



# September 2019

## FMIS Informer

### DoIT Happenings

- **Saturday, September 14, 2019:**

The Appropriation Carried Forward/Lapse will process on Sept. 14th. This process generates transactions to close appropriations by either lapsing or carrying forward balances. The online system will not be impacted by this process.

### September 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, September 19, 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 September 3rd, eMMA has been LIVE for 43 days, and there's 28 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

DoIT will no longer host ADPICS Committee meetings due to the implementation of eMMA. If you require assistance with the current ADPICS application, please contact the Service Desk.

# R\*STARS Fiscal Month Closing FY2019

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.

## 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: 6:30 a.m. to 6:30 p.m. (available unless otherwise noted down for maintenance)

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 p.m. These files are processed during the next work day's batch cycle. Please note—there is a 3 p.m. 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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