MISSISSIPPI MANAGEMENT & REPORTING SYSTEM

Meeting the Management Information Needs for the State of Mississippi

Fiscal Year 2014 & 2015 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 date it was sent. You may also find links to supporting documentation.

This document contains updates that were sent out during Fiscal Year 2014 & 2015. To view updates since July 1, 2015, please review the MMRS Customer Support Page.

MMRS Call Center	
Date Sent	**Information**
1/29/2015	Due to the volume of incidents logged daily with the MMRS Call Center, the following guidelines are being provided to help facilitate incident management within MMRS. 1. Current Issues If you are working with an MMRS support person on a current (logged) incident, please continue to correspond with them via phone/email. The mash@dfa.ms.gov email address will be removed from email correspondence, as the MMRS support person will keep the incident status and details updated in the support system. 2. New Issues As you encounter new issues, we ask that you not contact an MMRS support person directly for assistance. New issues should be reported by contacting the MMRS Call Center via phone (601-359-1343) or email (mash@dfa.ms.gov) to log an incident. If MMRS support persons receive an email or phone call about a new issue, they will route it to the MMRS Call Center for an incident to be logged. Thank you for your adherence to these guidelines.
7/9/2014	When leaving a voice mail on MASH, please be sure to leave your first and last name, phone number, and agency, along with your question/issue. Having this information will ensure your question is logged correctly and a response will be provided in a timely manner.
6/17/2014	For MAGIC support, you will continue to call (601-359-1343), or email the MMRS Call Center (mash@dfa.ms.gov). However, there is one change regarding MAGIC support. MMRS has partnered with the Mississippi Industries for the Blind (MIB) to provide a first level of support. A MIB representative will take your MAGIC functional support call and route the help ticket to MMRS. A MMRS staff member will review the help ticket and call or email you back to discuss and provide support. Please be patient and understanding as both staffs provide support to all agencies. Your question will be answered ASAP.

MAGIC Finance	
Date Sent	Information
6/27/2015	A change has been implemented in MAGIC to prevent duplicate payment of invoices. MAGIC will not allow two documents to have the same vendor/reference field information. An error will occur if a document is entered with the same vendor/reference information of a document that has already been saved as complete. The error will state that document XXXXXXXXX already exist. To get the second document to process, please change the vendor/reference to be different than the saved document.
6/24/2015	Due to the implementation of additional edits on the Agency Crosswalk table, agencies may discover that some of their crosswalk combinations are not valid and will receive an error. If you experience any of these errors, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov to receive assistance in resolving them.
6/24/2015	Please review and delete all unwanted asset shells in preparation for end of year. You can accomplish this by reviewing the directory of un-posted assets, using (S_ALR_87012056) before June 30, 2015. Agencies will need to confirm that there is not a purchase order associated with the asset number. To confirm the asset is not connected to a purchase order, property officer should have access to T-code (ME2K) and enter the asset number in the asset field. If the system returns a message of no suitable purchasing document found the asset can be deleted. If a purchase order number is returned, then the purchasing department will need to confirm the status of the purchase order.
6/24/2015	Due to the implementation of additional edits on the Agency Crosswalk table, agencies may discover that some of their crosswalk combinations are not valid and will receive an error. If you experience any of these errors, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov to receive assistance in resolving them.
6/17/2015	An enhancement has been made to the posting date field in MAGIC. When the document has received its final approval and is posted, the system date will automatically be populated as the posting date for that document.
6/17/2015	The GR/IR Balance Report has been enhanced to include fund numbers. The new report is available using T-Code ZMB5S. The functionality of this report is the same as MB5S except that fund numbers will be included. MB5S is still available, but the fund numbers will only be displayed using ZMB5S. If you have access to MB5S you should have the ability to execute the new T-Code. If you need access to run this report, please contact your agency Security contact to request access to the AP-LIV Reports and Display role.

MAGIC Finance	
Date Sent	Information
6/16/2015	All Property Officers at the receiving agency will now get automatic e-mail notification that the asset transfer process has been completed. This e-mail will contain the date and the time the transfer was completed. To review the Assets Transfers report, use transaction code S_ALR_87012054. For more information about this report, please refer to the following uPerform work instruction: S_ALR_87012054_Display Asset Transfers.
6/15/2015	MAGIC AR, AP, and GL workflow functionality has been enhanced to provide a second level of agency approval. In addition to the current approval process, an agency can elect to add a final level of approval. If another layer of workflow is needed, please fill out the Workflow Final Agency Approval form and submit to MMRS.
6/8/2015	Please review the June 8, 2015 memo on the DFA/Office of Fiscal Management (OFM) website for detailed procedures and deadlines for closing FY2015 and opening FY2016. Also, there is a quick reference document of the deadlines posted on the website. The memo is also posted on the DFA/MMRS website.
6/4/2015	The following t-codes are not agency based transactions and have been removed from the agency ECC roles: GL - General Ledger Accountant Central * and GL - General Ledger Agency Manager – Approver.

F.81
F-51
FB05
FBS1 |
| 6/3/2015 | There are two new job aids to provide instructions for setting up Statistical Key Figures (SKFs), entering performance measure targets and actual for allotment period one and two, and generating a performance measure report.

