The General Ledger Packet describes how to record and maintain financial documents in the general ledger, which are the basis for internal and external financial reporting.

MAGIC Roles
The MAGIC Roles used in these flows are:

- GL - General Ledger Agency Accountant
- GL - General Ledger Agency Manager – Approver
- AR - Accounts Receivable Invoice Entry
- AR - Accounts Receivable Corrections
- AR - Accounts Receivable Invoice Approver

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:

- GL1-Cash Receipts for Non-Invoiced Items
- GL2- Process changed and added to AR packet (AR3)
- GL3-Revenue Distribution Transfer
- GL4-Transfer of Funds - Intra-Agency
- GL5-Adjustment for Incorrect GL Revenue Posting
- GL6-Agency Reclassification Posting
- GL7-Adjustment for Incorrect GL Revenue Posting Non-Invoiced Receipts

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

- MAGIC will use Agency transfers without approvals being required.
- Several document types will be used to transfer money between or within agencies. One of which will replace the use of balance sheet accounts 36100.
- Separation of funds by funding source.
- Collapse of some general ledger account numbers.

High Level Process Description

- General Ledger (GL):
  - Represents total of all GL accounts in the chart of accounts (CoA)
  - Tracks corresponding debit and credit balances
  - Defines and produces:
    - Balance sheets
    - Other accounting statements
- Postings made to the GL usually occur automatically due to activity in other modules
  - The GL has to be updated manually for:
    - Non-invoiced Cash Receipts
    - Adjustments/Reclassifications
    - Miscellaneous GL documents
- Creation of a general ledger posting document is necessary for period-end closing or day-to-day functions.
Cash Receipts for Non-Invoiced Items

1. Agency Receives Monies
2. Enter Cash Receipt as a YC document
3. Submit/Complete YC Document
   - Workflow Approval YC document SBWP
     - Approve
     - Agency fills out Cash Receipt form and sends Cash Receipt form and monies to DFA-OFM
     - Workflow Approval YC document SBWP
     - Approve
     - YC document posts to G/L in FI & updated Fund cash balance in MAGIC
     - DFA-OFM reconciles/balances, fills out transmittal sheet and sends transmittal sheet and checks to Treasury
     - Treasury deposits monies into Commercial bank account
   - Reject Workflow Approval YC document SBWP
4. Cash deposited in bank and available for posting in MAGIC
Agency receives revenue and needs to distribute

Deposit Monies Using Business Process “Cash Receipts for Non-Invoiced Items”

Is Revenue for another agency or for the State General Fund?

Another agency

Agency enters YU document in MAGIC to transfer revenue to another agency

Submit/Complete YU document

Workflow Agency Approval YU document

Approve

Revenue distribution transfer completed

NOTE: Review documents, and Approve or Reject at all Agency Approval Levels *NO DFA/OFM Approval.

NOTE OF PROCEDURE CHANGE: All monies not going to State General Fund must first be deposited prior to transfer.

YU document sent to Treasury via interface and Treasury/QED Fund cash balance is updated

YU document posts to GL in FI & updates Fund cash balance in MAGIC

Deposit Monies Using Business Process “Cash Receipts for Non-Invoiced Items”

State General Fund
Agency needs to transfer money from one Fund to another Fund → Agency enters ZT document for Fund to Fund Transfer → Submit/Complete ZT Document → Workflow Approval ZT document SBWP → Approve → Reject → Workflow Approval ZT document SBWP → Approve → ZT document posts to G/L in FI & updated Fund cash balance in MAGIC → ZT document sent to Treasury via interface and Treasury/QED Fund cash balance is updated → Cash has been transferred from Agency Fund A to Agency Fund B and is available for posting in MAGIC.
**Adjustment for Incorrect GL Revenue Posting**

**AR Invoice Entry**
- Customer Invoice entry with FV70 (YX) or (DR); debit to customer and credit to revenue but incorrect revenue posting
  - Is the customer a state agency?
    - No: See process steps for Agency Reclassification Posting
    - Yes: Reverse document

**Correction made to General Ledger**
- Invoice entry for Customer Invoice Doc Code -XY
  - Entry role needs to verify correct material code is entered to derive the correct GL code.
Adjustments for Incorrect GL Revenue Posting (Non-Invoiced Receipts)

Agency identifies incorrectly posted YC receipt document (wrong coding block info or GL accounts)

Agency enters ZE document type to correct the YC posting

Submit/Complete ZE Document

NOTE: Review necessary documents, and Approve or Reject at all Agency Approval Levels

Workflow Approval ZE document? SBWP

Approve

ZE document posts to G/L in FI & updated Fund cash balance (if applicable) in MAGIC

