

January 2017 FMIS Informer

SPAG Meeting

Please join DBM at MDOT Headquarters, 7201 Corporate Center Drive, Hanover, MD 21061, in the Harry Hughes Suites 1 - 3, on Thursday, January 19, 2017, at 9 AM for the quarterly SPAG meeting. Among other topics, we will discuss the new Statewide RFP Template and the Procurement Modernization Commission Report to the Governor. See you there!

ADPICS Committee Meeting

The next ADPICS Committee meeting will be in Crownsville, Room 4.102 on February 2, 2017 at 1:30 p.m.

RSTARS Fiscal Month Closing Dates for FY 2017:

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.

December: January 17, 2017.

January: February 15, 2017.

February: March 15, 2017.

March: April 17, 2017.

April: May 15, 2017.

May: June 15, 2017.

Fixed Asset Depreciation FY 2017

For the remaining months of fiscal year 2017, GAD will run the fixed assets depreciation on the following dates.

- January 25, 2017
- February 22, 2017
- March 22, 2017
- April 26, 2017
- May 24, 2017

June 2017 depreciation run: As soon as agencies complete recording FY 2017 fixed assets transactions in the Fixed Assets Subsystem.

Email Notifications to BPO Approvers

Beginning the first quarter of 2017, BPO approvers will be sent emails if a document is awaiting approval in your mailbox.

FAS is starting with BPO documents. Other ADPICS documents will go through this process at a later date.

If you would like to opt-out and not receive emails, you have access to the 96C screen in R*STARS to change the 'Receive E-Mail Notifications:' field from a Y to a N.

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.

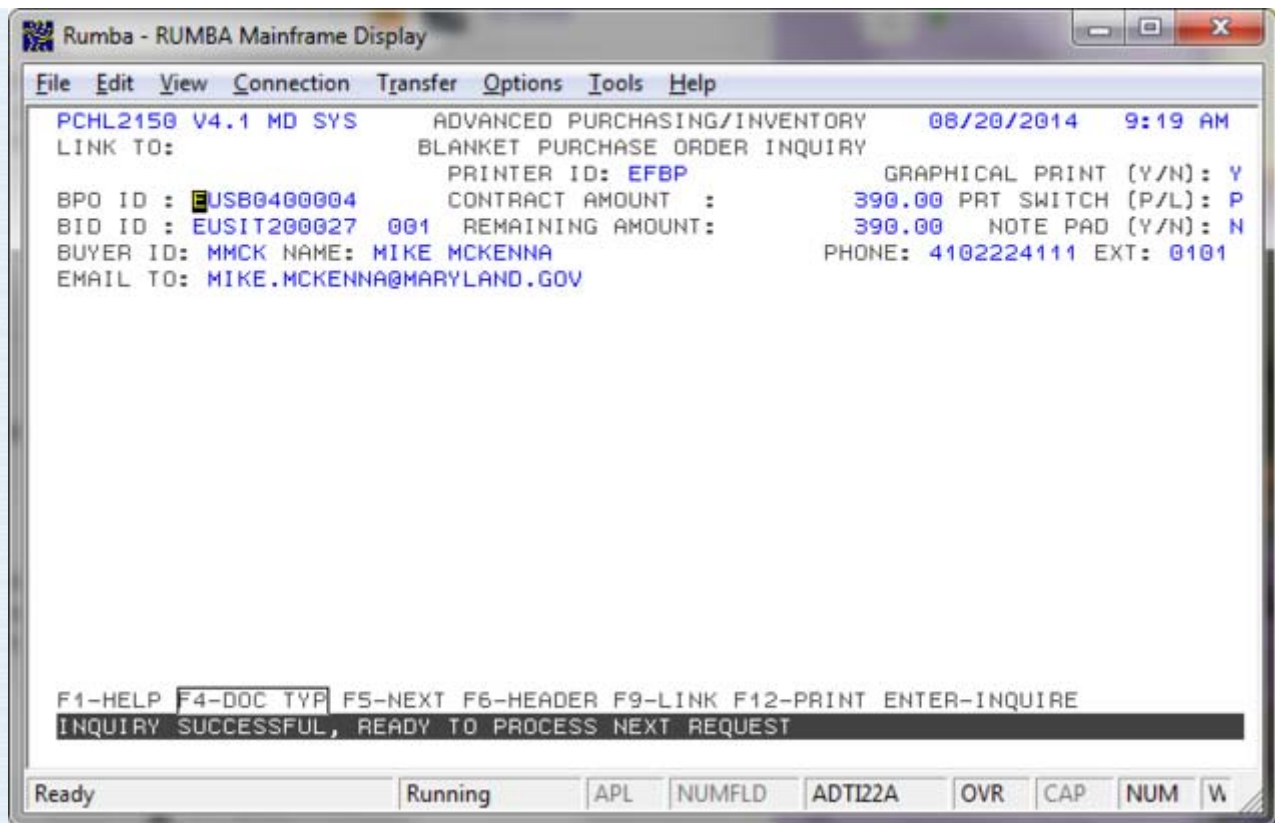
Training Documents links to training documentation used during ADPICS and R*STARS training classes and are created to assist users when back in the office.

Security Forms links to Statewide System Forms and Contact Information.

Lexmark Printers/Software

As of **January, 2017** the Lexmark software for Lexmark printers will no longer be supported. ADPICS document prints will fully be supported by the PDF process. To print a BPO or PO from ADPICS see the instructions below:

The PO or BPO will print to the email address displayed on the 2150 screen. From the 2150 screen, a user may overwrite this email address with another valid email address, in the case the user wants to send the PO or BPO to another user.



Detailed Instructions are also located on DoIT's website:

[PO Print Instructions](#)

Use of the 90 (Help) Screen In R*STARS

When receiving an **error** (whether it is in ADPICS or R*STARS) or have a question about setting up a report in R*STARS, the best place to start is the **90 Help Screen** in R*STARS.

1. Enter 90 in the 'Link To' field located on the top left-hand corner of your screen and hit the F9 key.
2. The cursor should be located in the Keyword field. If not, use your tab key until your cursor is at this location. Either type the Error Code or the Report ID and press Enter.
3. The information regarding the Error Code or Report should be displayed.
4. Read the data provided to aid you in understanding the Error or Report. This should help you in correcting the Error or deciding if this is the Report you need and how to set it up on the 91 profile.
5. Hit the F9 key to return to the prior screen in R*STARS or escape if returning to ADPICS.

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 ADPICS or R*STARS and FOCUS or ANSWERS reporting systems. The DoIT Service Desk will transfer the ticket to the correct group.

Going forward when contacting the DoIT Service Desk please provide the following minimum details as applicable:

- 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.pdf>)
- 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 Production On-Line Operating Hours

R*STARS/ADPICS/FOCUS: Monday through Saturday (except YEC Saturday cycles) 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 December 12, 2016 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 17 Oct. (04) → Present
IAE	Every Fri.	FY 17 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 16 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2006 - 2015 available through special request.</i>		