



Fiscal Year 2018 MASH Emails

The purpose of this document is to provide a historical record of MASH emails that are sent to users of SPAHRS and MAGIC.

The messages are divided by area with the most recent messages listed at the top of that respective area. The date the message was sent is also listed next to each item. You may also find links to supporting documentation.

This document contains messages that were released during Fiscal Year 2018. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

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MMRS Call Center	
Date Sent	Information
6/25/2018	To allow for jobs that must be run to facilitate the year end close and establish fiscal 2019 data, MAGIC will come down at 5:00 pm on June 29, 2018. You will be notified when MAGIC is available. There is a possibility the system may not be available until July 2, 2018. Please review the Closing FY2018 and Opening FY2019 Procedures memo for additional information.
2/12/2018	<p>Maintenance is scheduled for 5:30 PM on Wednesday, February 14, 2018 in the Woolfolk Building. The maintenance requires the building's electric power to be turned off. Because there are DFA servers at Woolfolk, MAGIC and SPAHRS will come down at 1:00 PM on Wednesday, February 14, 2018 to allow time for all daily jobs and the payment run to process prior to the power being turned off at 5:30 PM. Both systems should be back up before start of business on Thursday, February 15th.</p> <p>We apologize for any inconvenience this may cause and appreciate your patience.</p>
11/16/2017	<p>Please review the updated <u>2017 MAGIC Upgrade User Document</u> for the following updates:</p> <ul style="list-style-type: none"> (1) Item number 7 on page 6 of the upgrade document provides instructions on how to open attachments in eGrants. (2) Step number 5 has been added to the Attaching Documents Using the Z: Drive job aid. The link to this document can be found on page 2 of the upgrade document.
11/16/2017	We are receiving many calls about attaching documents. Please read and distribute the initial MASH email and go to the MMRS website and click on the uPerform link and read the 2017 MAGIC System Upgrade Manual. Inside that document are links to other documents, one of which specifically is about attaching documents.
11/15/2017	<p>The MAGIC upgrade is complete. MAGIC and SPAHRS are available with the exception of BIBW. You may encounter initial errors in BIBW and/or transparency that may be resolved by refreshing your browser. In addition, the "My Transcript" within the Learning Solution module is currently unavailable using Internet Explorer. We are working to resolve these issues and we will let you know when they are resolved. Please review the 2017 MAGIC Upgrade User Document in uPerform for a list of the primary changes associated with upgrade.</p> <p>If you experience any system issues please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>

MMRS Call Center	
Date Sent	Information
11/9/2017	As a reminder: MAGIC will be unavailable starting tomorrow, November 10, 2017, for DFA to begin the upgrade process. The system is scheduled to be down through Wednesday, November 15, 2017. We will notify you when it is available. Remember tonight is the last payment run that will process until the system comes back up. For additional information, please review the upgrade memo .
10/23/2017	Please see the updated memo regarding the MAGIC system upgrade on the MMRS webpage . The system downtime has been slighted modified.
9/26/2017	Please see the updated memo on the MMRS Webpage regarding the upcoming MAGIC System Upgrade. The dates for system maintenance have been modified.
9/7/2017	<p>To ensure that your MAGIC help desk issue is tracked and worked in a timely manner, the following guidelines are being provided to help facilitate incident management.</p> <p><u>Current Issues</u> If you are working with a MAGIC support person on a current (logged) incident, please continue to correspond with them via phone/email. The mash@dfa.ms.gov email address will be removed from email correspondence, as the MAGIC support person will keep the incident status and details updated in the tracking system.</p> <p><u>New Issues</u> As you encounter new issues, do not contact a MAGIC support person directly for assistance. New issues should be reported by contacting the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov to log an incident. If MAGIC support persons receive an email or phone call about a new issue, they will route it to MASH for an incident to be logged.</p> <p>Thank You.</p>
9/1/2017	The process to close the lapse period has been completed. MAGIC and SPAHRS are now available. If you have any questions or systems problems, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .
8/29/2017	To allow for jobs that must be run to facilitate the lapse end close process, MAGIC and SPAHRS will come down at 3:00 PM on Thursday, August 31, 2017 . Please be sure to save your work and log out of MAGIC and SPAHRS before 3:00 on Thursday. There is a possibility the systems may not be available until sometime during the day on Friday, September 1. You will be notified when MAGIC and SPAHRS are available.

MMRS Call Center

Date Sent	Information
6/29/2017	The process to close FY2017 and open FY2018 has been completed. MAGIC is now available. If you have any questions or system problems, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .

