

April 2019 FMIS Informer

DoIT Happenings / System Availability

- April 20, 2019 : R*STARS Profile Roll for Fiscal Year 2020.



R*STARS Fiscal Month Closing FY 2019

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 15, 2019.

April: May 15, 2019.

May: June 17, 2019.

Fiscal Year 2019 Annual Closing

R*STARS will shut down at its normal time on Friday, June 28, 2019. A batch cycle will be run for the work of June 28, and the rollover of financial balances to the new fiscal year will begin. R*STARS will not be available on June 29th and 30th, 2019. After the rollover has been completed, R*STARS will be available on July 1st, 2019. RSTARS will be available **on July 4th**, **but there will be no nightly batch cycle.**

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 24, 2019

May 22, 2019

June 2019 depreciation run: As soon as agencies complete recording FY 2019 fixed assets transactions in the Fixed Assets Subsystem.

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

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 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.

[FMIS 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.

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 January 6, 2019 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 19 October (04) → Present
IAE	Every Fri.	FY 19 July (01) → September (03)
FF	Last Fri. of the Month	FY 18 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2007 - 2017 available through special request.</i>		

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