

May 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.
- **May 9, 2020:** Document Financial Purge in UAT & PRD. CICST5B (UAT) and CICSP51 (PRD) will not be available that day.
- **Saturday Batch Cycles:** July 11th - August 22nd.

Important Links to New Modifications

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

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

Fiscal Year 2020 Annual Closing

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.**

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

R*STARS Year End Closing

- 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 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, 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](#)

May 2020 SPAG Meeting

As we continue to practice social distancing in response to the COVID-19 Pandemic, the SPAG meeting will not be held in person this month. DGS Office of State Procurement (OSP) will have a conference call or webinar on Thursday, May 21, 2020, at 9 AM for the monthly SPAG meeting that will 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.

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.

May 27, 2020

June 2020 depreciation run: As soon as agencies complete recording FY 2020 fixed assets transactions in the Fixed Assets Subsystem.

R*STARS Fiscal Month Closing Dates for FY 2020

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.

April: May 15, 2020

May: June 15, 2020

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.**

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.

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 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 12/09/19):

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 20 Oct. (04) → Present
IAE	Every Fri.	FY 20 July (01) → Sept. (03)
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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