



## Fiscal Year 2020 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, 2019. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

The document was last updated on June 30, 2020.

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MMRS Call Center	
Date Sent	Information
9/3/2019	The Lapse period closing process has been completed and MAGIC is available. If you have any system issues, please contact the MMRS Call Center at 601-359-1343 or via email at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> .
8/13/2019	To allow for jobs that must be run to facilitate the Lapse period closing process, MAGIC and SPAHRS will come down at 12:00 PM on Friday, August 30, 2019. There is a possibility the systems may not be available until Monday, September 2, 2019. You will be notified when the lapse period closing process is completed and the systems are available.
7/1/2019	The process to close FY2019 and open FY2020 has been completed. MAGIC is now available. If you have any questions and/or system issues, please contact the MMRS Call Center at 601-359-1343 or via email at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> .

MAGIC Finance	
Date Sent	Information
6/29/2020	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.
6/24/2020	For instructions on how to find the received date on parked documents, please review the Parked Documents <a href="#">job aid</a> within uPerform.
6/24/2020	To allow for jobs that must be run to facilitate the year end close and establish fiscal 2021 data, MAGIC will come down at 5:00 PM on June 30, 2020. There is a possibility the system may not be available until July 2, 2020. You will be notified when MAGIC is available.
6/23/2020	<p>Per DFA/OFM: OFM has updated the Year End Memo and the Year End Dates to reflect the following changes:</p> <ul style="list-style-type: none"> <li>• MAGIC and SPAHRS will come down at 5:00 p.m. on 6/30 and is expected to be back up on 7/2.</li> <li>• The first travel run will be on 7/7 and pay 7/9.</li> </ul> <p>Please download the revised documents for your information. <a href="http://www.dfa.ms.gov/dfa-offices/fiscal-management/">http://www.dfa.ms.gov/dfa-offices/fiscal-management/</a></p>
6/17/2020	<p>Many documents are currently in a parked status in MAGIC. Use the <a href="#">Agency Month End Document</a> 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.</p> <p>Ensure that you review and complete any adjustments to your parked documents by June 26, 2020. Any documents started prior to July 1, 2020 will be deleted if not posted by June 29, 2020.</p>
6/15/2020	All documents unposted as of 6/30/2020 will be 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.

MAGIC Finance	
Date Sent	Information
6/15/2020	Agency Property Officers please review the new <a href="#">Asset Shell Maintenance Job Aid</a> and the updated <a href="#">AS06 Delete Asset Job Aid</a> 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 26, 2020 for fiscal year-end processing.
6/2/2020	Per DFA/OFM, the 2020 Year End Memo and tentative date schedule is available on <a href="#">DFA/OFM's web page</a> .
6/1/2020	<p>Many documents are currently in a parked status in MAGIC. Use the <a href="#">Agency Month End Document</a> 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.</p> <p>Ensure that you review and complete any adjustments to your parked documents by June 26, 2020. Any documents started prior to July 1, 2020 will be deleted if not posted by June 29, 2020.</p>
4/30/2020	<p>Many documents are currently in a parked status in MAGIC. Use the <a href="#">Agency Month End Document</a> 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. Please review all parked documents in preparation for yearend closing.</p>

4/15/2020

## **Recording of Revenue and Expenditures Related to COVID-19**

In response to the coronavirus disease of 2019 (COVID-19), some agencies have received or will receive funding and accrue costs that are above their normal operating levels. Currently, the State of Mississippi (the State) expects to receive federal funds to assist with some of the costs the State is accruing. To allow the State to accurately report its revenues and expenditures related to COVID-19, the Department of Finance and Administration (DFA) is providing the following instructions to agencies that may be a recipient of federal grant funds related to COVID-19.

### **New Fund Numbers**

Agencies who anticipate receiving grants related to COVID-19 from Federal Agencies or as a pass through/sub-grant should set up a grant fund with the number **5820XXXX00**, where **XXXX** is at the agency's discretion. In order to set up the new fund, the Application to Create a New Fund should be completed and returned to [ofm.bfm@dfa.ms.gov](mailto:ofm.bfm@dfa.ms.gov).

### **Escalation of Budgets for COVID-19 Related Federal Funds**

Mississippi Code Section 27-104-21 provides the State Fiscal Officer with the authority to approve escalations in a budget using federal funds. Any agency with questions about escalating their budget for federal funds should contact their DFA budget analyst.

