



Fiscal Year 2017 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, 2016. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

The document was last updated on June 30, 2017.

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MMRS Call Center	
Date Sent	Information
6/29/2017	To allow for jobs that must be run to facilitate the year end close process and establish fiscal year 2018 data, MAGIC and SPAHRS will come down at noon on June 30, 2017 . You will be notified when MAGIC and SPAHRS are available. There is a possibility the systems may not be available until July 5, 2017 .
7/5/2016	The process to close FY2016 and open FY2017 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																																				
6/26/2017	<p>When going to approve documents in workflow, there will be two additional columns available. The two columns will display the “Vendor/Customer” and dollar “Amount” of the document to be approved. Please make sure you change the layout to display these columns on your workflow table. The workflow table will provide data for the following document types:</p> <table> <tr> <th>Doc Type</th><th>Document Description</th></tr> <tr><td>DG</td><td>Customer Credit Memo</td></tr> <tr><td>DR</td><td>Customer Invoice</td></tr> <tr><td>DZ</td><td>Customer Payment</td></tr> <tr><td>KG</td><td>Vendor Credit Memo</td></tr> <tr><td>KR</td><td>Vendor Invoice</td></tr> <tr><td>PC</td><td>Vendor Invoice P Card</td></tr> <tr><td>RE</td><td>Logistics Vendor Invoice</td></tr> <tr><td>XL</td><td>Lapse Waiver</td></tr> <tr><td>XV</td><td>Waiver</td></tr> <tr><td>XY</td><td>Prior Year Expense</td></tr> <tr><td>YG</td><td>Grant Receipts</td></tr> <tr><td>YP</td><td>Inter-Agency Payment</td></tr> <tr><td>YS</td><td>InterGov Pay-Non-Bud</td></tr> <tr><td>YT</td><td>InterGov Payment</td></tr> <tr><td>YX</td><td>Govt Billing A/R</td></tr> <tr><td>ZG</td><td>Grant Billing</td></tr> <tr><td>ZM</td><td>PayMode - Elec Inv</td></tr> </table>	Doc Type	Document Description	DG	Customer Credit Memo	DR	Customer Invoice	DZ	Customer Payment	KG	Vendor Credit Memo	KR	Vendor Invoice	PC	Vendor Invoice P Card	RE	Logistics Vendor Invoice	XL	Lapse Waiver	XV	Waiver	XY	Prior Year Expense	YG	Grant Receipts	YP	Inter-Agency Payment	YS	InterGov Pay-Non-Bud	YT	InterGov Payment	YX	Govt Billing A/R	ZG	Grant Billing	ZM	PayMode - Elec Inv
Doc Type	Document Description																																				
DG	Customer Credit Memo																																				
DR	Customer Invoice																																				
DZ	Customer Payment																																				
KG	Vendor Credit Memo																																				
KR	Vendor Invoice																																				
PC	Vendor Invoice P Card																																				
RE	Logistics Vendor Invoice																																				
XL	Lapse Waiver																																				
XV	Waiver																																				
XY	Prior Year Expense																																				
YG	Grant Receipts																																				
YP	Inter-Agency Payment																																				
YS	InterGov Pay-Non-Bud																																				
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YX	Govt Billing A/R																																				
ZG	Grant Billing																																				
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6/26/2017	<p>Agency Property Officers please review the new job aid, Cleaning Up Asset Shells, 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 28, 2017 for fiscal year-end processing.</p>																																				