Allotment Period 1 – Performance Measure Statistical Key Figure Process

Allotment Period 2 – Performance Measure Statistical Key Figure Process |
| 5/28/2015 | The general ledger crosswalk document has been updated. The information is available in MAGIC order or SAAS order. |

MAGIC Finance	
Date Sent	**Information**
5/18/2015	For agencies that use the vendor master data file that is created nightly within MAGIC, the ten (10) digit Tax ID field has been added to the file. The updated file layout can be found on the FTP server site. Before the information is pulled from MAGIC, the system validates to make sure the data is in the correct Tax ID format, 99-9999999. Only information with this format will be included in the file created. If you have any additional questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
4/22/2015	Updates have been made to the ME2N report. Updates will allow agencies to display remaining balances to be received or invoiced. This job aid contains instructions to execute ME2N with the new fields displayed.
4/22/2015	Mass changes to asset records can now be accomplished through an FTP upload process. Mass changes can be made to the Asset Plant, Location, County, and Additional location fields. For more information, please access the new Mass Change of Fixed Assets (FTP Upload) Job Aid.
4/22/2015	There are two scenarios to consider when maintaining the MAGIC crosswalk: • If the SPAHRS account distribution combination exists in the MAGIC Account Distribution Table, but you need to modify the MAGIC crosswalk. • If you need to add a new SPAHRS account distribution that does not currently exist on the MAGIC crosswalk, or delete an existing account distribution entry in the MAGIC crosswalk. The new Agency Crosswalk Post Go-Live Instructions contains detailed instructions for both scenarios.
4/10/2015	Due to an issue with FMAVCR02 (budget balances), the budget entries are reflecting allotment period 2015-A1 & 2015-A2 instead of 2015 as a whole. DFA will resolve the issue today and the fix should be applied on Saturday, April 11, 2015. If you have received a State by Fund budget error message (and you know you have enough budget authority), the error will autocorrect once the fix has been applied and you can reprocess your documents.
3/27/2015	The work instruction for FMRP_RFFEP1AX have been updated. Use this procedure to display all posted document line items that were updated in Funds Management module. The documents included in this report are Purchase Requisitions, Purchase Orders, Invoices, CO postings and G/L journal entries.
3/27/2015	The job aid for the MIR7 - Credit Memo (for invoice with reference to PO or Contract) has been updated. When an invoice that references a PO or Contract was processed erroneously and paid, enter a Credit Memo using MIR7 to correct the issue (e.g. quantity, price, or both). These instructions have been updated by DFA OFM.

MAGIC Finance	
Date Sent	Information
2/11/2015	DFA is moving a configuration change into the production environment tonight (Wednesday, February 11, 2015) which should fix issues that agency end-users have been having in posting Customer Credit Memos and Vendor Credit Memos. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or mash@dfa.ms.gov.
2/10/2015	The deadline to submit your agency's FY2015 Semi-Annual Report on Program Budget to the Legislative Budget Office (LBO) and DFA/Office of Budget and Fund Management is Friday, February 27, 2015. All agency personnel that are responsible for submitting this information should review the memo posted on the MMRS Website. The memo will provide you additional information and direct you to several updated MAGIC job aids that will provide you instructions on how to create this report within MAGIC.
2/6/2015	The issue of not being able to see PayMode attachments within MAGIC has been resolved. PayMode invoices that were created after 8/26/14 should be visible within MAGIC. Invoices older than 8/26/14 will need to viewed within PayMode. Only documents saved as a PDF are able to be viewed within MAGIC. If you have a vendor that submits an invoice attachment that is not a PDF; they will need to resubmit it in PayMode (as a PDF) for it to be visible within MAGIC.
2/2/2015	With a mid-calendar year implementation of MAGIC, all vendors will receive two 1099s for tax year 2014. The first 1099 will be generated out of SAAS for payments made between January 2014 – June 2014. The second 1099 will be generated out of MAGIC for payments made between July 2014 – December 2014 and will include relevant payments made by all agencies.

Please share this information with any of your vendors asking about their 2014 1099's.

Thank You. |
| 1/27/2015 | There are several new job aids available. They can be found within uPerform at http://uperform.magic.ms.gov.

1. Warrant Status by Agency Report - The steps involved in transaction code ZFFM_WARR_STATUS.

2. uPerform End User Website - Instructions for using the uPerform website to access MAGIC system documentation and training material.

