

**Instructions to pay an ITS Telecom Services Invoice issued in MAGIC after July 1, 2014**

**TCode – FBV2**



**Mississippi Department of  
Information Technology Services  
Telecommunication Services Division**



Service for the Month of July 2014 Date: July 31, 2014	MAGIC Billing Document Reference 90002784 ITS Bill Code IN 601 CO854156591
Customer Number 7000000989 AGENCY O  PO BOX 130  LAKEVIEW, MS 39451	Remit to: 4000001601 Information Technology Services 3771 Eastwood Drive Jackson, MS 39211 ITS Tax ID #640470048

***Invoices may not be short paid or reduced unless your agency's Telecom Coordinator has contacted ITS.  
If charges need to be billed differently, contact your agency's Telecom Coordinator.  
Telecom Services will only make changes requested by an agency appointed Telecom Coordinator.***

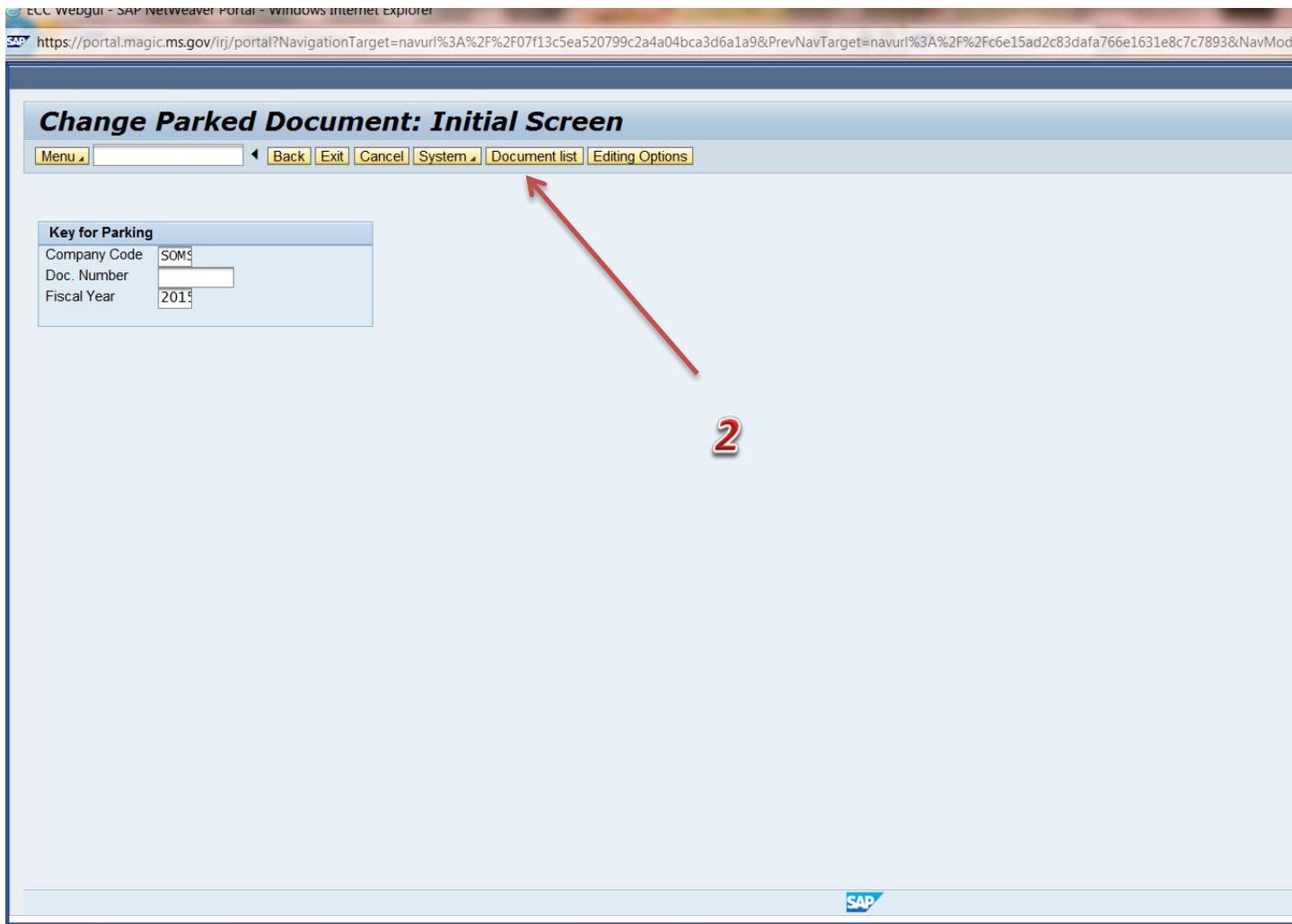
Material Number	Description	Object	Monthly Charges	USF Charge	Total Amount
Z16015108610	Line Charges	61923	137.63	0.00	137.63
Z16015108660	Advertising Charges	61923	5.50	0.00	5.50
Z16015108680	Vendor Long Distance	61925	21.31	0.17	21.48
			164.44	0.17	164.61
Total Amount Due for Bill_To					\$164.61

