LOGERX

INSTRUCTION MANUAL

For Annual Financial Reports Effective Fiscal Year 2021-2022

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

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SECTION ONE: Access

A. Logging Into LOGERX for the First Time

1) Go http://logerx.myfloridacfo.gov/ and click User Login.
2) Select "Forgot your password?" On the screen you have been directed to, input your email address and then select the "Send verification code" button. This will send an email if the email address is already registered in the system.
3) Select the "Continue" button and input the verification code from the email.
4) Create your password and log into the system

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

If a user is not registered in the system, please contact the registered user responsible for account set up within the local government.

B. Logging Into LOGERX

1) Go http://logerx.myfloridacfo.gov/ and click User Login.
2) For the username, input your email address that is registered in the system.
3) Input your password and log into the system

NOTE: If a user is not registered in the system, please contact the registered user responsible for account set up within the local government.

C. Forgot Password

1) Go http://logerx.myfloridacfo.gov/ and click User Login.
2) Select "Forgot your password?" On the screen you have been directed to, input your email address and then select the "Send verification code" button. This will send an email if the email address is already registered in the system.
3) Select the "Continue" button and input the verification code from the email.
4) Update your password and log into the system

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

If a user is not registered in the system, please contact the registered user responsible for account set up within the local government.

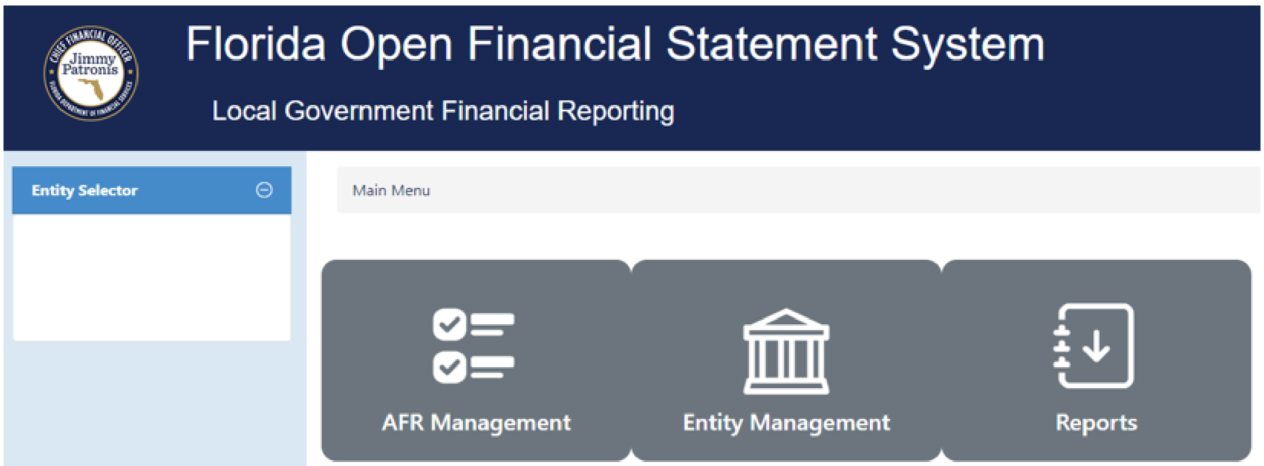
What if the LOGERX site does not load?

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 up. For Time range, select “All time.” Then click “Clear now.” After that, refresh the LOGERX site and the Login page should load.

D. Main Menu Screen

On the Main Menu screen, select the Entity's information you need from the left-hand panel Entity Selector. You can select AFR Management, Entity Management, or Reports. AFR Management allows you to view, submit or modify the Annual Financial Report (AFR). Entity Management allows you to update your contact information. Reports allows you to see public reports submitted and verify your local government staff and access.



NOTE: The Entity Management tile will only be available to Editors.

SECTION TWO: Entity Management

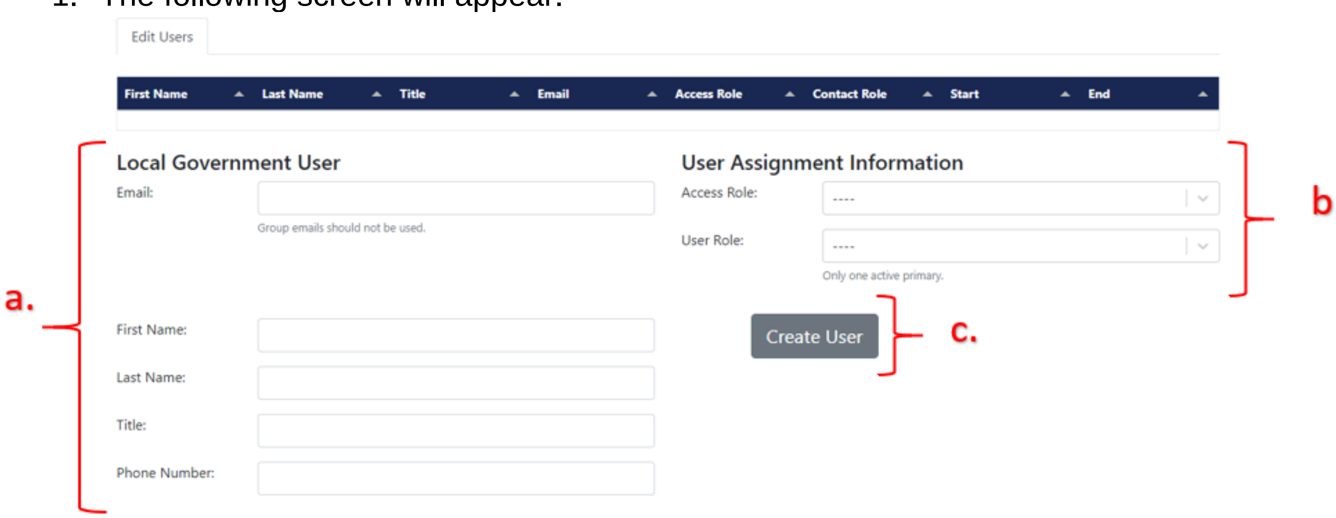
Keeping entity contact information up to date is extremely important. Department staff may need to reach out regarding discrepancies or clarifications. Under Entity Management, you can ensure that information is accurate.
I know

NOTE: If you are logged in as a Third-Party user, you will **NOT** have access to entity management.

1. From the Main Menu Screen, click on **Entity Management**.

Edit Users

1. The following screen will appear.



a. Input the new user's information. The email address input here will be the user's login name.
b. Select the Access Role and User Role. The Access role will define what permissions the user will have and the User Role will further define who the user is.
    1) **Editor:** Editors can access and edit the local government's AFR information regardless of their user role. If the editor is given the User Role of "Primary," then that person can edit and remove users on this page. The onus of who has access to the AFR and what kind of access they have is on the local government's Primary Editor. Editors with the User Role of "Secondary" can only access, edit, and submit the AFR
    2) **Third Party:** Third Parties are also able to access and edit the local government's AFR. However, third-party users will not be able to access the Entity Management section or the Certification section. The third-party user roles are either Auditor, Management Company, or Other.
    3) **Notification:** This is a courtesy Access Role. This user has no access to LOGERX but receives communication from the Department of Financial Service's Local Government team.
c. After all necessary information has been completed, the Create User button will become available. Clicking this will complete the process and register the new user.

As users are added, their information will be visible under the blue header.

First Name	Last Name	Title	Email	Access Role	Contact Role	Start	End
John	Doe	Director		Editor	Primary	08/04/2022	

After the local government establishes their users and their user access roles, the usernames to access LOGERX will no longer be the Entity ID, but the users' email addresses. When registering a new user, a two-factor authentication process will occur. The new user will receive an email to the address registered in the system, and will need to complete the verification steps before logging into LOGERX.

