



**September
2014**

**FMIS
Informer**

SPAG Meeting - SEPTEMBER 18, 2014

Please mark your calendars to attend the next SPAG meeting on September 18th, 2014 at 9 AM. The September SPAG meeting will be held at MDOT Headquarters in Harry Hughes Suites 1 & 2. See you there!

****There is a new protocol for visitors to MDOT Headquarters obtaining access into the building. ALL non-MDOT employees must have a visitors badge, so everyone that is planning on attending the July SPAG meeting must RSVP to Jamie.Tomaszewski@maryland.gov that they are coming by Monday, September 15th. The list of attendees will be provided in advance to the security desk, so they will have your visitor name badge ready when you arrive.**

ADPICS/PUG COMMITTEE - SEPTEMBER 18, 2014

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

*****A training "tidbit" regarding the 2353 BPO ADDITIONAL ELEMENTS screen will be demonstrated at the meeting.**

Minutes from last Meeting can be found on BBS - <https://www.dbm.state.md.us/bbs/forum.asp?>

forum_id=2&forum_title=ADPICS+Meeting+Minutes

User name: bbsuser

Password: bbsstate1

****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.

Living Wage Reporting

The Governor has made Living Wage enforcement a priority and as a result Department Of Labor, Licensing & Registration (DLLR) has been tasked with developing an electronic payroll reporting system. To collect the payroll records necessary, contract information must be available for contractors to submit their payroll records under the appropriate Living Wage contract information which is currently reported to DLLR by the control agencies (DBM, DGS, MDOT, DOIT, etc.).

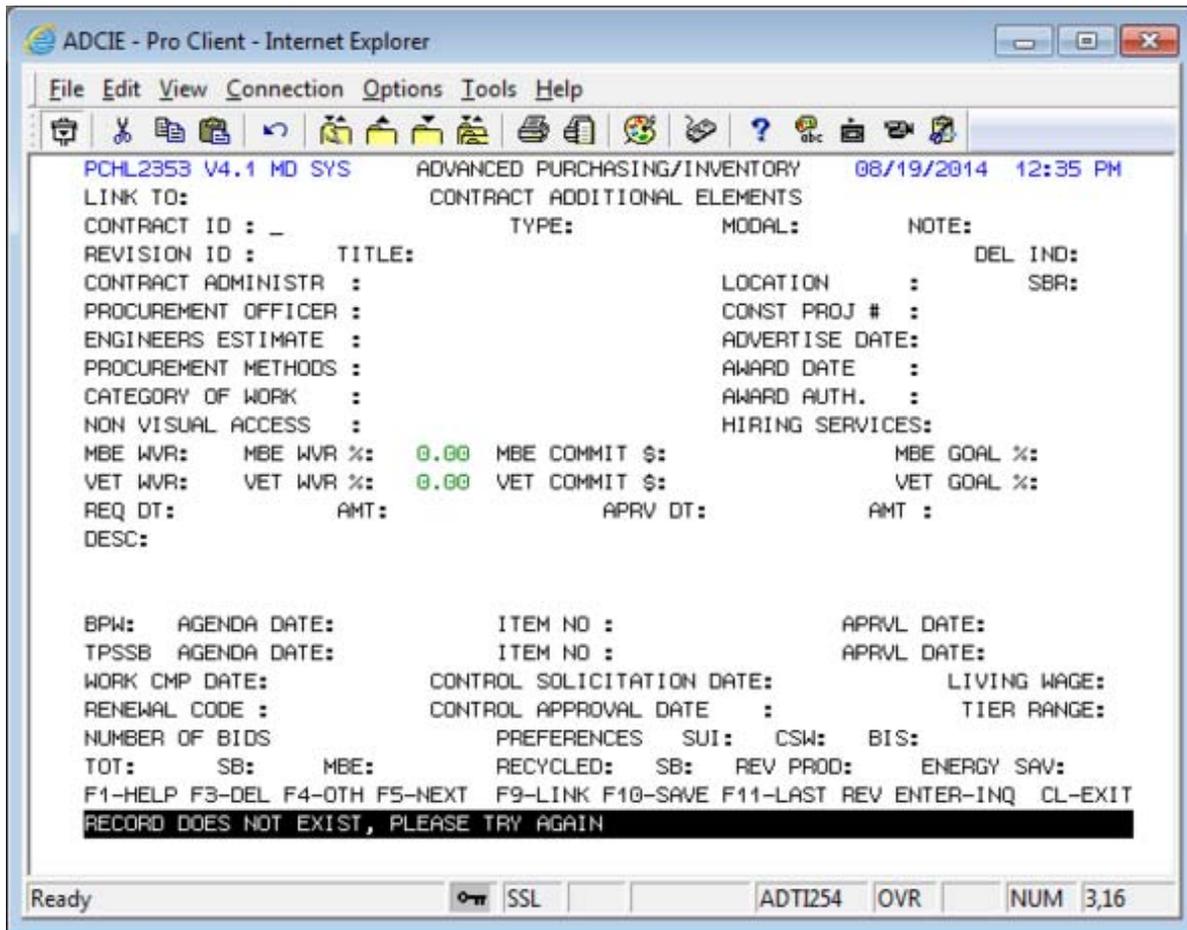
Contract information is maintained in ADPICS via blanket purchase orders and purchase orders. To provide Living Wage reporting for DLLR the following screens have been modified:

