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GAD ELECTRONIC TRANSMITTAL SUBMISSIONS
3/16/20

SCOPE: The recommended process by GAD for agencies to **(A) generate Electronic Transmittal Cover Sheets** and **(B) submit Electronic Transmittals.**

(A) ELECTRONIC TRANSMITTAL COVER SHEET OPTIONS

We realize during the pandemic and working remotely, agency personnel will not be able to access FMIS printers on-site which receive the **DAFR211R Transmittal Cover Sheet & Document Listing.**

As a temporary, immediate solution, please employ *either* of the following two options to provide an Electronic Transmittal Cover Sheet:

1. **FMIS TRANSMITTAL COVER SHEET (DAFR211R) SCREEN PRINT**
2. **ELECTRONIC TRANSMITTAL COVER SHEET** (*Template* **TIER3-ETS-2**)

1. FMIS TRANSMITTAL COVER SHEET SCREEN PRINT

Agencies using the EXTRA! Attachmate FMIS emulator will be able to take advantage of the print screen option. This allows the agencies to print the screens within FMIS including the required FMIS Transmittal Cover Sheet and Document Listing

Using Microsoft Office Tools from within an EXTRA! session Window
From within the EXTRA! X-treme session window, users can quickly select Microsoft Office Tools from the convenient productivity bar at the left of the screen. Users then have the option to create and send mail messages, create tasks, notes, and appointments, or launch Microsoft Word. By selecting the "Include Screen Information" checkbox, users can either include an entire mainframe screen, or have the option of highlighting select data to include in Outlook mail messages or Word documents. The seamless integration of legacy data and Microsoft Office allows users to use multiple applications at once without disrupting workflow, because they no longer have to "toggle" back and forth between applications.

1. From the **Productivity Pane** on the left side of your screen, select **Microsoft Office Tools**.
2. From the menu that appears in the productivity pane, simply click on the desired option. From this menu, you may create and send a mail message, create appointments, tasks, and notes, or launch Microsoft Word.
3. If you wish to incorporate host application data within your mail message, appointment, task, note, or Word document, simply check the **Include Screen Information** box. Checking this box will automatically paste your current host screen in the message or document you are creating.
4. If you do not need the entire screen incorporated, simply select and highlight the desired screen data you wish to include and then create your message or document. As a result, only your selected data will be incorporated.

For additional information on EXTRA! Attachmate emulator see the attached guide [**TIER3-ETS-3**]

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2. **ELECTRONIC TRANSMITTAL COVER SHEET**

For those who do not have the ability to print screen the FMIS document as described in (1) above, please complete an **Electronic Transmittal Sheet** in excel, per the instructions below:

- Utilize the excel **Electronic Transmittal Cover Sheet [TIER3-ETS-2]**
- **Include a Document Listing:** Please include a listing of all documents included in the Transmittal with their respective Document Number, Name, and Due Date
  - o Agencies can attach a pdf or screen prints of the FMIS 32 Screen with the Transmittal Document Listing (Document No, Name, Due Date)
  - o Agencies can also provide a listing in excel or other electronic means behind the Electronic Transmittal Cover Sheet with this corresponding information.

(B) ELECTRONIC TRANSMITTAL SUBMISSION

If you choose this methodology, submit transmittals to GADEMERGENCYPAYMENTS@marylandtaxes.gov

TRANSMITTAL FILE FORMAT

- **Please provide ONE pdf file per Transmittal!**
- **Label the pdf file with ONLY the 8-digit FMIS Archive Number** (ie. '20012345.pdf'). Please *do not* label the pdf with anything other than the 8-digit transmittal number.
- **Transmittal pdf files should include:**
  - o **Transmittal Cover Sheet**
    - ▪ **Expedites:** If the payment is a critical payment that needs to be expedited, please include "EXPEDITE" within the Transmittal Notes field in the Transmittal Cover Sheet.
    - ▪ **Deletions:** Include "DELETE" within the notes sections and describe any deletions or changes within the transmittal
    - ▪ **Scheduled Payments:** Please note "SCHEDULED PAYMENT" and MIB (money-in-bank) date within the notes section
  - o All **supporting documents**, in order, appropriately oriented so that invoices are all facing in the same manner.

ELECTRONIC TRANSMITTAL EMAIL

- **Email Subject –**
    - o **Expedites:** If the payment is a **critical payment** that needs to be expedited, please include "EXPEDITE" within the beginning of the subject field. Please also label as such in the body of the email which archive number/transmittal is expedited, accordingly.
    - o **Agency Code:** Please include your agency code in the subject line
    - o **"Emergency Transmittal Submission"**
    - o **SUBJECT LINE EXAMPLE:** ["EXPEDITE T00 Emergency Transmittal Submission"]
- **Email Body**
    - o Include any specific notes regarding the transmittals attached and submitted for payment.
- **Email all electronic FMIS transmittal submissions to:** GADEMERGENCYPAYMENTS@marylandtaxes.gov
- **SECURE DATA (PII):** Email transmissions that contain Personally Identifiable Information (PII) should be sent secure. If you do not have the capability to initiate a secure email, please email GADEMERGENCYPAYMENTS@marylandtaxes.gov requesting a secure email to be initiated by GAD. A secure email will be sent to you and your reply will include the transmittal documentation.