Registered users will be able to request a password reset via the link on the homepage and the request will be sent to the email address input on LOGERX.

People who are not registered will be unable to request a password reset; **they must reach out to their local government to become an established user in the system.**

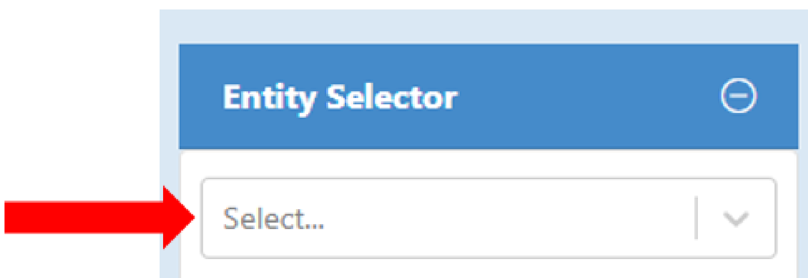
To remove a user, click on the user name in the list. The first screen will appear with the user's information, along with three new buttons. Click the "Deauthorize" button to remove the user. The "End" column in the list will be filled in with the date the user was deauthorized.

SECTION THREE: Annual Financial Report (AFR) Management

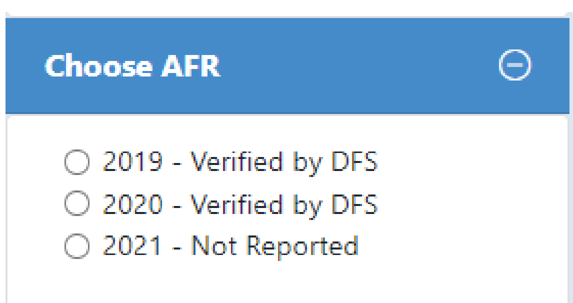
1. From the Main Menu Screen, click on **AFR Management**.

2. Choose the appropriate entity by searching the entity's name, or searching the Entity ID under **Entity Selector**.

   NOTE: If a user is only registered with one local government, the local government's AFR will automatically be selected.



3. Click the radio button of the appropriate fiscal year under **Choose AFR**.



AFR Navigator and Current Information

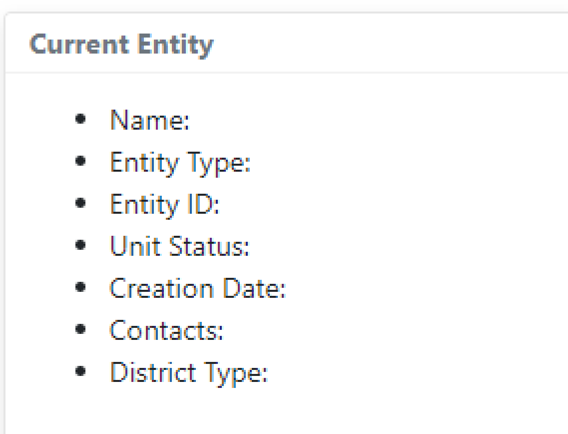
After the appropriate year is selected, the following information will be displayed on every page in LOGERX.

AFR Navigator displays each section of the AFR on the left-hand side of the site. Using this, each section required for AFR submission can be accessed. Some radio buttons may be unavailable due to the reporting requirements of the Entity Type.

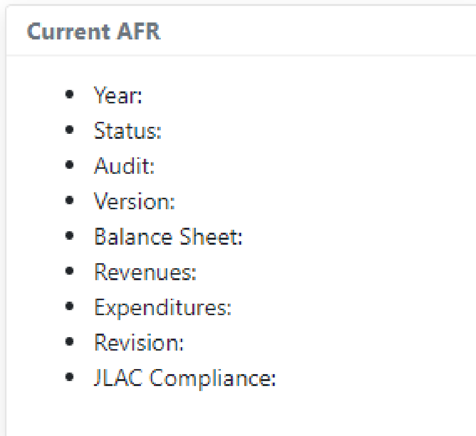
- Summary
- Import AFR Data
- Balance Sheet
- Revenues
- Expenditures
- Long-Term Debt
- Supplemental Information
- Affiliated Entities (Counties and Cities Only)
- Audit
- Certification
- Reports
- Errors

Whenever changes are made to the AFR, the option to save or undo the changes will be in the AFR Navigator. **To Submit your AFR, you MUST save your progress.** If you save while processing the AFR, any errors ( ) or warnings ( ) will appear in the Navigator to give you information. More information on errors is available in the Errors Section. To submit your AFR, each section must be completed properly, which is indicated by . Once your AFR is submitted, your sections will be locked ( ).

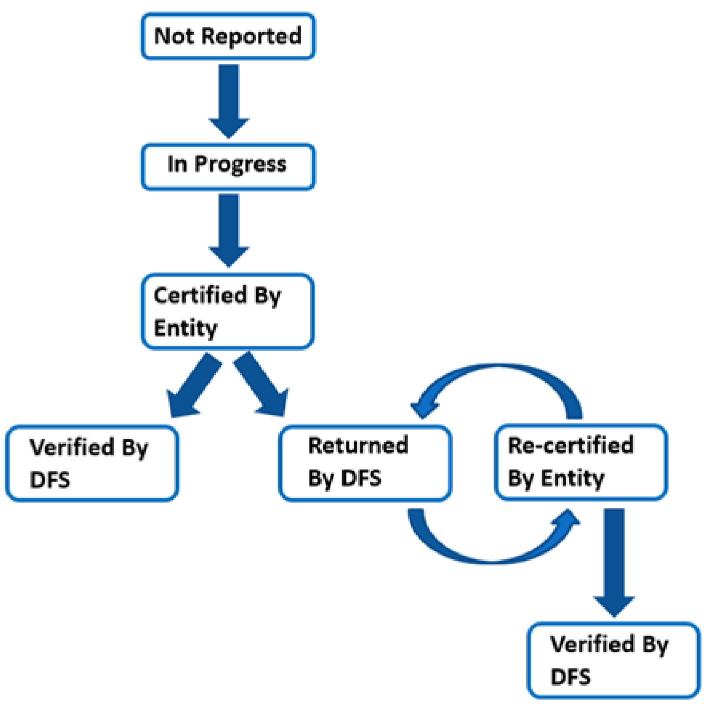
Current Entity displays general entity information on the right-hand side of the site.



Current AFR displays information relevant to the AFR currently selected on the right-hand side of the site. This information will update as the AFR is being completed.



The default status of the AFR is Not Reported. Once you save your information, the AFR Status is upgraded to In Progress. When you certify and submit your AFR, the status becomes Certified by Entity. After Department staff reconciles the AFR to the provided audited financial statements or Data Element Worksheet, the status will become Verified by DFS. If the AFR does not reconcile to the audited financial statements or Data Element Worksheet, the AFR will be placed in Returned by DFS status until the data can be corrected. The entity will then log into LOGERX to correct the incorrect data, re-certify on the **Certification page**, and the AFR will be in Re-certified by Entity status.



AFR Summary Page

The **History Tab** on the **AFR Summary page** lists comments made by Department staff, bypass requests, and a history of who changed the status of the AFR and when.

AFR Summary

History | Documents | Bypass Requests | Auditor Requests

History of events regarding the status of the AFR.

Events for current version

User	Type	Date	Event Detail
	status	06/20/2022	afr status: Verified by DFS
	status	06/17/2022	afr status: Certified by entity
	status	03/02/2022	afr status: In progress

The **Documents Tab** on the **AFR Summary** page houses all versions of the AFR for a fiscal year and the audited financial statements uploaded into LOGERX (if applicable). It will also show any additional documents submitted, such as community redevelopment agency audits, special district budget variance reports, impact fee affidavits, and impact fee exceptions or waivers.

