

# November 2017 FMIS Informer

## DoIT Happenings

- The General Ledger Zero Balance is scheduled for Saturday, November 11th, in the Production and UAT regions. R\*STARS and ADPICS will not be available to the user community on that date.
- The ADPICS pre-purge will occur on November 4, 2017. The 990 BPO/PO Purge List Report will be available afterwards. The Purge will happen in March.



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## System Availability

**The ADC Mainframe will be unavailable from 8:00 a.m. Thursday November 23 until 6:00 a.m. Friday November 24.**

**The ADC Mainframe will be unavailable from 8:00 a.m. Monday December 25 until 6:00 a.m. Tuesday December 26.**

The ADC Mainframe will be available New Year's Day, Monday, January 1, 2018.

If you plan to schedule work to run on the mainframe during a Maryland State holiday, please be sure to provide ADC Operations with updated contact information so that we can reach someone if there is a problem with your scheduled work.

If you have any questions please contact Mable Wright ([410-260-6612\\_mwright@comp.state.md.us](mailto:410-260-6612_mwright@comp.state.md.us)) or Debbie Allen ([410-260-6115\\_dallen@comp.state.md.us](mailto:410-260-6115_dallen@comp.state.md.us)).

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## November SPAG Meeting

Please join DBM at MDOT Headquarters, **7201 Corporate Center Drive, Hanover, MD 21061**, in the Harry Hughes Suites 1 - 3, on Thursday, November 16, 2017, at 9 AM for the quarterly SPAG meeting. The agenda will be sent out separately. We will have presentations from three Statewide Contracts.

The SPAG meeting is for the **Senior Procurement Advisory Group** and is by invitation from your agency's head of procurement. This is a reminder to those that have previously been formally invited to attend. Thank you.

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## ADPICS Committee Meeting

- The next meeting will be on Thursday, December 7, 2017, from 1:30 p.m. until 3:00 p.m. It will be held in **Crownsville, 100 Community Place**, Room 4.102. You can always call in if you can not physically appear:
  - **Call In Information:** **\*\*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 #.
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## ADPICS Users

DoIT is looking for suggestions to improve the user experience. Do you have ideas to increase productivity? New screens or modifications to existing; or possibly improvement to reports? Just bring ideas to the next ADPICS Committee meeting (appear in person or call in as shown above). If you can not attend the meeting, please contact the DoIT service desk at **410.697.9700** or via email **[service.desk@maryland.gov](mailto:service.desk@maryland.gov)**

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## ADPICS E-Mail Approval Notifications

FMIS recently rolled out additional approval email notifications for the following ADPICS documents:

