

MAGIC Training Course Detail

Last Updated: 5/6/2014

Course Code	Course Name	Course Description	Prerequisite(s)	Delivery Method	Duration (hrs)	Security Roles
APP802	Approval Using Workflow - eLearning	This self-paced eLearning course is intended to provide you with an introduction to MAGIC Workflow concepts and functionality.	NAV101	eLearning	2	AP - Invoice Approver AR - Accounts Receivable Invoice Approver GL - General Ledger Agency Manager - Approver GM - Grant Approver GM - Grant Budget Approver SRM - Approver
BAN800	Business Analytics - eLearning	This self-paced eLearning course is to intended help you learn to describe Business Intelligence (BI) reporting and its use with the State of Mississippi, log in to the BI launch pad, navigate the screens. Identify screen elements and their uses, access and manipulate reports, download/export/print and save reports, and access and use MAGIC Online help. (Business Analytics will replace MERLIN and COGNOS)	NAV101	eLearning	2	Business Analytics – Finance Basic User Business Analytics – Grantor Basic User Business Analytics – Logistics Basic User Business Analytics – SRM Basic User
FIN100	Finance Overview	At the end of this course, you will be able to explain the components of MAGIC and integration Identify the Finance modules in MAGIC, name the applications and benefits within the Financial modules, and recognize master data elements across MAGIC modules.		Lecture	4	All FI Roles
FIN110	General Ledger	At the end of this course , you will be able to describe how the general ledger process is integrated with other MAGIC components, list the major activities in the general ledger process, perform daily and periodic general ledger tasks, and execute general ledger reports.	FIN100 NAV101 RPT801	Hands-on	12	GL - General Ledger Agency Accountant
FIN120	Accounts Payable	At the end of this course , you will be able to explain the steps in the AP process, describe the purpose and terms relevant to the AP process, list the major activities in the AP process, define the data required in the AP process, and perform daily AP tasks in MAGIC.	FIN100 NAV101 RPT801	Hands-on	8	AP - Agency Invoice Processor LIV - Logistics Invoice Processor - Decentral AP - Agency HIPAA Table Maintenance

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FIN130	Accounts Receivable	At the end of this course , you will be able to explain Accounts Receivable and Related Revenue, explain the Subsidiary Ledger Balances with Reconciliation Accounts, explain Open Item Management, execute Dunning and AR reports, ,onitor Aging of Receivables, understand Inter-Agency transactions.	FIN100; NAV101; RPT801	Hands-on	12	SD - Sales Distribution Billing Administration SD - Sales Distribution Sales Order Administration SD - Sales Distribution Pricing Conditions Administration AR - Accounts Receivable Dunning Program AR - Accounts Receivable Post Incoming Payments Manually AR - Accounts Receivable Invoice Print AR - Accounts Receivable Invoice Entry AR - Post Outgoing Payments GM - Grant Indirect Cost Processor GM - Grant Billing Administration GM - Grant Accounts Receivable Administration
FIN140	Inter-Agency Billing	At the end of this course, you will be able to explain organizational elements and master data used in Inter-Agency billing, create Inter-Agency sales orders manually and using an Excel upload, process billing documents, create Inter-Agency credit memos, and perform Inter-Agency reporting.	FIN 100 NAV101 RPT801 FIN130	Hands-on	8	SD - Sales Distribution Billing Administration SD - Sales Distribution Sales Order Administration SD - Sales Distribution Pricing Conditions Administration
FIN210	Grants Management: Grantee	At the end of this course, you will be able to explain the lifecycle of a grant, create a grant and required master data, submit a grant for approval, describe how approvals work and view the status of a grant, maintain an approved grant, create and release the Budget for a grant, describe how budget approvals work, describe how a grant is expended and maintained, close a grant when expended or expired, and report on Grants.	FIN100; NAV101; RPT801; FIN310	Hands-on	12	GM - Grant Master Data Maintenance - Agency GM - Grant Approver GM - Grant Budget Entry Administration GM - Grant Stat Key Figure Processor GM - Grant Indirect Cost Processor GM - Grant Billing Administration GM - Grant Accounts Receivable Administration