### **Recording Revenue**

Revenue should be recorded using the following revenue general ledger codes:

42100100	COVID-19 Federal Grants – Economic Stimulus
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42100200	COVID-19 Federal Grants – Medical/Health
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42500100	COVID-19 NonFederal Grants – Economic Stimulus
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42500200	COVID-19 NonFederal Grants – Medical/Health
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Agencies using the grants module will use a **ZG** to bill for the grant and a **YG** to track the receivable from the sponsor.

### **Recording Expenditures**

## MAGIC Finance

Date Sent	Information
	<p>To track costs, the agency should use the following:</p> <ul style="list-style-type: none"><li>· The grantee module<ul style="list-style-type: none"><li>o If the grant is <b>federally or privately funded</b>, it will be a grant with a <b>'600'</b> sponsor using a grantee internal order</li><li>o If the grant is <b>from a state agency</b>, it will be a grant with a <b>'691'</b> sponsor using a grantee internal order</li></ul></li><li>· A disaster internal order<ul style="list-style-type: none"><li>o Disaster internal orders should be used to track expenses not related to a grant for the disaster</li><li>o Disaster internal orders should have an internal fund setup for the disaster with the number <b>X820XXXX00</b></li></ul></li></ul> <p><b>Inter-Agency Transactions</b></p> <p>For those agencies that receive a sub grant or pass through grant from another state agency, the receivable and payment transactions are as follows:</p> <ul style="list-style-type: none"><li>· For those agencies using CRM, the agency receiving the funds would create a <b>YY</b> document which requires the use of a 'transfer in' revenue code and the agency payment would be tracked with an <b>XG</b> document.</li><li>· For those agencies that don't use CRM, the agency receiving the funds would set up a <b>YX</b> for the receivable and the agency paying the funds would create a <b>YT</b> document.</li></ul> <p>Questions about processing documents in MAGIC should be sent to Erica Palmer at <a href="mailto:erica.palmer@dfa.ms.gov">erica.palmer@dfa.ms.gov</a> or <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>.</p> <p>If you have questions about these policies, please contact Lisa Dunn at <a href="mailto:lisa.dunn@dfa.ms.gov">lisa.dunn@dfa.ms.gov</a>.</p>

MAGIC Finance	
Date Sent	Information
3/16/2020	<p>CAFR Assets that use Trade-Ins should follow a slightly different process than is currently deployed. If the asset that is traded in has remaining book value, then the value of the traded in asset should be added to the acquisition cost of the new asset by processing a new type of asset transfer. The value should be transferred to the newly acquired CAFR Asset using transaction ABUMN and transfer variant ZT11 (Asset Trade-In Transaction).</p> <p>Assets that are traded in that have no book value (such as Low Dollar Assets or fully depreciated assets) will continue to be retired using transaction ABAVN (Asset Retirement by Scrapping) and Transaction Type Z02 (for prior year acquisitions) or Z52 (for current year acquisitions).</p>
2/24/2020	<p>Per DFA/Office of Fiscal Management:</p> <p>OFM is clarifying the following policies:</p> <p>Shipping Charges on invoice documents referencing a PO or a contract should not be put in the <b>Unpl. Del. Cost field</b> of the invoice document. In order to pay shipping charges, the cost must be added as a line on the PO or paid directly on a KR document using GL code 61100000 Transportation of Goods.</p> <p>GL Code 61696000 "Fees and Services – Expense Reimbursements no 1099" is a code that should be used only in select circumstances and only with the permission of OFM. Travel costs for active employees or contractors in PINs and WINs should not be paid using GL code 61696000. If a terminated employee or contractor needs to be reimbursed for travel, OFM should be contacted for the proper procedure. If using this code appropriately, the agency must certify that no costs for personnel in a PIN or WIN is included in the bill on the face of the invoice. Documentation must be attached that explains why the payment to a vendor is not subject to being included on a 1099.</p> <p>Effective March 1, 2020, all grantor payment documents using GL codes 67020000 through 67105000 should have the following certification signed by the agency attached as documentation: <b>I hereby certify that the above payment has been verified and is due, correct, and has not been paid previously. This payment is being made in accordance with the provisions of the grant and satisfies all statutory requirements governing this payment. All supporting documentation associated with this request is maintained at the agency.</b> Any other documentation attached to the grantor payment document is at the discretion of the agency. No personal information, including social security numbers or information subject to HIPAA, should be attached as documentation.</p>

