

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk

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## Background

For the project team to convert data correctly from SPAHRS into MAGIC, an agency crosswalk table was created that each agency completed to map their SPAHRS code combinations to the corresponding combination of MAGIC code values. This MAGIC Account Distribution Table ("crosswalk") is accessible in MAGIC using T-Code ZFGLO\_CW\_ACCOUNT\_DIS. Fiscal Year 2014 and 2015 values are represented in the table and any other subsequent years going forward will be maintained in the table.

SAAS transactions (identified by table entries **without** a SPAHRS agency number) that were mapped to MAGIC codes prior to Go-Live will remain in the crosswalk table and **will not** require maintenance.

SPAHRS transactions (identified by table entries **with** a SPAHRS agency number) that were mapped prior to Go-Live will remain in the crosswalk table and **will** require ongoing maintenance so that the SPAHRS/MAGIC financial interface can run correctly.

Agencies will continue to process payroll within SPAHRS. An interface will run between SPAHRS and MAGIC Financials, just as SPAHRS previously interfaced with SAAS, to update financial information from payroll runs. Journal Vouchers (JVs) for all agency payrolls began interfacing with MAGIC at Phase 1 Go-Live. This interface process means that JVs from preliminary and final payroll simulation runs are sent to MAGIC for budget, cash, and MAGIC code value edits before they can be posted.

Agencies must continue to maintain SPAHRS crosswalk combinations for any changes in SPAHRS account distribution, to ensure payroll processes timely and without errors during the payroll JV interface process.

## Crosswalk Update Instructions

There are two scenarios to consider when maintaining the MAGIC crosswalk. See the detailed instructions below for both scenarios.

- Scenario 1: If the SPAHRS account distribution combination exists in the MAGIC Account Distribution Table, but you need to modify the MAGIC crosswalk.
- Scenario 2: 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.

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk



## Scenario 1 Instructions

Follow the instructions below if the SPAHRS account distribution combination exists in the current MAGIC crosswalk and you need to change the MAGIC mapping.

1. Use T-code ZFGLO\_CW\_ACCOUNT\_DIS in the Production environment to access the MAGIC Account Distribution Table for updates. Enter your 4 digit **Business Area** and execute.



2. Locate the legacy combination for which the MAGIC mapping needs to be updated. There are two ways to locate the combination that you need to update: (a) the Fastest Method using the Position button, and (b) the Manual Method of scrolling to locate the desired combination.

### a. Fastest Method

- i. Click the Position button at the bottom of the screen.

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk



**Change View "MAGIC Account Distribution": Overview**

Menu | Save | Back | Exit | Cancel | System | Change -> Display | Data

Business Area: 1130

SAA...	SA...	SPAH...	SAA...	SAA...	SPA...	SAAS ...	SA...	SAAS ...	SAS...	SAAS ...	SA...	SAA...	SAA...
2015	130	0161	2130	3131	04	8452							
2015	130	0161	2130	3136	09	8601							
2015	130	0161	2130	3138	09	8602							
2015	130	0161	2130	3142	01	9802							
2015	130	0161	2130	3142	02	8503							
2015	130	0161	2130	3142	03	8505							
2015	130	0161	2130	3143	05	5602							
2015	130	0161	2130	3143	05	6304							
2015	130	0161	2130	3143	05	6305							
2015	130	0161	2130	3143	05	6306							
2015	130	0161	2130	3143	05	6402							
2015	130	0161	2130	3149	03	8504							
2015	130	0161	2130	3149	09	8603							
2015	130	0161	3125	3125	07	6610							
2015	130	0161	3125	3125	07	6630							
2015	130	0161	3125	3125	07	6640							

Position... Entry 465 of 674

- ii. Enter the SPAHRS Account Distribution information and execute. If the account distribution exists, it will be the first entry you see on the screen. If the combination does not exist, follow **Scenario 2 Instructions** to add the needed combination.

**Change View "MAGIC Account Distribution": Overview**

Menu | Cancel | System

Business Area: 1130

SAA...	SA...	SPAH...	SAA...	SAA...	SPA...	SAAS ...	SA...	SAAS ...	SAS...	SAAS ...	SA...	SAA...	SAA...	Functional Area	Fund	Cost Center
2015	130	0161	2130	3131	04	8452										1130220002
2015	130	0161	2130	3136	09	8601										1130420001
2015	130	0161	2130	3138	09	8602										1130420001
2015	130	0161	2130	3142	01	9802										1130000001
2015	130	0161	2130	3142	02	8503										1130210002
2015	130	0161	2130	3142	03	8505										1130210007
2015	130	0161	2130	3143	05	5602										1130560001
2015	130	0161	2130	3143	05	6304										1130550001
2015	130	0161	2130	3143	05	6305										1130550001
2015	130	0161	2130	3143	05	6306										1130550001
2015	130	0161	2130	3143	05	6402										1130810001
2015	130	0161	2130	3149	03	8504										1130210004
2015	130	0161	2130	3149	09	8603										1130420001
2015	130	0161	3125	3125	07	6610										1130310001
2015	130	0161	3125	3125	07	6630										1130310002
2015	130	0161	3125	3125	07	6640										1130310003