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FIN220	Grants Management: Grantor	At the end of this course, you will be able to access and navigate MAGIC, describe the Grantor programs, identify Grantor forms, describe the Grantor agreements, identify Grantor claims and change requests, describe Grantor case management, and run Grantor reports.	FIN100; NAV101; RPT801	Hands-on	16	GTR - Grantor Analyst (Modified) GTR - Grantor Accountant (Modified) GTR - Grantor Manager (Modified)
FIN310	Internal Orders	At the end of this course, you will be able to differentiate between a cost center and an internal order, define an internal order, explain internal order types and numbering system, create and maintain an internal order, explain sources of postings to internal orders, execute internal order planning for budget tracking, and execute and explain internal order reporting.	FIN100 NAV101 RPT801	Hands-on	4	CO - Cost Center Accountant IO - Internal Order Administration IO - Internal Order Analyst
FIN320	Controlling	At the end of this course, you will be able to explain Controlling integration in MAGIC, describe key master data associated with the Controlling (CO) module, describe Cost Objects, describe how best to structure the standard hierarchy nodes, analyze cost center information using reports.	FIN100 NAV101 RPT801 FIN310	Hands-on	8	CO - Cost Center Accountant GM - Grant Stat Key Figure Processor
FIN330	Project Systems	At the end of this course, you will be able to explain how projects are created and managed in the Project System module, create a project template (standard WBS), create and maintain a project, perform project planning and budgeting, run project settlement, perform project reporting, and close a project.	FIN100 NAV101 RPT801	Hands-on	16	PS - Project Systems Project Admin PS - Project Systems Project Analyst
FIN410	Budget Execution	At the end of this course, you will be able to describe the budget structure in MAGIC, define funds management master data elements, explain how a budget is entered and managed, and execute reports related to budget management.	FIN100 NAV101 RPT801	Hands-on	8	FM - Funds Management Agency Budget Analyst FM - Funds Management Agency Budget Entry
FIN420	Fixed Asset Management	At the end of this course, you will be able to describe the MAGIC asset management process, create and maintain assets, explain the asset acquisition process, transfer and make corrections to an asset, dispose of an asset, and describe the month-end and year-end close processes.	FIN100 LOG100 NAV101 RPT801	Hands-on	16	FA - Fixed Assets Property Officer FA - Fixed Assets Property Officer - MUV
FIN810	Fixed Asset Reporting - eLearning	This self-paced eLearning course is intended to provide you with information on how to run and interpret Asset Accounting and Business Analytics reports.	FIN100 LOG100 NAV101 RPT801 BAN800	eLearning	2	FA - Fixed Assets Property Officer FA - Fixed Assets Property Officer - MUV FA - Asset Reports & Display
HCM110	HCM Mini-Master	At the end of this course you will be able to provide a basic overview of the concepts relevant to HCM Mini-Master, provide a basic overview of MAGIC Organizational Management (OM) module, provide a basic overview of MAGIC Personnel Administration (PA) module, and run required HCM Mini-Master transactions and reports.	NAV101 RPT801	Hands-on	8	OM - Display PA - Display PA - Email-Phone Communications Administrator