MAGIC Finance	
Date Sent	Information
6/23/2017	<p>Please see the message below from DFA/Office of Fiscal Management.</p> <p>The deadline for submitting your Cash Move Form for all special funds (3x's, 5x's, 63x's) is today, June 23. Please send your form to Lisa Dunn (lisa.dunn@dfa.ms.gov), Princess Bender (princess.bender@dfa.ms.gov), and Barbara Elliott (barbara.elliott@dfa.ms.gov). The form can be found on the DFA website http://www.dfa.ms.gov/dfa-offices/fiscal-management/ under Year-End Close.</p> <p>The Petty Cash Reauthorization Form is due today, June 23. This form should be sent to ofm.bfm@dfa.ms.gov.</p> <p>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. If the parked document still needs to be processed, it should be "saved as complete," which will start the workflow process. All agency levels of approval should be applied, then the document will route to DFA/OFM for approval. Ensure that you review and complete any adjustments to your parked documents by June 23, 2017. Any documents started prior to July 1, 2017 will be deleted if not posted by June 30, 2017.</p> <p>Please be sure to review the Year End Memo for procedures and deadlines.</p>
6/23/2017	<p>Before the end of the fiscal year, please 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. If the parked document still needs to be processed, it should be "saved as complete," which will start the workflow process. All agency levels of approval should be applied, then the document will route to DFA/OFM for approval.</p>
6/23/2017	<p>Per DFA/Office of Fiscal Management:</p> <ul style="list-style-type: none"> • If you have master data changes for 2018, including funds, cost centers, functional areas, and programs, you will need to submit these to Office of Fiscal Management no later than Tuesday, June 27. Please email these to ofm.bfm@dfa.ms.gov. • If you have changes to make to your SPAHRS crosswalk for 2018, you will need to submit these to Office of Fiscal Management no later than Wednesday, June 28. Please email your SPAHRS crosswalk spreadsheet to ofm.bfm@dfa.ms.gov. • If you have any questions, please contact NeKeida McSwain at 601-359-2156 or via email at ofm.bfm@dfa.ms.gov.

MAGIC Finance	
Date Sent	Information
6/2/2017	Per DFA/Office of Fiscal Management, please see the Closing FY2017 and Opening FY2018 Procedures memo on their website. The memo will provide deadlines and information for the year-end process.
5/12/2017	<p>As we near the end of three years of MAGIC production, we have some “housekeeping” that we are asking you to complete. There are approximately 15,000 parked documents statewide in MAGIC. With all the year-end activities, now is a good time to start clearing your agencies parked documents.</p> <p>Please 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. If the parked document still needs to be processed, it should be “ saved as complete,” which will start the workflow process. All agency levels of approval should be applied, then the document will route to DFA/OFM for approval.</p>
3/23/2017	<p>Please see the message below from DFA/Office of Fiscal Management.</p> <p>As we are approaching year end, we are asking agencies to review your electronic invoices on ZFAP_PM_INV_DIS and determine what has already been paid and what remains outstanding. For invoices that have already been paid, send a list to Chanel.Cain@dfa.ms.gov and Greg.Ramsey@dfa.ms.gov requesting deletion. Make sure to include the transaction ID and the vendor name when submitting the request. Agencies will need to use the Paymode Inbound Invoice Re-process job aid to re-process a Paymode direct invoice which has failed using transaction ZFAP_PM_INV_ENTER. If your agency has not reviewed the table before and has a large number of invoices, we would suggest exporting to excel for determining what has been paid. This cleanup should be done periodically throughout the year to prevent a buildup of invoices.</p> <p>If you have any questions please contact the persons listed above.</p>

MAGIC Finance	
Date Sent	Information
2/23/2017	<p>Please see the message below from DFA/Office of Fiscal Management (OFM):</p> <p>Per the MASH email dated 12/16/15, DFA/OFM will reject documents that do not reference the invoice number. Agencies should only create an unique invoice number when the invoice attached does not show an invoice number. There are instances where agencies have added to or taken away from the invoice number when referencing it on the document. Examples of this would be adding the word “folio” in front of the invoice number or omitting the “INV” when it is stated as part of the vendors invoice number. To provide consistency, the invoice number should be entered in the reference field exactly as it appears on the vendor submitted invoice. This process will help prevent duplicate payments to vendors.</p> <p>If you have any questions or concerns to please contact Princess Bender (Princess.Bender@dfa.ms.gov) or Greg Ramsey (Greg.Ramsey@dfa.ms.gov) at DFA/OFM.</p>
11/9/2016	<p>A new document type, ZB, has been created. A ZB document is to be used when an agency is transferring cash to the General Fund due to budget reductions allocated to any fund other than the General Fund. Please review the new job aid, Journal Voucher Entry Process (ZB Document Type), for additional information.</p>
11/1/2016	<p>If you were entering any documents between 1:30 - 2:30 yesterday, 10/31/2016, please check to make sure the information is in MAGIC. If not, you will need to reenter it today. If you have any system issues, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov. We thank you for your patience as we worked to resolve this issue.</p>
10/21/2016	<p>The Paymode Error Reprocess Table Job Aid has been updated to provide detailed steps when creating invoices using the reprocess table. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
10/17/2016	<p>The Mississippi Accountability and Transparency Act (MATA) requires all contracts to be posted to DFA’s Transparency website. Generally speaking, a contract will be a written document, typically signed by the vendor and a representative of the State, which includes the terms of the expenditure (period of performance, scope of work, compensation) and any other applicable terms and conditions (payment terms, shipping terms, limitations of liability, E-verify). 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 payments against the contracts are to be made on RE documents referencing the contract or a purchase order that was issued for the contract.</p>

