



Business Process Flowchart

Accounts Receivable

Packet Description

The Accounts Receivable Packet describes how invoices are created and customer information (other agencies or outside entities) is managed and recorded in MAGIC.

MAGIC Roles

The MAGIC Roles used in these flows are:

- AR - Accounts Receivable Invoice Approver
- AR - Accounts Receivable Invoice Entry
- AR - Post Outgoing Payments

A description of each role can be found on the [MMRS Website](#).

MAGIC Flows

The individual MAGIC flows that are included in this packet are:

- AR1-Adjustment for Incorrect AR Revenue Posting
- AR2-Customer Invoicing Process for External entities in AR
- AR3-Refunds for Customers (Previously in GL)

Help or Questions

Click [here](#) to learn how to read a MAGIC Business Flowchart.

If you have a question, please use the [MAGIC Feedback](#) webpage to submit your question.



Business Process Flowchart

Accounts Receivable

Significant Changes

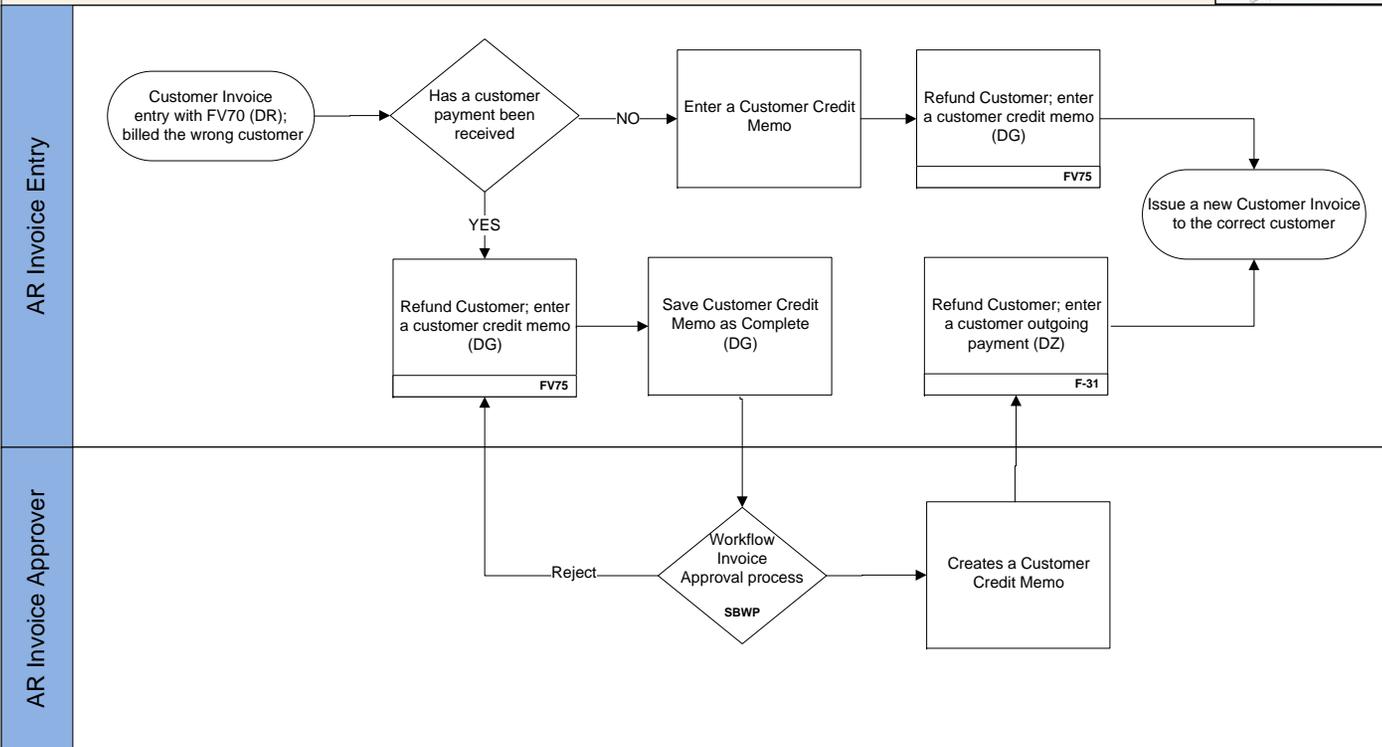
- MAGIC will have a central customer file with centralized customer numbers.