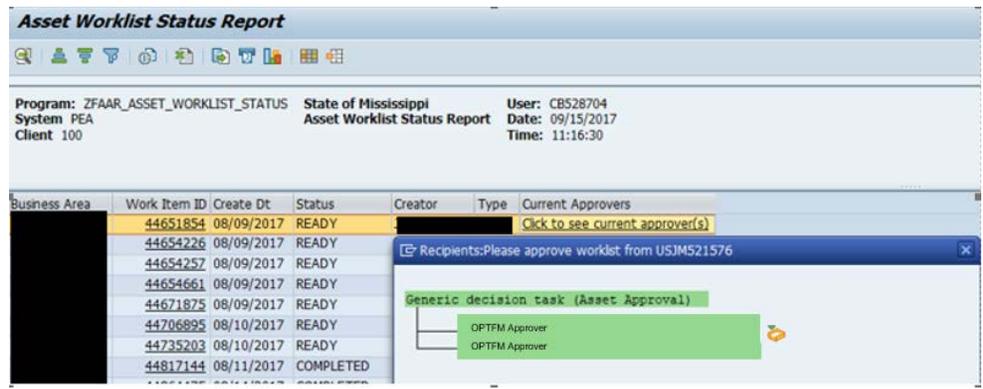
MAGIC Finance	
Date Sent	Information
6/25/2018	For instructions on how to find the received date on parked documents, please review the Parked Documents job aid within uPerform.
6/25/2018	All documents unposted, as of 5:00 PM on 6/29/2018, will be deleted during FY close. Any YP or YT documents that aren't posted by 5:00 PM on 6/29/2018 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
6/25/2018	Agency Property Officers please review the Cleaning Up Asset Shells job aid for information on how to keep an accurate inventory of assets. It is important that all unwanted asset shells are removed or deleted no later than June 27, 2018 for fiscal year-end processing.
6/14/2018	Please review the Active Asset by Employee Assigned Report Job Aid for instructions on how to execute the report to get a list of active assets.
6/11/18	Beginning 06/07/2018, the grant budget workflow will allow agencies to use multiple approvers with the same Responsibility Type level (BP01) when adding them on the responsibilities tab. When the document is pre-posted, the system will route it to all users for approval. Only one approver will need to approve the document.
6/11/2018	The Year-End Memo and Year-End Dates have been uploaded to DFA OFM's web page at http://www.dfa.ms.gov/dfa-offices/fiscal-management/ , and the updated cash move form can be found at http://www.dfa.ms.gov/dfa-offices/fiscal-management/fiscal-management-forms/ .
6/1/2018	A new budget report is now available to users with access to Funds Management Reports. The new report is similar to the FMAVCR02 report, however it generates data much faster and it allows users to export their budget overview data. The report also has drill down capabilities that direct you to the FMAVCR02 report and your respective Document Journals, but this functionality is only available when the report is run for a single functional area. The transaction code to access the report is FMAVCH01 (Overview of AVC Data). The report will open in a split screen. The left screen provides a hierarchy display of high level data, the right screen displays the budget consumption and availability. As folders on the left are expanded, columns are added to the display on the right, such as fund, funds center, functional area, and commitment item. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .
5/18/2018	The issue with the FAGLL03 report has been resolved. To correct the drilldown issue, please remove the layout name from the layout field on the initial screen of the report. Once removed, you should be able to execute the report. If you have any other issues, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .

MAGIC Finance	
Date Sent	Information
5/17/2018	We are aware there are issues with the drilldown not working correctly on the FAGLL03 report. We are working to resolve the issue and will send another notification when it has been fixed. We apologize for this inconvenience.
4/12/2018	<p>Currently, the number range set aside for documents (KZ, XG, XR, ZD, ZP, ZR, ZS, ZV) is not large enough based on the usage of these document types. Users have received warning messages when entering their documents due to the fact that the usage has exceeded 90% of the set aside range. In order to resolve this issue, we have split these document types into separate groups and have assigned new number ranges for these document types as indicated below:</p> <p>Document Types ZV, KZ, XG, XR will use number range 2020000000 – 2020999999 Document Type ZD will use number range 2021000000 – 2029999999 Document Types ZP, ZS will use number range 2030000000 – 2059999999 Document Type ZR will use number range 2060000000 – 2099999999</p> <p>If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
4/5/2018	<p>An enhancement has been added when setting up a sponsored program. The sponsored program should match either an Internal Order or WBS element. If the sponsored program doesn't match one of these data elements, when the save option is executed, an error message will be received that prevents the master data from being created. Below is an example of Sponsored Program error message. If you have any questions please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>
3/26/2018	Please review the new job aid, Funds Reservation with Workflow , for instructions on how to use this functionality in MAGIC. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .

MAGIC Finance

Date Sent	Information
3/8/2018	<p>There have been a number of edits made for Logistics Invoices (LIV), transaction code MIR7:</p> <ul style="list-style-type: none"> • An error message will be displayed if the amount and/or quantity for a specific line item on a Purchase Order is exceeded in the Invoice. • An error message will be displayed if the value of an asset on the LIV is greater than the value of the asset on the Purchase Order. • When multiple assets are on a Purchase Order, the total value of all assets should not be assigned to only one asset. • The same asset number cannot be used on multiple Purchase Orders. <p>If you have any questions, please contact the MMS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
2/6/2018	<p>The Attaching Documents to an Asset Record Job Aid has been updated to include information on the Z: Drive. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
2/1/2018	<p>Please see the new job aid, Refund of Expenditure Cash Receipt (XR Document Type), for information on how to post a refund of a current year expenditure as a cash receipt.</p>
12/12/2017	<p>When attaching documents using the Z: drive, the file name cannot contain any special characters. Special characters include, but are not limited to, the following: !@#\$%^&*)(~. To avoid error messages, please do not use any special characters when naming your documents.</p>
10/27/17	<p>During the system downtime, the MAGIC FTP server will be unavailable. Please review the downtimes and make any needed adjustments in processing your files.</p>
10/5/2017	<p>As a reminder, if you receive an invoice through the Inter-Agency billing process a YP document will be generated by the system. You can use this document to process the invoice. Please review the FBV2 Governmental Payments to Other State Agencies for Services YP Document Type job aid for additional information.</p>
10/4/2017	<p>The Agency Month End Processes Job Aid has been updated to include information on how to use the Purchase Order (PO) Details Report to identify asset shells that are tied to deleted purchase orders. The report can be used by Property Officers to identify the asset shells that can be deleted, if needed.</p>

MAGIC Finance

Date Sent	Information
9/20/2017	<p>DFA has recently enhanced the Asset Worklist Status Report transaction, ZFAA_ASSET_WL_Status.</p> <ol style="list-style-type: none"> 1. The Work Item ID number now has the functionality of a hot link which will provide access directly to transaction AR30, Display Worklist. To invoke the hot link, click on the Work Item ID number. 2. An additional column has been added to the report labeled Current Approvers. When the field is selected the user is presented with a list of approvers who can approve the worklist. The worklist is only provided for those items that are in a status of 'Ready' or 'Error'. For those items with a status of 'Error', the worklist has been routed back to the original creator to resolve the error(s).
	
9/5/2017	<p>Due to a technical issue, the 09/01/2017 payment run did not generate all of the payments that had been approved. This issue has now been resolved and those payments will be processed in tonight's payment run. We apologize for the inconvenience.</p>
8/31/2017	<p>During the lapse close process today, DFA will delete any parked documents that have a 2017 budget year line items. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>

MAGIC Finance

Date Sent	Information
8/7/2017	<p>Per DFA/Office of Fiscal Management, the Lapse Period Waiver Process has been revised, and new instructions have been uploaded to the MAAPP Manual. Please review the instructions carefully. There are different requirements depending on what the PO is for (commodities/services or assets) and if there has been a partial payment made against the invoice. A letter from the vendor must be attached. OFM will return any lapse waiver requests that do not contain all necessary information.</p> <p>Lapse waiver requests must be received by OFM by close of business on August 15, 2017.</p> <p>Lapse Period Waiver instructions: http://www.dfa.ms.gov/media/5558/11-40-20-lapse-waiver-process-rev-7-2017.pdf</p> <p>Example of a Lapse Period Waiver Request Letter: http://www.dfa.ms.gov/media/5557/11-40-25-lapse-period-waiver-request-letter-rev-7-2017.pdf</p>
7/18/2017	<p>Per DFA/Office of Fiscal Management, the due date for Lapse Period Waivers has changed to August 15, 2017. The Year End Memo and Year End Dates documents have been updated to reflect this change. These updated documents are located at: http://www.dfa.ms.gov/dfa-offices/fiscal-management/</p> <p>Please make a note of these changes.</p>
7/7/2017	<p>Please see the new MAGIC job aid, Transactions for Lost, Stolen, or Destroyed Property. The job aid will provide detailed information on how to process the retirement for lost, stolen, or destroyed property and any reimbursement proceeds recovered from an agency employee or insurance for the asset. If you have any questions please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
7/5/2017	<p>For instructions on how to find the received date on parked documents, please review the Parked Documents job aid within uPerform.</p>
7/5/2017	<p>If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2017 or later in order to complete processing. The interface process does not conduct a validation on whether the dates in the file are valid dates for the current fiscal year, the interface only validates that it is a valid calendar date. Any documents loaded with 'Posting Date' prior to 7/1/2017 will receive errors at the time of posting as this is not a valid date for the current fiscal year of 2018.</p>

