

Governor's Finance Office

State Fees Database Application User Manual

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NOTE: Screen prints throughout the State Fees Database Application manual may be slightly different from the current version. However, this manual provides the basic system navigation information that has not changed.

State Fees Security

The State Fees application utilizes existing security functionality from within the NEBS application. Two new security roles have been added to the Admin component of the NEBS system. The State Fees Agency User and State Fees EBO User roles allow staff access to specific Agencies or Budget Accounts based upon the nature of their position and the fees with which they work. As with the NEBS application, the NEBS administrator within the Budget Division administers all security settings in the State Fees Application. The agency can still determine the appropriate security levels to apply to their agency personnel, but a State Fees Database security access request form must still be submitted to the NEBS administrator for approval and for the security settings to be applied. The two roles and their corresponding capabilities are described below.

The State Fees Security Access Form can be found on the Budget Division website on the Forms screen in the Access Forms section at the link below:

<http://budget.nv.gov/Documents/Forms/>

ROLE/FUNCTION	CURRENT FY						PRIOR FY				
	Import	Export	Add	Edit	Delete*	Roll	Import	Export	Add	Edit	Delete
Agency - Assigned Agency	Y	Y	Y	Y	Y	N	N	Y	N	N	N
Agency - Other Agency	Y	Y	Y	Y	Y	N	N	Y	N	N	N
Agency - Specific BA	Y	Y	Y	Y	Y	N	N	Y	N	N	N
Agency - Enterprise	Y	Y	Y	Y	Y	N	N	Y	N	N	N
EBO - Assigned Agency	Y	Y	Y	Y	Y	N	N	Y	N	Y	N
EBO - Other Agency	Y	Y	Y	Y	Y	N	N	Y	N	Y	N
EBO - Specific BA	Y	Y	Y	Y	Y	N	N	Y	N	Y	N
EBO - Enterprise	Y	Y	Y	Y	Y	Y - ALL	N	Y	N	Y	N

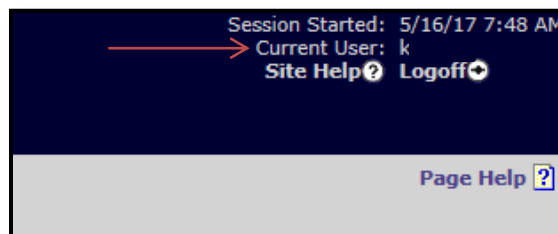
*Note: Only fees that are marked as New in the current FY can be deleted. Ongoing or Eliminated fees cannot be deleted.

State Fees Log On

The State Fees Database Application can be accessed at the following link:

<https://appprd02.state.nv.us/statefees>

The screenshot shows a web browser window with a login form titled "My webMethods". The form contains two input fields: "Username" and "Password", each with a small icon to its left. Below the fields is a blue "Log In" button.



The logon screen will be presented for the user to enter a Username and Password. The user name and password are the same as the users' NEBS system login. The user must have been granted security access in order to be allowed access in the State Fees Database application.

NOTE: You must use your alpha username to log in. This can be found in the upper right hand corner of the screen in NEATS or NEBS (see above).

If you need assistance with your username, passwords, or security issues, contact the NEBS administrator at (775) 684-0222.

State Fees Screens

List Fees Screen

After logging into the system, the user will be presented with the List Fees Screen. The top portion of this screen displays the fiscal years available (for Agency Users, only the current fiscal year will be available), Departments, Agencies (Division) and Budget Accounts currently assigned to the user. At the bottom of this section, a Fee Name Search box is available to allow users to search for specific fees by name.

The Fee List can be filtered by selecting desired criteria and clicking Refresh Fee List button.

The Fee Name Search box allows users to search for fees by name.

