

Forms.mdb Agency Instructions

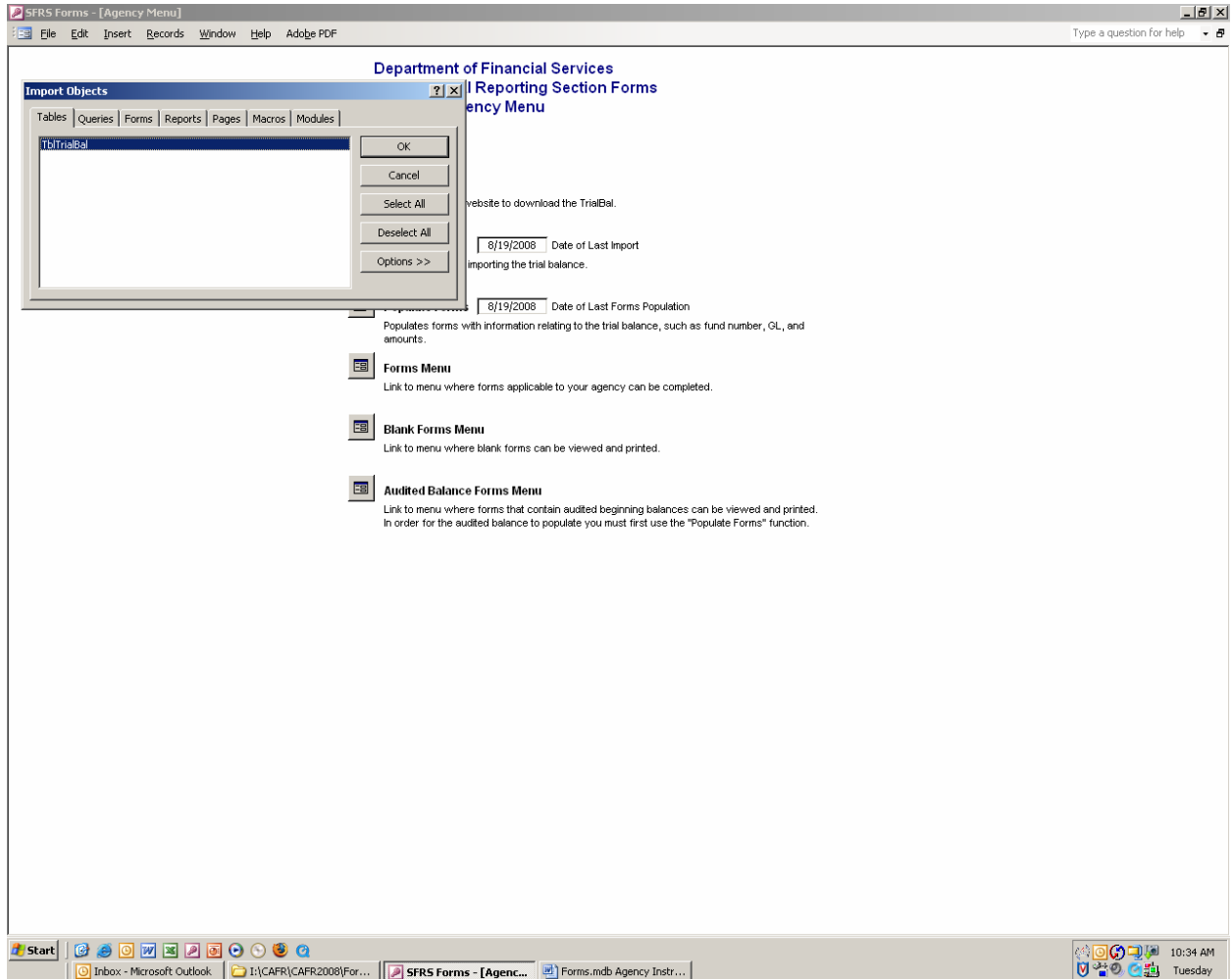
Forms.mdb is an Access database that includes all statewide financial statement forms *except for* CU forms, due to/from and transfer forms, and forms P1-P4 and P7. Forms.mdb incorporates the trial balance to ensure that forms always reconcile and to allow an agency to keep track of their post-closing balances. This also enables applicable forms to be identified, forms to be pre-populated, and balances to be auto updated from adjustments.

Getting Started

1. Download the “[Forms.mdb](#)” Access database to a backed-up hard drive at your agency.
2. Locate the file and right click it to open the properties. Ensure that the “Read-only” attribute is not checked.
3. Open the database and select the “Agency Menu” button. The application will then ask for your agency’s OLO and for verification of your agency. The following are the functions contained within the agency menu:
 - a. Access SFRS website
 - b. Import TrialBal
 - c. Populate forms
 - d. Access populated forms
 - e. Access blank forms
 - f. Access forms that contain audited balances

Completing

1. Use the “SFRS Website” button to access the SFRS website and download the “[TrialBal](#)” Access database.
2. Use the “Import Trialbal” button to start the process of importing the trial balance. A browser window will pop up. Locate the “[TrialBal](#)” Access database and click import. Another window will pop up with the import objects. Select the “TbITrialBal” table and click ok. **NOTE: “TbITrialBal” must be selected (TbITrialBal highlighted in blue) prior to clicking OK. Please note in the following image that “TbITrialBal” in the Import Objects box is highlighted in blue.**



3. Use the “Populate Forms” button to populate forms with information relating to the trial balance, such as fund number, GL, and amounts.
4. Use the “Forms Menu” button to access the populated forms. The number to the right of the form title indicates the individual number of generated forms based on your trial balance.
5. Complete the forms that are relevant to your agency. When inputting remember to consider debits and credits. Debit amounts are positive and credit amounts are negative. Note: Form 50 does not relate to the trial balance and therefore will not be pre-populated. If it is applicable to your agency, ensure that it is completed.
6. If an adjustment is needed, use the following procedures:
 - a. Submit adjustment to SFRS
 - b. Download updated “**TrialBal**” Access database
 - c. Execute “Completing” instructions 2 and 3
 - d. Ensure amounts have been corrected on forms

7. Use the “Error Report” button to access a report that contains errors with your forms. The following are categories that form errors are grouped into:
 - a. <> – Two amounts on the form that should equal do not
 - b. Atypical TrialBal – TrialBal amount is atypical
 - c. Atypical Detail – Inputted detail amount is atypical
 - d. Incomplete – A field other than an amount field is incomplete

8. Once the error report is clean submit the database. The following are two methods that can be used for submission:
 - a. Zip and send by e-mail to sfrs@myfloridacfo.com
 - b. Put on a CD and mail to the SFRS