



Business Process Flowchart

General Ledger

Packet Description

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.



Business Process Flowchart

General Ledger

Significant Changes

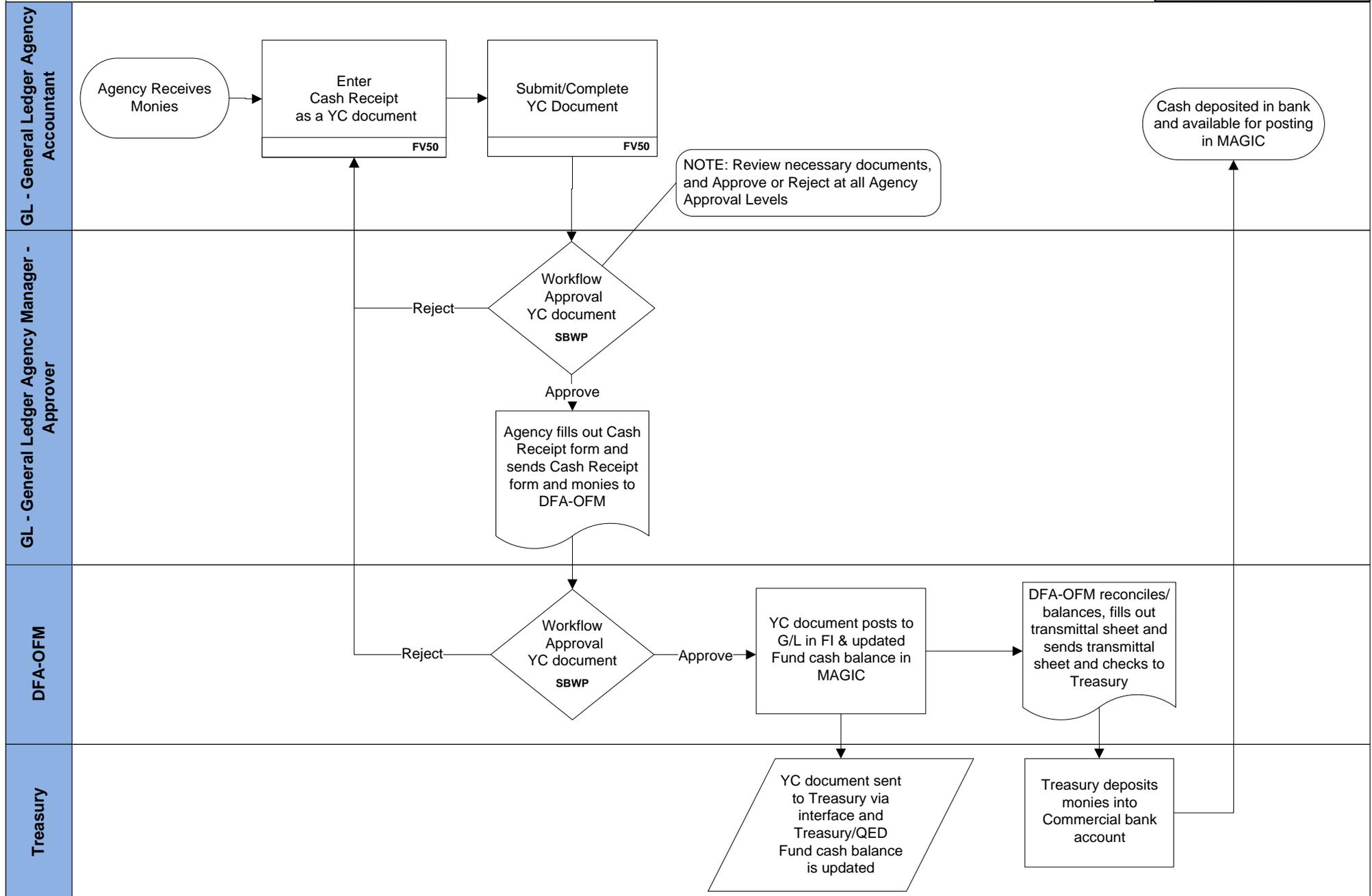
- MAGIC will use Agency transfers without approvals being required.
- Several document types will be used to transfer money between or within agencies. One of which will replace the use of balance sheet accounts 36100.
- Separation of funds by funding source.
- Collapse of some general ledger account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