- 2353 Contract Additional Elements screen for blanket purchase order and change orders against blanket purchase orders
- 2356 Purchase Order Additional Elements screen for purchase orders

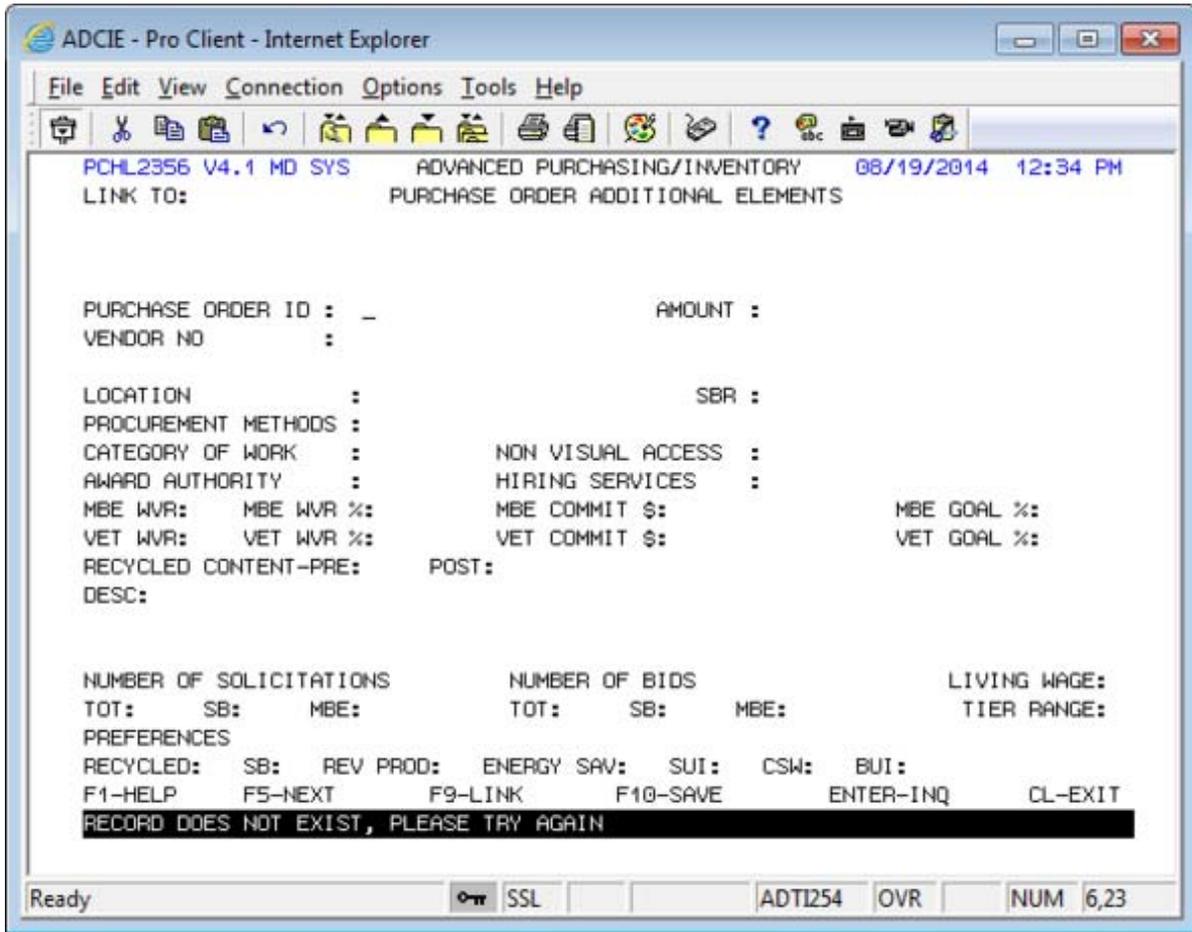
The new fields are located in the lower right corner for both screens as included below and the coding instructions are:

