



# Business Process Flowchart

## Accounts Payable

### Packet Description

The Accounts Payable Packet describes how an invoice will be entered in MAGIC and what triggers a vendor payment for goods or services received.

### MAGIC Roles

The MAGIC Roles used in these flows are:

- SRM – Approver / Manager
- SRM - Buyer Strategic RFx
- SRM – Requisitioner
- SRM - Buyer Operational
- SRM - Manager Purchasing / Approver
- AP - Agency Invoice Processor
- AP - Invoice Approver
- LIV - Logistics Invoice Processor – Decentral
- IM - Goods Movement Processor
- IM - Goods Receipt Processor Non-stock

A description of each role can be found on the [MMRS Website](#).

### MAGIC Flows

The individual MAGIC flows that are included in this packet are:

- Strategic Sourcing – RFx to Award
- Procure-to-Goods Receipt with Contract and without Contract
- Goods Receipt to Pay Paymode
- Goods Receipt to Pay Non-Paymode
- Direct Invoicing
- Pre-Payment Waivers
- Lapse Waivers
- Processing Payroll from MAGIC
- Processing Travel
- Contract Adjustment Payments

### Help or Questions

Click [here](#) to learn how to read a MAGIC Business Flowchart.

If you have a question, please use the [MAGIC Feedback](#) webpage to submit your question.



## Business Process Flowchart

### Accounts Payable

#### Significant Changes

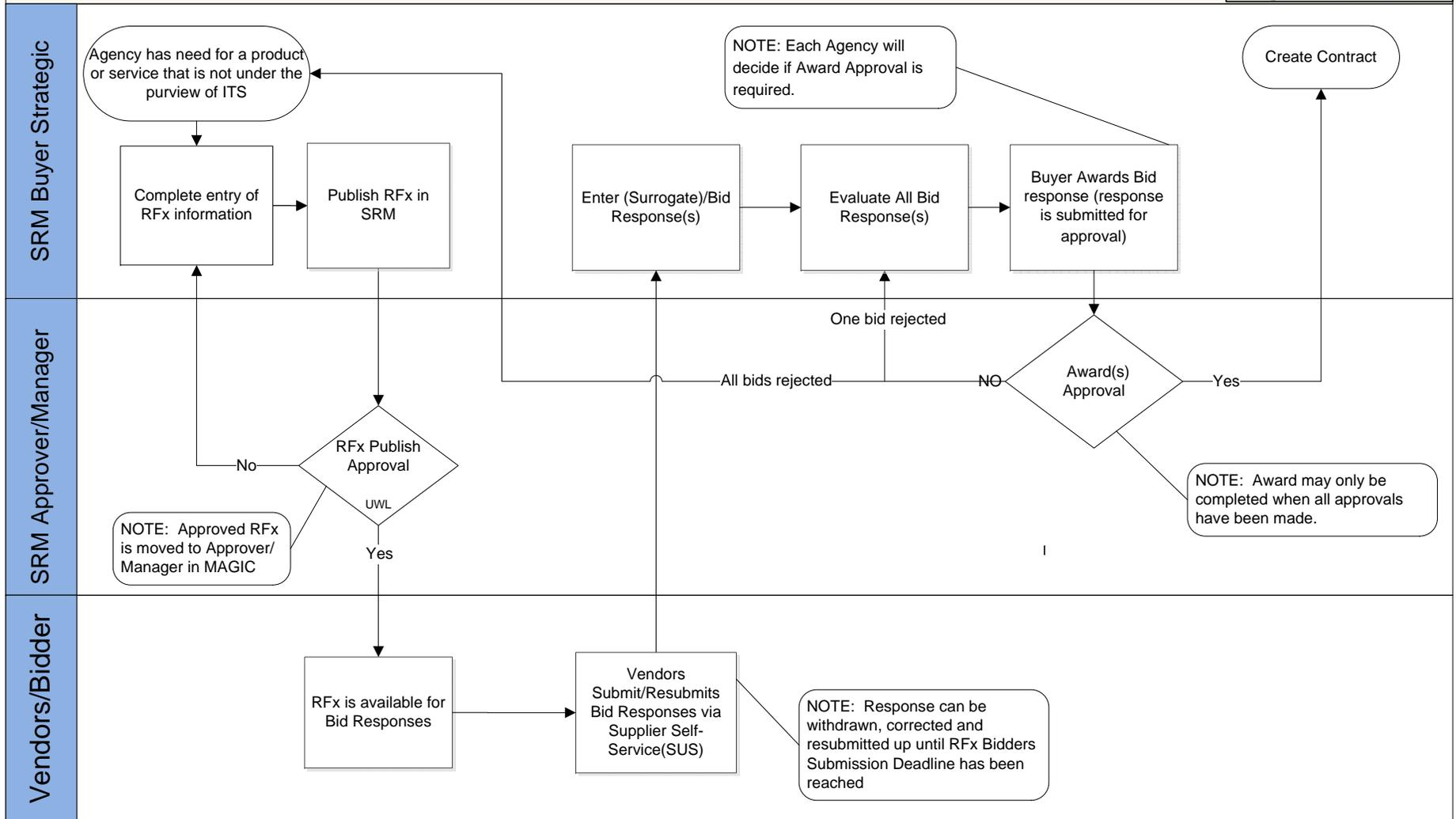
- Electronic Process
- Three-way match
- Changes in the account coding block (business area, fund, cost center, functional area, and grant)
- Use of material codes
- Some AP will not require OFM approval



