



Invoice & Adjustment Roster
Report in MAGIC (Offline Agencies)





Invoice & Adjustment Roster Report in MAGIC (Offline Agencies)

1. Go to the MAGIC **Home** page.
2. Click **Reports**.

The screenshot shows the MAGIC Group Insurance Commission website. At the top left is the MAGIC logo with a star above the 'I'. To the right is the official seal of the Commonwealth of Massachusetts. Below the logo is a dark blue navigation bar with the following menu items: Benefit Management, Reports, Discrepancy Report, Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits - Portal. A yellow circle with the number '2' is positioned above the 'Reports' menu item, with a blue arrow pointing to it. Below the navigation bar is the 'Home' section. On the left side of the 'Home' section, there is a yellow circle with the number '1' and a blue arrow pointing upwards to the 'Home' heading. To the right of the 'Home' heading are three columns: 'News & Alerts', 'Group Insurance Commission' (with a paragraph of text describing the GIC's mission), and 'Links' (with three underlined links: 'Coordinator Resource Materials', 'Employee Assistance Program (EAP) Mass4You', and 'Mass4You Financial Tools Available to Help GIC Members').



Invoice & Adjustment Roster Report in MAGIC (Offline Agencies)

1. Click the **Dropdown** arrow.

MAGIC
Group Insurance Commission

Benefit Management Reports Discrepancy Report Admin Online Forms Online Forms - Open Cases Declined Benefits – Portal

Select Report: -- Select --

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Invoice & Adjustment Roster Report in MAGIC (Offline Agencies)



1. Click the **Employee Share Invoice**.

The screenshot shows the MAGIC Group Insurance Commission website interface. At the top left is the MAGIC logo with a star above the 'I'. To the right is the Seal of the Commonwealth of Massachusetts. Below the logo is a navigation bar with the following items: Benefit Management, Reports (highlighted), Discrepancy Report, Admin, Online Forms, Online Forms - Open Cases, and Declined Benefits – Portal. Below the navigation bar is a 'Select Report:' dropdown menu. The dropdown menu is open, showing a list of report options. The 'Employee Share Invoice' option is highlighted in blue. A blue arrow points from a yellow circle containing the number '1' to the 'Employee Share Invoice' option.

MAGIC
Group Insurance Commission

Benefit Management **Reports** Discrepancy Report Admin Online Forms Online Forms - Open Cases Declined Benefits – Portal

Select Report: -- Select --

- Select --
- Agency Insured Report - Employee
- Monthly Offline Adjustment Report - Employer
- Monthly Offline Adjustment Report - Employee
- Employee Share Invoice**
- Offlines Weekly Premium change Report
- Offlines Weekly Premium Reinstatement Report
- Offlines Weekly Survivor Deduction Requests Report
- GASB Report
- Premium For Offline Agency
- LTD Age Change
- Optional Life Age Change



Invoice & Adjustment Roster Report in MAGIC (Offline Agencies)

1. Select the **Billing Month**.
2. Click **View Report**.
3. Review the **Payment Due Date** and **Amount Due**.
4. Review the Invoice Details.
5. **Select a format** and click **Export** to save a copy.

Commonwealth of Massachusetts
Group Insurance Commission

Invoice: _____ Date: _____

Payment is Due: _____ **Total Amount Due:** _____

Previous Balance	\$189,286.58
Payment	\$0.00
Roster Adjustments	\$0.00
Approved Discrepancies	\$0.00
Balance Forward	\$189,286.58
Prior Billing Adjustments	\$0.00
Employee Share Premium	\$433,708.41
Total Amount Due	\$622,994.99

Type	No. of Insureds	Employee Share Premium
Basic Life		
Health		
Optional Life		
LTD		
Total		



Invoice & Adjustment Roster Report in MAGIC (Offline Agencies)