- Living Wage - Enter 'Y' (Yes) to denote this contract as a Living Wage otherwise enter 'N' (No)
- Tier Range - Enter a value of '1' or '2' when Living Wage is 'Y'

2353 Contract Additional Elements



2356 Purchase Order Additional Elements

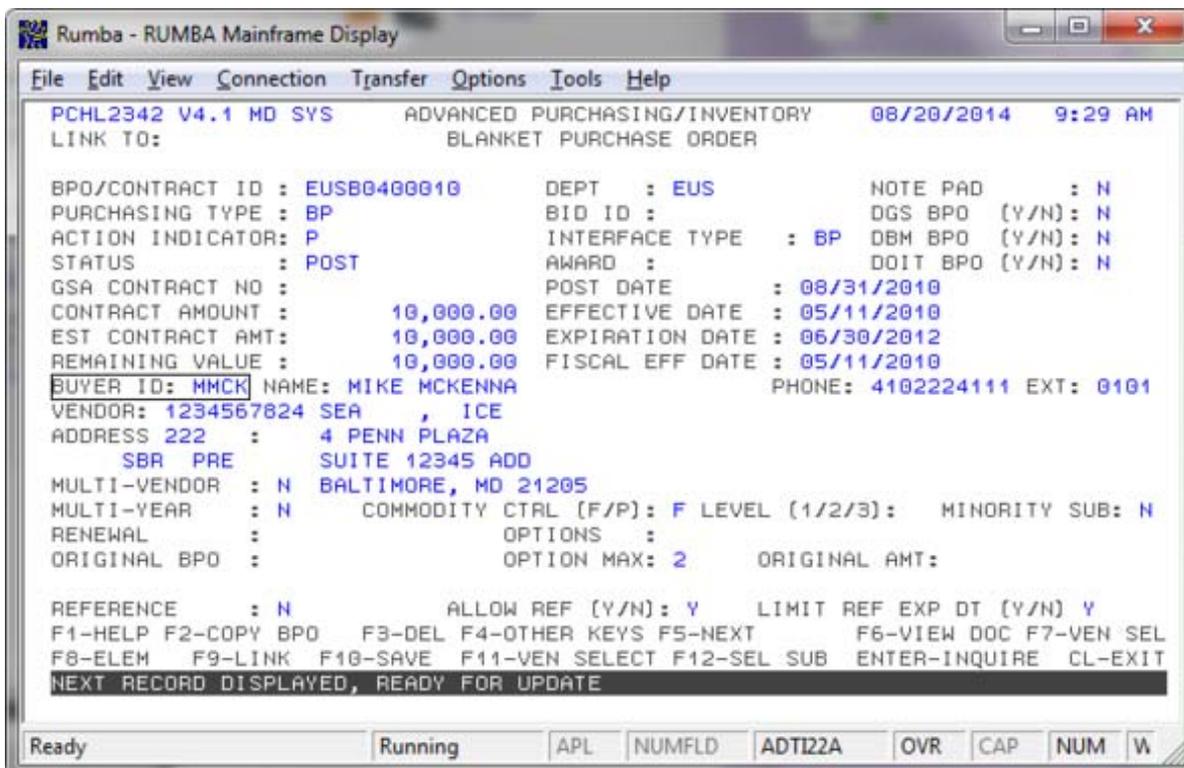
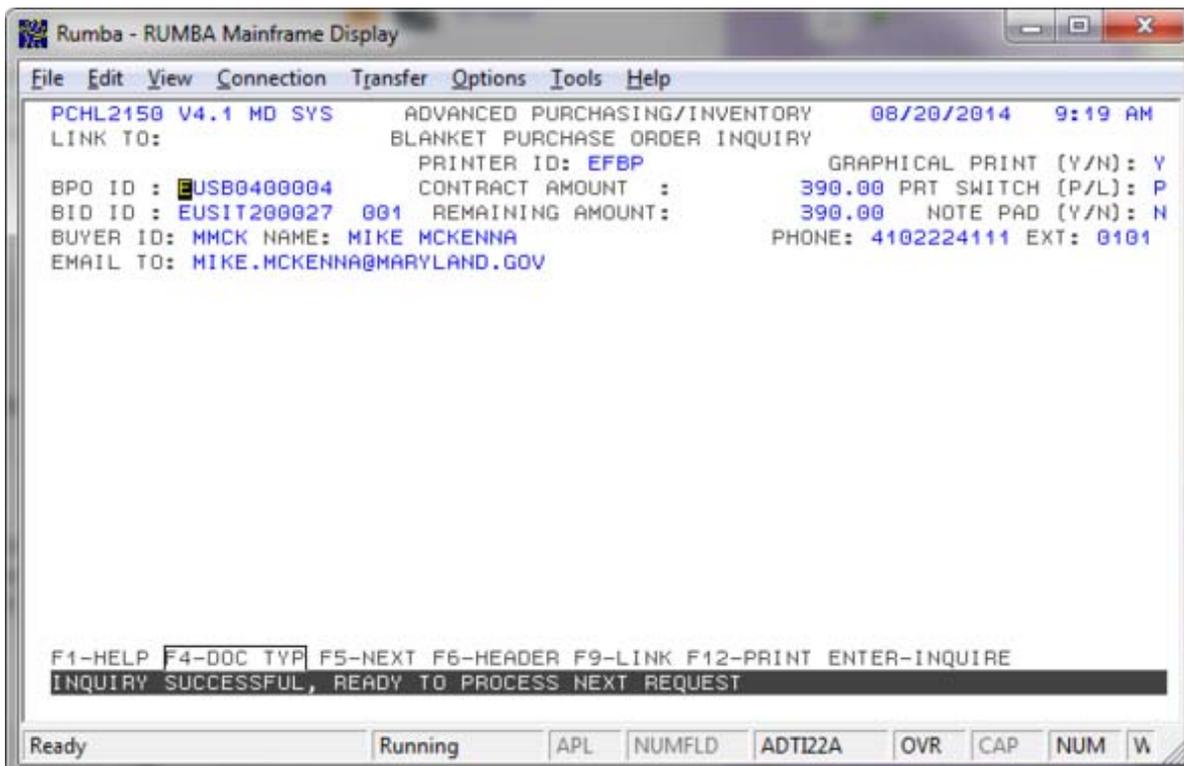