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LOG100	Logistics Overview	At the end of this course you will be able to explain how Logistics is being used in MAGIC, define the Logistics Master Data Structure, review the Procure-to-Pay (P2P) Process as it applies through the Logistics module, explain the role of Supplier Relationship Management in supporting Procurement, express understanding in how Logistics Invoice Verification (LIV) works for Inventory Management and Finance, discuss the key concepts of Fleet Management, and identify the major changes that will impact all agencies when MAGIC goes live		Lecture	4	LIV - Logistics Invoice Processor - Decentral FA - Fixed Assets Property Officer FA - Fixed Assets Property Officer - MUV AND All PM, IM, & SRM Roles
LOG120	Purchase Order Processes	At the end of this course, you will be able to define new terms and concepts, explain the procurement process, describe the components of the purchase order, identify key fields used in the creation of the purchase order, and complete transactions to create and maintain various types of purchase orders.	LOG100 LOG801 LOG802	Hands-on	16	SRM - Buyer Operational SRM - Buyer Strategic Contract SRM - Buyer Strategic RFx SRM - Manager Purchasing
LOG210	Strategic Sourcing	At the end of this course you will be able to access MAGIC and navigate within Strategic Sourcing, create and maintain RFx documents, receive and record RFx submissions, compare and evaluate RFx responses, award suppliers, and close RFx documents.	LOG100 LOG801 LOG802	Hands-on	8	SRM - Buyer Strategic Contract SRM - Buyer Strategic RFx SRM - Manager Purchasing
LOG220	Contracts	At the end of this course you will be able to create a Contract, release a Contract for Approval, describe the Contract Approval Process, amend a Contract, explain the use of Contract Tracking, and run contract related reports.	LOG100 LOG801 LOG802 LOG210	Hands-on	8	SRM - Buyer Strategic Contract
LOG230	Document Builder	At the end of this course, you will be able to start using Document Builder from a supported document, complete Variable Fill-ins, manage optional clauses, describe how new clauses are added to MAGIC, and amend a Document Builder document.	LOG100 LOG801 LOG802 LOG210 LOG220	Hands-on	4	SRM - Buyer Strategic Contract
LOG310	Fleet Management - Notifications	At the end of this course, you will be able to define the notification process terminology, describe how notifications fit into the five step maintenance order cycle, identify different notification types, identify the maintenance notification header/screen sections (tabs)/field contents, create and change a maintenance notification, and describe and execute the notification (backlog) list edit process.	LOG100 NAV101 RPT801 LOG850	Hands-on	4	PM - Maint Technician PM - Maint Planner Scheduler PM - Maint Planner Scheduler UC PM - Fleet Coordinator PM - Fleet Coordinator UC
LOG320	Fleet Management - Planned & Unplanned Maint	At the end of this course, you will be able to define the terminology used in MAGIC maintenance processing, identify the different processing cycles, identify the maintenance order structure, explain the maintenance concepts, recognize system statuses, describe maintenance planning for corrective and preventive maintenance, describe and execute confirmations, describe and execute the order completion and closing process, state the order cost settlement process, and create/update/complete MAGIC maintenance orders.	LOG100 NAV101 RPT801 LOG850 LOG310	Hands-on	16	PM - Maint Technician PM - Maint Planner Scheduler PM - Maint Planner Scheduler UC PM - Fleet Coordinator PM - Fleet Coordinator UC
LOG330	Fleet Management - Master Data	At the end of this course, you will be able to define the terminology used in MAGIC master data processing, outline the SOMS methods for structuring technical object master data, describe and execute the creation and assignment of measuring points, describe and execute the installation/dismantling process, describe and execute the driver assignment and approval processes, and create, update, display and report on all Plant Maintenance (PM) master data objects.	LOG100 NAV101 RPT801 LOG850 LOG310 LOG320	Hands-on	16	PM - Fleet Coordinator PM - Fleet Coordinator UC

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LOG340	Fleet Management - Preventive Maintenance	At the end of this course, you will be able to define the terminology used in MAGIC preventive maintenance planning, describe how work center master data is used, identify the CO (Controlling) integration points within the PM work center data for labor rates, explain the use and role of the PM work center during maintenance order labor confirmations, state the different preventive maintenance structures/objects, define preventive maintenance set-up and scheduling for repetitive work and inspections, describe the uses of maintenance task lists in the corrective and preventive maintenance cycle, and create, update, and schedule MAGIC preventive maintenance plans.	LOG100 NAV101 RPT801 LOG850 LOG310 LOG320 LOG330	Hands-on	8	PM - Fleet Coordinator PM - Fleet Coordinator UC
LOG350	Fleet Management - PAM Board	At the end of this course, you will be able to request vehicles for short-term use, create and edit pools for shared vehicles, schedule requested vehicles, issue and return pool vehicles, describe settlement for pool vehicles.	LOG100 NAV101 NAV810 RPT801 LOG850 LOG310 LOG320 LOG330 LOG340	Hands-on	4	PM - Fleet Coordinator PM - Fleet Coordinator UC
LOG370	Fleet Management - Reporting (Will only be offered after go-live)	At the end of this course, you will be able to locate available fleet maintenance reports (excluding financial reports regarding fleet), describe list edit concepts, generate selection variant and saved variants, generate display variant and saved variants, define PMIS standard analysis features and functions, navigate reports in BI, navigate custom reports, and execute and interpret Fleet Management error reports.	LOG100; NAV101; RPT801; LOG850; LOG310; LOG320; LOG330; LOG340; LOG350	Hands-on	4	PM - Fleet Coordinator PM - Fleet Coordinator UC
LOG420	Inventory Management	At the end of this course, you will be able to maintain Master Data related to Inventory Management, process activities associated to Material Reservations, post Goods Movements associated with Inventory Management, execute MRP (Materials Requirement Planning) and process Procurement Proposals, and carry out Physical Inventory for Annual Inventory and Manual Adjustments.	LOG100 NAV101 RPT801	Hands-on	16	IM - Goods Movement Processor IM - Inventory Manager IM - Inventory Management Materials Planner IM - Physical Inventory Coordinator
LOG801	MAGIC Procurement Overview & Navigation - eLearning	This self-paced eLearning course is intended to provide you with information on how to navigate in the MAGIC portal and manage the procurement process in order to interact with suppliers through the Supplier Relationship Management system in MAGIC.	LOG100	eLearning	1	SRM - Requisitioner SRM - Buyer Operational SRM - Buyer Strategic Contract SRM - Buyer Strategic RFx SRM - Manager SRM - Manager Purchasing SRM - Approver
LOG802	Shopping Cart Processing - eLearning	This self-paced eLearning course is intended to provide you with training on how to explain the Shopping Cart process, identify key fields used in the creation of the Shopping Cart, complete transactions used to create and maintain the various types of Shopping Carts, and identify and use additional Shopping Cart functions.	LOG100 LOG801	eLearning	3	SRM - Requisitioner SRM - Buyer Operational SRM - Buyer Strategic Contract SRM - Buyer Strategic RFx SRM - Manager SRM - Manager Purchasing SRM - Approver

