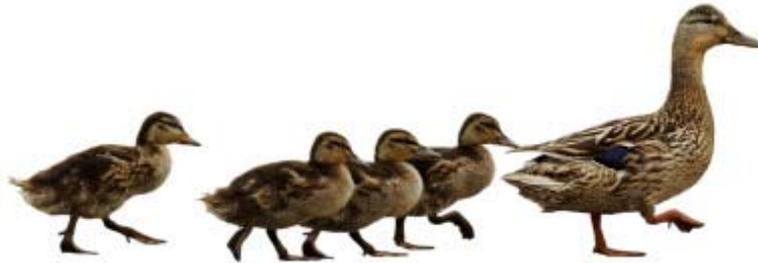


# May 2016 FMIS Informer



## DoIT Happenings

- ADC will be down for a Power Outage on Saturday June 4, 2016. The Mainframe will be unavailable Saturday June 4 starting at 5:00 a.m. until 11:00 p.m. This announcement can also be found on the ADC website. [www.adc.state.md.us](http://www.adc.state.md.us). How does this effect you? The Inactive Account Event process will be moved to Saturday, June 11th instead of June 4th. The Document Summary Purge will be moved to Saturday, June 18th instead of June 11th.
- Document Financial Purge has been moved from Saturday, May 21st to Saturday, May 14th at the request of GAD.

## SPAG MEETING (May 19, 2016):

Please join DBM at MDOT Headquarters, 7201 Corporate Center Drive, Hanover, MD 21061, in the

## ANSWERS

- **CPC Reports:** When is credit card data available in ANSWERS?

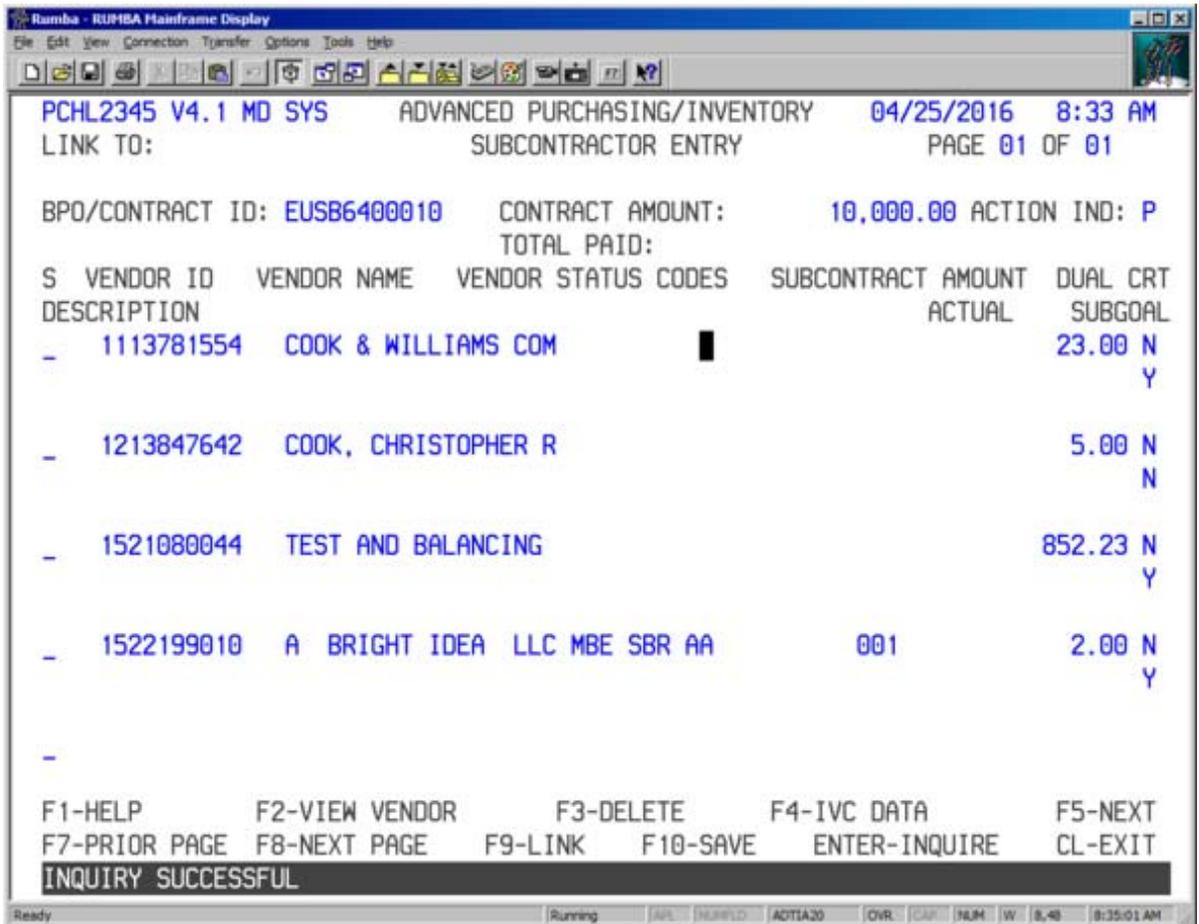
Once the CPC reports are in ViewDirect, ASM receives the data. It is uploaded only once a month, usually around the 8th.

- **Reports in Excel:** As a reminder, reports you generate in ANSWERS have the option to export to Excel. Please click on the Excel icon above the report.

The export format was changed from XLS to CSV to improve performance. There is no loss in functionality once you have your data in Excel.

## ADPICS 2345 screen- GOMA requesting addition of SUBGOAL field.

On the 2345 screen, a new field will be displayed, titled **SUBGOAL**. This entry will be **required** by the user when completing subcontractor entries. Valid values are 'Y' to indicate YES or 'N' to indicate NO. The purpose of this enhancement is to identify subcontractors who are fulfilling subgoal requirements vs. overall MBE goal requirements.



## NEW! Application Status Page:

Ever wonder if a site is down that you need to access? You are able to check the status of certain applications by going to: <http://doit.maryland.gov/support/Pages/appsstatus.aspx>

The applications supported by IT Service Desk are listed with their availability. You can even sign up to receive an email when a change has been made to the page. Just click the Application Status Alerts – Sign up Now! button or go to the bottom of the page and register.

If you have any questions, please contact the DoIT Service Desk at [410-260-7778](tel:410-260-7778) or by emailing: [service.desk@maryland.gov](mailto:service.desk@maryland.gov)

## 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.

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:

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](mailto: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>
<b><i>FY 2005 – 2014 available through special request.</i></b>		