MAGIC Finance	
Date Sent	Information
7/5/2017	All documents unposted as of noon 6/30/2017, have been deleted. Any YP or YT documents that did not post by noon 6/30/2017 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.

MAGIC Grants Management

Date Sent	Information
6/29/2018	Beginning on July 2 nd , when creating grant master data, the user will now be required to input data in the CFDA field. This field is located on the reference tab of the grant. If this is a Non-Federal Grant, please use CFDA Number 99.999. If you leave this field blank, you will receive the error message "CFDA Number is required."
5/25/2018	<p>DFA will be holding workshops for agencies to ask questions and receive guidance for establishing Grant Management data in MAGIC for the upcoming grant management configuration change. Registration can be completed using the Employee Self Service module of MAGIC and instructions can be found in the LSO Employee Self Service training manual. The course code for the workshop is GRANTDATA and can be found in the MAGIC folder of the Department of Finance and Administration course catalog. Please review the course description in MAGIC for additional information.</p> <p>Ten registration slots are available for each workshop. Agencies should only have one employee register, but can bring up to four additional staff members. If you have any questions or have issues registering for a workshop, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
12/21/2017	Grantor programs and agreements tied to a grant must have start dates that match or fall later than the 'Valid From Date' on the grant. If the date on the program or agreement is prior to the start date on the grant, the agreement will incur errors that will prevent processing. This is now a system edit in MAGIC.

MAGIC Grants Management

Date Sent	Information
8/25/2017	<p>For agencies that receive grant funds from other state agencies, the state grant sponsor can now be created in MAGIC. Listed below is information regarding this new functionality.</p> <ul style="list-style-type: none">• State sponsor grants will be a 691* series.• The 691* series grant sponsor numbers is also the customer number.• When creating a YX billing document, the ZSAG customer number (7* series) and the NGRANT is no longer required and should not be used.• Agencies will no longer have to do a ZE to reclass the transaction back to the grant.• When creating the YX document, please use the 691* series grant sponsor number in the customer field.• On the transaction line, please use the Internal Order to derive the grant information on the billing document.• Agencies that have existing grants setup with the Federal or non-state sponsor, but actually receive the grant funds from another state agency, should create new grants with the new state grant sponsor number.• After creating the new grants, agencies can reclass all of the transactions on the old grant to the new grant.• Email the MMRS Call Center with the subject "Grant Sponsor needed" in the subject line for grant sponsors that need to be created.• We have included a link to DFA's Office of Financial Reporting's guidance to agencies on follow up action items that they need to complete in relation to this program change. <p>For additional information, please review the new State Grant Sponsor Job Aid. Please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov if you have any questions or problems.</p>

MAGIC HCM Mini-Master

Date Sent	Information
	No updates at this time.

MAGIC Logistics	
Date Sent	Information
6/13/2018	<p>All Fleet Coordinators and other employees who use the Fleet Management module within MAGIC should complete the survey by clicking on the link below:</p> <p>https://www.surveymonkey.com/r/msfleet</p> <p>The due date to have the survey completed is June 15, 2018.</p> <p>If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov</p>
6/12/2018	<p>Please review the ZPMFME DAV END Job Aid to review the process of ending a driver's assignment in MAGIC.</p>
5/21/2018	<p>The Bureau of Fleet Management wants your feedback concerning fleet training. We encourage all fleet coordinators and any other employees who works with fleet to complete the survey by clicking on the link below. By completing this survey, you are helping us develop better training classes and job aids that will assist you in managing your fleet. The due to have the survey completed is June15, 2018.</p> <p>Link: https://www.surveymonkey.com/r/msfleet</p> <p>If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov</p>
5/7/2018	<p>DFA will be performing PO Close for purchase orders created during the third quarter of FY 2018 that have been fully received/invoiced. The PO Close process will start on 5/14/2018 and be completed on 5/18/2018.</p>

