Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Policies and Procedures		
4107	FMVIEW Agency Run Payroll Print Declaration Procedures	Effective Date: 04/18/2017
		Version: 4

Table of Contents

4107.1 Introduction

FMVIEW is the repository used by the Department of Finance and Administration, Mississippi Management and Reporting System (DFA/MMRS) for report and print management. It allows designated users (print managers) in an agency to view, selectively print, or re-print reports generated and from the Statewide Payroll and Human Resource System (SPAHRS). User security for FMVIEW for all agencies is maintained by MMRS staff and is tied to the individual user's TPX ID.

MMRS now offers two options for printing the reports generated by the agency run payroll jobs: (1) print reports directly from FMVIEW or (2) have reports automatically print to a designated printer and also be available in FMVIEW for reprint.

4107.2 Scope

This document gives an overview of FMVIEW, explains the use of FMVIEW for agency run payroll reports, and gives instructions for completing the FMVIEW Agency Run Payroll Print Declaration form. The information in this document is to be used by the designated SPAHRS FMVIEW Security Contact(s) in each agency.

4107.3 FMVIEW Overview

The MMRS Chief Systems Information Officer (CSIO) handles security oversight for the statewide applications maintained by MMRS, including FMVIEW.

The first SPAHRS reports sent to FMVIEW were the insurance reconciliation reports, the retirement report, and later, the batch payroll reports run by MMRS, which include warrant registers and various vendor reports. These reports go straight to FMVIEW and can be printed by a print manager at the discretion of each agency.

FMVIEW was implemented later for the reports generated by regular, agency run payrolls. The initial implementation for agency run payrolls sent these reports straight to FMVIEW to be printed by a print manager as needed and desired by the agency. Form *#4106 FMVIEW Agency Run Payroll Print Declaration* authorizes MMRS to send all reports generated by agency run payrolls, for specified SPAHRS agency numbers, directly to a designated printer, in addition to storing the print in FMVIEW. All reports in FMVIEW are available for reprint. The remaining payroll types will be implemented with this option to automatically print reports based on the directives given on the print declaration form.

FMVIEW documentation is available on the MMRS website at www.dfa.ms.gov/mmrs/.

4107.4 FMVIEW User Maintenance Form Administration

Form *#4106 FMVIEW Agency Run Payroll Print Declaration* is used by an agency to indicate its desire to print agency run payroll reports automatically. All FMVIEW requests must be submitted on the appropriate form, signed by the designated FMVIEW security contact for SPAHRS, and approved by the MMRS CSIO, or designee, before any action is taken to process the request.

To modify options on the print declaration form, a new form must be completed and submitted with the desired options checked for all payroll types.

If an agency wants to discontinue the automatic printing of agency run payroll reports, the FMVIEW security contact for SPAHRS must make that request by sending an e-mail to mash@dfa.ms.gov.

Form *#4106 FMVIEW Agency Run Payroll Print Declaration* should be faxed to the MMRS CSIO at (601) 359-6551 or sent via mail or HANDMAIL to mash@dfa.ms.gov:

MMRS Chief Systems Information Officer
Robert Clark Building
301 North Lamar Street, Suite 400
Jackson, MS 39201

Copies of all FMVIEW requests are kept on file at MMRS.

4107.5 Instructions for Completing Form #4106 FMVIEW Agency Run Payroll Print Declaration

Complete one form per agency as follows:

Agency Name	**Print** the name of the agency.
Explanation of the use of, and need for, the form.	
SPAHRS Agency Number(s)	The SPAHRS agency number(s) for which you want to automatically receive agency run payroll report print.
Type(s) of Agency Run Payrolls	Check each type of payroll run by your agency for which you want to automatically receive report print: Preliminary Regular, Final Regular, Preliminary Supplemental, Final Supplemental, Preliminary Travel and/or Final Travel.
** Agreement for SSN protection and use.	
Name	Printed name of the agency's authorized SPAHRS FMVIEW security contact.
Phone	Telephone number for the authorized SPAHRS FMVIEW security contact.
Signature and agreement for SSN protection/use	Signature of the authorized SPAHRS FMVIEW security contact which also acknowledges the reading and agreement of the paragraph regarding the treatment of social security.
Date	Date the form is signed.
For MMRS Use Only	**Completed by MMRS staff to record form process date**