



MISSISSIPPI MANAGEMENT
& REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

2012 MMRS Users' Group Afternoon Session

Data Collection Process
June 14, 2012
Sparkman Auditorium
Mississippi Agriculture and Commerce Museum

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

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Data Collection – Logistics

Brenda Benson
MAGIC Logistics Lead

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

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➤ Logistics Data Needs

- ▶ Fleet Management
 - AssetWORKS Data
 - Verify/Update Vehicle Mileage Readings
 - Verify/Update Vehicle Assignments (Commute, Non-Commute, or Law Enforcement)
 - *Note: Motor Pool will be Non-Commute
 - Fleet Survey
 - Determine which agencies group vehicles by regions or districts
 - Determine which agencies would like to charge for usage of agency pooled vehicles

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▶ Supplier Relationship Management (SRM)

- Security / Roles:

The organizational structure defined by HCM will be utilized by SRM for the following:

 - Create /Approve Shopping Carts (Requisitions)
 - Create /Approve Purchase Orders
 - Create /Approve Contracts
 - Create /Approve RFx's (Bids /RFP's)
- Vendor Outreach for Supplier Self-Service
 - Vendors will be able to register through self-service and will be able to respond to bids.

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Human Capital Management (HCM) Organizational Structure for MAGIC

June 14, 2012

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Overview

- A focal point of HCM is the development of the HCM Organizational Structure (essential in the development of workflows, etc.).
- In order to create the HCM Organizational Structure, a current and accurate agency reporting structure is needed.
- This task can be completed and maintained using designated SPAHRS fields (**PIN Org Code**, **Report to: *Agcy**, and **Report to: *PIN** for every agency PIN).
- The project team will create an interface to periodically update the SAP HCM Organizational Structure from SPAHRS.

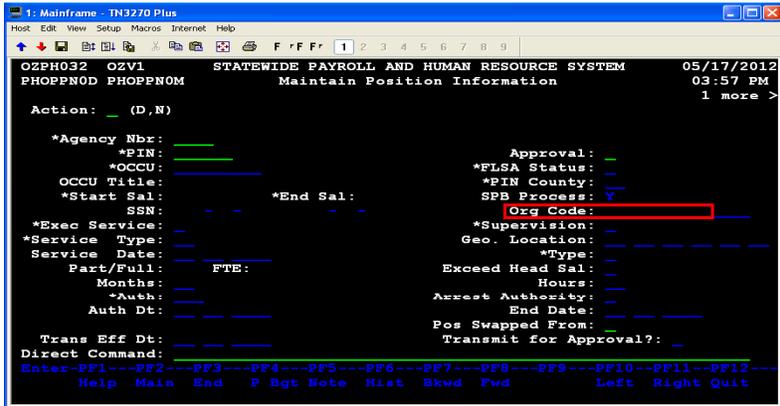
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Update PIN SPAHRS Organizational Code



PIN Org Code is the abbreviated name of the organizational area in which the person works. This field should include the area managed by the "Report to: PIN."

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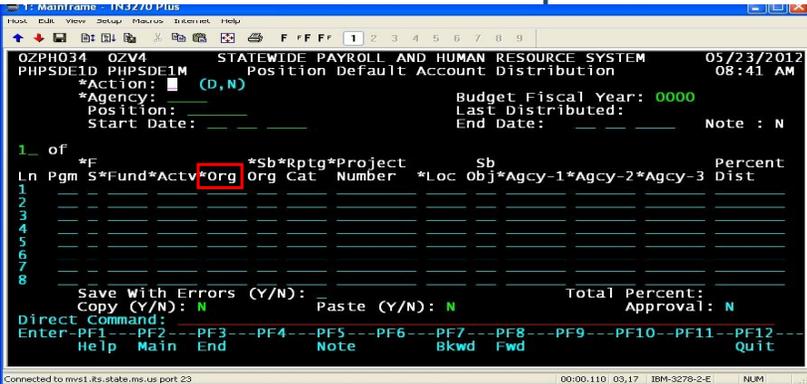


