Meeting the Management Information Needs for the State of Mississippi

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, 2020. For a list of prior updates, please visit the MMRS Customer Support Page.

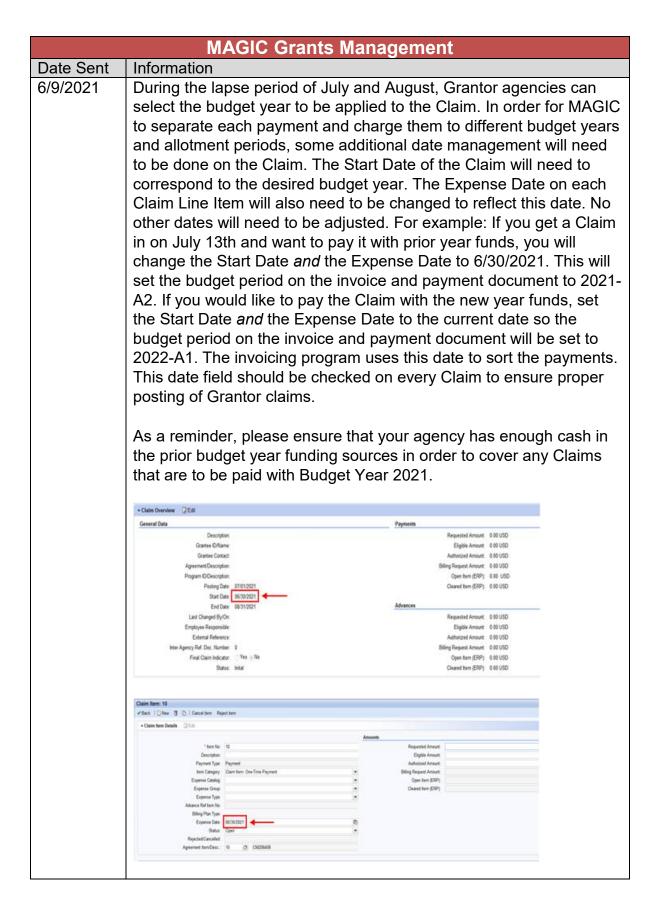The document was last updated on June 30, 2021.

MMRS Call Center	
Date Sent	Information
7/2/2020	The process to close FY2020 and open FY2021 has been completed. MAGIC is now available. If you have any questions and/or system problems, please contact the MMRS Call Center at mash@dfa.ms.gov.
6/8/2021	**Processing Schedule for Year-End** MAGIC is available 24 hours a day unless notified via MASH. SPAHRS will be available from 8:00 a.m. to 8:00 p.m. on the following Saturdays: June 12 and June 19. The MMRS Call Center support is not available on weekends. To allow for jobs that must be run to facilitate the year end close process and establish fiscal year 2022 data, MAGIC and SPAHRS will come down at **12:00 noon on June 30, 2021**. You will be notified when MAGIC and SPAHRS are available. There is a possibility the systems may not be available until July 2, 2021.

MAGIC Finance	
Date Sent	Information
6/24/2021	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.
6/23/2021	For instructions on how to find the received date on parked documents, please review the Parked Documents job aid within uPerform.
6/21/2021	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 mash@dfa.ms.gov 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.
6/16/2021	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.
6/14/2021	All documents unposted as of 6/30/2021 will be deleted. Any YP or YT documents that did not post by 6/30/2021 will have to be re-entered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
6/2/2021	The Year End Memo and forms are posted on DFA OFM's web site https://www.dfa.ms.gov/dfa-offices/fiscal-management/ under the section entitled "Year End Close."
5/28/2021	Per DFA / Office of Fiscal Management (OFM): The deadline for requesting and receiving an expedited approval on a payment document is 3:00 p.m. Any requests received after that time may not be processed on the same day, but will be processed on the following business day.
5/28/2021	Agency Property Officers please review the Cleaning Up Asset Shells job aid 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 18, 2021, for fiscal year-end processing.

MAGIC Finance	
Date Sent	Information
5/21/2021	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. Deletion of parked documents restores budget authority. Ensure that you review and complete any adjustments to your parked documents by June 25, 2021. Any documents started prior to July 1, 2021, will be deleted if not posted by June 30, 2021.
2/8/2021	Per DFA/Office of Fiscal Management (OFM), all questions and/or requests for expediting payment documents should be sent to the following email address beginning immediately: APRequests@dfa.ms.gov.
8/3/2020	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.
7/28/2020	The FY2022 MMRS Billing has been posted on DFA's website. The charges are for MAGIC and SPAHRS maintenance and support. DFA used a cost allocation method to calculate each agency's portion of the total cost which is further allocated across funding sources. Please contact the MMRS Call Center at 601-359-1343 or mash@dfa.ms.gov for any billing questions.
7/8/2020	All documents unposted as of 6/30/2020 were deleted. Any YP or YT documents that did not post by 6/30/2020 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
7/2/2020	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2020 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 7/1/2020 will receive errors at the time of posting as this is not a valid date for the current fiscal year of 2021.