MAGIC Logistics

Date Sent	Information																																	
4/24/2018	<p>The following workshops are available for agencies to receive assistance in correcting Fleet Management data in MAGIC:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 30%;">LSO Code</td> <td>FLEETDATA</td> </tr> <tr> <td>LSO Name</td> <td>Fleet Data Clean-up Workshop</td> </tr> <tr> <td>LSO Location</td> <td>The MAGIC folder of the Finance and Administration course catalog.</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 30%;">Date</th> <th style="width: 20%;">Time</th> <th style="width: 50%;">Location</th> </tr> </thead> <tbody> <tr> <td>Wednesday, May 9th</td> <td>8:30 – 11:30</td> <td>Robert G. Clark Classroom B</td> </tr> <tr> <td>Thursday, May 10th</td> <td>8:30 – 11:30</td> <td>Robert G. Clark Classroom B</td> </tr> <tr> <td>Monday, May 14th</td> <td>1:30 – 4:30</td> <td>Robert G. Clark Classroom A</td> </tr> <tr> <td>Thursday, May 17th</td> <td>8:30 – 11:30</td> <td>Robert G. Clark Classroom A</td> </tr> <tr> <td>Monday, June 4th</td> <td>1:30 – 4:30</td> <td>Robert G. Clark Classroom B</td> </tr> <tr> <td>Wednesday, June 6th</td> <td>8:30 – 11:30</td> <td>Robert G. Clark Classroom B</td> </tr> <tr> <td>Monday, June 11th</td> <td>1:30 – 4:30</td> <td>Robert G. Clark Classroom B</td> </tr> <tr> <td>Thursday, June 14th</td> <td>8:30 – 11:30</td> <td>Robert G. Clark Classroom B</td> </tr> </tbody> </table> <p>Registration can be completed using the Employee Self Service module of MAGIC. Instructions can be found in the LSO Employee Self Service training material.</p> <p>Five registration slots are available for each workshop. Agencies should only have one employee register, but can bring up to four additional staff members. An employee with Property office roles and an employee with Fleet Coordinator roles should be present in order to correct data in MAGIC. Also, the agency should bring vehicle and maintenance data to the workshop. Staff from the DFA/Bureau of Fleet Management and DFA/MMRS will be present to assist users with questions regarding correcting data. This is <u>not</u> a class. This is a workshop to assist agencies with questions they have about correcting Fleet data in MAGIC.</p> <p>If you are unsure if you have the appropriate security roles and/or have questions about the workshop, contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>	LSO Code	FLEETDATA	LSO Name	Fleet Data Clean-up Workshop	LSO Location	The MAGIC folder of the Finance and Administration course catalog.	Date	Time	Location	Wednesday, May 9th	8:30 – 11:30	Robert G. Clark Classroom B	Thursday, May 10th	8:30 – 11:30	Robert G. Clark Classroom B	Monday, May 14th	1:30 – 4:30	Robert G. Clark Classroom A	Thursday, May 17th	8:30 – 11:30	Robert G. Clark Classroom A	Monday, June 4th	1:30 – 4:30	Robert G. Clark Classroom B	Wednesday, June 6th	8:30 – 11:30	Robert G. Clark Classroom B	Monday, June 11th	1:30 – 4:30	Robert G. Clark Classroom B	Thursday, June 14th	8:30 – 11:30	Robert G. Clark Classroom B
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MAGIC Logistics	
Date Sent	Information
4/16/2018	<p>The Fleet Coordinator role in MAGIC has been updated to include the following T-Codes:</p> <p style="padding-left: 40px;"> IE03: Display Equipment IE36: Display vehicles IK17: Display Measurement Documents IK31: Create MeasReading Entry List IK32: Change MeasReading Entry List IK33: Display MeasReading Entry List IK34: Collective Entry of Meas Documents IW34: PM Order for PM notification </p> <p>If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov</p>
3/26/2018	<p>Two enhancements have been added for the equipment (vehicle) record set up process.</p> <ul style="list-style-type: none"> • The first enhancement will provide system edits for mandatory fields on the equipment record. Error messages will appear for each field not completed. • The second enhancement allows generation of measuring points for a vehicle by clicking a button. <p>Instructions for the New Vehicle or Transfer Vehicle Process job aid has been updated. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
3/15/2018	<p>The Fleet/Asset Data report (T-Code ZPM_ASSET_FLEET) has been updated with the following fields:</p> <p>Last Fuel Cost Entry - The date of the last Fuel measurement document posted for a vehicle Last Odometer Entry - The date of the last odometer posting for a vehicle Total Fuel Consumption - The total gallons of fuel purchased for a vehicle ABC Indicator - A code in MAGIC that indicates the function of the vehicle ex: administrative, maintenance, food service Last Maintenance Entry - The date of the last maintenance document posted for a vehicle</p> <p>If you have any questions, contact the MMRS Call Center at MASH@dfa.ms.gov .</p>

