



Financial Attachment Upload (FTP)

The purpose of this Job Aid is to provide information regarding how to upload attachments to financial documents via FTP upload using the Financial Attachment Upload Template. Agencies will now have the ability to upload attachments for parked or posted financial documents.

1. Prior to being able to load files to MAGIC, the following tasks must be completed:
 - a. Gain FTP access for your agency by following the instructions at this link, <http://www.dfa.ms.gov/media/1769/magic-ftp-process.pdf>
 - b. Once your agency has FTP access, you will need to contact the MMRS Call Center at 601-359-1343 or through the MASH email at mash@dfa.ms.gov and request that your agency be set up to upload financial attachments in MAGIC. To enable your agency, there are several steps and MMRS staff, which require at least a one-week turnaround time, must do testing that. Once all tasks are completed, your agency will be contacted to access and upload your file to the MAGIC FTP server.
2. Download the Financial Attachment Upload Template by clicking [here](#). The link will take you to the MAGIC Finance and Grants Management page of the DFA website. From that page, you will need to select the FIGM System Documentation section. The template will be available under the “Standard Financial Inbound Interface (SFII)” items.
3. Several key points to remember for using the Financial Attachment upload process:
 - a. Prior to uploading attachments, financial documents must be parked or posted in MAGIC
 - b. All attachments must be in PDF format.
 - c. There are two files required in order to complete the process to upload attachments to financial documents – a pipe delimited text file and a zip file of the PDF documents to be attached.
 - d. The upload process requires that the financial documents need to be separated between non Logistics Invoice Verification (LIV) documents and Logistics Invoice Verification (LIV) documents. Each of these files also requires separate zip files for the attachments.
4. The Financial Attachment file includes three fields: Document Number, Fiscal Year and Reference. The first column is the **Document Number** of the parked or posted financial document the second column is the **Fiscal Year on the document**, and the third column is the **Reference** from the header of the document.
 - a. Once the file is completed, the file will need to be saved as a pipe delimited text file with the following naming convention *1005_XXXX_JVDATA_YYMMDD_HHMMSS.txt* inserting the agency’s acronym in place of the characters “XXXX.” The agency’s acronym is the same as the agency’s folder name on the FTP server. The agency’s acronym may be three to five characters long. Insert the date and time in place of the “YYMMDD” and “HHMMSS.”

Financial Attachment Upload File Example

	A	B	C
1	Document Number	Fiscal Year	Reference
2	1902876914	2020	590000475
3	1902902346	2020	590000477
4	1902894464	2020	590000476
5			
6			



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Pipe Delimited Text File Example:

```
I005_MDHS_JVDATA_200323_041025.txt - Notepad
File Edit Format View Help
1902876914|2020|590000475
1902902346|2020|590000477
1902894464|2020|590000476
```

- 5. The Financial Attachment file for Logistics Invoice Verification documents includes three fields: LIV Document Number, Fiscal Year and Reference. The first column is the **LIV Document Number** of the parked or posted financial document, the second column is the **Fiscal Year on the document**, and the third column is the **Reference** from the header of the document. Please make sure to use the LIV document number and not the accounting number for this file.
 - a. For the **LIV attachment upload file**, save the pipe delimited text file as *I005_XXXX_LIVDATA_YYMMDD_HHMMSS.txt* inserting the agency's acronym in place of the characters "XXXX." The agency's acronym is the same as the agency's folder name on the FTP server. The agency's acronym may be three to five characters long. Insert the date and time in place of the "YYMMDD" and "HHMMSS."

Logistics Invoice Verification Document (LIV) Attachment Upload File Example

	A	B	C	D
1	LIV Document Number	Fiscal Year	Reference	
2	5100908599	2020	117019	
3	5101022031	2020	124152	
4	5101038077	2020	125509	
5				
6				

Pipe Delimited Text File Example:

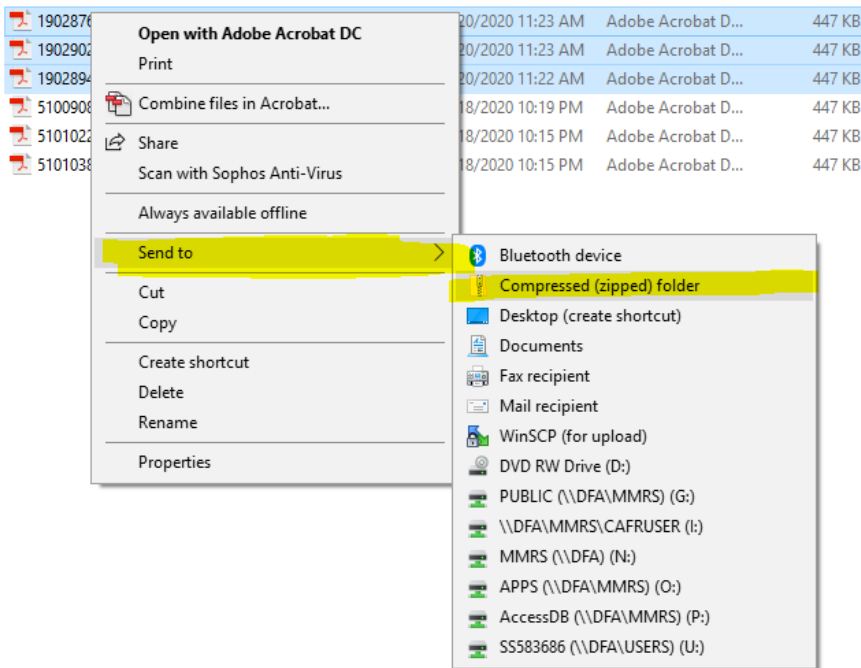
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```
I005_MDHS_LIVDATA_200323_041327.txt - Notepad
File Edit Format View Help
5100908599|2020|117019
5101022031|2020|124152
5101038077|2020|125509
```

6. Create zip file(s) containing the PDF documents to be uploaded. The name of each PDF file should match the financial document number. Name the zip folder for the **Financial attachment upload** *I005_XXXX_JVATTACH_YMMDD_HHMMSS.zip* inserting the agency's acronym in place of the characters "XXXX." The agency's acronym is the same as the agency's folder name on the FTP server. The agency's acronym may be three to five characters long. Insert the date and time in place of the "YMMDD" and "HHMMSS."
 - a. Highlight all PDF files and right click. Select **Send to** and then select **Compressed (zipped) folder**. Name the zip file *I005_XXXX_JVATTACH_YMMDD_HHMMSS.zip* as noted above.

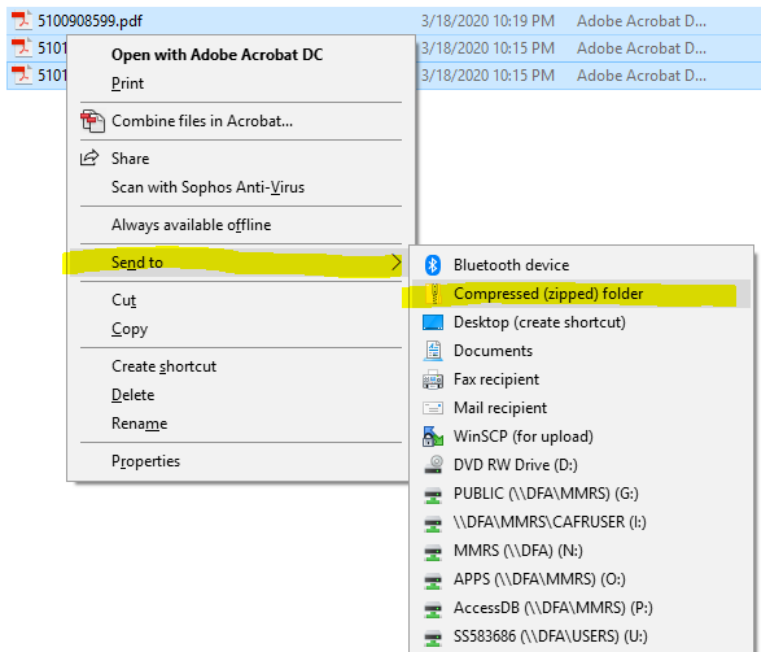
Example:

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7. Create zip file(s) containing the PDF documents to be uploaded for the Logistics Invoices. The name of each PDF file should match the LIV document number (not the accounting number). Name the zip folder for the **LIV attachment upload** *1005_XXXX_LIVATTACH_YYMMDD_HHMMSS.zip* inserting the agency's acronym in place of the characters "XXXX." The agency's acronym is the same as the agency's folder name on the FTP server. The agency's acronym may be three to five characters long. Insert the date and time in place of the "YYMMDD" and "HHMMSS."
 - a. Highlight all PDF files (that will be attached to LIV documents) and right click. Select **Send to** and then select **Compressed (zipped) folder**.

Example:





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- 8. If multiple files are uploaded on the same day, the characters that refer to the time in the file name should be changed to be unique. The date on the file must be the date the file is to be processed. If the file is uploaded after the last scheduled time of that business day, the date in the file name should be set to the next business day.