#### High Level Process Description

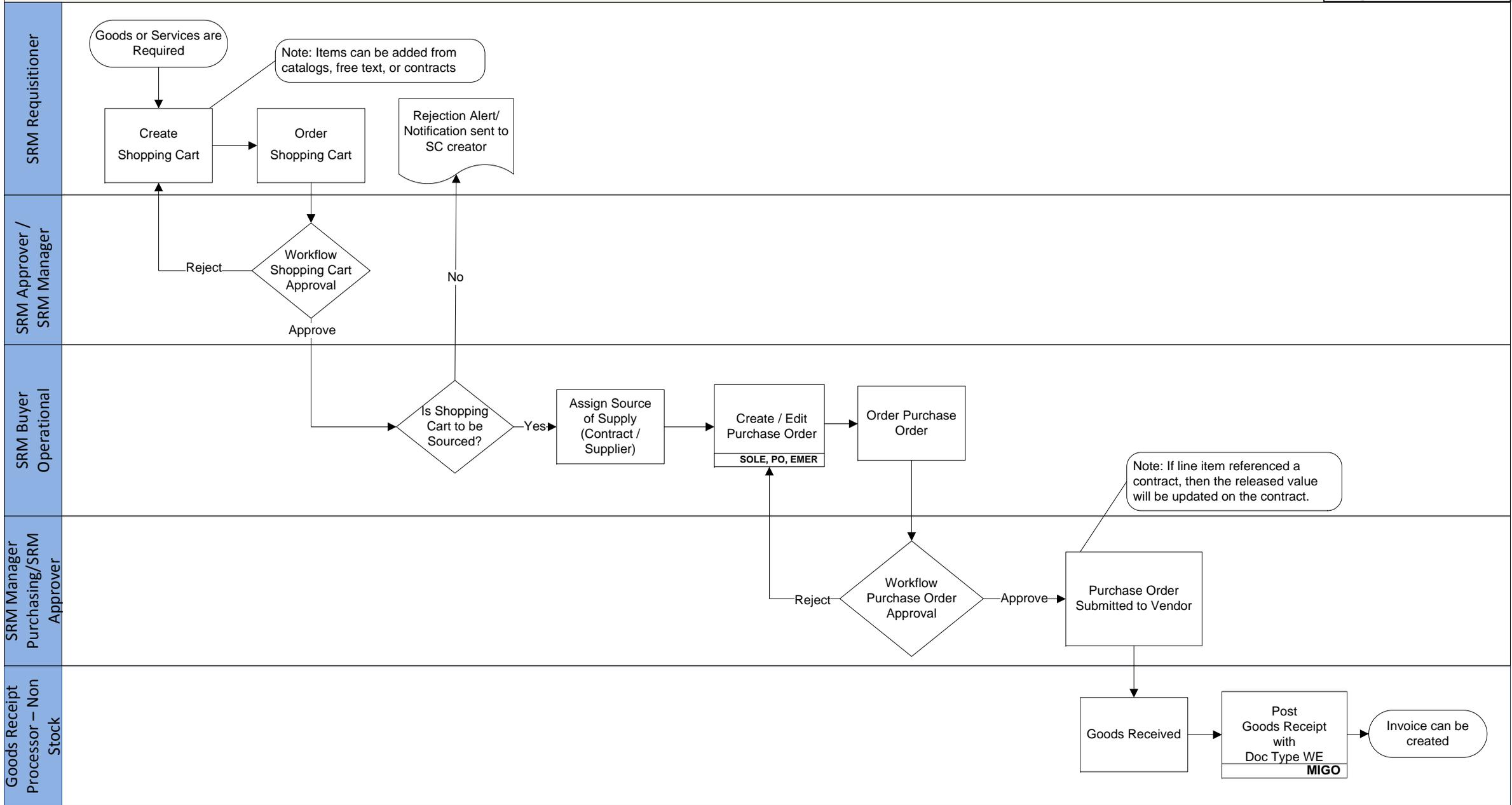
- The State of Mississippi Accounts Payable business process includes the creation and maintenance of Vendor master records, Vendor invoice processing, credit memo processing, tax reporting, and payment processing for the issuance of Vendor payments. These processes include detail on how to post credit memos, perform invoice corrections, block invoice payments, and handle exceptions.
- The AP process begins when the vendor creates and submits an invoice to the State.
- When the State receives the vendor's invoice, it is necessary to determine if a PO was used to procure the goods or service for which we are being billed. After the type of invoice is determined (PO or non-PO), the invoice is entered and parked in MAGIC. The vendor's account is credited and the GL is debited for the amount of the invoice.
- If a non-PO invoice, the GL and other coding data is entered manually by AP.
- If a PO invoice, all accounting and coding data is automatically entered based on information from the PO.
- Once the invoice is parked, it is routed through workflow for approval.
- After the invoice is approved it is available for the automatic payment program to clear the vendor's account and payment is sent to the vendor. This completes the basic AP process.