FY	Dept Code	Dept Desc	Div Code	Div Desc	BA Code	BA Desc	GL Code	GL Desc	Fee Name	Fee Desc/Calc	Authority	Authority Reference	Amount	Notes	Start Date	End Date
2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	1052	ADMINISTRATION - NSLA - ARCHIVES AND RECORDS	3826	MICROFILMING CHARGE	Microfilming Charge	Fee is calculated based on the type of service being requested	Statutory	NRS 239 & 378	\$27,308.23	07/01/2014	06/30/2015			
2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	1052	ADMINISTRATION - NSLA - ARCHIVES AND RECORDS	3841	RECORDS SEARCH CHARGE	Records Search Charge	Fee is calculated based on the type of service being requested	Statutory	NRS 239 & 378	\$22.00	07/01/2014	06/30/2015			
2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	1052	ADMINISTRATION - NSLA - ARCHIVES AND RECORDS	4038	IMAGING SALES	Imaging Sales	Fee is calculated based on the type of service being requested	Statutory	NRS 239 & 378	\$6,646.75	07/01/2014	06/30/2015			
2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	1052	ADMINISTRATION - NSLA - ARCHIVES AND RECORDS	4039	LAB SALES	Lab Sales	Fee is calculated based on the type of service being requested	Statutory	NRS 239 & 378	\$7,983.37	07/01/2014	06/30/2015			
2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	2895	ADMINISTRATION - NSLA - CLAN	3870	CHARGES FOR SERVICES	Charges for Services	Fee is calculated based on the type of service being requested	Statutory	NRS 379 & 277	\$10,331.20	07/01/2014	06/30/2015			
2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	2895	ADMINISTRATION - NSLA - CLAN	4101	COUNTY PARTICIPATION FUNDS	County Participation Funds	Fee is based on the CLAN board approved fee structure and these fees vary on a yearly basis	Statutory	NRS 379 & 277	\$248,330.19	07/01/2014	06/30/2015			
2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	2895	ADMINISTRATION - NSLA - CLAN	4102	RECEIPTS FROM	Receipts From Local	Fee is based on the CLAN board approved fee structure and these	Statutory	NRS 379 & 277	\$4,380.99	07/01/2014	06/30/2015			

The lower half of this screen displays a table view of all of the fees (if any) associated with the Departments, Agencies and Budget Accounts with which the user is associated. From this screen, users can filter, sort and search for specific fees within their designated departments. Each column header can be clicked to sort the list by that column.

Trash can and Pencil icons allow for individual fees to be deleted or edited.

Column headers can be selected to sort the list by that criterion.

FY	Dept Code	Dept Desc	Div Code	Div Desc	BA Code	BA Desc	GL Code	GL Desc	Fee Name	Fee Desc/Calc	Authority	Authority Reference	Amount	Notes	Start Date	End Date
2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	1052	ADMINISTRATION - NSLA - ARCHIVES AND RECORDS	3826	MICROFILMING CHARGE	Microfilming Charge	Fee is calculated based on the type of service being requested	Statutory	NRS 239 & 378	\$27,308.23	07/01/2014	06/30/2015			
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2015 08	DEPARTMENT OF ADMINISTRATION	ADMIN - NEVADA STATE LIBRARY AND ARCHIVES	2895	ADMINISTRATION - NSLA - CLAN	4102	RECEIPTS FROM	Receipts From Local	Fee is based on the CLAN board approved fee structure and these	Statutory	NRS 379 & 277	\$4,380.99	07/01/2014	06/30/2015			

Add/Edit Fee Screen

The screenshot shows the 'Add / Edit Fee' form with the following fields and values:

- Check Authority: 2015
- Start Date String: 07/01/2014
- End Date String: 06/30/2015
- Budget Department: Select Department
- Budget Division: Select Division
- Budget Account: Select Budget Account
- RGL: None
- * Fee Name: (empty text box)
- Fee Description / Calculation method: (empty text box)
- Authority: Contract
- Authority Reference: (empty text box)
- * Total Collected: (empty text box)
- Notes: (empty text box)

Buttons: Save, Cancel

The Add/Edit Fee screen can be accessed by clicking the Add New Fee button from the List Fees screen. This screen allows users to manually enter a new fee by selecting from drop downs or typing into the text boxes. Any required fields are denoted with an asterisk (*). This screen can also be used to edit an existing fee, in which case the available fee information will be prepopulated and editable.