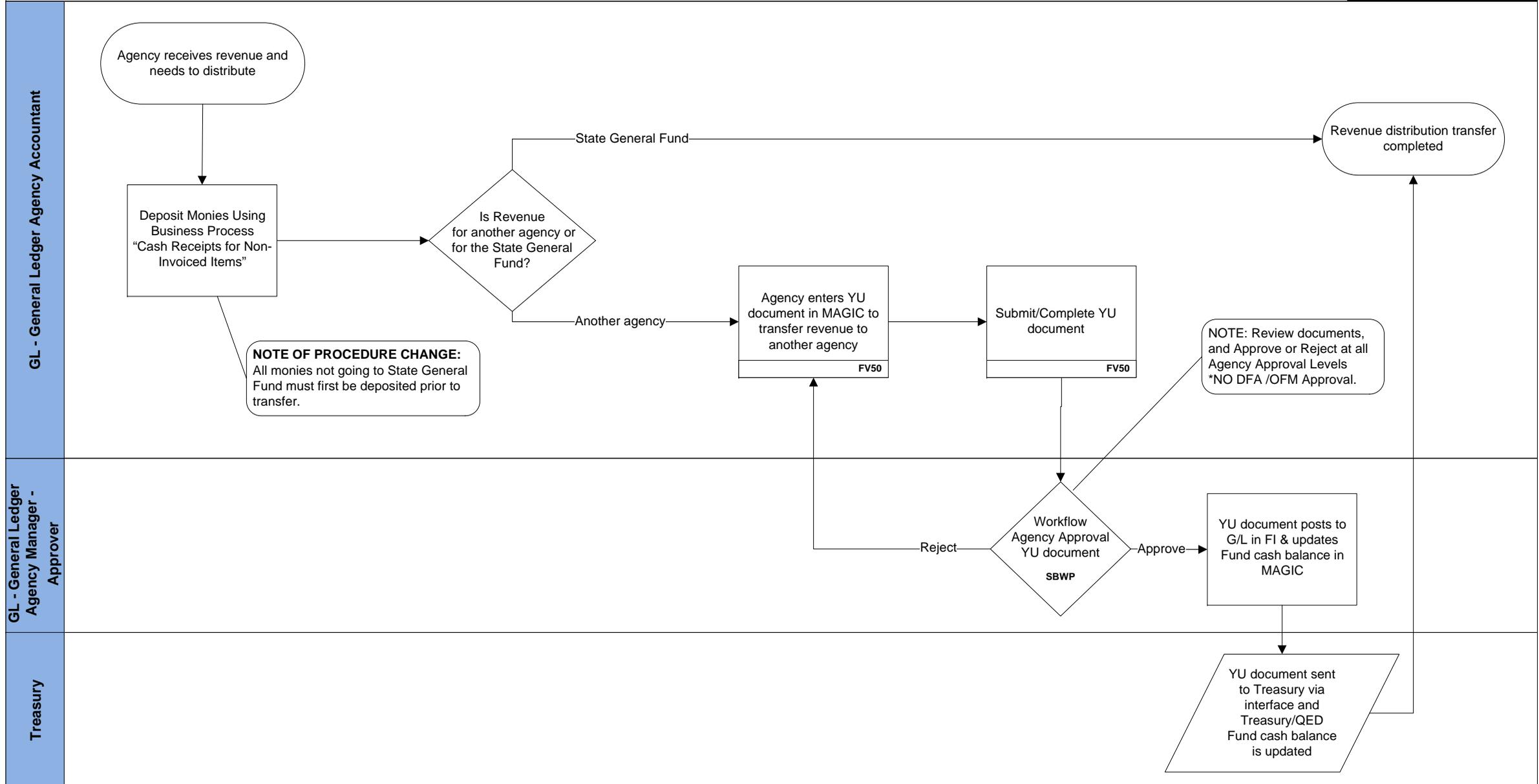
High Level Process Description

- 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.