MAGIC Finance	
Date Sent	Information
9/28/2016	The Fixed Asset Job Aid has been revised to reflect a change to the offsetting general ledger account for a specific entry when using transaction type X16. When X16 is used to record the acquisition of donated or confiscated assets below the CAFR threshold of \$5,000.00, the offsetting general ledger code has been changed to 82000000 – Statistical Commodities from 42600000 - Donations. This change was made to properly record the transaction for CAFR reporting and has no impact to the agency budget.
9/23/2016	<p>Per DFA/Office of Fiscal Management (OFM):</p> <p>For agencies affected by SB 2362, the payments for prior year receivables will go into the fund that recorded the receivable. The customer payment posts in the current fiscal year, but posts to the budget period of the original invoice. Once a month, DFA\OFM will move the cash to fund 2999000000 and the current year budget period.</p> <p>For agencies that are not affected by SB 2362, the prior year receivable payments create cash in the fund the year the receivable was created. Once a month, DFA/OFM will move that cash from the prior year to the current year budget period using the same fund.</p> <p>If you have any questions, please contact DFA OFM Bureau of Financial Management at ofm.bfm@dfa.ms.gov, or call Lisa Dunn at 601-359-9416.</p>
9/23/2016	Agency users will no longer have the ability to modify layouts at the statewide level. DFA/MMRS will maintain all global layouts for all reports. Users will only have the ability to modify and change the layouts and save them at the user specific level.
9/6/2016	Currently, the funds management report (FMAVCR02) is showing a line for 2016, 2016-A1, and/or 2016-A2. The net of these three is the total for budget year 2016. The Budget Vs Actual Report (ZFFM_BUD_VS_AC_COMM) shows the total for budget year 2016 when you run it using the budget period filter for 2016 to 2016-A2. Once all budget year 2016 closeout jobs are completed, the FMAVCR02 will show the totals for budget year 2016. We will let you know when the closeout is complete.
8/31/2016	Please see the Worker's Compensation – Changes to State Leave Law – Revised memorandum, dated August 30, 2016, found under the DFA Policies and Procedures section of the DFA Direct Links webpage . The memorandum provides policy and procedures regarding Senate Bill 2977 (2008 Regular Session of the Mississippi Legislature) regarding worker's compensation.
8/31/2016	The Warrant Status by Agency Report Job Aid has been updated to include the legislative budget authority and reference fields.

MAGIC Finance	
Date Sent	Information
8/29/2016	Per DFA/Office of Fiscal Management (OFM), please see the SB2362 Revenue Codes Memo dated August 26, 2016 on the DFA/OFM website .
8/22/2016	Per DFA/Office of Fiscal Management: Please see the Lapse Processing Letter on the DFA/OFM website under the BY2106 Year End Close section.
8/15/2016	Per DFA/Office of Fiscal Management: All transactions processed in July will be recorded in the first accounting period of the new fiscal year (01/2017), but can be recorded in either BY2016 or BY2017. Section 64, Constitution of the State of Mississippi, provides that appropriations may be held open for two months – through August 31, 2016. To be assured of adequate processing time, MAGIC invoices and MAGIC transfers transactions for BY2016 should be submitted to OFM through workflow by August 22, 2016.
8/12/2016	Per DFA/Office of Fiscal Management: All BY2016 journal entry documents (JE's) (e.g., ZE, YV, ZK) must be processed on or before August 31, 2016. No BY2016 JE's will be processed after that date. To ensure that all BY2016 JE's are processed in MAGIC, those that required DFA approval must be approved by the agency by August 26, 2016 and include all required supporting documentation to ensure approval by DFA.
8/5/2016	Per DFA/Office of Fiscal Management: There are times when OFM needs to send communication or contact an agency directly outside of MASH. To ensure that OFM has the correct contact information, all agencies need to complete an Agency Contact Information Form . There are a large number of agencies that have not returned the completed form. OFM will start using the information next week in sending agency communication; therefore, it is very important that all agencies return a completed form to ensure that your agency does not miss any important information.
8/5/2016	Per DFA/Office of Fiscal Management: The deadline for all BY2016 waiver letters requests is August 19, 2016. An XL document should be used when requesting a lapse period waiver. MAAPP manual section 11.20.15 has been revised to include MAGIC specific instructions. Submit all waiver request to OFM, Attn: Barbara Elliott.
8/3/2016	Per DFA/Office of Financial Reporting (OFR), the use of T-Code ABNAN will be restricted to OFR staff only. Agencies needing to create assets via the Post Capitalization process will need to send request to Monique.Sims@dfa.ms.gov and Shondra.Barker@dfa.ms.gov .
8/2/2016	Earlier today, August 2, 2016, the MAGIC posting period 2 was accidentally closed. The issue has been resolved and the period is now open for document posting. We apologize for this inconvenience.