State Fees Functions

Fee Search

The List Fees screen includes filters for Fiscal Year, Department, Division, Budget Account as well as Fee Name. Multiple selections can be made from each of the list boxes (Dept, Div, & BA) by holding CTRL and selecting the desired options. The same method can be used to unselect options in the list.

TIP: The selections are not hierarchical. For example, if you select Department 01-Governor's Office and Budget Account xxxx, the system will show EVERYTHING in Department 01 AND EVERYTHING in the selected Budget Account. To show just the fees within a specific budget account, select ONLY that item as the filter.

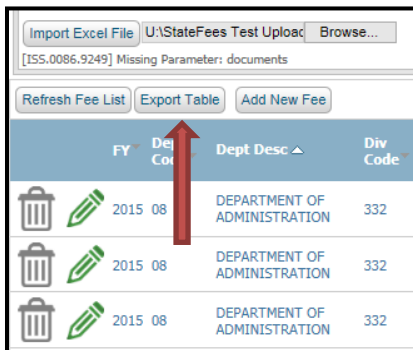
The screenshot shows the 'List Fees' screen with the following filters and options:

- Fiscal Year: 2015
- Include Department(s): ALL, 81 - DEPARTMENT OF MOTOR VEHICLES
- Include Division(s): ALL, 810 - DEPARTMENT OF MOTOR VEHICLES
- Include Budget Account(s): ALL, 4711 - DMV - RECORDS SEARCH, 4712 - DMV - LICENSE PLATE FACTORY, 4715 - DMV - AUTOMATION, 4716 - DMV - SYSTEM MODERNIZATION
- Fee Name Search: (empty text box)

Buttons: Import Excel File, Refresh Fee List, Export Table, Add New Fee, Rollover 2015 to 2016

Exporting Fees Table

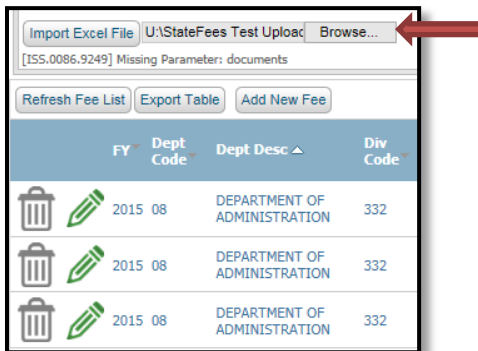
The State Fees application allows users to export the Fee List to an Excel or CSV file type. Once the desired Fees List is filtered and displayed, clicking the Export Table button will prompt to Open or Save the file. This can be edited by adding or editing the fee information. All column headers and formats should remain the same in order to maintain consistency for importing.



Importing Fees

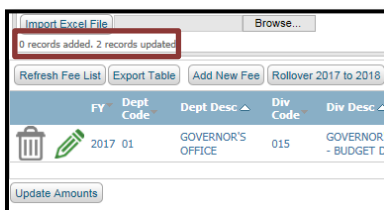
The import functionality in State Fees uses a standard file browse function to select and upload a file of a specific type and format. The system currently accepts .xls, .xlsx, or .csv file formats. By exporting any set of fee data, the system will automatically generate a file in the proper format. 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.



Once the desired file has been selected, clicking the **Import Excel File** button will import the list of fees. A confirmation message will be presented detailing the records added and/or updated.

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.




Adding New Fees

Adding new fees to the database can be completed in two ways. Individual fees can be added by clicking the **Add New Fee** button. This action will open the [Add/Edit Fee](#) window for manual entry of the single fee data.

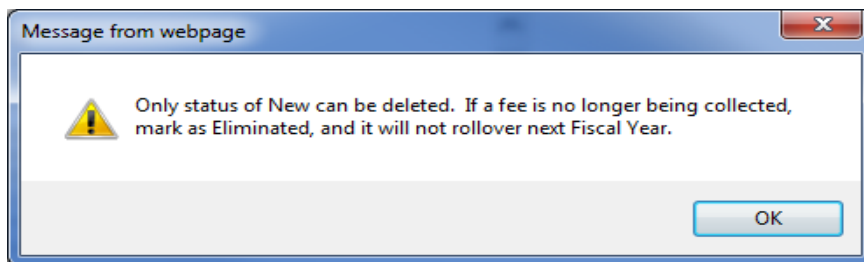
Users can also add multiple lines of fee data by adding them to the exported fee excel sheet and importing it back into the State Fees system as explained above.