AFR Summary

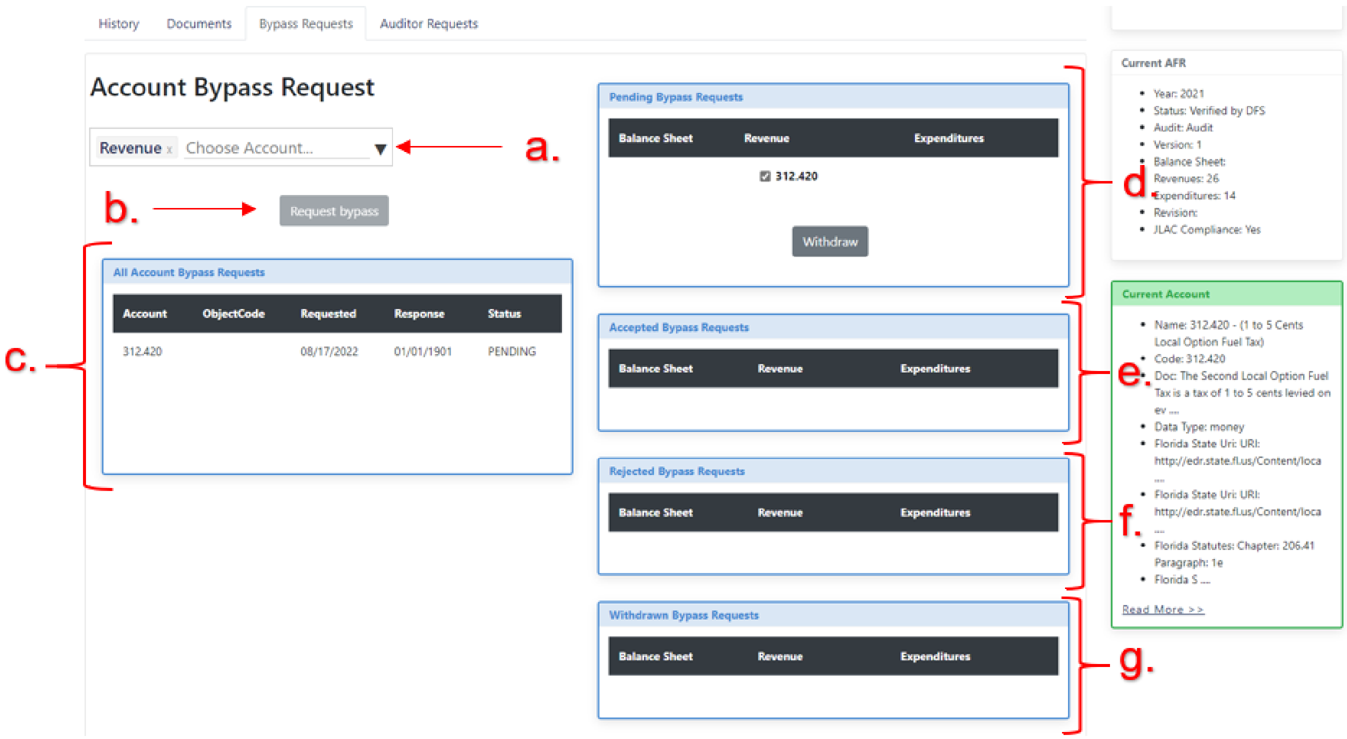
History | Documents | Bypass Requests | Auditor Requests

This will be a list of documents such as audits, waivers etc.

Documents

Name	Type	Date
AFR Audit	AUDIT	06/03/2022

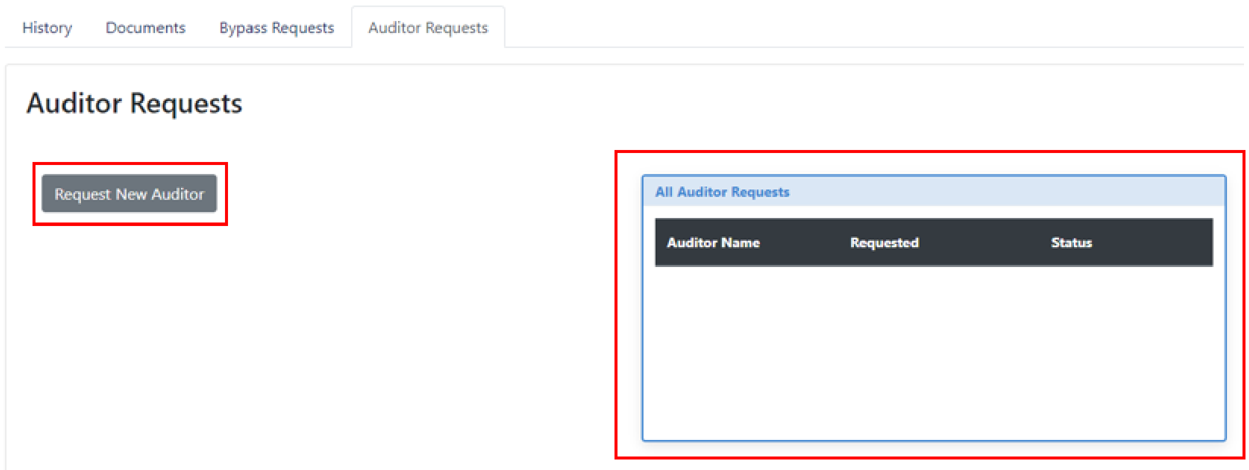
The **Bypass Requests Tab** on the **AFR Summary page** will allow you to submit an Account Bypass Request.



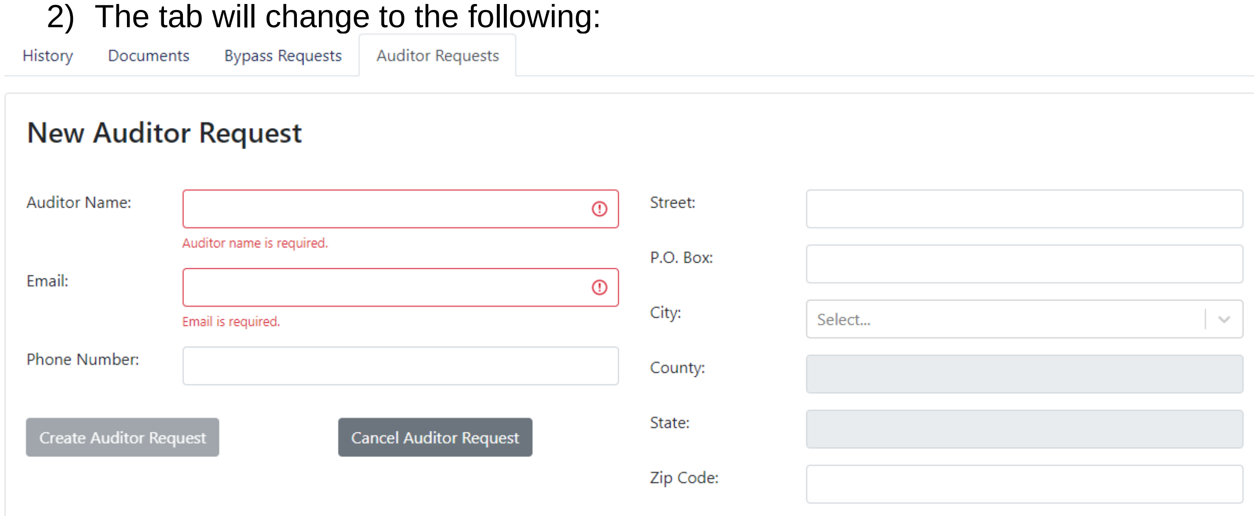
a. **Choose Account** – Select the type of account, either Balance Sheet, Revenues, or Expenditures, and then the desired Account Code. Once the desired Account Code is selected, a description of the code and its applications will appear in a green box on the right-hand side of the site. Clicking Read More > > will show all text related to the specific code.
b. **Request Bypass** – Once the appropriate Account Code has been selected, click Request bypass to submit it to the Department.
c. **All Account Bypass Requests** – Any requests made will appear here. It will show the Account Code, the Object Code if applicable, the Request Date, the Department staff's Response Date, and the Status.
d. **Pending Bypass Requests** – This table shows all requests that are awaiting the Department staff's response. If necessary, a Bypass Request may be withdrawn by clicking the Withdraw button.
e. **Accepted Bypass Requests** – This table shows all requests the Department staff have accepted for the entity.
f. **Rejected Bypass Requests** – This table shows all requests the Department staff rejected. Further details and instructions will be sent via email to the entity contact.
g. **Withdrawn Bypass Requests** – This will show all requests that the entity has withdrawn.