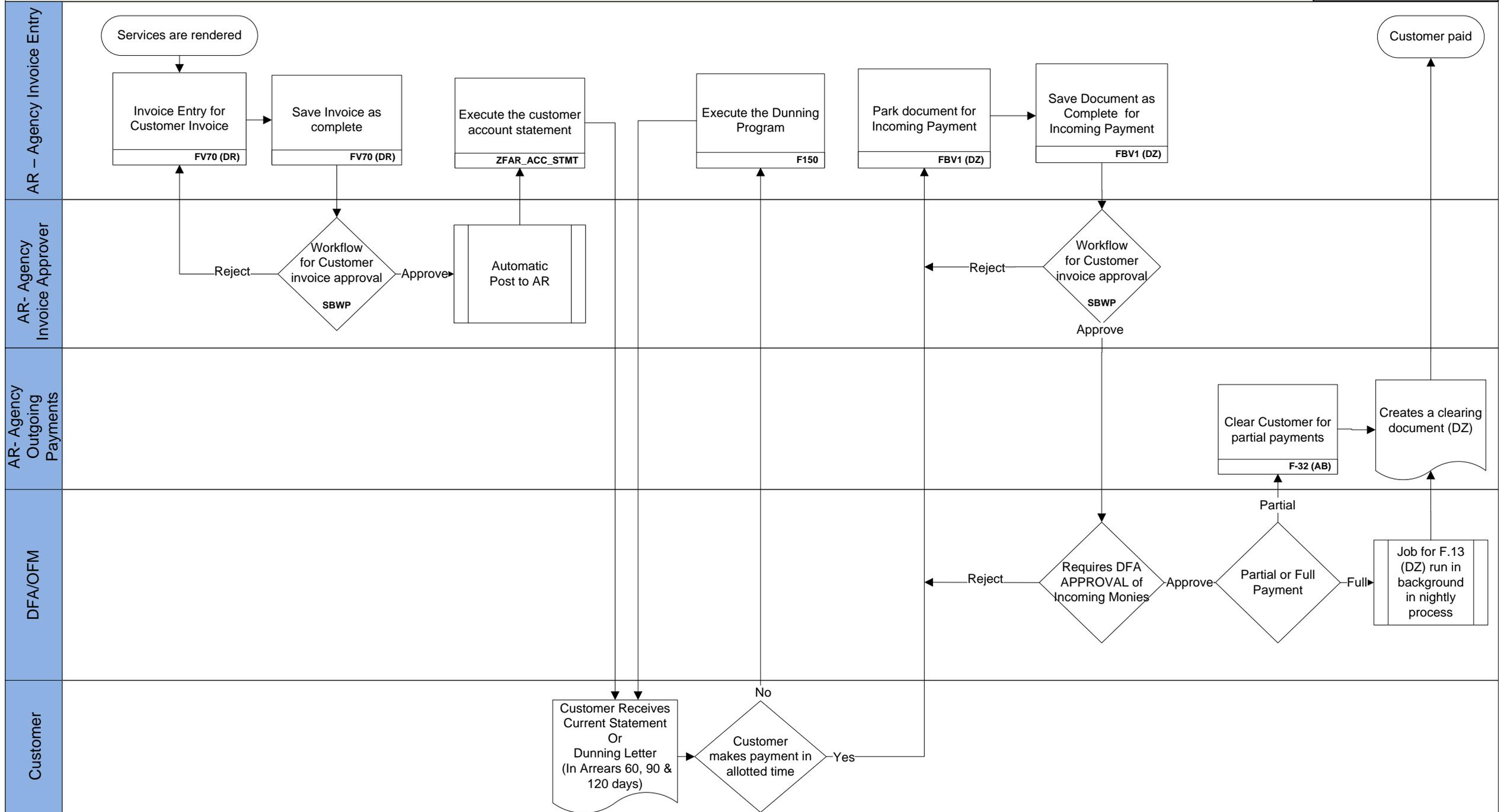
High Level Process Description

- The newly assigned customer number will be referenced on the customer invoice
- The accounts payable process will allow agencies to create a customer invoice and post/clear a customer payment.
- The invoicing process will allow agencies to select a customer and post against the appropriate revenue G/L account while also posting against a cost center, or internal order or WBS element. The number series for revenue G/L accounts is 4XXXXXXX.
- Dunning Program
 - The dunning process will now be a more standard process for all agencies through the MAGIC system.
 - The system allows you to dun business partners automatically. The system duns the open items from business partner accounts in which the overdue items create a debit balance. The dunning program selects the overdue open items, determines the dunning level of the account in question, and creates a dunning notice. It then saves the dunning data created for the items and accounts affected.

AR1-Adjustment for Incorrect Customer Billing



Customer Invoicing Process for External entities in AR



AR3-Refunds for Customers