**\*\* For proper credit, return 1 copy with remittance \*\***

**Make Warrants payable to State Treasurer Fund: 3601 Agency: 601.**

Customers will continue to use the Online Telecom System (OTS) to find the detailed documentation for your ITS invoice as displayed above.

1. After review and approval of your invoice, make note of the new MAGIC Billing Document Reference Number in the top right corner of the first page.



Next – Log into MAGIC and T-Code FBV2.

Once in FBV2:

2. Click on Document List

ECC Webgui - SAP NetWeaver Portal - Windows Internet Explorer  
https://portal.magic.ms.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F07f13c5ea520799c2a4a04bca3d6a1a9&PrevNavTarget=navurl%3A%2F%2Ffc6e15ad2c83dafa766e1631e8c7c789

### List of Parked Documents

Menu  Save as Variant... Back Exit Cancel System Execute Get Variant... Program Documentation

Company code  to    
Document number  to    
Fiscal year  to

**General Selections**

Posting date  to    
Document date  to    
Document type  to    
Reference  to    
Document header text  to    
Entered by  to

**Processing Status**

Enter release  to    
Complete  to    
Released  to

3

4

SAP

3. In the Entered by field – enter SDIA followed by your Business Area Code.  
(Example – ITS Business Area is 1601 so we enter SDIA1601 with no spaces)
4. Click Execute

ECC Webgui - SAP NetWeaver Portal - Windows Internet Explorer  
https://portal.magic.ms.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F07f13c5ea520799c2a4a04bca3d6a1a98&PrevNavTarget=navurl%3A%2F%2Fce15ad2c83dafa766e1631e8c7c7893&NavMode=3&CurrentWindowId=...

### Change Parked Documents: List

Menu ▾ Back Exit Cancel System ▾ Choose Select All Deselect All Sort in Ascending Order Set Filter Spreadsheet... Sort in Descending Order Download Mail Recipient Chan

St.	Source compan...	Company Code	Document Nu...	Fiscal Year	Reference	Rel...	Completed by	Released by	User
	SOMS	SOMS	170000159	2015	009000024	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	170000187	2015	0090000167	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	170000209	2015	0090000191	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	170000397	2015	0090000239	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700002288	2015	0090000351	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700002371	2015	0090000456	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700002697	2015	0090000685	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700002823	2015	00900001028	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700002865	2015	00900001160	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700002941	2015	00900001246	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700003056	2015	00900001645	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700003442	2015	00900002479	<input type="checkbox"/>			SDIA1601
	SOMS	SOMS	1700003728	2015	0090002784	<input type="checkbox"/>			SDIA1601

13 items displayed

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5. Use the MAGIC Billing Document Reference Number from your ITS Invoice in step 1 to find the MAGIC Billing document in the Reference Field and select by double clicking.

ECC Webgui - SAP NetWeaver Portal - Windows Internet Explorer

https://portal.magic.ms.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F07f13c5ea520799c2a4a04bca3d6a1a98&PrevNavTarget=navurl%3A%2F%2Ffc6e15ad2c83dafa766e1631e8c7c7893&Nav...

### Change Parked Document: Overview

Menu  **Park document** **Back** **Exit** **Cancel** **System** **Currency** **Fast Data Entry** **Tax** **Acct model** **Document Header** **Check**

Document Date: 08/26/2011    Type: YP    Company Code: SOMS  
 Posting Date: 08/26/2011    Period: 2    Currency: USD  
 Document Number: 170000374    Fiscal Year: 2011    Translatn Date:  
 Reference: 0090002784 x    Trading part.BA:  
 Doc.Header Text: CO363096    Texts exist     Net entry

Line items					
Itm PK	BusA	Acct no.	Description	Tx	Amount
001	21	4000001601	Information Technology Service		2,000.00
002	50	1601 61850000	ITS Payments		2,000.00-
D 2,000.00		C 2,000.00		Itm 2	0.00

**Other line items**

PstKy  Account  SGL Ind  TType  New co.code

- To review the code structure (paying Cost Center and Fund Number) double click on the line items.