The **Auditor Requests Tab** on the **AFR Summary Page** will allow you to submit new auditor information if it is unavailable on the Certification Page.

1) All submitted requests will be shown on the right, as well as their status. Click Request New Auditor to begin the process.



2) The tab will change to the following:



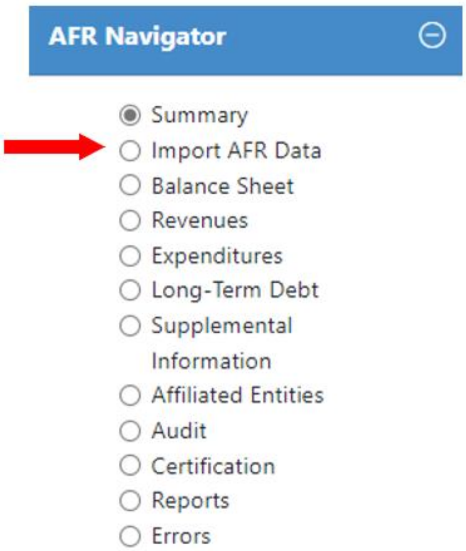
Input the CPA's name, email, and contact information. Click Create Auditor Request to submit it to Department Staff for review. Click Cancel Auditor Request to return to the previous tab.

Beginning the AFR Submission Process

Import AFR Data

NOTE: The following section provides detailed instructions on how to upload your AFR data directly into the LOGERX system. If you would prefer manually inputting the AFR information, please skip this section and continue at Entering Financial Information.

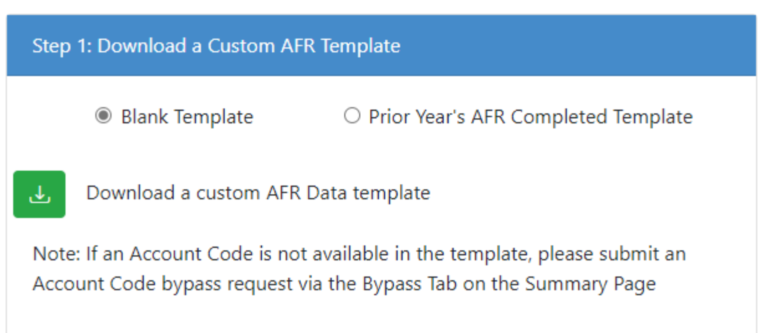
1) Click on **Import AFR Data** on the AFR Navigator.



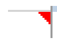
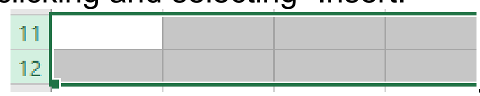
2) The following screen will appear.

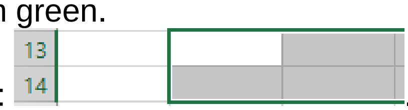
Excel

Step 1: Download a Custom AFR Data template – This will download a customized, entity-specific Excel Sheet to your computer.



- There are two options to choose from: A **Blank Template** will download a template with no information in it. This allows manual input of all relevant information. A **Prior Year's AFR Completed Template** will download a template with information from the prior fiscal year already in it; the information will only need to be updated to reflect the current year.
  - After clicking download, an Excel Workbook will be sent to your downloads folder.

- When the workbook is opened, there will be different sheets available to submit Balance Sheet Items, Revenue, Impact Fees, Expenditures, Audit information, and Affiliates. You must click Enable Editing and Enable Content to input data on the sheet.
  - When submitting financial information, use whole numbers only. Do not use decimal points.
  - Cells marked with a  at the end will give more information regarding that specific cell if you hover your mouse over the cell.
  - If a new row needs to be inserted to input additional information, ensure that the whole row is highlighted before right-clicking and selecting "Insert."
    - The selection should look like this: 

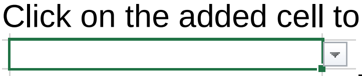
. Ensure the numbers are highlighted in green.
    - The selection should not look like this: 

. Inserting new rows like this will cause additional dialog to pop up and can interfere with the Excel Sheet's formatting.

Step 1a: Inputting Balance Sheet and Revenue Items on the Balance Sheet Tab and Revenue Tab of the Excel AFR Data Template

- Inputting Balance Sheet and Revenue Items require no additional steps. After selecting the appropriate tab, the information can be input directly into the tables in the appropriate cells.

Step 1b: Inputting Impact Fees on the Impact Fee Tab of the Excel AFR Data Template

- When submitting Impact Fees, you must specify a Dwelling and Fee for each code. To do this, click the cell that contains the correct Impact Fee Code. Once selected, the Add Dwelling and Fee Row button will be available. Click on this button to add another row with two (2) additional cells under the Impact Fee Code. Clicking this button multiple times will add more rows.
- Click on the added cell to highlight it and display the drop-down arrow . You will be able to select the **Dwelling Type** in the left cell and the **Fee Type** in the right cell.
- Ensure that, when inputting financial information, it is entered in the correct cell. **It must align with the row that has the Dwelling Type and Fee Type.**

Step 1c: Inputting Expenditures on the Expenditure Tab of the Excel AFR Data Template

- When submitting Expenditures, you must specify an Object Code. To do this, click the cell that contains the appropriate Expenditure Code Title. You MUST select the cell with the appropriate Expenditure Code Title, otherwise you cannot add an Object Code. Once selected, the Add Object Code Row button will be available. Click on it will add one (1) additional cell under the Expenditure code. Clicking this button multiple times will add multiple rows.
- Clicking on the cell will highlight it and display the drop-down arrow . You will be able to select the **Object Code**.
- Ensure that, when inputting financial information, it is entered in the correct cell. **It must align with the row that has the Object Code.**

!!! If the financial information is not entered on the same row as the Dwelling Type and Fee Type in the Impact Fees sheet OR the Object Code in the Expenditures sheet, the financial information **WILL NOT** be uploaded into LOGERX **!!!**

Step 1d: Inputting Audit on the Audit Tab of the Excel AFR Data Template

- If no audit is required, complete the Data Element Worksheet on the left side of the excel sheet.
- If an audit is required, select an Auditor from the drop-down arrow.
    - DO NOT type in the Auditor information. If your auditor is not on the list, please submit a request to Department staff on the **Auditor Request Tab** under **AFR Summary.**
        - If you have to request a new auditor, a new template will have to be downloaded after the new auditor is approved for the auditor to appear in the drop-down.
- Input the date the audit was completed in the form of MM/DD/YYYY.

