

**Department of Finance and Administration
OFFICE OF FISCAL MANAGEMENT
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M E M O R A N D U M

TO: Finance Officers, State Agencies

FROM: Princess Bender, Director

DATE: May 31, 2024

SUBJECT: Closing FY2024 and Opening FY2025 Procedures

Each year we inform agencies about the constitutional and statutory provisions that affect the year-end closing functions of accounting records including MAGIC and SPAHRS. We also update agencies with the procedural requirements for closing FY2024 and opening FY2025. A list of the procedures is detailed in this memo by date. You should use this checklist as a tool during the old/new year transition period.

BUDGETS AND BUDGET REQUESTS

The DFA Office of Budget and Fund Management (OBFM) issued a memorandum dated May 8, 2024, requiring state level budgets for BY2025 be entered in MAGIC no later than June 7, 2024. Agency level budgets for BY2025 can be entered in MAGIC either through direct entry or the spreadsheet upload as soon as the state level budget is approved.

For more MAGIC assistance on entering your budget, please review the [Budget](#) training material.

Please visit the MS Legislative Budget Office web site at <http://www.lbo.ms.gov>, Budget Request System tab, for instructions on the [upcoming FY2026 Budget Request](#), due August 1, 2024.

The July 2024 Payroll Reports are due to DFA OBFM and the Legislative Budget Office (LBO) along with your budget request. These reports can be obtained through SPAHRS, using the following instructions:

- START AT SPAHRS MAIN MENU
- **Select PA** (Payment) from the Main Menu and press Enter. The Payment Menu will appear.
- **Select FT** (File Tax Report) from the Payment Menu and press Enter. The File Tax Report Menu will appear.
- **Select SB** (Submit Agency Batch Reports) from the File Tax Report Menu and press Enter. The Submit Agency Batch Reports will appear.
- Type the number “6” (LBO Report) and press Enter. You will then enter your agency number and the month end date. Finally, press Enter to generate the report.

PROCESSING SCHEDULE FOR YEAR-END

MAGIC is available 24 hours a day unless notified via MASH. SPAHRS will be available from 8:00 a.m. to 8:00 p.m. on the following Saturdays: May 18th and 25th, and June 1st. The MMRS Call Center support is not available on weekends.

To allow for jobs that must be run to facilitate the year end closing process and establish fiscal year 2025 data, MAGIC and SPAHRS will come down at **12:00 p.m. on June 28, 2024**. You will be notified when MAGIC and SPAHRS are available. There is a possibility the systems may not be available until **July 1, 2024**.

BY2024 ADJUSTING JOURNAL ENTRIES (JE's)

To ensure that all BY2024 JE's (ZE, YV, and ZK documents) that require DFA's approval are processed in MAGIC, the documents must be approved by the agency by August 22, 2024, and all required supporting documentation must be attached. No BY2024 JE's will be processed after August 30, 2024.

BY2024 PURCHASE ORDER (PO) DEADLINES

In accordance with section 7-7-23, Mississippi Code, Annotated 1972, **June 28, 2024**, is the deadline for agencies **to enter and apply all approvals** to PO's for BY2024. MAGIC edits will prevent BY2024 POs from being issued after June 30, 2024. Remember, MAGIC and SPAHRS will be unavailable beginning 12:00 p.m. on June 28, 2024.

Outstanding POs on June 30, 2024, will not be rolled over into Fiscal Year (FY) 2025, but will remain encumbered against FY 2024 funds. New PO's need to be created for purchase orders with July 1, 2024, FY 2025 funds. If you add an FY25 line to an existing FY24 PO, please note that all FY24 POs will be closed on August 30, 2024. This will include any FY25 lines added to those FY24 POs.

For MAGIC assistance, please review the [Procurement](#) training materials.

CONTRACTS

The **Mississippi Accountability and Transparency Act (MATA)** requires all contracts to be posted to DFA's Transparency website. Any further questions of interpretation or compliance with MATA requirements should be discussed with the agency's legal counsel. Please make sure **all contracts** are entered into MAGIC and invoices pay against the contract(s).

Contracts that have an end date of June 30, 2024, should have a PO issued prior to June 28, 2024, to enable lapse period payments. A PO may not be required based upon the general ledger code, but no payments can be made against a contract after the end date of the contract unless a PO exists. A PO cannot be created against a contract after the end date of the contract. The best business practice is to issue a PO for each contract as the contract is issued. MAGIC allows you to directly pay against an expired contract if the contract is distributed and the invoice date is within the contract validity dates. Therefore, **we encourage all agencies to make sure contracts are distributed.**

For MAGIC assistance, please review [Contracts](#) training materials.

RFx DOCUMENTS

RFx Opening and Closing dates should not be between June 28, 2024, and July 2, 2024. This is due to system availability, and to ensure that conflicts are avoided due to year-end processing. If your agency has an RFx opening or closing during that timeframe, please modify those document dates.