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LOG810	Registration on Behalf of Supplier - eLearning	This self-paced eLearning course is intended to provide you with the information needed to register on behalf of a supplier who is not able or willing to register themselves online.		eLearning	1	SRM - Buyer Operational SRM - Buyer Strategic Contract SRM - Buyer Strategic RFx
LOG840	Goods Receipt - eLearning	This self-paced eLearning course is intended to provide you with training on how to post Goods Movements associated with Purchase Orders for non-stock commodities and services; post goods Receipts, process receipt cancellations, process returns to Vendor, process and manage Service Entry Sheets, execute and review Reports and Documents, display Purchase Orders, and list Display Material Documents.	NAV101 RPT801	eLearning	1	IM - Goods Receipt Processor Non-stock
LOG850	Vehicle & Maintenance Requests - eLearning	At the end of this course, you will be able to identify different notification types, identify the maintenance notification header, screen sections (tabs), and field contents, generate a maintenance notification, generate a shared (non-commute) vehicle request, and describe system statuses for notifications.	NAV101	eLearning	1	PM - Property Custodian PM - Maint Planner Scheduler PM - Maint Planner Scheduler UC PM - Fleet Coordinator PM - Fleet Coordinator UC
NAV101	MAGIC Overview & Navigation - WebGUI	At the end of this course , you will be able to describe MAGIC and its use at State of Mississippi, Explain areas of MAGIC Portal, log on to and log off of MAGIC, identify areas of the SAP Easy Access screen in the WebGUI, navigate to transactions in the WebGI, manage Favorite transactions, search for data in MAGIC, use multiple sessions in MAGIC, identify differences between MAGIC WebGUI and SAPGUI, and access and use many help options.		Hands-on	4	All Roles except for SRM Roles
NAV810	MAGIC Overview & Navigation - SAP GUI - eLearning	This self-paced eLearning course is intended to provide you with a brief introduction and overview of MAGIC, as well as the basics of how to navigate in MAGIC. This course is designed for a small subset of users who require SAPGUI to be installed on their computers due to the tasks they will perform in MAGIC.		Hands-on	2	PM - Fleet Coordinator PM - Fleet Coordinator UC
RPT801	Basic Reporting - eLearning	This self-paced eLearning course is intended to provide you with techniques for creating effective reports in MAGIC.	NAV101	eLearning	1	All Roles except for SRM Roles
SEC101	MAGIC Security Overview	At the end of this course, you will be able to define the terms used in MAGIC Security process and describe Security Contact and Delegate roles.		Lecture	2	Security Contacts
SEC800	Security Contact - eLearning	This self-paced eLearning course is to be taken after the Security Overview course and is intended to provide you with simulation based training for how to create or modify an Identity for a new contractor or university user, assign Roles with Context, assign Privileges with Context, explain Assignments, display User Attributes, assign Business Role to Users, and assign Privileges to Users.	SEC101	eLearning	2	Security Contacts