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SPAHRs Position Account Distribution *Org Code

This field is not to be updated



The **PIN Org Code** is different from the Position Account Distribution *Org shown on the *Position Default Account Distribution* screen

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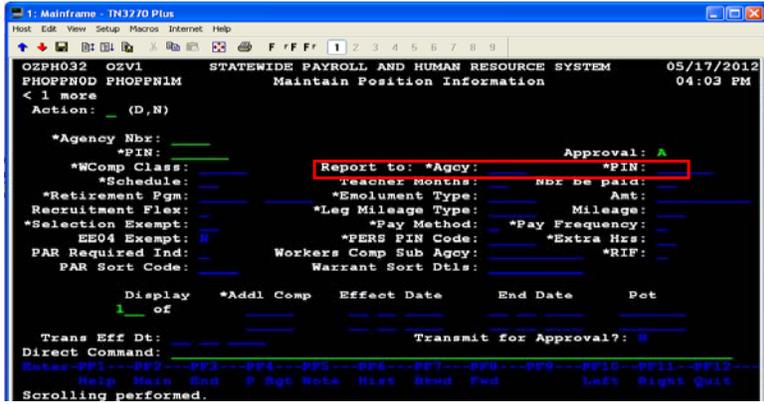


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Update SPAHRS Report to: *Agcy and *PIN fields



Report to: *Agcy : Agency's 4-digit SPAHRS agency code

Report to: *PIN : 4-digit PIN of person's manager

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Summary

- It will be essential to maintain the designated SPAHRS fields as personnel changes occur.
- The MAGIC project team will generate an organization chart from the data you have entered in SPAHRS. This chart will be sent to you as an additional verification that the information you entered represents the actual organizational structure of your agency.
- Once your organizational chart is accurate, you may use this version to submit to SPB and with your budget request.
- A **MRTL** (Master Readiness Task List) task containing detailed instructions will be available in the near future.

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MAGIC Agency Overview for Finance Data Collection

Teresa Hayes
MAGIC Finance Lead

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Business Area, Fund, Functional Area

Business Area
The Business Area will be used for the Agency Number
The field is 4 digits and new numbers will be assigned

Fund
The Fund has the same meaning as the SAAS Fund
New fund numbers will be assigned by funding sources
The field is 10 digits and the appropriation number will be linked

Functional Area
The Functional Area contains the Appropriation Unit & future use is for Program Budgeting
The field length is a maximum of 16 digits and will consist of Appropriation Unit (5)/ Program (7)/ Activity (4) XXXXX / XXXXXXXX / XXXX

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General Ledger Account, Cost Center

General Ledger Account

General Ledger (G/L) accounts will include :
Assets, Liabilities, Fund Balance, Revenue and Expenditure

The field is 8 digits and the Major Object Code will be built into the number

Cost Center / Fund Center

The Cost Center represents a division or area within an agency for recording and reporting budgets, revenues and expenditures

The field is 10 digits and may be set up as Agency/Bureau/Agency Discretion

Agency/ Bureau / Agency Discretion
XXXX / XX / XXXX

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Project & WBS Element, Internal Order

Projects

Projects are made up of Work Breakdown Structure (WBS) Elements- 24 digits

Funded Program – Could be used to control budget at the project or WBS level

WBS Elements will be used for:

- Capital Projects
- ITS Services
- State Aid Road Maintenance

Internal Order

This is a flexible cost collector that can be defined by the agency to meet a variety of agency needs 10 digits

Internal Orders may be used for:

- Internal Services
- Events
- Activities
- Locations



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Grants

Grants
Grant – Used to maintain the terms and conditions of the funding and administration of a sponsor’s award
Sponsored Class – Used with grants to summarize expenses based on the sponsor’s cost categories
Sponsored Class is generally aligned with the existing major expense codes
Sponsored Program – Used with grants to track expenses based on the sponsor’s programs.