3. Creating and Using Statistical Key Figures - Additional information regarding the Security business area has been added as an appendix. |

MAGIC Finance	
Date Sent	**Information**
1/13/2015	Agencies who previously used the M100 (Performance Measure by Program) report in SAAS can use Statistical Key Figures (SKFs) along with specific report(s) in MAGIC to produce their Performance Measures report. There are two new Job Aids that provide an overview of Performance Measures in MAGIC and step-by-step instructions for setting up SKFs, entering performance measure targets and actuals, and generating a Performance Measure report: • An Overview of Performance Measures in MAGIC • Creating and Using Statistical Key Figures
1/7/2015	Several Job Aids have been recently been updated. If any of these are useful to you, please download the updated version: • Adjusting Entries for CAFR Fixed Assets JOB AID • Asset Adjustments (ZA Document Type) JOB AID • Journal Voucher Entry Process (YV Document Type) JOB AID • Reclassifying GL Entries (ZE Document Type) JOB AID
1/6/2015	If an invoice that references a PO or Contract was processed erroneously and was paid, enter a Credit Memo via MIR7 to reverse. For detailed instructions, review the MIR7 - Credit Memo for Invoices with reference to PO or Contract job aid. If an invoice that references a PO or Contract was processed erroneously and has not yet been paid, use MIR4 to delete/cancel. For detailed instructions, review the MIR4 - Delete/Cancel Non-Posted Invoice job aid. Use FV65 to issue a Credit Memo for an invoice that was processed erroneously and was paid and that does not reference a PO or Contract. For detailed instructions, review the FV65 - Park Vendor Credit Memo (Non-PO) job aid.

MAGIC Finance	
Date Sent	**Information**
12/31/2014	<u>Reversing or posting old documents</u> Keep in mind that if an old document needs to be reversed or posted, it must be posted in the current accounting period. <u>"Posting period is closed" error</u> • If an error is received while posting a document that says "Posting period is closed," the Posting date on the document must be changed to the current calendar date for it to post. This sometimes happens if a document was created close to the end of an accounting period but was not approved until after the beginning of the next accounting period and the accounting period has been closed. • Invoice posting dates can be changed using MIR4 for LIV documents and FBV2 for Non-LIV documents. • If you do receive a date error and all approvals have been applied, you will need to change the date on the document then park it. You need to reprocess from your business workplace. <u>Monthly Accounting Period</u> • The accounting period for the month closes on the last business day of the month at midnight. • If the last business day does not fall on the last calendar day of the month, the posting date for documents processed between the last business day of the month and the last calendar day should use the first business day of the following month as the Posting date. • The Payment jobs which create warrants and PayMode payments do not run on weekends.

MAGIC Finance	
Date Sent	Information
12/15/2014	The Clearing Parked Status Documents job aid has been updated to include the step to "Simulate" before selecting "Saving as completed." Simulation is required to validate the edits listed below before invoking workflow (Save as Complete). Please note that the enter key does not invoke these edits: The simulation step will invoke the following edits (except cash) for FV60, FV70, and FV50: • Master Data • Derivation Rule Edits • Posting Period and Posting Date Validation • Budget check • Fund, Fund Center, and Functional Area combinations The simulation step will invoke the following edits (except cash) for MIR7 (LIV): • Master Data • Derivation Rule Edits • Posting Period and Posting Date Validation • Budget check • Fund, Fund Center, and Functional Area combinations • Price and Quantity Check
12/12/2014	The transaction code ZFAM_Assets_BY_EMPL (Active Assets by Employee Assigned) has been modified to include two new search criteria. The new options allow the user the ability to further refine their search by now including the following elements as part of the criteria: 1. Asset Class 2. Additional Location (users now have the ability to use the additional location from the asset master record) In addition, an issue with attaching and uploading documents to the Asset Master has been resolved. To ensure this functionality is available, please log out of MAGIC and close the Internet browser being used. Upon logging back into MAGIC, you should be able to attach documents to the Asset Master. If you need instructions on how to attach documents to an asset record, review the "Attaching Documents to an Asset Record" within uPerform.
12/10/2014	Effective 12/17/14, DFA is discontinuing the notification e-mails currently being sent to agency personnel regarding results from payroll runs. Agencies should use the Agency Guide for SPAHRS Interface document (on the MMRS website) to access instructions for viewing their application logs in MAGIC.

MAGIC Finance	
Date Sent	Information
12/9/2014	There are a lot of documents within MAGIC that are currently in a Parked status. Remember that any document in a Parked status will not be routed for payment approval/processing. To start the workflow process, a document must be marked as Save As Complete. There is a new job aid "Clearing Parked Status Documents" available to help you process any Parked status documents. This job aid will provide you instructions on how to Save As Complete your documents and/or delete any documents not needed. It is recommended that you complete these steps daily to ensure you do not have any documents left in a Parked status.
12/5/2014	When paying an invoice for Mississippi Power (Vendor 3100016614), the SoMS Account Number Field on the MAGIC invoice MUST be completed as follows: • Without spaces. Ex. 00123 45678 is incorrect and should be entered as 0012345678. • Without special characters. Ex. 00123-45678 is incorrect and should be entered as 0012345678. • Without extra leading zeroes (although account numbers that have leading zeroes must be included). Ex: If the account number is 0012345678, the two leading zeroes must be included. Extra leading zeroes, beyond what is shown in the account number, will create an invalid account number for the vendor. • If the account number starts with SB (Summary Bill), include the SB in the account number. Ex: SB0012345678 is an acceptable account number. Be sure the Summary Bill "master account number" is used and not one of the individual account numbers. If an individual account number is used, the entire payment will be applied to that individual account only and none will be applied to the other individual accounts. • Do not include any specific date after the account number. Ex: 0012345678 102814 is incorrect and should be entered as 0012345678. (Use the header text field for any additional information that is useful to your agency.) Mississippi Power has notified DFA that the account number must be entered exactly as stated above to ensure funds are posted to the correct account. They have been receiving invalid account numbers for payments. It is very important that the above procedures are followed to prevent your service from being disconnected. In summary, the account number entered in the SoMS Account Number field of the MAGIC invoice should be identical to the account

