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, 2018. For a list of prior updates, please visit the MMRS Customer Support Page.

The document was last updated on February 21, 2019.

MMRS Call Center	
Date Sent	Information
9/4/2018	The Lapse close 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 mash@dfa.ms.gov.
8/6/2018	To allow for jobs that must be run to facilitate the lapse close process, MAGIC and SPAHRS will come down at 1:00 PM on Friday, August 31, 2018. There is a possibility the systems may not be available until Monday, September 3, 2018. You will be notified when the lapse close process is completed and the systems are available.
7/12/2018	DFA recently purchased new MAGIC hardware to replace the hardware implemented seven years ago. Hardware is the technical equipment that runs the MAGIC software. The new hardware should allow MAGIC to run faster, allow for future growth, and provide real-time disaster recovery replication. Once implemented, there should be no changes in MAGIC functionality. In order to implement the new hardware, MAGIC & SPAHRS will be down starting at **3:00 PM on Friday, August 3, 2018**. Both systems will not be available until Monday, August 5, 2018. You will be notified when the systems are available.
7/2/2018	The process to close FY2018 and open FY2019 has been completed. MAGIC is now available. If you have any questions and/or system problems, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.

MAGIC Finance	
Date Sent	Information
1/30/2019	Please see the MAGIC February – April 2019 Finance training schedule on the MMRS website.
12/11/2018	As a reminder, while MAGIC is generally open for users to complete tasks 24 hours a day, there are some nightly jobs that run between 7:00 p.m. and 11:00 p.m. that have the potential to lock activity in the system. We just want to bring this to your attention so that if you are attempting to complete transactions or place approvals on transactions during this timeframe, you will be aware of the potential for receiving a locked error message. As we are also approaching the end of the first six months, we encourage each agency to review reports and determine if there are parked documents that are no longer needed by the agency or if there are documents that have received posting errors during the workflow process. For tips on how to run reports to assist with these tasks, please refer to Agency Month End Processes Job Aid in UPerform.
12/10/2018	Please review the new Account Assignment Template Job Aid for instructions on how to process accounting transactions that contain a large number of line items. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
11/30/2018	A new edit has been added to the Mass Change of Fixed Asset FTP Upload process to prevent changes to the Inventory Number and the Description fields for undercover vehicle asset classes. For additional information, please review the updated Mass Change of Fixed Assets – FTP Upload Instructions. The document can be found under the "Mass Change of Fixed Assets" heading of the FMGM System Documentation section of the MMRS Website. Please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov for any questions.
11/21/2018	Per DFA / Office of Fiscal Management, all agencies have now been set up with their own miscellaneous vendor number, 900001XXXX, where XXXX is your business area. Effective immediately, you should begin using your own miscellaneous vendor number when you have a one-time payment. There are several pending invoices in the 9000000000 vendor that need to be processed by agencies. Please check and process any invoices in that vendor that belong to your agency by November 30. On that date we will block the 9000000000 vendor and reverse all remaining invoices. If you have questions, please send an email to ofm.bfm@dfa.ms.gov.

MAGIC Finance	
Date Sent	Information
11/14/2018	Per DFA/Office of Fiscal Management (OFM): Effective immediately, DFA will reject any documents that do not adhere to the Three-Way Match criteria. This includes rejecting documents when a GR has been entered for more goods or services than the agency has actually received.
8/16/2018	DFA will be deleting any parked transaction lines that have a 2018 budget year. If these items are needed, please process them before the system comes down on Friday, August 31, 2018.
8/16/2018	Please run T-Code ZF_WF_STATUS to determine if you have any documents with posting errors. These errors will need to be corrected and reprocessed.
8/1/2018	Per DFA/Office of Fiscal Management (OFM): The 2018 Year End Dates document had an error on the due date for lapse period waivers. That due date is August 16, 2018, and the corrected Year End Dates document is available on OFM's page on DFA's website. The link is: http://www.dfa.ms.gov/dfa-offices/fiscal-management/
7/26/2018	Please review the new job aid, Asset Transfer / Sales Workflow Status Report. The job aid provides detailed information on how to display the status of assets when they are transferred between agencies in MAGIC. Please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov if you have any questions.
7/2/2018	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2018 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 7/1/2018 will receive errors at the time of posting as this is not a valid date for the current fiscal year of 2019.