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MAGIC Finance Overview

FI	CO	FM	GM
External Accounting	Internal Accounting	Budgetary Acctg	Grant Accounting
GL Account	Cost Element	Commitment Item	Sponsored Class
Fund	Fund	Fund	Fund
Business Area	Cost Center	Funds Center	
	Internal Order / WBS Element	Funded Program	Sponsored Program
Functional Area	Functional Area	Functional Area	
Grant	Grant	Grant	Grant

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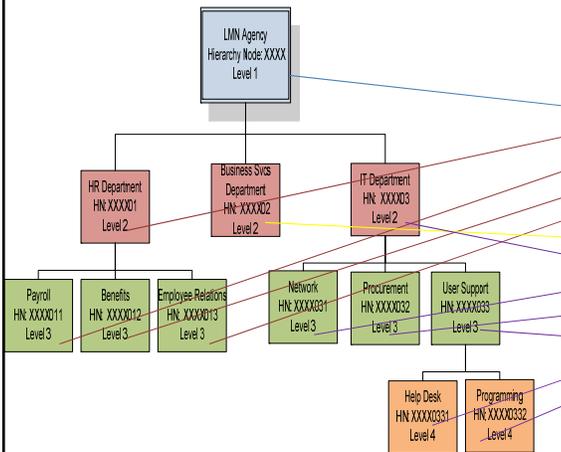


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Defining Agency Functional Hierarchy Nodes



Hierarchy Nodes – Up to 8 digits	
Hierarchy Node (HN)	Node Name
XXXX	Agency LMN
XXXX01	Agency LMN HR Department
XXXX011	HR Department Payroll Office
XXXX012	HR Department Benefits Office
XXXX013	HR Department Employee Relations
XXXX02	Agency LMN Business Services Dept
XXXX03	Agency LMN IT Department
XXXX031	IT Department Network
XXXX032	IT Department Procurement
XXXX033	IT Department User Support
XXXX0331	User Support Help Desk
XXXX0332	User Support Programming

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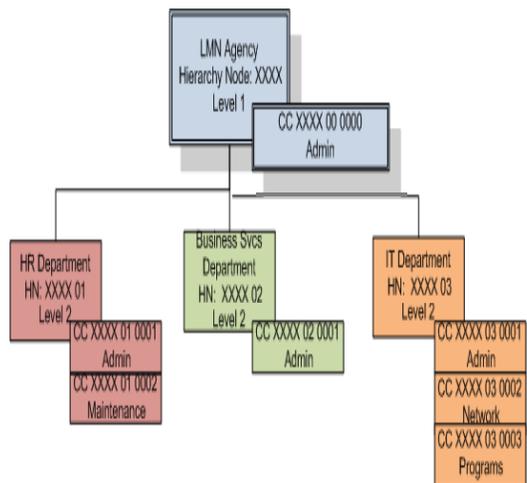


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Cost Center Creation



Cost Center Code - 10 characters XXXX XX XXXX			
Cost Center for Hierarchy Node			
Hierarchy Node (HN)	Business Area [Agency Code]: 4 digits	Bureau, Office, Division: 2 digits (00-99)	Agency Discretion: 4 digits (0000-9999)
XXXX	XXXX	00	0000
XXXX01	XXXX	01	0001
XXXX01	XXXX	01	0002
XXXX02	XXXX	02	0001
XXXX03	XXXX	03	0001
XXXX03	XXXX	03	0002
XXXX03	XXXX	03	0003

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Internal Orders

Internal Order
2000128569

- Internal Orders are simple cost collectors in SAP and can be used to accommodate most organizations' cost-tracking scenario requirements
- Orders will be used to manage financial tracking of grants, some disaster-related expenses, miscellaneous events that require special cost collection, and inter-agency service agreements.

