



## Fiscal Year 2022 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 updates that were released since July 1, 2021. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

The document was last updated on June 30, 2022.

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MMRS Call Center	
Date Sent	Information
	No updates at this time.

MAGIC Finance	
Date Sent	Information
6/24/2022	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2022 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 7/1/2022 will receive errors at the time of posting, as this is not a valid date for the current fiscal year of 2023.
6/23/2022	For instructions on how to find the received date on parked documents, please review the Parked Documents <a href="#">job aid</a> within uPerform.
6/21/2022	If you have any old work items in your SAP Workplace inbox that need to be removed, please send a screenshot of the items to be removed to <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> with "SAP Workplace Work Items" as the subject of the email. DFA will remove your requested work items from the Workplace. Please note that removing the work items will not delete the document it will only remove them from your Workplace inbox.
6/16/2022	If your agency had any position changes that may affect MAGIC workflow approvals, please send those changes to the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> for the updates to be made in MAGIC.
6/14/2022	All documents unposted as of 6/30/2022 will be deleted. Any YP or YT documents that did not post by 6/30/2022 will have to be re-entered using T-code FV60. If needed, please contact the vendor for a copy of the invoice.
8/23/2021	DFA will be deleting any parked transaction lines that have a 2021 budget year. If these items are needed, please process them before August 31, 2021.

7/29/2021

Effective 7/29/2021 when posting a credit to G/L account 43260000 (Sales of Capital Asset) a CAFR Asset Number will be required in the Assignment field for document types YC (Revenue Cash Postings) and YU (Revenue Distribution Transfers). Please see an example below of how to input the Asset Number on the revenue line. If recording revenue for a non-CAFR Asset Number, please use revenue code 43250000 (Sales).

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T...	Tax jurisdictn code
	43260000		Credit ▾	5000.00	0.00		

Below are the asset classes considered CAFR assets and are allowable with revenue code 43260000:

Asset Class	Description
BLDG1000	Buildings
BLDG2000	Building Systems
CIP00000	Construction in Progress
EQ010005	Furniture and Equipment
EQ010010	Vehicle Equipment
EQ010015	Vehicle Betterments
EQ020005	Air Compressors
EQ020010	Cameras and Camera Equipment
EQ020015	Chainsaws
EQ020020	Computers and Computer Equipment
EQ020025	Generators
EQ020030	Lawn Maintenance Equipment
EQ020035	Televisions
EQ020040	Two-Way Radio Equipment
EQ020045	Weapons
EQ020050	Welding Machines
EQ030005	Boats
EQ030010	Golf and Utility Vehicles
EQ030015	Portable Buildings
EQ030020	Utility and Boat Trailers
EQ030025	Vehicles
EQ030026	MUV
EQ030030	Airplanes and Helicopters
EQ030035	Motorcycles and Scooters
EQ030036	Off Road Vehicle
EQ030040	Recreational Vehicles
EQ040000	Wireless Communication Devices
IMPR1000	Land Improvements
IMPR2000	Right of Way Improvements - MDOT
IMPR3000	Land Improvements - Ancillary Assets

MAGIC Finance		
Date Sent	Information	
	INFR0000	Infrastructure
	LAND1000	Land
	LAND2000	Right of Way Land - MDOT
	SOFT0000	Software - \$1,000,000 and above
7/19/2021	<p>As the end of Lapse Period approaches, it is important that agencies correct Goods Receipt balances. 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 for items you have <u>not</u> received (and may never receive), expenses are overstated and budget is over-consumed. Use the <a href="#">Correcting Goods Receipt / Invoice Receipt Balances Job Aid</a> as a guide to review and resolve GR/IR balances.</p> <p>FY 2021 Purchase Orders (POs), where there is no remaining quantity to be received or invoice balance, should be marked with the Final Goods Receipt and Invoice indicator so that DFA can close out the Purchase Order. Please review the job aid, <a href="#">Close a PO with Remaining Balance</a>, for additional information.</p> <p>In addition, there are many POs in MAGIC that were never be approved or processed during Budget Year 2021, but are in the system and need to be deleted/closed. Therefore, beginning July 30, 2021, agencies need to update the status for POs that are in an "Awaiting Approval" or "Saved" status.</p> <ul style="list-style-type: none"> <li>- To get a list of POs that need to be 'Rejected', run a query in the POWL with "Awaiting Approval" in the Status field and Creation Date between 7/1/2020 and 6/30/2021.</li> <li>- To get a list of POs that need to 'Deleted', run the query with 'Saved' as the Status and delete those.</li> </ul> <p>Beginning August 26th, DFA will close all remaining Budget Year 2021 Purchase Orders.</p>	
7/6/2021	<p>All documents unposted as of 6/30/2021 were deleted. Any YP or YT documents that did not post by 6/30/2021 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.</p>	
7/2/2021	<p>If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2021 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 7/1/2021 will receive errors at the time of posting, as this is not a valid date for the current fiscal year of 2022.</p>	

