MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

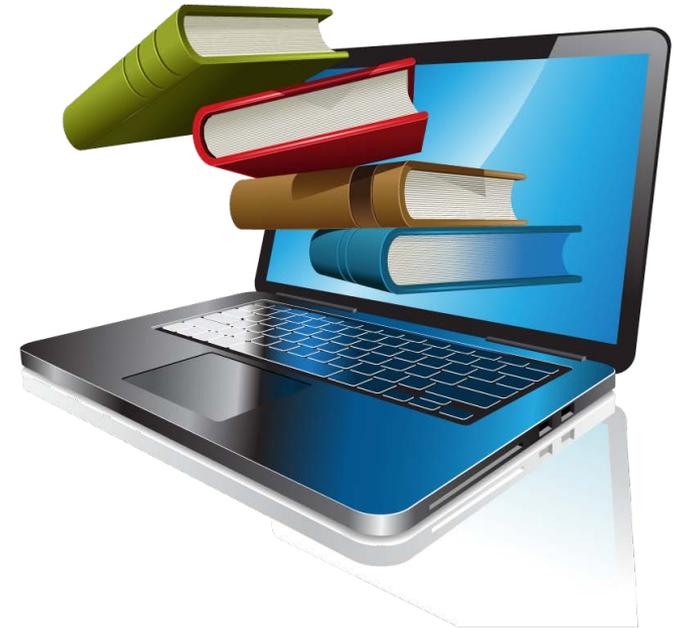Meeting the Management Information Needs for the State of Mississippi

MAGIC Phase I Training

Department of Finance and Administration
Office of the Mississippi Management and Reporting System

Training Development

- 48 total courses
  - 30 Hands-on
  - 15 e-learning
  - 3 Lecture
- 600+ Work Instructions
- Many Job Aids under construction

Finance & Grants Management Courses

Course Code	Course Name
FIN100	Finance Overview (Lecture)
FIN110	General Ledger
FIN120	Accounts Payable
FIN130	Accounts Receivable
FIN140	Inter-Agency Billing
FIN210	Grants Management: Grantee
FIN220	Grants Management: Grantor
FIN310	Internal Orders
FIN320	Controlling
FIN330	Project Systems
FIN340	Cost Assessment
FIN350	Cost Distribution
FIN410	Budget Execution
FIN420	Fixed Asset Management
FIN800	Grant Applicant Registration (e-learning)
FIN810	Fixed Asset Reporting (e-learning)

Logistics Courses

Course Code	Course Name
LOG100	Logistics Overview (Lecture)
LOG120	Purchase Order Processes
LOG210	Strategic Sourcing
LOG220	Contracts
LOG230	Document Builder
LOG310	Fleet Management: Notification
LOG320	Fleet Management: Planned and Unplanned Maintenance
LOG330	Fleet Management: Master Data
LOG340	Fleet Management: Preventative Maint.
LOG350	Fleet Management: PAM Board
LOG360	Fleet Management: Central Fleet Admin.
LOG370	Fleet Management: Reporting
LOG410	Supplier Evaluation
LOG420	Inventory Management

Course Code	Course Name
LOG610	SRM Administration
LOG630	Material Master
LOG800	Supplier Registration – External (e-learning)
LOG801	MAGIC Procurement Overview and Navigation (e-learning)
LOG802	Shopping Cart Processing (e-learning)
LOG810	Registration on Behalf of Supplier (e-learning)
LOG820	Supplier Self-Service (e-learning)
LOG840	Goods Receipt (e-learning)
LOG850	Fleet Management: Vehicle and Maintenance (e-learning)

Other Courses

Course Code	Course Name
APP802	Approval Using Workflow (e-learning)
BAN800	Business Analytics (e-learning)
HCM110	HCM Mini-Master
NAV101	MAGIC Overview & Navigation
NAV801	MAGIC Overview & Navigation WebGui (e-learning)
NAV810	MAGIC Overview & Navigation SAPGUI (e-learning)
RPT801	Basic Reporting (e-learning)
SEC101	MAGIC Security Overview
SEC800	Security Contact (e-learning)

Training Documents Needed for Class

- Concept Slides
  - PowerPoint presentation used in class to help communicate new concepts and processes
    - Not required to be printed before the class, but recommended for personal note taking.
- Exercise Documents
  - Detailed step by step guide created to help end users practice new technical skills.
    - These need to be printed before class and taken to the class.
- Data Sheets
  - Indicates the data elements that need to be entered to perform the exercise documents.
    - These need to be printed before class and taken to the class.
- Handouts
  - Some courses have supplemental materials.
    - These need to be printed before class and taken to the class.

Note: Training documents will not be printed for each class; therefore, each student will need to print them and bring them to class.