- Purchase Orders

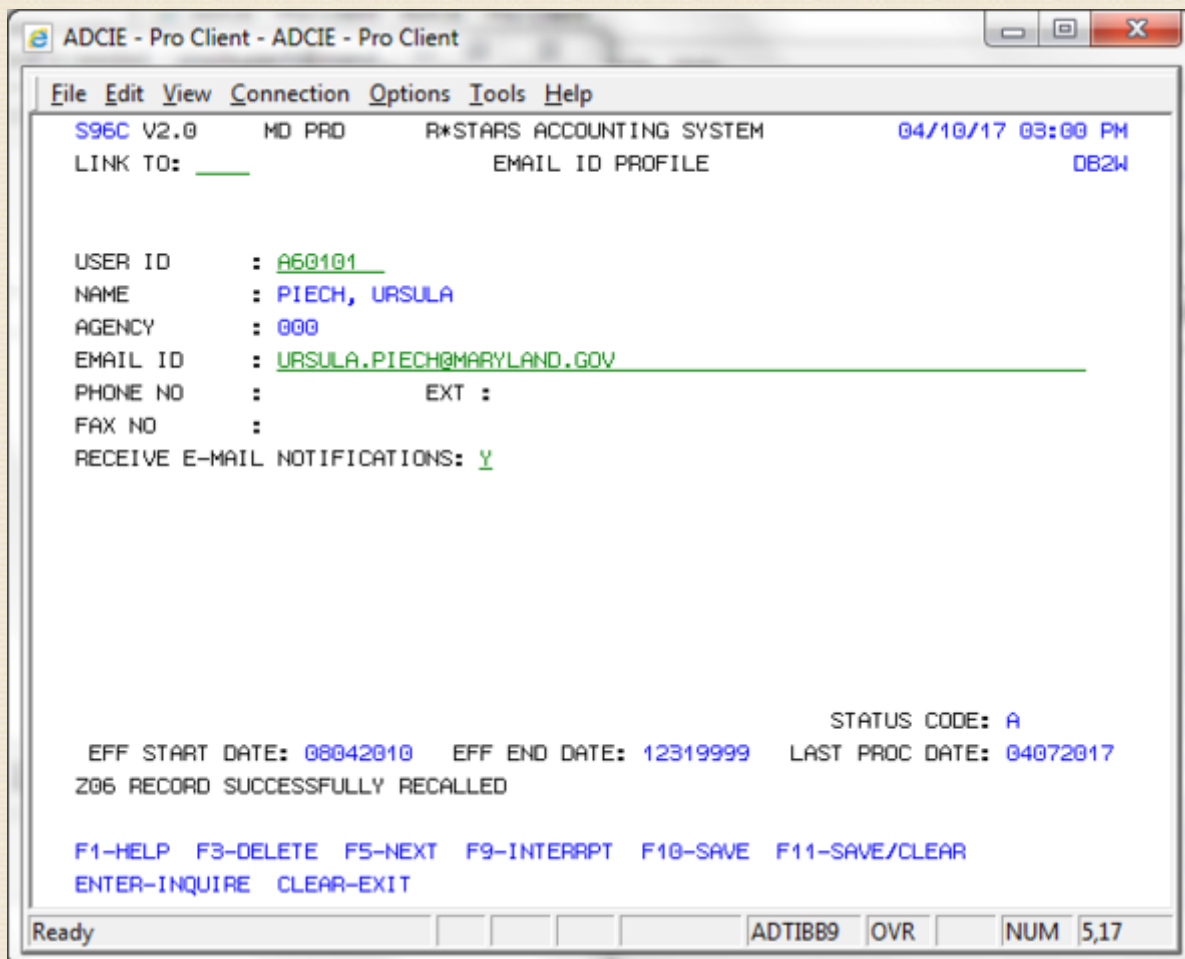
- Requisitions and Job Tickets

The remaining ADPICS accounts payable documents of invoices, vouchers, and direct vouchers are to be rolled in the near future.

Users may turn off email notifications by going into R\*STARS and set the field Receive E-mail Notifications to 'N' on the 96C Email ID Profile for their User ID. At the same time the users may update their email address if incorrect which also updates the email address on the 7600 Primary User Security.

**Warning:** Do not assume that if you are not receiving email notifications, there are no documents in ADPICS waiting your approval. Please check your approval mailbox in ADPICS daily by logging in to verify if documents require your approval.

Included below is a sample of the 96C Email ID Profile screen to help you in updating your own setting for Receive Email Notifications indicator.



## R\*STARS Fiscal Month Closing FY2018

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.

October: November 15, 2017.

November: December 15, 2017.

December: January 16, 2018.

January: February 15, 2018.

February: March 15, 2018.

March: April 16, 2018.

April: May 15, 2018.

May: June 15, 2018.

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## R\*STARS Fixed Assets Depreciation Run

For the remaining months of fiscal year 2018, GAD will run the fixed assets depreciation on the following dates:

November 21, 2017

December 27, 2017

January 24, 2018

February 27, 2018

March 28, 2018

April 25, 2018

May 23, 2018

**June 2018 depreciation run:** As soon as agencies complete recording FY 2018 fixed assets transactions in the Fixed Assets Subsystem.

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

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](mailto: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>).
- 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 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 Easy Steps** links to quick steps to complete items such as Electronic Signatures, Direct Vouchers, Additional Elements, and so on.

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## FMIS Production On-Line Operating Hours

**R\*STARS/ADPICS/FOCUS:** Monday through Friday 6:30 a.m. to 6:30 p.m.

Saturday during YEC 6:30 a.m. to 5:00 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 June 3, 2017 the AE and IAE availability is as follows:**

### **AE / IAE Availability:**

	<b>Batch Cycle Day</b>	<b>Available Period</b>
<b>AE</b>	<b>Mon. → Fri.</b>	<b>FY 17 April (10) → Present</b>
<b>IAE</b>	<b>Every Fri.</b>	<b>FY 17 July (01) → March (09)</b>
<b>FF</b>	<b>Last Fri. of the Month</b>	<b>FY 16 (if needed earlier in the month, can be done through special request.)</b>

***FY 2006 - 2015 available through special request.***