



LOGGER'S INSTRUCTION MANUAL



Local Government Electronic Reporting



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SECTION ONE: Access

A. Logging Into LOGER

- 1) Go to <https://apps.fldfs.com/LocalGov/>
- 2) For the username, input your governmental entity's six-digit unit ID.
- 3) For the initial login, use the password that was assigned to you in the 2008 memorandum announcing the new fiscal year reporting cycle. If you are unable to locate the login information, send an email to localgov@myfloridacfo.com.

NOTE: Passwords must be at least eight characters and are case sensitive.

- 4) Upon successful login, you will be prompted to change the password to one of your choosing. This password will then be the sole password for the entire entity.

Login Page | [Reports](#) | [Login](#) |

Input your government's six digit Unit Id for the Username and Password. Upon your first successful login, you will be prompted to change the password to one of your choosing.

If you need to obtain your government's Unit Id or Password, contact the Department of Financial Services' Bureau of Local Government at (850) 413-5556 or e-mail your password request to localgov@fldfs.com.

Username:

Password:

413-5571

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Local Intranet



SECTION TWO: Annual Financial Report (AFR) Management

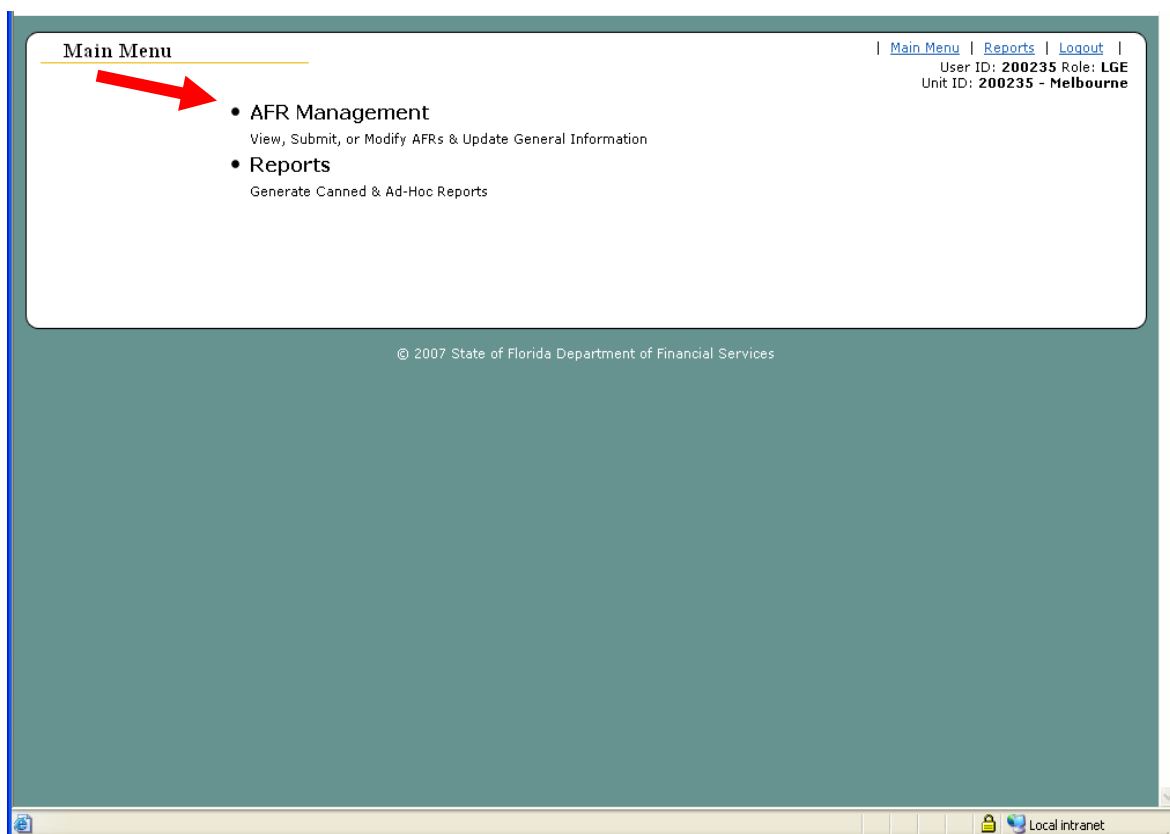
A. Main Menu Screen

From the Main Menu you can select AFR Management or Reports. AFR Management allows you to view, submit or modify the Annual Financial Report (AFR) and update your contact information.

- For instructions on viewing AFR reports, see page 51.

B. Beginning the AFR Submission Process

1. Click on **AFR Management**.





2. Choose the appropriate year from the dropdown under **Start New or Continue Unsubmitted AFR**.

2) Click the **Submit** button.

3) The **AFR Summary** page displays each required section of the AFR.

- General Information
- Revenues
- Expenditures
- Debt
- Component Units
- Audit
- Certification



C. General Information

- 1) Click on **General Information**.

AFR Summary for 2006

[Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200270 Role: LGE
Unit ID: 200270 - Ocala

Original AFR

Summary	Comments	Unit Info	Amendments
Status: In Progress			
AFR Received Date: N/A			
Audit Received Date: N/A			
Submission Type: None			
Print AFR			

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

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Done Local Intranet



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2) Update the information in each field as needed.

NOTE: The Contact Email field is a required field. This email is used to update you on the status of your AFR and will be kept private.

3) Click **Save** to record the changes.

NOTE: To record the changes you must click **Save** when you are finished updating information.

The screenshot shows a web form titled "General Information" with a navigation bar at the top right containing links for "Back to AFR Summary", "Main Menu", "Reports", and "Logout". The user ID is "200270" and the role is "LGE". The unit is "200270 - Ocala".

The form contains two main sections:

- Location Information:** Includes fields for Financial Officer Name (Required Field), Financial Officer Title (pre-filled with "Director"), Location Phone (Required Field), Location Fax, Physical Address (Address, City, State / Zip - all Required Fields).
- Contact Information:** Includes fields for Contact Person Name (Required Field), Contact Person Title, Contact Phone (Required Field), Contact Email (Required Field), and Mailing Address (Address, City, State / Zip).

At the bottom of the form are "Save" and "Cancel" buttons. A red arrow points to the "Save" button.

4) Click the **Back to AFR Summary** link located in the upper portion of the screen after saving the updated information.

This will return you to the AFR Summary page.



D. Revenues

1) Click on **Revenues** on the AFR Summary page.

The screenshot shows a web application interface for 'Original AFR'. At the top right, there are navigation links for 'Main Menu', 'Reports', and 'Logout'. Below these, the user's identity is displayed: 'User ID: 200270 Role: LGE' and 'Unit ID: 200270 - Ocala'. The main content area is titled 'Original AFR' and features a tabbed interface with four tabs: 'Summary', 'Comments', 'Unit Info', and 'Amendments'. The 'Summary' tab is active, showing a table with the following data:

Status:	In Progress
AFR Received Date:	N/A
Audit Received Date:	N/A
Submission Type:	None

Below the table is a link labeled 'Print AFR'. On the left side of the page, there is a vertical menu with several items, each preceded by a bullet point:

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

A red arrow points to the 'Revenues' item in this menu. At the bottom of the page, there is a copyright notice: '© 2007 State of Florida Department of Financial Services'. The browser's taskbar at the bottom shows 'Done' and 'Local intranet'.



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- 2) The Revenues page will be used to enter revenue amounts by account code and fund group.

The screenshot shows the 'Revenues for 2006' page. At the top, there are navigation links: 'Back to AFR Summary', 'Main Menu', 'Reports', and 'Logout'. Below these are fields for 'User ID' and 'Unit ID'. A central instruction box contains the text: 'Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing revenue data, select the icon in the edit column beside the appropriate row. Only allow whole numbers (no decimals).' Below this is a section with two checkboxes: 'Done Entering Revenues' and 'No Revenues', along with 'Add Item' and 'Delete All' buttons. The main part of the page is a table with columns: 'Edit', 'Account', 'General', 'Special Revenue', 'Debt Service', 'Capital Projects', 'Permanent', 'Enterprise', 'Inter-Serv', 'Pension T', 'Component Units', and 'Total'. The table lists various revenue accounts such as '311000 - Ad Valorem Taxes' and '312300 - County Ninth-Cent Voted Fuel Tax'. At the bottom, a 'Page Total' row shows a total of 27,899,587. A navigation bar at the very bottom contains the numbers 1 through 7.

