THE STATE FEES APPLICATION USER'S GUIDE

Release 2.0

November 2020

CONTENTS

INTRODUCTION

The State Fees application is provided by the Governor's Finance Office (GFO) to facilitate collection and reporting of fee revenue data. Agencies use the application to enter details about the various fees managed by the agency and the revenues generated by each. GFO uses the application to perform economic analysis on the data and to perform year-to-year administration of the fee records.

The State Fees application was recently revised to improve functionality and to incorporate newer technical underpinnings. Users familiar with the application will notice changes to the look and feel but should be able to quickly adapt to the new user interface. Previous application functions were carried over with slight modifications to allow more flexibility and improve usability.

This guide contains three sections, one to describe the State Fees security framework, a second to provide descriptions of the application's various web pages, and a third to provide instructions for using the application's features and functions.

One very important page navigation request/warning for users: When working in the State Fees application, please refrain from using the browser's Back Button to navigate within the application because it can lead to problems that require the user to log out and then log in to restore normal usage. Instead, please use the application's built-in buttons to move around within the State Fees screens.

State Fees Security

The State Fees application is closely aligned with the Nevada Executive Budgeting System (NEBS) and utilizes existing security functionality from within the NEBS application. As with the NEBS application, the NEBS administrator within the Budget Division administers all security settings in the State Fees Application.

Access Control

A State Fees Database Security Access Form must be submitted to the NEBS administrator for approval and for the security settings to be applied to the user's account. The form can be found on the Budget Division website on the Forms screen in the Access Forms section by using this link: http://budget.nv.gov/Documents/Forms/ If you need assistance with your security access settings, please contact the NEBS administrator at (775) 684-0222.

User Roles

Two security roles have been added to the Admin component of the NEBS system, State Fees Agency User and State Fees EBO User, to allow users appropriate access levels for the State Fees application. The two roles and their corresponding capabilities are described here:

- Agency User Role
    - Normally assigned to agency fiscal personnel
    - Has budget account authority for a specific and limited set of budget accounts
    - Can view, import, export, add, update, and delete fee records pertinent to their home agency
        - Can view and export fee records for the active fiscal year and past fiscal years
        - Can import, add, edit, and delete fee records for the active fiscal year only
    - Can use all command functions except Rollover Fiscal Year
- EBO User Role
    - Normally assigned to Budget Office personnel
    - Has budget account authority for all budget accounts
    - Can view, import, export, add, update, and delete fee records for any agency
        - Can view and export fee records for the active fiscal year and past fiscal years
        - Can import, add, edit, and delete fee records for the active fiscal year only
    - Can use all command functions including Rollover Fiscal Year

Adjusting Windows Settings to Enable Single Sign On

The State Fees application uses a single sign on approach for user validation. To enable the single sign on, the State Fees website URL must be added to each user's Windows Intranet Security settings:

1. Open Control Panel and select "Internet Options"
2. Select the "Security" tab and then select the "Local intranet" zone
3. Select the "Sites" button and then select the "Advanced" button
4. In the "Add this site to the zone" text entry box enter the State Fees website URL: http://statefees.state.nv.us
5. Select the "Add" button (the State Fees website URL should now be displayed in the "Websites:" area)
6. Select the "Close" button, then the "OK" button, then the "OK" button, and then close Control Panel

Note: If the security settings are not adjusted, automated single sign on will not work and Windows will prompt the user to provide their state login credentials on the State Fees Log In Page.

Launching the Application

Like NEBS, State Fees is a web-based application available to users that are logged into the state's network. Users interface to the State Fees application through a web browser, such as Internet Explorer, Edge, Chrome, or Firefox. The State Fees URL is https://statefees.state.nv.us which will launch State Fees and display the Log In Page in the user's browser. As described in the previous section of this document, users must have been granted specific State Fees security access by Governor's Finance Office to use the State Fees Database application.

Logging In

The State Fees application uses a single-sign-on approach for user validation. Once a user is logged into the State of Nevada's internal network, State Fees may be accessed without entering any further credentials.

Once on the Log In Page, the user is directed to select a Log In button. For a user with State Fees permissions, selecting the Log In button redirects the user session to the State Fees Main Page where the Display Grid will be populated with fee records from the database filtered according to the user's budget account authority.

User Session Timeout

Warning: As a security measure when a user session has been idle for twenty (20) minutes the user session will be disconnected from the application server and any unsaved work in the Display Grid will be lost.

Following a session timeout, when the user returns to the application screen and attempts to make any input:

- The user session will be reconnected to the application server and redirected to the Log In Page.
- An informational message will be displayed to indicate the prior session's timeout occurrence.

FIGURE 1 USER SESSION TIMEOUT

Logging Out

Selecting the Log Out Button, located on the Main Page, will direct the user session to the Log Out Page.