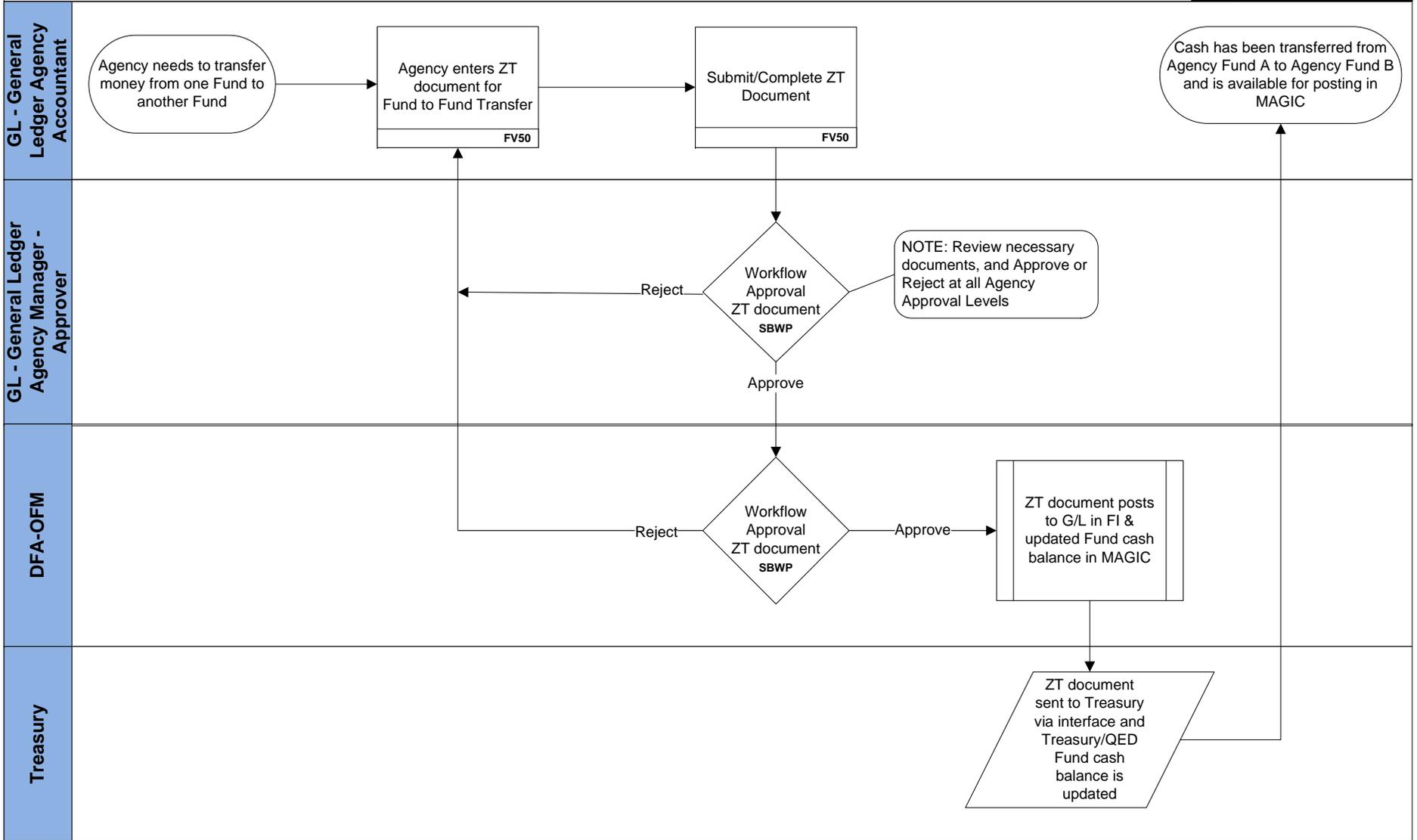
Cash Receipts for Non-Invoiced Items



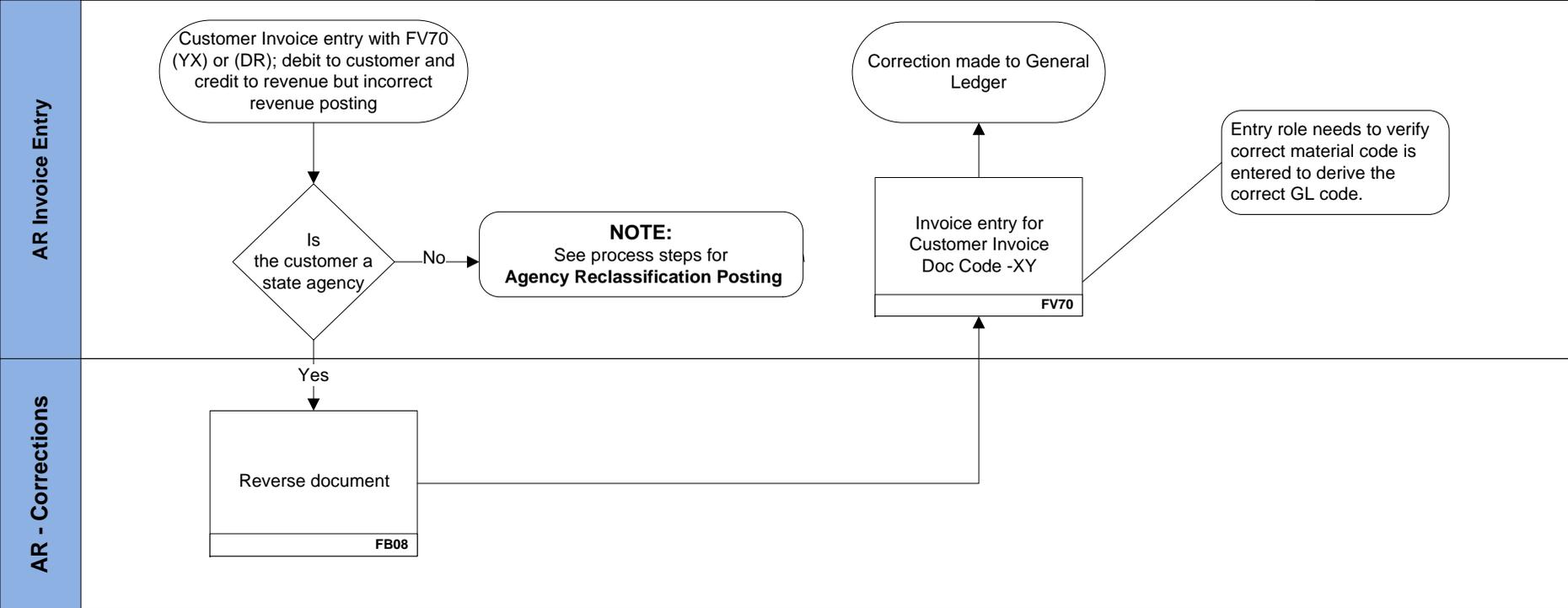
Revenue Distribution Transfer



