Fiscal Year 2026
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, 2025. For a list of prior updates, please visit the MMRS Customer Support Page.

The document was last updated on April 2, 2026.

MMRS Call Center	
Date Sent	Information
	No Messages At This Time.

<table>
<tr><th colspan="2">MAGIC Finance</th></tr>
<tr><th>Date Sent</th><th>Information</th></tr>
<tr><td>3/19/2026</td><td>Rejection comments for budgetary documents are now visible in MAGIC, providing greater transparency during the workflow process.

What’s New
Rejection comments are visible to both agency users and DFA/OFM Budget Office staff.
Comments can be viewed in:
Business Workplace → Inbox (Documents)
The link: “FM Budget Document SOMS 555****** is Rejected”* within the workflow of the document
Business Workplace in Outbox (Started Workflow)
Important Note
Once a document is rejected, it cannot be resubmitted.
A new document must be created; however, you may use the Create by Reference feature to assist with quicker entry.
If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</td></tr>
<tr><td>12/1/2025</td><td>A new job aid, Budget Errors for a Payroll Run, has been created. It is attached and is also available in uPerform. It provides instructions on how to identify any budget errors associated with a payroll run. Please contact the MMRS Call Center at 601-359-1343 or mash@dfa.ms.gov if you have any questions.</td></tr>
<tr><td>9/25/2025</td><td>A new job aid, View & Print the MMRS Inter-Agency PDF Billing Document, has been created and is now available. The document is attached and available on the Agency Billing page of the MMRS website. This resource provides step-by-step instructions to assist your accounts payable staff in viewing and printing the billing document. For questions or further assistance, please contact the MMRS Call Center at 601-359-1343 or email us at mash@dfa.ms.gov.</td></tr>
<tr><td>9/9/2025</td><td>The first allotment of FY2026 MMRS interagency billing invoices have been uploaded in MAGIC. The accounts payable department should be able to view them.

We appreciate your prompt attention to this matter. For your convenience, a quick reference guide is attached to assist with the payment process.

If have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov. Please include your agency name and MAGIC customer number to ensure efficient assistance.</td></tr>
<tr><td>8/21/2025</td><td>Please see the attached MAGIC Grantee & SPAHRS Payroll training invitation. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</td></tr>
<tr><td>8/21/2025</td><td>DFA will be deleting any parked transaction lines that have a 2025 budget year. If these items are needed, please process them before the system comes down on Friday, August 29, 2025.</td></tr>
<tr><td>8/11/2025</td><td>Effective immediately, the Z0TL budget document type has been updated to prevent the use of Fund transfers. As a result of this change, agencies will no longer be able to enter a Fund value on Z0TL documents. If a Fund is entered, the system will display the following message: “Z0TL transfers only apply to commitment items budget (Z1).”

To process Fund transfers, agencies must now use the Z0T document type, which requires approval from the DFA Budget Office.

If you have any questions or need assistance, please contact your DFA Budget Analyst or the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</td></tr>
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MAGIC Finance	
Date Sent	Information
8/1/2025	Please run T-Code ZF_WF_STATUS to determine if you have any documents with errors. These errors will need to be corrected and reprocessed.
8/1/2025	All transactions processed in July will be recorded in the first accounting period of the new fiscal year (01/2026) but can be recorded in either BY2025 or BY2026. Section 64, Constitution of the State of Mississippi, provides that appropriations may be held open for two months - through August 31, 2025. To be assured of adequate processing time, MAGIC invoices and MAGIC transfer transactions for BY2025 should be submitted to OFM through workflow by August 18, 2025. OFM BFC will not expedite any payment documents after August 18, 2025, 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.
7/29/2025	The deadline for all BY2025 waiver letter requests is August 11, 2025. 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 30, 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.
7/3/2025	The Business Workplace (SBWP) has been enhanced for improved functionality and performance. What's New: • Agencies can now view the Document Type for each document listed in the report, across all selection options (e.g., KR, RE, Y7, XR, ZOE) by selecting Document Type under the Change Layout icon and moving it from Column Set to Displayed Columns. • Document Type will also appear when highlighting a displayed document number and selecting the Details icon. Reminder: • Report layouts can be customized to fit your agency's needs. Please contact the MMRS Call Center at mash@dfa.ms.gov if you have any questions
7/1/2025	All documents unposted as of 6/30/2025 were deleted. Any YP or YT documents that did not post by 6/30/2025will have to be reentered using T-Code FV60. If needed, please contact the vendor for a copy of the invoice.
7/1/2025	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.
7/1/2025	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2025 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 7/1/2025 will receive errors at the time of posting, as this is not a valid date for the current fiscal year of 2026.