Steps for Logging Out

1. Select the Log Out button
2. If there are unsaved edits in the Display Grid, the application displays a warning in a pop-up confirmation window

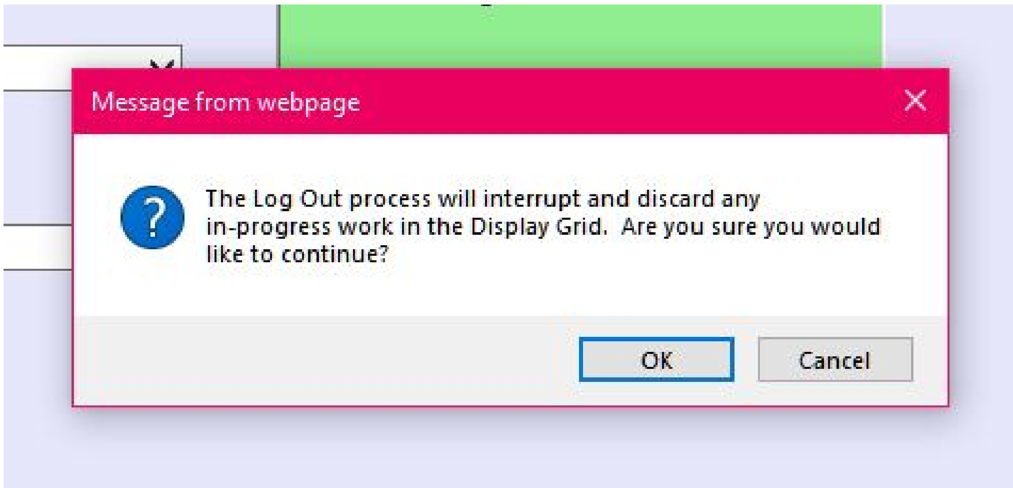

FIGURE 2 LOG OUT WARNING

A Guide to the State Fees Web Pages

This section provides an overview of the application's web pages, the State Fees Log In Page and the State Fees Main Page.

The State Fees Log In Page

This is the first web page the user sees after launching the State Fees application in a web browser. The application greets the user by name. Following the user's selection of the Log In button, the user session is redirected to the State Fees Main Page.

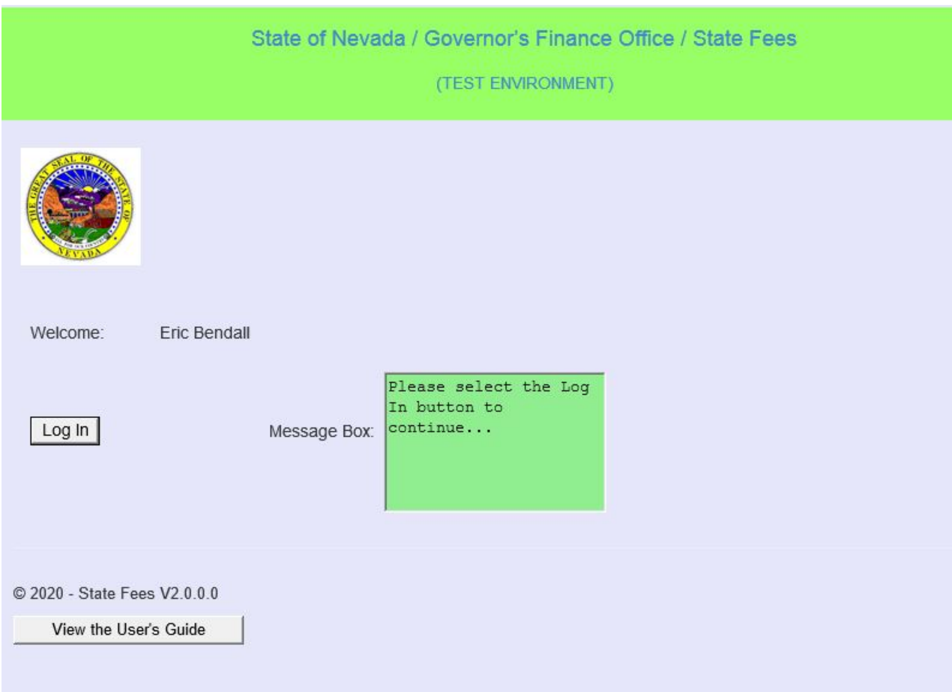

FIGURE 3 STATE FEES LOG IN PAGE

The State Fees Main Page

The Main Page is where everything except logging in happens. There are user input fields, command buttons, and display areas.

- The Display Grid dominates the page and is the area where fee records are displayed; it is the area for work in progress, where fee data can be added or updated in the Display Grid before committing the changes to the database.
- The Fee Search Criteria area is located on the upper left of the Main Page and facilitates user selection of filters to be applied to the fee data displayed in the Display Grid.
- The Message Box is a text output window where messages to the user are displayed. After a user selects an action button on the Main Page, the results of that action are presented in the Message Box, possibly including instructional information preceding or following the results; the background in the Message Box is dynamically highlighted in green or red to provide a visual indication of an action's success or failure result.
- The Row Color Legend provides a key for deciphering the row colors used in the Display Grid.
- Action Buttons and Input Boxes are used to filter and navigate the fee record list in the Display Grid and to initiate actions on the fee records.