ECC Webgui - SAP NetWeaver Portal - Windows Internet Explorer  
https://portal.magic.ms.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F07f13c5ea520799c2a4a04bca3d6a1a9&PrevNavTarget=navurl%3A%2F%2Ffc6e15ad2c83dafa766e1631

### Change Parked Document: Change G/L Account Item

Menu  Save Back Exit Cancel System Overview Previous item Next item Fast Data Entry Tax Additional Data Acct model Che

G/L Account 61850000 Payments to ITS  
Company Code SOM State of Mississippi

**Item 2 / Credit entry / 50**

Amount 2,000.00 x USD  
Tax code   Calculate tax  
 W/o Cash Dscnt

Fund 33601000(BP 2014-A2  
Cost Center 16010220(ATyp Grant NRGRANT  
Functional Area 16010102  
Funds Center 1601022000 Commitment Item 61850000  
Earmarked Funds   Done    
Purchasing Doc.  Quantity   
Value Date  Due On   
Assignment 20140826  
Text

**Next Line Item**

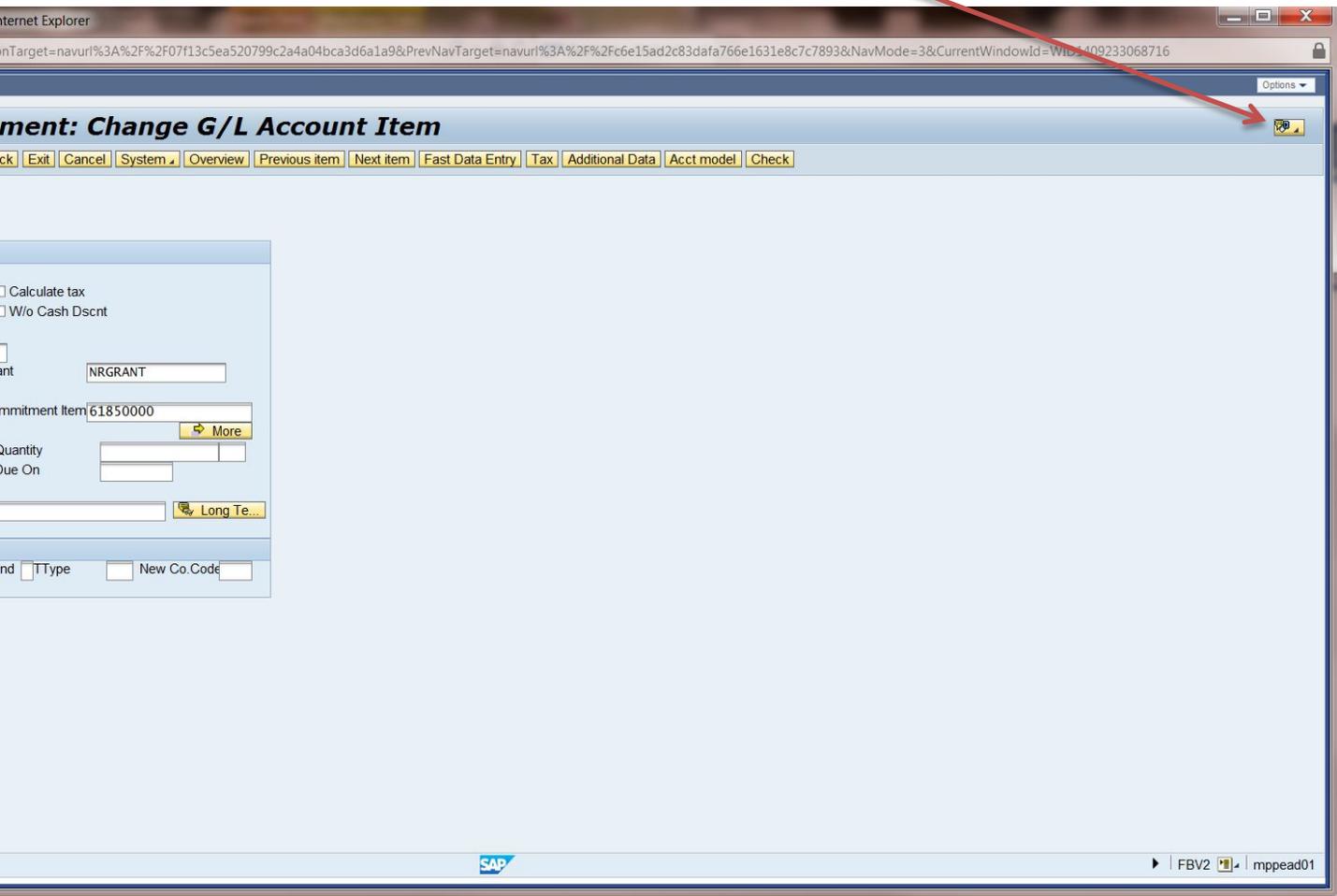
PostKey  Account  SGL Ind  TType  New Co.Code