<b>MAGIC Finance</b>	
<b>Date Sent</b>	<b>Information</b>
7/2/2021	If your agency had any position changes that may affect MAGIC workflow approvals, please send those changes to the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> for the updates to be made in MAGIC.

## MAGIC Grants Management

Date Sent	Information
6/1/2022	<p>During the lapse period of July and August, Grantor agencies can select the budget year to be applied to the Claim. In order for MAGIC to separate each payment and charge them to different budget years and allotment periods, some additional date management will need to be done on the Claim. The Start Date of the Claim will need to correspond to the desired budget year. The Expense Date on each Claim Line Item will also need to be changed to reflect this date. No other dates will need to be adjusted. For example: If you get a Claim in on July 13th and want to pay it with prior year funds, you will change the Start Date <i>and</i> the Expense Date to 6/30/2022. This will set the budget period on the invoice and payment document to 2022-A2. If you would like to pay the Claim with the new year funds, set the Start Date <i>and</i> the Expense Date to the current date so the budget period on the invoice and payment document will be set to 2023-A1. The invoicing program uses this date to sort the payments. This date field should be checked on every Claim to ensure proper posting of Grantor claims.</p> <p>As a reminder, please ensure that your agency has enough cash in the prior budget year funding sources in order to cover any Claims that are to be paid with Budget Year 2022.</p>
7/15/2021	<p>Effective Fiscal Year 2022, when creating a new grant in MAGIC the sponsor field will be required and should include the sponsor from the award letter. If a grant has been created and is missing the sponsor number, please copy and create a new grant. If the sponsor is not available, please send a request to MASH for it to be created.</p> <p>If you have any questions please contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>.</p>
7/6/2021	<p>During the lapse period of July and August, Grantor agencies can select the budget year to be applied to the Claim. In order for MAGIC to separate each payment and charge them to different budget year and allotment periods, some additional date management will need to be done on the Claim. The Start Date of the Claim will need to correspond to the desired budget year. The Expense Date on each Claim Line Item will also need to be changed to reflect this date. No other dates will need to be adjusted. For example: If you get a Claim in on July 13th and want to pay it with prior year funds, you will change the Start Date <i>and</i> the Expense Date to 6/30/2021. This will set the budget period on the invoice and payment document to 2021-A2. If you would like to pay the Claim with the new year funds, set the Start Date <i>and</i> the Expense Date to the current date so the budget period on the invoice and payment document will be set to 2022-A1. The invoicing program uses this date to sort the payments. This date field should be checked on every Claim to ensure proper posting of Grantor claims.</p> <p>As a reminder, please ensure that your agency has enough cash in the prior budget year funding sources in order to cover any Claims that are to be paid with Budget Year 2021.</p>

