

# November 2018 FMIS Informer

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## DoIT Happenings

- The General Ledger Zero Balance is scheduled for Saturday, November 10th, in the Production and UAT regions. R\*STARS and ADPICS will not be available to the user community on that date.
- The ADPICS pre-purge occurred on October 27, 2018. The 990 BPO/PO Purge List Report is available. The Purge will happen in March, 2019.



## ANSWERS Financial Reporting System

Have you used ANSWERS for your reporting needs? There are more reports than just those used for MBE/SBE reporting! Reports include the following, and can be sent to your printer or downloaded in EXCEL, WORD or PDF Format:

- **Contracts Management (PCH355)** - Provides a list of BPOs with their respective contract management data for procurement officers. It can be run by agency and expiration date, or for a specific BPO. Data provided includes the BPO, number of days remaining, amounts, buyer ID, vendor, additional elements, releases, and so much more!
- **Procurement Award Dollars (PCH062)**
- **SBR Expenditure Detail/Summary (PCH065/067)**
- **SBR Procurement (PCH068)**

- **BPO Detail** - Provides all Detail for a specified BPO
- **MBE Procurement Reports (PCH709 - PCH716)**
- **MBE Payment Reports (PCH717 - PCH722)**
- **YEC Reports (PCH210, PCH212, PCH213)**

Instructions are located here: [ANSWERS Documentation](#)

The website is: [A\\*N\\*S\\*W\\*E\\*R\\*S](#)

The User Name and Password are both mbe\_user

## System Availability

The ADC Mainframe will be unavailable from 8:00 a.m. Thursday November 22 until 8:00 a.m. Friday November 23.

The ADC Mainframe will be unavailable from 8:00 a.m. Tuesday December 25 until 8:00 a.m. Tuesday December 26.

The ADC Mainframe **will be** available New Year's Day, Tuesday, January 1, 2018.

If you plan to schedule work to run on the mainframe during a Maryland State holiday, please be sure to provide ADC Operations with updated contact information so that we can reach someone if there is a problem with your scheduled work.

If you have any questions please contact the **ADC Help Desk** at (410) 260-7400 or [helpdesk@comp.state.md.us](mailto:helpdesk@comp.state.md.us).

## November SPAG Meeting

Please join DBM at MDOT Headquarters, [7201 Corporate Center Drive, Hanover, MD 21061](#), in the Harry Hughes Suites 1 - 3, on Thursday, November 15, 2018, at 9 AM for the quarterly SPAG meeting, weather permitting. The agenda will be sent out separately and will include updates on the Office of State Procurement and the Statewide Templates among other topics.

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

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.

October: November 15, 2018.

November: December 17, 2018.

December: January 15, 2019.

January: February 15, 2019.

February: March 15, 2019.

March: April 15, 2019.

April: May 15, 2019.

May: June 17, 2019.

## **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:**

November 28, 2018

December 26, 2018

January 23, 2019

February 27, 2019

March 27, 2019

April 24, 2019

May 22, 2019

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

**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.

- 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.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 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 June 9, 2018 the AE and IAE availability is as follows:**

## AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. - Fri.	FY 18 April (10) - Present
IAE	Every Fri.	FY 18 July (01) - March (09)
FF	Last Fri. of the Month	FY 17 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2006 - 2016 available through special request.</i>		

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