MAGIC Grants Management	
Date Sent	Information
3/24/2026	Please see the attached CRM Interagency Refund Job Aid (YY Refunds Only). The purpose of this job aid is to describe the steps to be completed when refunding money between two agencies. If you have any questions, contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
1/7/2026	The Mississippi Department of Finance and Administration (DFA/MMRS) is implementing a Grants Module enhancement effective Thursday, January 8, 2026. **What's Changing** A new *informational* warning message will remind users to link grants to internal orders. This message will not stop transactions. **Internal Orders** For internal order types **ZGRT, ZGT1, and ZGTR**, a warning will appear if a grant is not added. Once the grant is linked, the warning will no longer display. **Grant Creation (GMGRANT)** After creating and submitting a grant with its sponsored program (which mirrors the internal order number with two leading zeros), the system will display a reminder to add the grant to the corresponding internal order. If multiple sponsored programs are associated with a grant and one is missed, the system will identify which specific sponsored program still requires the grant to be added. **Important Note** These warnings are reminders only and do not prevent processing. For assistance, contact the MMRS Call Center at 601-359-1343 or mash@dfa.ms.gov.
11/21/2025	The CRM Refund Job Aid has been created to describe the steps to be completed when a sub-grantee returns overpayment. Please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov if you have any questions.
8/11/2025	Please follow the instructions below when processing Grantor Claims during the lapse period from July 1 to August 31, 2025. During this time, you must select the correct budget year for each Claim based on the service period. MAGIC uses the Start Date and Expense Date to assign payments to the appropriate budget year and allotment period; no other dates need to be changed. For Claims with a service period on or before June 30, 2025: • You must use Prior Year Funds (Budget Year 2025). • Update the Start Date and Expense Date to 6/30/2025. • This will assign the invoice and payment to budget period 2025-A2. For Claims with a service period after June 30, 2025: • Process using Current Year Funds (Budget Year 2026-A1). • Update the Start Date and Expense Date to the current date, • (July 1 to August 31, 2025). • After Lapse, do not change any dates, leave the current MAGIC-displayed dates as-is. • This will assign the invoice and payment to budget period 2026-A1. MAGIC relies on these dates to process Claims correctly. You are responsible for ensuring the Start Date and Expense Date are accurate for every Claim you process during the lapse period. Important Reminder: Before using Prior Year Funds, verify that your agency has sufficient cash available in the 2025 budget year funding sources to cover the Claim(s).

MAGIC Grants Management	
Date Sent	Information
7/1/2025	Please follow the instructions below when processing Grantor Claims during the lapse period from July 1 to August 31, 2025. During this time, you must select the correct budget year for each Claim based on the service period. MAGIC uses the Start Date and Expense Date to assign payments to the appropriate budget year and allotment period; no other dates need to be changed. For Claims with a service period on or before June 30, 2025: • You must use Prior Year Funds (Budget Year 2025). • Update the Start Date and Expense Date to 6/30/2025. • This will assign the invoice and payment to budget period 2025-A2. For Claims with a service period after June 30, 2025: • You must use Current Year Funds (Budget Year 2026). • Do not change any dates. • Leave the current MAGIC-displayed dates as-is. • This will assign the invoice and payment to budget period 2026-A1. MAGIC relies on these dates to process Claims correctly. You are responsible for ensuring the Start Date and Expense Date are accurate for every Claim you process during the lapse period. Important Reminder: Before using Prior Year Funds, verify that your agency has sufficient cash available in the 2025 budget year funding sources to cover the Claim(s).