FIGURE 4 STATE FEES MAIN PAGE (UPPER)

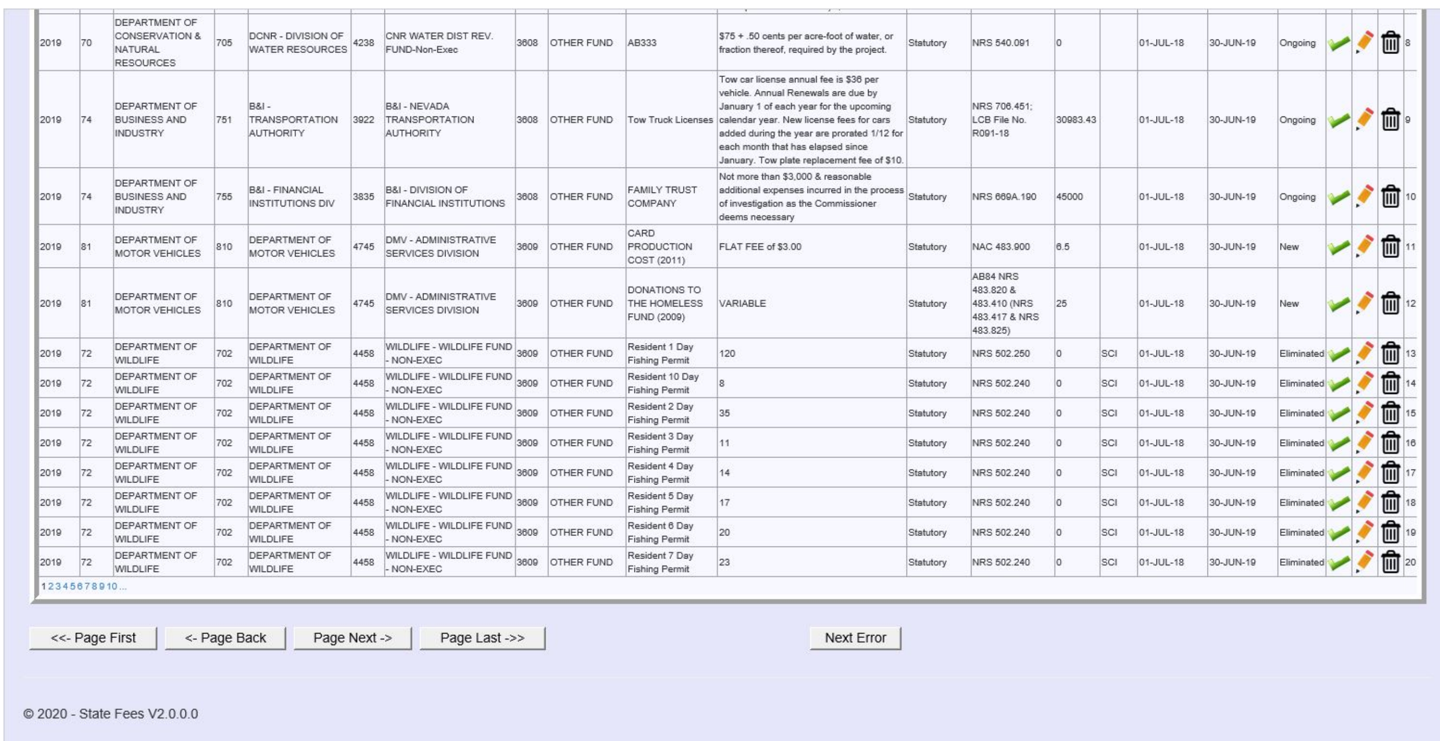

FIGURE 5 STATE FEES MAIN PAGE (LOWER)

The Display Grid

This is the area where fee records are displayed. The display defaults to listing all the fee records the user has permission to view and modify. Search criteria may be specified which will filter the fee record set displayed. Record-level editing may be done using the Select, Edit, and Delete links located at the far right of each row in the Display Grid.

Fee Search Criteria Area

There are dropdowns for selecting specific department(s), division(s), and budget account(s) that will filter the fees being displayed when Refresh Fee List button is pressed. There is also a field for the user to specify a case sensitive fee name to be used as a search criterion. Results will always be filtered to include just the fee records the user has permissions for.

The Message Box

The Message Box is an area where results are displayed to the user. After each user action, a message will be generated with results or information related to the user's action.

The Row Color Legend

Rows in the Display Grid are color coded as a visual status indicator for a fee record. When a fee record is loaded into the Display Grid, or modified while in the grid, a series of evaluations and validations is made against the fields in the fee record. The results of the evaluations and validations are presented as highlights to the fee record. Here are the various result outcomes and the colors used for each:

- Green highlighting occurs for new fee records in the Display Grid, created using the Add Fee button or by importing new fee records from a spreadsheet file, indicating this fee record does not yet exist in the database and will be inserted as a new record into the database when the Update Database button is selected.
- Blue highlighting occurs for updated fee records in the Display Grid, created using the row-level Edit link or by importing updated fee records from a spreadsheet file, indicating this fee record already exists in the database and will be updated in the database when the Update Database button is selected.
- Yellow highlighting occurs for new and/or updated fee records in the Display Grid, created using the Add Fee button and/or the row-level Edit link or by importing fee records from a spreadsheet file, indicating this fee record contains errors and that it must be corrected or excluded before the fee records in the Display Grid can be saved to the database when the Update Database button is selected.
- Orange highlighting and red highlighting occur for fee records in the Display Grid that the user has designated for exclusion or deletion, respectively, depending on which applies in the given circumstance, and that the records will be ignored or deleted from the database when the Update Database button is selected.