The Revenues Page

- a. **View Revenue Account Codes** – Opens a PDF document with a list of the year’s revenue account codes (can be viewed, saved or printed)
- b. **Import Revenues from Excel** – This functionality allows you to download a template, plug in amounts, and upload it back into the system (useful for large entities who use many account codes) instead of entering the amounts individually through the Add Item button
- c. **Print All Listed Revenues** – This link pulls the saved revenue entries into a document formatted for printing (useful for reviewing entry amounts)



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- d. **Done Entering Revenues** – This checkbox must be checked before the system will allow you to enter information in the Audit screen (so you can't certify the AFR until this box is checked)
- e. **No Revenues** - This checkbox must be checked if the entity has no revenues for the reporting period (make sure you check the Done Entering Revenues checkbox after checking No Revenues)
- f. **Add Item** – Push this button to begin adding lines of revenue information
- g. **Delete All** – Only use this button if you need to completely wipe the information from the current Revenues page (the system allows you to delete individual line items by clicking on the Edit link beside the line)
- h. **Edit** – This link allows you to update or delete the line item

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

- i. **Page Total** – This is the total of the revenue items on the displayed page only (if you use more than 10 account codes, there will be more than one page); there will be a line titled All Page Total at the bottom of the last page



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View Revenue Account Codes

1. To obtain the most recent PDF listing of all revenue account codes for the selected year, click on **View Revenue Account Codes**.
2. The File Download window will appear
3. Click **Open**.

Revenues for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
 User ID: 200270 Role: LGE
 Unit ID: 200270 - Ocala

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)
 Done Entering Revenues No Revenues

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension Trust	Component Units	Total
	311000 - Ad Valorem Taxes	13,865,851	143,451								14,009,302
	312200 - Special Act Fuel Tax (Section 206.61,F.S)	78,041									78,041
	312300 - County Ninth-Cent Voted Fuel Tax		498,467								498,467
	312410 - First Local Option Fuel Tax		2,840,647								2,840,647
	313100 - Electricity	46,066									46,066
	313400 - Gas	585,678									585,678
	314100 - Electricity	5,660,743									5,660,743
	314400 - Gas	275,761									275,761
	315000 - Communications Services Tax	3,392,966									3,392,966
	321000 - Occupational Licenses	511,916									511,916
Page Total:		24,417,022	3,482,565	0	0	0	0	0	0	0	27,899,587

1 2 3 4 5 6 7



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The following is an example of a PDF list of revenue account codes. It can be viewed, saved or printed.

Revenue Account Codes for 2006				EXAMPLE
<u>Account Code</u>	<u>Description</u>	<u>Specific Category</u>	<u>General Category</u>	<u>Court Related</u>
331320	Electric Supply	Physical Environment	Federal Grants	No
331310	Water Supply	Physical Environment	Federal Grants	No
331200	Public Safety	Public Safety	Federal Grants	No

Page 1 of 7



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Manually Entering Revenues

1) From the AFR Summary Page, click on **Revenues**.

AFR Summary for 2006

Original AFR

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

Status: In Progress
 AFR Received Date: N/A
 Audit Received Date: N/A
 Submission Type: None
[Print AFR](#)

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2) Click on the **Add Item** button.

Revenues for 2006

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

Done Entering Revenues No Revenues

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	To
<input type="checkbox"/>	365000 - Sale of Surplus Materials and Scrap						293,842	1,392				295
<input type="checkbox"/>	366000 - Contributions and Donations from Private Sources	343,306	222,566		29,045		5,518		1,903,691			2,504
<input type="checkbox"/>	367000 - Gain or Loss on Sale of Investments	-308,950	-227,014	111	2		-1,632,503	-254,980	8,207,113			5,783
<input type="checkbox"/>	368000 - Pension Fund Contributions								5,353,085			5,353
<input type="checkbox"/>	369300 - Settlements	17,797										17
<input type="checkbox"/>	369900 - Other Miscellaneous Revenues	391,758	74,926		32,101		328,267	10,261,873	6,077			11,09
<input type="checkbox"/>	381000 - Interfund Transfers In	11,611,413	114,901	4,679,351			345,555	169,932				16,92
	Page Total:	12,055,324	185,379	4,679,462	61,148	0	-659,321	10,178,217	15,469,966	0	0	41,97
	Grand Total:	49,321,940	7,473,899	4,723,253	358,657	0	162,235,431	22,130,876	16,923,219	0	0	263,16



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The Account Code Entry screen will appear.

- 3) Use the drop down box to select an account code.

NOTE: Each account code can only be used once; once used, it will no longer appear in the list of options in the dropdown.

- 4) Work down the list and enter the appropriate amounts for each fund group.

Edit	Account	General	Special	Debt	Capital	Permanent	Enterprise	Internal	Pension	Trust	Component	Total
<input type="checkbox"/>	365000 - Sale of Surplus Materials and Scrap											295
<input type="checkbox"/>	366000 - Contributions and Donations from Private Sources	34										2,504
<input type="checkbox"/>	367000 - Gain or Loss on Sale of Investments	-3										5,783
<input type="checkbox"/>	368000 - Pension Fund Contributions											5,355
<input type="checkbox"/>	369300 - Settlements	1										17
<input type="checkbox"/>	369900 - Other Miscellaneous Revenues	35										263,116
<input type="checkbox"/>	381000 - Interfund Transfers In	11,611,413	114,901	4,679,331			343,333		169,932			16,922
Page Total:		12,055,324	185,379	4,679,462	61,148	0	-659,321	10,178,217	15,469,966	0	0	41,977
Grand Total:		49,321,940	7,473,899	4,723,253	358,657	0	162,235,431	22,130,876	16,923,219	0	0	263,116

NOTE: The amount fields will only allow whole numbers (no decimals).

- 5) Multiple rows may be entered by clicking **Save/Add Another**.
- 6) To exit the window without saving the information entered, click **Close**.
- 7) To exit the window after saving the information entered, click **Save** and then **Close**.



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- 8) Check the **Done Entering Revenues** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Revenues** must be checked. This is true even if the **No Revenues** box is checked.

Revenues for 2006

[Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
 User ID: 200270 Role: LGE
 Unit ID: 200270 - Ocala

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)
 Done Entering Revenues No Revenues

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
	365000 - Sale of Surplus Materials and Scrap						293,842	1,392				295,234
	366000 - Contributions and Donations from Private Sources	343,306	222,566		29,045		5,518		1,903,691			2,504,126
	367000 - Gain or Loss on Sale of Investments	-308,950	-227,014	111	2		-1,632,503	-254,980	8,207,113			5,783,779
	368000 - Pension Fund Contributions								5,353,085			5,353,085
	369300 - Settlements	17,797										17,797
	369900 - Other Miscellaneous Revenues	391,758	74,926		32,101		328,267	10,261,873	6,077			11,095,002
	381000 - Interfund Transfers In	11,611,413	114,901	4,679,351			345,555	169,932				16,921,152
	Page Total:	12,055,324	185,379	4,679,462	61,148	0	-659,321	10,178,217	15,469,966	0	0	41,970,175
	Grand Total:	49,321,940	7,473,899	4,723,253	358,657	0	162,235,431	22,130,876	16,923,219	0	0	263,167,275

1 2 3 4 5 6 7

- 9) To update an existing line of revenue data, click **Edit** beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

- 10) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



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Importing Revenues from Excel

- 1) Click on **Import Revenues From Excel** on the Revenues page.

Revenues for 2006

Back to AFR Summary | Main Menu | Reports | Logout |
 User ID: 200270 Role: LGE
 Unit ID: 200270 - Ocala

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) | [Import Revenues From Excel](#) | [Print All Listed Revenues](#)
 Done Entering Revenues No Revenues

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension Trust	Component Units	Total
	311000 - Ad Valorem Taxes	13,865,851	143,451								14,009,302
	312200 - Special Act Fuel Tax (Section 206.61,F.S)	78,041									78,041
	312300 - County Ninth-Cent Voted Fuel Tax		498,467								498,467
	312410 - First Local Option Fuel Tax		2,840,647								2,840,647
	313100 - Electricity	46,066									46,066
	313400 - Gas	585,678									585,678
	314100 - Electricity	5,660,743									5,660,743
	314400 - Gas	275,761									275,761
	315000 - Communications Services Tax	3,392,966									3,392,966
	321000 - Occupational Licenses	511,916									511,916
Page Total:		24,417,022	3,482,565	0	0	0	0	0	0	0	27,899,587

- 2) The Import Account Information screen will appear.
- 3) Download the preformatted Microsoft Excel template by clicking on the link titled **here**. The template has been developed to ensure the format is correct when importing data.