# Strategic Sourcing - RFx to Award

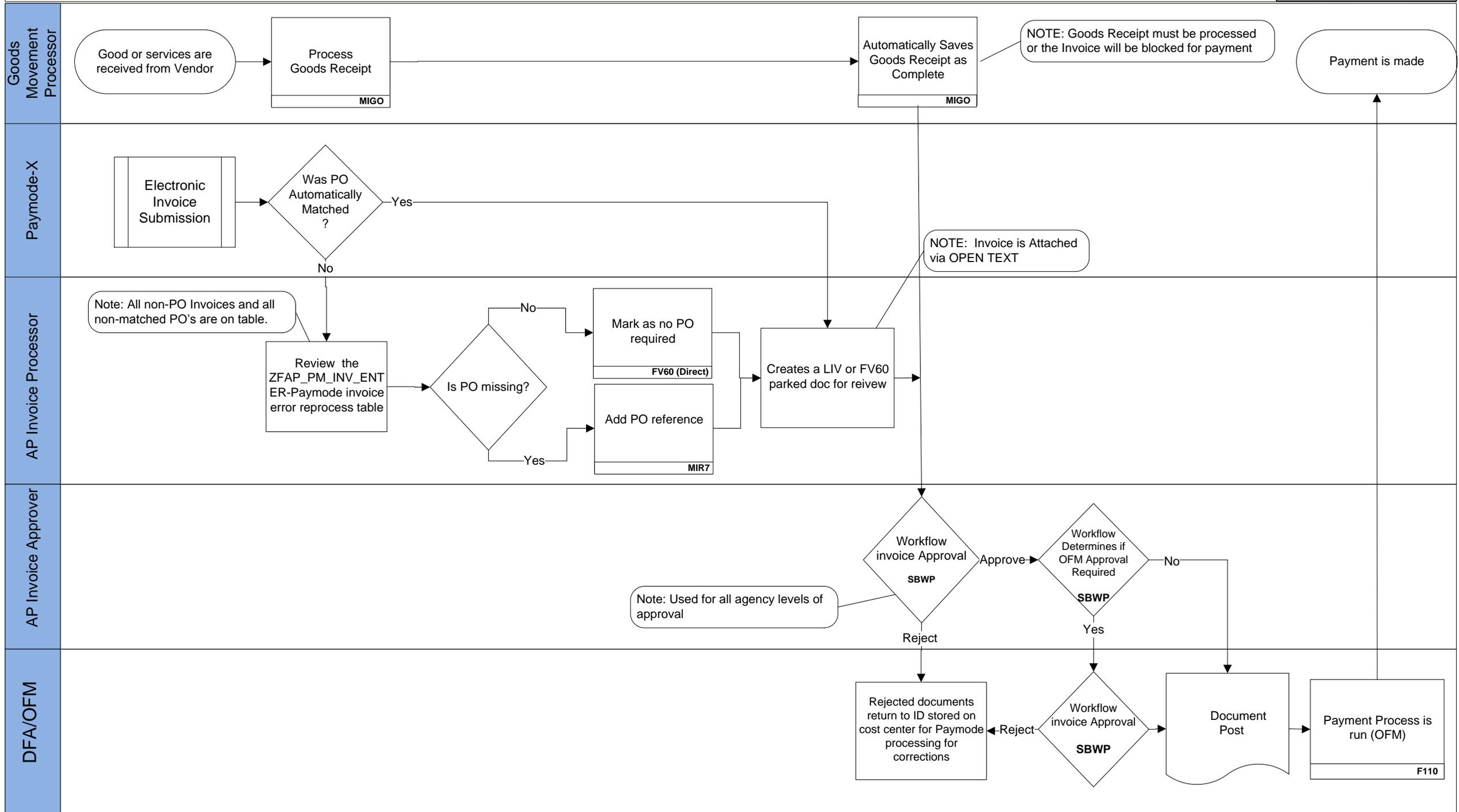


UWL = Universal Worklist