**7**

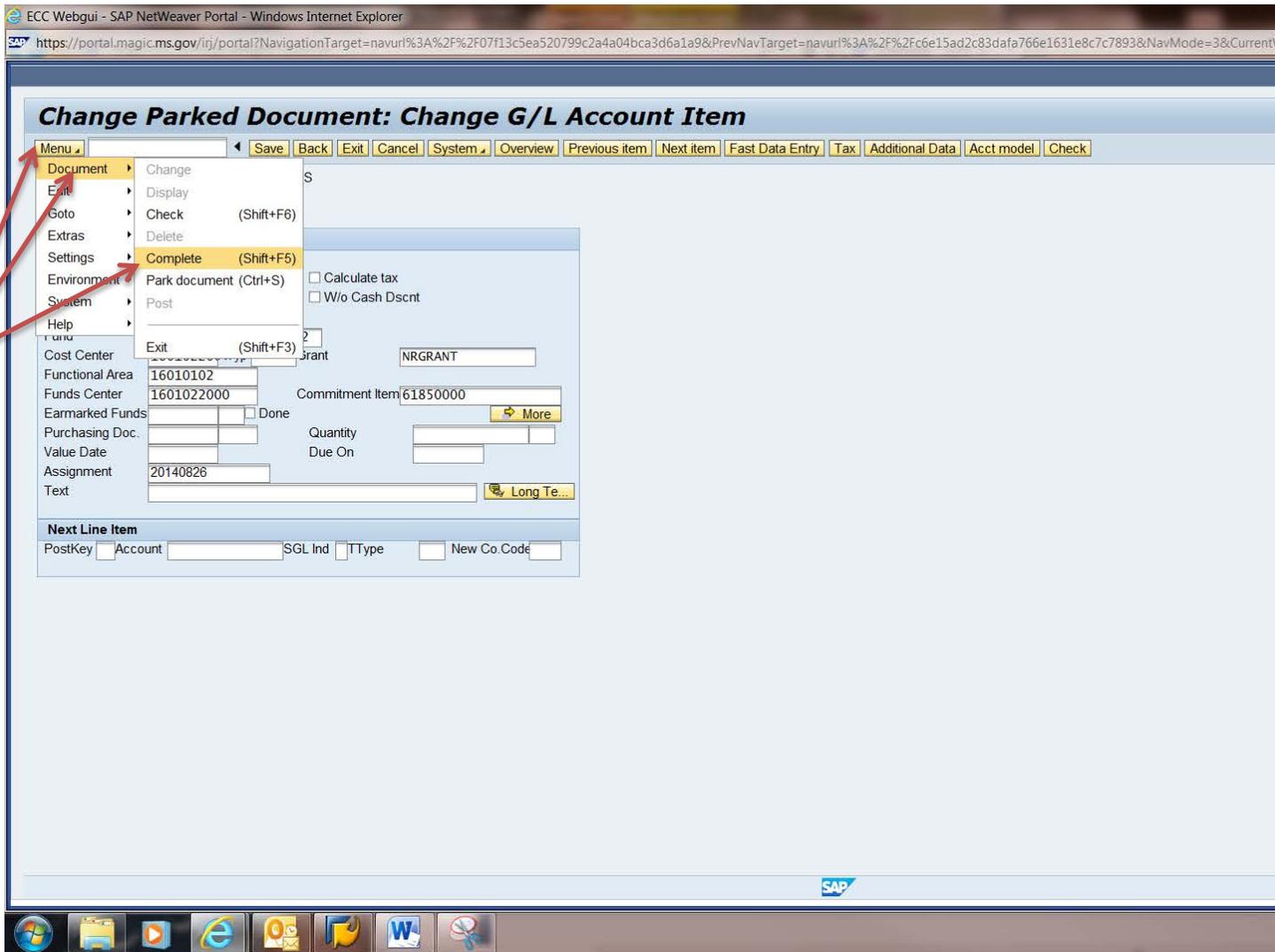


7. Review the information and correct if necessary (additional detail is available by clicking More).

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8. Attach any desired supporting documentation using the Store Document – Open Text option.



9. After review and corrections are complete – submit into workflow for payment by:  
Clicking Menu – Hover on Document – Click Complete