Step1e: Inputting Supplemental Information on the Supplemental Tab of the Excel AFR Data Template

- Input the Population of your local government entity
    - NOTE: If this is not applicable to your reporting, you must input 0.

NOTE: The following are only requirements for Special Districts:

- Under the **Compensation Table,** input the number of employees and contractors as well as their compensation.
- Under the **Projects Table,** input the name of the construction project and the amount spent on the project for the current fiscal year. Only projects with a total cost of $65,000 or greater are required to be reported. If there are no applicable projects to report, you **must** select the No Projects checkbox.

- Under the **Millage Rate Table,** input the Category. Then either input the Rate **OR** the Minimum and Maximum. **DO NOT** complete both. Ensure that the correct information is being entered under the correct Rate Type (either Percent or Flat).
- The **Special Assessment Table** is completed the same way as the Millage Rates Table.
- Under the **Bonds Table,** input the Series Name, the Earliest Maturity Date, the Latest Maturity and the full Amount due in the proper cells. Ensure they are being entered under the correct type (either Ad Valorem or Non-Ad Valorem).

  NOTE: The Earliest Maturity and Latest Maturity Dates can be the same date if the bond does not have Earliest and Latest Maturity Dates.

Step 1f: Inputting Long-Term Debt on the Long-Term Debt Tab Excel AFR Data Template

- Debt is used to record a formal long-term debt balance. Long-term debt does not include the amount due within the current fiscal year. This could include but is 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. Long-term debt does **not** include informal liabilities such as compensated leave, pensions, and other postemployment benefits (OPEB).

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

Step 1g: Inputting Affiliates on the Affiliates Tab of the Excel AFR Data Template

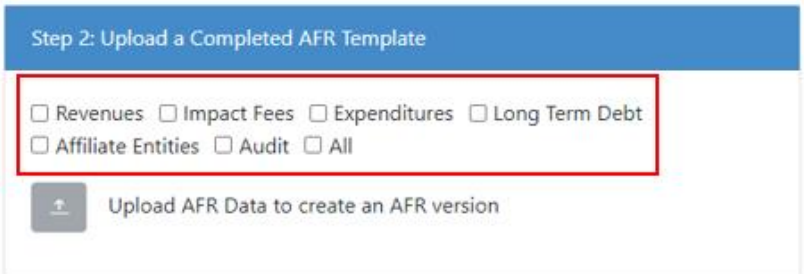
- If there are no Affiliates reported for your entity, this page will be unavailable.
- For all Affiliates, select the reporting type using the drop-down arrow .
- If the affiliated entity is not a component unit (NONCOMPO), you will not need to input any additional information.
- If the affiliated entity is a component unit (ZEROREPT, BLENDED, DISCRETE), input the Total Revenue, Total Expenditures, and Total Debt. A value must be entered into this field that is **equal to zero (0) or greater**.

Step 1h: Inputting Affiliates Supplemental Information on the Affiliates Supplemental Tab of the Excel AFR Data Template

- If there are no Affiliates reported for your entity, this page will be unavailable.
- Under the **Compensation Table,** input the number of employees and contractors as well as their compensation.
- Under the **Projects Table,** input the name of the construction project and the amount spent on the project for the current fiscal year. Only projects with a total

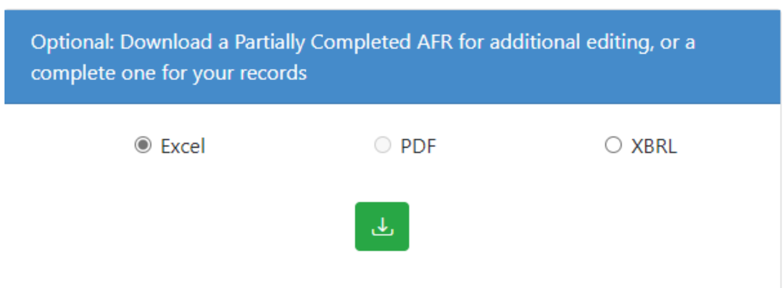
cost of $65,000 or greater are required to be reported. If there are no applicable projects to report, you **must** select the No Projects checkbox.

Step 2: Upload AFR Data to create an AFR version – Once the custom AFR Data template is complete, select the information to upload into LOGERX.



You may upload all the information as a package, or as individual pages. The green upload button will be available once the upload page or package is selected via the check box(es). Select the upload button and when the pop-up appears, select the Excel sheet that was downloaded, completed, and saved to your computer from Step 1.

Optional: Download a Partially Completed AFR for additional editing, or a complete one for your records



At any point during the AFR completion process, the information that has been uploaded into LOGERX can be downloaded, whether the information is manually input direct into the site or uploaded via Excel sheet or XBRL instance.

XBRL
Optional: Download Completed AFR XBRL Instance – Select the radio button and then the green download button. This will download a ZIP file to your Downloads folder. When it is unzipped, it contains to input the AFR data in XBRL format.
Step 1: Upload AFR Instance Data to Create an AFR – Once the appropriate financial information has been entered into the XBRL instance using the appropriate taxonomy and XBRL software, use the green upload button to input the information directly into LOGERX.

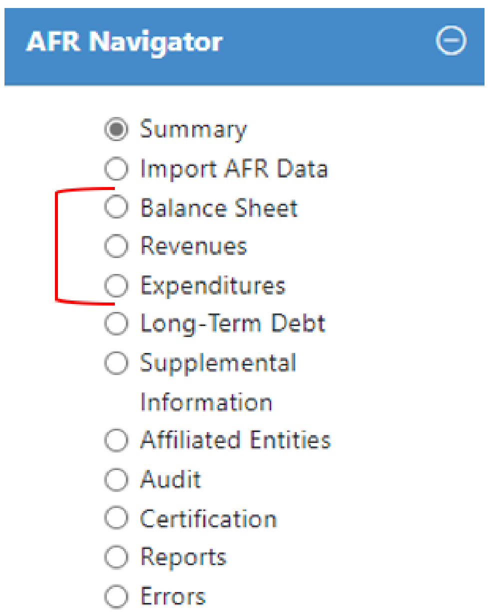
Optional
Download Partially Completed AFR For Additional Editing or Completed AFR for Your Records – Once AFR information is input into LOGERX, select the appropriate radio button and then click the green download button.

- If the AFR is partially complete, the downloaded document can be edited and the uploaded to LOGERX to complete the AFR.
- If the AFR is fully complete, the downloaded document can be saved for your records.

Entering Financial Information

All entities must report information regarding Balance Sheet Items, Revenues, and Expenditures.

1) Select the appropriate section to complete.



2) Each page has multiple tabs. The **Instructions Tab** in each section gives an overview of applicable statutes and guidelines on completing each section.

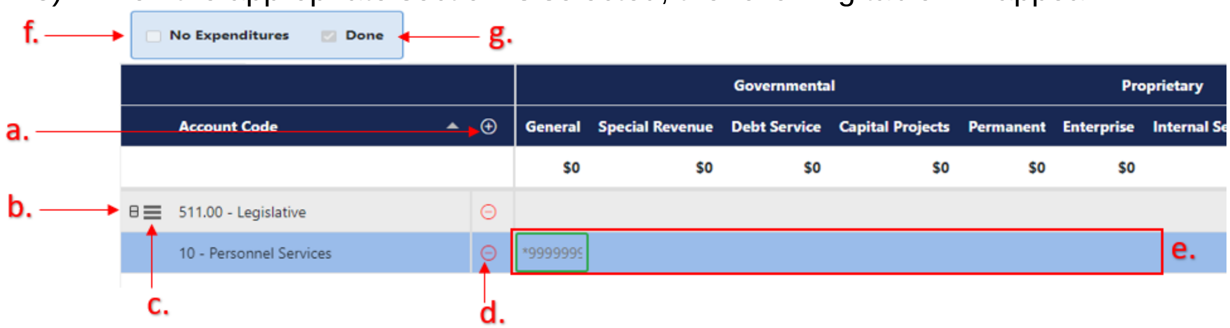
Instructions | Expenditures

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.