MAGIC Finance	
Date Sent	Information
7/18/2016	Per DFA/Office of Fiscal Management: Advances for travel expenses issued in BY2016 must be settled by July 29, 2016. 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.
7/14/2016	YP documents will need to be manually entered to process interagency payments that are no longer parked. For instructions on manually entering YP documents, please refer to the job aid .
7/8/2016	<p>Per DFA/Office of Financial Reporting, for all Budget Period 2017 YV documents and forward, the form linked will be required: http://www.dfa.ms.gov/media/4087/correction-request-form.pdf. The form can be found on DFA's website http://www.dfa.ms.gov/.</p> <p>On the top left of the page, select the menu icon , select "DFA Forms" from the drop down menu and select "Office of Financial Reporting". You should see the link to the form "Journal Entry – Correction Request Form".</p> <p>In addition to the new form agencies must include an FB03 or other MAGIC report that matches the entry or entries they are attempting to adjust. If the YV adjustment is a grant or revenue allocation posting, agencies will need to include their summary spreadsheet with calculations for the posting. Additional information may be requested for attachment as we further define this process.</p> <p>For questions or concerns regarding this new policy please contact angela.tyler@dfa.ms.gov.</p>
7/7/2016	All documents unposted as of noon 06/30/2016, have been deleted. Any YP or YT documents that did not post by noon 06/30/2016 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
7/6/2016	There will be a delay in the printing of MAGIC warrants today (7/6/2016) and another email will be sent when the warrants are ready for pickup at DFA/OFM.
7/5/2016	For instructions on how to find the received date on parked documents, please review the new job aid within uPerform.
7/5/2016	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2016 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 7/1/2016 will receive errors at the time of posting as this is not a valid date for the current fiscal year of 2017.

MAGIC Finance	
Date Sent	Information
7/5/2016	Per DFA/Office of Fiscal Management: Received Date will be a required field on payment documents during the lapse period. The data entered in this field should be the date the goods or services were received. The received date will be used to categorize payments on the received date reports as payables or encumbrances in order to record the proper GAAP accrual entries.
7/1/2016	<p>Per DFA/Office of Fiscal Management: Current Year Functional Area Budget Controls will be copied from 2016 to 2017. If an agency wants to change their Budget Control (i.e. turn on or off Z1 or Z3), a request must be emailed to ofm.bfm@dfa.ms.gov.</p> <p>If an agency has question about the Functional Area Budget Controls, contact Lisa Dunn at 601-359-9416.</p>

