

# February 2019 FMIS Informer

## DoIT Happenings / System Availability

- The PRD Archive Purge process to remove 2017 records will be taking place over the following weekends in February: **CICSP51 (PRD) will not be available on Saturday, February 9, 2019 and Saturday, February 16, 2019.**



## February 2019 SPAG Meeting

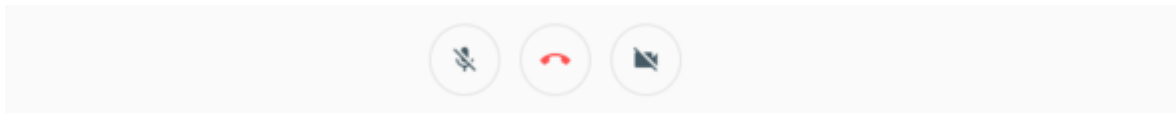
Please join DBM, DGS and DoIT at MDOT Headquarters, [7201 Corporate Center Drive, Hanover, MD 21061](#), in the Harry Hughes Suites 1 - 3, on Thursday, February 21, 2019, at 9 AM for the quarterly SPAG meeting, weather permitting. The agenda will be sent out separately and will include updates on the Office of State Procurement and the Statewide Templates among other topics.

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.

## ADPICS Committee Meeting

- The next meeting will be on **Thursday, March 7, 2019, 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. Joining Info: <https://meet.google.com/czf-wicc-iwz> or dial 1 231-769-0806 PIN: 934084385#
  2. Click JOIN MEETING.
  3. To not be on video, click on the camera icon. You can also click the microphone icon to not be heard.
  4. Click on the red phone to hang up.
- If you do not have a microphone on your computer/laptop you will need to dial in to hear/participate in the meeting.



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## **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.

January: February 15, 2019.

February: March 15, 2019.

March: April 15, 2019.

April: May 15, 2019.

May: June 17, 2019.

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## **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, 2019

March 27, 2019

April 24, 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](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.

[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.

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## 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>
<b><i>FY 2007 - 2017 available through special request.</i></b>		

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