Another entry dialog box:  
 SAAS Budget Year: 2015  
 SAAS Agency Number: 130  
 SPAHRS Agency Number: 0161  
 App. Unit: 2130  
 SAAS Fund Number: 3131  
 Prog. No.: 04  
 Org. Code: 8452  
 Sub Org.:   
 Rept. Cat.:   
 SAAS Activity Code:   
 SAAS Project Code:   
 Sub Proj.:

## b. Manual method

- i. Scroll through the list of entries to locate your specific combination using the scroll bar on the right or using the Page Up / Page Down keys.

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk



**Change View "MAGIC Account Distribution": Overview**

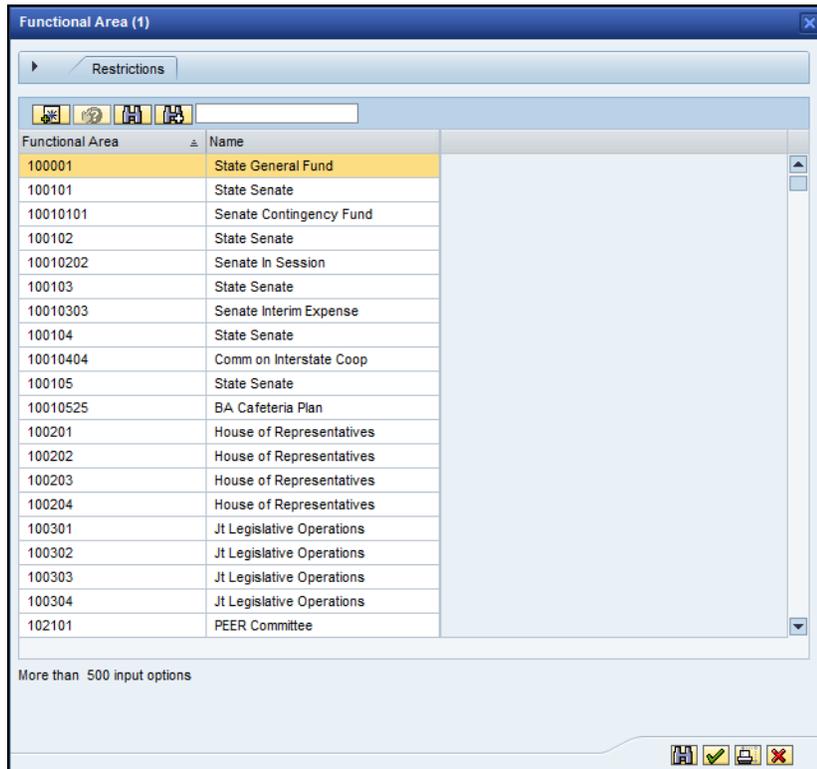
Business Area: 1130

SAA	SA	SPAH	SAA	SAA	SPA	SAAS	SA	SAAS	SAS	SAAS	SA	SA	SAA	Functional Area	Fund	Cost Center	Internal Order	WBS Element	Funds Center
2015	130	0161	2130	3131	04	8452								11300107	331250000	1130310003			113031000
2015	130	0161	2130	3136	09	8601								11300109	331360000	1130420001			113042000
2015	130	0161	2130	3136	05	8602								11300109	331360000	1130470001			113047000
2015	130	0161	2130	3142	01	9802								11300101	331420000	1130000001			113000000
2015	130	0161	2130	3142	02	8503								11300103	331420000	1130210002			113021000
2015	130	0161	2130	3142	03	8505								11300103	331420000	1130210007			113021000
2015	130	0161	2130	3143	05	5602								11300105	331430000	1130560001			113056000
2015	130	0161	2130	3143	05	6304								11300105	331430000	1130550001			113055000
2015	130	0161	2130	3143	05	6305								11300105	331430000	1130550001			113055000
2015	130	0161	2130	3143	05	6306								11300105	331430000	1130550001			113055000
2015	130	0161	2130	3143	05	6402								11300105	331430000	1130810001			113081000
2015	130	0161	2130	3149	03	8504								11300103	331490000	1130210004			113021000
2015	130	0161	2130	3149	09	8603								11300109	331490000	1130420001			113042000
2015	130	0161	3125	3125	07	6610								11300107	331250000	1130310001			113031000
2015	130	0161	3125	3125	07	6630								11300107	331250000	1130310002			113031000
2015	130	0161	3125	3125	07	6640								11300107	331250000	1130310003			113031000