Action Buttons and Input Boxes

Action Buttons are located on the upper and lower edges of the Display Grid and provide a means to perform actions relevant to managing fee records:

- The Import Excel button – starts the process for importing a spreadsheet file and processing the fee records.
- The Export Excel button – causes the fee records in the Display Grid to be exported to a spreadsheet file.
- The Log Out button – ends the user session and redirects the user to the Log Out Page.
- The Page Next button – reloads the Display Grid with the next page of in-grid fee records
- The Page Back button – reloads the Display Grid with the previous page of in-grid fee records
- The Page First button – reloads the Display Grid with the first page of in-grid fee records
- The Page Last button – reloads the Display Grid with the last page of in-grid fee records
- The Next Error button – moves from the current fee record in the Display Grid to the next fee record with errors.
- The Update Database button – updates the database with the fee records in the Display Grid.
- The Refresh Display Grid button – causes the Display Grid to be refreshed with a fee record set matching the Search Criteria selections and filtered for the user's budget account authority

- The Add Fee button – adds a new fee record to the Display Grid and allows the user to input values for the various record fields; some fields, such as fiscal year, are prepopulated and cannot be altered.
- The Fiscal Year Rollover button – initiates rolling from the active fiscal year to the next fiscal year; fee records will be created for the new fiscal year; the active fiscal year will be updated in the Search Criteria area.

Input boxes are provided on the Main Page for entry of user-specified criteria, such as fee filters and file names:

- Fiscal Year Input Box – choose the fiscal year for a fee record search
- Department Input Box – choose the fiscal year for a fee record search
- Division Input Box – choose the fiscal year for a fee record search
- Fee Name Input Box – choose the fiscal year for a fee record search

There are icon links in the rightmost column of each in-grid row for Select, Edit, and Delete actions on that fee record:

- Select, represented as a green checkmark icon, will select that row in the grid, thereby triggering validation of the fee data in that row.
- Edit, represented as a pencil icon, will cause the fee data fields in that row to become editable. For edited records, two new links become available in the rightmost column, Update and Cancel.
- Update, represented as a circling arrows icon, keeps the changes made to this record and ends the edit session.
- Cancel, represented as a red letter-X icon, will discard the changes made to this record and end the edit session.
- Delete, represented as a trashcan icon, marks the record for deletion from the database for an unedited row in the grid; or mark the record for exclusion from the Update Database action in the case of an edited row.

THE STATE FEES LOG OUT PAGE

Selecting the Log Out button on the Main Page redirects the user session to the Log Out Page. To return to the application, selecting the title link in the Log Out Page banner will redirect the user session to the Log In Page.

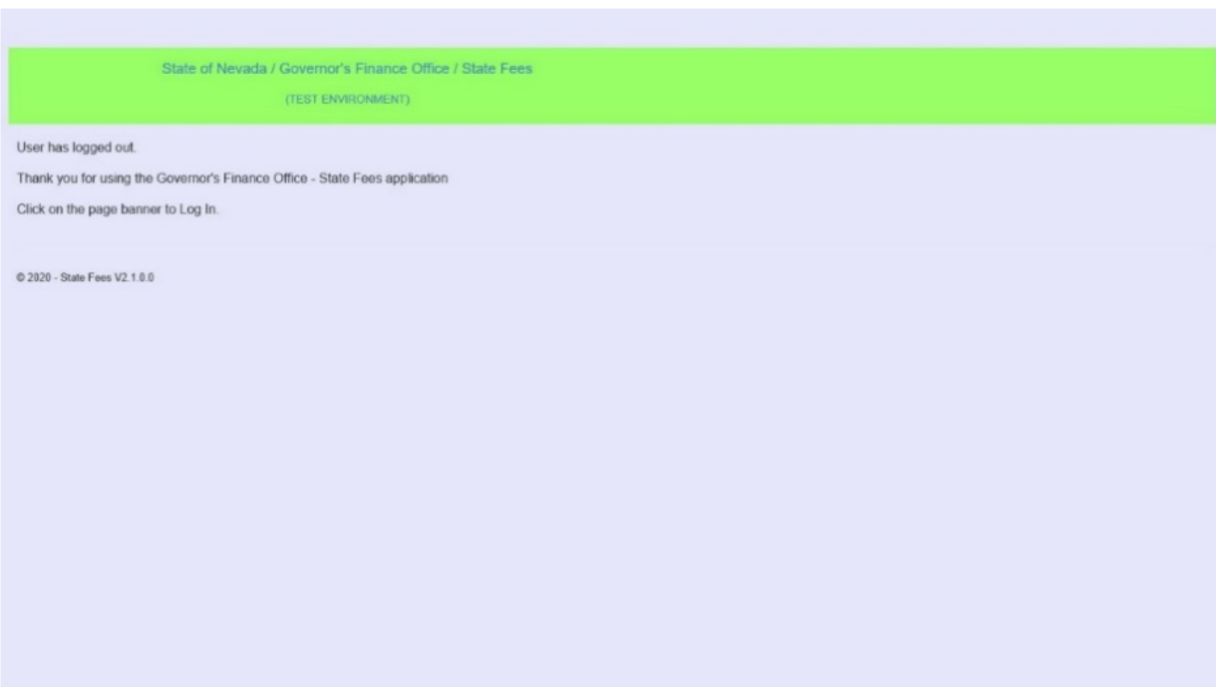

FIGURE 6 STATE FEES LOG OUT PAGE

Using the State Fees Application

This remaining sections in this guide provide instructions and notes for using the State Fees application to view and manage the state's fee record database.

Fee Records: Loading and Unloading the Display Grid

There are several methods for loading fee records into the Display Grid, and just one method for exporting fee records from the Display Grid, as described in the following subsections.

Initial Load

The fee records in the Display Grid are initially read from the database at log in, filtered for the active fiscal year and according to the user's budget account authority.