MAGIC Grants Management


Date Sent	Information		
6/30/2017	<p>During the lapse period of July and August, Grantor agencies can choose which budget year the Claim will be applied. 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 6/30/2017. This will set the budget period on the invoice and payment document to 2017-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 2018-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> <div><div><div>▼ Claim Overview </div><div><div>General Data</div><div>Payments</div></div><div><div><div>Description: SOMS - Online Payment Request Form</div><div>Grantee ID/Name:</div><div>Grantee Contact:</div><div>Agreement/Description:</div><div>Program ID/Description:</div><div>Posting Date: 07/01/2017</div><div><div>Start Date: 06/30/2017</div></div><div>End Date: 12/31/2017</div><div>Last Changed By/On:</div><div>Employee Responsible:</div><div>External Reference:</div><div>Final Claim Indicator: <input type="radio"/> Yes <input checked="" type="radio"/> No</div><div>Status: Payment Approved</div></div><div><div>Requested Amount: 50,531.06 USD</div><div>Eligible Amount: 50,531.06 USD</div><div>Authorized Amount: 50,531.06 USD</div><div>Billing Request Amount: 45,735.19 USD</div><div>Open Item (ERP): 0.00 USD</div><div>Cleared Item (ERP): 45,735.19 USD</div></div><div><div>Advances</div><div>Requested Amount: 0.00 USD</div><div>Eligible Amount: 0.00 USD</div><div>Authorized Amount: 0.00 USD</div><div>Billing Request Amount: 0.00 USD</div><div>Open Item (ERP): 0.00 USD</div><div>Cleared Item (ERP): 0.00 USD</div></div></div></div><div><div>Claim Item: 10, Salaries </div><div><div>✓ Back New Cancel Item Reject Item</div><div><div>▼ Claim Item Details </div><div>Amounts</div></div><div><div><div>Item No: 10</div><div>Description: Salaries</div><div>Payment Type: Payment</div><div>Item Category: Claim Item: One-Time Payment</div><div>Expense Catalog: SOMS Expense Types</div><div>Expense Group: SOMS Modified Group codes</div><div>Expense Type: Salaries</div><div>Advance Ref Item No:</div><div>Billing Plan Type:</div><div><div>Expense Date: 06/30/2017</div></div><div>Status: Released</div><div>Rejected/Cancelled:</div><div>Agreement Item/Desc.: 10 Salaries</div></div><div><div>Requested Amount: 27,395.32 USD</div><div>Eligible Amount: 27,395.32 USD</div><div>Authorized Amount: 27,395.32 USD</div><div>Billing Request Amount: 27,395.32 USD</div><div>Open Item (ERP): 0.00 USD</div><div>Cleared Item (ERP): 27,395.32 USD</div></div></div></div></div><tr><td>5/16/2017</td><td><p>Per the DFA/Office of Financial Reporting, please see the revised New General Ledger Account for Indirect Costs memo on their webpage. The memo has been updated reflect that a YV doc type should be used instead of a ZE. The memo should be reviewed by all grantee agencies. If you have any questions, please contact Kristi Webb at 601-359-2976 or Kristi.webb@dfa.ms.gov.</p></td></tr></div>	5/16/2017	<p>Per the DFA/Office of Financial Reporting, please see the revised New General Ledger Account for Indirect Costs memo on their webpage. The memo has been updated reflect that a YV doc type should be used instead of a ZE. The memo should be reviewed by all grantee agencies. If you have any questions, please contact Kristi Webb at 601-359-2976 or Kristi.webb@dfa.ms.gov.</p>
5/16/2017	<p>Per the DFA/Office of Financial Reporting, please see the revised New General Ledger Account for Indirect Costs memo on their webpage. The memo has been updated reflect that a YV doc type should be used instead of a ZE. The memo should be reviewed by all grantee agencies. If you have any questions, please contact Kristi Webb at 601-359-2976 or Kristi.webb@dfa.ms.gov.</p>		

MAGIC Grants Management	
Date Sent	Information
5/12/2017	Per the DFA/Office of Financial Reporting, please see the Grants Setup with the Incorrect Sponsor and the New General Ledger Account for Indirect Costs memos on their webpage. The memos should be reviewed by all grantee agencies. If you have any questions, please contact Kristi Webb at 601-359-2976 or Kristi.webb@dfa.ms.gov .
1/13/2017	Per the December 14, 2016 memo from DFA/Office of Financial Reporting, an edit will be implemented in MAGIC requiring a MAGIC internal order and grant on transactions in 5* series fund. The edit will become effective on Tuesday, January 17, 2017. Please see the memo for additional information.
12/15/2016	For agencies that receive grants, please see the memo from DFA/Office of Financial Reporting regarding a new edit in MAGIC that will become effective in January.
7/1/2016	During the lapse period of July and August, grantor agencies will be able to choose which budget year the claim will be applied. 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. When creating a claim on behalf of the user, or when processing a claim sent in by the user, the start date of the claim will need to correspond to the desired budget year. The expense date on each 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 on the claim to 6/30/2016. This will set the budget period on the invoice and payment document to 2016-A2. If you would like to pay it with the new year funds, set the start date to the current date so the budget period on the invoice and payment document will be set to 2017-A1. The new 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.

