

CHAPTER 12

PAYMENTS TO STATES, STATE PAY REPORT

PROCEDURE:

- A. The user completes data entry of each field of the State Pay form as prompted by the system. It is important to note that not all fields require manual input. Data fields within the form that represent totals and/or subtotals of other fields have been calculated and are self populating.

- B. Upon completion of data entry the user will execute the various edits and reconciliations designed to insure that only valid, reconciled data is submitted to the USACE Finance Center. Correction and resubmission of edit/reconciliations errors are required until an ACCEPTED status is received indicating a error free transmission to the UFC.

- C. Once all edits/reconciliations have been passed, the user should print and retain on cite a final accepted copy of each report submitted to the UFC.

BACKGROUND:

This function is used to enter report data, execute edits and reconciliations, and submit/print reports on payments to states. All FOA's responsible for submitting the State Pay report to the USACE Finance Center must perform this function.

DUE DATE:

The State Pay report is due at the UFC COB on the 7th calendar day of the month following the end of a quarter. System must be open for submission. If not a message will appear at the bottom of the screen.

ADDITIONAL INFORMATION:

Each user is identified as a district, division, HQUSACE or UFC level user, and has been granted specific authority to create/generate reports. Should you be unable to create a report, (access denied, etc.) please refer to Chapter 1 for User Access Levels.

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ACCESS PERMISSIONS:

- a. User must have create/update permissions for the applicable FOA in order to create or update report data, execute or view reconciliation/edit reports, and generate or view reports.
- b. User must have generate/view permissions for the applicable FOA in order to generate or view reports. This does not allow the user to create or update report data.
- c. User must have view permissions for the applicable FOA in order to view only reports already generated. This does not allow the user to create or update or generate reports.
- d. District Report Level users can only perform functions for the specific FOA or District. Division Report Level users can only perform functions for the specific Division. Command Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

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SECTION A, CREATE/UPDATE REPORTS :

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 3 - Create/Update Reports. Press Enter.

Arrow down to State Pay report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter CCSPAY. Press Enter

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up
or down the list in the
pop up window to the
desired selection.

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SECTION A, CREATE/UPDATE REPORTS :

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

User is at screen HQ1.3.10.1 - STATE PAYMENTS

FOA CODE

Enter your EROC code. Automatically populates address information, and moves to the STATE field.

ENTER REPORT DATA AS PROMPTED Enter each field of the State Pay report as prompted. See Treasury Financial Manual, Vol.1, 2-7000 for report formulation. Total fields will be calculated (self-populating) for ease of data entry.

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STATE

Enter State abbreviation
Code (ie., Va, Al, Ca, etc)
Automatically moves to
next field. <F4> may be
entered to select from
previously entered data.

COUNTY

Enter County. Press Enter.

PROJECT NAME

Enter the project name
reported. Press Enter.

PROJECT AMOUNT

Enter the dollar value
of amounts to be reported.

Automatically moves to
next county field.

Press <END> to commit the current states report, then <F9> to enter another State's Data, for the Same FOA Code, or press <F10> to exit.

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SECTION B, EXECUTE RECON/EDIT REPORTS :

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 5 - Execute Reconciliation/Edit. Press Enter.

Arrow down to State Pay report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter RCONCX. Press Enter

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up
or down the list in the
pop up window to the
desired selection.

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SECTION B, EXECUTE RECONCILIATION/EDIT REPORTS

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

User is at screen HQ1.3.4 - Execute Reconciliation/Edit Reports

ARROW DOWN

To select report. Press Enter.

User is at screen HQ1.3.5 - Reconciliation Request Screen

ENTER CHOICE

1,2,3 or 4 Press Enter

FOA

Enter EROC. Press Enter.

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SECTION C, VIEW RECONCILIATION/EDIT REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 6 - View Reconciliation/Edit Reports. Press Enter.

Arrow down to State Pay report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter RCONCV. Press Enter

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up
or down the list in the
pop up window to the
desired selection.

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SECTION C, VIEW RECONCILIATION/EDIT REPORTS

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

User is at screen HQ1.3.4 - View Reconciliation/Edit Reports

ARROW DOWN to desired report. Press Enter

The current reconciliation/edits for the report previously selected will be displayed on the screen. The reports are displayed via the UNIX pg command and you will be prompted on how to scroll through each page of the report. At the end of the reconciliation/edits you will be prompted to "Press Enter to return to SQL Forms" and you will be returned to the report selection menu. <F10> to Exit.

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SECTION D, GENERATE & VIEW REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

Selection 3 - Civil Accounting Functions. Press Enter.

Selection 7 - Reports. Press Enter.

Arrow down to Civil Accounting reports. Press Enter.

Arrow down to Payments To States report. Press Enter.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE

Enter VCSPAY. Press Enter

OR

Press F4 for a list of all
the smart codes available
to select from.

OR

Press CTRL F1 to move to
the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use.

User can:

USE UP OR DOWN ARROW KEYS

Use these keys to move up
or down the list to the selection.

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SECTION D, GENERATE & VIEW REPORTS

PRESS TAB

Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END

Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10

Use the F10 key to exit the pop up window and return to the previous screen with no action.

User is at screen HQ1.3.3.1 - Report Selection Menu

ARROW DOWN to desired report.

Press Enter

User is at screen HQ1.8.2 - CEEMIS Report Selection Screen CIVIL State Pay

FOR PERIOD ENDING

Enter month and year of report to print (MMYY). Automatically moves to next field.

REPORT LEVEL

Enter District (DIS), Division (DIV) or Corporate (CRP).

FOA

Enter your FOA code.

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PRINT/LIST WHEN PRODUCED

Enter (P) for print or (L) for list to the screen. Automatically moves to next field.

COPIES

Enter the number of copies. Press Enter.

PRINTER

Enter your CEAP Station printer name or <F4> for a list to choose from. Highlight and press enter.

RETENTION DAYS

Enter the number of days to retain your print file (usually one(1)). Press Enter.

OK TO PROCEED

Enter yes(Y) or no(N)

The report previously selected will be displayed on the screen. The reports are displayed via the UNIX pg command and you will be prompted on how to scroll through each page of the report. At the end of the report you will be prompted to "Print reports now?", "Delete reports now", and "Press Enter to return to SQL Forms", you will be returned to the report selection menu. <F10> to Exit.