Refreshing the Display Grid and Searching for Fees

Warning: Any in-progress work in the Display Grid will be discarded when the Refresh Display Grid button is selected. Be sure to select the Update Database button to commit in-progress changes to the database prior to refreshing the grid.

Selecting the Refresh Display Grid button will discard the fee records in the Display Grid and replace them with records from the database filtered according to the user's budget account authority and the values specified in the Selection Criteria area.

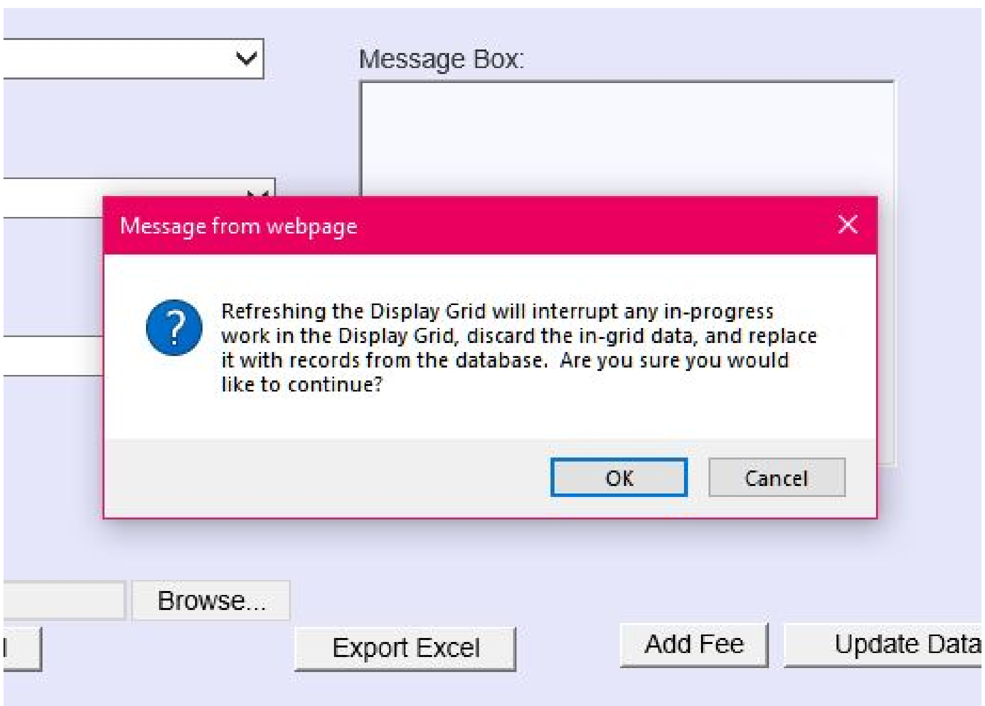

FIGURE 7 GRID REFRESH WARNING

Using the Fee Search Criteria Filters

1. Choose the desired Fiscal Year from the Fiscal Year dropdown
2. Choose the desired Department from the Department dropdown
3. Choose the desired Division from the Division dropdown

4. Choose the desired Budget Account from the Budget Account Dropdown
5. Specify a Fee Name, if desired, in the Fee Name entry box
   5.1. Fee Name is case sensitive
   5.2. The application performs a "contains" test using the supplied Fee Name, selecting fee records with fee names that contain the supplied text.
6. Select the Refresh Display Grid button
7. The filtered list of fee records matching the specified search criteria is returned in the Display Grid