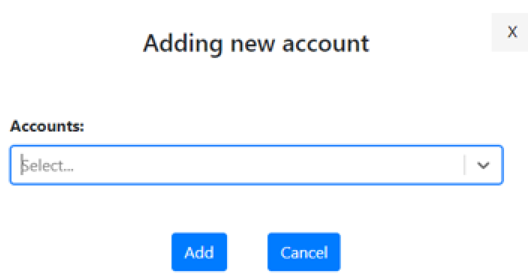
Depending on the selected section, clicking on either **Balance Sheet Page** (which include the Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Fund Balances tabs)**,** **Revenues Page** (which include the Revenues and Impact Fees Tabs)**,** or **Expenditures Page** will change the view of the tab to the applicable table. This is where the monetary information will be submitted.

3) When the appropriate section is selected, the following table will appear.

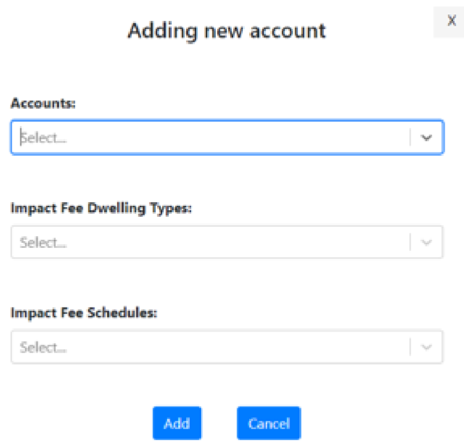


a. **Account Code** – Click the ⊕ button next to Account Code. This will generate a pop-up to search for **Accounts** by the code or the name.

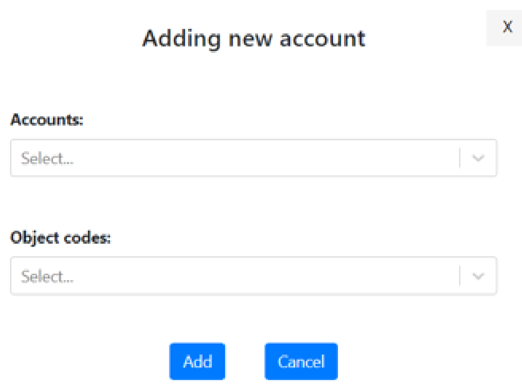
i. **Balance Sheet Items** and **Revenues** will only need to be reported by Account Codes.



ii. **Impact Fees** require Account Codes, Impact Fee Dwelling Types, and Impact Fee Schedules.



iii. **Expenditures** require Account Codes and Object Codes.



Click **Add** to submit it or **Cancel** to close out of the pop-up.

b. **Expand/Collapse** – Click the button to show or hide the Object Codes and Impact Fee Dwelling Types/Impact Fee Schedules associated with a specific Account Code. This button is not available for Revenues or Balance Sheet Items.

c. **Add Object Code** – Click the button to add additional Object Codes and Impact Fee Dwelling Types/Impact Fee Schedules associated to the same Account Code. This button is not available for Revenues or Balance Sheet Items.

d. **Remove Account Code** – Click the ⊖ button to remove an Account Code. Clicking this button next to an Object Code or an Impact Fee Dwelling Types/Fee Schedules will remove that specific sub-code without removing the Account Code itself.

e. **Input Financial Information** – Once an Account Code has been added to the table, click the space under the appropriate category. The section selected will change to a green box.
   - Financial Information must be entered as whole numbers. Decimal points will not be accepted.

f. **No Finances** – The name of this button will change based on the section being edited. It could read No Balance Sheet Items, No Revenues, No Impact Fees or No Expenditures. This must be checked if the entity has no finances in the section for the reporting period.
   - You will be unable to select No Revenues if there are either Revenues OR Impact Fees to report.

g. **Done** – This checkbox must be checked for each section before the system will allow you to enter information in the Audit screen (you can't certify the AFR until this box is checked). Once all the Account Codes have been entered for the fiscal year, select **Done**.

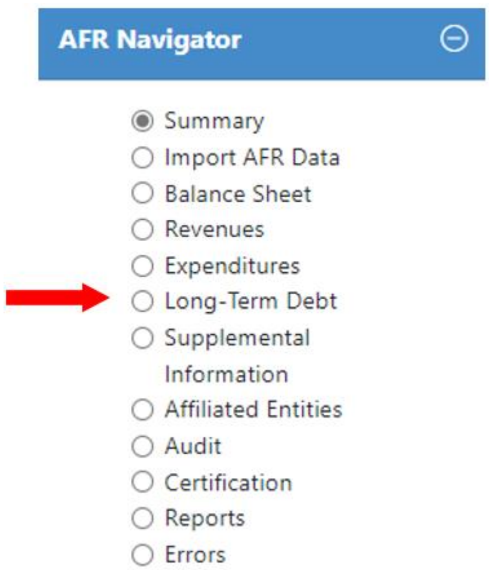
NOTE: The system will not allow you to edit lines if the **Done** box is checked. You must uncheck the box in order to make changes.

NOTE: If you do not have access to a code required for submission, you can submit a Bypass request. This will send an email to Department staff. Please see Bypass request section.

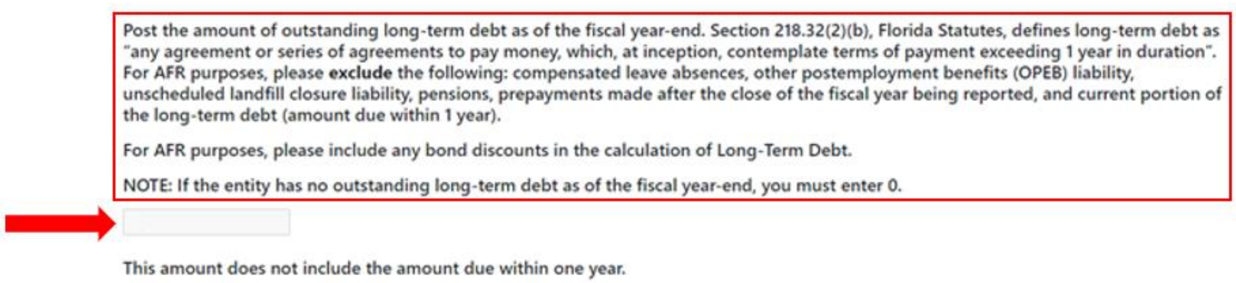
Long-Term Debt

Debt is used to record a formal long-term debt balance. Long-term debt does not include the amount due within the current fiscal year.

1) To get started, click on **Long-Term Debt** in the AFR Navigator.



