

# April 2018 FMIS Informer



## DoIT Happenings

- April 14, 2018: R\*STARS Profile Roll for Fiscal Year 2019

## ADPICS 2354 Funding Splits Screen

A modification has been placed in Production to require the 2354 Funding Splits screen to be completed when creating a Blanket Purchase Order or Reference Blanket Purchase Order.

When the 2353 Contract Additional Elements screen has been successfully saved, the system will automatically link you to the 2354 screen. You may also reach it via the 2353 by pressing F5-Funds.

The funding split must equal 100 (%). It is a numeric field. Special funds require the Special Fund Source field to be completed to include the source of the funds.

Definitions of funds:

- **General Fund:** State funds that may be used for any activity of the State. State income and sales tax revenues are the primary sources of General Funds. About half of State spending is attributable to the General Fund.

- **Non-budgeted Funds:** Some agencies have independent authority to make expenditures without legislative appropriations. Examples include the Injured Workers' Insurance Fund (which provides workers' compensation insurance) and the Maryland Transportation Authority (which operates certain bridges, tunnels and other transportation facilities). These agencies have independent revenue sources (i.e., insurance premiums, toll revenues), and their budgets are presented in the budget books for information purposes only.

- **Reimbursable Funds:** Funds transferred among agencies as payments for services provided by one agency to another. For example, each operating agency pays the Department of Information Technology (DoIT) for the actual cost of its telephone usage from its general, special or federal funds. DoIT, in turn, pays the telephone service provider with reimbursable funds. State appropriations count only the general, special, and federal funds that agencies expend to the Department of Information Technology for telephone service, thereby avoiding any double-counting.

- **Special Funds:** Revenues dedicated to a specific purpose, such as licensing fees or certain tax revenues that may only be used for the purposes designated by law. For example, property transfer tax revenues are dedicated to Program Open Space and other specific uses. Similarly, the Transportation Trust Fund, a special fund, is supported by fuel tax and other transportation-related revenues.

- **Federal Funds:** Grants and other payments from the federal government that are expended through the State budget to fund various activities funded by the Federal Government. Such funds are subject to applicable federal laws and regulations. Federal funds often require a State funding match. Before an agency can spend these funds, its budget must contain a Federal Fund Appropriation for at least the amount of funds to be spent. Medicaid and transportation programs are the largest sources of federal funding in the State budget.

- **Current Restricted Funds:** Funds that may be used by higher education institutions only for restricted purposes. These consist principally of research grants and donations for particular purposes (i.e., student aid).

- **Current Unrestricted Funds:** Funds that may be used by higher education institutions without restriction. These consist principally of the State appropriation, tuition and student fees.

- **Capital Expenditure:** An acquisition or construction of buildings or other fixed assets with a useful life of at least fifteen years.

- **Revenue Generating:** Funds that may be used to facilitate the identification, planning and development of new revenue-generation opportunities throughout an agency.

For more information on completing the screen, please see the following coding instructions:

[BPO Processing](#)

[Reference BPO Processing](#)

## Changes to the BPO Detail Report in ANSWERS

Specs and terms for a BPO are now available on the BPO Detail Report in ANSWERS. Within the specs/terms tab a user can search through the specs and/or terms.

To login to ANSWERS, the website is here: <https://net.md.gov/apps/Answers/>

The Username and password are both mbe\_user

## ADPICS Committee Meeting

- The next meeting will be on Thursday, April 5, 2018, 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 #.

## May SPAG Meeting

Please join DBM at MDOT Headquarters, [7201 Corporate Center Drive, Hanover, MD 21061](#), in the Harry Hughes Suites 1 - 3, on Thursday, May 17, 2018, at 9 AM for the quarterly SPAG meeting, weather permitting. The agenda will be sent out separately.

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.

## **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.

March: April 16, 2018.

April: May 15, 2018.

May: June 15, 2018.

## **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:**

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.

**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.**

## 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.

- **Please note: access to this documentation requires connectivity to the Statewide Government Intranet (SwGI).** If you need help opening this site, contact the Service Desk at 410-697-9700 or send an email to [service.desk@maryland.gov](mailto:service.desk@maryland.gov). Please use this site - [networkMaryland FAQ](#) - for any questions, along with the article below regarding firewall changes.

## Maryland Department of IT Firewall Changes

In an effort to increase network security and provide a more consistent user experience, the Department of Information Technology will be making a change to the firewalls on Tuesday, March 20, that will standardize the pages that are displayed when a user tries to access blocked content. This will not impact the frequency of the events that generate the response pages. However, the page may look different from the previous pages that have been displayed in the past.

The goal of this change is to provide clear instruction to the end user as well as to provide more useful troubleshooting information for the Service Desk in the event of miscategorized content.

If you experience any issues as a result of this update, please contact the DoIT Service Desk via the [Self Service Portal](#), at 410-697-9700 or via email: [service.desk@maryland.gov](mailto:service.desk@maryland.gov) as soon as possible so we can work with your agency to make the appropriate accommodations.

Below is a sample message that users may see when trying to download certain high risk file types:



## 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 December 11, 2017 the AE and IAE availability is as follows:**

### AE / IAE Availability:



	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 18 Oct. (04) → Present
IAE	Every Fri.	FY 18 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 17 <i>(if needed earlier in the month, can be done through special request.)</i>
<b><i>FY 2006 - 2016 available through special request.</i></b>		