February 2020 FMIS Informer

- **Saturday, February 1, 2020 and Saturday, February 8, 2020:** The PRD Archive Purge process to remove 2018 records will be taking place. **CICSP51 (PRD) will not be available.**

- **March 14, 2020.** ADPICS Purge. **CICSP51(PRD) will not be available until after 2 p.m.** Documents can be saved from purge via the Purge Retention of Document (7310) screen in ADPICS.

February 2020 SPAG Meeting

Please join the Office of State Procurement under DGS at 100 Community Place, Crownsville, MD 21032, in Conference Rooms A and B, on Thursday, February 20, 2020, at 9 AM for the monthly SPAG meeting. The agenda will be sent out separately and will include updates and presentations on the new Office of State Procurement (OSP), eMaryland Marketplace Advantage (eMMA), the Maryland Procurement Academy (MDPA) and opportunities with strategic partners!

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.

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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.

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.

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R*STARS 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.

January: February 18, 2020

February: March 16, 2020

March: April 15, 2020

April: May 15, 2020

May: June 15, 2020

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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 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.

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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.

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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 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 *(if needed earlier in the month, can be done through special request.)*
FY 2008 - 2018 available through special request.		