



May 2015

FMIS Informer

Current DoIT Activities

- The Document Financial Purge is scheduled for Saturday, May 16, 2015 in Production and UAT regions. CICSP51 (PRD) and CICST5B (UAT) regions will not be available on that Saturday. This process will delete all documents from a fiscal year that were closed in the prior fiscal year(s). This program prevents the rolling of prior year documents into succeeding fiscal years.
- The last Production batch cycle for the year will be on Tuesday, June 30, 2015.
- Production will be unavailable on Wednesday, July 1, 2015 due to Year End Closing.
- UAT will be rolled on June 30th, CICST5B will not be available. No UAT schedules beyond backups will process that day.
- The first Saturday YEC schedule will process on July 11th, and run through Aug. 22nd.

Reminder - please contact the FMIS Service Desk at service.desk@maryland.gov or 410-260-7778 with any question/problems you have regarding the system. They in turn will transfer the ticket to the correct group. Do not contact someone directly as they may be on vacation/in a meeting/etc and may not be able to reach you quickly. If you are receiving an error, please send a screen print of the error, along with the batch information and specific document. Thanks!

SPAG Committee Meeting

The Senior Procurement Advisory Group (SPAG) meeting will be held on Thursday, May 28th, 2015, at 9 AM at MDOT Headquarters in the Harry Hughes Suites 1-3.

Training

* Thanks to all that attended ADPICS training this Spring. We hope you were able to take something from the class and apply it to your everyday work.

Tips for FMIS Functional Coordinators and Security Officers

- You may find it easier to fill out the forms using Adobe Acrobat Reader or Pro. You can type in the fields and check boxes and then print it all out instead of printing it and filling it out by hand.
- Don't forget to provide a Model Access Profile or Copy ID. We'll need one of those to create the desired access.
- Our goal is to complete requests within 72 hours. In times of high demand or personnel shortages it may be longer.
- An email is sent out on Friday to the designated functional coordinator or security officer with a copy of the completed form. This will inform the agency of the requests that have been completed during the past week.
- FMIS Security Officers and Functional Coordinators may also check the 96A screen (RSTARS) and 7600 screen (ADPICS) to see if security has been established.

Fiscal Year Close and 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. 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 do or do not 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 listing the logon ID, user name, and the user class needing prior month and/or prior year posting ability (see sample below). 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.
- This memo may be scanned and sent to securityservices.doit@maryland.gov.
- We want to assist the agencies as much as possible but we are also held to standard guidelines and procedures that must be followed.

Sample memo: on agency letterhead

To: DoIT/EIS Security Services

From: Agency FMIS Function Coordinator

Agency FMIS Security Officer

The following individuals from (your agency name) need Prior Month / Prior Year (list type needed) capability):

Logon ID:	Name:	User Class(es)	Prior Month	Prior Year
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Fixed Assets Depreciation Run

Fixed Assets Transactions:

Please review all the FY 2015 fixed asset transactions as of now and record the applicable transactions in RSTARS Fixed Assets Subsystem (See: Accounting Procedures Manual, Section 3.15 - State Policy and Procedures on Fixed Assets).

For the remaining months of fiscal year 2015, GAD will run the fixed assets depreciation on the following dates.

- May 27, 2015

June 2015 depreciation run: As soon as agencies complete recording FY 2015 fixed assets transactions in the Fixed Assets Subsystem.

More Reminders...

Year End Close Documentation

See below for the links.

- [ADPICS Year End Close](#)
- [R*STARS Year End Close](#)
- ADPICS Reminder - start to clean up your encumbrance balances and any unposted documents now.
- R*STARS Reminder - start to clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2016.
- The FY16 profiles were added April 10, 2015 however agencies are required to manually add their 25 profile for FY16. Easy Steps are located on DoIT's website: [Year End Close 25 Screen](#). Recall your FY15 25 profile, then complete the following:

FY = 16

LAST MONTH/YEAR CLOSED: = 00 and 2015

EFF START DATE: = 07012015

REPORTING MONTH/YEAR for 2016: Year must be 10 or greater.

- FOCUS requests - please complete the FOCUS Report Run Request Form in your report submissions, which is located here: <http://doit.maryland.gov/support/ASMsecurityForms/Focus%20Request%20Form.pdf>

ADPICS/PUG COMMITTEE - May 14, 2015

DOIT Office, 45 Calvert Street, Annapolis, MD, Conference Room 427A @ 1:30 p.m.

- Due to low attendance it has been decided to hold the ADPICS PUG meeting quarterly.

Minutes from last Meeting can be found on BBS - [BBS Login](#)

User name: bbsuser

Password: bbsstate1

Under ADPICS click on Meeting Minutes

****NOTE:** To connect and call in remotely from your desk:

1. Enter <http://www.intercall.com/iumGo>
2. In the right corner, click JOIN MEETING.
3. At Moderator's User Login enter [5012161452](#).
4. Click Join As Participant.
5. When prompted, select Dial In Now.
6. Dial [\(855\) 297-3227](#) and enter the Conference Code: [2836957129](#) followed by #.

****NOTE:** Please enter your name and agency when calling.

RSTARS Fiscal Month Closing Dates for FY 2015:

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, 2015.
- May: June 15, 2015.

FMIS Production On-Line Operating Hours

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

Wednesday: 6:30 a.m. to 4:00 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.

The current AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 15 Oct. (04) → Present
IAE	Every Fri.	FY 15 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 14 (if needed earlier in the month, can be done through special request.)

FY 2004 – 2013 available through special request.

**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.