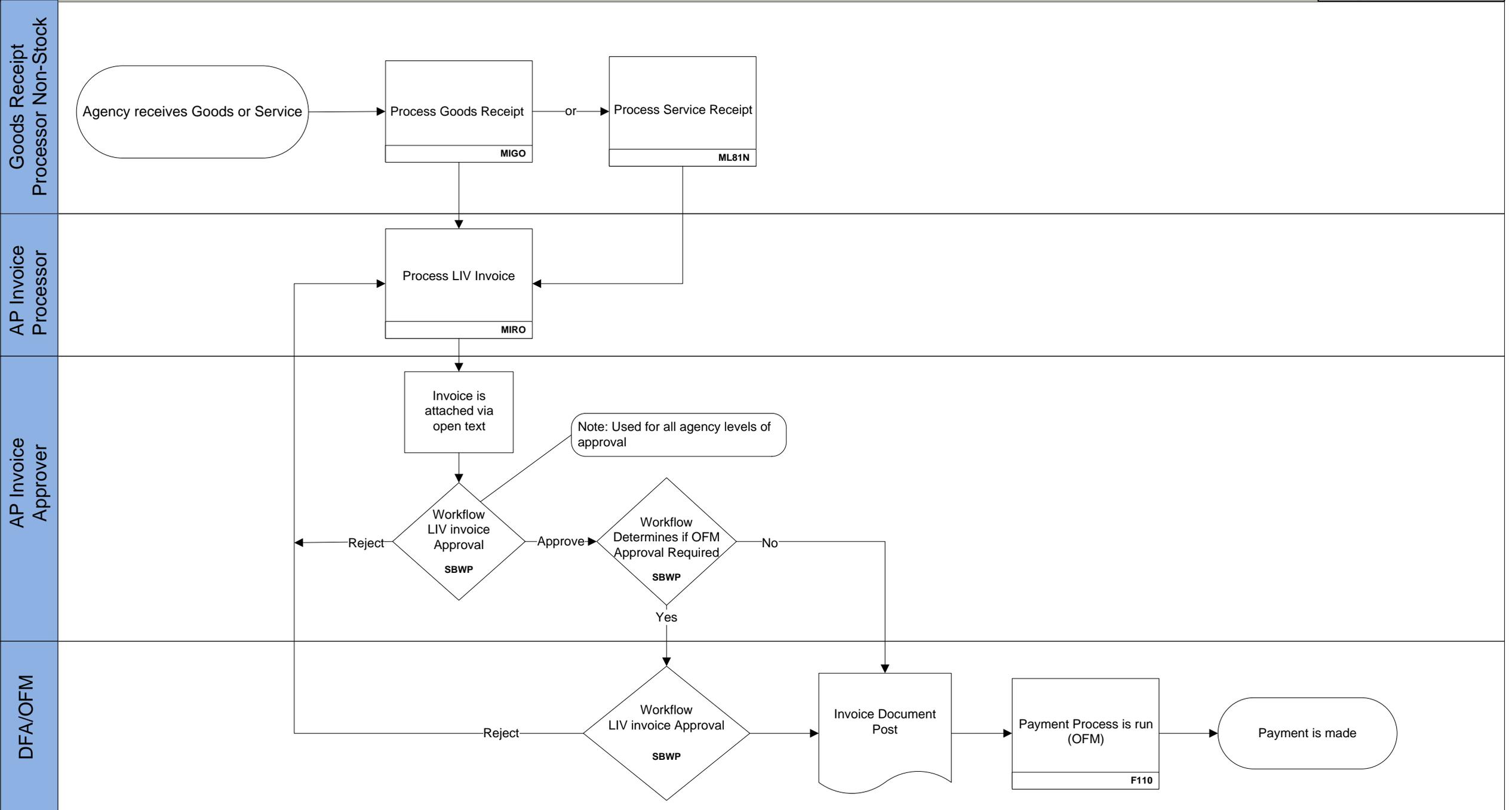
# Procure to Goods Receipt with/wo Contract



