

Contract Management

Office of Operations

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MISSISSIPPI
DEPARTMENT OF
EDUCATION

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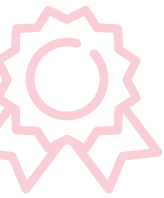
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



- Monitoring & Oversight
- Budget Authority
- Contracts
- Purchase Orders
- Expenditures
- Tracking

Monitoring & Oversight

- Deliverables/Performance
- Timelines
- Purchase Orders
- Expenditures
- Outstanding Invoices



- Target Contract Value
- Authority
- Actual Cash
- Encumbrance
- Cost Centers
- Internal Orders
- Expenditures (Released Value)
- Lapse Funds (Lapse Period)

Budget Authority



Budget Authority Review

- Budget Resources for Management
 - [Master Code Listing](#)
 - Monthly Reports
 - MAGIC Budget
- Requisition Packet Addition
 - Include screen copy of MAGIC Budget Report (FMAVCR02)





COMMUNITY

FAMILY

EDUCATORS

Budget and Planning

The Office of Budget & Planning establishes and maintains the Mississippi Department of Education (MDE) budget as appropriated by the Mississippi Legislature. This budget, which totals over \$3 billion, includes funding from state, federal and other special sources for internal agency operations and disbursement to Mississippi's public schools.

In addition, the Office of Budget & Planning prepares and submits the agency's annual budget request to the Mississippi Legislative Budget Office (LBO), calculates the Mississippi Department of Education's indirect cost rate and provides assistance with fiscal year planning to program offices.

The mission of the Office of Budget & Planning is to provide high-quality, service-oriented support to the Mississippi Department of Education by ensuring that the agency's resources are allocated effectively. The office serves the Mississippi Department of Education and its stakeholders by providing technical assistance and timely and accurate information regarding the agency's fiscal budget.

Budget and Planning

601-359-3923
Staff

Links ^

Documents v

Resources ^

- MAGIC Portal
- Mississippi Legislative Budget Office (LBO)
- Mississippi State Legislature

MAGIC
Mississippi's Accountability System for Government Information and Collaboration

Having password problems? Please click on this [link](#) for help...

User * ← ACE ID

Password *

MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

If you need access or additional information please go to the below website.
<http://www.dfa.ms.gov/dfa-offices/mmrs>

SAP

How to Check Your Budget – MAGIC Logon

The screenshot displays the MAGIC (Mississippi Accountability System for Government Information and Collaboration) web application. The top navigation bar includes the MAGIC logo and the text "Mississippi Accountability System for Government Information and Collaboration". Below this, there are navigation links: "Back", "Forward", "History", "Favorites", "View", and "Help". A secondary navigation bar contains icons for "Home", "Employee Self-Service", "Procurement", "e-Grants", "General Applications", "Analytics", and "Identity Management". The main content area is titled "Overview" and shows a breadcrumb trail: "General Applications > Overview > Overview".

Two main sections are visible:

- General Applications Work Center:** Described as the central location for direct access to the SAP backend component systems. It includes a note: "The General Applications Work Center is the central location for direct access to the SAP backend component systems. Use the links on this page to single sign-on to the SAP systems for configuration purposes. Note: Your job role may not allow access to all systems."
- Enterprise Central Component:** Described as "Enterprise Central Component (ECC) - Access to all HCM and Financial backend transactions." Below this description, there are two links: "ECC Sapsui" and "ECC Webgui". The "ECC Webgui" link is circled in red, and a red arrow points to it with the text "ECC Webgui" written in red.

Display Overall Values of Control Objects

Menu | [Dropdown] | Save As Variant... | Back | Exit | Cancel | System | **Execute** | Get Variant... | Program Documentation

FM Area: SOMS
Control Ledger: z3 **Always Z3**

Type of Account Assignments

Account assignments specified below are:

- Control Objects
- Budget Addresses
- Posting Addresses

Selection of Account Assignments

Grant	[]	to	[]	[+]
Fund	[]	to	[]	[+]
Budget Period	2023-a1	to	2023-a2	[+]
Funds Center	1201054904	to	[]	[+]
Commitment Item	[]	to	[]	[+]
Functional Area	[]	to	[]	[+]
Funded Program	[]	to	[]	[+]

***If during second half, you must use 2023 to 2023-a2. Also, for prior budget years.**
Restriction According to Attributes

[+] Multiple Selection FM Account Assignment | Variant Name: []

Pick up both allotment periods*
Fund center and cost center are synonymous.

Display Overall Values of Control Objects

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Details] [Add Hierarchy of Budget and Posting Addresses] [Documents] [Refresh]

Control Objects Data: Overall Values

FM Area: Control Ledger SOMS (USD): Z3 Grant Fund: NRGRANT
Funds Center: 2220100000
Functional Area: 1201054904
Funded Program: 120101 NRFP

[Print] [Grid] [Dropdown]

Overall Values of Control Objects	Consumable Amt	Consumed Amt	Available Amt
<Several Budget Period Values>	2,077,380.00	193,063.47	1,884,316.53
2023-A1	1,038,690.00	193,063.47	845,626.53
60000	952,373.00	181,948.92	770,424.08
60300	30,648.00	9,714.14	20,933.86
61000	39,593.00	1,400.41	38,192.59
62000	16,076.00	0.00	16,076.00
2023-A2	1,038,690.00	0.00	1,038,690.00
60000	952,373.00	0.00	952,373.00
60300	30,648.00	0.00	30,648.00
61000	39,593.00	0.00	39,593.00
62000	16,076.00	0.00	16,076.00

Budget Categories

- 60000 Salaries**
- 60300 Travel**
- 61000 Contractual**
- 62000 Commodities**
- 63200 Equipment**
- 64000 Subsidies, Loans & Grants (SLG)**

*Submit a budget revision form to move funds (See Budget webpage).

Insert Copy with Requisition Packet

Contracts/Purchasing

- Contracts
 - [SBE Board Item drives the process](#)
- Requisitions for Purchase Orders
 - [Requisition for Purchase Order](#)
 - Multi-years should follow break-downs included in SBE approval back-up
 - Renewals and Requisitions for Multi-year Contracts
 - Submission for Timing



Expenditures

Tracking Contract Expenditures

- Invoices Paid
 - MAGIC Expenditure Reports
 - (KSB1 – cost center)
 - (KOB1 – Internal Order)
 - [MS Transparency](#)
- Outstanding Invoices
 - Estimate of vendor costs per month throughout the term of the contract



Review

Contract Management Spreadsheet

Management Tools



Monitoring Budget Authority

- Sample Spreadsheet for Tracking
 - Contract Authority
 - PO Authority
 - Expenditures
 - Outstanding Invoices
- Contract Reconciliation/Deobligation
 - Timing biennially and annually



Common Errors

Questions?