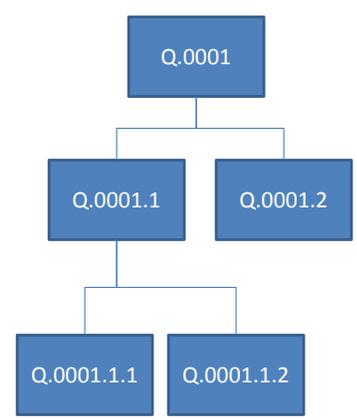
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Projects



```

graph TD
    Q0001[Q.0001] --- Q00011[Q.0001.1]
    Q0001 --- Q00012[Q.0001.2]
    Q00011 --- Q000111[Q.0001.1.1]
    Q00011 --- Q000112[Q.0001.1.2]
            
```

- Charge buckets that roll up for a total view of a project
- Projects have phases and sub-projects
- Project numbers will be manually defined

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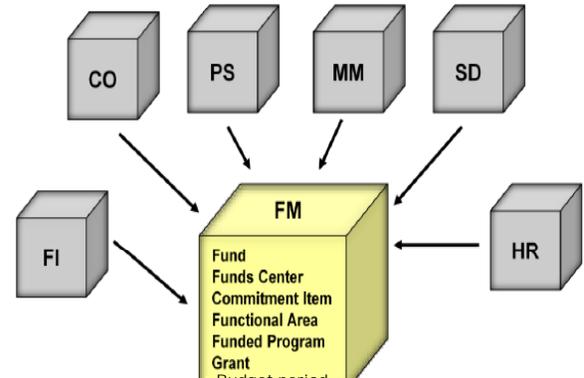
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Funds Management is "THE" Budgetary Control





FM's BUDGETARY CONTROL (USING BUDGET DIMENSIONS) CAN AFFECT POSTINGS IN OTHER MODULES

Finance Module

Cost Module

Project Systems

Materials Management

Sales and Distribution

Human Resources



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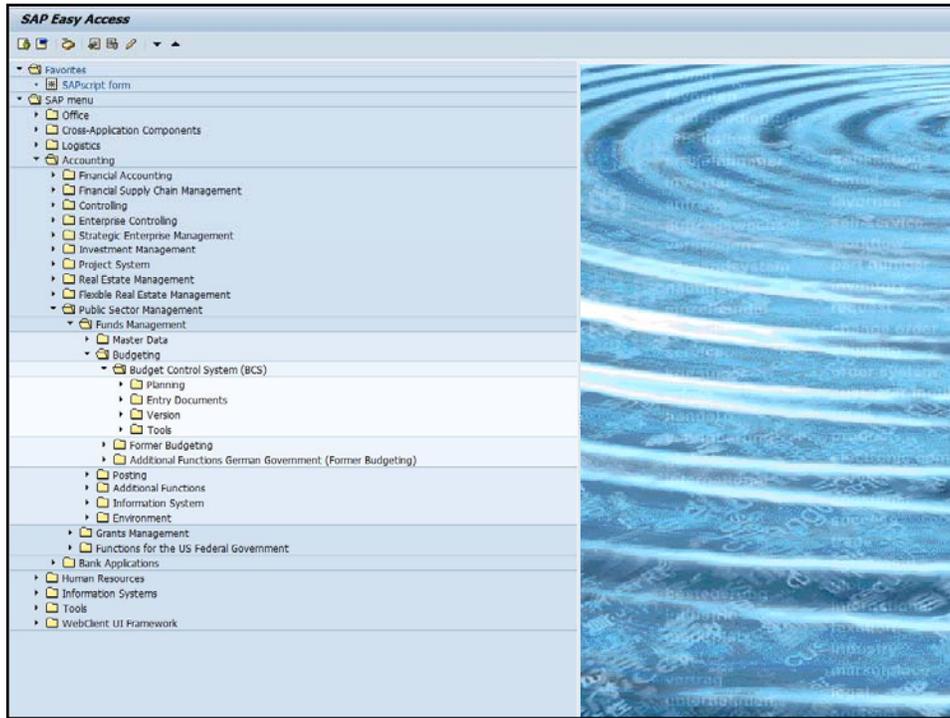