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Import Account Information

Back to AFR Summary | Main Menu | Reports | Logout |
User ID: 200270 Role: LGE
Unit ID: 200270 - Ocala

To import any expenditure or revenue data, the spreadsheet format must be the same format as the template provided [here](#).
The template has four tabs: "Revenues", "Expenditures" and two additional tabs with examples of how the data should be formatted when entered. After activating this link, save it to your own system and begin inputting the financial data.

Please ensure:

- Tabs must be titled "Revenues" or "Expenditures".
- Column names match those found in the template.
- No decimals are used in the account codes. Ex. 31100 not 311.00
- Balances are posted as whole numbers only. No decimals.
- Files that are submitted must be in Microsoft Excel 95-2007 file format.

The same file can be used to submit both revenue and expenditure sheets as long as the two sheets tabs are named "Revenues" or "Expenditures". You will need to upload the expenditure and revenue sections one at a time by selecting either the revenue or expenditure radio buttons. Then select browse to locate your file from your file system. After selecting "upload", you should see your submission directly loaded to your revenue or expenditure screen.

Please contact the Bureau or Local Government, localgov@fldfs.com with any questions.

Upload...

What type of data would you like to import?
 Revenues Expenditures

File:

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- 4) Read the information displayed on the Import Account Information screen regarding the data.
 - 5) Once the spreadsheet is complete, choose **Revenues** in the **Upload** box to begin the upload process.
 - 6) Click the **Browse** button and select the completed file.
 - 7) Click the **Upload** button.
- NOTE:** Importing revenues from Excel will erase any data previously entered.
- 8) Once the upload is complete the Revenues screen will reappear with the amounts populated.



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Revenues for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Log](#)

User ID: **200270** Rol
Unit ID: **200270** -

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

Done Entering Revenues No Revenues

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	To
<input type="checkbox"/>	365000 - Sale of Surplus Materials and Scrap						293,842	1,392				295
<input type="checkbox"/>	366000 - Contributions and Donations from Private Sources	343,306	222,566		29,045		5,518		1,903,691			2,504
<input type="checkbox"/>	367000 - Gain or Loss on Sale of Investments	-308,950	-227,014	111	2		-1,632,503	-254,980	8,207,113			5,783
<input type="checkbox"/>	368000 - Pension Fund Contributions								5,353,085			5,353
<input type="checkbox"/>	369300 - Settlements	17,797										17
<input type="checkbox"/>	369900 - Other Miscellaneous Revenues	391,758	74,926		32,101		328,267	10,261,873	6,077			11,09
<input type="checkbox"/>	381000 - Interfund Transfers In	11,611,413	114,901	4,679,351			345,555	169,932				16,92
Page Total:		12,055,324	185,379	4,679,462	61,148	0	-659,321	10,178,217	15,469,966	0	0	41,97
Grand Total:		49,321,940	7,473,899	4,723,253	358,657	0	162,235,431	22,130,876	16,923,219	0	0	263,16

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)



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- 9) Check the **Done Entering Revenues** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Revenues** must be checked. This is true even if the **No Revenues** box is checked.

Revenues for 2006

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) |
 [Import Revenues From Excel](#) |
 [Print All Listed Revenues](#)

Done Entering Revenues No Revenues

[Add Item](#) [Delete All](#)

[Back to AFR Summary](#) |
 [Main Menu](#) |
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 [Logout](#) |
 User ID: 200270 Role: LGE
 Unit ID: 200270 - Ocala

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
	365000 - Sale of Surplus Materials and Scrap						293,842	1,392				295,234
	366000 - Contributions and Donations from Private Sources	343,306	222,566		29,045		5,518		1,903,691			2,504,126
	367000 - Gain or Loss on Sale of Investments	-308,950	-227,014	111	2		-1,632,503	-254,980	8,207,113			5,783,779
	368000 - Pension Fund Contributions								5,353,085			5,353,085
	369300 - Settlements	17,797										17,797
	369900 - Other Miscellaneous Revenues	391,758	74,926		32,101		328,267	10,261,873	6,077			11,095,002
	381000 - Interfund Transfers In	11,611,413	114,901	4,679,351			345,555	169,932				16,921,152
	Page Total:	12,055,324	185,379	4,679,462	61,148	0	-659,321	10,178,217	15,469,966	0	0	41,970,175
	Grand Total:	49,321,940	7,473,899	4,723,253	358,657	0	162,235,431	22,130,876	16,923,219	0	0	263,167,275

1 2 3 4 5 6 7

- 10) To update an existing line of revenue data, click inside the **Edit** icon box beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

- 11) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



E. Expenditures

1) Click on **Expenditures** on the AFR Summary page.

AFR Summary for 2006

| [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200235 Role: LGE
Unit ID: 200235 - Melbourne

Original AFR

Summary	Comments	Unit Info	Amendments
Status:		Certified	
AFR Received Date:		3/27/2007	
Audit Received Date:		3/27/2007	
Submission Type:		Paper	
		Print AFR	

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

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- 2) The Expenditures page will be used to enter expenditures by account code and fund group.

The Expenditures Page

- a. **View Expenditure Account Codes** – Opens a PDF document with a list of the year's expenditure account codes (can be viewed, saved or printed)

The screenshot shows the 'Expenditures for 2006' page. At the top right, there are navigation links: 'Back to AFR Summary', 'Main Menu', 'Reports', and 'Logout'. Below these, the user information is displayed: 'User ID: 200270 Role: LGE' and 'Unit ID: 200270 - Ocala'. The main content area contains instructions: 'Use this screen to enter expenditure balances by account code and fund group. Use the box on the right to add, delete, and import lines of expenditure data. To update an existing expenditure data, select the icon in the edit column beside the appropriate row to allow whole numbers (no decimals). Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.' Below the instructions, there are two checkboxes: 'Done Entering Expenditures' and 'No Expenditures'. To the right of these checkboxes are two buttons: 'Add Item' and 'Delete All'. At the top of the main content area, there are three links: 'View Expenditure Account Codes', 'Import Expenditures From Excel', and 'Print All Listed Expenditures'. At the bottom of the main content area, there is a red message: 'No Expenditures Have Been Entered'. Callouts a through g point to various elements: 'a.' points to the 'View Expenditure Account Codes' link; 'b.' points to the 'Import Expenditures From Excel' link; 'c.' points to the 'Print All Listed Expenditures' link; 'd.' points to the 'Done Entering Expenditures' checkbox; 'e.' points to the 'No Expenditures' checkbox; 'f.' points to the 'Add Item' button; and 'g.' points to the 'Delete All' button.

- b. **Import Expenditures from Excel** – This functionality allows you to download a template, plug in amounts, and upload it back into the system (useful for large entities who use many account codes) instead of entering the amounts individually through the Add Item button
- c. **Print All Listed Expenditures** – This link pulls the saved expenditure entries into a document formatted for printing (useful for reviewing entry amounts)
- d. **Done Entering Expenditures** – This checkbox must be checked before the system will allow you to enter information in the Audit screen (so you can't certify the AFR until this box is checked)
- e. **No Expenditures** - This checkbox must be checked if the entity has no expenditures for the reporting period (make sure you check the Done Entering Expenditures checkbox after checking No Expenditures)
- f. **Add Item** – Push this button to begin adding lines of expenditure information



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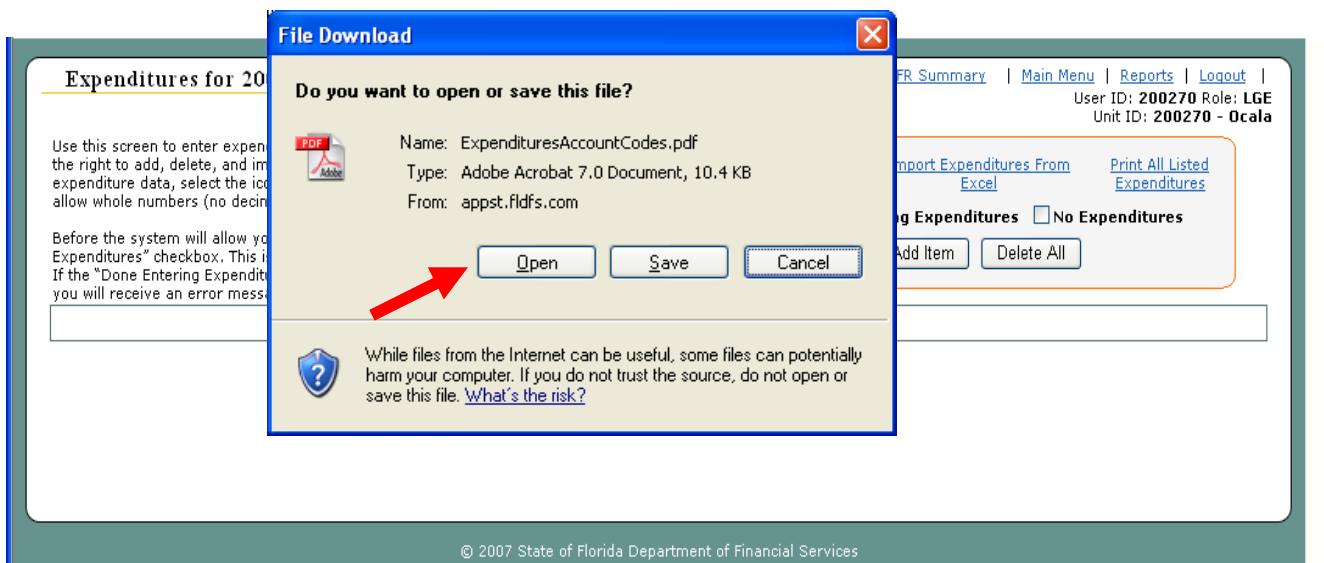
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- g. **Delete All** – Only use this button if you need to completely wipe the information from the current Expenditures page (the system allows you to delete individual line items by clicking on the Edit link beside the line)