MAGIC HCM Mini-Master	
Date Sent	Information
	No updates at this time.

MAGIC Logistics	
Date Sent	Information
6/30/2017	<p>DFA/Office of Financial Reporting has completed the asset transfers for agencies impacted by 2016's SB 2362. This week's FuelMan job has run. When MAGIC is back up, Fleet Coordinators can now post maintenance and repairs to vehicles.</p> <p>If you have any questions, contact the MMR Call Center at MASH@dfa.ms.gov or 601-359-1343.</p>
6/29/2017	<p>DFA/Office of Financial Reporting is in the process of transferring assets from special funds to general funds for agencies impacted by 2016's SB 2362. The FuelMan job has been put on hold until the transfer process is complete. Additionally, Fleet Coordinators should wait to post maintenance to vehicles that are part of the transfer process until after the transfers are complete. MMRS will send a MASH message when the process has finished.</p> <p>If you have any questions, contact the MMRS Call Center at MASH@dfa.ms.gov or 601-359-1343.</p>
6/26/2017	<p>Beginning July 1, 2017, system edits will no longer allow Purchase Orders (PO) to be created using the 'Service' Item Type when referencing a Contract with a 'Service' Item Type. Currently, there are several active contracts with 'Service' Item Type lines. These contracts will need to be updated by adding a new line with a 'Material' Item Type for the remaining balance of the old 'Service' line prior to creating a new PO. The Product Category Code (NIGP) will remain the same.</p> <p>In addition, contract line items with 'Service' Item Type cannot be increased and will require a new line be added with a 'Material' item type.</p> <p>Payments made directly to a contract will still be allowed to process against the 'Service' Item Type lines.</p>
6/15/2017	<p>As a part of year end, it is important to mark FY 2017 Purchase Orders with the Final Goods Receipt and Invoice indicator if you are finished with them so that DFA can close out the Purchase Order. Please review the job aid, Close a PO with Remaining Balance, for additional information.</p>
6/13/2017	<p>Please see the new job aid, Steps to Use the Product Category Search when Creating an RFx. The job aid will outline the steps to use the Product Category search field when searching for vendors (bidders) while creating an RFx.</p>

MAGIC Logistics	
Date Sent	Information
6/12/2017	<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 Goods Receipt is done in MAGIC for items you have not received (and may never receive), expenses are over-stated and budget is over-consumed. As year-end is approaching, it is important that agencies start to correct Goods Receipt balances. Please use the new Correcting Goods Receipt / Invoice Receipt Balances Job Aid as a guide to review and resolve GR/IR balances.</p>
6/6/2017	<p>The system resolution for the Purchase Order email to vendor issue will be moved to Production tonight (June 6th). System generated emails to the vendors will resume on June 7th for PO's where email is selected as the PO output option. For PO's between the dates of May 25th and June 6th where a system generated email to the vendor should have been generated, agencies have two options:</p> <ul style="list-style-type: none"> • Manually inform the vendor • Submit a MASH ticket to have the email generated and sent to the vendor. If a MASH ticket is submitted, you must provide the PO number(s) in the ticket. <p>If you have any questions, contact the MAGIC helpdesk at MASH@dfa.ms.gov or 601-359-1343.</p>
6/5/2017	<p>As of May 25, 2017, Purchase Order email notifications to vendors are not being generated due to a system issue. If you have created or modified a PO since this date and expected the Purchase Order to be emailed to the vendor, you will need to manually send the Purchase Order to the vendor. We are working on the issue and will send out a MASH notification once it has been resolved. If you have any questions, you may email MASH@dfa.ms.gov or call the helpdesk at 601-359-1343.</p>
4/27/2017	<p>To prepare for fiscal year end, DFA will be closing out open Purchase Orders (POs) with no remaining balances which were created in the first, second, or third quarter of Fiscal Year 2017. The process to close these out will begin on May 1, 2017. This is being done to clean up open agency POs and to reduce the number of POs to be closed at year end. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
3/27/2017	<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 Goods Receipt is done in MAGIC for items you have not received (and may never receive), expenses are over-stated and budget is over-consumed. As year-end is approaching, it is important that agencies start to correct Good Receipt balances. Please 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 via email at mash@dfa.ms.gov.</p>