- 9. To upload files to the FTP server, locate your Agency's FTP folder:
 - a. Double click on the agency folder (please note that depending on what software is being used to access the FTP server, the view may differ than the pictures below).

AGO	12/19/2013	rwxrwxrwx	owner
BCF	7/25/2014	rwxrwxrwx	owner
BRC	11/5/2013	rwxrwxrwx	owner
BRICKS	8/25/2017	rwxrwxrwx	owner
BW	8/22/2018	rwxrwxrwx	owner
CMRC	11/26/2013	rwxrwxrwx	owner
CONVERSION	5/25/2017	rwxrwxrwx	owner
DEQ	12/2/2013	rwxrwxrwx	owner
DFA	2/6/2019	rwxrwxrwx	owner
DMR	4/22/2015	rwxrwxrwx	owner
DOR	9/22/2017	rwxrwxrwx	owner
DORTREA	6/4/2014	rwxrwxrwx	owner
DPS	11/28/2018	rwxrwxrwx	owner
EMSH	5/10/2017	rwxrwxrwx	owner
ESS	4/19/2018	rwxrwxrwx	owner
FUELMAN	6/13/2013	rwxrwxrwx	owner
GGMMC	11/5/2013	rwxrwxrwx	owner
HR	9/11/2014	rwxrwxrwx	owner
INTF	9/23/2015	rwxrwxrwx	owner
ITS	5/8/2014	rwxrwxrwx	owner
JPC	11/5/2013	rwxrwxrwx	owner
MAINFRAME	3/19/2014	rwxrwxrwx	owner
MASTERDATA	3/20/2020 10:35 AM	rwxrwxrwx	owner
MBP	11/5/2013	rwxrwxrwx	owner
MCCB	7/10/2015	rwxrwxrwx	owner
MDA	10/14/2014	rwxrwxrwx	owner
MDAH	12/19/2013	rwxrwxrwx	owner
MDE	1/28/2014	rwxrwxrwx	owner
MDES	1/18/2016	rwxrwxrwx	owner
MDHS	8/23/2019	rwxrwxrwx	owner
MDM	4/7/2020 1:04 PM	rwxrwxrwx	owner
MDOC	6/13/2013	rwxrwxrwx	owner
MDOT	12/2/2015	rwxrwxrwx	owner
MDOTLSMW	6/19/2018	rwxrwxrwx	owner
MDRS	4/17/2014	rwxrwxrwx	owner
MDWFP	3/13/2015	rwxrwxrwx	owner
MFC	6/5/2014	rwxrwxrwx	owner
MID	11/13/2013	rwxrwxrwx	owner
MMVC	11/13/2013	rwxrwxrwx	owner
MPB	11/20/2013	rwxrwxrwx	owner
MSBCE	11/6/2013	rwxrwxrwx	owner

- b. Select the agency's INB folder, and place the transfer file in this folder.



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/MDHS/				
Name	Size	Changed	Rights	Owner
INB		2/13/2020 12:00 PM	rw-rw-rw-	owner
OTB		9/7/2018	rw-rw-rw-	owner

- c. Once the upload program has run, the file will no longer be displayed. Users will have to review the success and error file for complete details.


















/MDHS/INB/				
Name	Size	Changed	Rights	Owner
