



June 2015

FMIS Informer

Current DoIT Activities

- The AE to Inactive Account Event is schedule to process on Saturday, June 6th. CICSP51 will not be available on that Saturday. Operations will be moving AE records from Oct. 2014 thru March 2015 to FY15 IAE
- The Document Summary Purge will process on Sunday June 14. CICS regions will not be impacted.
- Operations will process the production Rollover programs on Saturday, June 27th without loading the tables. Production CICS regions will not be impacted. This is to ensure the programs work with out any data exceptions for the actual Year End Close on July 1st.
- The last production batch cycle for the year will process on Tuesday, June 30th. CICS region CICSP51 will not be available on Wednesday, July 1st for Year End Closing. CICSP52 will be available with the exception of transid=MSO, which will be disabled. Viewdirect and TESS on CICSP52 will be avaiable on July 1st. There will be no production RSTARS/ADPICS schedules processed on July 1st, beyond backups and the Year End Closing process.
- The UAT region will be rolled foward on June 30th, CICST5B will not be available. There will be no UAT schedules processed that day with the exception of backups.
- The DEV/SYS/TRN regions will be rolled forward on Monday, June 29th. The CICS's associated with those regions will be in service and out of service periodically during the day.
- The first special Saturday batch schedule for Year End Closing will process on July 11th, and the final schedule will process on Aug. 22.

Reminder - please contact the FMIS Service Desk at service.desk@maryland.gov or [410-260-7778](tel:410-260-7778) with any question/problems you have regarding the system. They in turn will transfer the ticket to the correct group. Do not contact someone directly as they may be on vacation/in a meeting/etc and may not be able to reach you quickly. If you

are receiving an error, please send a screen print of the error, along with the batch information and specific document. Thanks!

ASM Documentation

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 [410-260-7778](tel:410-260-7778) or send an email to service.desk@maryland.gov.

User documentation is located at the following website: <http://doit.net.md.gov/servdesk/fmisdocs/Pages/FMISDocHome.aspx>

Training Documentation is located at the following website: <http://doit.net.md.gov/servdesk/Pages/TrainingDocs.aspx>

ANSWERS Financial Reporting - Credit Card Payments

Agencies may now filter the 721 R*Stars Voucher Detail report in Answers for credit card payments only. After selecting the report and completing the Required Selections tab fields, click on the Optional Selections! tab and check the 'CPC Only' checkbox.

As with all Answers reports, this report may then be exported to Excel if needed.

The screenshot shows the ANSWERS Financial Reporting web application interface. At the top, it says "DEPARTMENT OF INFORMATION TECHNOLOGY" and "ANSWERS Financial Reporting". Below this is a navigation bar with tabs: HOME, REQUIRED SELECTIONS, OPTIONAL SELECTIONS, VIEW REPORT, HELP, and LOGOFF. The main content area is divided into three sections: "Selected Report:", "Run Report:", and "Save Selections:". The "Selected Report:" section shows "PCH721 - R*Stars Voucher Detail". The "Run Report:" section has a "Run Report" button. The "Save Selections:" section has "Save", "Load", and "Del" buttons, with a note "(Save selections between sessions.)". Below these sections is the "Optional Selections:" section, which includes a "Reset to defaults" button and a "CPC Only:" checkbox. There are two input fields for "Amount Threshold - Min:" (containing "0.00") and "Amount Threshold - Max:" (containing "99999999999999.99"). A note below these fields says "\$0 - \$999,999,999,999.99 without commas or \$".

Tips for FMIS Functional Coordinators and Security Officers

- You may find it easier to fill out the forms using Adobe Acrobat Reader or Pro. You can type in the fields and check boxes and then print it all out instead of printing it and filling it out by hand.
- Don't forget to provide a Model Access Profile or Copy ID. We'll need one of those to create the desired access.
- Our goal is to complete requests within 72 hours. In times of high demand or personnel shortages it may be longer.
- An email is sent out on Friday to the designated functional coordinator or security officer with a copy of the completed form. This will inform the agency of the requests that have been completed during the past week.

- FMIS Security Officers and Functional Coordinators may also check the 96A screen (RSTARS) and 7600 screen (ADPICS) to see if security has been established.

Fiscal Year Close and prior month/year post

- 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. 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 do or do not 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, an original memo on agency letterhead is to be sent to DoIT/EIS Security Services listing the logon ID, user name, and the user class needing prior month and/or prior year posting ability (see sample below). 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.
- This memo may be scanned and sent to securityservices.doit@maryland.gov.
- We want to assist the agencies as much as possible but we are also held to standard guidelines and procedures that must be followed.

Sample memo: on agency letterhead

To: DoIT/EIS Security Services

From: Agency FMIS Function Coordinator

Agency FMIS Security Officer

The following individuals from (your agency name) need Prior Month / Prior Year (list type needed) capability):

Logon ID:	Name:	User Class(es)	Prior Month	Prior Year
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Fixed Assets Depreciation Run

Fixed Assets Transactions:

Please review all the FY 2015 fixed asset transactions as of now and record the applicable transactions in RSTARS Fixed Assets Subsystem (See: Accounting Procedures Manual, Section 3.15 - State Policy and Procedures on Fixed Assets).

June 2015 depreciation run: As soon as agencies complete recording FY 2015 fixed assets transactions in the Fixed Assets Subsystem.

More Reminders...

Year End Close Documentation

See below for the links.

- [ADPICS Year End Close](#)
- [R*STARS Year End Close](#)
- ADPICS Reminder - start to clean up your encumbrance balances and any unposted documents now.
- R*STARS Reminder - start to clean up your appropriation balances and do not forget to set up your 25 Profile for FY 2016.

- The FY16 profiles were added April 10, 2015 however agencies are required to manually add their 25 profile for FY16. Easy Steps are located on DoIT's website: [Year End Close 25 Screen](#). Recall your FY15 25 profile, then complete the following:

FY = 16

LAST MONTH/YEAR CLOSED: = 00 and 2015

EFF START DATE: = 07012015

REPORTING MONTH/YEAR for 2016: Year must be 10 or greater.

- FOCUS requests - please complete the FOCUS Report Run Request Form in your report submissions, which is located here: <http://doit.maryland.gov/support/ASMsecurityForms/Focus%20Request%20Form.pdf>

ADPICS/PUG COMMITTEE

- Minutes from last Meeting can be found on the BBS under ADPICS Meeting Minutes - [BBS Login](#)

RSTARS Fiscal Month Closing Dates for FY 2015:

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.

- May: June 15, 2015.

FMS Production On-Line Operating Hours

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

Wednesday: 6:30 a.m. to 4:00 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 June 8, 2015 the AE and IAE availability is as follows:

AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 15 April (10) → Present
IAE	Every Fri.	FY 15 July (01) → March (09)
FF	Last Fri. of the Month	FY 14 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2004 – 2013 available through special request.</i>		

**Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.