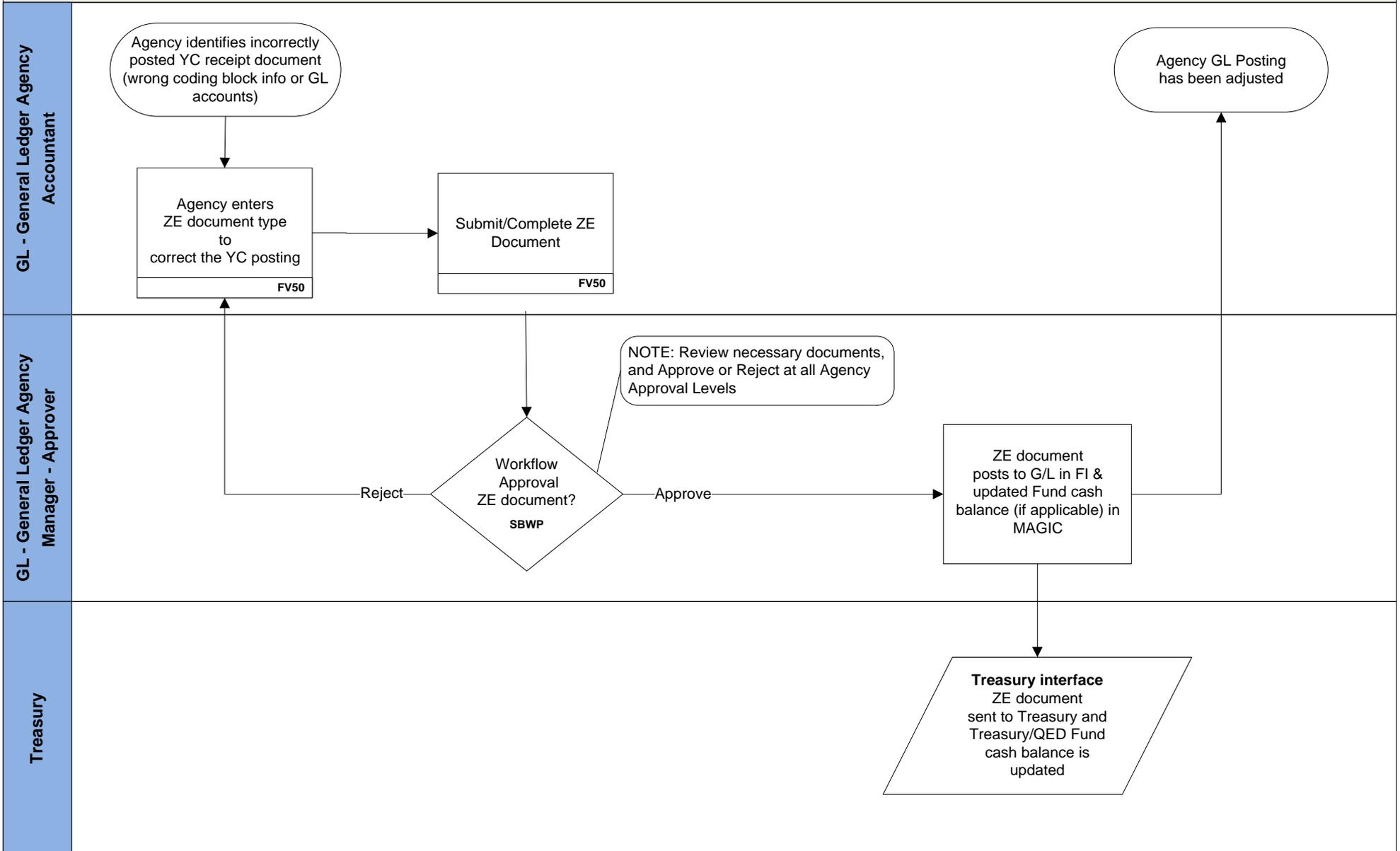
Transfer of Funds – Intra-Agency



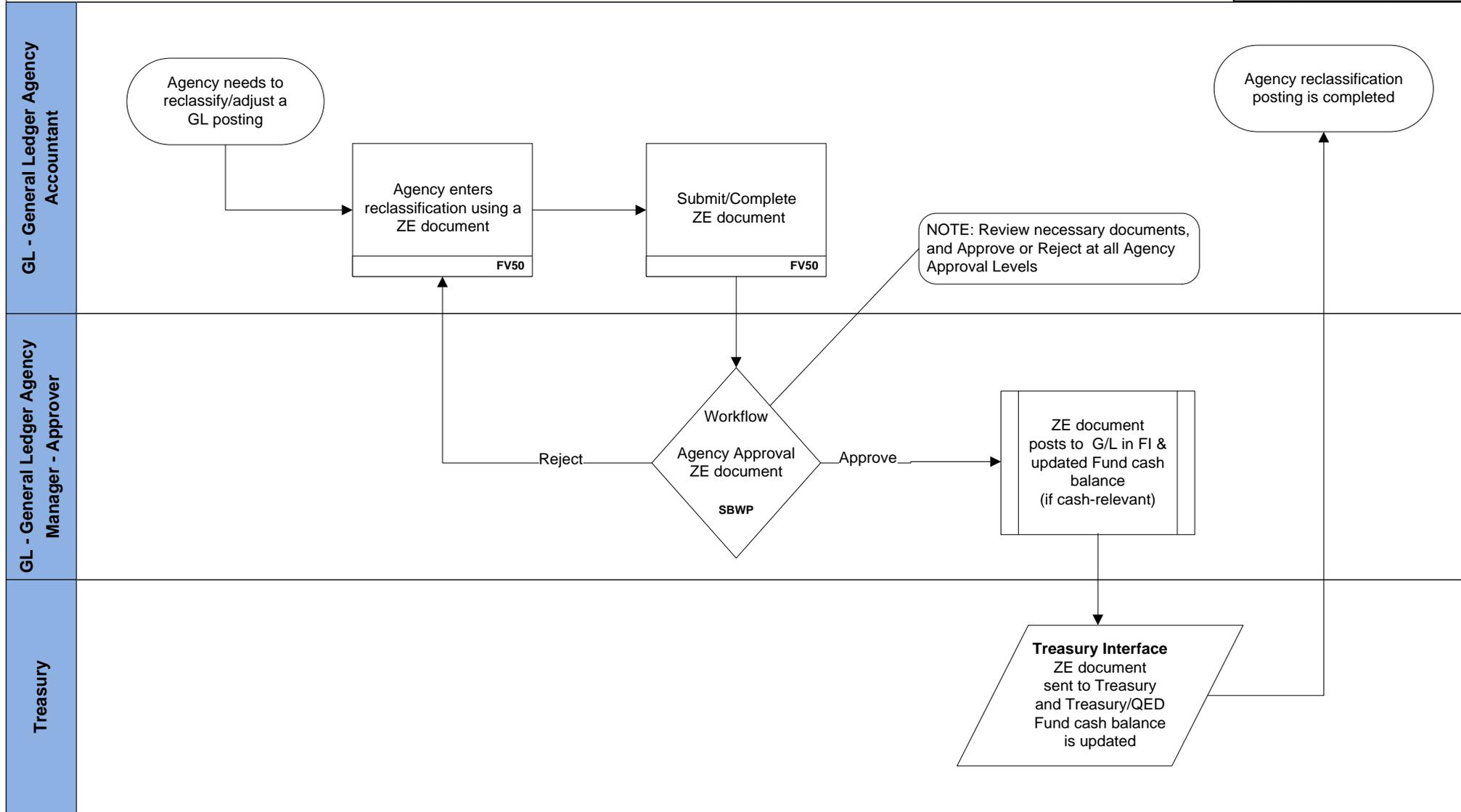
