



# June 2019

## FMIS Informer

### DoIT Happenings

- Saturday Batch Cycles begin on July 6, 2019 and run thru August 17, 2019.
- R\*STARS/ADPICS will **not** be available on the following dates for Year End Closing:

**June 8th** - AE to IAE Archive. For reporting purposes, we will be moving October, 2018 ==>March, 2019 data to FY19 INAE (Inactive Account Event).

**June 15th** - Document Table Purge

**June 29th** - UAT region will be rolled to the new fiscal year.

R\*STARS (PRD) will shut down at its normal time on Friday, June 28, 2019.

A batch cycle will be run for the work of June 28th, and the rollover of financial balances to the new fiscal year will begin. R\*STARS will not be available

on **June 29th and June 30th, 2019**. After the rollover has been

completed, R\*STARS will be available on July 1st, 2nd, 3rd and 4th of 2019. There will be **no batch cycle on July 4th**.

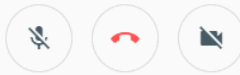
### June 2019 SPAG Meeting

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, June 20, 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 June 1st it's 48 days until eMMA goes live and 122 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.

## 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.



## R\*STARS Fiscal Month Closing FY2019

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 17, 2019.

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:

- 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](#).
- 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 was 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 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.**

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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

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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.*

**Reminder - please contact the DoIT Service Desk at [service.desk@maryland.gov](mailto: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](mailto: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 <i>(if needed earlier in the month, can be done through special request.)</i> |
| <b><i>FY 2007 - 2017 available through special request.</i></b> |                        |   |

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