View Expenditure Account Codes

- 1) To obtain the most recent PDF listing of all expenditure account codes for the selected year, click on **View Expenditures Account Codes**.
- 2) The File Download window will appear
- 3) Click **Open**.





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The following is an example of a PDF list of expenditure account codes. It can be viewed, saved or printed.

Expenditure Account Codes for 2006			EXAMPLE
<u>Account Code</u>	<u>Description</u>	<u>Function Code</u>	<u>Court Related</u>
511	Legislative	General Government	No
512	Executive	General Government	No
513	Financial and Administrative	General Government	No

Page 1 of 4



Manually Entering Expenditures

- 1) From the **Summary Page**, click on **Expenditures**.

AFR Summary for 2006

| [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200235 Role: LGE
Unit ID: 200235 - Melbourne

Original AFR

Summary | Comments | Unit Info | Amendments

Status: Certified
AFR Received Date: 3/27/2007
Audit Received Date: 3/27/2007
Submission Type: Paper
[Print AFR](#)

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

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2) Click on the **Add Item** button.

Expenditures for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200270 Role: LGE
Unit ID: 200270 - Ocala

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Expenditure Account Codes](#) | [Import Expenditures From Excel](#) | [Print All Listed Expenditures](#)

Done Entering Expenditures No Expenditures

Add Item **Delete All**

No Expenditures Have Been Entered

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The Account Code Entry screen will appear.

- 3) Use the drop down box select an account code.

NOTE: Each account code can only be used once; once used, it will no longer appear in the list of options in the dropdown.

- 4) Use the drop down box select an object code.

The screenshot shows a web application window titled "Expenditures for 2006". In the center, a modal window is open for selecting codes. It has two dropdown menus at the top: "Account Codes" and "Object Codes". Red arrows point to these dropdowns. Below the dropdowns is a section titled "Fund Groups:" with a list of categories and corresponding input fields: General, Special Revenue, Debt Service, Capital Projects, Permanent, Enterprise, Internal Service, Pension, Trust, Component Units, and Total. At the bottom of the modal are three buttons: "Save/Add Another", "Save", and "Close". The background window shows a navigation menu with "Back to AFR Summary", "Main Menu", "Reports", and "Logout". It also displays user information: "User ID: 200270 Role: LGE" and "Unit ID: 200270 - Ocala".

- 5) Work down the list and enter the appropriate amounts for each fund group.

NOTE: The amount fields will only allow whole numbers (no decimals).

- 6) Multiple rows may be entered by clicking **Save/Add Another**.
- 7) To exit the window without saving the information entered, click **Close**.
- 8) To exit the window after saving the information entered, click **Save** and then **Close**.



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- 9) Check the **Done Entering Expenditures** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Expenditures** must be checked. This is true even if the **No Expenditures** box is checked.

Expenditures for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
 User ID: 200235 Role: LGE
 Unit ID: 200235 - Melbourne

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Expenditure Account Codes](#) [Print All Listed Expenditures](#)

Done Entering Expenditures No Expenditures

Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
581 - Interfund Transfers Out	3,366,549	666,915		115,000	5,723	675,848					4,830,035
90 - Other Uses											
Page Total:	3,366,549	666,915	0	115,000	5,723	675,848	0	0	0	0	4,830,035
Grand Total:	59,359,162	3,608,093	174,238	9,626,752	5,723	42,345,570	2,454,288	4,408,155	0	13,396,131	135,378,112

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

- 10) To update an existing line of expenditure data, click **Edit** beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Expenditures** box is checked. Uncheck the box in order to make changes.

- 11) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



Importing Expenditures from Excel

- 1) Click on **Import Expenditures From Excel** on the Expenditures page.

The screenshot shows a web application interface for 'Expenditures for 2006'. At the top right, there are navigation links: 'Back to AFR Summary', 'Main Menu', 'Reports', and 'Logout'. Below these are user details: 'User ID: 200270 Role: LGE' and 'Unit ID: 200270 - Ocala'. The main content area contains instructions on how to use the screen to enter expenditure balances. A red arrow points to a box containing three links: 'View Expenditure Account Codes', 'Import Expenditures From Excel', and 'Print All Listed Expenditures'. Below these links are two checkboxes: 'Done Entering Expenditures' and 'No Expenditures', and two buttons: 'Add Item' and 'Delete All'. A message box at the bottom of the main area states 'No Expenditures Have Been Entered'. The footer of the page reads '© 2007 State of Florida Department of Financial Services'.



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- 2) The Import Account Information screen will appear.
- 3) Download the preformatted Microsoft Excel template by clicking on the link titled **here**. The template has been developed to ensure the format is correct when importing data.
- 4) Read the information displayed on the Import Account Information screen regarding the data.
- 5) Once the spreadsheet is complete, choose **Expenditures** in the **Upload** box to begin the upload process.

- 6) Click the **Browse** button and select the completed file.
- 7) Click the **Upload** button.

NOTE: Importing expenditures from Excel will erase any data previously entered.



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8) Once the upload is complete the Expenditures screen will appear with the amounts populated.

Expenditures for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) | User ID: 200235 Role: LGE Unit ID: 200235 - Melbourne

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

[View Expenditure Account Codes](#) [Print All Listed Expenditures](#)

Done Entering Expenditures No Expenditures

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
511 - Legislative 30 - Operating Expenses	146,116										146,116
512 - Executive 10 - Personal Services	653,482										653,482
512 - Executive 30 - Operating Expenses	148,234										148,234
513 - Financial and Administrative 10 - Personal Services	3,650,178						195,645				3,845,823
513 - Financial and Administrative 30 - Operating Expenses	1,094,445						2,258,643				3,353,088
513 - Financial and Administrative 60 - Capital Outlay	226,905										226,905
514 - Legal Counsel 10 - Personal Services	315,856										315,856
514 - Legal Counsel 30 - Operating Expenses	145,199										145,199
515 - Comprehensive Planning 10 - Personal Services	505,327										505,327
515 - Comprehensive Planning 30 - Operating Expenses	110,624										110,624
Page Total:	6,996,366	0	0	0	0	0	2,454,288	0	0	0	9,450,654

1 2 3 4 5 6 7

Local Intranet



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Local Government

Expenditures for 2006

[Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
 User ID: PENNC Role: LGU
 Unit ID: 100001 - Alachua

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Expenditure Account Codes](#) | [Import Expenditures From Excel](#) | [Print All Listed Expenditures](#)
 Done Entering Expenditures **No Expenditures**

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension Trust	Component Units	Total
	511 - Legislative 10 - Personal Services	429,492									429,492
	511 - Legislative 30 - Operating Expenses	49,040									49,040
	512 - Executive 10 - Personal Services	833,403									833,403
	512 - Executive 30 - Operating Expenses	119,210									119,210
	513 - Financial and Administrative 10 - Personal Services	2,223,525	9,505,349					197,561			11,926,435
	513 - Financial and Administrative 30 - Operating Expenses	1,416,459	2,537,235		200,846			3,846,381			8,000,921

9) Before the system will allow the AFR to be submitted, the box **Done Entering Expenditures** must be checked. This is true even if the **No Expenditure** box is checked. If the **Done Entering Expenditures** box is not checked when the AFR is submitted, an error message will be displayed.

10) To update an existing line of revenue data, click inside the **Edit** icon box beside the appropriate row and make the adjustment.

NOTE: If you need to adjust or add an entry **AND** the **Done Entering Expenditures** box is checked, uncheck the box in order to make changes.

11) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



Debt

Debt is used to record a formal long-term debt balance that is not due for actual payment within the current fiscal year. This could include but not limited to notes and bonds, claims and judgments, landfill closure and post closure care costs that are not due for payment in the current period. This does not include informal liability such as compensated leave liability.

- 1) To get started click on **Debt**.

AFR Summary for 2006

[Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200235 Role: LGE
Unit ID: 200235 - Melbourne

Original AFR

Summary	Comments	Unit Info	Amendments
Status:	Certified		
AFR Received Date:	3/27/2007		
Audit Received Date:	3/27/2007		
Submission Type:	Paper		
Print AFR			

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

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Done Local intranet



The next screen will appear.

NOTE: A value must be entered into this field that is **equal to zero (0) or greater**. No negative numbers may be entered. Click **Save** then **Back to AFR Summary**.

Debt Information for 2006  [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200270 Role: LGE
Unit ID: 200270 - Ocala

Post the balance of any agreement or series of agreements to pay money that are not due for actual payment within the current fiscal year. The balance refers to formal debt issues, such as notes & bonds, claims & judgments, landfill closure & post closure care costs that are not due for payment in the current period. This does not include informal liability such as compensated leave liability.

If the entity has no outstanding long-term debt as of the fiscal year-end, enter 0.

Amount of long-term debt:

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Component Units

Enter component unit reporting type and total revenue, expenditure, and long-term debt balances if applicable.

- 1) To get started, click on **Component Units**.



Component Units (Continued)

The next screen will appear.



- 2) Click an **Edit** box beside each of the component units listed to enter the pop-up input section.

Componet Units for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200270 Role: LGE
Unit ID: 200270 - Ocala

To input Component Unit information, select the icon in the edit column beside the appropriate row.

NOTE: Only those who are blended or discretely reported will be prompted to enter revenue, expenditure, and long-term debt amounts. Component Units with zero revenues and expenditures will still be required to enter long-term debt.

To set up a new Component Unit, contact the Department of Financial Services' Bureau of Local Government at (850) 413-5571 or email your request to localgov@fldfs.com.

Edit	Component Unit	Type	Total Revenues	Total Expenditures	Total Debt
	301438 - Ocala Community Redevelopment Agency				
	300893 - Ocala Housing Authority	Independently Reported			1,773,149

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Component Units (Continued)

- Each of the component units listed will need to be accessed and updated via the pop-up screen (below) with any financial data you are required to report on behalf of your government's component units - even if it's considered a Zero District.
- When done inputting information fro your component unit, click **Save Item** and proceed to the next component unit on your screen.

The screenshot displays the 'Component Units for 2006' interface. At the top right, there are navigation links: 'Back to AFR Summary', 'Main Menu', 'Reports', and 'Logout'. Below these, the user's identity is shown: 'User ID: 200270 Role: LGE' and 'Unit ID: 200270 - Ocala'. A note instructs users to select an edit icon for component units. A table lists units, with '301438 - Ocala Community Redevelopment Agency' selected. A pop-up form titled '301438 - Ocala Community Redevelopment Agency' is open, allowing users to set the 'Reporting Type' (with radio buttons for 'Blended in Primary Report', 'Independently Reported', 'Discretely Reported', 'Zero Revenues And Expenditures', and 'No Report Submitted') and enter 'Total Revenues', 'Total Expenditure', and 'Total Debt'. The 'Total Debt' field is pre-filled with '1,773,149'. At the bottom of the pop-up are 'Save Item', 'Close', and 'Delete Data' buttons. A red arrow points to the 'Save Item' button. The footer of the page reads '© 2007 State of Florida Department of Financial Services'.



Audit

The Audit section of the AFR will need to be completed before the AFR can be submitted. The revenue and expenditures sections must be completed before starting this section. This will determine if an audited financial statement is required for the reported year.

- 1) To get started, click on **Audit**.

AFR Summary for 2006 | [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200270 Role: LGE
Unit ID: 200270 - Ocala

Original AFR

Summary | Comments | Unit Info | Amendments

Status: In Progress
AFR Received Date: N/A
Audit Received Date: N/A
Submission Type: None
[Print AFR](#)

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

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Done Local intranet



Audit (Continued)

The next screen will appear.

- 2) If an audit was required due to the revenue and expenditure balances posted, you will need to click **Yes** (pursuant to S. 218.39, F.S.). If an audit was not required, click **No** and proceed to Step 4.

Audit for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: PENNC Role: LGU
Unit ID: 300008 - Dead Lakes Water Management District

Pursuant to Section [218.32\(d\)](#), Florida Statutes, governments that meet a revenue and expenditure balance threshold are required to submit an independently audited financial statement with their AFR. If an audit is completed, you will be prompted to supply firm and completion information. If an audit is not required, you will be prompted to the Auditor General's Data Element Worksheet which is required pursuant to Section [218.32 \(e\)](#), Florida Statutes.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? Yes No

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Done Local intranet



Audit (Continued)

If **Yes** was selected, you will be directed to the following screen.

3) Enter the applicable information and click **Save**.

Audit for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: PENNC Role: LGU
Unit ID: 300008 - Dead Lakes Water Management District

Pursuant to Section [218.32\(d\)](#), Florida Statutes, governments that meet a revenue and expenditure balance threshold are required to submit an independently audited financial statement with their AFR. If an audit is completed, you will be prompted to supply firm and completion information. If an audit is not required, you will be prompted to the Auditor General's Data Element Worksheet which is required pursuant to Section [218.32\(e\)](#), Florida Statutes.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.


Was an audit performed? Yes No

Completion date of the financial audit:

Firm Name:

Firm Phone:

Firm Address:





Audit (Continued)

If an audit was not required (and not done) the next screen will appear.















- Below is the Auditor General's Data Element Worksheet. Its completion is required pursuant to statute if the independently audited financial statement was not required. The AFR can't be submitted without the independent auditor information completed (above) or the Auditor General's Data Element Worksheet.

Address <https://appst.fldfs.com/LocalGov/Audit.aspx> Go Links >>

Was an audit performed? Yes No

To input amounts, select the icon in the edit column beside the appropriate row. All fields must be complete in order to submit. Any whole number is valid, including zero and negatives.

Please direct questions about this page directly to the Auditor General's Office at (850) 487-9031 or E-mail: flaudgen_localgovt@aud.state.fl.us.

Edit	Number	Title	Amount
	1	Unreserved Fund Balance	
	2	Unrestricted Net Assets	
	3	Cash and Investments	
	4	Cash and Investments	
	5	Current Liabilities	
	6	Current Liabilities	
	7	Long-Term Debt	
	8	Total Revenues	
	9	Intergovernmental Revenues	
	10	Total Expenditures	
	11	Debt Service Expenditures	
	12	Total Operating Revenues	
	13	Intergovernmental Revenues	
	14	Total Operating Expenses	

- Click the **Edit** box to the left of the data elements to input amounts.



Audit (Continued)

Address <https://appst.fldfs.com/LocalGov/Audit.aspx>

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? Yes No

To input amounts, select the icon in the edit column beside the appropriate row. All fields must be complete in order to submit. Any whole number is valid, including zero and negatives.

Please direct questions about this page [@aud.state.fl.us](mailto:aud.state.fl.us)

7. Long-Term Debt

a. UASM Account: .900 through 239.900 ending in .900 (NOT .000)
b. Fund(s) Included: Governmental Funds (General, Debt Service, Capital Projects, and Special Revenue)
c. Description: Amounts owed that come due beyond the current year.
d. Source: Found on the Reconciliation of the Balance Sheet to the Statement of Net Assets – Governmental Funds
e. Calculation: Can be calculated (if you do not produce the reconciliation) by summing all liabilities that fall into the “Non-Current” or “Long-Term” category for all Governmental Funds.

	8	Total Revenues	
	9	Intergovernmental Revenues	
	10	Total Expenditures	
	11	Debt Service Expenditures	
	12	Total Operating Revenues	
	13	Intergovernmental Revenues	

Done

- 6) Enter the amount in the box on the top right.
- 7) Once the amount is entered, click **Save Item**.
- 8) Proceed to the next data element until all amounts are entered.



Certification

Before electronically submitting the AFR, the government's CFO and one of the elected officials/chairman must electronically certify the submission.

1) To begin the certification process, click on **Certification**.

AFR Summary for 2006

| [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200270 Role: LGE
Unit ID: 200270 - Ocala

Original AFR

Summary	Comments	Unit Info	Amendments
Status:		In Progress	
AFR Received Date:		N/A	
Audit Received Date:		N/A	
Submission Type:		None	

[Print AFR](#)

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

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Done Local intranet 9 of 24 - CI



Certification (Continued)

The next screen will appear.