MAGIC Finance	
Date Sent	Information
	number on the Mississippi Power invoice, with the exception that no special characters or spaces should be entered. This account number will always be 10 digits except when it is a summary bill. Then it will be 12 digits to allow for "SB" being included in the master account number. DO NOT enter any additional information on this line.
11/7/2014	If you use the MAGIC JV Interface File Upload process and/or you download Vendor information to be used in an external system, we wanted to let you know that the Vendor Master Data file layout has been modified. The following changes have been made to the layout: 1. Renamed the Payment Block field to Posting Block 2. Added a one character optional field for Purchasing Block 3. Added a ten character optional field for P.O. Box Number 4. Added a ten character optional field for P.O. Box Postal Code Vendors can be blocked for use in purchasing, but not blocked for posting. The purchasing block field will prevent the vendor from being used in procurement documents, purchase orders, contracts, RFx, etc. The P.O. Box Number and P.O. Box Postal Code field are used to capture the vendor's address information. The updated file layout is now on in the /MASTERDATA folder on the FTP server.
10/29/2014	The Standard Financial Inbound Interface has been modified to include a One Time Vendor/Customer Country code as the last field in the file layout. While this is not a required field, if it is included, it validates against a table in MAGIC. A One Time Country Codes tab was added to the file layout spreadsheet to provide you with valid One Time Country values. Examples of these values include US (for USA), CA (for Canada), etc. The updated file layout spreadsheet is now on the FTP server and the SFII Template and Documentation file on the MAGIC website.
10/17/2014	A job aid has been created for the Paymode-X process. This job aid describes the steps involved in the Paymode-X Process, validation of invoices from Paymode vendors, two way match, and automatic updates for Accounts Payable users.
10/9/2014	Vendor Number 4010001130 - DFA Office of Ins Fund 8822000000 has been set up in MAGIC. This vendor number should be used when entering a KR to pay insurance premiums to the DFA Office of Insurance. DFA Office of Insurance is an agency vendor but has a payment type of W because the warrants for insurance premiums paid outside of payroll deductions are deposited into a bank account.

MAGIC Finance	
Date Sent	**Information**
10/3/2014	When using the AR01 T-Code to dispose or retire assets, please insure that the correct Transaction Type is selected (Z00 – Z60). These Transaction Types initiate the needed workflow that accompanies a disposal or retirement request. The chart below illustrates the only transaction types that should be used. Please refrain from using any transaction types other than these when disposing or retiring an asset. Z00 - Sent to Surplus Z01 - Impairment Z02 - Traded Z03 - Auction (Sale of Asset) Z04 - Salvage Z05 - Stolen Z06 - Lost or Missing Z07 - Totaled Z08 - Retire to University Z09 - Sale of Asset (with revenue) Z10 - Sent to Surplus (CY acqusition) Z50 - Impairment (CY acquisition) Z51 - Traded (CY acquisition) Z52 - Auction (CY acquisition) Z53 - Auction (Sale of Asset) (CY acquisition) Z54 - Salvage (CY acquisition) Z55 - Stolen (CY acquisition) Z56 - Lost or Missing (CY acquisition) Z57 - Totaled (CY acquisition) Z58 - Retire to Other Government (CY acquisition) Z59 - Retire to University (CY acquisition) Z60 - Sale of Asset (with revenue) (CY acquisition)
9/3/2014	A new job aid, If your agency pays sales tax to the Department of Revenue (DOR), please review the "Procedures for Agencies Paying Sales Tax to DOR"
8/22/2014	A new job aid, FBV2 Governmental Payments to Other State Agencies - YP Document Type - Automated, has been created. You can use this job aid to process a governmental payment to other state agencies for services. There are also additional Accounts Payable training materials and job aids within uPerform.
8/12/2014	Make sure that when you are entering documents or approving documents that come through an interface that you press the enter key when the document is pulled up prior to saving as complete. Pressing the enter key is equivalent to doing a quick edit of your document in SAAS. This will help identify errors on your documents that need to be corrected prior to releasing into workflow.