MAGIC Human Resources / Payroll	
Date Sent	Information
3/31/2026	Please review all March new hire records and verify each employee is assigned to the correct TIER 5 retirement program. Correct any errors by removing incorrect codes, updating records, and notifying PERS if adjustments are made. If you are unsure, please contact the MMRS Call Center immediately for guidance at 601-359-1343 or via email at mash@dfa.ms.gov.
3/30/2026	Please see the attached invitation for the upcoming Year End Process for Contract Workers Workshops and a SPAHRS Payroll Class. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
1/27/2026	Agencies should review the PERS reports in FMVIEW at the beginning of each month to identify and correct errors. SPAHRS retains three months of reports, and recurring errors for the same employees indicate they are not being reviewed or resolved. The two PERS reports require agency action to either correct data or identify employees whose wages and contributions were not reported due to errors or pay periods older than 18 months. Transactions for pay periods 18 months or older cannot be submitted through the monthly file and require a paper form to be submitted to PERS for correction.
1/27/2026	As a reminder: When hiring a worker with a contract, the **Employee Subgroup** and the **PERS Position Code** should be verified. On the Position record, if the **Employee Subgroup** is ***Rehired Retiree***, the **PERS Position Code** should be ***State Employee/Rehired Retiree***. The effective date on the position should be identical to the Position Start Date. Once updated, the agency should confirm the update on the employee record. This will help alleviate problems with the current SPAHRS PERS Report. When hiring rehired retirees, please remember to change the PERS Position Code on the contract to **Rehired Retiree**.

<table>
<tr><th colspan="2">MAGIC Logistics</th></tr>
<tr><th>Date Sent</th><th>Information</th></tr>
<tr><td>2/26/2026</td><td>MMRS will begin closing POs from the first 2 quarters of Fiscal Year 2025 the week of, 3/2/2026 – 3/6/2026. 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 601-359-1343 or via email at mash@dfa.ms.gov.</td></tr>
<tr><td>10/20/2025</td><td>Please see the reminders below regarding the proper process for posting Goods Receipts (GR) in MAGIC.

A Goods Receipt must only be posted after the physical materials and services have been received and verified to ensure accurate records and compliance. Posting GR before actual receipt of goods and services can lead to significant operational and compliance issues, including:

<table>
<tr><td>Asset and Depreciation Impacts</td><td>For capital purchases, assets may be capitalized bef receipt, leading to incorrect depreciation calculations book values, which can affect financial reporting and</td></tr>
<tr><td>Financial Misstatements</td><td>Materials recorded as received before delivery can le budget tracking and expense reporting.</td></tr>
<tr><td>Audit and Compliance Risks</td><td>Premature GR postings can misstate stock levels in audit flags and compliance concerns.</td></tr>
<tr><td>Invoice Processing Risks</td><td>If vendors submit invoices before the material is rece GR may trigger payment for goods that were never d to discrepancies and potential disputes.</td></tr>
<tr><td>Inventory Inaccuracies</td><td>Stock levels in MAGIC will not reflect true on-hand qu potentially disrupting agency operations and reportin</td></tr>
</table>

Action Required:

If any Goods Receipt has been posted without receiving the material, please immediately reverse such GRs to ensure records remain accurate and compliant. A new GR can be posted once the materials are received and verified.
If the GR was posted correctly after receiving materials, please follow up with suppliers to ensure that the corresponding invoices are submitted for timely processing.
</td></tr>
<tr><td>9/23/2025</td><td>Please see the attached MAGIC training invitation. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</td></tr>
<tr><td>9/22/2025</td><td>Please see the attached reminder regarding Goods Receipts 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.</td></tr>
</table>

MAGIC Logistics	
Date Sent	Information
7/21/2025	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 not 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. FY 2025 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. In addition, there are many POs in MAGIC that were never be approved or processed during Budget Year 2025, but are in the system and need to be deleted/closed. Therefore, beginning July 30, 2025, agencies need to update the status for POs that are in an "Awaiting Approval" or "Saved" status. - 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 7/1/2024 and 6/30/2025. - To get a list of POs that need to "Deleted", run the query with "Saved" as the Status and delete those. Beginning August 25th, DFA will close all remaining Budget Year 2025 Purchase Orders.

MAGIC & SPAHRS Security	
Date Sent	Information
	No Messages At This Time.