MAGIC Logistics

Date Sent	Information										
2/12/2018	<p>DFA/MMRS has scheduled an additional Reverse Auction training class for agencies that were not able to attend the previous training. The class information is listed below. Registration is based on a first come first served basis. To register, access the Learning Solution (LSO) via the MAGIC Portal Login. LSO is under the Employee Service tab on the portal. If you need assistance in registering, contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 40%;">Course Name:</td> <td>Reverse Auction</td> </tr> <tr> <td>MAGIC LSO Course Code:</td> <td>LOG240</td> </tr> <tr> <td>Location:</td> <td>Robert G. Clark Building MMRS Training Room A</td> </tr> <tr> <td>Date:</td> <td>Tuesday, March 6, 2018</td> </tr> <tr> <td>Time:</td> <td>9:00 AM – 12:00 PM</td> </tr> </table>	Course Name:	Reverse Auction	MAGIC LSO Course Code:	LOG240	Location:	Robert G. Clark Building MMRS Training Room A	Date:	Tuesday, March 6, 2018	Time:	9:00 AM – 12:00 PM
Course Name:	Reverse Auction										
MAGIC LSO Course Code:	LOG240										
Location:	Robert G. Clark Building MMRS Training Room A										
Date:	Tuesday, March 6, 2018										
Time:	9:00 AM – 12:00 PM										
2/9/2018	<p>DFA will be performing PO Close for purchase orders created during the first and second quarters of FY 2018 that have been fully received/invoiced. The PO Close process will start on 2/12/2018 and be completed on 2/16/2018.</p>										
2/6/2018	<p>A new report is available for Fleet Coordinators to review Fleet Data elements required by the Bureau of Fleet Management. The T-code for the new report is ZPM_ASSET_FLEET. Users with Fleet Coordinator or Property Officer roles will have access to the report. The Fleet Data Cleanup Guide has been updated to provide instructions for using the new report.</p> <p>Additionally, the New or Transfer Vehicle Process Job Aid has been updated to provide more accurate instructions for creating an initial odometer reading.</p> <p>Please review the updated Fleet Management documents below:</p> <ul style="list-style-type: none"> (1) New or Transfer Vehicle Process Job Aid (2) Fleet Data Cleanup Guide <p>The documents can be found in the Fleet Management Job Aid Folder.</p> <p>If you have any questions please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>										

MAGIC Logistics

Date Sent	Information														
1/23/2018	<p>The following workshops are available for agencies to receive direction for correcting Fleet Management data in MAGIC:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 50%;">Date</th> <th style="width: 50%;">Time</th> </tr> </thead> <tbody> <tr> <td>Tuesday, February 13th</td> <td>8:30 – 11:30</td> </tr> <tr> <td>Wednesday, February 14th</td> <td>1:30 – 4:30</td> </tr> <tr> <td>Tuesday, February 20th</td> <td>8:30 – 11:30</td> </tr> <tr> <td>Wednesday, February 21st</td> <td>1:30 – 4:30</td> </tr> <tr> <td>Tuesday, February 27th</td> <td>8:30 – 11:30</td> </tr> <tr> <td>Wednesday, February 28th</td> <td>1:30 – 4:30</td> </tr> </tbody> </table> <p>Register for the workshop in Employee Self Service in MAGIC.</p> <p>Five registration slots are available for each workshop. Agencies should only have one employee register, but can bring up to four additional staff members. An employee with Property officer roles and an employee with Fleet Coordinator roles should be present in order to correct data in MAGIC. Also, the agency should bring vehicle and maintenance data to the workshop. Staff from the Bureau of Fleet Management and MMRS will be present to assist users with questions regarding correcting data. This is not a class. This is a workshop to assist agencies with questions they have about correcting Fleet data in MAGIC.</p> <p>If you are unsure if you have the appropriate security roles or have questions about the workshop, contact the MMRS Call Center at 601-359-1343 or via email at MASH@dfa.ms.gov.</p> <p>Thank you</p>	Date	Time	Tuesday, February 13 th	8:30 – 11:30	Wednesday, February 14 th	1:30 – 4:30	Tuesday, February 20 th	8:30 – 11:30	Wednesday, February 21 st	1:30 – 4:30	Tuesday, February 27 th	8:30 – 11:30	Wednesday, February 28 th	1:30 – 4:30
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1/8/2018	<p>The Oversight Approval Request (OVAR) RFX Type will be used by State Agencies to request authority to use a Request for Quotes (RFQR), authority to use a Request for Proposal (RFPR), or an exemption for using a Reverse Auction (RAEX). As a result, two new RFX Document Types have been created for agencies to use as follow-on documents once an OVAR has been approved. The new RFX Document Types are Reverse Auction Exemption (RAEX) and Request for Quotes (RFQP). Details for creating requests for oversight approval are available here.</p> <p>Agency Manager Approval thresholds for RAEX and RFQR RFX Types have been set to the same values as your agency's manager approval threshold for Invitation for Bid (IFBD). If your agency needs to modify the Agency Manager Approval threshold settings for the new RFX Document Types, send an email request to MASH@dfa.ms.gov.</p>														