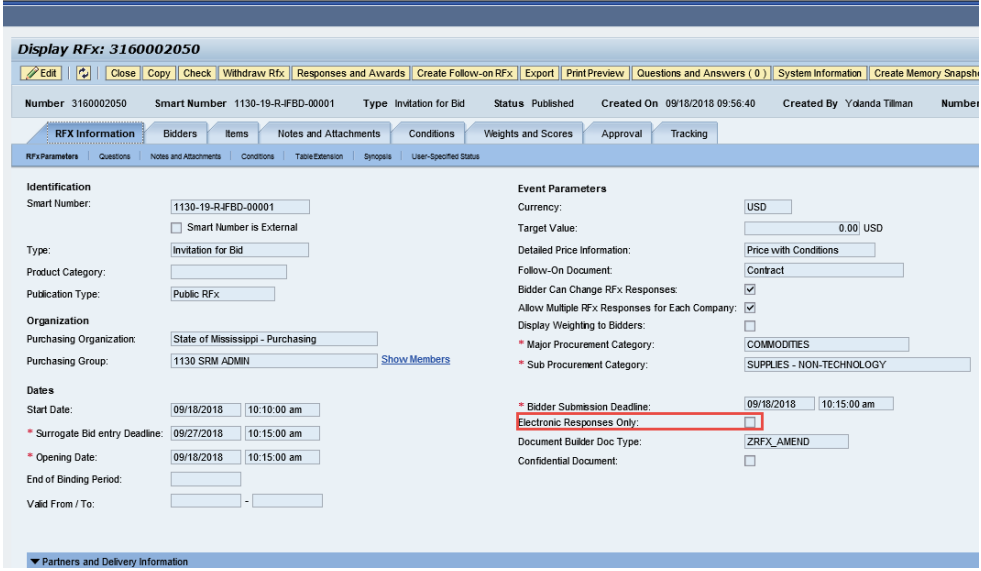| MAGIC Grants Management	
Date Sent	Information
11/8/2018	DFA / MMRS has added new functionality to the Grant Management Availability Control Report. Please see the new job aid for instructions on how to execute the report's new functionality for drilldown capability. If you have any issues with the report, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
9/13/2018	Effective 09/13/2018, Grantor Inter-Agency transfers will be automated. Please review the Grantor Inter-Agency Job Aid for how the automation works. Lisa Dunn can be reached via email at lisa.dunn@dfa.ms.gov to manually transfer any payments that were in place prior to this date.

8/15/2018	As a reminder, Grant budget control will be activated for all grants on September 1, 2018. Agency staff will want to ensure that all grants being used have budget availability. In order to view grant budget availability, please follow the steps below:
	1. Enter Transaction code GMAVCOVRW and hit Enter.
	   a. Click the "Get Variant" button
	     i. Select the "/NRRB" variant name. This variant will remove the revenue budget and consumption from the report
	   b. Enter your agency's **Business area**
	   c. Enter **9k** for the Control Ledger
	   d. Enter Grant number(s)
	   e. Click the "Execute" button to view the report
	If you have any questions or need assistance, you can contact the MMRS Call Center at (601) 359-1343 or via email at mash@dfa.ms.gov.

8/9/2018	With the security changes made recently in CRM for the Modified roles, you will find that you may have to log in and out of different roles in CRM to complete different tasks. Please see the CRM Security Roles Job Aid for detailed information regarding the roles. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.

MAGIC Grants Management	
Date Sent	**Information**
7/2/2018	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 6/30/2018. This will set the budget period on the invoice and payment document to 2018-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 2019-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 2018.
6/29/2018	Beginning on July 2nd, when creating grant master data, the user will now be required to input data in the CFDA field. This field is located on the reference tab of the grant. If this is a Non-Federal Grant, please use CFDA Number 99.999. If you leave this field blank, you will receive the error message "CFDA Number is required."

MAGIC HCM Mini-Master	
Date Sent	Information
	No updates at this time.

