



FMIS R*STARS 525 Screen

Print/Email Options for Invoice/Receipt Print Request

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S525 V2.0 MD UAT R*STARS ACCOUNTING SYSTEM 04/23/20 01:15 PM
LINK TO: INVOICE/RECEIPT PRINT REQUEST DB2A

BATCH AGY: _____ BATCH DATE: _____ BATCH TYPE: _ BATCH NO: _____
AGENCY: _____ FY: _____

RECEIPT NUMBER(S): _____ (ENTER A RANGE OF RECEIPT NOS
OR ONE RECEIPT NO IN THE FIRST
FIELD)
INVOICE NUMBER(S): _____ (ENTER A RANGE OF INVOICE NOS
OR ONE INVOICE NO IN THE FIRST
FIELD)
INVOICE DATE(S): _____ (ENTER A RANGE OF INVOICE
DATES OR ONE INVOICE DATE IN
THE FIRST FIELD)
LETTERHEAD INDICATOR: N (Y/N)
PRINTER ID: GA2L P/E/B: P

F1-HELP F4-INVOICE PRINT F5-RECEIPT PRINT F9-INTERRUPT F12-HEADERS CLR-EXIT
4B :00.1 02/12

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When you are ready to print invoices (or receipts), navigate to the 525 screen.

You will notice at the bottom middle of the screen, next to Printer ID, that there are 3 new options P/E/B.

P = Print only (Hard copy will go to the printer you have listed in Printer ID).

E = Email (Will go to the email address associate with your User ID as a PDF).

B = Both (Will go to printer as hard copy and you will get an email copy).

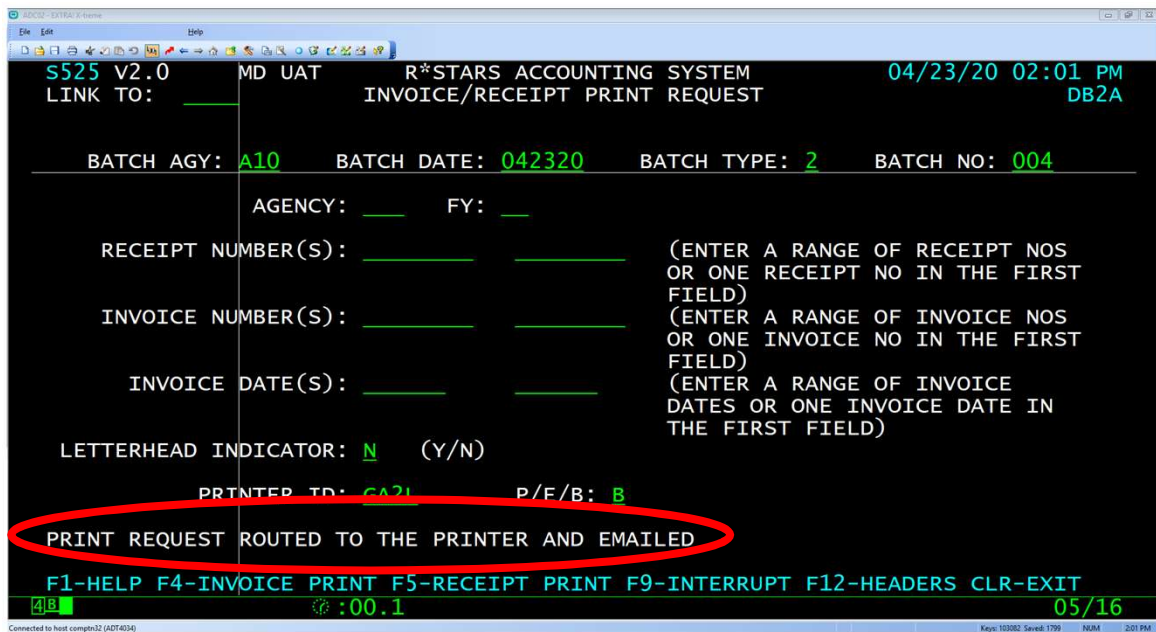
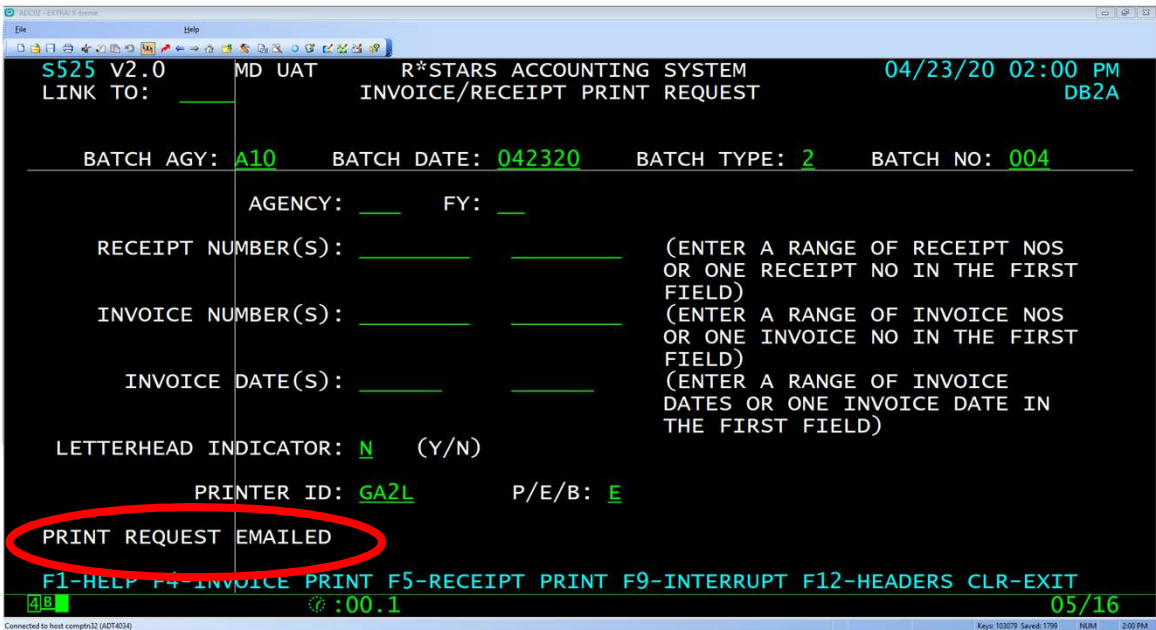
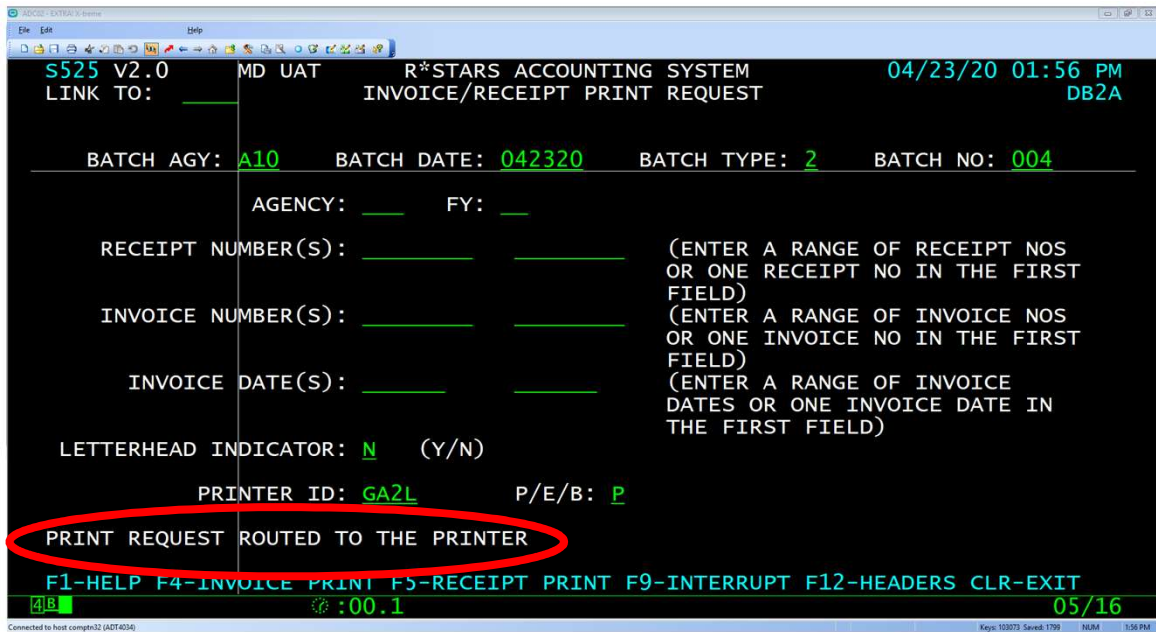
Note: You must have a valid Printer ID and/or email in FMIS for these options to work. Please contact your FMIS Security officer to update your email address or printer ID, if you receive an error using any of these options.

