

December 2019 FMIS Informer



DoIT Happenings

- AE to IAE (account event to inactive account event) process is scheduled for Saturday, December 7th. RSTARS and ADPICS will be unavailable on that date. Current Account Event data from September,

2019, through April, 2019 will be moved to Inactive Account Event. This will complete FY19 IAE reporting file and will create FY20 IAE file with July through September's data.

- REPORT REQUESTS: Starting December 9th, current Account Event and FY20 will be available every Friday, with FY19 IAE being available the last Friday of each month. IAE reports for prior fiscal years will be handled via special requests.

System Availability

The ADC Mainframe will be unavailable from 8:00 a.m. Wednesday December 25 until 6:00 a.m. Thursday December 26, 2019.

The ADC Mainframe **will be** available New Year's Day, Wednesday, January 1, 2020.

If you plan to schedule work to run on the mainframe during a Maryland State Holiday, please be sure to provide ADC Operations with updated contact information so that we can reach someone if there is a problem with your schedule.

If you have any questions please contact the **ADC Help Desk** at (410) 260-7400 or helpdesk@comp.state.md.us.

December 2019 SPAG Meeting

There will not be a SPAG Meeting this Month.

R*STARS Fixed Assets Depreciation Run

For the remaining months of fiscal year 2020, GAD will run the fixed assets depreciation on the following dates.

December 23, 2019

January 22, 2020

February 26, 2020

March 25, 2020

April 22, 2020

May 27, 2020

June 2020 depreciation run: As soon as agencies complete recording FY 2020 fixed assets transactions in the Fixed Assets Subsystem.

RSTARS Fiscal Month Closing Dates for FY 2020

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.

November: December 16, 2019

December: January 15, 2020

January: February 18, 2020

February: March 16, 2020

March: April 15, 2020

April: May 15, 2020

May: June 15, 2020

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/ADPICIS/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 DOIT 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.net.md.gov/servdesk/Pages/home.aspx>

[ANSWERS Database for Statewide FMIS Users](#) links you to the ANSWERS website for reporting.

[FMIS Easy Steps](#) links to quick steps to complete items such as Electronic Signatures, Direct Vouchers, Additional Elements, and so on.

[Statewide Systems Forms and Contact Information](#) contains Security Officer, Vendor Coordinators and Commodity Liasons contact information; FMIS and ViewDirect security forms; Archived FMIS Informers and much more.

[ASM Documentation](#) links to User Documentation for ADPICS, R*STARS, ANSWERS, ViewDirect and GAD Manuals.

FMIS Training has a link to both [elearning modules](#) for training videos and [Training Documents](#) for documentation used during ADPICS and R*STARS training classes and are created to assist users when back in the office.

- 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. Please use this site - [networkMaryland FAQ](#) - for any questions.

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.

AE / IAE Availability (as of 12/09/19):

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 20 Oct. (04) → Present
IAE	Every Fri.	FY 20 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 19 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2008 - 2018 available through special request.</i>		

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