MAGIC Logistics	
Date Sent	**Information**
2/21/2019	DFA/MMRS has created a new Reverse Auction report. The report allows users the ability to view statistics related to auction configuration settings, bid activity, and awarded prices. Please review the job aid for instructions on how to execute the report. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
1/24/2019	DFA will be performing PO Close for purchase orders created during the first and second quarters of FY 2019 that have been fully received/invoiced. The PO Close process will start on 1/29/2019 and be completed on 2/1/2019. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
2/22/2019	Please see the MAGIC February & March 2019 Logistics training schedule on the MMRS website.
1/3/2019	Please see the Fleet Management Certification Program announcement on the MMRS webpage.
10/25/2018	In order to allow users to maintain undercover fleet vehicle data in MAGIC, the following enhancement have been implemented for asset and equipment records. These enhancements only apply to agencies that have undercover vehicles. • An edit button has been added to the undercover vehicle record, if the record is accessed through Undercover Vehicle Report (ZPML_UC_VEHICLES). The edit button will allow users to change data within the undercover vehicle record. Only users with the undercover security roles will have access to make changes. Additionally, we have implemented the following enhancement for undercover vehicles: • The Asset Main Description and the Inventory Number field on the linked asset record cannot be modified if an equipment record has an undercover status (authorization group is xxxx). • An edit to only allow undercover equipment records to be created for assets with the undercover asset class "MUV". Please review the new How to Edit an Undercover Vehicle Record Job Aid for additional information. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
10/10/2018	Fleet Data Clean-Up Workshops will be held in November. There are five registration slots available for each workshop. Agencies should only have one employee register, but can bring up to four additional staff members. Please see the MMRS Webpage for additional information about the upcoming workshops.

MAGIC Logistics	
Date Sent	**Information**
9/19/2018	The "Electronic Responses Only" option has been disabled (greyed out) as vendors have to be given the option to respond to RFx's both electronically or by paper. Previously when this option was selected it would not print the agency address on the RFx form. This change was made to ensure the agency address is on the RFx form. If you have any questions or concerns, please contact MMRS Call Center at 601-359-1343 or send an email via MASH@dfa.ms.gov.
9/6/2018	The Active Asset by Employee Assigned Report Job Aid has been updated to include information on how to display active assets by employee.
7/31/2018	The week of July 31, 2018, DFA will begin closing FY2018 Purchase Orders (POs) where there is no remaining quantity to be received or invoice balance.
7/27/2018	The week of August 13, 2018, DFA will begin closing FY2018 Purchase Orders (POs) where there is no remaining quantity to be received or invoice balance.

MAGIC Logistics	
Date Sent	**Information**
7/27/2018	As the end of Lapse Period approaches, it is important that agencies correct Goods Receipt balances. When a Goods Receipt (GR) is posted in MAGIC, accounting documents are generated to book the expense for the item(s) received. Therefore, if a GR is done for items you have not received (and may never receive), expenses are overstated and budget is over-consumed. Use the Correcting Goods Receipt / Invoice Receipt Balances Job Aid as a guide to review and resolve GR/IR balances.

FY 2018 Purchase Orders (POs), where there is no remaining quantity to be received or invoice balance, should be marked with the Final Goods Receipt and Invoice indicator so that DFA can close out the Purchase Order. Please review the job aid, Close a PO with Remaining Balance, for additional information.

In addition, there are many Purchase Orders (PO's) in MAGIC that were never approved or processed during Budget Year 2018 but are in the system and need to be deleted/closed. Therefore, beginning July 31, 2018, agencies need to update the status for PO's that are in an "Awaiting Approval" or "Saved" status.

- 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 7/1/2017 and 6/30/2018.
- To get a list of PO's that need to be 'Deleted', run the query with 'Saved' as the Status and delete those.

Beginning August 27th, DFA will close all remaining Budget Year 2018 Purchase Orders.