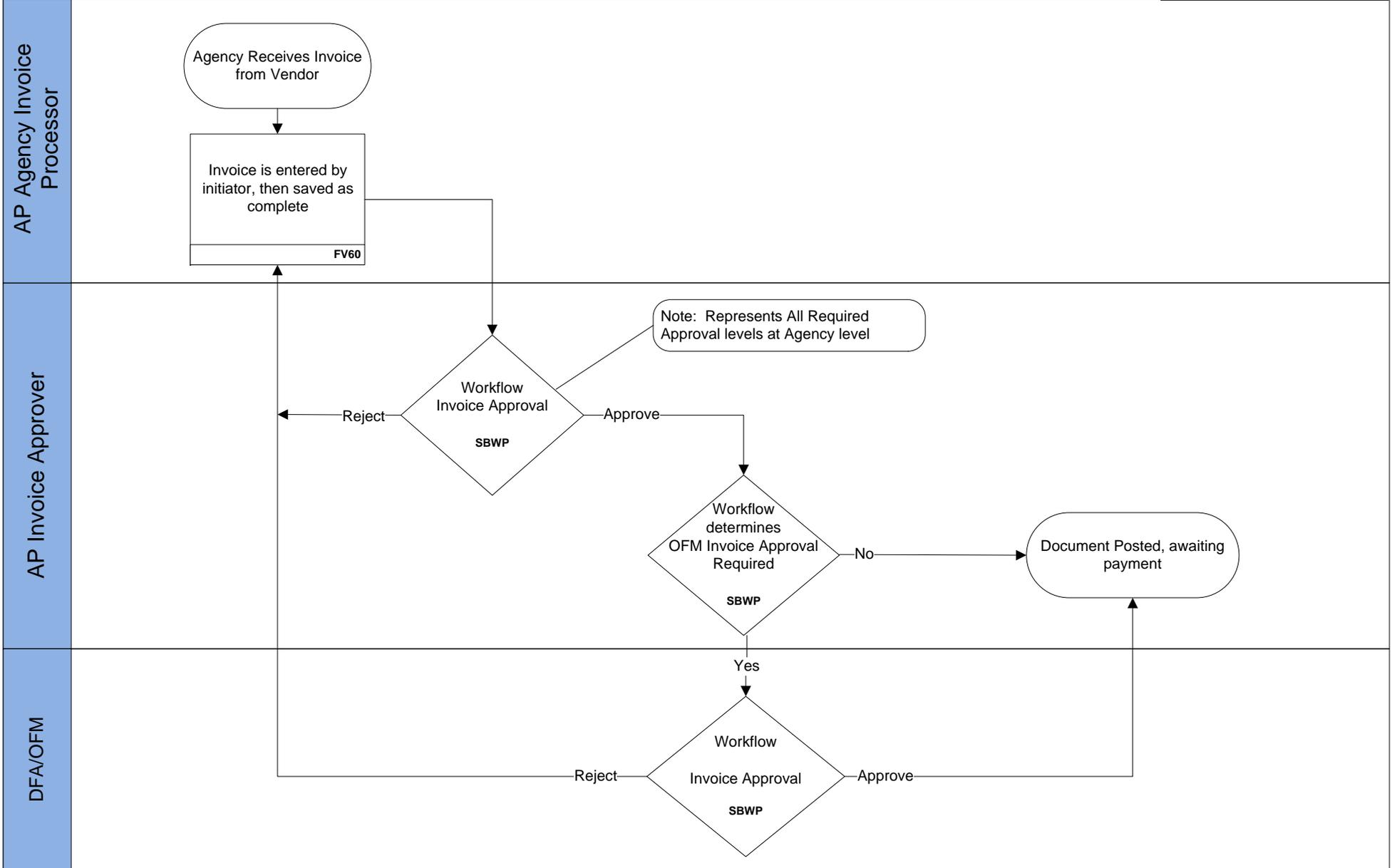
# Goods Services Receipt to Pay by Pay Mode