Depending on which option you choose, the message you receive after pressing F4 (Invoice), or F5 (Receipt) will differ. See next page for screen shots.

P = PRINT REQUEST ROUTED TO THE **PRINTER**

E = PRINT REQUEST **EMAILED**

B = PRINT REQUEST ROUTED TO THE **PRINTER AND EMAILED**



The screenshot shows an Outlook window titled "Invoice AAPDF010 - Message (HTML)". The ribbon includes "File", "Message", "Help", and "Acrobat". The "Message" ribbon has sections for "Delete" (Delete, Archive), "Respond" (Reply, Reply All, Forward), "Quick Steps" (DAFR3641, DAFR3730, DAFR3991), "Move" (Move), "Tags", "Editing", "Speech", "Zoom", and "Insights".

The email content is as follows:

Thu 04/23/2020 2:01 PM

NF NO-Reply FMIS DEV Print Service <NoReply.FMISPrintService@Maryland.gov>
Invoice AAPDF010

To: Shriner-Bobbick, Caryn

AAPDF010.PDF
2 KB

The PDF file for Invoice **AAPDF010** is attached.

Note: Please do not reply to this message as it is system-generated and is sent from a non-monitored email address.

PRIVILEGE & CONFIDENTIALITY NOTICE:
This message (including any attachments) may contain information that is private, privileged, confidential, or otherwise protected from disclosure. It is intended for a specific individual and purpose, and is protected by law. The incorrect transmission of this message does not indicate a loss of its confidentiality. If you are not the intended recipient of this e-mail, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution, disclosure, copying, or the taking of any action based on it, or other use of this communication is strictly prohibited. Should you receive this e-mail in error, please notify the State of Maryland Department of Information Technology Service Desk immediately by forwarding the message to Service.Desk@Maryland.gov indicating that it was received in error or telephone 410-697-9700 and delete this message.

You will receive an email from NO-Reply FMIS Print Service with your invoices (receipts) attached. Each invoice (or receipt) will come in a separate email. One email for each document that you entered in the batch. These files are not encrypted so they can be sent directly to your customer/vendor.