MAGIC Human Resources	
Date Sent	Information
6/30/2022	The Manage Data permission has been removed from the EC_HR role. The <a href="#">Modify a Position Job Aid</a> has been updated to include instructions on how to manage a position from the Position Org Chart module of the system. Contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> if you have any questions.
5/9/2022	DFA has created several new MAGIC HR Job Aids. They are available in the <a href="#">Employee Management</a> section of uPerform. <ul style="list-style-type: none"> <li>• The <b>Complete Employee Hire from NeoGov Job Aid</b> provides instructions on what information needs to be updated in MAGIC when hiring an employee from NeoGov.</li> <li>• The <b>Updating an Employee's Work Schedule Job Aid</b> provides instructions on how to update an employee's work schedule in MAGIC.</li> <li>• The <b>MAGIC Employee Central Contract Worker Renewal Job Aid</b> provides instructions on how to renew the contract within Employee Central.</li> </ul>
4/26/2022	The MAGIC Employee Central (EC) Workflow Approval Procedures and Form has been updated with the following changes: Procedures: Provide a definition of the approver types. Form: The Approver Organizational Unit has been replaced with the Approver Position Number.  Both documents are available in the Employee Central Security section on the MMRS Webpage.
4/20/2022	Please contact the Mississippi State Personnel Board (MSPB) if you have an employee that needs their hire and/or separation date changed in MAGIC. If approved, MSPB will contact DFA to make the change in the system. DFA is not authorized to make these changes unless directed to do so by MSPB.
3/21/2022	MMRS has created a new MAGIC HR Report called "Pay Range Start Salary by Employee." It is located in the Annual Salary folder in the EC Reporting Center. Your system security will determine if you are able to run the report. The security roles associated with the report are EC_HR and EC_HR_Super. Contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> if you have any questions.
2/16/2022	The MAGIC Employee Central (EC) Inter-Agency Transfer Form has been updated to include the applicant's work schedule. The form can be found in the documentation section of the <a href="#">MAGIC HR Webpage</a> .
2/3/2022	Review the new <a href="#">MAGIC HR Modify Employee Information Job Aid</a> for instructions on how to update the information in MAGIC.



MAGIC Human Resources	
Date Sent	Information
2/3/2022	<p>The MAGIC HR Job Aids below are now available. Contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> if you have any questions.</p> <ul style="list-style-type: none"> <li>• <a href="#">MAGIC HR Employee FLSA Status</a>: Provides instructions on how to assign the FLSA Status and Additional FLSA Status to an employee in MAGIC.</li> <li>• <a href="#">MAGIC HR Modify a Position</a>: Provides instructions on how to update a position in MAGIC.</li> <li>• <a href="#">MAGIC HR Sub-Group</a>: Provides instructions on how to assign the Employee Subgroup in MAGIC.</li> </ul>
1/28/2022	<p>Review the new <a href="#">Hiring a Contract Worker Job Aid</a> for instructions on how to hire a worker in MAGIC.</p>
1/14/2022	<p>New job classifications became available with the implementation of MSPB's new Variable Compensation Plan on January 1<sup>st</sup>. Old job classifications will be inactivated in MAGIC as agencies continue to work with MSPB on mapping existing positions. Old job classifications have already been inactivated in NeoGov.</p> <p>If an agency intends to open recruitment for a vacant position that is assigned an old job classification, the agency should follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Discuss reclassification of the vacant position with MSPB.</li> <li>2. Edit the position in MAGIC with the new job classification. Workflow steps will be required with an approval from MSPB.</li> <li>3. Check the Position in SPAHRS to ensure replication has occurred.</li> <li>4. The position will replicate from SPAHRS to NeoGov during nightly processing.</li> <li>5. Enter requisition for the position in NeoGov. MSPB will create the job posting.</li> <li>6. Process hire in NeoGov. MSPB will approve the hire.</li> <li>7. Verify the new hire replicated to MAGIC.</li> </ol>
12/1/2021	<p>The process to extract SPAHRS HR data to be loaded in to the new MAGIC HR system will begin on Tuesday, December 14. It is important that all your pending HR actions are effective by December 14th to ensure the information is loaded into MAGIC. If the pending actions are not effective by December 14th they will have to be completed in MAGIC when the system goes live in January.</p>


MAGIC Human Resources	
Date Sent	Information
11/17/2021	The November 17, 2021 MAGIC newsletter is available on the <a href="#">MMRS website</a> . The issue contains information about the MAGIC Position Management components. There are also links to several training documents and simulations to let you practice in the system. Please take the time to review this information and complete the simulations.
11/9/2021	The November 9, 2021 MAGIC newsletter is available on the <a href="#">MMRS website</a> . The issue contains information about the MAGIC Organizational Structure component, links to additional system information, and simulations to let you practice in the system. Also, there are some upcoming processing dates included.
10/19/2021	Please see the attached October 19, 2021 MAGIC Message Newsletter. It can also be found on the <a href="#">MMRS Webpage</a> .
10/5/2021	Please see the attached October 5, 2021 MAGIC Message Newsletter. It can also be found on the <a href="#">MMRS Webpage</a> .
9/30/2021	Please see the attached September 30, 2021 MAGIC Message Newsletter. It can also be found on the <a href="#">MMRS Webpage</a> .