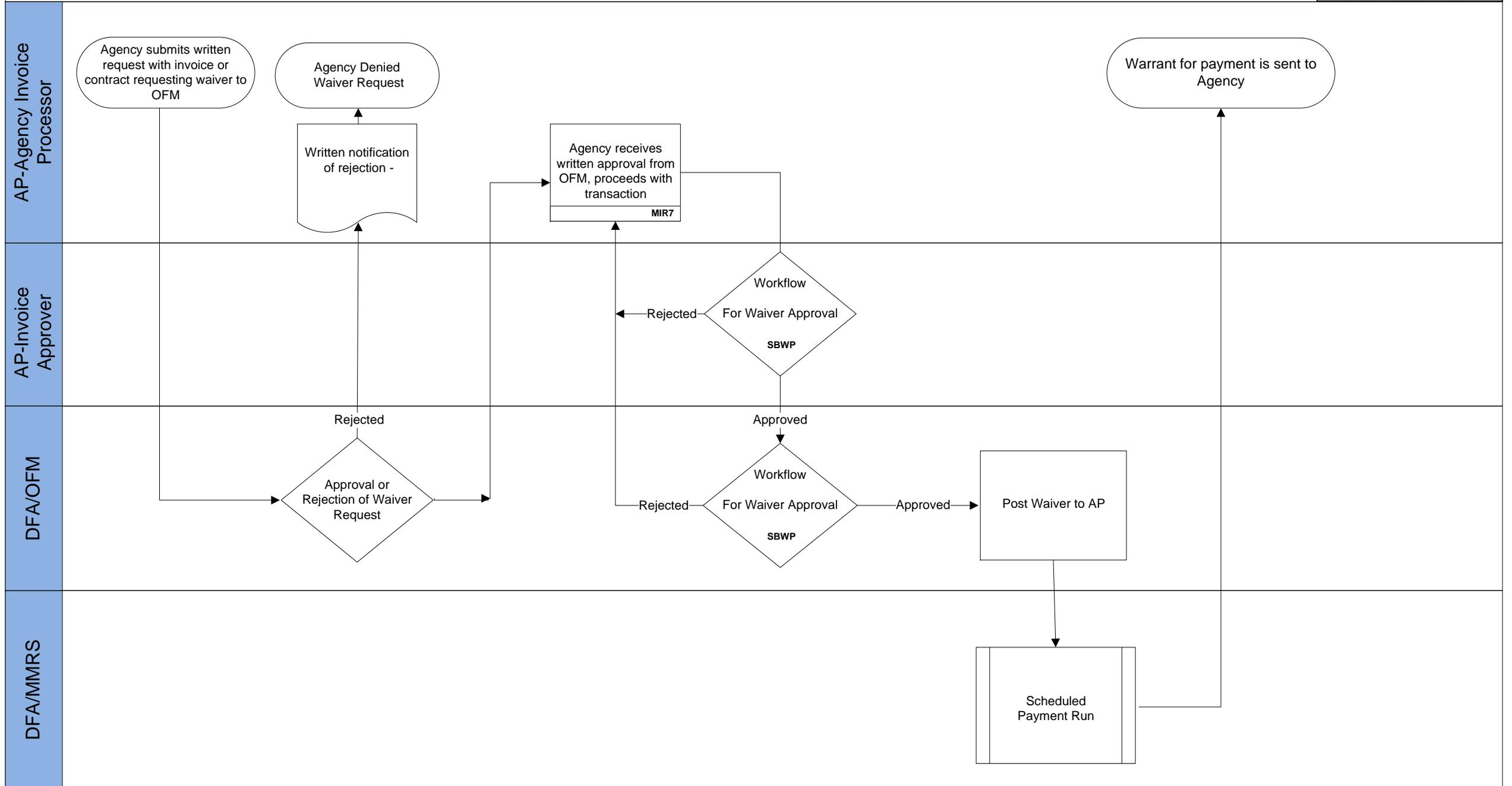
# Goods/Service Receipt to Pay Non-Pay Mode



