Table of Contents

Table of Contents .....................................................................................................................................1
Accessing CIPPS-FINDS .........................................................................................................................2
  Sign-On Procedures ..............................................................................................................................2
  TSO Logon ........................................................................................................................................2
  TSO ................................................................................................................................................3
  READY Prompt ................................................................................................................................3
  FINDS Broadcast ...............................................................................................................................4
  Year Prompt Screen ...........................................................................................................................4
  FINDS Master Menu ..........................................................................................................................5
  CIPPS Downloading Main Menu .......................................................................................................5
Contacts .................................................................................................................................................6
  DOA Contact ................................................................................................................................6
Accessing CIPPS-FINDS

Sign-On Procedures
To access CIPPS-FINDS, first access the DIT mainframe, enter TSO1 and press Enter.

TSO Logon
On the TSO logon screen, enter a valid logon ID number, password, and account number, pressing Enter after each entry. Correct any invalid entries.
Accessing CIPPS-FINDS, Continued

**TSO**
User is logged into TSO displaying the weekly bulletin. Three asterisks (***) display as the next line. Press Enter. The READY prompt displays.

---

**READY Prompt**
Enter ‘FINDS’ and press Enter.
Accessing CIPPS-FINDS, Continued

FINDS Broadcast  The FINDS broadcast screen displays. Read messages and press Enter.

```
** FINDS ***
***
** UPDATED 02/14/2001  
**
** 1099 DATA FOR CALENDAR YEAR 2000 HAS BEEN LOADED. 
**
** THE PAYROLL AUDITING TOOL (PAT) VERSION 3, REVISION #3 
** IS NOW READY FOR RELEASE. PAT WAS LAST UPDATED ON 
** 01/22/2001 TO INCLUDE NEW LEAVE TYPES (RECOGNITION AND 
** PRE-LAYOFF). 
** PLEASE USE OPTION 20 TO VIEW ACT.FINDS.USER, INFO FOR 
** DOWNLOADING INSTRUCTIONS. 
**
**
**
**
**
**
**
**
** IF YOU HAVE ANY PROBLEMS OR QUESTIONS, PLEASE CALL THE 
** HELP DESK AT (804) 225-3888. 
**
```

Year Prompt Screen  The Year Prompt screen displays. Enter the year for the detailed information to be downloaded and press Enter.

Continued on next page
Accessing CIPPS-FINDS, Continued

**FINDS Master Menu**

The FINDS Master Menu displays. Enter ‘40’ and press Enter:

![Image of FINDS Master Menu]

**CIPPS Downloading Main Menu**

The CIPPS Downloading Main Menu displays the three CIPPS payroll reports and five Masterfile Data Groups available for downloading.

![Image of CIPPS Downloading Main Menu]
Contacts

**DOA Contact**

Director, State Payroll Operations  
Voice: (804) 225-2245  
E-mail: Payroll@doa.virginia.gov

Payroll Business Analyst/Trainer  
Voice: (804) 225-3079; (804) 225-3120  
E-mail: Payroll@doa.virginia.gov