MAGIC Logistics

Date Sent	Information
1/2/2018	<p>Please review the training materials and job aids for the recent Reverse Auction system enhancements within MAGIC. In addition to these materials, please review the How to Publish a Protective Order to the Procurement Portal Job Aid for instructions on this new business process.</p> <p>If you have any questions or need assistance, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
10/23/2017	<p>Please review the MAGIC system downtimes, as posted in the upgrade memo on the MMRS website, and make needed adjustments to any RFX dates you may have. If you need any assistance in making these adjustments, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
10/5/2017	<p>A new Fleet Management Job Aid, Fleet Data Clean Up, is available to provide the steps for Agency Fleet Coordinators to review and correct vehicle data in MAGIC.</p>
10/4/2017	<p>The Agency Month End Processes Job Aid has been updated to include information on how to use the Purchase Order (PO) Details Report to identify asset shells that are tied to deleted purchase orders. The report can be used by Property Officers to identify the asset shells that can be deleted, if needed.</p>
9/13/2017	<p>DFA/MMRS will be conducting a series of RFX Workshops and Reverse Auction training sessions. Please see the Training Announcement on the MMRS webpage for additional information and registration details.</p>

MAGIC Logistics

Date Sent	Information
8/24/2017	<p>Beginning August 28, 2017, DFA will be closing all Budget Year 2017 Purchase Orders.</p> <p>There are many Purchase Orders (PO's) in MAGIC that were not approved and processed during Budget Year 2017 but are in the system and need to be deleted/closed. In order to complete PO Close activities, agencies need to update the status for PO's that are in "Awaiting Approval" or "Saved" status. Run a query in the POWL with "Awaiting Approval" in the Status field and creation dates between 7/1/2016 and 6/30/2017 to get a list of PO's that will need to be Rejected. Complete the same search for 'Saved' status purchase orders and Delete those.</p> <p>If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email mash@dfa.ms.gov.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>
8/7/2017	<p>When a Goods Receipt (GR) is posted in MAGIC, accounting documents are generated to book the expense for the item(s) received. Therefore, if a GR is done in MAGIC for items you have not received (and may never receive), expenses are overstated and budget is over-consumed. As the end of Lapse Period is approaching, it is important that agencies correct GR balances. Use the Correcting Goods Receipt / Invoice Receipt Balances Job Aid as a guide to review and resolve GR/IR balances. If you need assistance, please contact the MMRS Call Center at 601-359-1343 or email mash@dfa.ms.gov.</p>
8/7/2017	<p>On August 14, 2017, DFA will begin closing FY2017 Purchase Orders (POs) where there is no remaining quantity to be received or invoice balance.</p>

MAGIC Logistics

Date Sent	Information
7/6/2017	<p>If you edit an existing PO and see error messages regarding “Carry Forward” or “Budget Period references previous Fiscal Year”, select the Header tab and change the FM Posting Date to today’s date. Click the ‘Check’ button, and the error should be corrected.</p> <p>If you experience other issues, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>

MAGIC & SPAHRS Security

Date Sent	Information
1/3/2018	MAGIC Security Contacts please review the updated MAGIC Security Role Definitions document. The document has been updated to include the new RFX Reverse Auction security roles.