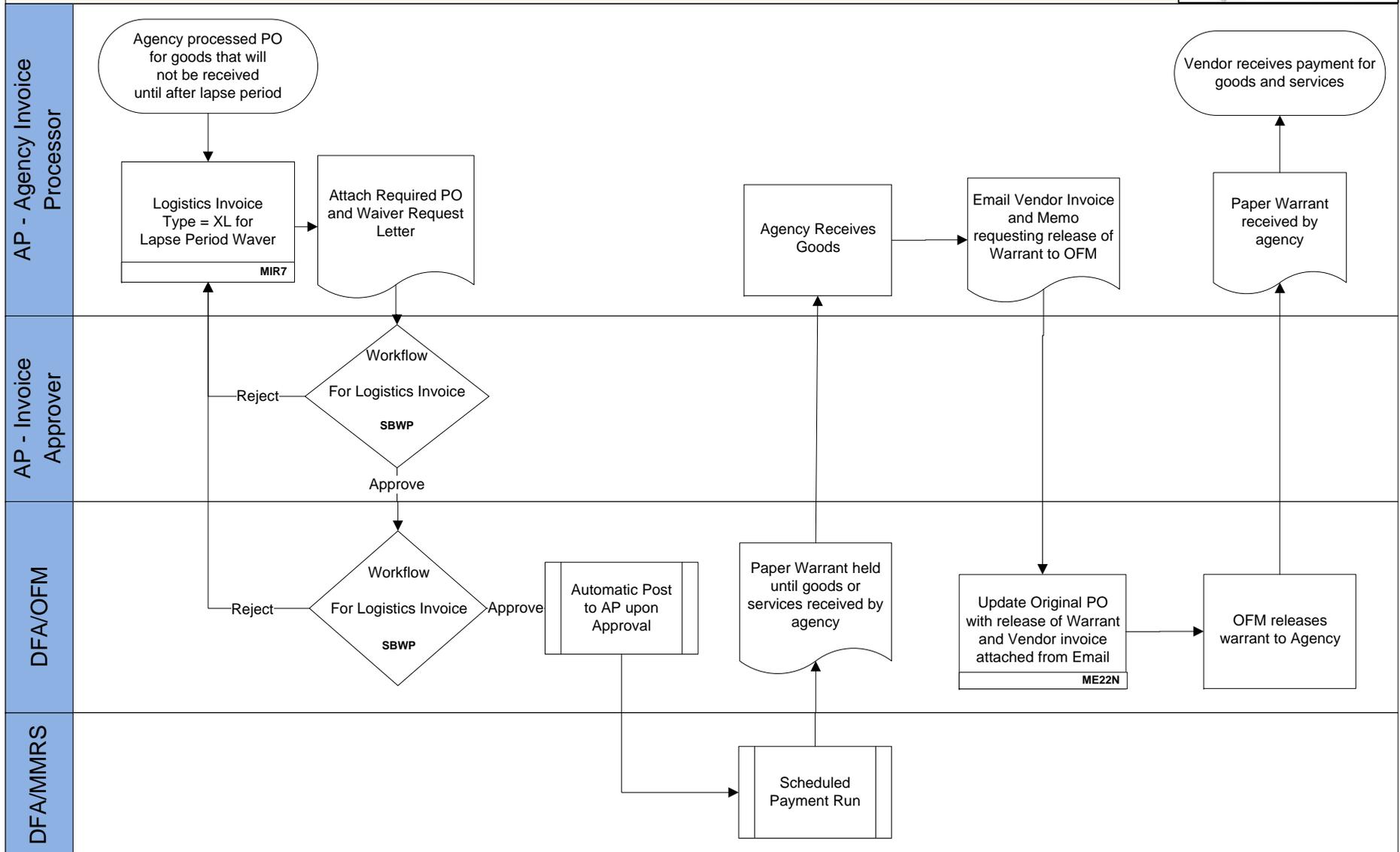
# Accounts Payable Direct Invoice



# Pre-Payment Waivers – BP\_AP