Adjustment for Incorrect GL Revenue Posting



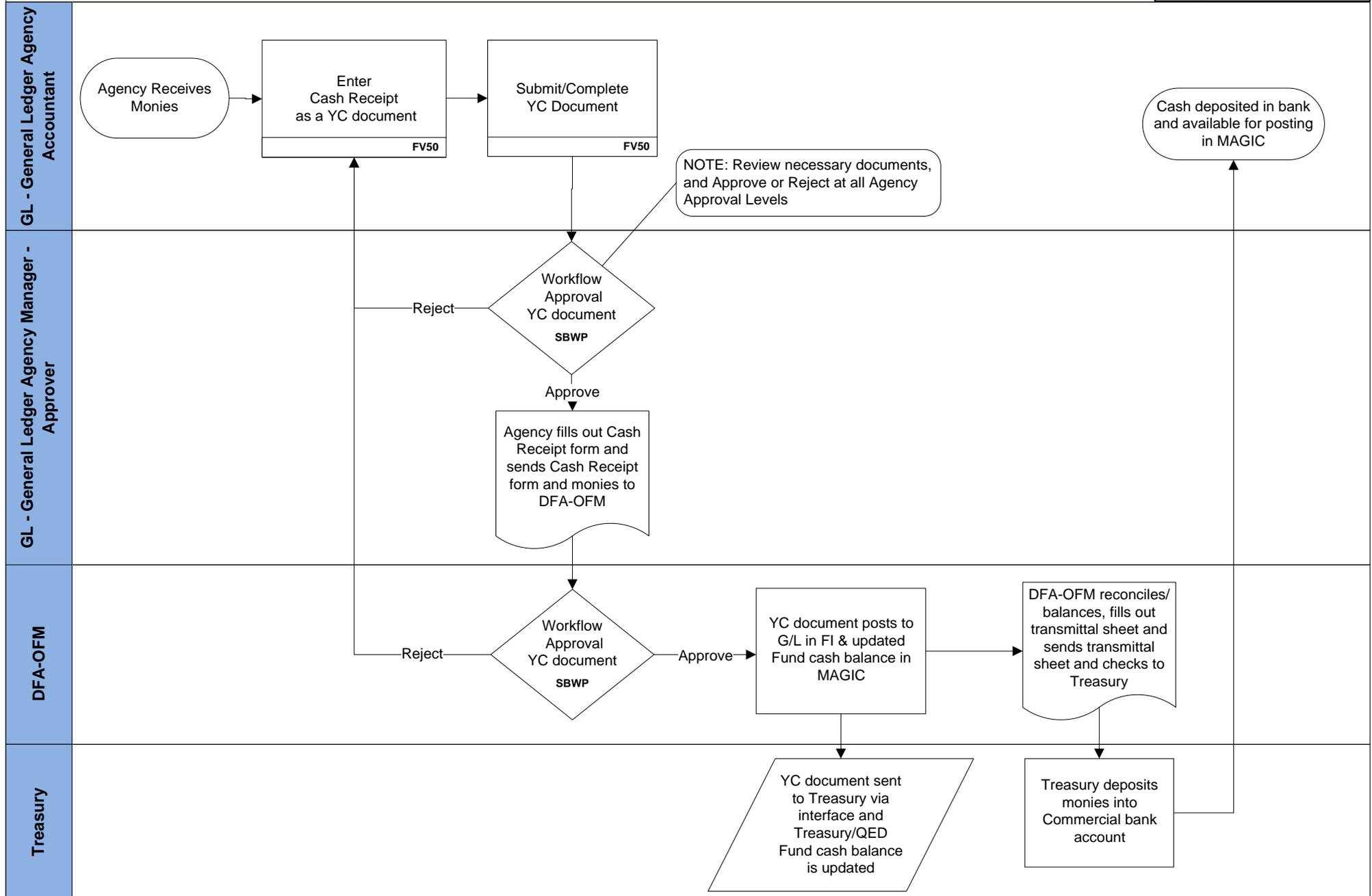
Adjustments for Incorrect GL Revenue Posting (Non-Invoiced Receipts)