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MAGIC TERMINOLOGY / State of MS EQUIVALENTS

<u>MAGIC</u>		<u>SAAS</u>
Fund	↔	Fund
Fund Center	↔	Office/ Division
Commitment Item	↔	Object Codes (Major, Minor)
Functional Area	↔	Appr. Unit / Program / Activity
Funded Program	↔	Project
Budget Period	↔	Budget Year/ Allotment
Funds Pre-Commitment	↔	Pre-Encumbrance (new)
Funds Commitment	↔	Encumbrance
Purchase Requisition	↔	Pre-Encumbrance
Purchase Order	↔	Encumbrance

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List Edit Goto Settings System Help

Selection List for Entry Documents

Choose Save Selections

FM area	Currency	Budget Category	SOMS	USD	Payment											
Do...	Entry Docu...	Line	V...	Do...	Proce...	Year	Budget Type	Fund	BP	Funds Center	Cmmt	Ite...	F.Ar	Grant	Fund...	Amount LC
2012	5510000000	000001	0	Z3	Enter	2012	Agency Budget	2131000000	2012-A2	9999000000	60000		21300	NRGRANT	NRFP	1.00
	5510000001	000001	0	Z0	Enter	2012	State Budget by Comm Item	NRFN	2012-A2	9999	60000		21300	NRGRANT	NRFP	5.00
	5510000002	000002	0	Z3	Enter	2012	Agency Budget	2131000000	2012-A2	9999		NRCI	21300	NRGRANT	NRFP	5.00
	5510000003	000001	0	Z0	Enter	2012	State Budget by Comm Item	NRFN	2012-A2	9999	60000		21300	NRGRANT	NRFP	5.00
	5510000004	000002	0	Z0	Enter	2012	State Budget by Fund	2131000000	2012-A2	9999		NRCI	21300	NRGRANT	NRFP	5.00
	5510000004	000001	0	Z0	Enter	2012	State Budget by Comm Item	NRFN	2012-A2	1130	60000		21300	NRGRANT	NRFP	100.00
	5510000005	000002	0	Z0	Enter	2012	Agency Budget	2131000000	2012-A2	1130		NRCI	21300	NRGRANT	NRFP	100.00
	5510000005	000001	0	Z3	Enter	2012	Agency Budget	2131000000	2012-A2	1130525201	60001000		21300	NRGRANT	NRFP	17.00
	5510000006	000001	0	Z0	Enter	2012	State Budget by Comm Item	NRFN	2012-A2	1130	60000		21300	NRGRANT	NRFP	100.00
	5510000006	000002	0	Z0	Enter	2012	State Budget by Fund	2131000000	2012-A2	1130		NRCI	21300	NRGRANT	NRFP	100.00
	5510000007	000001	0	Z0	Enter	2012	State Budget by Comm Item	NRFN	2012-A2	1130	60000		21300	NRGRANT	NRFP	100.00
	5510000007	000002	0	Z0	Enter	2012	Agency Budget	2131000000	2012-A2	1130		NRCI	21300	NRGRANT	NRFP	100.00

DEA (1) 300 mpede01 INS

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MS Department of Finance & Administration

SAP Entry of the Current Z1 Form

Document: S510000006 Status: Posted Document Year: 2012 FM Area: S0MS
 Process: Enter Total: 200.00 USD
 BCS Value Type: Budget
 Budget Category: Payment Version: 0 Fiscal Year: 2012
 Document type: Z0 Document Date: 05/21/2012

Line	Chart	Fund	BF	Funds Center	Construction It.	Functional Area	Funded Program	Type	Amount (USD)	DK
000001	NRGRANT	NRFN	2012-A2	1130	60000	21300	NRFP	Z1	100.00	1
000002	NRGRANT	2131000000	2012-A2	1130	NRCI	21300	NRFP	Z2	100.00	1

Line 1 **Z1**
Top part of Z1
Commitment Item
(Major Object)

Line 2 **Z2**
Bottom of Z1
FUND

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MS Department of Finance & Administration

