



August 2019 FMIS Informer

DoIT Happenings

- Saturday Batch Cycles begin on July 6, 2019 and run thru August 17, 2019.

ADPICS Committee Meeting

- DoIT will no longer host ADPICS Committee meetings due to the implementation of eMMA. If you require assistance with the current ADPICS application, please contact the Service Desk.

R*STARS Fiscal Month Closing FY2019

We will keep you posted as to when GAD officially closes FY 2019. Agencies may close on their own via the 25 profile.

R*STARS Fixed Assets Depreciation Run

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

R*STARS Closing

- The Comptroller has provided the following documentation on their website:

[R*STARS Closing Review](#)

Training Presentation - to be viewed with Appendix C

- Start to clean up your appropriation balances.

ADPICS Year End Closing

- DoIT has provided the following documentation for 2019 [ADPICS Year End Closing Manual](#). Please review pages 31-35 on how to code Year End Change Orders.
- Start to clean up your encumbrance balances and any unposted documents now.

FL1 Error

As year end close is coming upon us, many people run into the infamous FL1 Error. Below is a description of the error, as found on the 90 Help screen in R*STARS:

· WHEN POSTING TO THE APPROPRIATION TABLE (AP), THE TRANSACTION CANNOT MAKE THE REMAINING ACCRUED BASIS BUDGET NEGATIVE. THE TRANSACTION THAT YOU ARE CURRENTLY ATTEMPTING TO POST WOULD CAUSE YOUR REMAINING ACCRUED BASIS BUDGET TO BE NEGATIVE. TO EXAMINE THE APPROPRIATION BALANCE FOR THE TRANSACTION, LINK TO THE 62 APPROPRIATION FINANCIAL INQUIRY SCREEN TO RETRIEVE THE DATA.

S062 V2.0	MD UAT	R*STARS ACCOUNTING SYSTEM	05/28/19 07:38 AM		
LINK TO: █		APPROPRIATION FINANCIAL INQUIRY	MESSAGE: N DB2A		
AGY: <u>IRN</u>	APPN YEAR: <u>19</u>	APPN #: <u>A0001</u>	UAT GENERAL FUND APPN TEST		
APPR FUND: <u>0001</u>	FUND: <u> </u>	COMP SRCE/GRP: <u> </u>	OBJ/COMP OBJ: <u> </u>		
PRG CD: <u> </u>	LVL: <u> </u>	ORG CD: <u> </u>	LVL: <u> </u>		
INQ TYPE: <u>MC</u>	INQ YEAR: <u>19</u>	INQ MONTH: <u>11</u>	DETAIL/SUMMARY: <u>D</u>		
CASH BASIS BUD:	<u>99,750.00</u>	NET CASH ACT:	250.00-		
ACCR BASIS BUD:	<u>40,200.00</u>	REM APPN ALLOT:	257,589.05-		
ENC BASIS BUD:	<u>157,589.05-</u>	ACCR CSH AVAIL:	40,200.00		
		ENC CASH AVAIL:	157,589.05-		
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	APPN ORIG	100,000.00			
15	CASH EXPEN	250.00			
17	ACCRUED EX	59,550.00			
18	ENCUMBRANC	197,789.05			
19	PRE-ENCUMB	4,840.00			
F1-HELP F2-DOC INQ F5-NEXT F6-MSG F9-INTERRUPT ENTER-INQUIRE CLEAR-EXI					

THE FORMULA TO CALCULATE ACCR BASIS BUDGET:

+ 01 APPROPRIATION ORIGINAL BUDGET	+ 02
APPROPRIATION REVISIONS - 03 APPROPRIATION TRANSFERS OUT	+ 04
APPROPRIATION TRANSFERS IN	- 05
APPROPRIATION REAPPROP OUT	+ 06
APPROPRIATION REAPPROPRIATIONS IN	- 07 APPROP
COLLECTED LAPSE AMT	- 08 APPROPRIATION
COMMITTED LAPSE AMT	+ 13 EXCESS COLLECTED REV
POSTED - 15 CASH EXPENDITURES	- 16 CASH RESERVED FOR PAYROLL
17 ACCRUED EXPENDITURES - 31 LABOR DISTRIBUTION CLEARING	
- 32 COST ALLOCATION CLEARING	

If you receive this error, please speak with someone on your agency budget/finance team.

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.

- ERROR CODE RECEIVED/SCREEN SHOT OF THE ERROR WITH THE DOCUMENT NUMBER
- THE SPECIFIC DOCUMENT ALONG WITH THE BATCH ID (AGENCY, DATE, TYPE, NUMBER
- PRINTER ID HAVING AN ISSUE
- FOCUS REPORT REQUESTED ALONG WITH FOCUS FORM COMPLETED <http://doit.maryland.gov/support/ASMsecurityForms/Focus%20Request%20Form>.
- 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 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 10, 2019 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 19 April (10) → Present
IAE	Every Fri.	FY 19 July (01) → March (09)
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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