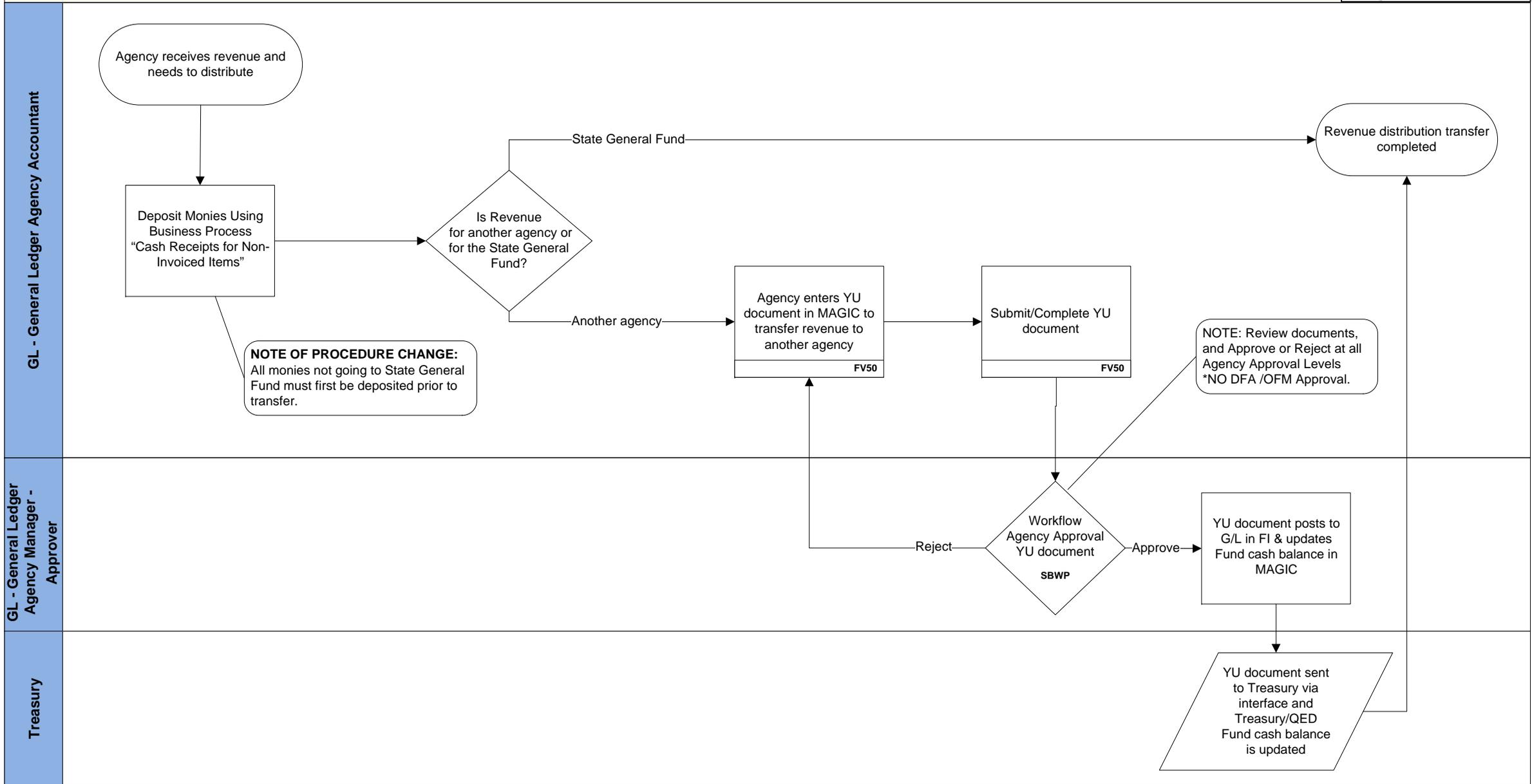
Agency Reclassification Posting



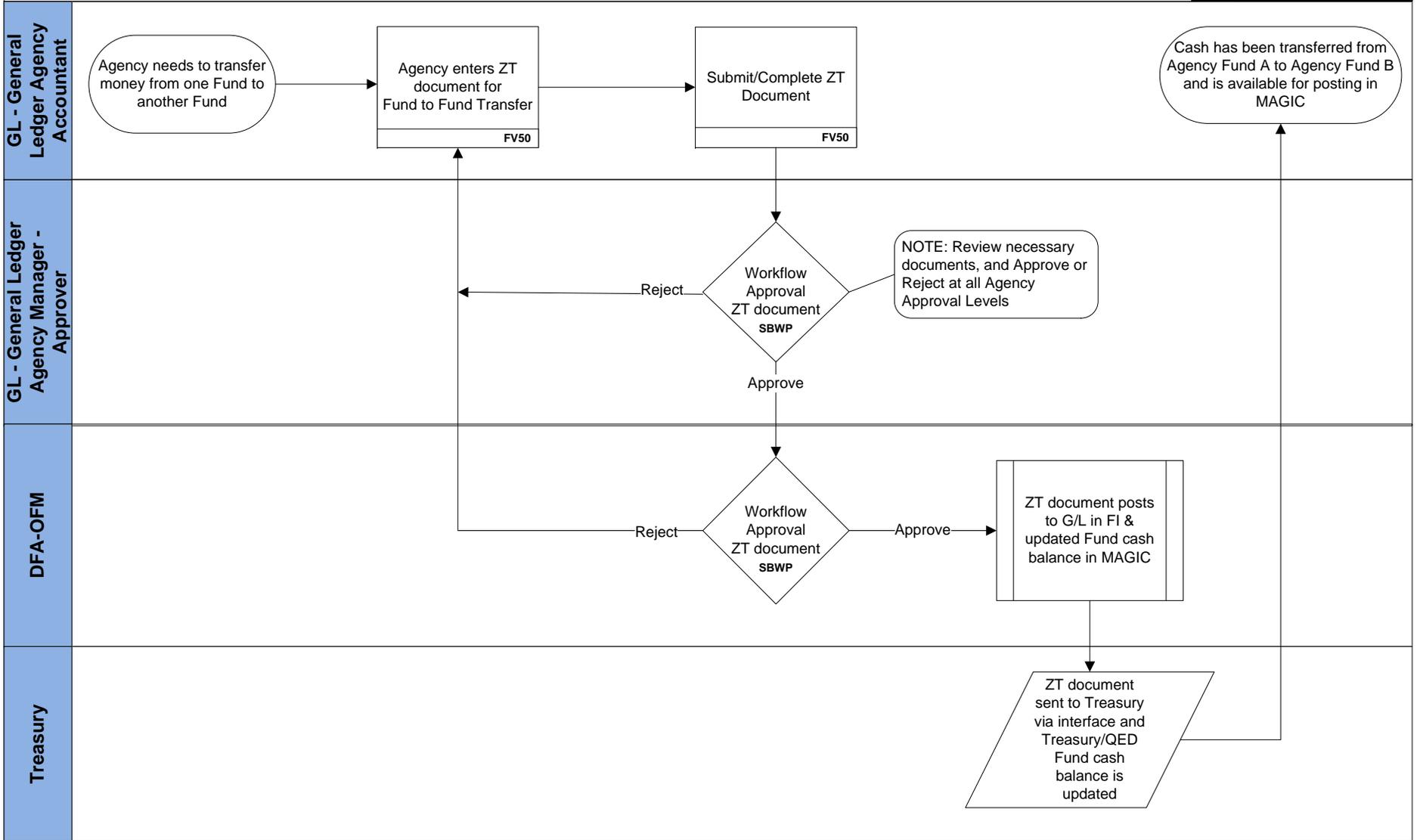
Cash Receipts for Non-Invoiced Items



