LOGERX

FREQUENCY ASKED QUESTIONS

For Annual Financial Reports Effective Fiscal Year 2022-2023

Local **G**overnment **E**lectronic **R**eporting in XBRL

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General AFR Questions

- When is the Annual Financial Report (AFR) due?
  - The AFR is due no later than 9 months after the end of the fiscal year.

- When do the AFRs open each year?
  - The time the AFRs open may vary based on needed updates to the UAS Manual and the site itself. While no definitive date can be given, all contacts in the LOGERX system will be notified via email when the AFRs are open for filing.

- I have submitted my audit. Do I need to submit anything else?
  - Yes. An audit is one part of the whole Annual Financial Report. You will need to go to logerx.myfloridacfo.gov to submit the full Annual Financial Report and audit.

- Who do I contact to update my Annual Financial Report (AFR)?
  - To reopen a submitted AFR, you will need to contact the Local Government Section to unlock the submitted AFR:
    Email: localgov@myfloridacfo.com | Phone: 850-413-5571.

- Where can I find the current UAS Manual?
  - You can find the UAS Manual (the previous and current fiscal year) on the [Local Government website.](#)

LOGERX Questions

- I have gone to the LOGERX site, and the page is blank. What do I do?
  - For the LOGERX Login page to load, you may need to clear your browser history. To do so, click CTRL + H. On the History Tab that appears, click the three dots, and then select "Clear Browsing Data."
  - A new tab will open. For Time range, select "All time." Then click "Clear now." After that, refresh the LOGERX site and the Login page should load.

- I have logged into the LOGERX site, and I am missing the Entity Management tile. What do I do?
  - You must select the Entity from the Entity Selector on the left-hand side to be shown the Entity Management tile.
  - If you are a third-party user, you do not have access to the Entity Management tile.

- Can you reset our password?
  - No, we cannot reset users' passwords. You must select the "Forgot your password?" option on the login screen and complete the two-step authentication process.

- How can I reset my Password?
  - If you are a registered user in the LOGERX system, you can select the "Forgot my Password" link on the log in screen to receive an email resetting your password.
  - If you are not a registered user in the LOGERX system, you will need to reach out to your local government entity's primary editor in order to set up your registration.

- I am affiliated with several local governments. When I log in, I can't see all the entities I'm associated with. What can I do?
  - Your email may have been input into the system incorrectly for some entities, or you may not have access to those entities yet. Please reach out to the local government to review your email.
  - If you are a new Primary Editor to multiple local governments, reach out to us at localgov@myfloridacfo.com

- When entering in my Millage Rates and Special Assessments, the percent row keeps changing the number. Why does this happen?
  - LOGERX will calculate the percentage for you. For example, entering 4 into the box will equate to 400%. Entering .2 into the box will equate to 20%.

- Who can certify the AFR?
  - Any two people within your entity who has the proper authority can certify the AFR. Authority is given internally by the entity itself.

- Do we have to have two people certify the AFR or can one person certify it?
  - Two different people must certify the AFR.

- I have a Community Redevelopment Agency (CRA) to report. What Reporting Type should I use for it?
  - The CRA Reporting Type should reflect the Reporting Type listed in the Notes section of the primary government's audit; the Reporting Type should not reflect if the CRA has an independent audit as required per 163.387(8)(a), F.S.

Account Code Questions

- Why can't I use certain account codes?
  - Account codes have certain eligibility requirements laid out by statute, rules, and accounting principles. If you believe the account code is applicable to your reporting needs, you can submit an account code bypass request.

- I need an account code that I can't use. What do I do?
  - On the Summary Page of your AFR, access the Bypass Request tab. From the drop-down menu available, select the account code you need to use and click Request Bypass.
  - For Expenditure Bypass Requests you must also select the Object Code you require.
  - For Impact Fee Bypass Requests, you must also select the Fee Type and Dwelling Type you require.

- I have received the error "Account code is not valid. Please refer to account code list for correct account codes" or "Invalid concept reference." What do I do?
  - Ensure that the account codes are active codes for the current reporting year. Please review the UAS Manual for the current reporting year.

- What Account Code do I use to report Coronavirus Aid, Relief, and Economic Security (CARES) Act funds?
  - Use Account Code 332.000 – Other Financial Assistance – Federal Sources. The CARES Act funding is not considered a grant per GASB technical guidance.