MAGIC Finance	
Date Sent	Information
8/12/2014	The Instructions for Paying a Converted Invoice Using FY60 job-aid is now available. The job-aid can be found in the Accounts Payable folder in Uperform.
8/12/2014	Please remember that in order to complete the payment process you must SAVE AS COMPLETE your documents. Documents that are left in a status of parked will not issue a payment. To see what documents you currently have in a parked status, please use the FBV3 T-Code. For additional information on how to complete this process, please review the Accounts Payable course.
8/12/2014	Employee reimbursement for non-travel related items may be processed on a KR document. The use of the 'E30' vendor number bypasses the edit that checks for required purchase orders based on GL code.
8/12/2014	A one-time vendor that has a P O box instead of a street address must have 'PO Box' number entered with the number in the street address field. Do not use the PO box field because MAGIC does not recognize that field on a one-time vendor.
8/12/2014	To generate a payment for an individual invoice, enter a value in the payment method in the invoice transactions. The payment method defaults from the vendor master record and is blank on the document. Entering a value of 'W' or 'P' in the payment method field on the Payment tab will initiate a single warrant or a single Paymode payment record for that invoice. The payment method entered on the document must agree with the payment method in the vendor master. Attempting to enter a payment method value that is different from the payment method value on the vendor record will invoke an error message.
8/9/2014	MAGIC will now allow agency users the ability to delete attached documents as long as the document has not posted. If an agency determines that a document needs to be deleted after it has posted, DFA/OFM will have the ability to delete these attachments(s). Agencies can contact DFA/OFM at ofmmagic@dfa.ms.gov to request deletion of attachments after the document has been posted. DFA/OFM will determine if the document can be deleted or if it should remain as support for the document.
8/8/2014	Please remember that in order to complete the payment process you must SAVE as complete your documents. Documents that are left in a status of parked will not issue a payment. To see what documents you currently have in a parked status, please use the FBV3 T-Code. For additional information on how to complete this process, please review the Accounts Payable course.
8/4/2014	When entering transactions, via the Agency Interface, please ensure that the field "Invoice Reference" is only ever populated with a MAGIC invoice document number. Otherwise, transactions with this field populated with a non-MAGIC invoice reference will fail the workflow process and will be placed in the workflow administrator's inbox and will cause a delay in being posted due to this error.

MAGIC Finance	
Date Sent	Information
7/31/2014	Multi-Funded Cost Center -- If the cost center in your transaction is not established as a multi-funded cost center and you enter a fund number and it doesn't have a relationship to the entered cost center, the fund number will derive the default fund number on the cost center. Please use transaction code KS03 to look at your cost center information. You will need to look at the additional fields tab to see the 'multi-fund' indicator. If you need to make any changes to your structure, please contact DFA/Office of Fiscal Management at ofmmagic@dfa.ms.gov.
7/9/2014	Product Categories / Material Groups / NIGP codes that start with a 9 are for services and will be mapped to the General Ledger Code for Contractual Services. For example, Printing Services are included in NIGP codes that begin with a 9. In SAAS, printing was coded to commodities, but going forward, printing services will be coded to contractual services.
7/2/2014	To assist you in locating the desired Procurement Delivery Address (Ship To) or Invoice Recipient Address (Bill To) in MAGIC, the C/O field now includes the three character SAAS code. To search by the SAAS code in MAGIC, enter * before and after the code (example: *353*).
6/27/2014	Use the MAGIC to SAAS Translation document as a reference for frequently used MAGIC terms.
6/27/2014	Check out the MAGIC Functional Area to SAAS Appropriation Unit Crosswalk posted on the MAGIC FIGM System Documentation webpage. The file is provided with 3 different sort orders.
6/18/2014	The PO and SAAS 1099 information has been added to the MAGIC General Ledger Chart of Accounts Crosswalk Information. The information is available in SAAS Order and MAGIC Order.
6/17/2014	The MAGIC General Ledger Chart of Accounts Crosswalk information. The information is available in SAAS Order and MAGIC Order.

MAGIC Finance	
Date Sent	Information
6/16/2014	SAAS has a document locking feature to prevent someone from making changes to a document while you are editing it. MAGIC will have similar functionality. Also, please be aware that if you are editing a document and unexpectedly loose internet connectively that record will remain locked. If you log back into MAGIC and the record has not been released you will not be able to edit it until it is released. The system lock period for MAGIC is set for 30 minutes. The project team realizes that 30 minutes seems like a long time when you are waiting to retrieve and edit a record. At the same time, this setting allows up to 30 minutes before locking users during inactive time. Remember to save often as you enter data into MAGIC. In the event you lose connection to the system, any edits you have made and not saved will be lost.
6/12/2014	Functional Areas in MAGIC represent budget activities and program elements. Functional Areas are sixteen digit numbers representing the Business Area, Appropriation Unit, and LBO program budget number. Be sure to review the Functional Area Master Data.
6/11/2014	Review Finance/Grants Management flowcharts to learn the enterprise business process.
6/10/2014	Agency Numbers will be called Business Areas in MAGIC. Do you know your new Business Area? If not, please review the MAGIC Business Area Listing Document.

