Procedures/Accounting\\_Procedures\\_Manual.shtml](http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml)

STO's Banking Services can also assist you with any questions. Please contact Barbara Matthew at [410-260-7897](tel:410-260-7897) or Kathy Wohlgenuth at [410-260-7265](tel:410-260-7265).



MARYLAND DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE SECRETARY

**MEMORANDUM**

**DATE:** February 25, 2016  
**TO:** All Using Agencies  
**FROM:** Lisa Fortune McDonald,  
Commodities Program Manager  
**SUBJECT:** Requisition Submission *Cutoff Dates*  
Fiscal Year 2016

In order for the Department of General Services, Division of Procurement and Logistics, to complete the awarding of commodity and printing purchase orders before July 1, 2016, all requests should be completed per the guidance on the DGS website by the following cutoff dates:

Procurements over \$25,000.....**March 15, 2016**  
Procurements 25,000 and under.....**April 27, 2016**

**Easy Steps - Deleting a Batch in R\*STARS**

NOTE: TO DELETE THE BATCH, YOU MUST FIRST DELETE ALL THE DETAIL TRANSACTIONS OF THE BATCH FIRST AND THEN YOU MUST ALSO DELETE THE BATCH HEADER

1. Press in the Link To field Type <530> ; Press <Enter>.
2. Enter Batch header date in "Batch Date Low" field and press <Enter>. If necessary, press<F5 - Next> to view more batch headers.
3. Type <s>in the selection column (first data field on the left) in the row that has the batch that needs deleting.
4. Press <F7-Details> to view the detailed transactions for the batch that you selected.
5. Select the sequence number (transaction) to be deleted by typing <s> in the selection column next to the sequence number.
6. Press <F11-Correct Batch>. The system will transfer to the Recall a Batch for Correction screen (510).
7. Press <F3> twice to delete the transaction.
8. If you have more than one transaction in the batch, type the next sequence number to delete in the sequence number field and press<F3> twice. Repeat this process for all of the transactions in the batch.
9. Press <F6>to balance the batch.
10. On the 502 screen, press <F3> twice to delete the Batch Header.

**R\*STARS Fiscal Month Closing Dates for FY 2016:**

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

February: March 15, 2016.

March: April 15, 2016.

April: May 16, 2016.

May: June 15, 2016.

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#### **Fixed Asset Depreciation Run for FY 2016:**

**For the remaining months of fiscal year 2016, GAD will run the fixed assets depreciation on the following dates:**

March 23, 2016

April 27, 2016

May 25, 2016

June 2016 depreciation run: As soon as agencies complete recording FY 2016 fixed assets transactions in the Fixed Assets Subsystem.

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#### **Reminder - please contact the FMIS Service Desk**

at [service.desk@maryland.gov](mailto:service.desk@maryland.gov) or **410-260-7778** with any question/problems you have regarding the FMIS system ADPICS or R\*STARS and FOCUS or ANSWERS reporting systems. The DoIT Service Desk will transfer the ticket to the correct group.



Going forward when contacting the DoIT Service Desk please provide the following minimum details as applicable:

- 1) Error code received/screen shot of the error with document number
- 2) The specific document along with the batch id (Agency, Date, Type, Number)
- 3) Printer ID having an issue
- 4) FOCUS report requested along with FOCUS form completed (<http://doit.maryland.gov/support/ASMsecurityForms/Focus%20Request%20Form.pdf>)
- 5) R\*STARS/ADPICS/ANSWERS Report ID and 91 Screen, 6020 report request or ANSWERS query used.

**\*\*\*It is critical you do not contact someone directly for support other than the FMIS Service Desk. That individual may be unavailable due to; vacations/sick, meetings or other assignments. The impact being you/your team not receiving the support you require in a timely manner.**

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#### **FMIS Production On-Line Operating Hours**

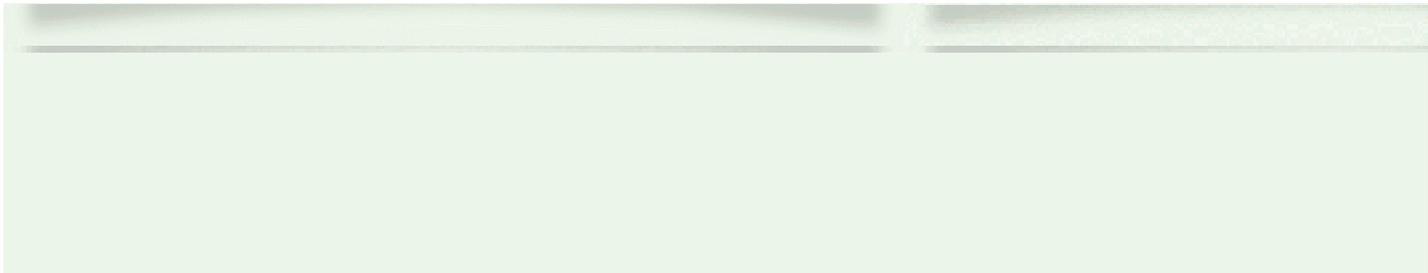
**R\*STARS/ADPICS/FOCUS: Monday through Saturday (except YEC Saturday cycles) 6:30 a.m. to 6:30 p.m.**

Sunday: The system is unavailable on Sundays.

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 December 12, 2015 the AE and IAE availability is as follows:



## AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 16 Oct. (04) → Present
IAE	Every Fri.	FY 16 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 15 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2005 – 2014 available through special request.</i>		