- 2) The local government's CFO and chairman/elected official must electronically certify the submission. Each can attest to the three (3) final questions concerning financial emergency and the AFR/audit balances by reading each statement and clicking on **Yes** or **No**.

Certification for 2006 [Back to AFR Summary](#) | [Main Menu](#) | [Reports](#) | [Logout](#) | User ID: 200270 Role: LGE Unit ID: 200270 - Ocala

Pursuant to Section 218.32(1)(a), Florida Statutes, to successfully complete and submit the Annual Financial Report (AFR), "The chair of the governing body and the chief financial officer of each local governmental entity shall sign the annual financial report submitted ... attesting to the accuracy of the information included in the report."

To complete the Certification requirement, identify and respond to the three legal clauses on this page, input the names and titles of the applicable officers, have the officers identify the terms and conditions that certify the entire AFR and sign off on the package by checking the agreement box.

When complete, and the "Submit AFR" button is clicked, you will not be able to update any of the AFR information without contacting DFS.

Have You Experienced a Financial Emergency in this year? Yes No

If Yes, Have You Compiled With Section 218.503(2), Florida Statutes? Yes No

Auditor General Rule: Section 10.554(1)(h) 6.b): If applicable, does the Annual Financial Report agree with the Audited Financial Statement? (Do total revenues and expenditures per fund group on the AFR balance to the audited Statement of Revenues and Expenditures?) Yes No

Chief Financial Officer

I Agree to the [Terms and Conditions?](#)

Name:

Title:

Chairman/Elected Official

Do You Agree to the [Terms and Conditions?](#)

Name:

Title:



Certification (Continued)

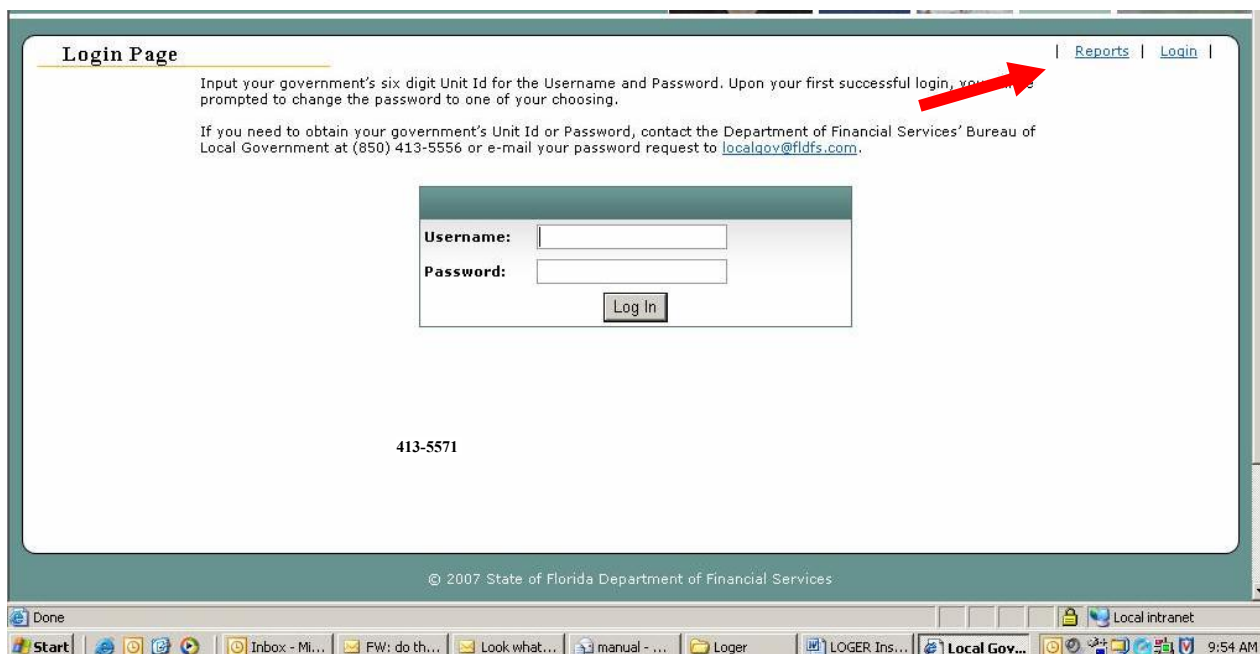
- 3) Both the CFO and the chairman/elected official must complete the appropriate box. Each must click the **Agree** box and click **Save** or **Submit AFR**.
- 4) If there are any sections left incomplete, the submission will not occur and an error message explaining which sections need to be completed will appear.



SECTION THREE: Reports

The reporting module is available to governments, legislative and executive branch staff, and the public. This section can be accessed two different ways.

First from the main login screen click on the **Reports** link located at the top of the page.

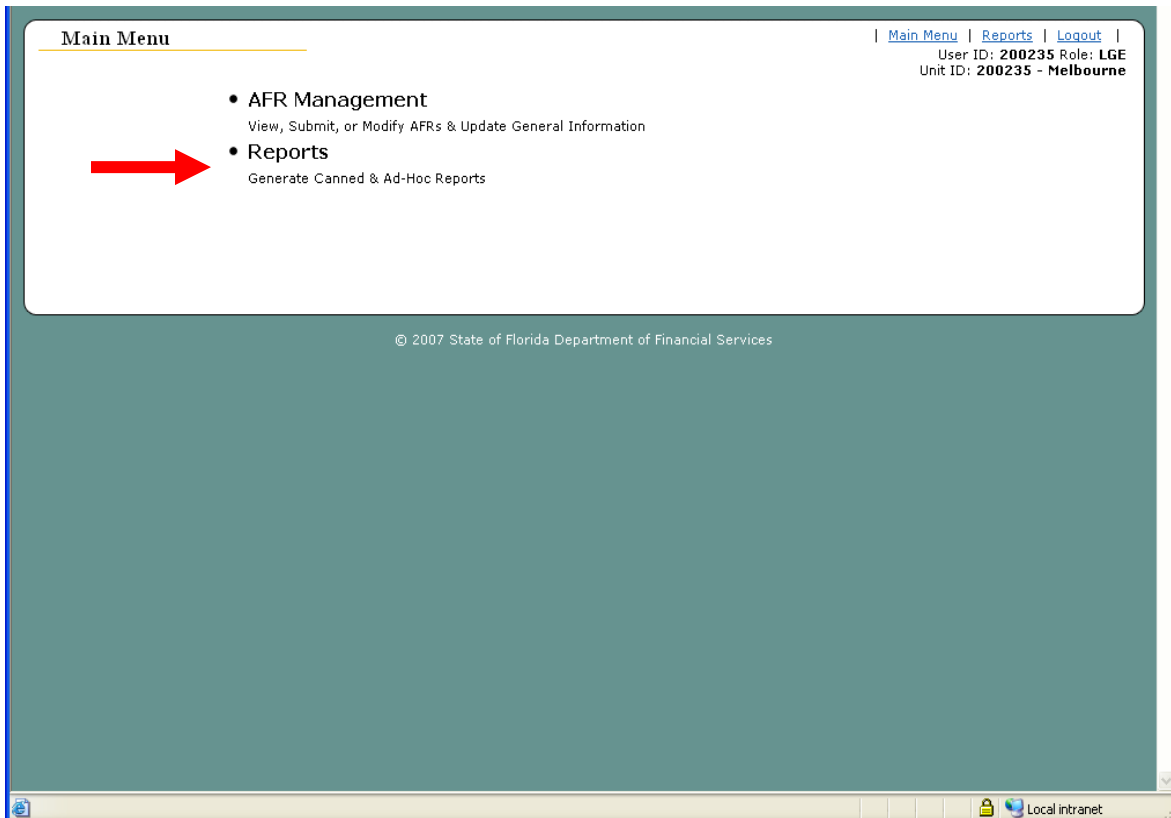


Or this section can be accessed if you are already logged into Loger by following the steps below.



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Local Government

Second, from the Main Menu click on **Reports**.

A screenshot of a web application's main menu. The menu is titled "Main Menu" and is located in the top left corner. It contains two items: "AFR Management" with the description "View, Submit, or Modify AFRs & Update General Information" and "Reports" with the description "Generate Canned & Ad-Hoc Reports". A red arrow points to the "Reports" item. In the top right corner, there are links for "Main Menu", "Reports", and "Logout", along with user information: "User ID: 200235 Role: LGE" and "Unit ID: 200235 - Melbourne". The bottom of the page shows a copyright notice "© 2007 State of Florida Department of Financial Services" and a taskbar with a "Local Intranet" icon.



Standard Reports

The following screen will appear.