MAGIC Logistics	
Date Sent	Information
2/9/2017	<p>On Thursday, February 9, 2017, an edit was implemented for the fleet maintenance T-Code IE02. The edit requires the cost to be entered in the <i>Acquisition Value</i> field and the date the vehicle was received in the <i>Acquisition Date</i> field. You will receive an error message if these fields are not completed while updating an equipment record. The new edit will not impact FuelMan loads or manual entry of historical records.</p> <p>If you have any questions about this new edit, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>
2/9/2017	<p>An enhancement has been made to the Contract Download Report to include the fields below:</p> <ul style="list-style-type: none"> - Agent Name - Approval / Reject Date - Board Approval - Board Approval Date - Approval Text <p>For additional information on how to run the report, please review the Contract Download Report Job Aid.</p>
1/23/2017	<p>DFA will be performing PO Close for purchase orders created during the first quarter of FY 2017 that have been fully received/invoiced. The PO Close process will be start on 01/24/2017 and be completed on 01/27/2017.</p>
12/1/2016	<p>Effective 12/1/2016, when an RFx is created and there is no external document attached for upload to the MS Procurement Opportunity website, the error below will be displayed. At least one external document must be attached for the RFx to be created.</p> <p> Please attach the necessary documents that needs to be posted to the Bid Board under the Notes and Attachments tab.</p>
11/7/2016	<p>The NIGP to GL Mapping document has been updated. The document can be found on the MAGIC Logistics page of the DFA website.</p>

MAGIC Logistics	
Date Sent	Information
8/31/2016	<p>In order for MMRS to complete the PO Close activities for the end of the Budget Year 2016 lapse, PO statuses must be in an ordered status. To get a list of your agency's PO's, run a query in the POWL by choosing "Awaiting Approval" in the Status field and creation dates between 7/1/2015 and 6/30/2016. Most of the PO's in that status should be Rejected but some may need Approval. Approve or Reject all PO's from the list. Additionally, any Fiscal Year 2016 PO in a Saved status should be deleted.</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> <div> <div>Active Queries</div> <div> Shopping Carts All (0) Saved (0) Awaiting Approval (0) Public Templates (0) Purchase Orders All (1) Saved (1) Awaiting Approval (0) Rejected (0) Ordered (0) Confirmations pending (0) Document Output Last 7 Days (0) </div> </div> <div> <div>Purchase Orders - All</div> <div> <div>▼ Hide Quick Criteria Maintenance</div> <div> Number: <input type="text"/> To <input type="text"/> Purchase Order Name: <input type="text"/> Item Description: <input type="text"/> Status: <input type="text" value="Awaiting Approval"/> Timeframe: <input type="text"/> Creation Date: <input type="text" value="07/01/2015"/> To <input type="text" value="06/30/2016"/> Purchasing Organization: <input type="text"/> Purchasing Group: <input type="text"/> Supplier: <input type="text"/> Requestor: <input type="text"/> </div> </div> </div>
8/4/2016	Beginning August 16th, 2016, DFA will be closing Purchase Orders (PO's) where there is no remaining quantity to be received or invoiced for quarters 1, 2, 3 and 4.
8/2/2016	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 Goods Receipt is done in MAGIC for items you have not received (and may never receive), expenses are over-stated and budget is over-consumed. As the end of Lapse period is approaching, it is important that agencies correct Good Receipt 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 via email at mash@dfa.ms.gov .
7/29/2016	Please refer to the Closing a PO with Remaining Balance JOB AID for instructions on how to close and/or cancel a purchase order. It is important that you close/cancel needed purchase orders before the end of Lapse.

MAGIC Logistics	
Date Sent	Information
7/21/2016	As a reminder, the MAGIC Workflow Approval Request Form has been created. The form should be used to setup your agencies SRM manager, fiscal, or asset approver information in MAGIC. The form also includes setup for ECC Financial Agency Approver areas such as AP/AR/GL/FM. Completed forms should be emailed to the MMRS Call Center at mash@dfa.ms.gov . You should only use the form to make changes to your approval setup going forward. A form does not need to be completed if your approval information is already correct in MAGIC.
7/6/2016	<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, contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>

