MAGIC Job Aids: Reference List

A Job Aid is a reference list, a quick reference guide for a specific task, a checklist to help end users to get started doing their job in MAGIC, or a summary of information learned during training. Some Job aids highlight key icons used for a task, and provide tips, shortcuts, and troubleshooting concepts. There are many formats and purposes for Job Aids.

Job aids are organized, in uPerform, by functional area and then by module within each functional area. For example, in the Finance functional area, you will see links for various modules (*Accounts Payable*, *Accounts Receivable*, *Budget*, *Controlling, etc*.). When a module link is selected, you will see a Job Aids and Training Materials folder and other documentation associated with that module under the "Help Content" heading.

Below is a listing of current job aids by subject. Many new job aids are still in development, however, so please check uPerform often for new Job Aids.

Accounts Payable
Accounts Receivable
Budget
Contracts
Controlling
Cross Functional
Document Builder
Fixed Assets
Fleet Management
General (Central)
General Ledger
Grants Management: Grantee
Grants Management: Grantor
Inter-Agency Billing
Internal Orders
Procurement
Reporting
Security
SRM Administration (Central)
Strategic Sourcing (RFx)

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Subject Area	Name of Job Aid	uPerform File Path	Link to uPerform Job Aid Page
Accounts Payable	Direct Invoicing BP	Finance / Accounts Payable / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6516
Accounts Payable	FV60 - Converted Government Payments (YP)	Finance / Accounts Payable / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6516
Accounts Payable	Goods/Service Receipt to Pay by Non-Pay Mode BP	Finance / Accounts Payable / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6516
Accounts Payable	Goods/Service Receipt to Pay by Pay Mode BP	Finance / Accounts Payable / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6516
Accounts Payable	Interfaces	Finance / Accounts Payable / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6516
Accounts Payable	Master Data Changes Vendor	Finance / Accounts Payable / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6516
Accounts Payable	Accounts Payable	Finance / Accounts Payable / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6516
Accounts Receivable	FV70 - Transfers In using YX Doc Type	Finance / Accounts Receivable / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6451
Budget	Major Commitment Item List	Finance / Budget / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6453
Contracts	Search for Contracts Advanced Search Link	Logistics / Contracts / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6472
Controlling	Master Data Changes - Agency	Finance / Controlling / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6458
Cross Functional	MAGIC T-Codes and Descriptions	Cross Functional / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10195
Cross Functional	Where can I find MAGIC Help	Cross Functional / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10195
Document Builder	Document Builder Templates	Logistics / Document Builder / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6474
Document Builder	Document Builder Tri-fold	Logistics / Document Builder / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6474
Document Builder	Document Builder	Logistics / Document Builder / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6474
Fixed Assets	Creating Assets in SRM	Finance / Fixed Assets / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6403
Fixed Assets	Fields for Asset Master Record	Finance / Fixed Assets / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6403
Fixed Assets	Fixed Assets Tri-fold	Finance / Fixed Assets / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6403
Fixed Assets	Fixed Asset Transaction Types	Finance / Fixed Assets / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6403
Fixed Assets	Fixed Asset Transfer Variants	Finance / Fixed Assets / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6403
Fixed Assets	Workflow for Property Officers	Finance / Fixed Assets / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6403
Fleet Management	Are you ready for the Fleet Management GO LIVE checklist	Logistics / Fleet Management / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6315

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Fleet Management	Fleet Management Document Status	Logistics / Fleet Management / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6315
Fleet Management	Fleet Management Transaction	Logistics / Fleet Management / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6315
Fleet Management	New Vehicle or Transferred Vehicle Process	Logistics / Fleet Management / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6315
General (Central)	Application of Funds Master Data Creation	Centralized Processes / Finance (Central) / General (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11466
General (Central)	Creating Commitment Item Master Data	Centralized Processes / Finance (Central) / General (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11466
General (Central)	Creating Cost Element Master Data	Centralized Processes / Finance (Central) / General (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11466
General (Central)	Creating General Ledger Accounts	Centralized Processes / Finance (Central) / General (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11466
General (Central)	Functional Area Master Data Creation	Centralized Processes / Finance (Central) / General (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11466
General (Central)	Fund Characteristics Creation	Centralized Processes / Finance (Central) / General (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11466
General (Central)	Fund Master Data Creation	Centralized Processes / Finance (Central) / General (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11466
General Ledger	Adjusting Entries for CAFR Fixed Assets	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	Asset Adjustments (ZA Document Type)	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	FAGLB03 GL Account Balance Display Report	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	FAGLL03 - G/L Account Line Item Display Report	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	FMCCAVCOVERVIEW - Cash Availability Report	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	General Ledger	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	General Ledger Posting Tips	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460

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Subject Area	Name of Job Aid	uPerform File Path	Link to uPerform Job Aid Page
General Ledger	Grant Receipts Without a Customer (YF Document Type)	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	Intra-Agency Funds Transfer (ZT Document Type)	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	Journal Voucher Entry Process (YV Document Type)	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	Non-Invoiced Cash Receipts (YC Document Type)	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	Reclassifying GL Entries (ZE Document Type)	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	Revenue Distribution Transfers (YU Document Type)	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
General Ledger	Printing Parked Documents from WEBGUI	Finance / General Ledger / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6460
Grants Management: Grantee	Grantee Lifecycle	Finance / Grants Management: Grantee / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6462
Grants Management: Grantor	Grantor	Finance / Grants Management: Grantor / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6463
Grants Management: Grantor	Grantor Lifecycle	Finance / Grants Management: Grantor / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6463
Grants Management: Grantor	Grantor Lifecycle Steps	Finance / Grants Management: Grantor / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6463
Inter-Agency Billing	Inter-Agency Billing	Finance / Inter-Agency Billing / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6466
Internal Orders	Internal Orders	Finance / Internal Orders / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6467
Procurement	Copy Existing Cart to a New Cart	Logistics / Procurement / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10180
Procurement	Purchase Order Processes Tri-fold	Logistics / Procurement / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10180
Procurement	Shopping Cart Processing	Logistics / Procurement / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10180

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Procurement	Split Account Assignment	Logistics / Procurement / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10180
Procurement	Multiple Line Item Single Asset PO	Logistics / Procurement / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10180
Reporting	Transaction GR55 - Execute Report Group	Reporting / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10188
Security	Initial LogOn Password Reset	Security / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10304
Security	User Parameters	Security / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.10304
SRM Administration (Central)	SUS Process for Converted Supplier	Centralized Processes / Logistics (Central) / SRM Administration (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11403
SRM Administration (Central)	MDM Step by Step Guide	Centralized Processes / Logistics (Central) / SRM Administration (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11403
SRM Administration (Central)	Setting Up New Punchout Catalogs	Centralized Processes / Logistics (Central) / SRM Administration (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11403
SRM Administration (Central)	UI Configuration for MDM	Centralized Processes / Logistics (Central) / SRM Administration (Central) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.11403
Strategic Sourcing (RFx)	RFx Transaction Types	Logistics / Strategic Sourcing (RFx) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6484
Strategic Sourcing (RFx)	Strategic Sourcing	Logistics / Strategic Sourcing (RFx) / Job Aids	http://uperform.magic.ms.gov/gm/folder-1.11.6484