The homepage of the reporting application is the list of standard reports available. The data is live at the point of the Bureau of Local Government's certification of the submitted Annual Financial Report (AFR). Only one year can be chosen for one report due to the size of the reports generated.

To select a report:

Reports

| [Main Menu](#) | [Reports](#) | [Logout](#) |
User ID: 200270 Role: LGE
Unit ID: 200270 - Ocala

Select a report below or create your own report.

Select a Year	Select a Report
<input type="radio"/> 1993 <input type="radio"/> 2000	<input type="radio"/> Revenue Account Code List
<input type="radio"/> 1994 <input type="radio"/> 2001	<input type="radio"/> Revenue Details
<input type="radio"/> 1995 <input type="radio"/> 2002	<input type="radio"/> Expenditure Account Code List
<input type="radio"/> 1996 <input type="radio"/> 2003	<input type="radio"/> Expenditure Details
<input type="radio"/> 1997 <input type="radio"/> 2004	<input type="radio"/> Compliant Governments
<input type="radio"/> 1998 <input type="radio"/> 2005	<input type="radio"/> Non-Compliant Governments
<input type="radio"/> 1999 <input type="radio"/> 2006	<input type="radio"/> Total Revenues, Expenditures and Debt

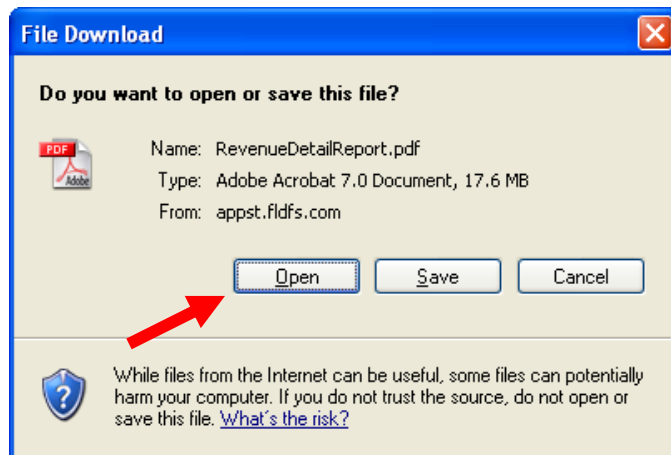
Can't Find the information your looking for? Then create your own report by using our report creator.

1. Choose the year.
2. Choose the report.
3. Click **Get Report** for the Adobe PDF produced document.



Standard Reports (Continued)

4. Click **Open**.



The following are examples of reports that will appear.



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Local Government

REVENUE DETAIL REPORT

The revenue and expenditure detail reports are very similar in format to the submitted AFR. The main difference is that the report sub-totals the general categories.

Revenue Detail For Fiscal Year Ended 2005

100001 Alachua	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
Ad Valorem Taxes											
311000 - Ad Valorem Taxes	73,903,330	12,991,112	2,087,338								88,945,780
Category Total	73,903,330	12,991,112	2,087,338								88,945,780
General Government Taxes											
312100 - Local Option Taxes		1,766,014									1,766,014
312300 - County Ninth-Cent Voted Fuel Tax		1,356,231									1,356,231
312410 - First Local Option Fuel Tax		3,916,910									3,916,910
312420 - Second Local Option Fuel Tax		6,713									6,713
312600 - Discretionary Sales Surtaxes		7,428,765									7,428,765
313600 - Cable Television	-7,489	338,038									330,549
313700 - Solid Waste						264,466					264,466
314100 - Electricity		4,954,976									4,954,976
314200 - Telecommunications	93,308	4,729,165									4,822,473
314300 - Water		523,639									523,639
314700 - Fuel Oil		15									15
314800 - Propane		556,925									556,925
Category Total	85,819	25,987,391				264,466					25,937,676
Permits, Fees, Licenses											
321000 - Occupational Licenses	356,423										356,423
322000 - Building Permits						1,853,070					1,853,070
329000 - Other Licenses, Permits, Fees		488,893				192,126					681,019
Category Total	356,423	488,893				2,045,196					2,890,512
Federal Grants											
331100 - General Government		353,025									353,025
331200 - Public Safety		1,408,569									1,408,569
331390 - Other Physical Environment		27,164		246,500							273,664
331500 - Economic Environment	215,355	2,993,519									3,208,874
331690 - Other Human Services		1,003,607									1,003,607
Category Total	215,355	5,765,884		246,500							6,247,739
State Grants											
334200 - Public Safety		241,887									241,887
334340 - Garbage/Solid Waste		10,235									10,235
334390 - Other Physical Environment		522,665									522,665
334490 - Other Transportation Grants				589,009							589,009
334500 - Economic Environment	7,819	1,032,906									1,040,725
334690 - Other Human Services		318,456									318,456
334700 - Culture/Recreation				14,000							14,000
334830 - Child Dependency		68,924									68,924
Category Total	7,819	2,196,073		603,009							2,805,901

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REVENUE, EXPENDITURE AND DEBT TOTALS

The Revenue, Expenditure and long term debt report is the CFO's reporting requirement cited in Section 218.32(2), F.S.

Revenue, Expenditure and Debt Totals for FY 2005

Unit ID	Unit Name	Governing Authority (If applicable)	Total Revenue	Total Expenditure	Total Debt	AFR Received Date
100001	Alachua		323,621,960	304,902,956	56,445,000	3/20/2006
300050	Alachua County Health Facilities Authority	Alachua	0	0	387,374,533	3/20/2006
300051	Alachua County Housing Finance Auth.	Alachua	30,717	4,261		3/20/2006
300052	John A H Murphy Law Library	Alachua	60,951	73,330		3/20/2006
100002	Baker		28,571,270	26,311,238		9/15/2006
100003	Bay		168,628,646	184,592,533	129,786,408	9/30/2006
300055	Bay County Law Library	Bay	99,426	104,959		9/30/2006
300053	Bay County Bridge Authority	Bay				9/30/2006
100004	Bradford		33,243,842	27,477,711	1,625,575	6/1/2006
300054	Bradford County Health Facilities Authority	Bradford	0	0		6/1/2006
300056	Bradford County Historical Board of Trustees	Bradford				6/1/2006
100005	Brevard		770,848,181	653,953,804	357,225,789	5/3/2006
300052	Part of St John Dependent Special District	Brevard				5/3/2006
300056	A Mac Brewer Memorial Law Library	Brevard				5/3/2006
300057	Brevard Co Special Recreation District IV	Brevard	5,777,767	4,903,491		5/3/2006
300058	Brevard County Educational Facilities	Brevard	0	0	30,381,506	5/3/2006
300059	Brevard County Expressway Authority	Brevard	0	0		5/3/2006
300010	Brevard County Free Public Library District	Brevard	18,598,659	17,716,370		5/3/2006
300011	Brevard County Health Facilities Authority	Brevard	0	0		5/3/2006
300012	Brevard County Housing Finance Authority	Brevard	478,232	280,096		5/3/2006
300013	Brevard County Mosquito Control District	Brevard	6,924,852	5,831,674		5/3/2006
300014	Melbourne-Tillman Water Control District	Brevard	6,214,418	2,269,168		5/3/2006
300015	Merrill Island Redevelopment Agency	Brevard	1,078,940	234,156		5/3/2006
300016	North Brevard County Public Library District	Brevard	5,236	2,756		5/3/2006
300017	Titusville-Cocoa Airport District	Brevard	3,747,030	2,431,462		5/3/2006
301150	North Brevard Recreation Special District	Brevard	4,121,028	7,948,591		5/3/2006
301151	South Brevard Recreation Special District	Brevard	13,024,793	25,964,871		5/3/2006
301200	Sarasota Bay Water & Sewer District	Brevard	3,100,050	3,212,474		5/3/2006
100006	Broward		3,302,459,000	3,069,901,000	2,509,285,000	5/11/2006
300059	Broward Solid Waste Disposal District	Broward	1,307,000	1,344,000		5/11/2006
300018	Broward County Com Redevel Agency	Broward	0	0		5/11/2006
300019	Broward County Educational Facilities Auth	Broward	0	0		5/11/2006
300020	Broward County Health Facilities Authority	Broward	83,000	7,000		5/11/2006
300021	Broward County Housing Finance Authority	Broward	1,611,000	2,158,000		5/11/2006
300022	Broward County Water Control District #3	Broward	298,000	245,000		5/11/2006
300023	Broward County Water Control District #2	Broward	463,000	549,000		5/11/2006
300024	Broward County Water Control District #4	Broward	349,000	282,000		5/11/2006
300025	Broward Economic Development Board	Broward	805,000	805,000		5/11/2006
300026	Cocoa Water Control District	Broward	495,000	354,000		5/11/2006
300027	Leuderdale Lakes Water Management District	Broward				5/11/2006

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Ad-Hoc Reports

There are four steps to generate an ad-hoc report:

- 1) On the Reports menu, select **Create a Report**.