AGENCY LEVEL BUDGET CONTROL

```

graph TD
    L1[LMN Agency  
Hierarchy Node: XXXX  
Level 1] --> L2_1[HR Department  
HN: XXXX01  
Level 2]
    L1 --> L2_2[Business Svcs  
Department  
HN: XXXX02  
Level 2]
    L1 --> L2_3[IT Department  
HN: XXXX03  
Level 2]
    L2_1 --> L3_1_1[Payroll  
HN: XXXX011  
Level 3]
    L2_1 --> L3_1_2[Benefits  
HN: XXXX012  
Level 3]
    L2_1 --> L3_1_3[Employee Relations  
HN: XXXX013  
Level 3]
    L2_3 --> L3_3_1[Network  
HN: XXXX031  
Level 3]
    L2_3 --> L3_3_2[Procurement  
HN: XXXX032  
Level 3]
    L2_3 --> L3_3_3[User Support  
HN: XXXX033  
Level 3]
    L3_3_3 --> L4_3_3_1[Help Desk  
HN: XXXX0331  
Level 4]
    L3_3_3 --> L4_3_3_2[Programming  
HN: XXXX0332  
Level 4]
            
```

Fund Center Code (All children per level need to be controlled the same)			
Cost/Fund Center	Is Budget Control required at this level? Y (default is No)	Control Tolerance HARD STOP – (ERROR) 105% / 110% (default is 100%)	Control Tolerance Warning issued 90% / 95% (default NO warning)
XXXX000000			
XXXX010000	Y	100%	90%
XXXX011000			
XXXX012000			
XXXX013000			
XXXX020000			
XXXX030000			
XXXX031000			
XXXX032000			
XXXX033000			
XXXX033100	Y	110%	100%
XXXX033200	Y	100%	95%

Budgeting Workbench - Create Document

Document Overview on/off | Hold | Prepost | Save Changes | Long Text | Messages log

Documents of FM Area SOMS: Posted, Preposted, Undone, Held

Document: Status: Initial

Header Data | Additional Data

Process: Enter

Document type: Z3 (Agency Allocation)

Version: 0

Document Date: 06/12/2012

Fiscal Year: 2012 | Period: All

Budget Type: Z3 Agency Budget

Grant: NRGRANT NOT RELEVANT GRANT

Functional Area: 21300 AU DFA

Funded Program: NRFP F PR NOT RELEVANT

Payment Budget

Total: 0.00

Payment Budget

Lines

Line	Fund	BP	Funds Center	Commitment Item	Amount (USD)	DK	Text
						1	
						1	
						1	
						1	
						1	

Document data has been updated to fulfill Customizing settings

SAP | DEA (1) 300 | mpdea01 | INS

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Grant Master Data

Change Grant Master

Grant: 3046993409 | Test NIH grant

Grant Type: GR | Grant: Grant

Sponsor: 1000100002 | National Institutes of Health

Copied from: | Deletion Indicator: | Award: | Expected Award:

Basic Data

Grant Type: GR | Grant: Grant

Company Code: 0000 | University of Kentucky

Sponsor: 1000100002 | National Institutes of Health

Authorization Group:

Award Type:

Project Period

Project From Date: 01/01/2007

Project to Date: 12/31/2007

Description

Name: TEST NIH GRANT

Description: Test NIH grant

Currency and Conversion Factors

Grant Currency: USD | United States Dollar

Grant Value: 500,000.00

Grant Validity:

Grant Number	3046993409
Grant Title	Test NIH grant
Agency Name (Sponsor)	National Institute of Health
Grant Start Date	1/1/2007
Grant End Date	12/31/2007
Grant Description	Test NIH grant

R30 (1) 000 | r3dev | INS

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Grant Master Data Characteristics

- Additional characteristics about each Grant that will need to be provided:
 - CMIA
 - Cost Reimbursable
 - Pass-thru Grant
 - Cost sharing/Match
 - Letter of credit
 - Indirect cost recovery

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Grant Fund/Program Data

- For each grant, the specific program(s) and fund number(s) associated with the grant must be identified and linked to the grant.
- Agencies may be using Reporting Category Code(s) today to specify the different programs related to a grant.
- Agencies may only be using one fund number for the grant and the matching monies, but this will change with MAGIC.
- For each program and/or fund number combination, the Cost Sharing Rate/Matching Rate and the Indirect Cost Rate must be identified.