Position Entry 465 of 674

3. Once you locate the desired entry, modify the mapping of MAGIC Cost Object, Functional Area: Program, Funds Center, and/or Funded Program.
  - a. Please note that you may only modify data shown in the white columns.
  - b. You can use either the table format or single record view to enter the MAGIC Account Distribution information for a legacy combination. While the examples show the single record view, data entry works the same with the table view. To access the single record view, double-click anywhere on the desired entry.
  - c. All values entered for Functional Area, Fund, Cost Center, Internal Order, WBS Element, Funds Center, and Funded Program must already have been created in MAGIC and the combination of Functional Area/Fund/Cost Center (relevant to the cost object) must reside in the E398 validation table before entry modification can be saved. The E398 table is the main validation table for MAGIC that holds the approved Budget Year, Business Area, Cost Center, Fund, Functional Area Combinations for an Agency.
    - i. **Functional Area:** Select the **MAGIC Functional Area: Program Number** you want to use for this legacy combination. Use a valid 8-digit Program Number (16 for Health and Corrections). You may type in the 8-digit Program Number (16 for Health and Corrections) or you may select the Program Number from a list.
      - a. To select the Program Number from a list, click in the “**Functional Area**” field. As shown in step 2.b.i above, the radio button  will appear to the right of the field entry box. Click the radio button  for a listing of all Functional Areas (list includes all agencies).

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk



- b. Your agency's Functional Area codes (including Program Numbers) start with your Business Area, so you can use a wildcard search "nnnn\*" where "nnnn" is your agency's Business Area to limit the selections to your agency's Functional Areas, as outlined below.
- c. Click Restrictions tab  for search criteria. Enter your agency's business area, followed by an asterisk ("\*") in the "Functional Area" box. Press the enter key or click the binoculars at the bottom of the screen. Your agency's Appropriation Units and Programs will be displayed. **Note that the list of values displayed will include both 6-digit Appropriation Unit and 8-digit program numbers (16 for Health and Corrections). Be sure to select ONLY 8-digit Program Numbers from this list (16 for Health and Corrections).**

See the example below using Business Area 1130.

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk



Functional A...	Name
113001	General DFA Support
11300101	Supportive Services
11300102	Air Transport
11300103	Bldg, Grounds & RPM
11300104	Capitol Facilities
11300105	Fin Mgt and Control
11300106	Insurance
11300107	MMRS
11300108	Purch,Tvl & Fleet Mgt
11300109	Surplus Property
113002	State Property Insurance
11300210	State Property Insurance
113003	Tort Claims
11300311	Tort Claims
113011	Bureau of Buildings reapr
11301112	BoB Reappropriation
113012	Non Budgeted Activities
11301224	DFA Non Budgeted Fu...

- d. Double click the appropriate Functional Area value for this record's Program. The selected 8-digit Program Number (16 for Health and Corrections) should now show in the "Functional Area" box for this record and the Functional Area drop-down list should disappear.
- e. The Functional Area is now updated.
- ii. **Fund:** The fund should not be updated because it currently reflects the appropriate MAGIC fund corresponding to the SAAS fund in the SPAHRS Account Distribution columns of the crosswalk.
- iii. **Cost Object:** Update the Cost Object as needed for this legacy combination. Remember that you will enter one of the following Cost Objects for a legacy combination: Cost Center, Internal Order, or Project WBS Element.
  - a. Cost Center: You may type in the Cost Center or select the Cost Center from a list by clicking the radio button  in the Cost Center box for a listing of all MAGIC Cost Centers.

You can use a wildcard search, using your agency's Business Area to limit the selections to your agency's Cost Centers. Click the Restrictions tab  for search criteria.

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk



Enter your agency's business area, followed by an asterisk ("\*") in the "Cost Center" box. Press the enter key. Your agency's Cost Centers will be displayed.

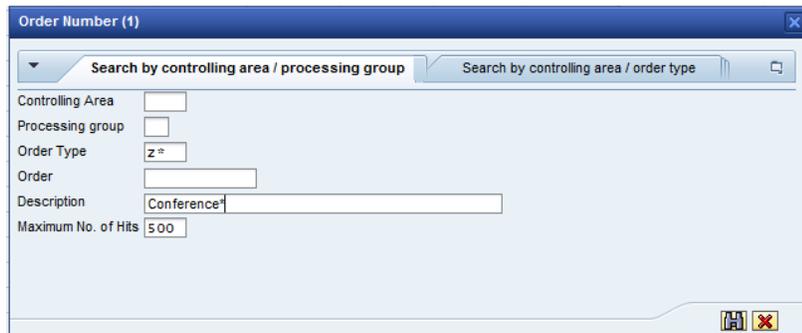
Double click the appropriate Cost Center for this record. The selected Cost Center should now show in the "Cost Center" box for this record and the Cost Center drop-down list should disappear.