Agency GL Posting has been adjusted

Treasury interface
ZE document sent to Treasury and Treasury/QED Fund cash balance is updated

GL - General Ledger Agency Accountant
GL - General Ledger Agency Manager - Approver
Treasury
Agency needs to reclassify/adjust a GL posting

Agency enters reclassification using a ZE document

Submit/Complete ZE document

Workflow

Agency Approval ZE document

NOTE: Review necessary documents, and Approve or Reject at all Agency Approval Levels

Approve

Reject

Treasury Interface
ZE document sent to Treasury and Treasury/QED
Fund cash balance is updated

FV50

FV50

FV50

NOTE: Agency reclassification posting is completed

Agency enters reclassification using a ZE document

Submit/Complete ZE document

Workflow

Agency Approval ZE document

Approve

Reject

Agency reclassification posting is completed
Cash Receipts for Non-Invoiced Items

**Agency Receives Monies**
- Enter Cash Receipt as a YC document
  - FV50

**Submit/Complete YC Document**
- Workflow Approval YC document SBWP
  - Approve

**Agency**
- Fills out Cash Receipt form and sends Cash Receipt form and monies to DFA-OFM
- Workflow Approval YC document SBWP
  - Reject
  - Approve

**DFA-OFM**
- YC document posts to G/L in FI & updated Fund cash balance in MAGIC
  - Approve
  - Reject

**Treasury**
- YC document sent to Treasury via interface and Treasury/QED Fund cash balance is updated
  - DFA-OFM reconciles/balances, fills out transmittal sheet and sends transmittal sheet and checks to Treasury
  - Treasury deposits monies into Commercial bank account

**Cash deposited in bank and available for posting in MAGIC**

**NOTE:** Review necessary documents, and Approve or Reject at all Agency Approval Levels
Agency receives revenue and needs to distribute

Deposit Monies Using Business Process "Cash Receipts for Non-Invoiced Items"

Is Revenue for another agency or for the State General Fund?

Agency enters YU document in MAGIC to transfer revenue to another agency

Submit/Complete YU document

Workflow Agency Approval YU document

Approve

Reject

YU document posts to GL in FI & updates Fund cash balance in MAGIC

YU document sent to Treasury via interface and Treasury/QED Fund cash balance is updated

State General Fund

Another agency

NOTE OF PROCEDURE CHANGE:
All monies not going to State General Fund must first be deposited prior to transfer.

NOTE: Review documents, and Approve or Reject at all Agency Approval Levels. NO DFA /OFM Approval.

Revenue distribution transfer completed
Transfer of Funds – Intra-Agency

Agency needs to transfer money from one Fund to another Fund

Agency enters ZT document for Fund to Fund Transfer

Submit/Complete ZT Document

Cash has been transferred from Agency Fund A to Agency Fund B and is available for posting in MAGIC

NOTE: Review necessary documents, and Approve or Reject at all Agency Approval Levels

Workflow Approval
ZT document sent to Treasury via interface and Treasury/QED
Fund cash balance is updated

ZT document posts to G/L in FI & updated Fund cash balance in MAGIC
Customer Invoice entry with FV70 (YX) or (DR); debit to customer and credit to revenue but incorrect revenue posting

Has the money been received

Yes

Reclassification of the posting

Correction made to General Ledger

Enter a G/L account document – (ZE)

Reissue the invoice with correct coding

Note: See process steps for GL7-Agency Reclassification Posting

No

Reverse document

FB08
Agency needs to reclassify/adjust a GL posting

Agency enters reclassification using a ZE document

Submit/Complete ZE document

NOTE: Review necessary documents, and Approve or Reject at all Agency Approval Levels

Workflow

Agency Approval

ZE document

Post to G/L in FI & updated Fund cash balance (if cash-relevant)

Treasury Interface
ZE document sent to Treasury and Treasury/QED Fund cash balance is updated

Agency reclassification posting is completed
Adjustments for Incorrect GL Revenue Posting
(Non-Invoiced Receipts)

**Agency GL Posting has been adjusted**

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**Agency identifies incorrectly posted YC receipt document**
(wrong coding block info or GL accounts)

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**Agency enters**
ZE document type to correct the YC posting

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**Submit/Complete ZE Document**

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**Workflow Approval ZE document?**

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**Approve**

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**NOTE:** Review necessary documents, and Approve or Reject at all Agency Approval Levels

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**Reject**

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**Ze document posts to G/L in FI & updated Fund cash balance (if applicable) in MAGIC**

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**Treasury interface**
ZE document sent to Treasury and Treasury/QED Fund cash balance is updated