FY/BY 2025 BUDGET CONTROLS

Current Year Functional Area Budget Controls will be copied from 2024 to 2025. If an agency wants to change their Budget Control (i.e., turn on or off Z3), a request must be emailed to ofm.bfm@dfa.ms.gov.

If an agency has questions about the Functional Area Budget Controls, contact Paula Scott at 601-359-9416.

BY2024 AND BY2025 CASH ACCOUNTS

In MAGIC, the general ledger (GL) account for cash is the same for both budget years. Agencies will tell OFM how much cash to move forward from BY2024 to BY2025. Please complete and return the [Cash Move Form](#) for all your MAGIC special funds (3's, 5's, 63x's) by June 17, 2024. **Agencies should list the specific amount of the cash they want moved forward to BY2025. Please do not put ALL.**

To calculate the amount of cash to move forward, first determine how much cash is needed in BY2024 to cover outstanding purchase orders, outstanding invoices and expected BY2024 payments for travel, utilities, etc., during July and August. Then subtract this amount from the estimated net cash balance on June 28, 2024, to determine the cash amount that needs to be moved forward.

Since this is an estimate, you will be able to move cash during the lapse period by contacting OFM. Payments will not be issued if sufficient cash is not available in the proper budget year. Please carefully monitor your cash balances in both budget years during July and August. If you need cash moved, email Barbara Elliott (Barbara.Elliott@dfa.ms.gov) and Princess Bender (Princess.Bender@dfa.ms.gov). **Please email both.**

For MAGIC assistance, please review the [General Ledger](#) training materials.

PETTY CASH

Petty Cash funds must be reconciled as of June 28, 2024, and the final reimbursement for BY2024 must be submitted to OFM by July 22, 2024. The reimbursement must be requested by submitting a final petty cash reimbursement request on a MAGIC document along with the Statement of Petty Cash/Imprest Fund Expenses [Form](#).

Please also complete the [Petty Cash Reauthorization](#) form for your agency for each fund in which petty cash is set up and return to OFM by June 20, 2024. A copy of your agency's petty cash procedures should be attached to the form. This form should be completed for all petty cash accounts, whether held in bank accounts or cash boxes. Email the forms to ofm.bfm@dfa.ms.gov.

TRAVEL ADVANCES

Advances for travel expenses issued in BY2024 must be settled by July 17, 2024. Any payments to employees, including salary, can be held by DFA if travel advances are not cleared by the end of the month following the month in which the trip was completed.

TRAVEL

Travel completed before July 1, 2024 (BY2024) should **NOT** be combined on the same travel voucher summary with travel completed after July 1, 2024 (BY2025). SPAHRS will process travel based on the “travel to date.” If the end date is after July 1, 2024, travel will be expended against your BY2025 budget. If it is necessary to change these expenses to BY2024, you will need to follow the “Mass Change Before Posting” procedures in SPAHRS.

Please remember that you cannot process Travel Vouchers (TV's) for travel advances or reimbursement for employee travel in SPAHRS for BY2025 until July 1, 2024, or after. BY2025 travel processing dates will **not** be established in SPAHRS until **after** June 30, 2024. The last travel processing date in June is June 25, 2024, and will be paid on June 27, 2024. The first travel processing date in BY2025 is July 2, 2024, and will be paid on July 8, 2024.

LAPSE PERIOD WAIVER REQUESTS

The deadline for all BY2024 waiver letter requests is **August 12, 2024**. Lapse Period Waiver instructions can be found in the [MAAPP Manual section 09.30.30](#). The hardcopy of all waiver requests must be submitted to OFM, Attn: Barbara Elliott.

Waivers may be granted for goods or services that were encumbered by June 28, 2024 that will not be delivered or performed before the end of the lapse period **due to reasons beyond the agency's control**. Please note that allowing for sufficient time between ordering and receiving the goods is within the agency's control and will be taken into consideration by OFM.

LAPSE PERIOD PROCESSING

All transactions processed in July will be recorded in the first accounting period of the new fiscal year (01/2025) but can be recorded in either BY2024 or BY2025. Section 64, Constitution of the State of Mississippi, provides that appropriations may be held open for two months - through August 31, 2024. **To be assured of adequate processing time, MAGIC invoices and MAGIC transfer transactions for BY2024 should be submitted to OFM through workflow by August 19, 2024. OFM BFC will not expedite any payment documents after August 19, 2024, until all documents submitted by the deadline are approved.** Once those documents have been processed, OFM BFC will review expedited requests and documents in OFM's workflow by the received date.

RECEIVED DATE

Received Date will be a required field on all BY2024 documents during the lapse period. The date entered in this field should be the date the goods or services were received/rendered.

GOODS RECEIPTS

Enter all Goods Receipts documents (WE's) by 12:00 p.m. on June 28, 2024, for any purchases received by that date. Doing so will reduce the year end accrual entries for GAAP.

