

## ISSUING DISBURSEMENTS FROM GROSS PAYROLL

### **FOA ACTIONS:**

1. Log into CEFMS
2. #1 Financial Management Functions
3. #3 Financial Management Functions
4. #7 Labor/Payroll Functions
5. #7 Agency Rates and Payroll Actions
6. #2 Labor and Payroll Account
7. Enter FOA Code of CEFMS database
8. **Enter Remit Type = P**
9. F4 for Payee Id – Select address for USACE Finance Center
10. F4 to select appropriate pay period ending date; Pay Period selected will show in view screens as the effective date of the transactions
11. Enter transaction amount
12. End to commit transaction
13. Print the screen and annotate on print screen copy the receivable to be used for the collection of the accounts payable transaction
14. Fax the print screen copy to UFC Disbursing at 901-874-8572

### **UFC ACTIONS:**

1. Log into CEFMS
2. #1 Financial Management Functions
3. #3 Financial Management Functions
4. #4 Expenditures/Disbursements
5. #12 Other Disbursements

## ISSUING DISBUREMENTS FROM GROSS PAYROLL (CONTD)

### UFC ACTIONS (CONTD):

6. #1 Create/Update Miscellaneous Disbursement
7. F4 to select Miscellaneous Disbursement Type or Enter **PAYROLL**
8. F4 to select ID, the correct ID is in Payee ID on Print Screen from District
9. Enter amount of disbursement--Amount will typically be full amount of payable established in district
10. Return to remarks section and enter Receivable #s to be collected with this check
11. Create 1034 to support Print Screen and documentation
12. Get 1034 approved
13. Process Miscellaneous Disbursement, Commit & Certify
14. When treasury checks are processed again the check will print
15. The check along with print screens and other documentation should be sent to UFC Collections area to collect against outstanding receivables