



## DFA User Group Meeting

May 23, 2018



**Updated: 5/16/2018; Updates are noted in red below.**

The Mississippi Department of Finance and Administration (DFA) will be holding a User Group Meeting on **Wednesday, May 23, 2018**. The all-day event will be held in the Mississippi Department of Education Auditorium with breakout sessions in the Woolfolk State Office Building, the Robert E. Lee State Office Building, the Robert G. Clark State Office Building, and the Education Auditorium.

In the morning session, the following divisions of DFA will provide an overview of information relevant for their respective areas:

- Mississippi Management and Reporting System (MMRS)
- Office of Financial Affairs (OFA)
- Office of Fiscal Management (OFM)
- Office of Purchasing, Travel, and Fleet Management (OPTFM)
- Office of Personal Service Contract Review (OPSCR)
- Office of Budget and Fund Management (OBFM)
- Office of Financial Reporting (OFR)
- Bureau of Building, Grounds, and Real Property Management (BOB)

The afternoon will consist of three (3) forty-five (45) minute breakout sessions to provide you the opportunity to get more information about several topics. Each session will be a repeat; therefore, we encourage everyone to attend three different sessions.

A description of each breakout session is listed below.

Topic	Description
Reporting	OFA will review the ZFI_CASH_RPT for Cash Basis Revenue and Expenditures. They will discuss some additional reports that are being developed and review some ECC reporting tools and tips.
Finance Year-End Review	OFM will review the year-end processes and procedures – including PO close, lapse period, and lapse period waivers.
Purchasing	OPTFM and OPSCR will provide a general overview of purchasing commodities and personal services. Included will be a discussion of changes to purchase regulations in House Bill 1109 including Reverse Auctions, Electronic Bidding and the solicitation of contracts through RFPs and/or RFQs.
Fleet Management	OPTFM will discuss House Bill 938 (Fleet Data Cleanup and Maintenance) and what is required to be in compliance with this law.
Budget Entry	OBFM will provide information on entering a budget into MAGIC, making budget revisions, and reviewing the relevant MAGIC budget transaction codes
MAGIC Security & Internal Controls	MMRS and OFM will discuss the importance of internal controls and segregation of duties.



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SPAHRs Payroll & Travel	MMRS and OFM will discuss any year end issues and procedures for payroll and travel.
CAFR/GAAP Overview	OFR will provide an overview of the CAFR/GAAP process.

You will need to register for the morning session and each desired afternoon session separately in the Learning Solution (LSO) module of MAGIC. Instructions on how to use the LSO module of MAGIC can be found in the [8203 – LSO Employee Self Service](#) instruction document. The associated course codes are listed below and the session can be found in the *DFA User Group Meeting* folder of the *Finance and Administration Catalog* within LSO. Please note that each afternoon session topic has the same course code; therefore, please be sure to select the desired time when registering.

**Space will be limited for the afternoon sessions; therefore, registration will be on a first come first served basis. If you register for a session that is has reached maximum capacity you will receive a notification that your registration for that session has been cancelled. On May 23<sup>rd</sup>, please do not attend a session if you have not previously registered for that session. DFA will not hold reservations for any session. There are no exceptions to this policy.**

Parking is available on the 5<sup>th</sup> floor and above of the Robert E. Lee Parking Garage, the lot at the corner of High Street and Lamar Street (behind the old funeral home), or metered parking on the street. DFA does not validate or pay for parking.

Lunch, coffee, and water will not be provided. There are several restaurants available within walking distance in downtown Jackson.

Morning Session			
Time	Topic	Course Code	Location
7:30 – 8:15 am	Registration	DFA-USERGRP	Education Auditorium
8:15 am – 12:00 pm	General Session		
12:00 – 1:15 pm	Lunch (on your own)		

Breakout Session 1 1:15 – 2:00 pm			
Topic	Course Code	Building	Room
Reporting	DFA-REPORT	Woolfolk	Conference Room 145 (1 <sup>st</sup> Floor)
Finance Year-End Review	DFA-FINANCE	Education	Auditorium
Purchasing	DFA-PURCHASE	Robert E. Lee	Conference Room C (12 <sup>th</sup> Floor)
Fleet Management	DFA-FLEET	Robert G. Clark	Classroom B (Basement)
Budget Entry	DFA-BUDGET	Robert G. Clark	Classroom A (Basement)
MAGIC Security & Internal Controls	DFA-SECURITY	Robert E. Lee	Conference Room A (12 <sup>th</sup> Floor)
SPAHRs Payroll & Travel	DFA-PAYROLL	Woolfolk	Conference Room 138 (1 <sup>st</sup> Floor)
CAFR/GAAP	DFA-CAFRGAAP	Woolfolk	Conference Room 117 (1 <sup>st</sup> Floor)



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Breakout Session 2 2:15 – 3:00 pm			
Topic	Course Code	Building	Room
Reporting	DFA-REPORT	Woolfolk	Conference Room 145 (1 <sup>st</sup> Floor)
Finance Year-End Review	DFA-FINANCE	Education	Auditorium
Purchasing	DFA-PURCHASE	Robert E. Lee	Conference Room C (12 <sup>th</sup> Floor)
Fleet Management	DFA-FLEET	Robert G. Clark	Classroom B (Basement)
Budget Entry	DFA-BUDGET	Robert G. Clark	Classroom A (Basement)
MAGIC Security & Internal Controls	DFA-SECURITY	Robert E. Lee	Conference Room A (12 <sup>th</sup> Floor)
SPAHRs Payroll & Travel	DFA-PAYROLL	Woolfolk	Conference Room 138 (1 <sup>st</sup> Floor)
CAFR/GAAP	DFA-CAFRGAAP	Woolfolk	Conference Room 117 (1 <sup>st</sup> Floor)

Breakout Session 3 3:15 – 4:00 pm			
Topic	Course Code	Building	Room
Reporting	DFA-REPORT	Woolfolk	Conference Room 145 (1 <sup>st</sup> Floor)
Finance Year-End Review	DFA-FINANCE	Education	Auditorium
Purchasing	DFA-PURCHASE	Robert E. Lee	Conference Room C (12 <sup>th</sup> Floor)
Fleet Management	DFA-FLEET	Robert G. Clark	Classroom B (Basement)
MAGIC Security & Internal Controls	DFA-SECURITY	Robert E. Lee	Conference Room A (12 <sup>th</sup> Floor)
SPAHRs Payroll & Travel	DFA-PAYROLL	Woolfolk	Conference Room 138 (1 <sup>st</sup> Floor)
CAFR/GAAP	DFA-CAFRGAAP	Woolfolk	Conference Room 117 (1 <sup>st</sup> Floor)

Please note that depending on the number of people registered for a breakout session the location for that session may change. Any changes will be announced in the morning session.