SPAHRS

Date Sent	Information
6/11/2018	Beginning Thursday, June 14, 2018, user access to certain HR functions will be limited to READ ONLY for all MSPB Processed/Purview users. Access for other SPAHRS segments, including all payroll functions, is not affected. Access for Non-MSPB agencies is not affected. For additional information please refer to the " 2018 MMRS Fiscal Year-End Issues for MSPB and Non-MSPB Agencies " Featured News item on the MMRS home page at http://www.dfa.ms.gov/mmrs .
2/2/2018	2018 State and Federal withholding tables have been updated and will be reflected in payrolls finalized on 02/01/2018 and after.
11/20/2017	Cafeteria plan deductions for Dependent Care (CareFlex), Unreimbursed Medical (MediFlex) and insurance premiums should be withheld on agency specific deduction codes established for each of these deductions. If your agency changes the cafeteria plan administrator, a SPAHRS Deduction Code Change Request Form must be submitted to MMRS to request a vendor number change on the affected deduction codes. These agency specific deduction codes for CareFlex and MediFlex are used to identify required information on employees' W-2 forms.
10/3/2017	A PERS report has been developed to allow each agency to receive a list of their employees whose previous month's adjustments were paid for pay periods greater than 18 months in the past. These transactions should be manually reported to PERS on their "Form 10, Report of Adjustments," which is to be completed by the agency and sent to PERS. The report, "Adjustment Greater Than 18 Months," for the previous month's transactions will be available in FMVIEW on the second working day of each month <u>if</u> you have someone with adjustments that old. The Report ID is PH3400L-AGY#.
8/9/2017	Please accept our apologies. The previous email had an old link listed for the MMRS Training Schedule. The link below should take you to the correct schedule dated August 1, 2017. http://www.dfa.ms.gov/media/5570/mmrs-training-schedule.pdf We apologize for the inconvenience.
7/28/2017	MMRS has received the correct billing information file from Blue Cross Blue Shield (BCBS), and it is now available for you to run the billing report for your June 2017 BCBS reconciliation via SPAHRS path PA RD BS 2. Thank you for your patience.
7/25/2017	We are waiting to receive the file with correct information from Blue Cross Blue Shield for agencies to do their reconciliation. When it is received and available, we will notify personnel and payroll contacts via MASH email and SPAHRS banner screen posting. If you are not responsible for reconciling with BCBS, please forward this email to the person in your agency who does this.

SPAHRS

Date Sent	Information
7/18/2017	Each agency's July monthly payroll is due to be finalized by 1:00 p.m. Thursday, July 20!!! Based on the issues that were encountered with bi-weekly/contractual payroll yesterday, agencies need to begin working on the monthly payroll today to iron out errors before Thursday. Thank you.
7/11/2017	If you have not already rolled over your SPAHRS tables (PA GS RT) from 2017 to 2018, please do it now to be certain that you are ready to run your payrolls.

MAGIC & SPAHRS Technical	
Date Sent	Information
	No updates at this time.

MAGIC Reporting

Date Sent	Information
6/21/2018	DFA/Financial Affairs has created a MAGIC financial tools and tips document to provide you additional information regarding MAGIC reports.
6/15/2018	DFA/Office of Financial Affairs would like your input regarding MAGIC financial reporting. Your input will help them develop and/or enhance the reports within MAGIC. Please take a few minutes to complete the survey below. The deadline to complete the survey is Friday, June 22, 2018. https://www.surveymonkey.com/r/msreporting
2/22/2018	ZFI_CASH_RPT enhancements have been made for performance improvements. Agencies may see faster run times and reduced time out issues. Additionally, Y8 and YB doc types for agency banking activities will no longer be included in the ZFI_CASH_RPT. Agencies needing to monitor activity for their 8 series funds should utilize reports such as FAGLL03 or FBL3N . Also included in this update, all accounts payable documents manually cleared by OFM from credit memos or LIV cancelled documents have been eliminated from the report. This should resolve issues for those agencies with manually cleared items being included incorrectly. Please review the updated ZFI_CASH_RPT job aid for additional information on the report.
2/6/2018	When running the ZFI_CASH_RPT, LIV invoices that have been reversed and manually cleared may not be listed correctly. DFA is working to resolve the issue and we will let you know when it has been corrected. If you have any questions please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .

MAGIC & SPAHRS Training

Date Sent	Information
5/16/2018	A new breakout session has been added for the May 23, 2018 DFA User Group Meeting. Please review the updated announcement on the DFA/MMRS webpage . If you have already completed your registration and want attend this session, you will need to cancel one of your previous course bookings in LSO. The steps to cancel a course booking can be found on page 19 of the 8203 – LSO Employee Self-Service instruction document.
5/2/2018	DFA will be holding a User Group Meeting on Wednesday, May 23, 2018. Details and registration information can be found under Featured News on the DFA/MMRS webpage . We look forward to seeing you May 23 rd !

Learning Solution (LSO)

Date Sent	Information
	No updates at this time.

Vendors	
Date Sent	Information
	No updates at this time.