- What Account Code do I use to report American Rescue Plan Act funds?
  - Use Account Code 331.510 – Federal Grant – ARPA Funds.

- What Account Code do I use to report Opioid Settlement Trust funds?
  - Use Account Code 369.350 – Opioid Settlement Trust Fund. This account code is available for Fiscal Year 2023 onward.

- What Account Code do I use to report Pandemic Recovery Plan funds from state legislature?
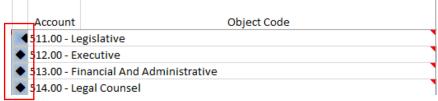 - Use Account Code 332.100 – Other Financial Assistance – State Source.

- What Account Code do I use to report Revenues and Expenditures from Leases?
  - Use Account Code 383.100 – Leases – Financial Agreements for Revenues.
  - Use Account Code 584.30 – Lease Acquisitions for Expenditures.

Excel Spreadsheet Questions

- How do I add Object Codes to my Expenditures or Dwelling Fees/Types to my Impact Fees?
  - Click the black diamond next to the Account Code. This will add a green row beneath it for your Object Code or Dwelling Fees/Types.
  - To add more than one Object Code or Dwelling Fee/Type to one Account Code, simply click the black diamond again.

- I am clicking the black diamond, but nothing is happening. What do I do?
  - You will need to enable Macros for the excel sheet.

- How do I enable Macros?
  - To enable Macros, close out of the Excel Spreadsheet and open the folder where the spreadsheet is held. Right-click the spreadsheet and click Properties.
  - On the General Tab, click the box next to Unblock at the bottom of the tab in the security section. Click OK, then click Apply. When you open your Excel Spreadsheet again, the macros should be enabled, allowing you to continue.

- I have enabled Macros, but I still cannot add rows to my Expenditures/Impact Fees. What do I do?
  - If you have other Excel Spreadsheets open, close them all out. They may be interfering with the dialogue boxes programed into the AFR Excel Spreadsheet.
  - If you tried all steps above, and the Excel Spreadsheet still does not work, reach out to your IT Team.

- Why am I unable to import the AFR submission file into LOGERX?
  - Ensure that an old Excel sheet is not being used. You must use the Excel sheet for the current reporting year, which can be downloaded from the Import AFR Data page.
  - Ensure you did not

- I received the error "All impact fees must be reported on the Impact Fees tab of the Import Financial Information Sample File" when importing my AFR submission file. What do I do?
  - Impact Fees were reported on the Revenue tab instead of the Impact Fees tab. Review the Revenue tab and move any Impact Fees (324.xxx) to the Impact Fees tab.

Documentation Questions

- Can I submit the Annual Financial Report and then provide the Audit later?
  - Yes, however the Audit Received date will be the date that the Local Government Section receives the Audit.

- Do I have to submit an Impact Fee Affidavit?
  - All Local Governments who use Impact Fees **must** submit an Impact Fee Affidavit.

- Where do I get the Impact Fee Affidavit Form?
  - There is no specific impact fee affidavit form that the Local Government Section provides for Local Governments; this is something that would be drafted up by your own Local Government.

- Does the Department of Financial Services require a physical copy of the audit to be mailed?
  - No, the Department of Financial Services does not require a physical copy of the audit to be mailed in. However, the Auditor General's office does require a physical copy to be submitted.

- Does the Department require a signed, physical copy of the AFR?
  - No, the electronic signatures on the Certification Page of the AFR meet the requirement of signatures.

- How do I upload my audit/CRA audit/Impact Fee waivers, exceptions, affidavits, budget variance reports?
    - To upload documents, you must select the upload button on the pages where those items are reported **or** on the Documents tab of the Summary section.

- How do I know if my documents uploaded to the system correctly?
    - All documents are stored on the Documents Tab of the Summary page. If the document is not there, it did not upload into the system.

- How can I delete a document uploaded into the system?
    - You can delete a document by going to the Documents Tab of the Summary Page and selecting the delete link. Once you have submitted your AFR, you will be unable to delete a document. In order to have a document removed after the AFR has been submitted, you must reach out to the local government team to have it deleted.