

---

# Mississippi Management and Reporting System

---

## Department of Finance and Administration

MMRS Policies and Procedures		
4104	FMVIEW User Maintenance Form Procedures	Revision Date: 04/18/2017
		Version: 9

## Table of Contents

1. Introduction .....	3
2. Scope.....	3
3. FMVIEW Overview.....	3
4. FMVIEW User Maintenance Form Administration .....	3
5. Instructions for Completing Form #4103 FMVIEW User Maintenance Form.....	4

## 1. Introduction

This document provides instructions for completing *#4103 FMVIEW User Maintenance Form*.

## 2. Scope

This document gives an overview of FMVIEW, explains the assignment of IDs for accessing FMVIEW, and gives instructions for completing the FMVIEW User Maintenance Form. The information in this document is to be used by the designated FMVIEW Security Contacts in each agency when completing the FMVIEW User Maintenance Form. This form can also be used by the agency's SPAHRS security contacts for requesting access to agency security reports only.

## 3. FMVIEW Overview

The MMRS Chief Systems Information Officer (CSIO) handles security oversight for the statewide applications of the Department of Finance and Administration, Mississippi Management and Reporting System (MMRS), including FMVIEW.

FMVIEW is the facility used by MMRS for report and print management. It allows designated users (print managers) in an agency to view, selectively print, or re-print reports generated from the Statewide Payroll and Human Resource System (SPAHRS). Reports from agency run payrolls and travel payrolls are also managed in FMVIEW. In the future, SPAHRS security reports will be managed in FMVIEW and available for the agency's designated security contacts for those applications.

Security for FMVIEW for all agencies is maintained by MMRS staff and is tied to the individual user's TPX ID.

Instructions to help designated agency print managers successfully manage print for their agency can be found in the FMVIEW User Manual on the MMRS website, [www.dfa.ms.gov/mmrs/](http://www.dfa.ms.gov/mmrs/) under Applications > FMVIEW > Training Materials.

## 4. FMVIEW User Maintenance Form Administration

*#4103 FMVIEW User Maintenance Form* is used to maintain FMVIEW security and is explained below. All FMVIEW security requests must be submitted on the appropriate form and approved by the MMRS CSIO, or designee, before any action is taken to process the request.

It is important that the SPAHRS FMVIEW security contacts understand that security for FMVIEW involves the assignment of a TPX ID in addition to the submission of a request to allow the TPX ID access to FMVIEW. MMRS does not assign or maintain TPX IDs for other agencies. Some agencies have in-house staff that maintain TPX IDs; most rely on the Department of Information Technology Services (ITS) to handle this maintenance. It is the responsibility of the security contacts to ensure that these IDs are created and assigned to users as needed, and revoked if the user leaves the agency or no longer needs access to FMVIEW. The FMVIEW security contact must also request that MMRS delete the FMVIEW access for that TPX ID, using the *#4103 FMVIEW User Maintenance Form*.

The #4103 FMVIEW User Maintenance Form(s) should be faxed to the MMRS CSIO at (601) 359-6551 or mailed/HANDMAIL'ed to:

MMRS Chief Systems Information Officer  
 Robert Clark Building  
 301 North Lamar Street, Suite 400  
 Jackson, MS 39201  
 MASH@dfa.state.ms.us

Copies of all user maintenance requests are kept on file at MMRS.

When security is set up, the user will receive a confirmation e-mail with links to the MMRS website for the list of the reports he/she has access to and FMVIEW training materials.

### 5. Instructions for Completing Form #4103 FMVIEW User Maintenance Form

Complete one form per user. All information on the form is required except as noted below or on the form

User Name	<b>Print</b> the name of the user (print manager).
TPX ID	TPX ID assigned to the user.
Phone	Telephone number of the user.
e-mail address	Internet e-mail address of the user. If the user does not have an e-mail address, the supervisor's e-mail address must be provided.
Agency	Agency of the user.
Address	Agency address of the user
<b>For MMRS Use Only</b>	<b>Completed by MMRS staff to record form process date</b>
<b>** Agreement for SSN protection and use.</b>	

<b>SPAHRs Maintenance Action</b>	
Maintenance Action	Circle Add, Change, or Delete to indicate if adding new SPAHRs FMVIEW access, changing existing SPAHRs FMVIEW access, or deleting SPAHRs FMVIEW access. If deleting, include the effective date of the deletion.
SPAHRs Agency Number(s)	List the SPAHRs agency number(s) for which this user can view and manage print.
SPAHRs ID	Assigned SPAHRs user ID – this is required <u>only</u> when requesting Agency Run Prelim/Final Payrolls or Agency Run Prelim/Final Travel Payrolls.
Remote Printer ID/Printer class	Printer ID that the user will release print to – This will become the default printer for the user and will be tied to the user's TPX ID. The user can route print to another printer prior to printing if necessary. The printer should print in landscape mode.

Agency Run Prelim/Final Payrolls, Pay Stubs, Agency Run Prelim/Final Travel Payrolls, Travel Payroll, Payroll, Other Reports, Security Reports, Qtrly Earnings Report, Manage Contracts	Check the category(s) of print the user can view and manage.  <b>Note:</b> (1) The category "Pay Stubs" includes pay stubs for any agency employee paid through SPAHRS. (2) The Agency Run Prelim/Final Payrolls include regular and supplemental payrolls. (3) Access to view/print security reports will be given to the agency's designated security contacts only. (4) Requests for access to view/print the Qtrly Earnings Report must be signed by the agency's Executive Director, in addition to the authorized SPAHRS FMVIEW Security Contact.
<b>Authorized SPAHRS FMVIEW Security Contact or Authorized SPAHRS Security Contact</b>	
Name	<b>PRINT</b> the name of the authorized SPAHRS FMVIEW security contact <u>or</u> the name of the authorized SPAHRS Security Contact if submitted for access to view/print SPAHRS security reports.
Phone	Telephone number for the authorized SPAHRS FMVIEW security contact <u>or</u> the telephone number of the authorized SPAHRS Security Contact if submitted for access to view/print SPAHRS security reports.
Signature and agreement for SSN protection/use	Signature of authorized SPAHRS FMVIEW security contact which also acknowledges the reading and agreement of this paragraph. The authorized SPAHRS Security Contact may sign this form if requesting access to view/print SPAHRS security reports.
Date	Date the form is signed.

<b>Agency Executive Director</b>	
Signature	Signature of the agency Executive Director. <b>Note:</b> The Executive Director should sign the form only if access to the Qtrly Earnings Report is requested.
Date	Date the form is signed by the agency Executive Director, if applicable.