

February 2018 FMIS Informer

DoIT Happenings

2016 financial data will be archived over a two weekend period in February.

- Production CICS region for R*STARS and ADPICS will not be available to the user community on the following dates: Saturday, February 10th and Saturday, February 17th.
- The UAT region for R*STARS and ADPICS will not be available on Saturday, February 3rd to archive 2016 financial data.

ADPICS Committee Meeting

- The next meeting will be on Thursday, February 8, 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 #.

ADPICS Users

DoIT is looking for suggestions to improve the user experience. Do you have ideas to increase productivity? New screens or modifications to existing; or possibly improvement to reports? Just bring ideas to the next ADPICS Committee meeting (appear in person or call in as shown above). If you can not attend the meeting, please contact the DoIT service desk at [410.697.9700](tel:410.697.9700) or via email service.desk@maryland.gov

R*STARS Report Reminder

The DAFR7200 Header will not display the Organizational Control Level Value if the 91 Org Control on the Report Request is less than a 3.

There is no impact to the data being displayed on the report, just the header will not display the Organizational Control Value.

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.

January: February 15, 2018.

February: March 15, 2018.

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:

February 27, 2018

March 28, 2018

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 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.

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 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>
<i>FY 2006 - 2016 available through special request.</i>		

