June 2018
FMIS Informer

DoIT Happenings

- Saturday Batch Cycles begin on July 7, 2018 and run thru August 18, 2018.
- R*STARS/ADPICS will **not** be available on the following dates for Year End Closing:

  June 2nd - AE to IAE Archive. AE data from 10/17 ==> 4/18 will be moved to IAE.
  June 9th - Document Table Purge.
  June 29th - UAT region will be rolled to the new fiscal year. CICST5B
  R*STARS (PRD) will shut down at its normal time on Friday, June 29, 2018.   A batch
  cycle will be run for the work of June 29th, and the rollover of financial balances to the
  new fiscal year will begin. R*STARS will not be available on **June 30th and July 1st,
  2018**. After the rollover has been completed, R*STARS will be available on July 2nd, 3rd
  and 4th of 2018. There will be **no batch cycle on July 4th**.

ADPICS Committee Meeting

- The next meeting will be on Thursday, June 7, 2018, 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. Enter http://www.intercall.com/iumGo

2. In the right corner, click JOIN MEETING.

3. At Moderator's User Login enter 5012161452.

4. Click Join As Participant.

5. When prompted, select Dial In Now.

6. Dial (855) 297-3227 and enter the Conference Code: 2836957129 followed by #.

R*STARS Fiscal Month Closing FY2018

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.

May: June 15, 2018.

We will keep you posted as to when GAD officially closes FY 2018. Agencies may close on their own via the 25 profile.

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:

June 2018 depreciation run: As soon as agencies complete recording FY 2018 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
  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.

- Prior month/year post

- Fiscal Year End Close will be upon us very soon. 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.

- Once you determine that a user needs access, an original memo on agency letterhead is to be sent to DoIT/EIS Security Services (faxes/emails will not 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.

ADPICS Year End Closing

- DoIT has provided the following documentation for 2018 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.

ADPICS Alternate Name Search

A new feature has been added to the **5150 Vendor Address Table Maintenance** allowing a user to search by vendor name. Please enter at least 3 characters followed by an asterisk (*) and hit F6 – Search by Name. The system returns all alternate vendor names that have the search criteria in the alternate vendor name across all vendor numbers.