MAGIC Grants Management	
Date Sent	Information
6/24/2015	During year end testing of carrying forward funded programs, the MAGIC team received errors for funded programs with end dates in the past. Please check all of your programs in CRM and if you plan on using them in the future, please change the end date. But, please double check your programs for date accuracy and to make the necessary changes if you want them to be carried forward to the new fiscal year.
6/16/2015	Some agencies that use CRM have experienced some issues where authorized claim amounts are not adding up correctly in the agreement line items. This is causing a problem with agreements showing more money has been spent than has actually been spent. The Job Aid below lists tips and steps to avoid this issue and also some troubleshooting guidelines.Grantor Claims Processing Tips & Troubleshooting
5/26/2015	A new field has been added to the Grant Agreement screen in CRM called "Remaining Balance." This new field shows the calculated remaining amount on the agreement after the subtraction of claims from the awarded/authorized amount.
12/10/2014	The Customer Relationship Management (CRM) issue with grantor change requests not updating the new data in the form correctly has been resolved. Agencies may now begin putting these forms in and communicating with your sub-recipients that this functionality is available for use.
12/9/2014	While Grant Value (amount) in MAGIC is not a required field, grant amounts will be visible in Transparency on December 29, 2014, when DFA moves several grants reports to Transparency. For any grants your agency has received, it is important that each of the grants has an amount in MAGIC. Please use the attached instructions for entering grant amounts in MAGIC by Friday, December 19, 2014. For any grants without a Grant Value in MAGIC, a zero amount will be shown in Transparency. A disclaimer in Transparency will direct the user to contact the agency responsible for the grant for any questions regarding that grant.

MAGIC HCM Mini-Master	
Date Sent	Information
6/13/2014	Phase I of MAGIC includes the Human Capital Management (HCM) Mini-Master. In the HCM world, agency numbers are represented by Personnel Areas and Personnel Sub-areas. The Personnel Area equates to the SPAHRS Master Agency; the Personnel Sub-area equates

MAGIC Logistics	
Date Sent	Information
6/26/2016	A new job aid, Additional Categories Added to the RFx Process, has been created. The job aid will provide information on the new fields added to the RFx process.
6/24/2015	When paying directly against a contract (the contract reference tab) for the prior year, choose the XY document type from the dropdown on the details tab of MIR7. Using the XY document type will prevent the system from checking the General Ledger (GL) account in SRM and allow the document to process with a prior year GL account.
6/24/205	RFx Opening and Closing dates should not be between June 29 and July 3, 2015. This is due to system availability and to ensure that conflicts are avoided due to year-end processing. If your agency has an RFx opening or closing during that timeframe, please modify those document dates.
6/22/2015	An enhancement has been made to MAGIC that provides agencies a printed version of the Purchase Order (PO) that includes accounting information related to the PO. By clicking the new "**Internal Printout"** button the PO, you will be able to view/print this version. This version of the printed PO will included information such as, cost center, fund, internal order, etc. The "Internal Printout" of the PO is for your agency's internal use and should not be used as the version that is sent to the vendor. The "**Print Preview"** functionality has not changed and this option should still be used to generate the PO that is sent to the vendor.
6/19/2015	The Creating a Simple Bid Comparison Report JOB AID has been updated with a shortcut for exporting the report to an Excel spreadsheet.
6/12/2015	When processing a goods receipt (GR), you should **only** process it for items that you have actually received. Processing the GR for the entire Purchase Order (PO) will record an expense to the General Ledger (GL) and budget for items potentially not received. To remove items you have not received, you can back the existing GR out and create a new one for only the items received thus ensuring the GL and budget are correct.
6/10/2015	There are two new MAGIC job aids available. The Close a Purchase Order with a Remaining Balance job aid will provide you information on how to properly close a purchase order in MAGIC that has a balance. And, the Cancel Goods Receipt of Service Entry Sheet job aid will provide you information on how to cancel a goods receipt or service entry sheet within MAGIC.
6/3/2015	The ME2N Display Purchase Order Report Job Aid is available to help you determine what purchase orders have a remaining balance to be received or invoiced that may need to be closed out or cancelled as a part of preparing for Year End closing.

MAGIC Logistics	
Date Sent	Information
5/28/2015	A new link has been added to the Response and Awards screen when displaying an RFx which creates a Simple Bid Comparison Report. This report can be exported and printed to help evaluate bid responses and is an alternate version of the standard Bid Tabulation report. For instructions on how to run this report and export it to Excel, please see the job aid in uPerform.
5/27/2015	There are now two new asset classes available for use when purchasing vehicle options (i.e. keyless entry). "Vehicle Equipment" and "Vehicle Betterment" are the new options. By using either of these options, Property officers can then tie all the options to the vehicle asset record by creating a super asset. SRM Buyers should choose the correct asset class when creating the asset from the PO according to the following guidelines: • Vehicle Betterment asset class should be selected when the asset is not transferrable to another vehicle. • Vehicle Equipment asset class should be used when the asset can be removed and added to another vehicle. Please note: DPS should always use Vehicle Betterment due to budget setup.
5/26/2015	There is a new job aid available which describes the current business and MAGIC system process for disposing of vehicles, regardless of the type of sale (auction or surplus). All Property Officers and Fleet Coordinators should review this document.
5/18/2015	When "Terminating" a contract within MAGIC, you will notice the name of the "Close Contract" button has been changed to "Inactivate Contract". The functionality of terminating a contract has not changed, only the button name.
3/27/2015	The job aid for the MIR7 - Credit Memo (for invoice with reference to PO or Contract) has been updated. When an invoice that references a PO or Contract was processed erroneously and paid, enter a Credit Memo using MIR7 to correct the issue (e.g. quantity, price, or both). These instructions have been updated by DFA OFM.
2/9/2015	A MAGIC Supplier Self-Service Reference Guide has been published. This guide provides step-by-step information for vendors about things like registering as a Supplier in MAGIC, maintaining company information, responding to an RFx, and viewing POs using MAGIC Self-Service. Please pass on this information to any of your vendors that you think may benefit from it.
10/8/2014	A new job aid on Limit Purchase Orders is available.
10/3/2014	A new job aid has been created to provide instructions on how to run a contract download report.
8/4/2014	A Legacy to MAGIC Contract Crosswalk has been published on the MAGIC Logistics Webpage under the Contract section.
7/11/2014	The Converted Contract Information document has been updated to include a link to a list of SAAS contracts that were not converted to MAGIC.

