

October 2018 FMIS Informer



DoIT Happenings

Saturday, October 6, 2018:

Cash Closing is scheduled to process on Saturday, October 6th. The Production and UAT online regions for R*TARS and ADPICS will not be available to the user community on that Saturday.

ADPICS Committee Meeting

- The next meeting will be on **Thursday, November 1, 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 <https://my.intercall.com/829psb>
 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 Fixed Assets Depreciation Run

June 2018 depreciation run: As soon as agencies complete recording FY 2018 fixed assets transactions in the Fixed Assets Subsystem.

Fixed Assets Depreciation dates for FY 2019 are not available until we run the FY 2018 June depreciation & FY 2019 July – October depreciation.

RSTARS Fiscal Month Closing Dates for FY 2019

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.

September: October 15, 2018.

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.

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.

- 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 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.

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>

FY 2006 - 2016 available through special request.

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