ERROR		3/24/2020 3:08 PM	rw-rw-rw-	owner
PROCESSED		10/15/2019	rw-rw-rw-	owner
SUCCESS		4/1/2020 11:11 AM	rw-rw-rw-	owner

- d. Sample success log

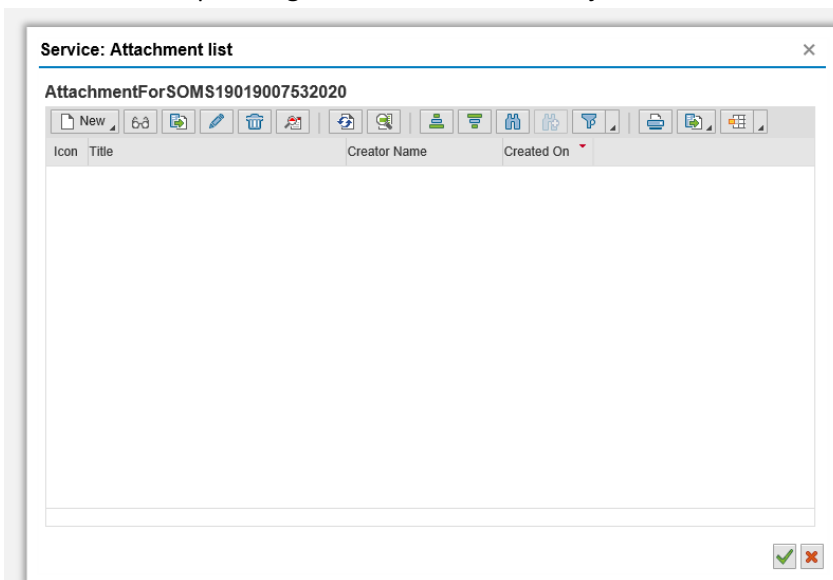
/MDHS/INB/SUCCESS/				
Name	Size	Changed	Rights	Owner
SUCCESS_I004_MDHS_SFII_20200406_093157.txt	3 KB	4/8/2020 11:01 AM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200324_100253112.txt	1 KB	3/24/2020 2:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200324_100032112.txt	1 KB	3/24/2020 2:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200324_1002531.txt	1 KB	3/24/2020 11:01 AM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200324_1000321.txt	1 KB	3/24/2020 11:01 AM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200324_100253.txt	1 KB	3/24/2020 11:01 AM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200324_100032.txt	1 KB	3/24/2020 11:01 AM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200316_1507561.txt	24 KB	3/18/2020 3:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200316_150756.txt	24 KB	3/18/2020 3:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200212_100111.txt	1 KB	2/12/2020 3:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200203_102625.txt	1 KB	2/3/2020 12:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200130_122716.txt	1 KB	1/30/2020 3:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200130_122625.txt	1 KB	1/30/2020 3:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200130_120156.txt	1 KB	1/30/2020 3:01 PM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200129_151913.txt	1 KB	1/30/2020 10:01 AM	rw-rw-rw-	owner
SUCCESS_I004_MDHS_SFII_20200129_151656.txt	1 KB	1/29/2020 5:01 PM	rw-rw-rw-	owner

- e. Sample error log

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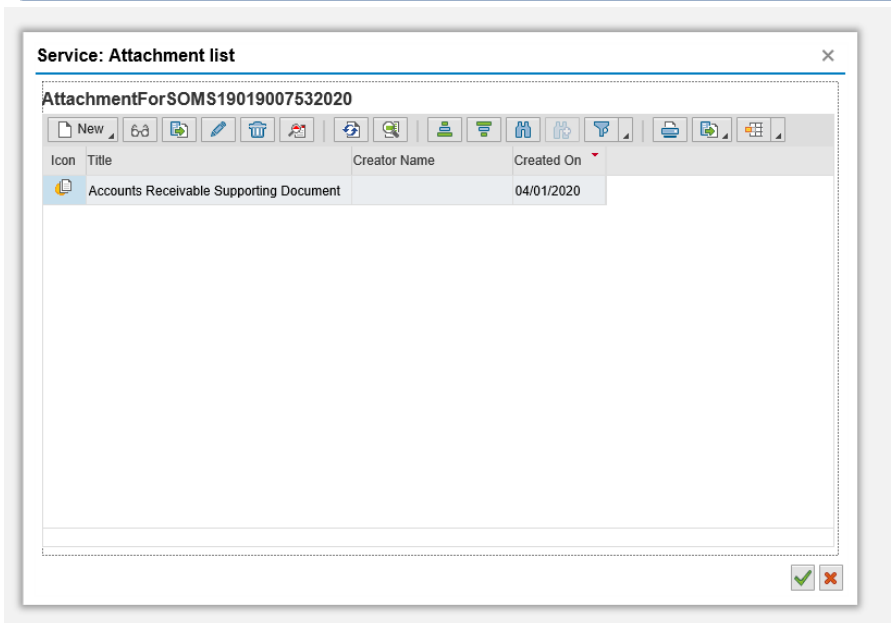
/MDHS/INB/ERROR/				
Name	Size	Changed	Rights	Owner
				
