

April 2016 FMIS Informer



DoIT Happenings

- Profile Table Rollover will occur in all regions on April 8, 2016, after the Date table has been loaded for the new fiscal year. If you have a profile that you do not want to roll over, please contact the FMIS Service Desk at service.desk@maryland.gov or 410-260-7778. After this date, any new profiles you manually add in FY2016 and if applicable, also require manual add for FY2017.
- ADPICS Document Numbering to occur prior to Profile Table Rollover *Users have recently been submitting incidents concerning message "RECORD NOT FOUND ON DOCUMENT NUMBER FILE' in ADPICS. This message is informing the user that the document number has not been set up for the fiscal year associated with the effective date entered on the purchasing document. The document numbers for each fiscal year are found on the 5975 Document Numbering Table.

Creating an Agency Blanket Purchase Order – Contract Additional Elements

The Contract Additional Elements (2353) screen is used to capture contract information that is used in minority business reports.

Data Entry Steps:

1. **Enter** a valid **contract type** in the TYPE field. Valid values for this field can be found on the Miscellaneous Tables (5750) screen, using FILE IDENTIFICATION: 40. Some of the valid values are as follows:

- a. CPF: Cost Plus Fixed Fee or Cost Reimbursement
- b. CPI: Cost Plus Incentive Fee
- c. CR: Cost Reimbursement
- d. FP: Fixed Price
- e. FPI: Fixed Price Incentive
- f. RG: Revenue Generating

2. **TAB** to the TITLE field, and **enter** the **title** of the contract.

3. **TAB** to the SBR Indicator field, and **enter** N (Y if Small Business). If you enter a Y and the vendor is not an SBE, you will not be able to post the BPO.

4. **TAB** to the CONTRACT ADMINISTR field; **enter** the **contract administrator**.

5. **TAB** to the PROCUREMENT OFFICER field; enter the procurement officer.

6. **Enter** a valid **procurement method** in the PROCUREMENT METHODS field. Valid values for this field can be found on the Miscellaneous Tables (5750) screen, using FILE IDENTIFICATION: 42. Some of the valid values are as follows:

- a. AEA: A/E Act
- b. COR: Corrections
- c. CSB: Competitive Sealed Bidding
- d. CSP: Competitive Sealed Proposals
- e. EM: Emergency
- f. ICP: Intergovernmental Cooperative Procurement
- g. MSP: Multi-Step Sealed Bidding
- h. NAU: Negotiated Award After Unsuccessful Competitive Sealed Bidding
- i. NN: Noncompetitive Negotiated Procurement (Human Services)
- j. PPN: Preference Procurement – Not Reportable
- k. PPR: Preference Procurement – Reportable
- l. R: Release Against BPO
- m. SP: Small Procurement Procedures

- n. SS: Sole Source
 - o. XMT: Exempt
7. Enter the **award date** (in MMDDYY format) in the AWARD DATE field.
8. Enter a valid **category of work** in the CATEGORY OF WORK field. Valid values for this field can be found on the Miscellaneous Tables (5750) screen, using FILE IDENTIFICATION: 43. Some of the valid values are as follows:
- a. AE: Architectural and Engineering
 - b. C: Construction
 - c. CE: Capital Equipment
 - d. CRS: Construction-Related Services
 - e. CSE: Commodities, Supplies, & Equipment
 - f. EP: Energy Performance
 - g. HCS: Human, Cultural, Social and Educational
 - h. ITE: Information Technology Hardware
 - i. ITS: Information Technology Services
9. Enter a valid **award authority** in the AWARD AUTH field. Valid values for this field can be found on the Miscellaneous Tables (5750) screen, using FILE IDENTIFICATION: 44. Some of the valid values are as follows:
- BPW: Board of Public Works
 - DBM: Department of Budget & Management
 - DEL: Delegated
 - DGS: DGS Statewide Contract
 - DIT: Department of Information Technology
 - E: Exempt
 - OPC: Office of Procurement and Contracting – DGS
 - PRB: Departmental Procurement Review Board – DGS
10. Enter the **percentage amount** in MBE GOAL % field.
11. Enter a **description** in the DESC field.
12. Enter a **Y** (yes) or **N** (no) in the BPW field. Did this go to the Board of Public Works?
13. Enter a value of Y or N on the Living Wage field. If Y is entered then a value of 1 or 2 has to be entered in the Tier Range

14. **Enter the number of total bids** in the TOT field (defaults to 000).
15. **Enter the number of certified small business bids** in the SB field (defaults to 000).
16. **Enter the number of minority business enterprise bids** in the MBE field (defaults to 000).
17. **Press F10-SAVE twice** to save the contract additional elements.

R*STARS Fiscal Month Closing Dates for FY 2016:

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.

March: April 15, 2016.

April: May 16, 2016.

May: June 15, 2016.

Fixed Asset Depreciation Run for FY 2016:

For the remaining months of fiscal year 2016, GAD will run the fixed assets depreciation on the following dates:

April 27, 2016

May 25, 2016

June 2016 depreciation run: As soon as agencies complete recording FY 2016 fixed assets transactions in the Fixed Assets Subsystem.

Reminder - please contact the FMIS Service Desk at service.desk@maryland.gov or 410-260-7778 with any question/problems you have regarding the FMIS system ADPICS or R*STARS and FOCUS or ANSWERS reporting systems. The DoIT Service Desk will transfer the ticket to the correct group.

Going forward when contacting the DoIT Service Desk please provide the following minimum details as applicable:



- 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.pdf>)
- 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 Production On-Line Operating Hours

R*STARS/ADPICS/FOCUS: Monday through Saturday (except YEC Saturday cycles) 6:30 a.m. to 6:30 p.m.

Sunday: The system is unavailable on Sundays.

On weeks that Friday is a Holiday or Service Reduction Day, 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 and Service Reduction Days (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 December 12, 2015 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 16 Oct. (04) → Present
IAE	Every Fri.	FY 16 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 15 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2005 – 2014 available through special request.</i>		