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The screenshot shows the 'MAGIC Project Information' page. At the top, there is a header for the 'MISSISSIPPI MANAGEMENT & REPORTING SYSTEM' with the tagline 'Meeting the Management Information Needs for the State of Mississippi' and the DFA logo. The main heading is 'MAGIC Project Information'. Below this is a navigation bar with links for 'HOME', 'APPLICATIONS', 'SECURITY', 'MAGIC', 'INITIATIVES', 'TRAINING', 'CUSTOMER SUPPORT', 'SOFTWARE DOWNLOADS', 'QUICK LOGIN', 'ARCHIVES', and 'RSS Feeds'. A search bar is also present. On the left, there is a sidebar menu with items like 'MAGIC Agency Readiness Managers', 'MAGIC Blueprint Sessions', etc. The main content area is titled 'MAGIC' and contains sections for 'MAGIC Agency Readiness Managers', 'Master Readiness Task List (MRTL)', 'ART Description', and 'ARM Documents'. A URL box at the bottom contains 'http://www.mmrs.state.ms.us/MAGIC'.

The screenshot shows the 'MAGIC Master Readiness Task List (MRTL)' page. It features the same header as the previous page. The main heading is 'MAGIC Master Readiness Task List (MRTL)'. Below the heading, there is a section for 'Arts Commission' with a list of tasks and their completion dates. The tasks include providing project liaison, completing surveys, and reviewing forms. The completion dates range from 01/31/2012 to 04/30/2012.

Task	Completion Date	Status
Provide MAGIC project liaison with Subject Matter Expert Designation form.	01/31/2012	Accepted by DFA
Complete the Grants Management Survey provided by the MAGIC functional team.	01/31/2012	Accepted by DFA
Complete the Agency Readiness Team (ART) Designation form at the link below. Before selecting individuals for each ART role, please review the ART Role Descriptions	03/01/2012	Accepted by DFA
Agency Benefit Plans	04/04/2012	Accepted by DFA
Organizational Structure Questionnaire	04/04/2012	Accepted by DFA
Agency Cost Center Data	04/30/2012	Accepted by DFA



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MAGIC Tasks for Finance

- Assigned to Agencies
 - Due January 31st - Grants Management Survey
 - Due March 12th - Grantor Programs
 - Due March 23rd - Examples of Internal Orders and Projects
 - Due April 30th - Cost Center Structure
- Upcoming Tasks to be Assigned to Agencies
 - Grantee Master Data
 - Budget Level Check
 - Location Codes for Assets

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MAGIC Tasks

- The MAGIC team needs the following three Agency tasks completed, submitted and accepted by DFA in order to meet the needed testing deadlines.
 - Agency Cost Center Structures must be completed and submitted first as the Internal Orders and Projects both require the agency to provide the Responsible Cost Center for each
 - Once the Agency Cost Center Structures are complete, the Internal Orders Examples and the Agency Project Examples must be submitted.

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MAGIC Contacts for Finance Tasks

- Cost Center, Internal Order or Project Tasks
 - Jessica Morris
 - 601-359-1308 or Jessica.Morris@dfa.ms.gov
- Fund Tasks
 - Kay Martin
 - 601-576-1167 or Kay.Martin@dfa.ms.gov
- Grantee Management Tasks
 - Bob Lowery
 - 601-576-1160 or Bob.Lowery@dfa.ms.gov
- Grantor Tasks
 - Stephanie Harris
 - 601-576-1147 Or Stephanie.Harris@dfa.ms.gov

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Questions?



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Thank you!

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