## MAGIC Finance

Date Sent	Information
2/12/2020	<p>A new transaction code has been added for users with access to the Accounts Payable module in MAGIC. The transaction code ZFAP_VEND_MAST_DATA is a report listing of vendors providing the vendor name, number, account group and address. This report is available for either screen display or for download. A job aid to the vendor master data report is available on uPerform. Vendor Master Data Report Job Aid</p>
2/12/2020	<p>Waste Management of Mississippi, Inc. has take nthe place of Waster Management of (location). Individual location accounts will no longer be used and will be closed. One account has been setup for Waste Management of MS, Inc., 3100006299. The remit address is to Boston, Mass. The Tupelo area will now be under Waste Away Group, Inc., which has a separate tax ID number, and will have to be a separate vendor. Please look at your invoice and use the following accounts accordingly.</p> <ul style="list-style-type: none"> <li>○ If your Waste Management invoice is from Waste Management of Mississippi Inc., use account number 3100006299.</li> <li>○ Waste Away Group, Inc. in the Tupelo area has a different tax ID and cannot be used interchangeably with WM of MS, Inc. At this time, they are not setup as a vendor. If your agency does business with Waste Away Group, Inc., you will need to register them as a new vendor and have them send in the W-9 to be unblocked. Below is an example of their invoice. Any payment documents for Waste Away Group, Inc. using vendor 3100006299 will be rejected.</li> <li>○ All Waste Management accounts (except 3100006299) will be blocked as of Friday, February 14, 2020. Invoices will be processed as usual until that day. After that date, all invoices must be processed as stated above or will be rejected. Please email document numbers for Waste Management that are entered through Friday, February 14 to Princess Bender and Chanel Loving for expedited handling.</li> <li>○ If your Waste Management invoice is from a name different than those listed above, please contact ofmmagic@dfa.ms.gov.</li> </ul>
1/30/2020	<p>Per DFA/Office of Fiscal Management (OFM): OFM is revising the policy for supporting documentation for Rent. Beginning March 1, 2020, payments to vendors for rent using code 61400000 Building and Floor Space Rental will require supporting documentation to be attached. This should be the invoice received or, if no invoice is received, the page from the lease agreement that details the vendor to be paid and the amount of the rent payment.</p>



MAGIC Finance	
Date Sent	Information
9/20/2019	ITS has requested that agencies code all cellular service expenses through Statewide Contracts for AT&T and C Spire to G/L Code 61818000. Do not use G/L Code 61824000.
8/22/2019	<p>In order to prepare for the end of Budget Year 2019 processing of transactions, your agency will need to run T-Code ZF_WF_STATUS to determine if you have any documents that have encountered posting errors after all approvals have been placed on the document. Documents that encounter posting errors are still parked documents and therefore are not a final posted document. Documents that have encountered posting errors will need to be corrected and reprocessed in order to be finalized and posted.</p> <p>Additionally, DFA will be deleting any parked documents that have transaction lines with a 2019 budget year. If these items are needed, please process them before the system comes down on Friday, August 30, 2019.</p>
7/1/2019	All documents unposted as of noon 6/28/2019, have been deleted. Any YP or YT documents that did not post by noon 6/28/2019 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
7/1/2019	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2019 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 7/1/2019 will receive errors at the time of posting as this is not a valid date for the current fiscal year of 2020.
7/1/2019	For instructions on how to find the received date on parked documents, please review the Parked Documents <a href="#">job aid</a> within uPerform.

# MAGIC Grants Management

**Date Sent**

**Information**

6/1/2020

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.

**Claim Overview** [Edit]

General Data	Payments
Description: SOMS Online Payment Request Form	Requested Amount: 0.00
Grantee ID/Name:	Eligible Amount: 0.00
Grantee Contact:	Authorized Amount: 0.00
Agreement/Description:	Billing Request Amount: 0.00
Program ID/Description:	Open Item (ERP): 0.00
Posting Date: 07/01/2020	Cleared Item (ERP): 0.00
<b>Start Date: 06/30/2020</b> ←	
End Date: 08/31/2020	
Last Changed By/On:	
Employee Responsible:	<b>Advances</b>
External Reference:	Requested Amount: 0.00
Inter Agency Ref. Doc. Number: 0	Eligible Amount: 0.00
Final Claim Indicator: <input type="radio"/> Yes <input checked="" type="radio"/> No	Authorized Amount: 0.00
Status: Initial	Billing Request Amount: 0.00
	Open Item (ERP): 0.00
	Cleared Item (ERP): 0.00