FIGURE 8 SEARCHING BY DEPARTMENT AND DIVISION

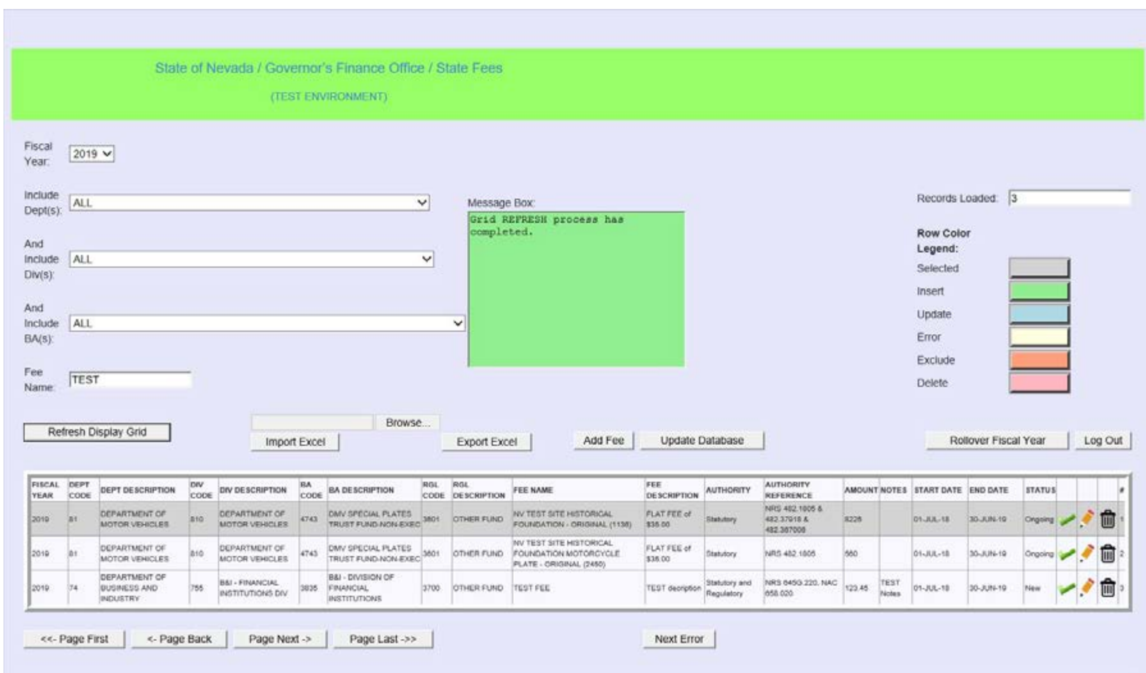

FIGURE 9 SEARCHING WITH FEE NAME

Importing a Spreadsheet

The import functionality in State Fees uses a standard file browse function to select and upload a file of a specific type and format. The system currently accepts .xls file formats. By exporting any set of fee data, the system will automatically generate a file in the proper format. The fee data can be updated in the same file and imported back in with the updated information.

NOTE: The file format and columns should not be altered. Doing so will cause the system to reject the file upon import.
NOTE: Any changes to the Fee Name, Budget Account or RGL will create a new record. Any changes to the status or fee dates will be ignored during the Import process as well.

Warning: Any in-progress work in the Display Grid will be discarded when the Import Excel button is selected. Be sure to select the Update Database button to commit in-progress changes to the database prior to refreshing the grid.

Selecting the Import Excel button will discard the fee records in the Display Grid and replace them with records from the file selected for import.

Usage Tip: This function behaves a little bit differently than in prior versions; here are the key differences:

- The input file must be an Excel .XLS file; for a .CSV or .XLSX file, open it in Excel and save it as a .XLS prior to initiating the import process
- Fee records are read into the Display Grid first; the user must select the Update Database button to update the database with the records in the Display Grid
- The process now allows the user to make corrections to the imported data; fee records with errors in the Display Grid must be corrected or excluded prior to updating the database

Steps for the Import Process:

1. From the Main Page select the Browse button
2. Use the file selection window to designate the .XLS file to be imported
3. From the Main Page select the Import Excel button
4. If there are unsaved edits in the Display Grid, the application displays a warning in a pop-up confirmation window
5. The selected file is opened and read with the contents displayed as fee records in the Display Grid, one record per row; records with data validation errors will be highlighted; a record count is displayed in the Record Loaded box.

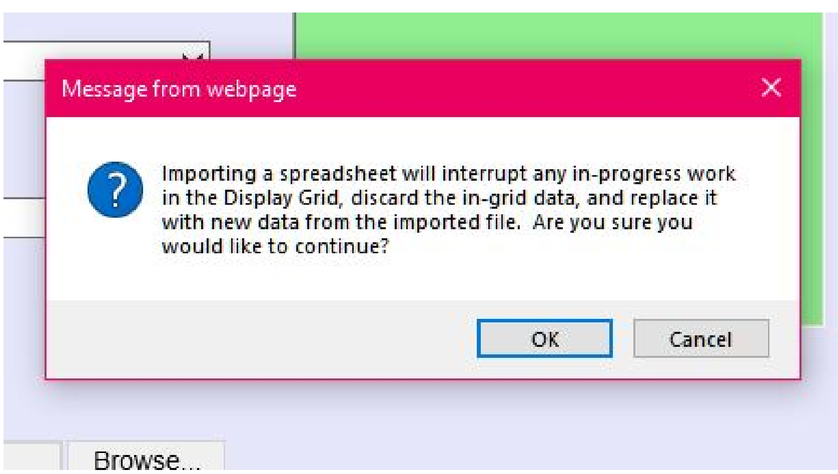

FIGURE 10 IMPORT WARNING

Exporting to a Spreadsheet

The State Fees application allows users to export the Fee List to an Excel .xls file type. Once the desired Fees List is filtered and displayed in the Display Grid, clicking the Export Excel button will cause the file to be downloaded and saved into the user's Downloads directory. This exported file can be edited by adding or editing the fee information; all column headers and formats should remain the same to maintain consistency for importing.

> Usage Tip: To update numerous fee records, such as when entering updated fee amounts, users may export the fee records, then make offline updates using Excel, and then import the updated fee records.

In-grid records may be exported at any time, including when rows contain data validation errors. Here are the steps for exporting the fee records in the Display Grid.

1. Select the Export Excel button to export the Display Grid's fee records in a spreadsheet format
2. A message indicates the export process has started
3. The fee records in the Display Grid will be downloaded as an XLS spreadsheet to the browser's specified download folder, often the user's Downloads folder in the Documents directory

FIGURE 11 EXPORT STARTED

Working with Fee Records in the Display Grid

It is important to remember that record-level changes made in the Display Grid are not made in the database until the Update Database button is selected.

Following fee record loading, the Display Grid is the working area for the application and the user. It is a sandbox for viewing, exporting, adding, modifying, and deleting fee records.

Row Highlighting Explained

Fee records in the Display Grid will be highlighted as a visual indicator of status when either of these conditions is true:

- Fees records in the Display Grid contain data that triggers validation errors
- Fees records in the Display Grid have been edited, added, or marked for deletion/exclusion by the user

Using the Page Back, Page Next, Page First, Page Last, and Next Error Buttons

These buttons are useful for navigating large sets of fee records. Select these buttons to expedite moving through the records in the Display Grid. When selected, the Next Error button jumps from the currently selected fee record to the next highlighted fee record. The Page Back button will display the page of fee records that precede the currently displayed page of records while the Page Next goes forward in the list to display the page of fee records that succeed the currently displayed page. The Page First and Page Last buttons display the first and last pages, respectively, of in-grid fee records.