The system also allows searches up to two words with a minimum of three characters each separated by asterisk (*). An example of a search is to enter 'first*bank*' and select F6 – Search by Name as shown below:
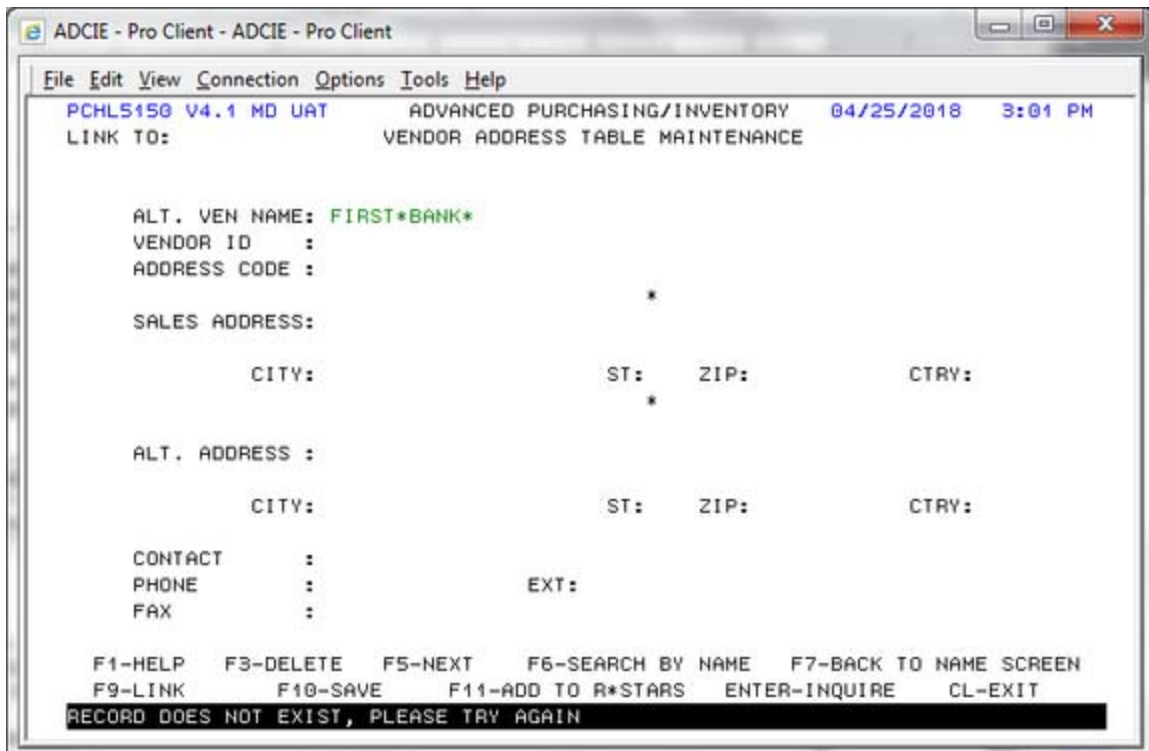
Results after selecting F6 – Search by Name:

```
ADCIE - Pro Client - ADCIE - Pro Client                            [_][□][✗]

File  Edit  View  Connection  Options  Tools  Help

PCHL5150 V4.1 MD          ADVANCED PURCHASING/INVENTORY    04/25/2018   3:02 PM
                            SEARCH ADDRESS TABLE BY NAME

    SEL              ALT. VEN. NAME              VENDOR ID    ADDRESS CODE

        _    FIRST NATIONAL BANK OF MARYLAN ATTN: NEW    1052000113       001
        _    FIRST UNITED NATIONAL BANK                  1055001407       001
        _    FIRST DATABANK           N SQUARED          1130433120       008
        _    FIRST DATA BANK                             1130433120       005
        _    FIRST FIDELITY BANK NA                      1221147033       001
        _    FIRST NATIONAL BANK                         1240109          166
        _    FIRST AMERICAN BANK        OF VIRGINI       1400101          538
        _    FIRST NATIONAL BANK                         1520132840       004
        _    FIRST FEDERAL SAVINGS BANK    OF WESTERN    1520312787       002
        _    FIRST FEDERAL SAVINGS BANK OF               1520312787       001
        _    FIRST NATIONAL BANK OF MD                   1520312840       003
        _    FIRST NATIONAL BANK OF MD                   1520312840       999
        _    FIRST NATIONAL BANK OF MARYLAND             1520312840       998
        _    FIRST NATIONAL BANK OF MARYLAND             1520312840       351


    F2-SELECT    F7-FIRST PAGE    PF8-NEXT PAGE    F9-RETURN
MAKE SELECTION
```

The system displays all the vendor numbers/mail codes that have in the alternate vendor name the words first and bank.

At this point the user may select any of the following:

- F2 –Select: Enter S next to vendor to view details for vendor #/mail code on the 5150 Vendor Address Table Maintenance
- F7-First Page: Returns to the first page of the vendor #/mail codes found matching the search criteria
- F8-Next Page: Displays the next set of alternate vendor names found matching the search criteria
- F9-Return: Returns to the 5150 Vendor Address Table Maintenance

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        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 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.

Changes to the BPO Detail Report in ANSWERS

Specs and terms for a BPO are now available on the BPO Detail Report in ANSWERS. Within the specs/terms tab a user can search through the specs and/or terms.

To login to ANSWERS, the website is here: https://net.md.gov/apps/Answers/

The Username and password are both mbe_user

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 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.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.

 links to Statewide System Forms and Contact Information.

- 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, along with the article below regarding firewall

changes.

Maryland Department of IT Firewall Changes

In an effort to increase network security and provide a more consistent user experience, the Department of Information Technology will be making a change to the firewalls on Tuesday, March 20, that will standardize the pages that are displayed when a user tries to access blocked content. This will not impact the frequency of the events that generate the response pages. However, the page may look different from the previous pages that have been displayed in the past.

 The goal of this change is to provide clear instruction to the end user as well as to provide more useful troubleshooting information for the Service Desk in the event of miscategorized content.

If you experience any issues as a result of this update, please contact the DoIT Service Desk via the Self Service Portal, at 410-697-9700 or via email: service.desk@maryland.gov as soon as possible so we can work with your agency to make the appropriate accommodations.

Below is a sample message that users may see when trying to download certain high risk file types:

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 December 11, 2017 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 18 Oct. (04) → Present
IAE	Every Fri.	FY 18 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 17 *(if needed earlier in the month, can be done through special request.)*
FY 2006 – 2016 available through special request.		