2) The next screen will appear:



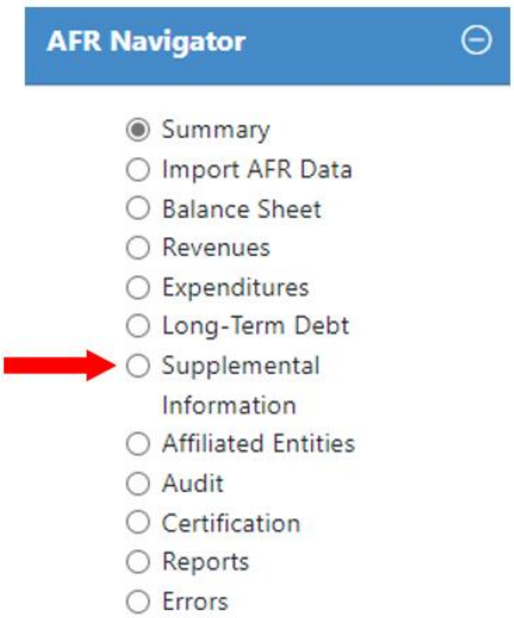
Include the following Items in your Long-Term Debt Calculation
-Revenue Bonds -Loans Payable -General Obligation Bonds -Arbitrage Rebate -Capital Leases

Do **NOT** include the following Items in your Long-Term Debt Calculation
-Compensated Absences -OPEB Liability -Closure Liability -Unschedules Claims

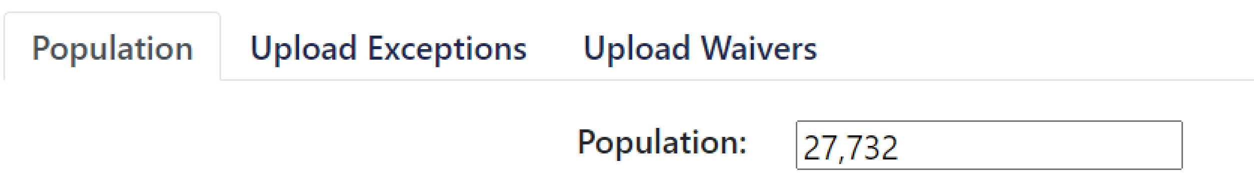
After adding the applicable items, subtract the Amount Due in One Year. A value must be entered into this field that is **equal to zero (0) or greater**. No negative numbers may be entered.

Supplemental Information

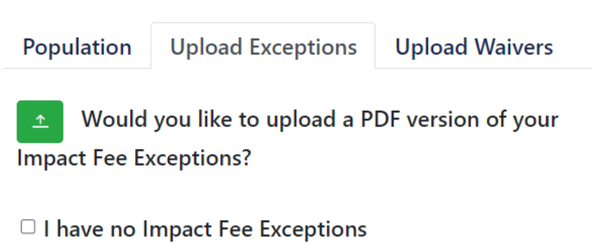
1) Click on **Supplemental Information** in the AFR Navigator.

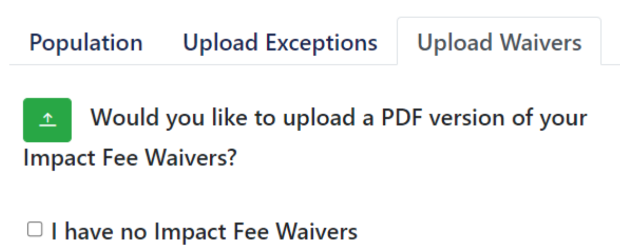


2) The **Population Tab** lists the estimated population for your entity.



3) The **Upload Exceptions Tab** and the **Upload Waivers Tab** are used to fulfill [163.31801(13)(e), F.S.,] which requires local governments to report "each exception or waiver provided for construction or development of housing that is affordable." You will only be allowed to upload PDF documents. These documents will be housed in the Documents tab on the **AFR Summary** page.



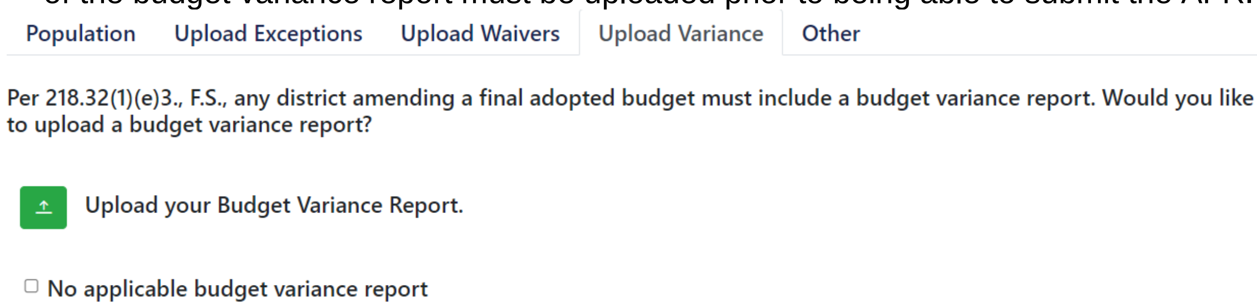


To upload your Impact Fee Exceptions/Waivers, click the green box on the appropriate tab and upload the PDF. A pop-up will state if the file upload was successful. If there are no Impact Fee Exceptions/Waivers, click the box “I have no Impact Fee Exceptions/Waivers” on the appropriate tab.

Supplemental Information for Special Districts

All Independently Reported Special Districts have additional tabs on the Supplemental Information page to meet the new reporting requirements outlined in HB 1103 which updated 218.32, F.S.

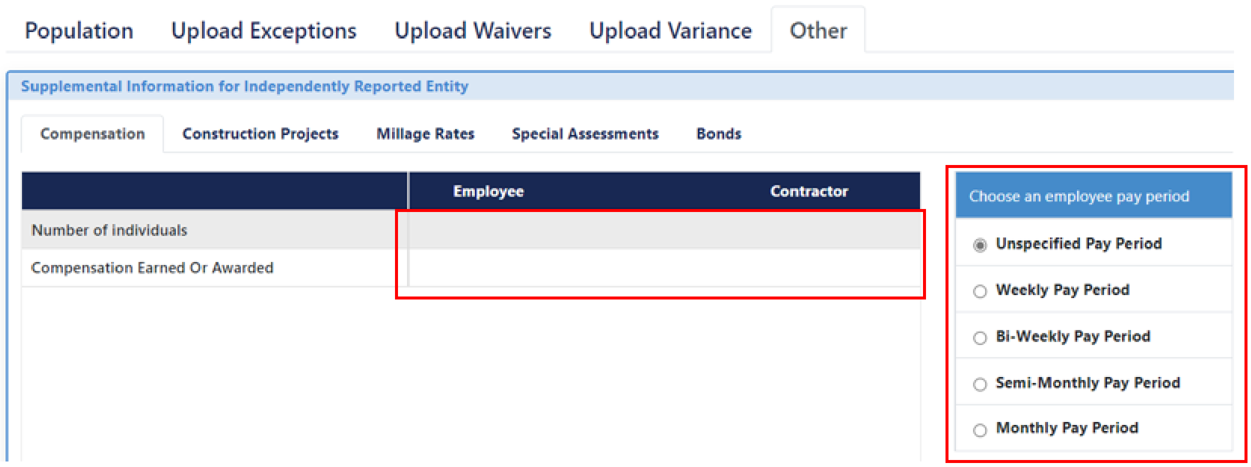
1) The **Upload Variance Tab** allows Special Districts to submit a budget variance report if the Special District amends a final adopted budget under 189.016(6), F.S. The PDF of the budget variance report must be uploaded prior to being able to submit the AFR.



To upload your Budget Variance Report, click the green box and select the appropriate PDF from your files. A pop-up will state if the file upload was successful. If there is no Budget Variance Report, click the box next to “No applicable budget variance report.”

