



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](#)

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[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 |
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| 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 |