Selecting a Fee Record

Selecting a fee record highlights the record for easier viewing and causes a data validation to be performed on the record with detailed error information output to the Message Box for any validation errors. To select a particular in-grid fee record, use the Select link, a green checkmark icon, at the far right of that fee record's row in the grid.

Editing a Fee Record

Note: Each year, the system administrator will rollover the appropriate fees from the prior fiscal year into the current year. The system will automatically populate the amount from the state's financial system. Users should inspect/verify the amounts and update them, as needed.

To edit an already existing fee, you can click on the Edit icon for that row to bring the record into an editable condition. The Cancel icon is used to discard changes made to a record and exit Edit mode. After the desired changes have been made, clicking the Update icon will perform a validation on the edited record and the row will be highlighted as Update if the record contains no errors, or highlighted as Error if there are validation errors in the edited record; the Message Box contains the results of the validation checks.

To update several records at one time, the full list of fees can be exported into an Excel .xls file. The mass change can be made to the cells within that file and re-imported into the system (see Exporting & Importing instructions above).

Once the fee amounts have been entered or updated, clicking the Update Database button near the top of the Display Grid will save the in-grid changes to the database.

Adding a New Fee

New fees may be added by including them on a to-be-imported spreadsheet or by selecting the Add Fee button.

Usage Tip: To add multiple new fee records, users can work offline in Excel to create a spreadsheet with the new fee records and then import the spreadsheet using the Import Excel function.

Using the Add Fee button will cause a new line to be added in the Display Grid; the record fields are available for input.

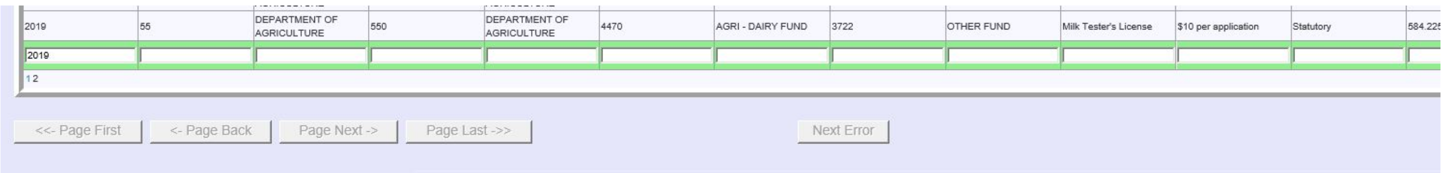

FIGURE 12 ADD FEE (LEFT)

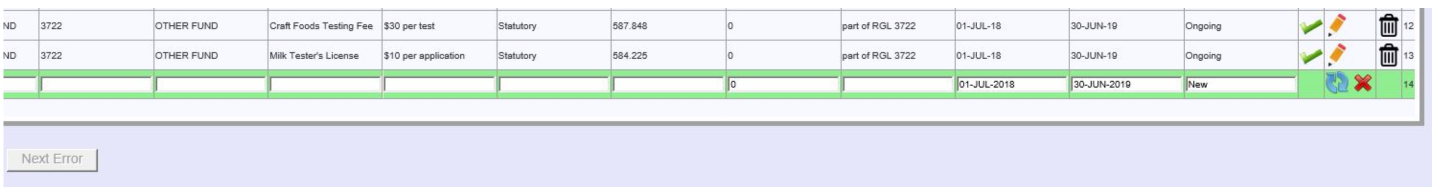

FIGURE 13 ADD FEE (RIGHT)

STEPS FOR USING THE ADD FEE BUTTON TO ADD A NEW FEE RECORD TO THE DISPLAY GRID

1. Select the Add Fee button to initiate the addition of a new fee record.
2. Using the entry boxes specify the details of the new fee.
    a. Just the codes for Department, Division, and Budget Account need to be specified by the user; the descriptions for the Department, Division, and Budget Account will be auto populated by the application after the user chooses the codes.
    b. Fee Name is a required field.
    c. Authority is a required field.
3. Select the Update icon (circling arrows) at the right end of the row to validate the entered details.
4. The Message Box will display a validation results message.
5. Repeat steps 1 through 4 to add more new fee records to the Display Grid.
6. After all new fees have been entered, select the Update Database button to commit the new fee records to the database.
7. The Message Box will display an Update Database results message.

Deleting Fee Records

The application is designed so that only fees with a status of "New" may be deleted. Normally, fee records are not deleted, so this function is used only to remove a new fee record that was entered incorrectly.

NOTE: Fee data should NOT be deleted unless the fee is no longer being collected. At such time, the fee would be marked as "Eliminated" for statistical purposes. Update the End Date field to reflect the date the fee was no longer collected. If fee details change, the current fee can be ended as Eliminated and a new fee can be created.

The in-grid circumstances further restrict when a record may be deleted:

- An in-grid fee record may be marked for deletion from the database when it is error free and has not already been marked as an insert record, which occurs for an added fee, or an update record, which occurs when the user has edited the record

Record deletion is a two-step process. First, the record is marked for deletion in the Display Grid, using the trashcan icon, and then the record is deleted from the database when the Update Database button is selected.