MAGIC & SPAHRS Security	
Date Sent	Information
4/20/2017	<p>Please remember - Effective May 1, 2017, your MAGIC user ID and password will become your ACE user ID and password. If you do not have a MAGIC user ID and password but will need one to log into ACE, you may contact the MMRS call center at your convenience any time after April 30th for assistance.</p> <p>NOTE: If you were hired after June 30, 2014, your ACE user ID will have a "30" after your initials, e.g., AB30111111.</p> <p>If you have previously logged into MAGIC but don't remember your password, you may reset it by clicking on the word link on the MAGIC log-on screen and answering the security questions. The new password will be your MAGIC and ACE password effective May 1, 2017.</p> <p>MAGIC SECURITY CONTACTS – Please make sure that each of the users in your agency has an email address on their account in Identity Management (IDM). This address will be required for MMRS to process the password reset for ACE or MAGIC. Also, beginning May 1, the email address for all users should also be added to SPAHRS in the field labeled "Email" on the first screen of the Demograph as soon as it is enabled; you will be notified when that occurs.</p> <p>For further assistance, you may email mash@dfa.ms.gov or call Security at MMRS Call Center at 601-359-1343, Option 1, Sub-option 4.</p>

SPAHRs	
Date Sent	Information
11/10/2016	<p>If an employee terminates and has a floating holiday balance, it cannot be paid with the separation payment unless the employee's PIN was certified for CALBK. Also, this same edit has been applied should your agency desire to buyout any floating holidays. Previously, SPAHRs has allowed floating holidays to be paid upon termination but has recently been re-programmed, since it has been discovered this should not be done unless it is specified in the agency's appropriation.</p>
11/10/2016	<p>If your agency has employees on compressed schedules, and if they are moving from exempt to non-exempt, please review compressed schedule information concerning the recording of overtime for non-exempt employees.</p> <p>SPAHRs cannot correctly calculate overtime for compressed schedules. There is a manual calculation process that you must perform. The provided links will assist you in understanding this. The links are to SPAHRs Report Time FAQs (located on the DFA/MMRS website) and two from the Department of Labor.</p> <p>Report Time FAQs Link – See number 35, page 6. http://www.dfa.ms.gov/media/4331/report-time-faqs-1.pdf</p> <p>Compressed Schedule Link https://www.dol.gov/whd/opinion/FLSA/2009/2009_01_16_16_FLSA.htm</p> <p>Overtime Pay Link https://www.dol.gov/whd/overtime_pay.htm</p>

SPAHRs	
Date Sent	Information
11/2/2016	<p>In May 2016, the Fair Labor Standards Act (FLSA), which governs federal minimum wage and overtime pay requirements, was changed, effective December 1, 2016. These changes will not affect employees who currently are in a nonexempt position (eligible for overtime pay). However, employees who are currently in an exempt position (not eligible for overtime pay) with salaries of \$47,476 or less, may have their positions reclassified to non-exempt.</p> <p>Each state agency is responsible for making sure its employees are correctly classified.</p> <p>For more detailed information you may access the US Department of Labor Fact Sheet: https://www.dol.gov/whd/overtime/final2016/overtime-factsheet.htm</p> <p>A workbook has been developed to assist agencies in making their FLSA/Extra Hours changes to positions. It may be accessed via this link: http://www.dfa.ms.gov/media/4654/6248-spahrs-new-federal-overtime-rule-processing-guide.pdf</p> <p>Changes made to a position in SPAHRs will automatically update the information in MAGIC.</p>
8/31/2016	<p>Please see the Worker's Compensation – Changes to State Leave Law – Revised memorandum, dated August 30, 2016, found under the DFA Policies and Procedures section of the DFA Direct Links webpage. The memorandum provides policy and procedures regarding Senate Bill 2977 (2008 Regular Session of the Mississippi Legislature) regarding worker's compensation.</p>
7/5/2016	<p>SPAHRs is now available, and Human Resource (HR) Access for all SPAHRs users has been restored.</p>

MAGIC & SPAHRS Technical	
Date Sent	Information
3/22/2017	<p>DFA/MMRS is aware that Firefox recently published version 52 to the public. This version of Firefox is not compatible with MAGIC at this time. However, DFA/MMRS is in the process of implementing system upgrades in MAGIC that will address this compatibility issue. The system upgrade is scheduled for release to Production prior to calendar year end. Please utilize version 51 of Firefox until this system upgrade is completed. Also, please refer to the technical requirements document on the DFA website for all browser/ operating system approved configurations for MAGIC.</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 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.