- b. Internal Order: If this legacy combination is using an Internal Order as the cost object, you can enter the MAGIC Internal Order number directly. Consult with your appropriate staff for specific Internal Order numbers.

To see a pick list of Internal Orders, click the radio button  in the Internal Order box. Select the "Search by controlling area / processing group" tab.

To narrow the list displayed, you can:

- Enter “Order Type.” You can enter the specific type of Internal Order or use the wildcard search “Z\*.”
- In addition to or instead of using “Order Type,” you can also use a wildcard in the “Description” box to limit the list to Internal Orders whose descriptions begin with the character string you enter.



Press the enter key to display the list of Internal Orders that meet your search criteria. Double click the appropriate Internal Order for this record. The Internal Order NUMBER associated with the selected Internal Order should now show in the “Internal Order” box for this record and the Internal Order list should disappear.

- c. WBS Element: If your agency is using MAGIC’s Project functionality and wants to assign this legacy combination to a WBS Element for its cost object, you may type in the WBS Element or select the WBS Element from a list by clicking the radio button  in the WBS Element box. Enter the 2-letter agency abbreviation assigned to your agency for the Project System, followed by an asterisk, to see all WBS Elements for your agency.

In the following example, all WBS Elements beginning with “ME” will be displayed.

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk

A screenshot of a software dialog box titled "Work Breakdown Structure Element (WBS Element) (1)". The dialog has two tabs: "WBS element: Project definition and description" (selected) and "WBS element: short identification". The "Project definition and description" tab contains several input fields: "Description" (empty), "Project Definition" (empty), "WBS Element" (containing "me"), "Short ID (WBS elem)" (empty), and "Maximum No. of Hits" (containing "500"). There are also icons for "OK" and "Cancel" at the bottom right.

Double click the appropriate WBS Element for this record. The selected WBS Element should now show in the "WBS Element" box for this record and the WBS Element Area drop-down list should disappear.

- iv. **Funds Center and Funded Program:** Depending on the Cost Object you selected, populate the Funds Center and Funded Program fields as follows:
  - a. If the Cost Object is COST CENTER:

Copy the Cost Center number to Funds Center (Note: You must use CTRL-C to Copy and CTRL-V to Paste). Enter "NRFP" in Funded Program.
  - b. If the Cost Object is INTERNAL ORDER:

If the Internal Order/sponsored program **does not have a fund center group** (i.e. is not mapped to more than one fund center), the fund center column of the crosswalk will be blank.

If the Internal Order/sponsored program has a fund center group assigned to it, you must choose the appropriate funds center you want the particular Legacy mapping to post to and populate that funds center in the funds center column. You **MUST** ensure that it is a valid funds center assigned to the group.

Then, for both types of internal orders, copy the Internal Order field to Funded Program (using CTRL-C and CTRL-V).
  - c. If the Cost Object is WBS ELEMENT:

Only use level 2 or higher WBS elements as a cost object since the system does not allow posting to Level 1 elements. Copy the WBS Element field to Funded Program.
4. Click the Save button  to save the data you have entered for this record. The message "Data was saved" appears at the bottom left of the screen beside a green

# Instructions for Updating SPAHRS to MAGIC Agency Crosswalk

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checkmark. It is very important to save after each entry so that you have immediate validation results. If you update several rows before you save and you have an error in any of the lines, you won't be able to tell which line has the error and you will lose all lines of data.

## Scenario 2 Instructions

Follow the instructions below if you need to add a new SPAHRS account distribution that does not currently exist on the MAGIC crosswalk.

1. You must first ensure that all the SPAHRS coding blocks exist in SAAS (e.g. Org Code, Reporting Category, Project, etc.). The appropriate SAAS table must be updated if applicable before the new SPAHRS distribution can be entered.
2. After SAAS is updated, agencies will update their SPAHRS distributions as they currently do.
3. Once all code values exist in SAAS and the account distribution has been updated as needed in SPAHRS, provide the information needed for adding to the crosswalk table using the [Agency Crosswalk Maintenance spreadsheet](#).
4. If your current SPAHRS account distribution in the crosswalk table is staying the same **for everything except the fund, a new combination must still be entered using the spreadsheet.**
5. Email the completed spreadsheet to [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov). with the subject line reading "Agency Crosswalk Maintenance"

If you have questions about maintaining the crosswalk information for your agency, contact the MMRS Call Center at 601-359-1343 or [mash@dfa.ms.gov](mailto:mash@dfa.ms.gov).