

May 2017 FMIS Informer

ADPICS Committee Meeting

- *The next ADPICS Committee meeting will be in Crownsville, Room 4.102 on May 4, 2017 at 1:30 p.m.*

DoIT Happenings

- Saturday Batch Cycles begin on July 8, 2017 and run through August 19, 2107.
- Document Financial Purge will run on Saturday, May 20th. CICSP51(RSTARS/ADPICS) will not be available.

R*STARS Closing

- The Comptroller has provided the following documentation on their website:

[R*STARS Closing Review](#)

[Training Presentation](#) - to be viewed with Appendix C

- Start to clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2018. Easy steps are located on DoIT's website: [Year End Close 25 Profile](#).
- **Prior month/year post**

Fiscal Year End Close will be upon us very soon. One security issue that always arises is a user's ability to prior month and/or prior year post in R*STARS/ADPICS. To eliminate the need for emergency form processing, please follow these steps to ensure everyone at your agency has the correct security set up:

- Review the bi-monthly security report which will be sent out the first week of May. The first report is the 96A report and captures prior month/year status. If the user has a Y, then access exists. If a user has an N, then they do not have this access. Do not assume users have or don't have this access. It is a time consuming process for DoIT Security Services to search each user to find that they already have this access so please check the report first.
- Once you determine that a user needs access, an original memo on agency letterhead is to be sent to DoIT/EIS Security Services (faxes/emails will not be accepted) listing the logon ID, user name, and the user class needing prior month and/or prior year posting ability. Both the Functional Coordinator and the Security Officer

MUST sign the memo or it will not be accepted. If multiple pages are sent, signatures are required on all pages. We will only accept one memo per agency. If someone is left off of the memo, a security form will need to be completed for that individual. No modifications will be made to the memo.

ADPICS Year End Closing

- DoIT has provided the following documentation for 2017 [ADPICS Year End Closing Manual](#). Please review pages 30-34 on how to code Year End Change Orders.
- Start to clean up your encumbrance balances and any unposted documents now.

Reminder - please contact the DoIT Service Desk at service.desk@maryland.gov or 410-697-9700 with any question/problems you have regarding the FMIS system



ALERT!!! – Year End Close will be arriving in a few short months. Help our team help your team by following the instructions noted below;

Screen Print or complete any required attachments for the 5 items noted below and e-mail them to service.desk@maryland.gov Their team will forward the incident to the correct group.

- 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.**

RSTARS Fiscal Month Closing Dates for FY 2017:

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.

- April: May 15, 2017
- May: June 15, 2017

Fixed Asset Depreciation FY 2017

For the remaining months of fiscal year 2017, GAD will run the fixed assets depreciation on the following dates.

- May 24, 2017

June 2017 depreciation run: As soon as agencies complete recording FY 2017 fixed assets transactions in the Fixed Assets Subsystem.

FMIS Documentation

Links to the FMIS Documentation are located on the following site:

<http://doit.maryland.gov/support/Pages/Financial-Management-Information-System.aspx>

Documentation links to User Documentation for ADPICS, R*STARS, ANSWERS, ViewDirect and GAD Manuals.

Training links to training videos.

Training Documents links to training documentation used during ADPICS and R*STARS training classes and are created to assist users when back in the office.

Security Forms links to Statewide System Forms and Contact Information.

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, 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 (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, 2016 the AE and IAE availability is as follows:



AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 17 Oct. (04) → Present
IAE	Every Fri.	FY 17 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 16 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2006 – 2015 available through special request.</i>		