 ERROR_I004_MDHS_SFII_20200406_093160.txt	1 KB	4/8/2020 10:01 AM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200406_093157.txt	3 KB	4/8/2020 10:01 AM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200324_10025311.txt	1 KB	3/24/2020 1:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200324_10003211.txt	1 KB	3/24/2020 1:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200316_150756.txt	20 KB	3/17/2020 3:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200316_145420.txt	28 KB	3/16/2020 3:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200130_122716.txt	1 KB	1/30/2020 1:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200130_122625.txt	1 KB	1/30/2020 1:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200130_120156.txt	1 KB	1/30/2020 1:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200130_113105.txt	1 KB	1/30/2020 12:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200130_113020.txt	1 KB	1/30/2020 12:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200129_151913.txt	1 KB	1/29/2020 4:02 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200129_151656.txt	1 KB	1/29/2020 4:02 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200123_162405.txt	1 KB	1/29/2020 9:01 AM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200123_162404.txt	1 KB	1/23/2020 5:01 PM	rwxrwxrwx	owner
 ERROR_I004_MDHS_SFII_20200123_144030.txt	2 KB	1/23/2020 4:02 PM	rwxrwxrwx	owner

10. Before uploading JV attachment files and job run:

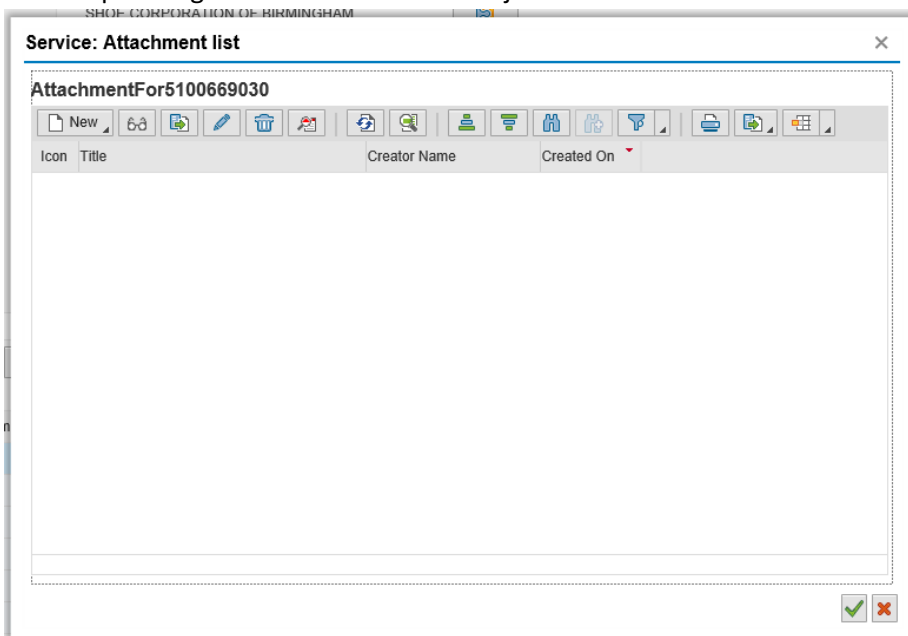


After uploading JV attachment files and job run:

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Before uploading LIV attachment files and job run:




After uploading LIV attachment files and job run:

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Service: Attachment list

AttachmentFor5100669030

Icon	Title	Creator Name	Created On
	Incoming Invoice (MM)		04/01/2020

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11. A job runs every Wednesday, Thursday, and Friday at 7 PM to pickup the files and attach the PDF invoices to the documents. Please be aware that once PDF files are attached to each document, users are not allowed to delete them. The corrected attachment will need to be manually attached to the document in MAGIC with the word "correction" in the attachment's description.