Help Documents (available at go-live)

- **Work Instruction**
  - Detailed system instructions
  - Screen shots
  - Field Definitions/Example entries
  - Tips & Tricks

- **Cue Card**
  - Same as Work Instruction but with pop-up screen shots and field information

- **Job Aid**
  - Helpful information or lists to make your job easier

MAGIC Trainers

- MAGIC SuperUsers
- Training Consultants
  - Training professionals to provide support to the SuperUsers
  - Provide end-user training when needed

Training Strategy

- Before-go-live training will be available for primary users plus a small percentage of secondary users

  - If there are spaces open in a class for secondary users, Training Coordinators will be notified

  - Additional classes will be offered after go-live

  - Training materials and e-learning courses will be open to everyone

ART Training Coordinator

- ## Responsibilities:
  - Ensure that agency personnel have received (via email and posted on the MAGIC website) and understand the registration instructions and process.
  - Follow-up to make sure agency staff register for classes.
  - Serve as a liaison between agency personnel and the MAGIC training team.
  - Make sure staff print materials and attend classes.

Personal Training Plan (PTP)

- To access your PTP:
  - Click the link in the email you will receive; or
  - Access the PTP off the MAGIC Training Webpage
- You will need to log in with your ACE ID and Email Address.

MAGIC End User Personal Training Plan

Enter ACE ID

Enter Email Address

Submit

Questions about the content of your Personal Training Plan should first be addressed with your supervisor and/or agency training coordinator. The training plan for each student was developed directly from the employee's role assignments for the new MAGIC system.

Personal Training Plan (PTP)

- The PTP lists the classes you need to take according to your MAGIC security role mapping information.

- Please contact your Security Contact(s) or person who completed your agency role mapping MRTL task if you believe there are errors or omissions in your PTP.
  - If you are not sure who to contact at your agency, please call the MMRS Call Center (601-359-1343) and select option 6 (MAGIC) from the main menu, then option 1 (MAGIC training) under option 6 for assistance.

MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

MISSISSIPPI Department of
DFA
FINANCE & ADMINISTRATION

State of Mississippi
MAGIC End User Personal Training Plan (PTP)

MAGIC Business Area and Name	1711 - Department of Public Safety
ACE ID	
User First and Last Name	
Email Address	
Region	Central

Refer to your Region when registering for classes.

Registration instructions and details will be sent to all MAGIC end users the week of April 7, 2014.

Please contact your Security Contact(s) or person who completed your agency role mapping MRTL task if you believe there are errors or omissions in your PTP. If you are not sure who to contact at your agency, please call the MMRS Call Center (601-359-1343) and select Option 6 (MAGIC, BRICKS, and NEOGov) and then Option 1 (MAGIC Training) for assistance.

Primary Role

MELMS Course Code	Course Code	Class Name	Class Prerequisite(s)	Class Hours
MAGFIN100	FIN100	Finance Overview		4
MAGLOG100	LOG100	Logistics Overview		4
MAGNAV101	NAV101	MAGIC Overview & Navigation - WebGUI		4
MAGNAV810	NAV810	MAGIC Overview & Navigation - SAP GUI - eLearning		2

Courses you need to take listed in order.

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Course Prerequisites

- If there are prerequisites listed for a course, the prerequisites must be taken before that course.
  - Some of the information in a course may build on information from a previous course.
  - The overview and navigation classes must be taken before any specific area class.

- If prerequisites are met, the courses are suggested to be taken in the order they are listed on your Personal Training Plan (PTP).

Course Prerequisites

Primary Role

MELMS Course Code	Course Code	Class Name	Class Prerequisite(s)	Class Hours
MAGFIN100	FIN100	Finance Overview		4
MAGLOG100	LOG100	Logistics Overview		4
MAGNAV101	NAV101	MAGIC Overview & Navigation - WebGUI		4
MAGNAV810	NAV810	MAGIC Overview & Navigation - SAP GUI - eLearning		2
MAGRPT801	RPT801	Basic Reporting - eLearning	NAV101	1
MAGFIN110	FIN110	General Ledger	FIN100; NAV101; RPT801	12
MAGFIN120	FIN120	Accounts Payable	FIN100; NAV101; RPT801	8
MAGFIN130	FIN130	Accounts Receivable	FIN100; NAV101; RPT801	12
MAGFIN140	FIN14	Inter-Agency Billing	FIN 100; NAV101; RPT801; FIN130	8
MAGFIN310	FIN3	Internal Orders	FIN100; NAV101; RPT801	4
MAGFIN320	F	Controlling	FIN100; NAV101; RPT801; FIN310	8
M		nts Management: Grantee	FIN100; NAV101; RPT801; FIN310	12

Pay attention to prerequisites.

After prerequisites are met, take classes in suggested course code order if possible.

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Important Dates

Activity	Date
Training Registration Opens	The week of April 7, 2014
Training Starts	April 29, 2014
Pre Go-Live Training Ends *	June 20, 2014

* There will be some supplemental training offered after go-live. However, it is imperative that you attend your assigned training prior to go-live.

