



# MAGIC Job Aids: Reference List

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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](#)

[Cash and Banking \(Central\)](#)

[Contracts](#)

[Controlling](#)

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# MAGIC Job Aids: Reference List

## Accounts Payable Job Aids:

Clearing Parked Status Documents - JOB AID	FBV2 Gov Payments to Other Agencies - YP Doc Type - Automated
FIN120 AP Top Issues JOB AID	FV60 - Converted Government Payments (YP)
FV60 - Government Transfers (YT)	Goods Service Receipt to Pay by Non-Pay Mode BP JOB AID
Goods Service Receipt to Pay by Pay Mode BP JOB AID	Interfaces JOB AID
Master Data Changes Vendor JOB AID	MIR4 - Delete-Cancel Non-Posted Invoice JOB AID
MIR7 - Credit Memo for Invoice with reference to PO or Contract	Paymode-X JOB AID
Procedures for Agencies Paying Sales Tax to DOR (YU Document)	Viewing Paymode Attachments JOB AID
Warrant Status by Agency Report JOB AID	FV60 - Instructions for paying a converted invoice using FV60



# **MAGIC Job Aids: Reference List**

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## **Accounts Receivable Job Aids:**

FV70 - Transfers In using YX Doc Type	
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# MAGIC Job Aids: Reference List

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## Budget Job Aids:

Major Commitment Items List JOB AID	
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# **MAGIC Job Aids: Reference List**

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## **Cash & Banking (General):**

Cash Ante-Up Process Job Aid	Year- End Cash Movements Job Aid
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## **Contracts Job Aids:**

Contract Download Report JOB AID	How to Terminate a Contract Job Aid
Search for Contracts Advanced Search Link JOB AID	How to Process a P1 in MAGIC



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## Controlling Job Aids:

Allotment Period 1 – Performance Measure Statistical Key Figure Process	Allotment Period 2 – Performance Measure Statistical Key Figure Process
An Overview of Performance Measures in MAGIC	Master Data Changes - Agency JOB AID



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## **Cross Functional Job Aids:**

MAGIC T-Codes and Descriptions	Where can I find MAGIC Help JOB AID
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# **MAGIC Job Aids: Reference List**

## **Document Builder Job Aids:**

Document Builder JOB AID	Document Builder Templates JOB AID
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## Fixed Assets Job Aids:

Attaching Documents to an Asset Record JOB AID	Creating Assets in SRM JOB AID
Fields for Asset Master Record JOB AID	Fixed Asset Transaction Types JOB AID
Fixed Asset Transfer Variants JOB AID	Mass Change of Fixed Assets - FTP Upload Instructions
Vehicle Disposal Process JOB AID	Workflow for Property Officers JOB AID



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## **Fleet Management Job Aids:**

Fleet Management Document Status JOB AID	Fleet Management Transactions JOB AID
New Vehicle or Transferred Vehicle Process JOB AID	Vehicle Disposal Process JOB AID



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## General (Central):

Application of Funds Master Data Creation JOB AID	Creating Commitment Item Master Data JOB AID
Creating Cost Element Master Data JOB AID	Creating General Ledger Accounts JOB AID
Functional Area Master Data Creation JOB AID	Fund Characteristics Creation JOB AID
Fund Master Data Creation JOB AID	



# MAGIC Job Aids: Reference List

## General Ledger:

Adjusting Entries for CAFR Fixed Assets JOB AID	Asset Adjustments (ZA Document Type) JOB AID
FAGLB03 GL Account Balance Display Report JOB AID	FAGLL03 - GL Account Line Item Display Report
FMCCAVERVIEW - Cash Availability Report JOB AID	General Ledger JOB AID
General Ledger Posting Tips JOB AID	Grant Receipts Without a Customer (YF Document Type) JOB AID
Intra-Agency Funds Transfer (ZT Document Type) JOB AID	Journal Voucher Entry Process (YV Document Type) JOB AID
Non-Invoiced Cash Receipts (YC Document Type) JOB AID	Printing Parked Documents from WEBGUI JOB AID
Procedures for Agencies Paying Sales Tax to DOR (YU Document)	Reclassifying GL Entries (ZE Document Type) JOB AID
Revenue Distribution Transfers (YU Document Type) JOB AID	Updated ZFI_CASH_RPT - Job Aid
Viewing Parked Documents JOB AID	



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## **Goods Receipt:**

Cancel Goods Receipt Job Aid	ME2N Display Purchase Order Report Job Aid
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## **Grants Management- Grantee:**

Availability Control for Grant Management GMAVCOVRW Job Aid	Grantee Lifecycle JOB AID
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## Grants Management- Grantor:

Grantor Agreements Report - Business Analytics HANDOUT	Grantor Claims Processing Tips and Troubleshooting
Grantor JOB AID	Grantor Lifecycle JOB AID
Grantor Lifecycle Steps JOB AID	



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## **Human Capital Management (HCM):**

Employee Grouping Mapping Job Aid	Employee Grouping SPAHRS Update Instructions Job Aid
OM-PA SPAHRS to MAGIC Interface Error Message	OMPA Infotypes Job Aid
Overview of the Daily SPAHRS to MAGIC Interface Process Job Aid	SPAHRS to MAGIC Job Aid



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## **Inter-Agency Billing:**

Inter-Agency Billing JOB AID	Procedures for Agencies Paying Sales Tax to DOR (YU Document)
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## Internal Orders:

Internal Orders JOB AID	
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## Navigation:

WegGui Navigation Basics Job Aid	Wildcard Placement Job Aid
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## Procurement:

	Close a PO with Remaining Balance JOB AID
Copy Existing Shopping Cart to a New Cart JOB AID	Limit Purchase Order Process Job Aid
ME2N Display Purchase Order Report JOB AID	Multiple Line Item Single Asset PO JOB AID
Purchase Order Processes Tri-fold JOB AID	Shopping Cart Processing MAGIC Tri-Fold JOB AID
Split Account Assignment JOB AID	



# MAGIC Job Aids: Reference List

## Reporting:

Budget vs. Actual Report Job Aid (ZFFM_BUD_VS_AC_COMM or GR55 – Report Group ZFM9)	Contract Download Report Job Aid HANDOUT
FI Financial Reports JOB AID	Grantor Agreements Report - Business Analytics HANDOUT
ME2N Display Purchase Order Report JOB AID	Net Cash Report Job Aid (FMCCA/COVERVIEW)
Search for Contracts Advanced Search Link Job Aid HANDOUT	Transaction GR55 - Execute Report Group JOB AID
Updated ZFI_CASH_RPT - Job Aid	



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## Security:

Initial LogOn Password Reset JOB AID	MAGIC Phase I Role Definitions JOB AID
User Parameters JOB AID	



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## **SRM Administration (Central):**

MDM Import Manager Step by Step Guide JOB AID	Setting up New Punch-out Catalogs JOB AID
SUS Process for Converted Suppliers JOB AID	UI Configuration for MDM JOB AID



# MAGIC Job Aids: Reference List

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## Strategic Sourcing (RFx):

Additional Categories added to the RFx Process	Creating a Simple Bid Comparison Report JOB AID
RFx Transaction Types JOB AID	Strategic Sourcing JOB AID



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## **Suppliers (Vendors):**

MAGIC Supplier Self-Service Reference Guide	
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## Workflow:

Posting and Deleting LIV Documents Job Aid	
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