If you need assistance, please contact the MMRS Call Center at 601-359-1343 or email mash@dfa.ms.gov. |
| 7/6/2018 | The "Withdraw/Terminate RFx" button has been added to allow you to withdraw a published RFx. Selecting this button will terminate the RFx and remove it from the procurement portal. Once you have selected the Withdraw/Terminate button it cannot be reversed. If you have any questions or concerns, please contact MMRS Call Center at 601-359-1343 or send an email via MASH@dfa.ms.gov. |

MAGIC & SPAHRS Security	
Date Sent	Information
10/3/2018	DFA has automated the process of sending the MAGIC Quarterly Security Report to the security contact(s). Each quarter, two emails will be sent from IDM. The first email will contain the report and the second email will contain the Acknowledgement of MAGIC Quarterly Security Report Review form. The file name of the report will be different and the process of opening the report has changed. Instructions on how to open the report can be found in The MAGIC Quarterly Security Report Notification Job Aid under the MAGIC Security section of the Application Security webpage. Please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov if you have any questions.

SPAHRS	
Date Sent	Information
1/29/2019	DFA is scheduled to upgrade the operating system for the MAGIC FTP server over the President's Day Holiday weekend – February 16th to 17th. The upgrade is necessitated by IRS data transmission requirements. The MAGIC FTP (File Transfer Protocol) process manages secure file transfer of all inbound and outbound interface data for agencies. DFA has successfully completed testing in the non-production environments with several agency users. DFA welcomes your agency to perform user testing in the MAGIC FTP non-production environment prior to the our scheduled upgrade. Please send an email to mash@dfa.ms.gov for testing availability.

MAGIC & SPAHRS Technical	
Date Sent	**Information**
8/30/2018	If you receive the "Application Blocked by Java Security" message, in MAGIC, below are steps that can be used to resolve the error. **<u>IMPORTANT: Before you make any system or security changes to your computer, you need to check with your agencies Information Technology (IT) department to ensure the changes are allowed within your agency. DFA is not responsible for any setting changes on your individual computer(s).</u>** (1) Open your computer's Control Panel (2) Select Java (3) Add the URL, https://srm.magic.ms.gov in the Exception Site List box (4) Click OK
8/8/2018	If you have any old work items in your SAP Workplace inbox that need to be removed, please send a screenshot of the items to be removed to mash@dfa.ms.gov with "SAP Workplace Work Items" as the subject of the email. DFA will remove your requested work items from the Workplace. Please note that removing the work items will not delete the document it will only remove them from your Workplace inbox.

MAGIC Reporting	
Date Sent	Information
7/19/2018	Per DFA/Office of Financial Affairs: An issue was discovered with ZFI_CASH_RPT Revenues where some revenue transactions, which were reversed after their original posting period closed, were not being reflected in the correct period. Today's update resolves this issue and revenue reporting periods will now be reflected correctly for this subset of transactions. If you have questions related to this update please contact financialaffairs@dfa.ms.gov.

MAGIC & SPAHRS Training	
Date Sent	**Information**
2/8/2019	There is still space available for the upcoming MAGIC training classes. Please review the Finance and Logistics training schedules on the MMRS webpage. To allow multiple agencies to attend, please limit your agencies registration to two (2) attendees per class.
11/13/2018	Please see the announcement on the MMRS Webpage for information about upcoming MAGIC General Ledger & Accounts Receivable training.
11/6/2018	Please see the announcement on the MMRS Webpage for information about upcoming MAGIC Reverse Auction training.
10/18/2018	Please see the link to the MMRS Webpage for information about upcoming MAGIC Accounts Payable training.
10/10/2018	Please see the link to the MMRS Webpage for information about upcoming training for the MAGIC Grants Management – Grantee module.
9/19/2018	As a reminder, there is still time to register for the following MAGIC training courses. <table><tr><td>Purchase Order (LOG120: Procurement Processing)</td><td>Wednesday, September 26, 2018 8:30 AM to 4:30 PM Robert Clark Building, Classroom A</td></tr><tr><td>Goods Receipt (LOG130: Receiving Goods and Services)</td><td>Thursday, September 27, 2018 8:30 AM to 12:00 PM Robert Clark Building, Classroom A</td></tr></table> For additional information, see the announcement on the MMRS webpage.
9/13/2018	Please see the MAGIC Training Schedule for September 2018 on the MMRS Webpage. Registration is based on a first-come first-served basis. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.
8/9/2018	Please see the MAGIC Training Schedule for August 2018. Registration is based on first-come first-served basis. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.

Learning Solution (LSO)	
Date Sent	Information
	No updates at this time.

Vendors	
Date Sent	Information
	No updates at this time.