

# November 2014 FMIS Informer

## November Happenings at DoIT

- Department of Information Technology - [new website](#).
- Main location for [ASM Documentation](#), [BBS site](#), [R\\*STARS/ADPICS/ANSWERS/Infopac Documentation](#), [Training Documentation](#), [E-Learning Modules](#). If you are using the new DoIT website, please look under 'Operations and Support', then either [ASM](#) or [Customer Service Desk](#).
- ADPICS pre-purge ran the weekend of November 1st/2nd- ADPICS report 990 lists bpo/pos scheduled to be purged.

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## ADPICS/PUG COMMITTEE - NOVEMBER 20, 2014

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

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](#).

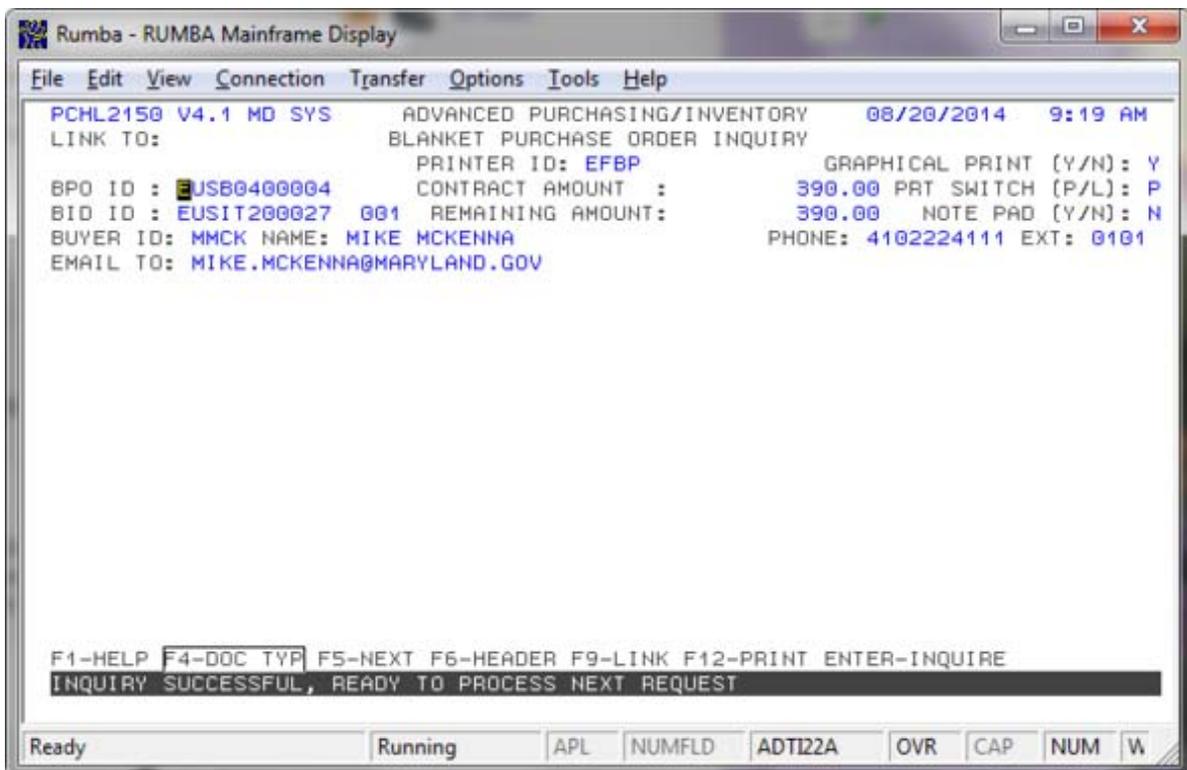
4. Click Join As Participant.
5. When prompted, select Dial In Now.
6. Dial (855) 297-3227 and enter the Conference Code: 2836957129 followed by #.

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

## BPO PDF Print

BPO PDF print has been implemented and promoted to Production. The screens to be affected are the 2342 and 2150 screen, with an option to toggle to the BPO document on the 2150 screen (shown below). A PDF copy is emailed to the Buyer for each vendor on the BPO separately.

Similar to the PO PDF print, this feature is to print the BPO to PDF to an email account associated with that buyer code and their email address entered on the 5700 ADPICS screen. If an invalid email address is entered or if the existing one is blank on the 5700 screen, then the BPO will print a hard copy. From the 2150 screen, a user may overwrite this email address with another valid email address, in the case the user wants to send the BPO to another user.



