



STATE OF MARYLAND  
DEPARTMENT OF INFORMATION TECHNOLOGY

# FMIS INFORMER

MAY 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

## Document Financial Purge

Saturday, May 18, 2013 we will be processing the Document Financial Purge in production and UAT. Production CICSP51 and UAT CICST5B will not be available that Day.

## 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.

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

## 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/](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:

<b>To Be Received/</b>	<b>Posted By:</b>
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 to DBM 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

### System Availability

- Friday, June 28 – Normal operations
- Saturday, June 29 – System not available
- Monday, July 1 – Normal operations

### 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

### 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, paper-work will need to be submitted.

Functional Coordinators and Security Officers will be notified by DoIT Security with the best way to submit the request.

## 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)      Open Purchase Orders (212)*

*Unmatched Invoices and Receiving Reports (960)*

*Open Vouchers (Unposted Vouchers) (970)*



### **NEXT MEETINGS SCHEDULED**

**The next ADPICS PUG meeting is May 30, 2013 at MDOT (7201 Corporate Drive Hanover, MD), 1 p.m. - 4 p.m.**

Notes from the March meeting can be found on the BBS under *ADPICS Meeting Minutes/March 21, 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*

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***The Next SPAG meeting will also be held at MDOT on May 16, 2013 starting at 9 a.m.***

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

## APPLICATION SYSTEMS MANAGEMENT

### Contract Additional Elements (2353/2356)

Just a reminder, especially for those who attended training this February, how important it is to fill in accurate and complete data on the 2353 or 2356 Contract Additional Elements screens when creating a Blanket Purchase Order or Purchase Order.

- The State Stat relies heavily on accurate information
- The Governor's Office of Minority Affairs requires accurate data to generate annual statewide procurement and Minority Business Enterprise (MBE) activity.
- The Legislature uses the annual MBE reports to determine state policy.

The 'Procurement Method' field identifies the way in which the goods or services were acquired.

The 'Category of Work' field must identify the type of work (procurement contracts) to be performed by a contractor. The 'Procuring Unit' has to determine the work category that best fits the goods/services being purchased and uses the chosen work category to correctly advertise it on eMaryland Marketplace.

Please contact the Procurement Office to determine what work category and procurement method he or she should choose for the procurement or review the solicitation document on eMaryland Marketplace @ [www.ebidmarketplace.com](http://www.ebidmarketplace.com)

For more information also go to -

#### ***Elearning Manuals for Procurement Methods and Category of Work***

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

=>



**ADPICS**

Category of Work

Procurement Methods

### 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.

## APPLICATION SYSTEMS MANAGEMENT

### STANDARDIZED LANGUAGE FOR THE “DESC:” ON THE ADDITIONAL ELEMENTS SCREEN 2353

#### NEW CONTRACTS:

“PROVIDE *(list services, product, commodity)* FOR *(list program, office, group utilizing contract)* FOR *(state the length of the contract term & any options)*. TERM: *(list dates for base term)*.” Example:

PROVIDE FINANCIAL AUDIT SERVICES FOR THE DHMH OFFICE OF FINANCE FOR A PERIOD OF 3 YEARS W/2 ONE-YEAR RENEWAL OPTIONS. TERM: 1/1/2013 – 12/31/2015

#### RENEWAL OPTIONS:

“EXERCISE THE *(list which option #)* OF *(total # of options)* *(list the length of the term of the option)* RENEWAL OPTIONS AS CONTAINED IN THE ORIGINAL CONTRACT TO PROVIDE *(list services, product, commodity)*. TERM: *(list dates for the option term)*.”

Example:

EXERCISE THE 1ST OF 3 ONE-YEAR RENEWAL OPTIONS AS CONTAINED IN THE ORIGINAL CONTRACT TO PROVIDE TWO TEMPORARY ACCOUNTANTS FOR THE DHMH MEDICAL CARE PROGRAMS OFFICE OF FINANCE, BUDGET, ACCOUNTING & REVENUE DIVISION. TERM: 5/1/2013 - 4/30/2014

#### MODIFICATIONS:

*Any changes to the Additional Elements Screen for a Change Order changes the Additional Elements screen of the original BPO, so you should be careful to maintain the initial description of the contract on this screen.*

“MOD TO *(state what the mod is doing – extending the term, adding more \$, etc.)* FOR *(this part should maintain the original contract description)*. TERM: *(dates for modification)*.” Examples:

MOD TO EXTEND THE TERM OF THE CONTRACT BY TWO MONTHS IN ORDER TO COMPLETE THE NEW PROCUREMENT FOR CONDUCTING & ADMINISTERING INSURANCE PRODUCER LICENSING EXAMINATIONS & PROVIDE RELATED EDUCATION SERVICES. TERM: 4/1/2013 - 5/31/2013

MOD TO ADD FUNDING TO ALLOW FOR THE PAYMENT OF COMMISSION ON ADDITIONAL REVENUES COLLECTED FOR THIS REVENUE-GENERATING CONTRACT FOR PRIMARY COLLECTION SERVICES OF DELINQUENT TAX ACCOUNTS. THE COLLECTION EFFORTS HAVE EXCEEDED THE ORIGINAL ESTIMATE. TERM: 3/28/2013 - 6/30/2013

### 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.

## APPLICATION SYSTEMS MANAGEMENT

### COMING SOON -- ANSWERS 4.0

Documentation is also located on DoIT's website under ANSWERS 4.0: <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



### 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.

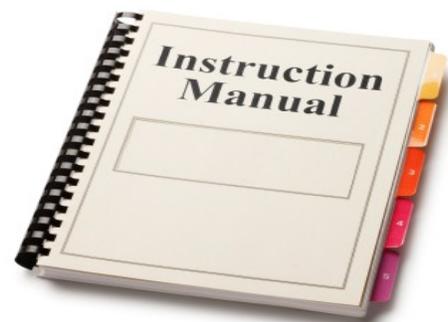
- May 22, 2013
- June 2013 Depreciation Run: As soon as agencies complete recording FY 2013 fixed assets transaction entries in the Fixed Assets Subsystem.

### NEW EMPLOYEE?

**Locate Training Manuals out on the WEB:**

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

**for Training Documents**



## Reporting Information

**AE / IAE Availability: Effective January 01, 2013**

	Batch Cycle Day	Available Period
<b>AE</b>	Mon. → Fri.	FY 13 Oct. (04) → Present
<b>IAE</b>	Every Fri.	FY 13 July (01) → Sept. (03)
<b>FF</b>	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](mailto: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.

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](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