MAGIC Logistics	
Date Sent	Information
7/11/2014	The SRM Address Enhancements & Supplier Updates job aid outlines enhanced search capabilities for addresses in the Shopping Cart and Purchase Order functions of SRM.
6/11/2014	Click here to view the LO Business Process Flowcharts.

MAGIC & SPAHRS Security	
Date Sent	Information
6/4/2015	The following t-codes are not agency based transactions and have been removed from the agency ECC roles: GL - General Ledger Accountant Central * and GL - General Ledger Agency Manager – Approver. F.81 F-51 FB05 FBS1
8/20/2014	A new business role called "AP – Payroll Warrant Status Reporting - Agency" has been created to allow agency users to view payroll warrant status information. If you need this role, please have your agency security contact submit the appropriate request, via IDM, to make this update.
8/4/2014	If you are having any security issues, please review the Role Definitions – Phase I to determine what security access you may need. Have your agency security contact get with the MMRS Call Center for any security adjustments you may need.
7/11/2014	Business roles define the transactions associated with the business process(es) for which a person is responsible. Access provided by the assigned business role(s) determines what a user can see or do in MAGIC. Within MAGIC, all agency security contacts have the ability to modify business role assignments for any employee. To understand how to update role assignments, please access the eLearning material. After clicking this link, you will need to click "Launch Course" to access the course. While all information in the course will be useful to agency security contacts, the specific details of updating role assignments are found in Lesson 4: Assign Roles and Privileges. If you're still in need of assistance on how to modify business role assignments after completing this eLearning course, please contact the MAGIC Call Center at (601) 359-1343, option 1, sub-option 3.
6/13/2014	Roles in MAGIC drive system security, access to transactions, processes, reports, and workflow. Your access to MAGIC functionality at go-live is determined by the roles your agency's security contact mapped you to in the Role Mapping process.
6/27/2014	One of the benefits of MAGIC is the ability to access the portal from any location with an internet connection, even if the connection is outside the State firewall. Access is controlled by User IDs and Passwords.

SPAHRS	
Date Sent	**Information**
6/16/2015	Guidelines have been created to assist the user to understand the importance of data entered in SPAHRS, the timing of the entries, and the impact to these entries on the MAGIC system. The document, 6024 SPAHRS-MAGIC Employee Personnel Actions – Guidelines, has been posted on the MMRS website under SPAHRS > Training Materials > Human Resources > Employment.
6/8/2015	The "MMRS Fiscal Year-End Issues for SPB and Non-SPB Agencies" document dated June 8, 2015, is posted on the MMRS website. It includes important deadlines and information to assist agencies in making a smooth transition into the new fiscal year. This document can be accessed on the MMRS website via www.mmrs.state.ms.us under Featured News.
6/4/2015	Guidelines have been established to assist agencies in the successful, smooth integration of Contract Workers from SPAHRS to MAGIC. The document, 6023 SPAHRS-MAGIC Contract Workers - Guidelines, has been posted on the MMRS website under SPAHRS > Training Materials > Human Resources > Manage Contracts. If you have any questions, you may contact the MMRS Call Center at 601-359-1343 or MASH@dfa.ms.gov.
5/20/2015	Please see the memo regarding SAAS Payroll Tables Moving to SPAHRS.
4/9/2015	Deductions for child support payments and arrearages that are paid to the Department of Human Services (DHS) should have the 'Single Check Ind' field on the Debt Deduction screen marked as Y. Since all these deductions are now going direct deposit, once payroll has processed, these payments are deposited into the DHS account; and DHS disburses them to the recipients soon after. There are several instances where an employee's payroll warrant was voided, producing credits for child support payments. These credits have been picked up on later child support remittances. In one case the credit was picked up, but that specific employee (with the credit) had no child support withheld in that payroll. One employee's child support credit cannot be used to offset another employee's child support payment. MMRS has programmatically changed the 'Single Check Ind' on existing child support deductions to Y. All newly created deductions for child support payments should be entered with the 'Single Check Ind' marked as Y.