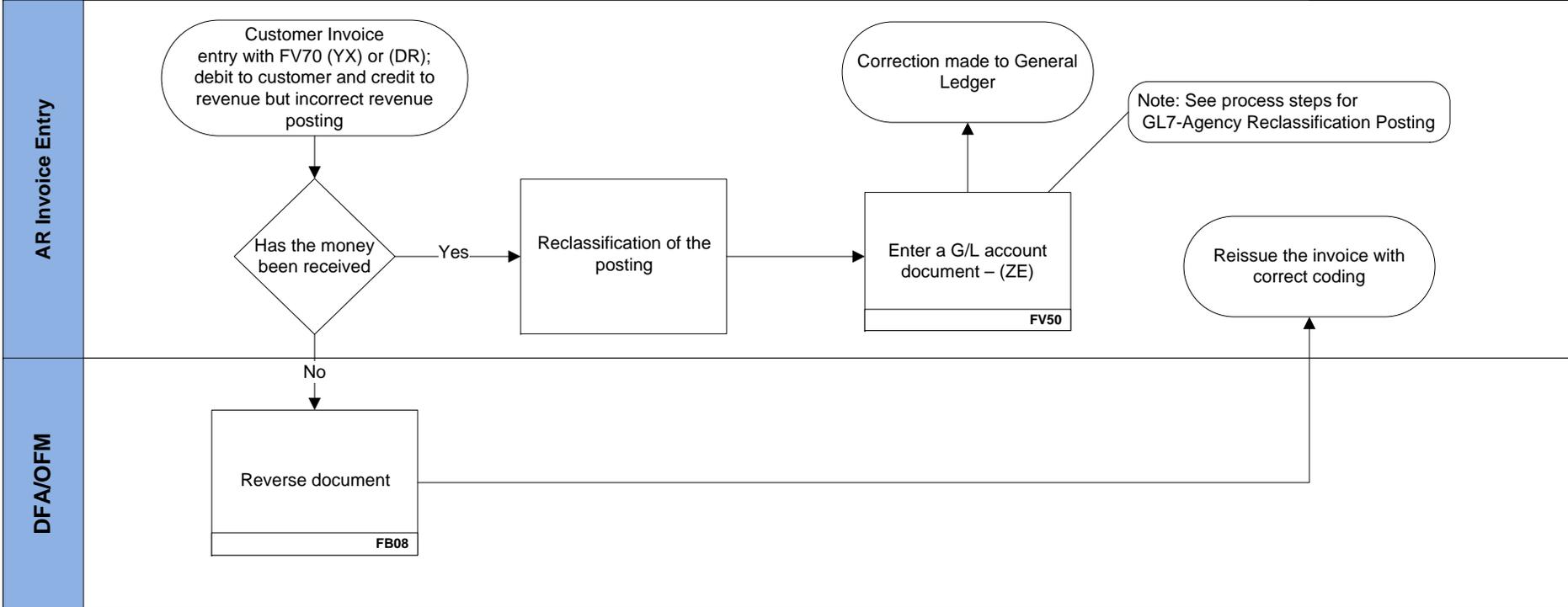
Revenue Distribution Transfer



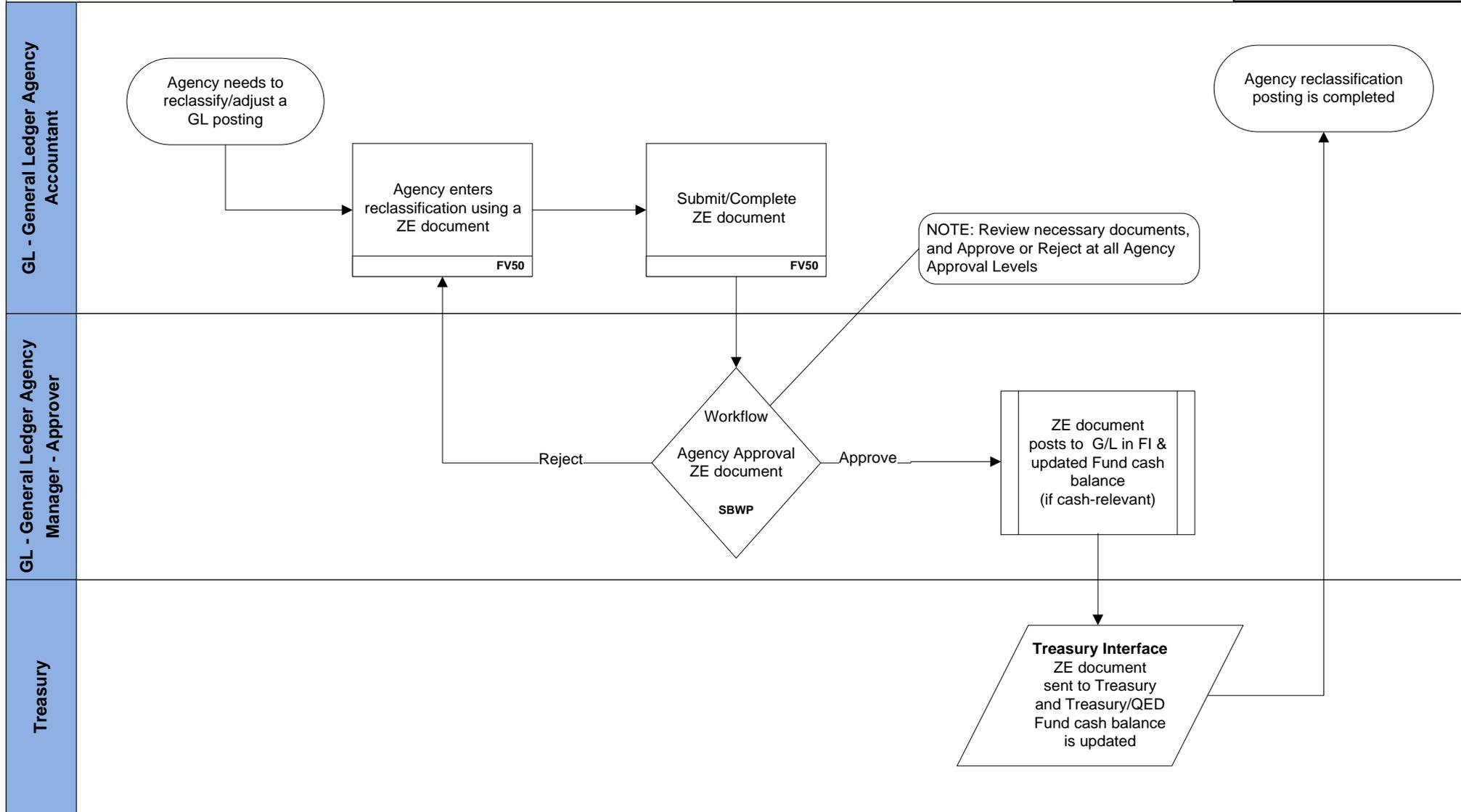
Transfer of Funds – Intra-Agency



GL5-Adjustment for Incorrect GL Revenue Posting



Agency Reclassification Posting



Adjustments for Incorrect GL Revenue Posting (Non-Invoiced Receipts)