TO DELETE A FEE RECORD:

- For each of the records to be deleted, mark the record for deletion by clicking the Delete link, the trashcan icon, in the rightmost column for the row to be deleted; to un-mark the record, select the Delete link again.
- Select the Update Database button to delete the marked record(s) from the database.

Updating the Database with Fee Records in the Display Grid

It is important to remember that record-level changes made in the Display Grid are not saved to the database until the Update Database button is selected.

- Only fee records highlighted as Insert, Update, or Delete in the Display Grid will change the database.
- Non-highlighted rows and rows highlighted as Exclude are ignored and have no effect on the database.
- Rows highlighted as Error must be corrected or excluded before any database changes will be allowed.

Usage Tip: To protect the user from saving bad data into the database, records with errors must be either corrected or excluded before the records in the Display Grid can be saved. To correct the error rows offline, the fee records may be saved to a file using the Export Excel button, updated offline, and then imported back into the grid using the Import Excel Button.

Excluding a Fee Record

Marking an error record for exclusion will cause it to be ignored when the Update Database button is selected to update the database with the in-grid data. This could be useful when there are valid in-grid record changes to be saved but other in-grid records still have validation errors. Select the Delete link, the trashcan icon, in the rightmost column of a fee record to designate it for exclusion. To un-exclude the record select the Delete link again.

The in-grid circumstances dictate when a record may be excluded:

- A fee record may be marked for exclusion from update when it has been highlighted as an error row, an inserted row, or an edited row

Steps for Updating the Database from the Display Grid

1. Select the Update Database button to commit the in-grid fee record changes to the database
2. The Message Box displays a results message.

FIGURE 14 UPDATE DATABASE RESULTS

Rolling the Fiscal Year

After fee records for the active fiscal year have been entered and finalized, the State Fees Administrator uses the Rollover Fiscal Year function to prepare the State Fees application for the next fiscal year. Except for the records with a status of "Eliminated," fee records from the active fiscal year are replicated for the new fiscal year and the Active Fiscal Year in the Search Criteria area is updated.

Steps for Rolling the Fiscal Year

1. Select the Rollover Fiscal Year button
2. Verify the current active fiscal year and next fiscal year then select OK to continue or Cancel to cancel the roll operation
3. The records for the new fiscal year are loaded into the Display Grid and are automatically validated to ensure that all fee characteristics are valid in the new fiscal year; any records that do not pass validation will be highlighted as error rows
4. Where available, actual fee revenue amounts are retrieved from Controller's data warehouse, DAWN, and inserted into the fee records
   4.1. **NOTE:** If the fee is being split, the system will display the total fee amount from Advantage in each of the different iterations of the fee; manually enter or update the divided amounts in the fee amount fields.
5. The user may edit or exclude highlighted records to clear any errored records from the set of records to be written to the database
6. When all highlighted records have been addressed, the Update Database button is selected by the user to commit the new records to the database
7. The Message Box will display interim and final results messages

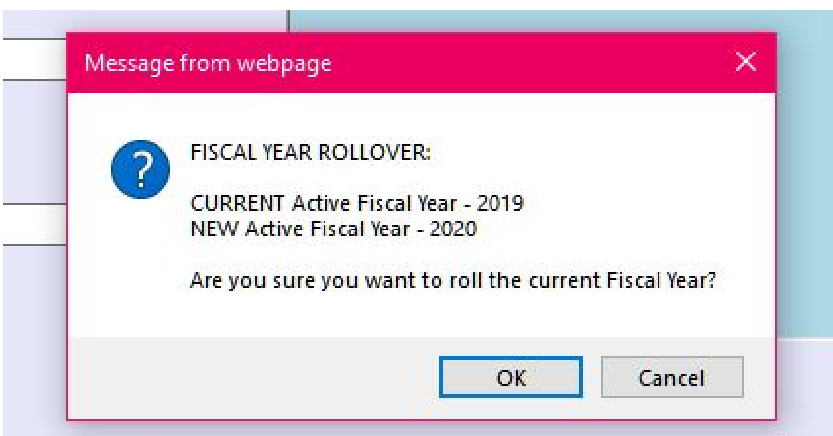

FIGURE 15 ROLLOVER CONFIRMATION

FIGURE 16 ROLLOVER INITIATED

FIGURE 17 NEW FY'S RECORDS LOADED

FIGURE 18 DATABASE UPDATE IN PROGRESS

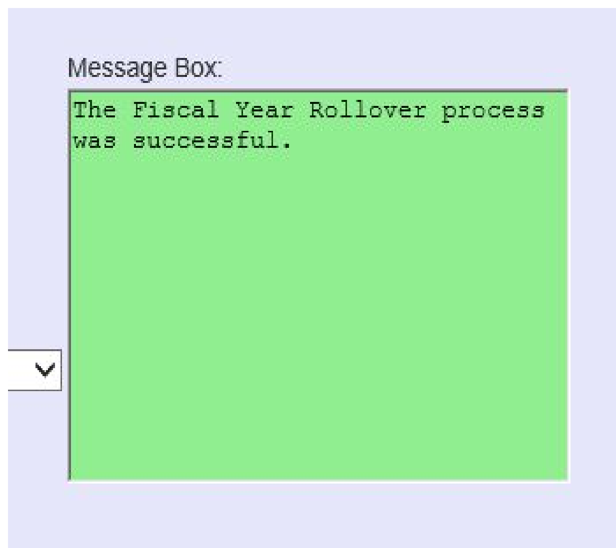

FIGURE 19 ROLLOVER FINAL RESULTS