

July 2020 FMIS Informer



- **Sunday Availability:** During the COVID-19 pandemic, the system will now be online and **available for users between the hours of 10am - 3:30pm on Sundays**. There will NOT be a batch cycle on Sunday.



- **Saturday Batch Cycles:** July 11, 2020 - August 22, 2020.
- **R*STARS/ADPICS will not be available on the following dates for Year End Closing:**
 - **July 1st** - R*STARS will shut down at its normal time on Tuesday, June 30, 2020. A batch cycle will be run for the work of June 30, and the rollover of financial balances to the new fiscal year will begin. R*STARS will not be available on July 1, 2020. After the rollover has been completed, R*STARS will be available on July 2nd, 2020. **The system will be available online both July 3rd and 4th, with NO nightly batch cycle. Interfaces will be picked up on July 3rd.**

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July 2020 SPAG Meeting

We will continue to have a virtual webinar for the SPAG meeting in July as part of the new normal for now. DGS Office of State Procurement (OSP) will hold its fourth webinar on Thursday, July 16, 2020, at 9 AM for the monthly SPAG meeting that will hopefully include everyone outside of the "@maryland.gov" email addresses as well. The agenda will be sent out separately and will include updates and presentations on how to continue to conduct procurements while

teleworking and the true advantages of eMaryland Marketplace Advantage (eMMA) for online bidding and other issues and struggles in our changing work environment!

In the meantime, please refer to the Maryland Procurement website for the Maryland Procurement Manual, solicitation templates and checklists, and training materials and courses. The direct link to training updates can be found here: <https://procurement.maryland.gov/training/>

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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Important Links to New Modifications

[Instructions to Receive Reports from ViewDirect via Email](#)

[FMIS Print to PDF - 32 Screen Transmittal Cover Sheet](#)

[FMIS Print to PDF - 525 Screen Invoice/Receipt](#)

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Payroll and PCA's

Ever wonder why an employee's payroll information is hitting the wrong PCA or going to the default PCA? Below is a link to explain how PCA's get associated with employees in the Payroll System:

[PCA Process for Payroll](#)

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ADPICS Year End Closing

- DoIT has provided the following documentation for 2020 [ADPICS Year End Closing Manual](#). Please review pages 30-34 on how to code Year End Change Orders.
- Clean up your encumbrance balances and any unposted documents now.

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ANSWERS Reporting

Don't forget about ANSWERS reports during this important time of year! The website is: <https://net.md.gov/apps/Answers/>. The Username and Password are both mbe_user

- **YEC Closing Reports**
 - 210 (Open Requisitions)
 - 212 (Open Purchase Orders)
 - 213 (Open Change Orders)
- **355 Contract Management Report** - List of BPO's and respective data, including expiration date
- **BPO Detail Report** - All details for a specific BPO
- **Miscellaneous MBE and SBR reports**
 - 65/67 SBR Expenditure Detail/Summary
 - 68 SBR Procurement
 - 709-716 MBE Procurement
 - 717-722 MBE Payment

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R*STARS Year End Closing

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

[R*STARS Closing Review](#)

[Training Presentation](#) (located under R*STARS Information) - to be viewed with [Appendix C](#) and the [Accounting Procedures Manual](#)

- Start to clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2021. Easy steps are located on DoIT's website: [Year End Close 25 Profile](#).
- Fiscal Year End Close is here! One security issue that always arises is a user's ability to prior month and/or prior year post in R*STARS/ADPICS. To eliminate the need for emergency form processing, please follow these steps to ensure everyone at your agency has the correct security set up:
 - Review the bi-monthly security report which will be sent out the first week of May. The first report is the 96A report and captures prior month/year status. If the user has a Y, then access exists. If a user

has an N, then they do not have this access. Do not assume users have or don't have this access. It is a time consuming process for DoIT Security Services to search each user to find that they already have this access so please check the report first.

- o Once you determine that a user needs access, a memo on agency letterhead is to be sent to DoIT/EIS Security Services (during the COVID-19 pandemic, a digital copy will be accepted) listing the logon ID, user name, and the user class needing prior month and/or prior year posting ability. Both the Functional Coordinator and the Security Officer MUST sign the memo or it will not be accepted. If multiple pages are sent, signatures are required on all pages. We will only accept one memo per agency. If someone is left off of the memo, a security form will need to be completed for that individual. No modifications will be made to the memo. For instructions in creating a digital signature, please visit this website: [Self-signed Digital ID](#)

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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.

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S062 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 04/24/18 08:19 AM
LINK TO: _____ APPROPRIATION FINANCIAL INQUIRY MESSAGE: N DB2A
AGY: TRN APPN YEAR: 18 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: 18 INQ MONTH: 10 DETAIL/SUMMARY: D
CASH BASIS BUD: 9,670,160.22 NET CASH ACT: 303,472.78-
ACCR BASIS BUD: 9,564,791.19 REM APPN ALLOT: 5,360,139.81-
ENC BASIS BUD: 4,639,860.19 ACCR CSH AVAIL: 9,591,158.19
ENC CASH AVAIL: 4,666,227.19

BT TITLE AMOUNT BT TITLE AMOUNT
01 APPN ORIG 10,000,000.00
12 CASH REVEN 26,367.00
14 ACCRUED RE 6,528.92
15 CASH EXPEN 329,839.78
17 ACCRUED EX 105,369.03
18 ENCUMBRANC 4,924,931.00
19 PRE-ENCUMB 748,651.28

F1-HELP F2-DOC INQ F5-NEXT F6-MSG F9-INTERRUPT ENTER-INQUIRE CLEAR-EXI
Ready ADTIE15 OVR NUM 3,7

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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 APPROP. REAPPROPRIATIONS IN - 07 APPROP COLLECTED LAPSE AMT - 08 APPROP. 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.

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.

June 2020 depreciation run: As soon as agencies complete recording FY 2020 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 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 Saturday 6:30 a.m. to 6:30 p.m.

Sunday during COVID-19 Pandemic: 10:00 a.m. to 3:30 p.m.

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 06/08/20):

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 20 April (10) → Present
IAE	Every Fri.	FY 20 July (01) → March (09)
FF	Last Fri. of the Month	FY 19 <i>(If needed earlier in the month, can be done through special request.)</i>
<i>FY 2008 - 2018 available through special request</i>		

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