



## Converted Contract Information

Please use this document to learn more about the contracts that were converted into MAGIC.

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## Converted Contract Information

### What contracts were included in the MAGIC conversion?

For a description of which contracts were (or were not) converted to MAGIC, see [Contracts Included in Conversion](#).

### How do I find the legacy Contract Number?

Under the 'Header' tab, 'Additional Information' sub-tab, there is a field labeled 'Reference Contract Number.' For BRICKS Construction, BRICKS Leases and MDOT Contracts, the legacy Contract Number also displays in the 'Overview' tab in the field labeled 'Contract Name.' See [How to Search for Converted Contracts in MAGIC Using the Advanced Search](#) for instructions on how to search for a contract using the legacy Contract Number.

### What do I do if I am unable to find a converted contract?

If your contract Reference Search did not return the contract, verify that your contract was part of the contract conversion. See [Contracts Included in Conversion](#) for additional information. If the contract was **not** part of the contract conversion, you will need to create the contract in MAGIC. If the contract should have been included in the contract conversion, contact the MAGIC Call Center.

### How do I find the original contract amount?

Under the 'Notes and Attachments' tab, go to the Notes section and click on the blue link 'Internal Note.' A pop-up screen displays the original 'Authorized Amount' and 'Expended Amount.' The converted amount of your contract is the 'Authorized Amount' minus 'Expended Amount.'

### Where do I find the current contract amount?

Under the 'Overview' tab, the field labeled 'Target Value/Currency'. For converted contracts, this amount will be the original contract amount, reduced by the total call-offs (Authorized Amount minus Expended Amount). Target Value is also stored under the 'Header' tab, 'Basic Data' sub-tab.

### Where do I find the Contract dates?

The 'Overview' tab contains 'Valid From/To' dates that display the date of conversion and contract expiration dates, respectively. Under the 'Notes and Attachments' tab, in the Notes section, select the blue link 'Header Supplier Text,' which contains the original contract date information. Contract Date information is also stored under the 'Header' tab, 'Basic Data' sub-tab.

### Where do I find Contract attachments?

You will find attachments under the 'Notes and Attachments' tab. For the converted agency contracts, the attachments will be those attachments currently present in Transparency.

### Who can manage the contract?

Under the 'Overview' tab, the field labeled 'Contract Owner' contains a manager name, and the field labeled 'Purchasing Group' contains the assigned purchasing group name. The name displayed for the 'Contract Owner' is the person who is the manager of the assigned Purchasing Group. Anyone within the same Purchasing Group should have system authorizations to amend the Contract.



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### What if I need to add a contract that was not included in contract conversion?

For a list of contracts that were not converted to MAGIC, see [SAAS Contracts Not Converted to MAGIC](#). You will need to create the contract in MAGIC for the remaining balance of the contract (Award Amount minus Expended Amount). The 'Contract From Date' will be the current date, and the 'Contract To Date' will be the contract end date. Add the following information under the 'Notes and Attachments' tab, in the Notes section, by selecting the blue link 'Header Supplier Text:.' the original Contract From Date, Contract Amount and Amount Expended.