MAGIC Logistics	
Date Sent	Information
6/30/2022	The <u>MAGIC Reverse Auction Bidders Training Guide</u> has been updated. The technical specifications for Microsoft Edge, Google Chrome, and Mozilla Firefox were updated. Contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> if you have any questions.
5/23/2022	When creating an RFX here at year-end, please keep in mind that the submission deadline should not fall between 6/30-7/4. MAGIC will come down on 6/30 at 2:00pm to begin year-end activities and may not be available again for a few days. Please keep these dates in mind when creating any bids as we approach fiscal year-end.
4/29/2022	The MAGIC Fleet Management job aids below have been created. They are available in the Fleet Management section of uPerform. <ul style="list-style-type: none"> <li>• Make a Vehicle Reservation</li> <li>• Reserve a Vehicle</li> <li>• Return a Vehicle</li> </ul>
4/15/2022	MMRS will begin closing POs from the second 2 quarters of the fiscal year next week, 4/18/2022 – 4/22/2022. We will only be closing POs which have a \$0.00 balance. If you have any questions or concerns, please e-mail MASH ( <a href="mailto:MASH@dfa.ms.gov">MASH@dfa.ms.gov</a> ).
1/28/2022	MMRS will begin closing POs from the first 2 quarters of the fiscal year next week, 1/31/2022-2/4/2022. We will only be closing POs which have a \$0.00 balance. If you have any questions or concerns, please e-mail MASH ( <a href="mailto:MASH@dfa.ms.gov">MASH@dfa.ms.gov</a> ).
8/23/2021	DFA will be performing PO Close for all remaining FY20 purchase orders. The PO Close process will start on 8/26/2021 and will be completed by <a href="#">8/31/2021</a> . If you have any questions, please contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> .
8/5/2021	MMRS will be performing purchase order close activities starting August 9th for POs which have a zero balance. If you have any purchase orders that may need to remain open, please e-mail MASH ( <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> ) with the purchase order number(s).

## MAGIC & SPAHRS Security

Date Sent	Information
8/24/2021	The MAGIC Workflow Approver Form can now be used to add or delete someone as a LSO (Learning Solution) approver for your agency. The LSO approver will be setup to approve training registrations at your agency. Contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions.

## SPAHRS Payroll

Date Sent	Information
6/10/2022	<p>The SPAHRS Fiscal Year End Memo has been post in the Featured News section of the <a href="#">DFA/MMRS website</a>. Contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> if you have any questions.</p>
2/1/2022	<p>The attached document provides instructions on how to add the retirement tax record within SPAHRS. Contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> if you have any questions.</p> <div style="text-align: center;">  <p>Steps for Adding Retirement Tax Record</p> </div>
12/2/2021	<p>If your agency was sent a notice from MMRS regarding an employee schedule change or an Extra Hours Code correction that is needed, these changes must be completed in SPAHRS by <b>December 8, 2021</b>.</p> <ul style="list-style-type: none"> <li>• If the schedule number needs changing, you will need to review the list of default schedules and select one that matches the days, hours, and work cycle start day and change the schedule on the PIN effective as of 12-1-2021.</li> <li>• If the issue is the Extra Hours Code on the PIN needs to be corrected, you will need to go to Maintain PIN and select a code that matches the FLSA of the PIN and the type of schedule the employee is assigned. There are separate Extra Hours Codes for PINs assigned a compressed schedule.</li> </ul> <p>The process to prepare SPAHRS data for conversion to MAGIC will start December 14<sup>th</sup> and if these corrections are not made, the PIN data will not load to MAGIC which could result in an employee not getting paid on time in January 2022.</p> <p>It is very important that the above tasks are completed on time to avoid any issue that may cause a problem with the employees pay beginning in January. Thank you very much for your attention to this request.</p>

