



Fiscal Year 2024 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, 2023. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

The document was last updated on December 1, 2023.

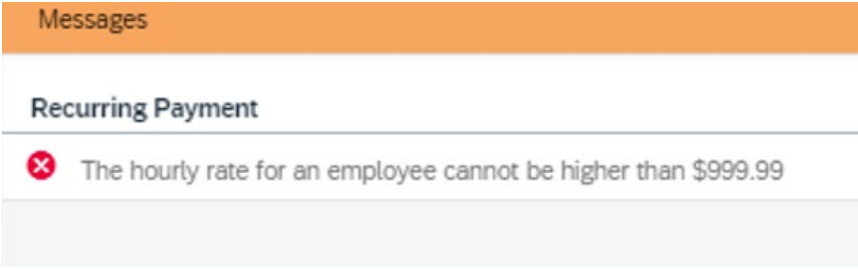
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MMRS Call Center	
Date Sent	Information
	No updates at this time.

MAGIC Finance	
Date Sent	Information
8/23/2023	DFA/MMRS will be deleting any parked transaction lines that have a 2023 budget year. If these items are needed, please process them before the system comes down on Thursday, August 31.
8/2/2023	Please run T-Code ZF_WF_STATUS to determine if you have any documents with posting errors. These errors will need to be corrected and reprocessed.
7/20/2023	DFA will be deleting any parked transaction lines that have a 2023 budget year. If these items are needed, please process them before the system comes down on Thursday, August 31, 2023.
7/20/2023	<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 Correcting Goods Receipt / Invoice Receipt Balances Job Aid as a guide to review and resolve GR/IR balances.</p> <p>FY 2023 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, Close a PO with Remaining Balance, for additional information.</p> <p>In addition, there are many POs in MAGIC that will never be approved or processed during Budget Year 2023, but are in the system and need to be deleted/closed. Therefore, beginning July 30, 2023, agencies need to update the status for POs that are in an "Awaiting Approval" or "Saved" status.</p> <ul style="list-style-type: none"> - 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 7/1/2022 and 6/30/2023. - To get a list of POs that need to 'Deleted', run the query with 'Saved' as the Status and delete those. <p>Beginning August 28th, DFA will close all remaining Budget Year 2023 Purchase Orders.</p>
7/5/2023	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2023 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 7/1/2023 will receive errors at the time of posting, as this is not a valid date for the current fiscal year of 2024.

MAGIC Grants Management	
Date Sent	Information
7/5/2023	<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 and the Expense Date to 6/30/2023. This will set the budget period on the invoice and payment document to 2023-A2. If you would like to pay the Claim with the new year funds, set the Start Date and the Expense Date to the current date so the budget period on the invoice and payment document will be set to 2024-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 2023.</p>

MAGIC Human Resources / Payroll	
Date Sent	Information
11/30/2023	<p>The current Payroll Phase II project remains in a paused status. As a result, agencies will not need to perform “dual entry” of time in both systems during December, as previously communicated.</p> <p>During the last evaluation process, it was decided that an additional review of SPAHRS is necessary. Therefore, the go-live date of January 1, 2024, will be pushed to a later time. As soon as new timelines are established, we will share those details.</p> <p>Please contact Beverly at Beverly.Plunkett@dfa.ms.gov with any questions or concerns about the process, and thank you for your patience.</p>
11/27/2023	<p>In an effort to help prevent erroneous data from being entered into EC Success Factors, we have added a new Business Rule for Recurring Payment as it relates to Hourly Compensation. If you attempt to make an hourly update to a record that exceeds \$999.99, you will receive the error message below. If you have any questions, please contact the MMRS Call Center at (601) 359-1343 or via email at mash@dfa.ms.gov.</p> 
8/23/2023	<p>The August 2023 <i>MAGIC Message Newsletter</i> is attached. It is also available on the MMRS Human Resource / Payroll webpage. Contact the MMRS Call Center at mash@dfa.ms.gov or (601) 359-1343 if you have any questions. Thanks.</p>
7/28/2023	<p>In preparation for ECP and future cutover tasks, MMRS is in the process of making updates to individual records. If you attempt to make an update to a record that is flagged, and being updated by MMRS, you will receive the following error message:</p> <p><i>This employee cannot be modified as the MMRS team is working on data corrections. Please try again later.</i></p>
7/27/2023	<p>Expired contracts CANNOT be renewed for Fiscal Year 2023. If the Original End Date in SPAHRS is 6/30/2023 and the contract was not renewed in EC BEFORE 6/30/2023, the contract worker will have to be separated from the expired WIN and rehired into a new WIN. You should separate the expired WIN first, and then create a new position for hiring the contract worker. You will need to hire them using 'Rehire with New Employment'.</p>
7/21/2023	<p>Please see the attached July 2023 <i>MAGIC Message Newsletter</i>. It is also available on the MAGIC Human Resource & Payroll webpage.</p>

MAGIC Human Resources / Payroll	
Date Sent	Information
7/13/2023	Please be advised that some EC corrections are a multi-step process. When you make a MASH request to correct a State Hire Date-Continuous field, please be sure to specify if any leave accruals need to be rerun. This will need to be manually processed in SPAHRS.
7/8/2023	<p>If you receive the error message below, check the work schedule, employee sub-group, and Additional FLSA for the employee, the employee's immediate supervisor, and direct reports (if applicable).</p> <p>The error message may vary depending on the information on the employee.</p> <p><i>“Sorry, an error occurred while adapting the reporting line according to the position hierarchy. Your changes cannot be saved. The operation could not be performed because there were errors with other records reported. Employee FLSA Status is not equal to Non-Exempt, therefore cannot be assigned to Work Schedules Starting with: CN, FN, PN, RN, TN. Please review your selection of Work Schedule and ensure you select a valid value for the FLSA status assigned.”</i></p>

MAGIC Logistics	
Date Sent	Information
7/14/2023	MMRS will begin closing POs from the Fiscal Year 2023 the week of 7/17/2023 – 7/21/2023. We will only be closing POs which have a \$0.00 balance. If you have any questions or concerns, please contact the MMRS Call Center at mash@dfa.ms.gov .

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

SPAHRs Payroll	
Date Sent	Information
12/1/2023	State Health Insurance Rates will increase beginning with December Payrolls. No modifications to employee deductions are needed unless the employee's health insurance level of coverage is changing. For December New Hires, you will NOT be able to use the one and a half or double deduct indicators. You will need to use the deduction codes that indicate the old rate for the employer portion and MISCA or MISCP for the old rate employee portion to pay for December coverage. Please contact the MMRS Call Center at (601) 359-1343 or via email at mash@dfa.ms.gov if you have any questions.
7/8/2023	Please remember to roll over SPAHRs default distributions to be set up for FY24. You will not be able to pay anything in SPAHRs until this is completed.

MAGIC & SPAHRS Technical	
Date Sent	Information
7/5/2023	If your agency had any position changes that may affect MAGIC workflow approvals, please send those changes to the MMRS Call Center at mash@dfa.ms.gov for the updates to be made in MAGIC.

MAGIC Reporting	
Date Sent	Information
	No updates at this time.

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

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

Vendors	
Date Sent	Information
	No updates at this time.