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.
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.
Agency has need for a product or service that is not under the purview of ITS

Complete entry of RFx information

Publish RFx in SRM

Enter (Surrogate)/Bid Response(s)

Evaluate All Bid Response(s)

Buyer Awards Bid response (response is submitted for approval)

NOTE: Each Agency will decide if Award Approval is required.

No

Create Contract

One bid rejected

All bids rejected

Award(s) Approval

Yes

NOTE: Award may only be completed when all approvals have been made.

Yes

NOTE: Approved RFx is moved to Approver/Manager in MAGIC

UWL

UWL = Universal Worklist
**Procure to Goods Receipt with/wo Contract**

1. **SRM Requisitioner**
   - Goods or Services are Required
     - Create Shopping Cart

2. **SRM Approver / SRM Manager**
   - Workflow Shopping Cart Approval
     - Rejection Alert/Notification sent to SC creator
     - Approve
     - Workflow Shopping Cart Approval

3. **SRM Buyer Operational**
   - Is Shopping Cart to be Sourced?
     - Yes: Assign Source of Supply (Contract / Supplier)
       - Create / Edit Purchase Order
         - Order Purchase Order
       - Note: If line item referenced a contract, then the released value will be updated on the contract.
     - No: Reject

4. **SRM Manager/Purchasing/SM Appraiser**
   - Workflow Purchase Order Approval
     - Reject
     - Approve
     - Purchase Order Submitted to Vendor

5. **Goods Receipt Process or Non-Stock**
   - Goods Received
     - Post Goods Receipt with Doc Type WE
     - Invoice can be created
Goods Services Receipt to Pay by Pay Mode

**Goods Movement Processor**
- Good or services are received from Vendor → Process Goods Receipt → Automatically Saves Goods Receipt as Complete → Payment is made

**Paymode-X**
- Electronic Invoice Submission → Was PO Automatically Matched ?
  - Yes → Create a LIV or FV60 parked doc for review
  - No → Review the ZFAP_PM_INV_ENT_ER-Paymode invoice error reprocess table → Is PO missing ?
    - No → Mark as no PO required
    - Yes → Add PO reference

**AP Invoice Processor**
- Note: All non-PO Invoices and all non-matched PO’s are on table.
- Review the ZFAP_PM_INV_ENT_ER-Paymode invoice error reprocess table
- Is PO missing ?
  - No → Mark as no PO required
  - Yes → Add PO reference
- Creates a LIV or FV60 parked doc for review

**AP Invoice Approver**
- Workflow invoice Approval SBWP
  - Approve
  - Reject
- Workflow Determines if OFM Approval Required
  - Yes → SBWP
  - No → Reject
  -支付过程运行 (OFM)

**DFA/OFM**
- Rejected documents return to ID stored on cost center for Paymode processing for corrections
- Workflow invoice Approval SBWP
  - Document Post
  - Payment Process is run (OFM)
Goods/Service Receipt to Pay Non-Pay Mode

Goods Receipt Processor (Non-Slock)
- Agency receives Goods or Service
  - Process Goods Receipt
- Process Service Receipt

AP Invoice Processor
- Process LIV Invoice

AP Invoice Approver
- Invoice is attached via open text
  - Workflow: LIV invoice Approval
    - Approve
    - No: Workflow: LIV invoice Approval Required
      - Yes: Invoice Document Post
      - No: Invoice Document Post

DFA/OFM
- Workflow: LIV invoice Approval
  - Approve
  - Reject
- Payment Process is run (OFM)
- Payment is made

Note: Used for all agency levels of approval
Accounts Payable Direct Invoice

- Agency Receives Invoice from Vendor
- Invoice is entered by initiator, then saved as complete
- Workflow Invoice Approval
  - Approve
  - Reject
- Note: Represents All Required Approval levels at Agency level
- Workflow determines OFM Invoice Approval Required
  - Yes
  - No
- Document Posted, awaiting payment
- DFA/OFM
Pre-Payment Waivers – BP_AP

**Agency submits written request with invoice or contract requesting waiver to OFM**

**Agency receives written notification of rejection -**

**Agency Denied Waiver Request**

**Written notification of rejection -**

**Agency receives written approval from OFM, proceeds with transaction**

**Agency Approved Waiver Request**

**Agency Denied Waiver Request**

**Written notification of rejection -**

**Agency Denied Waiver Request**

**Agency Approved Waiver Request**

**Warrant for payment is sent to Agency**

**Workflow For Waiver Approval**

**SBWP**

**Workflow For Waiver Approval**

**SBWP**

**Workflow For Waiver Approval**

**SBWP**

**Post Waiver to AP**

**Scheduled Payment Run**

**Warrant for payment is sent to Agency**
Agency processed PO for goods that will not be received until after lapse period

Logistics Invoice Type = XL for Lapse Period Waver

Attach Required PO and Waiver Request Letter

Workflow for Logistics Invoice

SBWP Approve

Reject

Vendor receives payment for goods and services

AP - Invoice Approver

AP - Agency Invoice Processor

DFA/OFM

DFA/MMRS

Agency Receives Goods

Email Vendor Invoice and Memo requesting release of Warrant to OFM

Paper Warrant and Memo held until goods or services received by agency

Update Original PO with release of Warrant and Vendor invoice attached from Email

OFM releases warrant to Agency

Scheduled Payment Run

MIR7

Paper Warrant received by agency

OFM releases warrant to Agency
Payroll Processing

Agency SPAHRS

- Payroll is Due
- Payroll is complete
- Final Run is processed in SPAHRS
- SPAHRS Payroll JV goes to Magic
- ZFGL_SPAHRS_POSTINGS

Agency SAAS

- Agency makes necessary changes in SAAS

DFA/OFM

- Workflow
  - Rejected JV’s
  - Approval of JV’s
  - Accepted JV’s
  - SBWP
  - Post to AP
  - FBV0
  - Payments produced in SPAHRS

DFA/MMRS

Payroll is Complete and Employees are HAPPY

Paper Warrants with register and EFT register sent to Agency
Travel Expenses need to be Reimbursed

Travel Documents Entered in SPAHRS (will be done in ESS after Phase II go live)

SPAHRS Preliminary run and validated

SPAHRS Final Run

Travel JVs are sent to MAGIC

Travel Payments Completed

Paper Warrants and register/EFT register sent to Agency

Travel支付s

Auto Post

Records post to AP

SPAHRS Travel Paid

Travel JV’s are deleted and Voucher are re-entered

Rejected

Approved
Scenario: Agency has two contracts with one vendor. Agency paid $100 to one contract, but both should have been paid $50 each.

NOTE: This Process MUST be completed in 1 day

Credit memo against the Incorrect Contract

Vendor Line Item Display View Open Credit Memo

LIV Invoice against Correct Contract

NOTE: Includes Approval at all required Agency levels

Workflow Credit Memo Approval

Approve

Reject

Workflow LIV Invoice Approval

Approve

Reject

Workflow determines Approval Levels Required?

OFM

Document Posted Against Vendor Account

Automatic Payment Process is Run

Contract Payment Made & Adjusted Credit Memo and Payment Net to Zero