

September 2016

FMIS Informer

Fiscal officers who have not submitted the FY 2016 Fees and User Charges Report data to the General Accounting Division are requested to submit them before September 15, 2016. Thank you.

ADPICS Committee Meeting

The next ADPICS Committee meeting will be held on September 7, 2016 from 1:30 p.m. until 3 p.m. in room 4.434. DoIT is now located at 100 Community Place, Crownsville. Can't wait to see everyone there!

SPAG MEETING (September 15, 2016)

Please join DBM at MDOT Headquarters, 7201 Corporate Center Drive, Hanover, MD 21061, in the Harry Hughes Suites 1 - 3, on Thursday, September 15, 2016, at 9 AM for the quarterly SPAG meeting. Among other topics, we will have presentations from the Statewide Travel Contractor and the Preferred Providers on available services and commodities. See you there!

Use of the 90 (Help) Screen In R*STARS

When receiving an error (whether it is in ADPICS or R*STARS) or have a question about setting up a report in R*STARS, the best place to start is the 90 Help Screen in R*STARS.

1. Enter 90 in the 'Link To' field located on the top left-hand corner of your screen and hit the F9 key.
1. The cursor should be located in the Keyword field. If not, use your tab key until your cursor is at this location. Either type the Error Code or the Report ID and press Enter.
1. The information regarding the Error Code or Report should be displayed.
1. Read the data provided to aid you in understanding the Error or Report. This should help you in correcting the Error or deciding if this is the Report you need and how to set it up on the 91 profile.
1. Hit the F9 key to return to the prior screen in R*STARS or escape if returning to ADPICS.

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 [410-697-9700](tel:410-697-9700) or by emailing: service.desk@maryland.gov

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 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, 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.

As of June 13, 2016 the AE and IAE availability is as follows:



AE / IAE Availability:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 16 April (10) → Present
IAE	Every Fri.	FY 16 July (01) → March (09)
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>		