MAGIC & SPAHRS Technical	
Date Sent	Information
8/20/2014	It is recommended that you update JAVA on your computer to the latest version of 7.67. If you need any assistance, please contact your agencies Information Technology (IT) staff.
7/11/2014	Agencies may experience problems in MAGIC if the version of JAVA installed on a user's workstation is higher than version 7.29. If the JAVA version on your workstation is higher than this recommended level, the project team recommends backing your JAVA version down so that it is in the range from version 7.0 to version 7.29. As a MAGIC user, you can check the JAVA version on your workstation by placing your mouse over the java.exe file icon. A pop-up window will display that includes the File Version. If you have difficulty locating the JAVA icon or if your version is higher than 7.29, contact the IT Department at your agency for assistance.
6/6/2014	Did you know that Internet Explorer (IE) 11 will NOT work with MAGIC? For important details on how to verify that the internet browser installed on your computer will work with MAGIC review the Internet Explorer Browser Check Instructions.
6/6/2014	For additional MAGIC technical requirements, be sure to go to the newly updated Technical Requirements link on the MAGIC Technical Requirements webpage.

MAGIC Reporting	
Date Sent	Information
3/26/2015	The following enhancements have been made to the ZFI_CASH_RPT. (1) The functional area is now available as an option on the selection screen. (2) Users can now include layouts when saving variants.
3/12/2015	DFA has made extensive updates to the ZFI_CASH_RPT. The report is now ready for your use. To learn more about the new report and for step-by-step instructions on how to run the report, please review the updated job aid.
2/15/2015	DFA has discovered a problem with the ZFI_Cash_Rpt and is working to resolve the issue. Please do not run this report until further notice.
8/4/2014	A Financial Reports job-aid has been created. The job-aid list several T-Codes that can be run to retrieve similar data from previous SAAS reports.

MAGIC & SPAHRS Training	
Date Sent	Information
2/4/2015	DFA will be offering a MAGIC basic reporting class the week of February 17 – 20, 2015. The class will be divided into the following sections: 1. System basics (e.g. review of modules/ledgers, review of accounts, etc.) 2. Basic reporting information (e.g. layouts, variants, dynamic selections, etc.) 3. Instructions on how to run existing MAGIC reports 4. Independent practice on running the reports The class will cover the following reporting areas: budget, purchase order, expenditure, cash, general ledger, and revenue. Due to limited availability, each participant should limit their registration to one class and each agency should limit the total number of attendees to three so that the maximum number of agencies may receive the training. Registration will be on a first come first serve basis. You must register in MELMS using the MELMS course code DFARPT201.
8/4/2014	A list of job aids is posted on the web Training Informaiton webpage. You can view it at: http://www.mmrs.state.ms.us/MMRS_Training/index.shtml
7/9/2014	Please remember that you can take an e-Learning course as many times as you want. All of the eLearning courses are available within uPerform. Specifically, the APP802 – Approval Using Workflow course will provide you information on the workflow process within MAGIC.
6/23/2014	Each function in the MAGIC system has a transaction code associated with it. A transaction code consists of letters, numbers, or both. You enter transaction codes in the command field. The command field is located to the right of the Menu button. Transaction codes are used to go to any task in MAGIC faster. By entering a transaction code instead of using the menu, you go to a task and start the function in a single step. The project team has assembled a list of transactions that will be used in MAGIC. This document may help you at MAGIC go-live to quickly locate the T-Codes you need to use. Please remember that your access to specific transactions is determined by the MAGIC security roles you were assigned by your agency. You can view the document at: http://www.mmrs.state.ms.us/MAGIC_LO/LO_Contracts.shtml

MAGIC & SPAHRS Training	
Date Sent	Information
6/18/2014	The MAGIC Training Parking Lot Questions and Answers have been updated with answers to many new questions. Even if you did not attend a training class, we suggest you review the questions and answers to learn more about MAGIC processing. You can view the document at: http://www.mmrs.state.ms.us/MAGIC_Training/MAGIC_Training_Resources.shtml
6/18/2014	All of the MAGIC Training Documentation is available for review. The materials can be helpful at go-live to help you understand the system and how to process transactions. The material is organized by functional area and can be accessed at http://uperform.magic.ms.gov/gm/
6/10/2014	All of the MAGIC Training Documentation is available for review. The materials can be a useful reference at go-live to help you understand the system and how to process transactions. The material is organized by functional area (Finance, Logistics, etc.) at http://uperform.magic.ms.gov/gm/

Vendors	
Date Sent	Information
8/4/2014	MAGIC vendors can be flagged to require the user to provide the account number that the agency has with that vendor. If a vendor has been flagged as requiring an account number, a user will receive an error message "SOMS account number required." The "SOMS account number" field is on the line level and is to the far right of the line.
8/4/2014	MAGIC requires that in order to create a payment – whether this is a paper warrant or an electronic payment to a vendor – the following fields must be completed: ☐ Name ☐ Address ☐ City ☐ Region (state) ☐ Zip Code When using the one time vendors, users will want to ensure that they populate these fields; otherwise, once all approvers are assigned to the document, the payment program will not process the payment as the required fields are not complete.
7/15/2014	Questions about vendors, including requests to unblock or make changes should be sent to ofmmagic@dfa.ms.gov, not the MMRS MAGIC help desk.
7/15/2014	One Time Vendors: The name and address must be entered in the invoice transaction on the one-time vendor in MAGIC in order for the payment to be generated. Be careful not to put the street address in the name2 field.