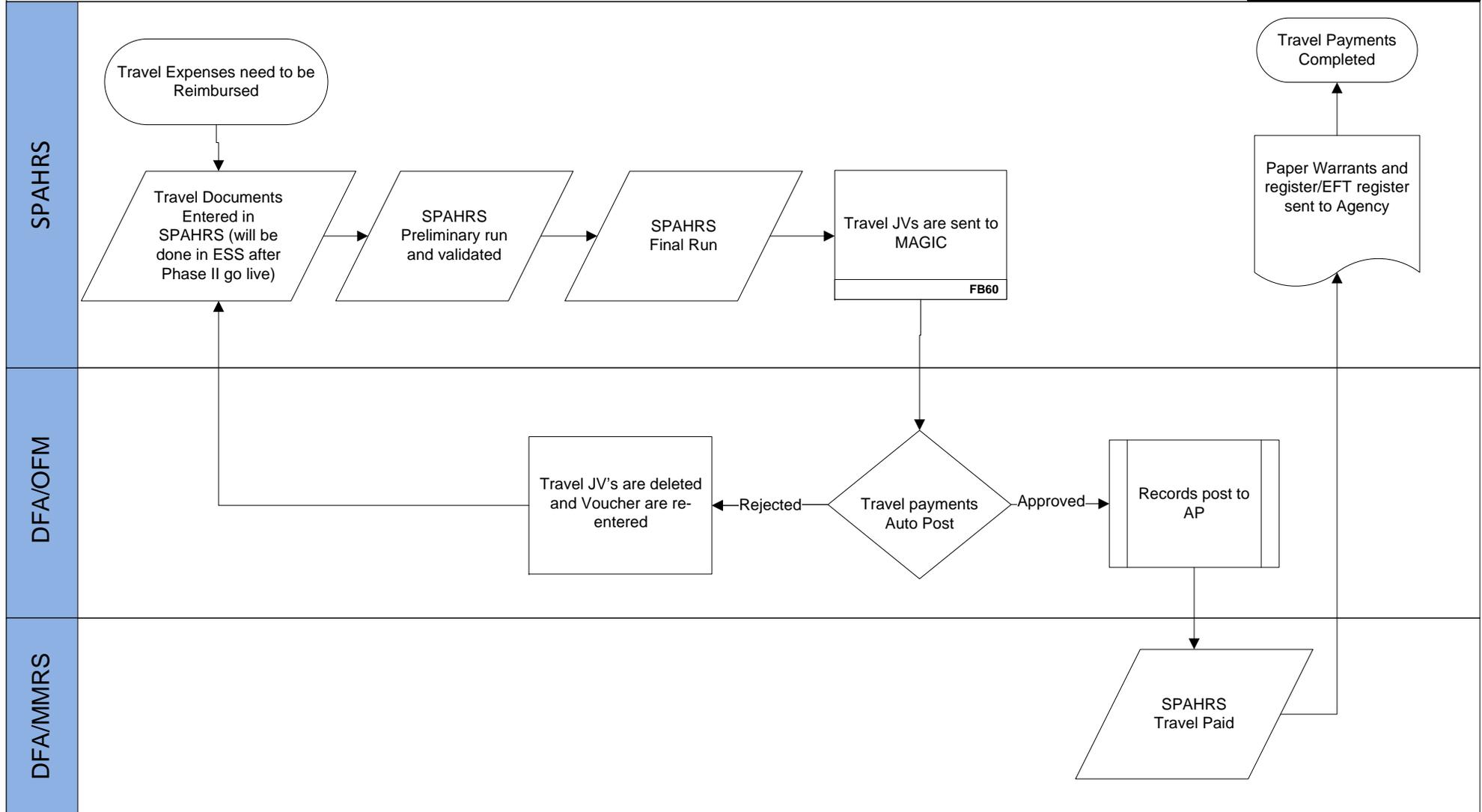


# Lapse Waivers BP\_AP





# Processing Travel



# Contract Adjustment Payments

