STATE OF MISSISSIPPI
DEPARTMENT OF FINANCE AND ADMINISTRATION

TOPIC	EXPENDITURES	SUB-SECTION 09.20.10
SECTION	DOCUMENT TYPES	ISSUANCE DATE November 14, 2012
SUB-SECTION	PAYMENT DOCUMENT TYPES	REVISED - 2018

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PAYMENT DOCUMENT TYPES

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Section 7-7-29, Miss. Code Ann. (1972), states that no document type or requests for payment drawn against any funds in the treasury shall be issued by any state agency, official, or other person except on forms prescribed by DFA. All document type forms shall be routed to DFA in MAGIC through workflow based on the system thresholds.

The document types used to process an invoice in MAGIC are listed below. T-Code FV60 must be used to enter direct invoice. T-Code MIR7 must be used to enter invoice against a PO or contract. There should be one invoice per document type entered into MAGIC. Any variation of the prescribed business process must be approved in writing by DFA.

Document types can be accessed using the following link:

http://www.dfa.ms.gov/dfa-offices/mmrs/mmrs-applications/magic-finance-and-grants-management-figm/

Select MAGIC Document Type Listing to view.

Instructions for T-Code MIR7 are available at:

http://uperform.magic.ms.gov/ucontent/462e9c0edf284d42867fb64aea19a6c5_en-US/wi/pdf/index.pdf

Instructions for T-Code FV60 are available at:

http://uperform.magic.ms.gov/ucontent/f7f164dd7d07462b89bd95d57ba6e66a_en-US/wi/pdf/index.pdf

Once an invoice document has been "saved as complete" with the agency final level of approval, it routes via workflow in MAGIC to DFA for approval or systematically approves. The invoice and any other necessary supporting documentation must be attached to the document in MAGIC.

A warrant is issued if the invoice document posts to MAGIC without errors and sufficient cash and budget is available. DFA uses the daily warrant register to distribute warrants for the agencies. An agency can access the daily warrant register by using the T-Code ZFFM_WARR_STATUS – Warrant Status by Agency Report. DFA encourages agencies to run this report daily.

Instructions for the SFFM_WARR_STATUS report can be accessed using the following link:

http://uperform.magic.ms.gov/ucontent/f89ca80f217b42fcb0b1f919e9ad7564_en-US/index.pdf