MAGIC Finance	
Date Sent	**Information**
7/2/2020	Effective July 1, 2020, the ZE Journal Entry will begin routing to DFA's Office of Financial Affairs for approval. The ZE will follow the same current review processes as the YV document. Agencies should ensure that appropriate system support is attached and the current version of the correction request form has been completed and attached. To ensure approval for Budget Year 2020, documents must be submitted on or before August 14, 2020. Please refer to Financial Affairs – Agency Journal Entry Review page for more information.

MAGIC Grants Management	
Date Sent	Information
6/9/2021	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 *and* 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 *and* 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. 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.

MAGIC Grants Management	
Date Sent	Information
2/11/2020	Effective 2/11/2021 the MAGIC system will not allow grant revenue postings on doc type YC. If an agency needs to post grant revenue, please use one of the following processes: Grant revenue with customer use the following job aid ○ Customer Invoice and Grant Receivable JOB AID Grant revenue without customer ○ Grant Receipts Without a Customer (YF Document Type) JOB AID ○ Follow example 1 in the job aid
7/8/2020 & 8/3/2020	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 *and* the Expense Date to 6/30/2020. This will set the budget period on the invoice and payment document to 2020-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 2021-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. 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 2020.

MAGIC HCM / Payroll	
Date Sent	Information
	No Updates At This Time.

MAGIC Logistics

Date Sent	Information
6/10/2021	Many purchase orders this time of year may have a remaining balance. If you will no longer be receiving items or making payments against that PO, you can close it out to release the remaining encumbrance. This will help to free up funds to be used elsewhere and to avoid budget errors. Please refer to the [Close a PO with Remaining Balance Job Aid](#) for how to close an open purchase order.
6/10/2021	This time of year many purchase orders will have a goods receipt or invoice receipt balance. Any of those associated with asset purchases, will need to be cleared up prior to June 30th. All other purchases can be cleared any time prior to August 31st. Please refer to the [Correcting Goods Receipt Invoice Receipt Balances job aid](#) for how to identify and fix your GR/IR balances.
4/28/2021	DFA will be performing PO close activities May 4 – 7, 2021 for 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.
2/2/2021	Due to the Governor's Proclamation of a State of Emergency on March 14, 2020 and Executive Orders issued March 16, 2020, the MAGIC oversight approval requirement on Emergency Purchase Orders (POs) and Emergency Contracts was temporarily lifted to accommodate the initial high volume of COVID-19 related procurements. Effective 2/1/21, MAGIC oversight approval for Emergency POs and Emergency Contracts will resume, and such items must be processed using existing procurement rules and regulations. To expedite time sensitive processing for COVID-19 emergency expenditures under the purview of DFA, please contact the appropriate DFA oversight office by phone or e-mail when the item is input for approval. Contact the MMRS Call Center at mash@dfa.ms.gov for any MAGIC system questions.

MAGIC Logistics	
Date Sent	Information
8/3/2020	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. FY 2020 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 approved or processed during Budget Year 2020, but are in the system and need to be deleted/closed. Therefore, beginning July 31, 2020, 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 7/1/2019 and 6/30/2020. - To get a list of POs that need to 'Deleted', run the query with 'Saved' as the Status and delete those. Beginning August 26th, DFA will close all remaining Budget Year 2020 Purchase Orders.

MAGIC & SPAHRS Security	
Date Sent	Information
8/21/2020	DFA is upgrading the Identity Management (IDM) system starting at 12:00 PM on Friday, September 4 through 10:00 PM on Monday, September 7. MAGIC and ACE will not be available during this time. **The first time logging in after September 7th you will need to reset your password**. Click "Having password problems" at the top of the MAGIC log-in page or "Change/Reset Password" on the ACE log-in page and follow the onscreen instructions. The password rules are listed below. Email the MMRS Call Center, mash@dfa.ms.gov, if you need assistance. Please share this email with all of your employees. Thank you in advance as we work through the system upgrade. Please be advised that it's not mandatory that users change their password at this time, just the next time they need to log in. Password Rules: * 8 -14 characters * At least one lower and one upper case letter * At least one number * Not made up of the user's name nor user ID * Cannot equal any of the last 5 passwords

SPAHRS	
Date Sent	**Information**
6/15/2021	At the end of the Fiscal Year, agencies will create new contracts for contract workers in SPAHRS. Below are reminders and the steps agencies will take to complete the task: 1. Separate all workers from Fiscal Year 2021 WINs with an effective date of 06/30/2021. This step must be completed prior to hiring workers into new Fiscal Year 2022 WINs to ensure successful replication to MAGIC and no issues are created with user access to MAGIC and ACE. Failure to complete this step will require corrective action by the agency after the start of the new Fiscal Year. 2. Create new contract with an effective date of 7/1/2021. A contract should be created for each contract worker. If the agency creates only one contract from multiple workers, corrective action will be required after the start of the new Fiscal Year. 3. Hire the contract worker and assign to the new contract effective 7/1/2021. If you have any questions about the process to set up new contracts for contract workers in SPAHRS, contact MMRS Call Center at mash@dfa.ms.gov .
6/15/2021	The 2021 MMRS Fiscal Year-End Memo has been posted on the MMRS website under "Featured News".

MAGIC & SPAHRS Technical	
Date Sent	Information
	No Updates At This Time

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.