**Claim Item Details** [Edit]

Claim Item Details	Amounts
Item No: 10	Requested Amount:
Description:	Eligible Amount:
Payment Type: Payment	Authorized Amount:
Item Category: Claim Item - One-Time Payment	Billing Request Amount: 0.00
Expense Catalog: SOMS Expense Types	Open Item (ERP): 0.00
Expense Group: SOMS Modified Group codes	Cleared Item (ERP): 0.00
Expense Type: Salaries	
Advance Ref Item No:	
Billing Plan Type:	
<b>Expense Date: 06/30/2020</b> ←	
Status: Open	
Rejected/Cancelled:	
Agreement Item/Desc:	

## MAGIC Grants Management

Date Sent	Information										
10/2/2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Who</td> <td style="padding: 5px;">Agencies that use CRM that are using agreements that predate 4/4/2019.</td> </tr> <tr> <td style="padding: 5px;">What</td> <td style="padding: 5px;">Old Agreements with non-State Agencies will need to be “zeroed out” and new agreements will need to be set up to replace the balance on the older agreements with ones that comply with OFR accounting requirements</td> </tr> <tr> <td style="padding: 5px;">When</td> <td style="padding: 5px;">Before October 31, 2019.</td> </tr> <tr> <td style="padding: 5px;">Why</td> <td style="padding: 5px;">On April 4, 2019, MMRS introduced new logic to derive the expense account for CRM Claims according to the type of vendor on the agreement. State Agency Vendors still use 68505000 (Transfer to Sub-Grantee) while other vendors use 67020000 (Grantor Payments – Non Taxable). Agreements in place before April 4, 2019 only used account 68505000, which required mass reclassifications for proper CAFR reporting.</td> </tr> <tr> <td style="padding: 5px;">How</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>MMRS will provide a list of agreements that will need to be addressed. Please submit a MASH ticket to have your agency’s list of agreements emailed to you.</li> <li>Agencies should record the open balance for these agreements prior to beginning corrections.</li> <li>Open the existing agreement in CRM and ensure that there are no Claims in process. These should follow the approval process and create payments, if approved. Alternatively, you can reject these and create a new Claim on the New Agreement.</li> <li>When there are no Claims in process, make note of the remaining balance and zero out the balance of the old Agreement.</li> <li>Create a new agreement with a note to reference the old one. The authorized amount is equal to the remaining balance on the old agreement.</li> </ul> </td> </tr> </table>	Who	Agencies that use CRM that are using agreements that predate 4/4/2019.	What	Old Agreements with non-State Agencies will need to be “zeroed out” and new agreements will need to be set up to replace the balance on the older agreements with ones that comply with OFR accounting requirements	When	Before October 31, 2019.	Why	On April 4, 2019, MMRS introduced new logic to derive the expense account for CRM Claims according to the type of vendor on the agreement. State Agency Vendors still use 68505000 (Transfer to Sub-Grantee) while other vendors use 67020000 (Grantor Payments – Non Taxable). Agreements in place before April 4, 2019 only used account 68505000, which required mass reclassifications for proper CAFR reporting.	How	<ul style="list-style-type: none"> <li>MMRS will provide a list of agreements that will need to be addressed. Please submit a MASH ticket to have your agency’s list of agreements emailed to you.</li> <li>Agencies should record the open balance for these agreements prior to beginning corrections.</li> <li>Open the existing agreement in CRM and ensure that there are no Claims in process. These should follow the approval process and create payments, if approved. Alternatively, you can reject these and create a new Claim on the New Agreement.</li> <li>When there are no Claims in process, make note of the remaining balance and zero out the balance of the old Agreement.</li> <li>Create a new agreement with a note to reference the old one. The authorized amount is equal to the remaining balance on the old agreement.</li> </ul>
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## MAGIC Grants Management

Date Sent	Information
8/22/2019	<p>Inter-Agency payments processed in the CRM/Grantor system from any of the agencies listed below require the receiving agency to enter a <b>YY (Billing – CRM Grant)</b> document. This document type must be completed prior to the Grantor agency issuing the payment. It is also the only document which works with the automated Inter-Agency CRM/Grantor process. Please review <a href="#">Grantor Inter-Agency Job Aid</a> for how the process works.</p> <p>MS Development Authority  MS Department of Wildlife Fisheries and Parks  MS Department of Public Service  MS Department of Human Services  MS Department of Child Protective Services  MS Arts Commission  MS Department of Mental Health</p>
7/1/2019	<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.</p> <p>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 6/30/2019. This will set the budget period on the invoice and payment document to 2019-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 2020-A1. The invoicing program uses this date to sort the payments. This date field should be checked on every Claim to ensure proper posting of Grantor claims.</p> <p>As a reminder, please ensure that your agency has enough cash in the prior budget year funding sources in order to cover any Claims that are to be paid with Budget Year 2019</p>