CONTACT INFORMATION FORM

It is necessary for OFM to email agencies or to contact them in emergency situations. Therefore, please provide OFM with email addresses and phone numbers on the [Agency Contact Information Form](#). Email the completed form to Dorothy Robinson (Dorothy.Robinson@dfa.ms.gov) by June 28, 2024.

CLEANING UP ASSET SHELLS

Review asset shells that have had no value added, and delete those that are not needed. Run the [Unposted Assets Report](#) using Transaction code S_ALR_87012056 to assist you in this process.

This report displays a fixed asset directory of unposted assets derived from asset shells that have been created but have no associated value. It is important that all unused asset shells be removed no later than June 21, 2024.

All requests for post capitalization of assets, adding value to assets that were expensed in error and/or using a procurement card, and asset transfers must be submitted to the Office of Financial Reporting by June 21, 2024.

PORTAL PROCESSING AND CHANGES FOR FY2024

The MAGIC E058 table for FY 2024 will be rolled over to FY 2025 by July 1, 2024. If your agency has any changes to this table (e.g., new items to sell, licenses to issue, and changes in monetary amounts) contact Joanna Ragan. All changes must be received by June 14, 2024, to be uploaded into MAGIC for FY 2025.

PARKED DOCUMENTS – ACCOUNTS PAYABLE AND CASH RECEIPTS

Many documents are currently in a parked status in MAGIC. Use the [Agency Month End Document](#) to help identify any “parked status documents.” If you no longer need to process the parked document, it should be deleted by your agency.

ACCOUNTS PAYABLE DOCUMENTS: All parked AP documents should be reviewed, saved as complete, and all agency levels of approval applied by **June 17, 2024**. Any AP documents submitted to OFM after June 17, 2024, and not approved by OFM BFC will be deleted during year end close and will have to be re-entered. **OFM BFC will not expedite any payment documents after June 17, 2024, until all documents submitted by the deadline are approved.** Once those documents have been processed, OFM BFC will review expedited requests and documents in OFM's workflow by the received date.

CASH RECEIPT DOCUMENTS: All parked CR documents should be reviewed, saved as complete, and all agency levels of approval applied by **June 27, 2024**. All accompanying checks and cash should be physically at OFM **no later than 10:00 on June 28, 2024**. Any CR documents not approved by OFM BFC will be deleted during year end close and will have to be re-entered.

GRANTS AND INTERNAL ORDERS

There are several master data elements that need to be reviewed for grants and internal orders to ensure processing continues through the lapse period and to ensure data integrity.

- Internal Orders – Check end dates, especially for Internal Orders related to the Grantor module
- Grant Internal Orders - Check grant number and add if missing
- Grants – Check end date – date must extend through the time warrants are generated

ACCOUNT VALIDATION & SPAHRS CROSSWALK

The Account Validation (E398 table) has been rolled from FY/BY 2024 to FY/BY 2025. If you request changes to 2024 that need to be made for 2025, be sure to request changes for both years.

The SPAHRS Crosswalk BY2024 entries have been rolled to BY2025. If any changes need to be made to the BY2025 entries, send the updated SPAHRS Crosswalk spreadsheet to ofm.bfm@dfa.ms.gov **no later than June 13, 2024**.

MAGIC ASSISTANCE

For further information on MAGIC processes and related job aids please visit [uPerform](#). To learn more about the File Structure of uPerform please see the [File Structure](#) job aid.

CLOSING

This memo, the agency contact information form, the petty cash form, and the cash move form are available on the DFA website at the following link: <https://www.dfa.ms.gov/fiscal-management> under Year-End Close and Fiscal Management Forms. Your cooperation during this busy transitional period is appreciated. If you have any questions concerning this memo or any of these procedures, please contact the following:

Area	Name	Phone Number	Email Address
Receipts	Shirley Dixon	601-359-9493	Shirley.Dixon@dfa.ms.gov
	Tori Carter	601-359-2966	Shatoria.Carter@dfa.ms.gov
Payments	AP Team		APRequests@dfa.ms.gov
Vendors	Karen Parker	601-359-3541	OFMMagic@dfa.ms.gov
	Paula Scott	601-359-9416	OFMMagic@dfa.ms.gov
Travel Advances	Princess Bender	601-359-9433	Princess.Bender@dfa.ms.gov
Waivers	Barbara Elliott	601-359-3049	Barbara.Elliott@dfa.ms.gov
Cash Moves and Other items	Barbara Elliott	601-359-3049	Barbara.Elliott@dfa.ms.gov
	Princess Bender	601-359-9433	Princess.Bender@dfa.ms.gov
Master data, Funds, and SPAHRs crosswalk	Paula Scott	601-359-9416	ofm.bfm@dfa.ms.gov
Portal	Joanna Ragan	601-359-2191	Joanna.Ragan@dfa.ms.gov
Office of Financial Affairs	Laura Law	601-359-2154	Laura.Law@dfa.ms.gov
Office of Financial Reporting	Jeff Brown	601-359-2193	Jeff.Brown@dfa.ms.gov
	JT Newell	601-359-2678	JT.Newell@dfa.ms.gov