Training Locations

Locations in the Jackson Metro Area	
DFA / Regions Building	Library Commission
DFA / Woolfolk Building	Department of Transportation
Department of Education	Medicaid
Department of Human Services	Mississippi School for the Blind
Department of Revenue	Department of Public Safety
Health Department	Supreme Court
Information Technology Services	

Locations in North Mississippi	
Department of Transportation; District 2	Batesville, MS
North Mississippi Regional Center	Oxford, MS

Locations on the Coast	
Marine Resources	Biloxi, MS
DFA Auditorium	Biloxi, MS

Locations in South Mississippi	
Department of Transportation; District 6	Hattiesburg, MS

MAGIC Training Registration

1. Employees should will receive an email with their Personal Training Plan (PTP). The link to the PTP application will also be on the MAGIC Training page.

2. Review and Print your PTP.

3. Become familiar with the Facility Address Parking, and Region Information document.

4. Enroll in classes via ACE / MELMS when registration opens the week of April 7, 2014.

5. Receive a confirmation email from MELMS.

6. Print class training documents one or two business days before class.

MELMS "Tips"

To register for all lecture and/or classroom training, click "Register for Classes." You can then search for your desired class.

Students
- Register for Classes
- Course Descriptions
- Class Calendar
- My Assigned Curriculums
- My Online Courses In-Progress
- My Development Plan
- My Transcript
- My Training Calendar
- My Profile
- My Class Rosters
- Evaluate a Class

For e-learning courses, click "Course Descriptions" and search for your desired course.

E-learning courses will be available when training starts.

MELMS "Tips"

All MAGIC Courses will start with "MAG"

MELMS "Tips"

All Classes

Search All Words : MAGNAV101

Select a class for more information or to change a registration.

	Start Date ▼	Start Time	Course Code	Class Name
SELECT	09/30/2013	08:30 AM	MAGNAV101	MAGIC OVERVIEW AND NAVIGATION (CENTRAL)

▪ **Remember to register in the region listed on your Personal Training Plan (PTP).**

▪ **If a class is not listed for your region, choose the location closest to you.**

MELMS "Tips"

Click "Enroll in this class" to ensure you are registered.

MAGIC OVERVIEW AND NAVIGATION (CENTRAL)   VIRGIE WALTMAN

Here is more information about this class:

Status in class: Student Cancelled   Enroll in this class

Class Detail

Course Description
                                ****IMPORTANT**** YOU MUST PRINT THE TRAINING MATERIALS AND BRING TO CLASS!!!!

The materials for this class be accessed from the MAGIC uPerform website by clicking on the following link:
MAGIC NAV101 MAGIC Overview and Navigation Training Materials

To view and print a list of your Personal Training Plan, click the following link. You will be requ...
MAGIC Personal Training Plan

For a list of training locations and driving information click on the following link: MAGIC Training Regions, Locations, and dri...

Prerequisite Info
Prerequisites are not required for this course.

Class Data
    Course Code: MAGNAV101
    Class Name: MAGIC OVERVIEW AND NAVIGATION (CENTRAL)
    Start Date: 09/30/2013
    Start Time: 8:30 AM
    End Date: 09/30/2013
    End Time: 12:00 PM
    Location Room: MS DEPT EMPLOYMENT SECURITY, PC LAB 116, 152 WATFORD PKWY, SUITE B, CANTON, MS
    Location Building: EMPLOYMENT SECURITY COMMISSION - 152 WATFORD PARKWAY - SUITE B - CANTON MS
    Credit Hours: 4.00
    Instructor: MAGIC TRAINING TEAM

To print the training documents, click the link in the course description.

You will be redirected to the website where the materials are stored.

To get the latest copy of the materials, please print the documents two business days before the class is scheduled.

There will also be a document posted on the MAGIC Training webpage with links to the training materials.

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Printing Training Documents

The training documentation for that class will be listed under "Help Content."

Click the desired document to view, save, and/or print.

Remember that you must print the exercise guides, data sheets, and handouts for each class you attend. Materials will not be provided when you arrive for class.

Class Day Reminders

✓ Use the MAGIC Training Location document to ensure the correct driving directions

✓ Dress Comfortably

✓ Arrive at class early
   Half day classes are: 8:30 AM – 12:00 PM or 1:00 – 4:30 PM
   Twelve hour classes are 1st Day: 8:30 AM – 4:30 PM; 2nd Day: 8:30 – 12:00 PM
   Whole day classes are: 8:30 AM – 4:30 PM

✓ Bring printed training materials

✓ Bring notepad and pen

✓ Bring any snacks and/or drinks you may need

✓ Sign-in for each class session

✓ Have Fun!

Get Prepared for Training

- Pay attention to MAGIC Communications
  - Review the Business Process Flowcharts
  - Review the information on the MAGIC Webpage
- Talk to your SuperUsers about MAGIC
- Talk to your staff and coworkers about MAGIC

MAGIC Training

MMRS Call Center	601-359-1343 Option 6 for MAGIC then Option 1 for MAGIC Training
MASH Email	mash@dfa.ms.gov Please put "MAGIC Training" in the subject line.