



## Contracts To Be Included in Conversion

**Please see the information below regarding the conversion of agency contracts into MAGIC.**

### **Agency Contracts to be Included in Conversion:**

The MAGIC contract conversion will include contracts that are in SAAS and Transparency as of Close of Business on 6/26/2014.\*

The Contract Amount on the converted contract will be the **Awarded Amount** *minus* **Expended Amount** (as of close of business on 6/26/2014), for contract where the contract balance is greater than \$0.00 and the contract End Date is greater than 05/01/2014.

#### NOTE:

\* If for some reason a contract does not pass the conversion load validations, the agency will need to manually enter the contract in MAGIC post go-live. Agencies will be able to use the MAGIC Contract **Advanced Search** to search for the SAAS PA/Contract number using the Reference Contract Number field.

A [step-by-step document](#) on how to use the contract Advanced Search feature in MAGIC is posted on the MAGIC Website.

### **Contracts Not to be Included in Conversion:**

P1s created in WebProcure and approved by DFA/Office of Purchasing, Travel, and Fleet Management (OPTFM) will **not** be included in the contract conversion. If an agency needs the P1 in MAGIC, they will need to manually create the P1s as needed, using the MAGIC Contract Management module. The contract amount should be for the balance remaining on the contract at the time the contract is created in MAGIC. Valid Contract From Date will be the contract creation date in MAGIC.

Contract Worker Contracts will continue to process in SPAHRS and will be part of the MAGIC Phase II implementation.