For additional questions regarding impact to Adpics contact the Service Desk ([410-260-7778](tel:410-260-7778); service.desk@maryland.gov) otherwise contact Sharon Atienza, FMIS Administrator(sharon.atienza@maryland.gov; 410-230-6041) at DLLR.

BPO PDF Print

BPO PDF print will be implemented and promoted to Production within the coming months. 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.



Fixed Asset Depreciation FY 2014 -

- June 2014 depreciation run occurs as soon as all agencies complete recording FY 2014 fixed asset transactions in the Fixed Asset Subsystem.

Month of July Closing -

- Will occur when all agencies have finished recording FY 2014 entries and the reversing entries have also been posted in FY 2015

Month of August Closing -

- Will occur on September 16, 2014

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.

Saturday: During special YEC Saturday batch cycles, hours of availability are from 06:30 - 17:00. Please note the last Saturday was August 23, 2014.

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
AE	Mon. - Fri.	FY 14 April (10) - Present
IAE	Every Fri.	FY 14 July (01) - March (09)
FF	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.

Security Training

DoIT Security Services will conduct BASIC FMIS Security training for functional coordinators and security officers in September. Below are the four available classes. If you or someone at your agency needs security training, please register for one of the classes. Please register early to ensure you get a spot.

Wednesday, September 3, 2014

Thursday, September 4, 2014

Tuesday, September 16, 2014

Wednesday, September 17, 2014

All classes are being held in Annapolis and will run 8:30 - 4:00.

R*STARS Journal Entry and Document Tracking 2014

Training will be held at the Annapolis Training Center located at 45 Calvert Street, Annapolis, Maryland, Room 7 in the basement. This classes are half day sessions.

We have 3 sessions available for each class: Monday - Wednesday, September 29, 2014 - October 1, 2014. First come, first serve. Please register using the links below.

[Journal Entry - September 29th](#)

[Journal Entry - September 30th](#)

[Journal Entry - October 1st](#)

[Document Tracking - September 29th](#)

[Document Tracking - September 30th](#)

[Document Tracking - October 1st](#)

Please 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 - Journal Entry and Document Tracking (2 separate documents)

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please contact subscriberhelp.govdelivery.com.

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