SPAHRS Payroll	
Date Sent	Information
3/30/2026	Please see the attached invitation for the upcoming Year End Process for Contract Workers Workshops and a SPAHRS Payroll Class. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
3/24/2026	It is the goal of MMRS to process all agency payrolls on time and without error. To meet this goal, all agencies must adhere to the following processes and timelines: **Preliminary Payroll Run:** The preliminary payroll run allows agencies to correct errors prior to the actual payroll run**.** An agency can run a preliminary payroll at any time before the payroll due date. Also, it can be run as many times as needed to resolve any errors before submitting the final payroll. **Final Payroll Run: The cut-off time to submit the agency final payroll is 1:00 on the payroll due date. This time is set for all agencies.** Agencies that miss the deadline are impacting the processing of all State agency payrolls. Once the agency payrolls are submitted, OFM and MMRS must complete other processes before running the nightly processing. **Supplemental Payroll Run:** If an agency misses a deadline or needs to correct an employee's pay, the supplemental payroll process is to be used. If you have any questions or concerns, please contact Nick Anderson, MMRS Director, at (601) 359-1874, or Richard Rogers, MMRS Deputy Director, at (601) 359-2539.
3/19/2026	Program modifications have been completed to ensure the Retirement tax record is automatically added when the Eligibility Sequence Number is updated in SPAHRS. Please be sure to review and confirm this information. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
2/27/2026	MMRS has been working in close coordination with PERS to establish the system requirements necessary to support the new Tier 5 Retirement Program. Configuration has been completed. Please review the attached document for details on the new system options and any required next steps. Please note: If you previously entered any future-dated hires effective on or after March 1, please review and confirm that your selection is correct. Each agency using the State Payroll System is responsible for ensuring the system is updated and that any necessary changes are made.
2/3/2026	The SPAHRS downloads below have been updated. The new file layouts are posted on the MMRS Website. • Leave Balance: Contains balances for a particular month. • Leave Balance Demographic Information: Contains leave balance and demographic information for a particular month end. If you have any questions or issues using the downloads, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.

SPAHRS Payroll	
Date Sent	Information
2/3/2026	The two parental leave codes have been set up and are now available for use: • **PAFAM** – Parental Leave (FMLA) • **PARLV** – Parental Leave Please note the following reminders: 1. Employees must meet the one-year employment requirement to be eligible. 2. No parental leave balances should be added for months prior to January 2026, even if the birth/adoption occurred prior to January 2026. 3. If a leave transfer is needed, please contact MMRS for assistance. 4. The Parental Leave Balance type is BAL16. The applicable bill is attached for reference when verifying eligibility. Please contact the MMRS Call Center at 601-359-1343 or mash@dfa.ms.gov if you have any questions.
1/5/2026	MMRS is currently working to set up the system requirements necessary to support the utilization of Parental Leave. Once configuration is complete, the following two earning codes will be used for Parental Leave processing: • PAFAM for Parental Leave FMLA • PARLV for Parental Leave Agencies that utilize third-party timekeeping systems will need to update their systems accordingly to ensure proper use of these earning codes. Additional guidance will be shared once setup and testing are finalized. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
12/29/2025	Please do not finalize any payroll runs for 2026 until further notice. The taxes are not currently reflected correctly and need to be updated before proceeding. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
12/9/2025	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
8/21/2025	Please see the attached MAGIC Grantee & SPAHRS Payroll training invitation. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
7/2/2025	Effective July 7, 2025, the SPAHRS-PHHR environment will be placed under a data lock to prevent any further changes or updates. This action is necessary to preserve the current state of the data and to ensure consistent testing, validation, and troubleshooting throughout implementation. We understand that this may require adjustments in how you interact with the SPAHRS-PHHR environment, and we appreciate your cooperation and flexibility during this critical phase of the project. Your support is essential to the successful rollout of the new HR/Payroll system. Thank you for your continued partnership and understanding as we work together toward a successful system implementation.

SPAHRS Payroll	
Date Sent	Information
7/1/2025	Before attempting to process your payroll, please confirm that you have rolled your FY26 position account default distribution in SPAHRS (PA GS RT).

MAGIC & SPAHRS Technical	
Date Sent	Information
	No Messages At This Time.

MAGIC Reporting	
Date Sent	Information
	No Messages At This Time.

MAGIC & SPAHRS Training	
Date Sent	Information
	No Messages At This Time.

Learning Solution (LSO)	
Date Sent	Information
	No Messages At This Time.

Vendors	
Date Sent	Information
	No Messages At This Time.