Ad-Hoc Reports (Continued)

The screen below will appear.

Create Reports | [Main Menu](#) | [Reports](#) | [Logout](#)
User ID: PENNC Role: LGU
Unit ID: N/A

Step 1:
Select the Year(s) you would like to search on.

1993 1994 1995 1996 1997 1998 1999 2000
 2001 2002 2003 2004 2005 2006

Step 2:
Select up to five government units.

Counties
.....

Cities:
.....

Special Districts
.....

Other Entities:
.....

Selected Entites
No Entities Selected.

Step 3:
Select the account categories or use the advanced search to find specific account codes

- 2) Select the **year/years** that the report will detail.
- 3) Select **the local governments** that the report will feature. There can be a total of five local governments selected for each report generated.



Ad-Hoc Reports (Continued)

4) Select the revenue and expenditure categories in which the report will display.

Basic View = The revenues and expenditures are grouped into their general categories.

Advanced View = The revenues and expenditures are selected by their specific account code.

Example of Basic View

Step 3:
Select the account categories or use the advanced search to find specific account codes

Basic	Advanced
Revenues Categories	Expenditure Categories
<input type="checkbox"/> Ad Valorem Taxes	<input type="checkbox"/> Circuit Court-Civil
<input type="checkbox"/> Contributions and Donations	<input type="checkbox"/> Circuit Court-Criminal
<input type="checkbox"/> Court-Related Revenues	<input type="checkbox"/> Circuit Court-Family
<input type="checkbox"/> Federal Grants	<input type="checkbox"/> Circuit Court-Juvenile
<input type="checkbox"/> Federal Payments in Lieu of Taxes	<input type="checkbox"/> Circuit Court-Probate
<input type="checkbox"/> Fines and Forfeitures	<input type="checkbox"/> County Court-Civil
<input type="checkbox"/> General Government Taxes	<input type="checkbox"/> County Court-Criminal
<input type="checkbox"/> Interest and Other Earnings	<input type="checkbox"/> County Court-Traffic
<input type="checkbox"/> Local Grants	<input type="checkbox"/> Culture/Recreation
<input type="checkbox"/> Local Payments in Lieu of Taxes	<input type="checkbox"/> Economic Environment
<input type="checkbox"/> Local Shared	<input type="checkbox"/> General Court Administration
<input type="checkbox"/> Miscellaneous Revenues	<input type="checkbox"/> General Court Operations
<input type="checkbox"/> Other Sources	<input type="checkbox"/> General Government
<input type="checkbox"/> Other Sources-Transfers	<input type="checkbox"/> Human Services
<input type="checkbox"/> Permits, Fees, Licenses	<input type="checkbox"/> Other Uses
<input type="checkbox"/> Rents and Royalties	<input type="checkbox"/> Physical Environment
<input type="checkbox"/> Sales	<input type="checkbox"/> Public Safety
<input type="checkbox"/> Service Charges	<input type="checkbox"/> Schools
<input type="checkbox"/> Special Assessments/Impact Fees	<input type="checkbox"/> Transportation
<input type="checkbox"/> State Grants	
<input type="checkbox"/> State Payments in Lieu of Taxes	
<input type="checkbox"/> State Shared	



Ad-Hoc Reports (Continued)

Advance View Sample where the user has the option of drilling down their request to the account code level.

The screenshot displays a web-based interface for selecting entities and account codes. It is divided into two main sections: entity selection and account selection.

Entity Selection Section:

- Counties:** A dropdown menu with an "Add" button.
- Cities:** A dropdown menu with an "Add" button.
- Special Districts:** A dropdown menu with an "Add" button.
- Other Entities:** A dropdown menu with an "Add" button.
- Selected Entites:** A box containing a "Remove" link and a dropdown menu.

Account Selection Section:

- Step 3:** Select the account categories or use the advanced search to find specific account codes.
- Basic / Advanced:** Two tabs for switching between selection methods.
- Reload Year Accounts:** A link to refresh the account list.
- 2004:** Revenue and Expenditure dropdowns, each with an "Add" button.
- 2005:** Revenue and Expenditure dropdowns, each with an "Add" button.
- Selected Accounts:** A box containing the message "No Accounts Have Been Selected." and a "Run Report" button.
- Account List:** A scrollable list of account codes and descriptions for 2005:
 - 311000 - Ad Valorem Taxes
 - 312100 - Local Option Taxes
 - 312200 - Special Act Fuel Tax (Section 206.61,F.S)
 - 312300 - County Ninth-Cent Voted Fuel Tax
 - 312400 - Local Option Fuel Tax/Alternative Fuel Tax
 - 312410 - First Local Option Fuel Tax
 - 312420 - Second Local Option Fuel Tax
 - 312510 - Fire Insurance Premium Tax (Firefighters' Pension)
 - 312520 - Casualty Insurance Premium Tax (Police Off Ret)
 - 312600 - Discretionary Sales Surtaxes



DEPARTMENT OF FINANCIAL SERVICES
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Basic View Report Sample

Local Government General Ad Hoc Report

2004		
Altamonte Springs		
Revenue		
	Ad Valorem Taxes	7,696,139
	Interest and Other Earnings	1,065,773
	Local Grants	89,792
	Other Sources-Transfers	2,393,273
	Service Charges	18,745,505
	Total	29,990,482
Expenditure		
	Culture/Recreation	4,435,628
	Other Uses	2,394,075
	Public Safety	9,731,524
	Total	16,561,227
Bradford		
Revenue		
	Ad Valorem Taxes	5,094,901
	Interest and Other Earnings	110,019
	Local Grants	39,000
	Other Sources-Transfers	10,250,052
	Rents and Royalties	32,367
	Service Charges	3,231,429
	Total	18,757,768
Expenditure		
	County Court-Civil	20,899
	Culture/Recreation	310,745



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Advanced View Report Sample

Local Government Advanced Ad Hoc Report											
2004											
100009 Citrus											
Revenue	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	39,823,928	12,375,412									52,199,340
312410 - First Local Option Fuel Tax		3,613,915									3,613,915
322000 - Building Permits		2,528,098									2,528,098
Total	39,823,928	18,517,425									58,341,353
Expenditure	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
512.10 - Executive - Personal Services	136,229										136,229
512.30 - Executive - Operating Expenses	28,341										28,341
517.30 - Debt Service Payments - Operating Expenses			7,420								7,420
517.70 - Debt Service Payments - Debt Service			1,200,598								1,200,598
534.10 - Garbage/Solid Waste - Personal Services						856,762					856,762
534.30 - Garbage/Solid Waste - Operating Expenses						1,727,218					1,727,218
534.60 - Garbage/Solid Waste - Capital Outlay						-374,768					-374,768
534.90 - Garbage/Solid Waste - Other Uses						96,266					96,266
522.10 - Fire Control - Personal Services		410,047									410,047
522.30 - Fire Control - Operating Expenses		1,444,136									1,444,136
522.60 - Fire Control - Capital Outlay		894,766									894,766
Total	164,570	2,748,949	1,208,018			2,307,478					6,429,015
2005											
100009 Citrus											
Revenue	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	45,044,174	13,209,057									58,253,231
312410 - First Local Option Fuel Tax		3,525,637									3,525,637
Total	45,044,174	16,734,694									61,778,868
Expenditure	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
511.10 - Legislative - Personal Services	1,026,667	157,510									1,184,177
511.30 - Legislative - Operating Expenses	7,909,862	37,680					7,372,763				15,320,305
511.60 - Legislative - Capital Outlay	262,066										262,066
511.70 - Legislative - Debt Service	1,054,912										1,054,912
511.80 - Legislative - Grants and Aids	1,530,503										1,530,503
511.90 - Legislative - Other Uses	1,300,000										1,300,000
514.10 - Legal Counsel - Personal Services	326,496										326,496
514.30 - Legal Counsel - Operating Expenses	17,385										17,385
514.60 - Legal Counsel - Capital Outlay	2,794										2,794
515.30 - Comprehensive Planning - Operating Expenses	81,811										81,811
517.30 - Debt Service Payments - Operating Expenses			4,845								4,845
517.70 - Debt Service Payments - Debt Service			1,202,960								1,202,960
535.30 - Sewer/Wastewater Services - Operating Expenses						-205					-205
537.10 - Conservation/Resource Management - Personal Services	524,062	419,073									943,135
537.30 - Conservation/Resource Management - Operating Expenses	48,884	4,980,560									5,029,444



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