## MAGIC Grants Management

Date Sent	Information
	<p>Effective July 1, 2019, the MAGIC system will have the capability to calculate the indirect cost budget and post the indirect cost expense systematically. The ability to systematically calculate and post indirect cost is an optional one for an agency as an agency can still choose to post these costs manually.</p> <p>Regardless of which option the agency chooses, the agency is <b>required</b> to update grant master data and to establish budget prior to posting the grant indirect cost expense. You will need to use the <a href="#">Updating Master Data for Indirect Cost job aid</a> to assist with setting up the changes to the master data that are needed as part of this change.</p> <p>If your agency budgets grant(s) at the sponsored class level, please use the <a href="#">Create and Release Budget For Indirect Cost job aid</a> to assist you with making the needed changes. If your agency budgets grant(s) at the overall (fund) level or sponsored program level, you will need to ensure that the released budget includes the grant indirect cost portion.</p> <p>The transaction needed for the system to post the indirect cost expense is GMIDCPOST. In order to execute the transaction, the user will need the <a href="#">Grant Indirect Processor</a> role. For agencies that elect to use the systematic calculation of indirect cost, the <a href="#">Post Indirect Cost Transfer Job Aid</a> has been created to assist you with this process. Also, please be aware that there may be penny differences due to system rounding when calculating the indirect cost expense.</p> <p>In addition, agencies with adequate budget authority will use General Ledger Account 69000000 to post indirect cost expense to the external fund. Agencies that are unable to get the budget authority necessary to include their indirect cost expense will need to continue to use the <b>manual</b> process for booking indirect cost as well as using the statistical General Ledger Account 69000001. Indirect Cost revenue will be posted to General Ledger Account 49180000 and the internal fund for manual postings. Please review the new <a href="#">IDC – Grant Billing with Indirect Cost business process flows</a> for additional information.</p> <p>If you have any questions please contact the MMRS Call Center at 601-359-1343 or via email at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>.</p>

MAGIC HCM / Payroll	
Date Sent	Information
12/5/2019	Please find the December 2019 <i>MAGIC Message</i> newsletter attached. The newsletter is also available on the <a href="#">MAGIC HR/Payroll webpage</a> .
11/13/2019	Please see November 2019 issue of <i>The MAGIC Message</i> under the Newsletter section of the <a href="#">MAGIC HR/Payroll website</a> .
11/8/2019	<p>We look forward to seeing you at the MAGIC Phase II kickoff meeting on <b>Tuesday, November 12, 2019</b>. Registration will start at 1:30 and the meeting will start at 2:00. The meeting will be held in the Craig H. Neilsen Auditorium at the MS Department of Archives and History's Two Mississippi Museums at 222 North Street in downtown Jackson. There is parking available in the visitor parking garage off Jefferson Street.</p> <p>We will see you Tuesday!</p>
10/25/2019	Please see October 2019 issue of <i>The MAGIC Message</i> newsletter for information about the MAGIC HR/Payroll Implementation kickoff meeting. The newsletter is available under the Newsletter section of the <a href="#">MAGIC HR/Payroll website</a> .

MAGIC Logistics	
Date Sent	Information
2/12/2020	<p>There is a Contract Summary Report now available through BW. The report can be accessed via Analytics through the Portal. Select the Analytics tab and follow the path: State of Mississippi &gt; SRM – Supplier Relationship Management &gt; Contract Management.</p> <p>The previous Contract Details Report is still available. If you have questions please contact the MMRS Call Center at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> or call 601-359-1343.</p>
1/22/2020	<p>DFA will be performing PO Close for purchase orders that have been fully received / invoiced. The PO Close process will start on 1/27/2020 and will be completed on 1/31/2020. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>.</p>
8/30/2019	<p>Agencies that require employees to register as a vendor in MAGIC for <b>‘employee reimbursement’</b> purposes should instruct employees to enter their actual name in the ‘Name of Company’ field. DO NOT enter the agency or division name.</p>