1. Click the **Monthly Offline Adjustment Report - Employee**.

The screenshot shows the MAGIC Group Insurance Commission website interface. At the top left is the MAGIC logo with the text "MAGIC Group Insurance Commission". At the top right is the Seal of the Commonwealth of Massachusetts. Below the logo is a dark blue navigation bar with the following menu items: "Benefit Management", "Reports", "Discrepancy Report", "Admin", "Online Forms", "Online Forms - Open Cases", and "Declined Benefits - Portal". The "Reports" menu item is highlighted. Below the navigation bar is a "Select Report:" dropdown menu. The dropdown menu is open, showing a list of report options. The option "Monthly Offline Adjustment Report - Employee" is highlighted in blue. A yellow circle with the number "1" and a blue arrow points to this highlighted option. The other options in the dropdown menu are: "-- Select --", "Agency Insured Report - Employee", "Monthly Offline Adjustment Report - Employer", "Employee Share Invoice", "Offlines Weekly Premium change Report", "Offlines Weekly Premium Reinstatement Report", "Offlines Weekly Survivor Deduction Requests Report", "GASB Report", "Premium For Offline Agency", "LTD Age Change", and "Optional Life Age Change".



Invoice & Adjustment Roster Report in MAGIC (Offline Agencies)

1. Select the **As of Date**.
2. Select your **Agency/Division**.
3. Review detailed adjustments for employees.
4. **Select a format** and click **Export** to save a copy.

MAGIC
Group Insurance Commission

Benefit Management | **Reports** | Discrepancy Report | Admin | Online Forms | Online Forms - Open Cases | Declined Benefits - Portal

Select Report: Monthly Offline Adjustment Report - Employee

As Of Date [dropdown] Agency/Division [dropdown] View Report

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Commonwealth of Massachusetts
Group Insurance Commission

Roster Adjustment - Employee

Premium Month	GIC ID	Name	Coverage	Premium (\$)
XX/XXXX	XXX-XX-1234	Sample Employee	Sample Health Insurance	\$XX.XX
XX/XXXX	XXX-XX-1235	Sample Employee	Sample Health Insurance	\$XX.XX

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Invoice & Adjustment Roster Report in MAGIC (Offline Agencies)



1. Click the **Agency Insured Report - Employee**.

The screenshot shows the MAGIC Group Insurance Commission website interface. At the top left is the MAGIC logo with the text "Group Insurance Commission". At the top right is the Seal of the Commonwealth of Massachusetts. Below the logo is a navigation bar with the following items: "Benefit Management", "Reports", "Discrepancy Report", "Admin", "Online Forms", "Online Forms - Open Cases", and "Declined Benefits - Portal". The "Reports" menu is open, displaying a list of report options. The first option, "Agency Insured Report - Employee", is highlighted in blue. A yellow circle containing the number "1" has an arrow pointing to this highlighted option. Other options in the list include "Monthly Offline Adjustment Report - Employer", "Monthly Offline Adjustment Report - Employee", "Employee Share Invoice", "Offlines Weekly Premium change Report", "Offlines Weekly Premium Reinstatement Report", "Offlines Weekly Survivor Deduction Requests Report", "GASB Report", "Premium For Offline Agency", "LTD Age Change", and "Optional Life Age Change".



Invoice & Adjustment Roster Report in MAGIC (Offline Agencies)

1. Select the **As of Date**.
2. Click **View Report**.
3. Review the detailed report of employee benefits.
4. **Select a format** and click **Export** to save a copy.

The screenshot shows the MAGIC system interface for generating an Invoice & Adjustment Roster Report. The interface includes the following elements:

- As Of Date** dropdown menu (1)
- View Report** button (2)
- Select a format** dropdown menu and **Export** button (4)
- Commonwealth of Massachusetts Group Insurance Commission** logo
- Table of Employee Benefits** (3)

GICID	Name	Status	Coverage Descriptions	Premium Due (\$)
XXX-XX-1234	Sample Employee	ACT	LIFE INSURANCE BASIC LIFE (INSURED)	\$XX.XX
			WELLPOINT PLUS (INSURED)	\$XX.XX
			LIFE INSURANCE OPTIONAL LIFE (INSURED)	\$XX.XX
			DISABILITY LTD COVERAGE (INSURED)	\$XX.XX
			Insured Total	