<b>MAGIC &amp; SPAHRS Technical</b>	
<b>Date Sent</b>	<b>Information</b>
6/16/2022	If your agency had any position changes that may affect MAGIC workflow approvals, please send those changes to the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> for the updates to be made in MAGIC.
6/8/2022	DFA/MMRS will modify our current MAGIC FTP Production protocol on Saturday, June 11 <sup>th</sup> . This change will withdraw TLS (Transport Layer Security) versions 1.0 and 1.1 from use as they are no longer supported. MAGIC FTP will only accept TLS version 1.2 going forward. Please note, MMRS is NOT requiring encryption with this change and, therefore; no impact to users should occur. For any assistance needed, please use the MASH email <a href="mailto:MASH@dfa.ms.gov">MASH@dfa.ms.gov</a> .

## MAGIC Reporting

Date Sent	Information
12/10/2021	<p>We wanted to provide notification that there are have been some updates applied to Transparency.ms.gov site as of 12/10/2021:</p> <ul style="list-style-type: none"><li>• Reports providing data prior to the implementation of MAGIC have been moved to a new tab labeled PRE FY 2015</li><li>• A new tab labeled CHECKBOOK has been created and provides reports previously found on the Budget, Expenditures, Warrants, Grants and Revenue tabs.</li></ul>

## MAGIC & SPAHRS Training

Date Sent	Information															
11/4/2021	<p>DFA will be offering the classes below.</p> <ul style="list-style-type: none"> <li>- <b><u>We ask that each agency limit the total number of attendees to two (per course) to ensure that the maximum number of agencies receive training.</u></b></li> <li>- Registration is limited and available on a first come, first served basis.</li> <li>- Attendees for the virtual classes will receive instructions on how to remotely attend the day before the class.</li> <li>- View the <a href="#">LSO Training Employee Self Service</a> document for instructions on how to register in LSO. <b>You must use Internet Explorer or Firefox to use the MAGIC LSO module.</b></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Course Name</th> <th style="width: 25%;">Date</th> <th style="width: 25%;">Time</th> <th style="width: 15%;">Location</th> <th style="width: 10%;">LSO Course Code</th> </tr> </thead> <tbody> <tr> <td>Rfx: Strategic Sourcing</td> <td>Tuesday, December 7, 2021</td> <td>8:30 AM – 4:00 PM</td> <td>Virtual</td> <td>DFALOG210</td> </tr> <tr> <td>Contract</td> <td>Thursday, December 9, 2021</td> <td>8:30 AM – 4:00 PM</td> <td>Virtual</td> <td>DFALOG220</td> </tr> </tbody> </table>	Course Name	Date	Time	Location	LSO Course Code	Rfx: Strategic Sourcing	Tuesday, December 7, 2021	8:30 AM – 4:00 PM	Virtual	DFALOG210	Contract	Thursday, December 9, 2021	8:30 AM – 4:00 PM	Virtual	DFALOG220
Course Name	Date	Time	Location	LSO Course Code												
Rfx: Strategic Sourcing	Tuesday, December 7, 2021	8:30 AM – 4:00 PM	Virtual	DFALOG210												
Contract	Thursday, December 9, 2021	8:30 AM – 4:00 PM	Virtual	DFALOG220												
9/10/2021	<p>DFA will be offering the MAGIC training below. The class will be taught remotely via Microsoft Teams. Registration is limited and available on a first come, first served basis. Registered attendees will receive instructions on how to remotely attend the day before the class.</p> <p>Course Name: Purchase Order                      Date: Tuesday, September 28, 2021                      Time: 8:30 AM – 4:00 PM                      Location: Remotely – Instructions will be sent to registered attendees prior to training.                      LSO Course Code: DFALOG120</p>															



Learning Solution (LSO)	
Date Sent	Information
	No updates at this time.

Vendors	
Date Sent	Information
	No updates at this time.