

View & Print the MMRS Inter-Agency PDF Billing Document



Use the process below to view and print the Department of Finance & Administration (DFA) / Mississippi Management and Reporting System (MMRS) inter-agency PDF bill for payment processing.

- 1) Use T-Code **FBV3** (Document List) to find your existing parked YP Documents.
- 2) Click **Document List** to view your YP Interagency Payment documents.

Display Parked Document: Initial Screen

Menu | [Dropdown] | Back | Exit | Cancel | System | **Document list** | Editing

Key for Parking

Company Code: SOMS

Doc. Number: [Text Box]

Fiscal Year: 2026

- 3) Enter your **Business Area**, following the SDIA format (e.g., **SDIA9955**).

List of Parked Documents

Menu | [Dropdown] | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant... | Program Documentation

Company code: SOMS | Document number: [Text Box] | Fiscal year: 2026

General Selections

Posting date: [Text Box] | Document date: [Text Box] | **Document type: YP** | Reference: [Text Box] | Document header text: [Text Box] | **Entered by: SDIA***

Processing Status

Enter release: [Text Box] | Complete: [Text Box] | Released: [Text Box]

- 4) Open the appropriate YP document.

	SOMS	SOMS	1700010167	2026	0090001540	☐	SDIA9955
	SOMS	SOMS	1700010168	2026	0090001541	☐	SDIA9955
	SOMS	SOMS	1700010169	2026	0090001542	☐	SDIA9955
	SOMS	SOMS	1700010170	2026	0090001543	☐	SDIA9955
	SOMS	SOMS	1700010171	2026	0090001544	☐	SDIA9955

- 5) Click the **'Services for Object'** button on the right-hand side of the screen. Then, navigate to **Attachment List**.

Display Parked Document: Overview

Menu

Back

Exit

Cancel

System

Currency

Fast Data Entry

Tax

Document header

Document Date

07/21/2025

Type

YP

Company Code

SOMS

Posting Date

07/21/2025

Period

1

Currency

USD

Document Number

1700010170

Fiscal Year

2026

Translatn Date

07/21/2025

Reference

0090001543

Trading part.BA

Doc.Header Text

Texts exist

☐ Net entry ☐

Line items

Itm PK	BusA	Acct no.	Description	Tx	Amount
001 31		4000009980	Training Services 2		50.00-
002 40	9955	61600000	Inter-agency Fees		50.00

Create...

Attachment list

Private Note

Send

Relationships

Workflow

My Objects

Help for object services

- 6) Find the **PDF version** of your invoice.
It will appear in the attachment list, along with the date it was created and the creator's name.

Document Date	07/21/2025	Type	YP	Company Code	SOMS
Posting Date	07/21/2025	Period	1	Currency	USD
Document Number	1700010170	Fiscal Year	2026	Translatn Date	07/21/2025
Reference	0090001543			Trading part BA	
Doc.Header Text				Tell to Bldst.	☐ Net entry ☐

Line items					
Itm	PK	BusA	Acct no.	Description	Tx
001	31		4000009980	Training Services 2	
002	40	9955	61600000	Inter-agency Fees	

Service: Attachment list

AttachmentForSOMS17000101702026

New

Icon

Title

CreateName

Created On

09/24/2025

- 7) **Double-click** the PDF to open it or click the '**Export**' button above the attachment list to save it.

Service: Attachment list

AttachmentForSOMS17000101702026

New

63



























Icon

Title

CreatName

Created On



90001543

09/24/2025

- 8) Once opened or exported, the PDF will be available for printing.

MMRS - CHARGES Invoice						
SERVICE FOR MONTH OF :				INVOICE NO : DATE :		
CUSTOMER :				REMIT TO : Department of Finance and Administr 1301 Woolfolk Bldg JACKSON MS 39201 USA CONTACT :		
SPECIAL INSTRUCTIONS :						
FOR PROPER CREDIT RETURN 1 COPY WITH REMITTANCE						
ITEM	MATERIAL	DESCRIPTION	QTY	UoM	PRICE	AMOUNT
10		- MMRS 2026 QTR 1 - JULY-DEC	1	EA		
TOTAL AMOUNT DUE :						
MAKE WARRANTS PAYABLE TO STATE TREASURER FUND: . AGENCY: .						