

November 2016 FMIS Informer

The General Ledger Zero Balance is scheduled for Saturday, November 12th, in the Production and UAT regions. CICSP51 and CICST5B will not be available on that Saturday.

The ADPICS pre-purge occurred the last weekend in October. The 990 BPO/PO Purge List Report is available.

ADPICS Committee Meeting

ADPICS Committee User Group meeting will be held Wednesday, November 2, 2016 1:30-3PM at 100 Community Place, Crownsville, MD in conference room 4.102 (from the 4th floor elevator walk towards DoIT finance sign, room will be on the right).

The November 17th SPAG meeting has been cancelled!

The 2017 SPAG meetings dates are January 19th, March 16th, May 18th, July 20th, September 21st, and November 16th. That is the third Thursday of every odd numbered month.

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.

October: November 15, 2016.

November: December 15, 2016.

December: January 17, 2017.

January: February 15, 2017.

February: March 15, 2017.

March: April 17, 2017.

April: May 15, 2017.

May: June 15, 2017.

ADPICS Invoice and Voucher Training November, 2016

Training will be held at the Crownsville Training Center located at 100 Community Place, Crownsville, Maryland, Room 120 on the ground level. All classes are an all day session, 8:30 am - 4:30 p.m.

We have 3 sessions available, Wednesday December 14, 2016 - Friday, December 16, 2016. First come, first serve. Please register using the links below. You will receive a 'Thank you' notice once registered. An email reminder will be sent one week prior to the class.

December 14, 2016

December 15, 2016

December 16, 2016

Please bring training material with you. It is located on DoIT's Website:

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

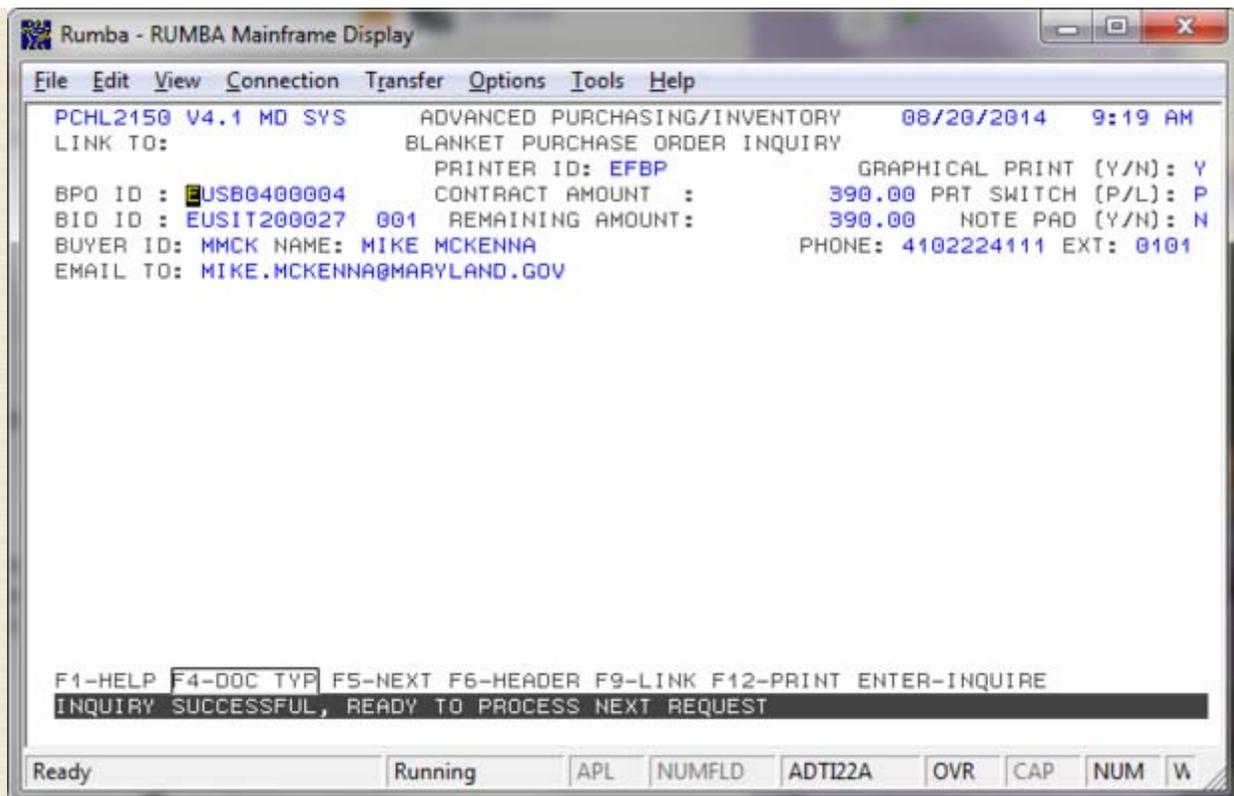
Under Accounts Payable. It consists of two documents - Direct Voucher and Invoice Processing. You will need both.

If you have not used ADPICS before it is best to view the following for Screen Navigation: [ADPICS Screen Navigation](#)

Lexmark Printers/Software

As of January, 2017 the Lexmark software for Lexmark printers will no longer be supported. ADPICS document prints will fully be supported by the PDF process. To print a BPO or PO from ADPICS see the instructions below:

The PO or BPO will print to the email address displayed on the 2150 screen. 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 PO or BPO to another user.



Detailed Instructions are also located on DoIT's website:

PO Print Instructions

Use of the 90 (Help) Screen In R*STARS

When receiving an error (whether it is in ADPICS or R*STARS) or have a question about setting up a report in R*STARS, the best place to start is the 90 Help Screen in R*STARS.

1. Enter 90 in the 'Link To' field located on the top left-hand corner of your screen and hit the F9 key.
 2. The cursor should be located in the Keyword field. If not, use your tab key until your cursor is at this location. Either type the Error Code or the Report ID and press Enter.
 3. The information regarding the Error Code or Report should be displayed.
 4. Read the data provided to aid you in understanding the Error or Report. This should help you in correcting the Error or deciding if this is the Report you need and how to set it up on the 91 profile.
 5. Hit the F9 key to return to the prior screen in R*STARS or escape if returning to ADPICS.
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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 ADPICS or R*STARS and FOCUS or ANSWERS reporting systems. The DoIT Service Desk will transfer the ticket to the correct group.



Going forward when contacting the DoIT Service Desk please provide the following minimum details as applicable:

- 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.**

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 June 13, 2016 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 16 April (10) → Present
IAE	Every Fri.	FY 16 July (01) → March (09)
FF	Last Fri. of the Month	FY 15 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2005 – 2014 available through special request.</i>		