# July 2019 FMIS Informer

DoIT Happenings

- Saturday Batch Cycles begin on July 6, 2019 and run thru August 17, 2019.

- After the rollover has been completed, R*STARS will be available on July 1st thru July 5th of 2019. There will be **no batch cycle on July 4th or July 5th.** Interfaces and online transactions collected on July 4th and July 5th will be processed on Saturday, July 6th, 2019.

ADPICS Committee Meeting

- The next meeting will be on ***Thursday, July 11, 2019***, at 1 p.m. It will be held in Crownsville, 100 Community Place, Room 4.402.

- You can always call in if you can not physically appear. 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.
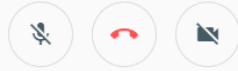
July 2019 SPAG Meeting

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, July 25, 2019**, 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) and eMaryland Marketplace Advantage (eMMA)! The countdown continues; as of July 1st it's 22 days until eMMA go live and 92 days until the OSP is open for business!!

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.

R*STARS Fiscal Month Closing FY2019

We will keep you posted as to when GAD officially closes FY 2019. Agencies may close on their own via the 25 profile.

R*STARS Fixed Assets Depreciation Run

June 2019 depreciation run: As soon as agencies complete recording FY 2019 fixed assets transactions in the Fixed Assets Subsystem.

R*STARS Closing

- The Comptroller has provided the following documentation on their website:

  R*STARS Closing Review - current changes are shown below due to the July 5th holiday:

- **FINAL FMIS FY2019 BATCH:** R*STARS will shut down at its normal time on <u>Friday,</u> <u>June 28, 2019</u>. A batch cycle will be run for the work of June 28, and the rollover of financial balances to the new fiscal year will begin. R*STARS will not be available on June 29th and 30th, 2019. After the rollover has been completed, R*STARS will be available on July 1st, 2019. RSTARS will be available **on July 4th and 5th, but there will be no nightly batch cycles on those days. Saturday batch cycles begin on July 6, 2019.**Batch interfaces will be collected on July 4th and 5th and processed on Saturday, July 6th.

- **FMIS FY2019 JE CUTOFF:** Agencies have until *July 24* to record all cash transfer, account receivable, accrued revenue, voucher payable, other payable, accrued expenditure and fixed assets transactions for fiscal year 2019.   The last day to post cash receipt transactions is July 8 (See cash transactions on page 1-7). All transactions applicable to fiscal year 2019 that are recorded in July should be processed with an effective date of June 31, 2019, or earlier. Transactions with a June 31 effective date will be posted in fiscal month 13.

- **2019 FMIS CLOSING SCHEDULE OF DEADLINES**

  The documents needed for the fiscal year 2019 R*Stars closing and the deadlines for posting closing entries are as follows:

  To Be Received/Posted By:

  Last day to post fiscal year 2019 receipts   **July 8, 2019**

  RECEIPTS - All cash received by any state agency on or before June 30, 2019, should be promptly deposited and recorded in R*STARS with an effective date of June 31, 2019, or earlier. *The last day to post fiscal year 2019 receipts is July 8, 2019.*   Cash receipts received after June 30, 2019, should also be promptly deposited and recorded in R*STARS with an effective date of July 1, 2019, or later.

  Training Presentation - to be viewed with Appendix C

- Start to clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2019. Easy steps are located on DoIT's website: Year End Close 25 Profile.

ADPICS Year End Closing

- DoIT has provided the following documentation for 2019 ADPICS Year End Closing Manual. Please review pages 31-35 on how to code Year End Change Orders.

- Start to clean up your encumbrance balances and any unposted documents now.

FL1 Error

As year end close is coming upon us, many people run into the infamous FL1 Error. Below is a description of the error, as found on the 90 Help screen in R*STARS:

· **WHEN POSTING TO THE APPROPRIATION TABLE (AP), THE TRANSACTION CANNOT MAKE THE REMAINING ACCRUED BASIS BUDGET NEGATIVE. THE TRANSACTION THAT YOU ARE CURRENTLY ATTEMPTING TO POST WOULD CAUSE YOUR REMAINING ACCRUED BASIS BUDGET TO BE NEGATIVE. TO EXAMINE THE APPROPRIATION BALANCE FOR THE TRANSACTION, LINK TO THE 62 APPROPRIATION FINANCIAL INQUIRY SCREEN TO RETRIEVE THE DATA.**

```
S062 V2.0    MD UAT      R*STARS ACCOUNTING SYSTEM        05/28/19 07:38 AM
LINK TO:█____          APPROPRIATION FINANCIAL INQUIRY      MESSAGE: N    DB2A
AGY: IRN APPN YEAR: 19 APPN #: A0001   UAT GENERAL FUND APPN TEST
APPR FUND: 0001  FUND: ____     COMP SRCE/GRP: ____  OBJ/COMP OBJ: ____ ____
PRG CD: ____   LVL:                    ORG CD: ____  LVL:
 INQ TYPE: MC  INQ YEAR: 19  INQ MONTH: 11 DETAIL/SUMMARY: D
CASH BASIS BUD:           99,750.00    NET CASH ACT:              250.00-
ACCR BASIS BUD:           40,200.00 REM APPN ALLOT:          257,589.05-
 ENC BASIS BUD:          157,589.05- ACCR CSH AVAIL:           40,200.00
                                     ENC CASH AVAIL:          157,589.05-
BT    TITLE               AMOUNT    BT    TITLE               AMOUNT
01 APPN ORIG           100,000.00
15 CASH EXPEN              250.00
17 ACCRUED EX           59,550.00
18 ENCUMBRANC          197,789.05
19 PRE-ENCUMB            4,840.00




   F1-HELP F2-DOC INQ F5-NEXT F6-MSG F9-INTERRUPT     ENTER-INQUIRE  CLEAR-EXI
```

THE FORMULA TO CALCULATE ACCR BASIS BUDGET:

+ 01 APPROPRIATION ORIGINAL BUDGET
+ 02 APPROPRIATION REVISIONS - 03 APPROPRIATION TRANSFERS OUT
+ 04 APPROPRIATION TRANSFERS IN

- 05 APPROPRIATION REAPPROP OUT
+ 06 APPROPRIATION REAPPROPRIATIONS IN
 - 07 APPROP COLLECTED LAPSE AMT
- 08 APPROPRIATION COMMITTED LAPSE AMT
+ 13 EXCESS COLLECTED REV POSTED   - 15 CASH EXPENDITURES
- 16 CASH RESERVED FOR PAYROLL   - 17 ACCRUED EXPENDITURES
- 31 LABOR DISTRIBUTION CLEARING
- 32 COST ALLOCATION CLEARING

If you receive this error, please speak with someone on your agency budget/finance team.

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.

- **ERROR CODE RECEIVED/SCREEN SHOT OF THE ERROR WITH THE DOCUMENT NUMBER**

- **THE SPECIFIC DOCUMENT ALONG WITH THE BATCH ID (AGENCY, DATE, TYPE, NUMBER**

- **PRINTER ID HAVING AN ISSUE**

- **FOCUS REPORT REQUESTED ALONG WITH FOCUS FORM COMPLETED http://doit.maryland.gov/support/ASMsecurityForms/Focus%20Request%20Form.**

- **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.

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.

As of June 10, 2019 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 19 April (10) → Present
IAE	Every Fri.	FY 19 July (01) → March (09)
FF	Last Fri. of the Month	FY 18 *(if needed earlier in the month, can be done through special request.)*
FY 2007 – 2017 available through special request.		

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your Subscriber Preferences Page. You will need to use your email address to log in. If you have questions or problems with the subscription service, please contact subscriberhelp.govdelivery.com.

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