NOTE: The system will not accept duplicate fee names. If a fee is being collected with a new amount, the fee should be recreated with a slightly different name (ex – ABC Fee – Revised).


Deleting Fees

With the appropriate role, fees can be deleted from the system by simply clicking the Trash Can icon.  Only fees that are in the status of “New” for the current fiscal year can be deleted.

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.



Editing Existing Fees

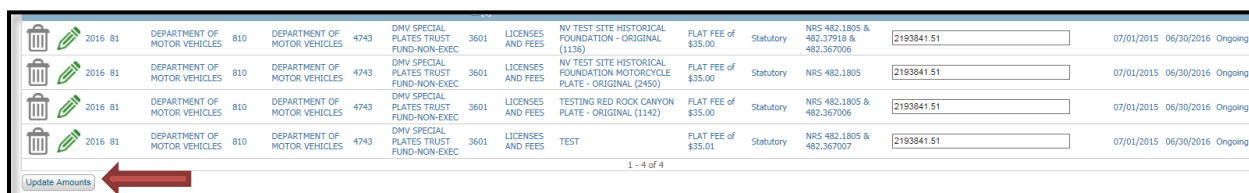
To edit an already existing fee, you can click the Pencil  icon to bring up the [Add/Edit Fee](#) pop up window. The window should open with all of the existing information prepopulated in the fields. After the desired changes have been made, clicking Save will close the window and the edits will be reflected in the Fee List.

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

Each year, the system will rollover all of the fees from the prior fiscal year into the current year. The system will automatically populate the amount from the Advantage system.

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 field.

Fee amounts can be entered or updated from the Fee List table without having to open the Add/Edit window for each fee. Once the fee amounts have been entered or updated, clicking the **Update Amount** button at the bottom of the screen will save the changes.



A screenshot of a table showing fee records. The table has columns for year, department, agency, fund, license type, fee name, amount, statute, and status. There are four rows of data. At the bottom left, there is a red arrow pointing to an "Update Amounts" button. At the bottom center, it says "1 - 4 of 4".

Year	Department	Agency	Fund	License Type	Fee Name	Amount	Statute	Status
2016 81	DEPARTMENT OF MOTOR VEHICLES	DEPARTMENT OF MOTOR VEHICLES	DMV SPECIAL PLATES TRUST FUND-NON-EXEC	LICENSES AND FEES	NV TEST SITE HISTORICAL FOUNDATION - ORIGINAL (1136)	FLAT FEE of \$35.00	NRS-482.1805 & 482.37918 & 482.367006	Ongoing
2016 81	DEPARTMENT OF MOTOR VEHICLES	DEPARTMENT OF MOTOR VEHICLES	DMV SPECIAL PLATES TRUST FUND-NON-EXEC	LICENSES AND FEES	NV TEST SITE HISTORICAL FOUNDATION MOTORCYCLE PLATE - ORIGINAL (2450)	FLAT FEE of \$35.00	NRS-482.1805	Ongoing
2016 81	DEPARTMENT OF MOTOR VEHICLES	DEPARTMENT OF MOTOR VEHICLES	DMV SPECIAL PLATES TRUST FUND-NON-EXEC	LICENSES AND FEES	TESTING RED ROCK CANYON PLATE - ORIGINAL (1142)	FLAT FEE of \$35.00	NRS-482.1805 & 482.367006	Ongoing
2016 81	DEPARTMENT OF MOTOR VEHICLES	DEPARTMENT OF MOTOR VEHICLES	DMV SPECIAL PLATES TRUST FUND-NON-EXEC	LICENSES AND FEES	TEST	FLAT FEE of \$35.01	NRS-482.1805 & 482.367007	Ongoing