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Rumba - RUMBA Mainframe Display
File Edit View Connection Transfer Options Tools Help
PCHL2342 V4.1 MD SYS      ADVANCED PURCHASING/INVENTORY      08/20/2014  9:29 AM
LINK TO:                  BLANKET PURCHASE ORDER

BPO/CONTRACT ID : EUSB0400010      DEPT : EUS      NOTE PAD : N
PURCHASING TYPE : BP              BID ID :        DGS BPO (Y/N): N
ACTION INDICATOR: P              INTERFACE TYPE : BP  DBM BPO (Y/N): N
STATUS : POST                    AWARD :        DOIT BPO (Y/N): N
GSA CONTRACT NO :                POST DATE : 08/31/2010
CONTRACT AMOUNT : 10,000.00      EFFECTIVE DATE : 05/11/2010
EST CONTRACT AMT : 10,000.00    EXPIRATION DATE : 06/30/2012
REMAINING VALUE : 10,000.00    FISCAL EFF DATE : 05/11/2010
BUYER ID: MMCK NAME: MIKE MCKENNA      PHONE: 4102224111 EXT: 0101
VENDOR: 1234567824 SEA , ICE
ADDRESS 222 : 4 PENN PLAZA
          SBR PRE SUITE 12345 ADD
MULTI-VENDOR : N BALTIMORE, MD 21205
MULTI-YEAR : N COMMODITY CTRL (F/P): F LEVEL (1/2/3): MINORITY SUB: N
RENEWAL : : OPTIONS :
ORIGINAL BPO : OPTION MAX: 2 ORIGINAL AMT:

REFERENCE : N ALLOW REF (Y/N): Y LIMIT REF EXP DT (Y/N) Y
F1-HELP F2-COPY BPO F3-DEL F4-OTHER KEYS F5-NEXT F6-VIEW DOC F7-VEN SEL
F8-ELEM F9-LINK F10-SAVE F11-VEN SELECT F12-SEL SUB ENTER-INQUIRE CL-EXIT
NEXT RECORD DISPLAYED, READY FOR UPDATE

Ready Running APL NUMFLD ADTI22A OVR CAP NUM W

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### MBE/SBR REPORTING:

In an ongoing effort to achieve greater accuracy in MBE and SBR reporting, the Governor's Office of Minority Affairs (GOMA) has been working with the 3 main control agencies (DBM, DGS and DOIT) to come up with a plan to make it easier for MBE and SBR report preparers to categorize non-BPO/PO direct vouchers as either reportable or non-reportable. FMIS using agencies utilize direct vouchers (DV) to make both reportable and non-reportable purchases, however, document originators are not currently required to enter a description of the item/ service being purchased. It is therefore difficult for report preparers to determine whether the dollar value of any DV transaction should be included in the agency's total procurement/purchasing volume.

Recently, the commodity code was added to one of the MBE payment reports (717) in an attempt to provide more clarity, however, feedback from the agencies indicates that this change has not been very helpful. At the most recent ADPICS Committee meeting, it was suggested that one of the direct voucher screens/fields be modified to require the document originator to enter a brief narrative description of the item(s) being purchased. Feedback on this suggestion is being solicited by way of this survey, as well as any alternate suggestions that might solve the problem at hand. Document creators are reminded of the state's policy regarding the correct use of direct vouchers, at

[Direct Voucher Usage](#)

**Please answer the following questions from the survey below:**

<http://www.dbm.state.md.us/selectsurvey/TakeSurvey.aspx?PageNumber=1&SurveyID=n4L38m7&Preview=true>

**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.

- October: November 17, 2014.
- November: December 15, 2014.
- December: January 15, 2015.
- January: February 17, 2015.
- February: March 16, 2015.
- March: April 15, 2015.
- 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.

Beginning June 9, 2014, AE and IAE will be available on the following schedule:

Batch Cycle Day		Available Period
<b>AE</b>	Mon. - Fri.	FY 14 April (10) - Present
<b>IAE</b>	Every Fri.	FY 14 July (01) - March (09)
<b>FF</b>	Last Fri. of the Month	FY 13 <i>(if needed earlier in the month, can be done through special request)</i>
<i>FY 2003 – 2012 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.

11/5/2014

Maryland.gov Mail - November 2014 FMIS Informer

For those registered, a reminder will be sent one week prior to training and a day before training. Training will be held at the Annapolis Training Center located at 45 Calvert Street, Annapolis, Maryland, Room 7 in the basement. These classes are half day sessions.

It is very important that you bring training material with you. It is located on DoIT's Website:<https://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx>

Under the RSTARS Category - Reporting, Financial Inquiry and rapiusrgde (3 separate documents)

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