## MAGIC Logistics

Date Sent	Information
8/15/2019	<p>As the end of Lapse Period approaches, it is important that agencies correct Goods Receipt/Invoice Receipt balances. When a Goods Receipt (GR) is posted in MAGIC, accounting documents are generated to encumber 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 <a href="#">Correcting Goods Receipt / Invoice Receipt Balances Job Aid</a> as a guide to review and resolve GR/IR balances.</p> <p>FY 2019 Purchase Orders (POs) should be marked with the Final Goods Receipt and Final Invoice indicators, where there is no remaining quantity to be received or invoice balance, so that DFA can close out these POs. Please review the job aid, <a href="#">Close a PO with Remaining Balance</a>, for additional information.</p> <p>In addition, there are many Purchase Orders (PO's) in MAGIC that have not yet been approved or processed during Budget Year 2019. These need to be deleted/closed, therefore, agencies need to update the status for PO's that are in an "Awaiting Approval" or "Saved" status.</p> <ul style="list-style-type: none"> <li>• To get a list of PO's that need to be 'Rejected', run a query in the POWL with "Awaiting Approval" in the Status field and Creation Date between 7/1/2018 and 6/30/2019.</li> <li>• To get a list of PO's that need to be 'Deleted', run the query with 'Saved' as the Status and delete those.</li> </ul> <p>Beginning August 26th, DFA will close all remaining Budget Year 2019 Purchase Orders.</p> <p>If you need assistance, please contact the MMRS Call Center at 601-359-1343 or email <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a>.</p>
7/16/19	<p>Additional classes for the Fleet Manager Certification Program have been scheduled. Please see the announcement on the <a href="#">MMRS website</a>.</p>



## MAGIC & SPAHRS Security

Date Sent	Information
	No Updates At This Time

## SPAHRS

Date Sent	Information
2/24/2020	<p data-bbox="418 159 1032 189">Per Information Technology Services (ITS):</p> <p data-bbox="418 233 1365 621">This is a reminder to all z114 mainframe users (CPU1 LPAR). As of March 13<sup>th</sup> at 6 pm, ONLY TLS v1.2 will be allowed to connect to the z114 mainframe. TLS v1.2 Encryption is now available for you to change all of your TN3270 emulators to TLS v1.2 to be compliant with data encryption in transit. If you need assistance with verifying or configuring your TN3270 emulator for TLS v1.2, please email Mike Lang at <a href="mailto:mike.lang@its.ms.gov">mike.lang@its.ms.gov</a> and include any questions or documentation of problems with your configuration setup. Mike or another ITS team member will contact you to assist. Your attention to this compliance update is greatly appreciated!</p>

<b>MAGIC &amp; SPAHRS Technical</b>	
<b>Date Sent</b>	<b>Information</b>
	No Updates At This Time

## MAGIC Reporting

Date Sent	Information
2/26/2020	<p>As reported in a previous MASH email, the MERLIN data warehouse has been updated to mask SSNs so that only the last 4 digits display. . The MERLIN Cognos Impromptu catalog and standard reports have been updated to add in the PID field to the impacted reports and folders.</p> <p>If you access MERLIN by using Cognos Impromptu, please contact the MMRS Call Center and request that the updated catalog and reports be provided to you. You can send either an email to <a href="mailto:mash@dfa.ms.gov">mash@dfa.ms.gov</a> or call 601-359-1343 and select option 5.</p>

<b>MAGIC &amp; SPAHRS Training</b>	
Date Sent	Information
1/21/2020	Please see the MAGIC Training schedule on the <a href="#">MMRS Webpage</a> .
10/18/2019	<p>MMRS has added the class below to the Fall 2019 Training Schedule. The complete scheduled and registration information can be found on the <a href="#">MMRS webpage</a>. Also, there is still space available for all the remaining classes.</p> <p>Class Name: FIN220 Grants Management: Grantor  Date: Tuesday, November 12, 2019 from 8:30 – 4:30 &amp; continuing  Wednesday, November 13, 2019 from 8:30 – 12:00</p>
10/3/2019	<p>MMRS has added the class below to the Fall 2019 Training Schedule. The complete schedule and registration information can be found on the <a href="#">MMRS webpage</a>. Also, there is still space available for all the remaining classes.</p> <p>Class Name: FIN140 Inter-Agency Billing  Date: Wednesday, October 23 from 8:30 – 4:30 &amp; continuing Thursday,  October 24, 2019 from 8:30 – 12:00</p>
8/23/2019	Please see the Fall 2019 MAGIC Training Schedule on the <a href="#">MMRS website</a> .

## Learning Solution (LSO)

Date Sent	Information
	No updates at this time.

Vendors	
Date Sent	Information
	No updates at this time.