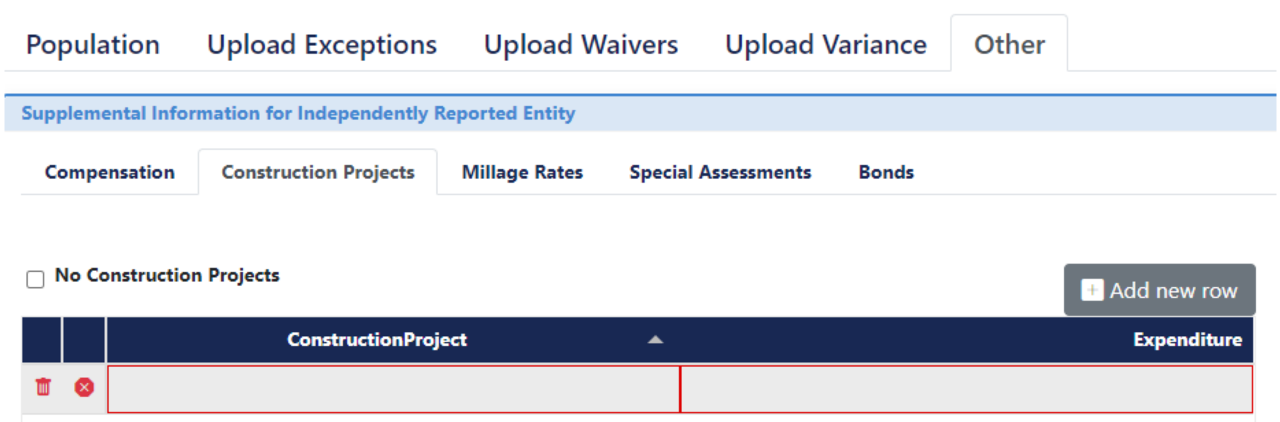
2) The **Other Tab** has additional Sub-Sections for Special Districts to complete.
   NOTE: Dependent Special Districts who report their AFR independently (and audit, if applicable), will not have the sub-sections Millage Rates, Special Assessments, and Bonds. Only Independent Special Districts, as defined in 189.012(3), F.S., are required to report those data elements.

3) The **Compensation Sub-Section** allows a Special District to input the total number of employees, contractors, and their compensation into the table.
   NOTE: The employee pay period is for **employees only.** Per 218.32(1)(e)2.a F.S., a dependent special district or an independent special district shall specify the total number of district employees compensated in the **last pay period** of the district’s fiscal year being reported. This box is used to define what, exactly, that last period is.



NOTE: A value must be input – even if that value is 0.

4) The **Construction Projects Sub-Section** allows a Special District to report each construction project over $65,000 the Special District approved for the fiscal year. Upon clicking the “Add new row” button, the following fields will populate:



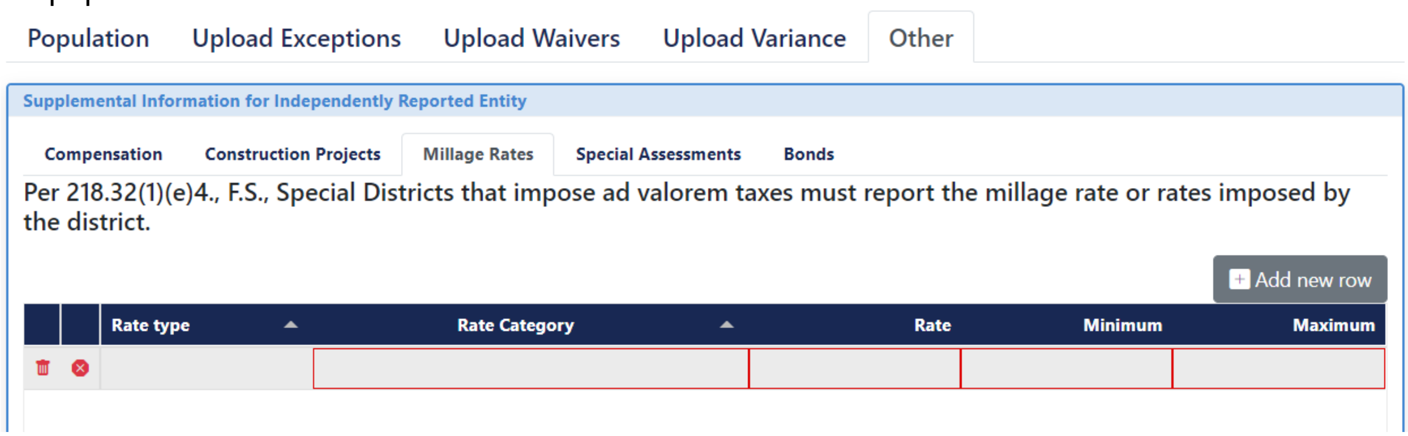
By clicking the “Add new row” button again, multiple projects can be added. Clicking the icon will delete the row. If there are no construction projects that meet the requirements for reporting, you **must** select the “No Construction Projects” checkbox in order to submit your AFR.

NOTE: While the Special District may not spend over $65,000 on a project in the given fiscal year, it must still be reported if the total cost of the project is over $65,000.

- For example, a project to repair roads is approved with a total cost of $70,000. In the 2022 fiscal year, the Special District spends $15,000 on the project. On the AFR, the Special District must state the project name and report the $15,000.

Once a row is properly completed, the icon will change to the icon, and the red outlines will disappear.

5) The **Millage Rates Sub-Section** allows Independent Special Districts who impose ad valorem taxes (Revenue Account Code 311.000) to report the millage rate or rates imposed by the district. Upon clicking the "Add new row" button, new fields will populate:



By clicking the "Add new row" button again, multiple millage rates can be added. Clicking the icon will delete the row.

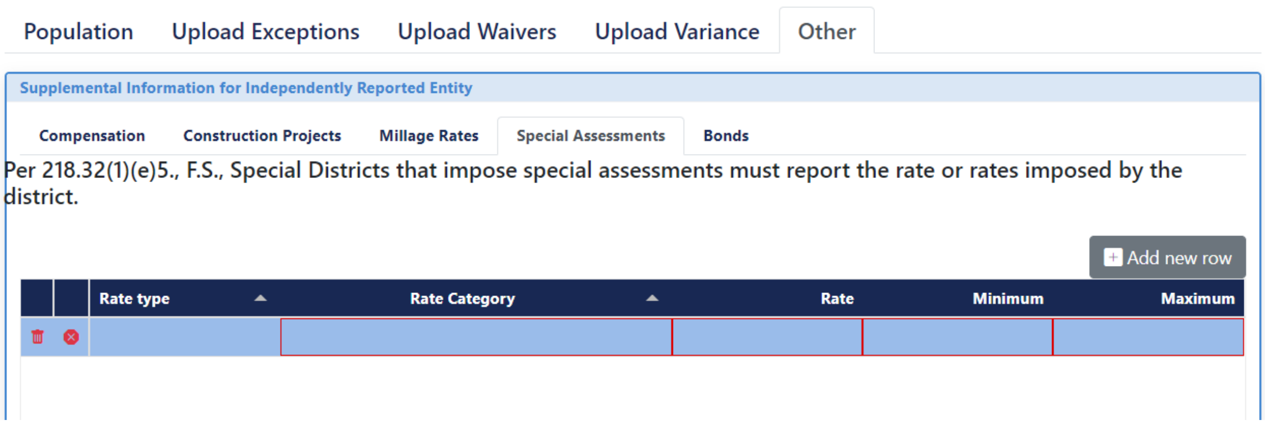
The Rate type data field is used to identify if the special assessment is calculated by Percent or Rate. The Rate Category data field is used as an identifier between different rates (for example, a Category could be a Property Tax or a Sales Tax).

Next, the Special District will then input either a flat rate in the Rate data field **or** a range in the Minimum and Maximum data fields.

> **NOTE:** If calculating by Percent, the columns will change the input number to the appropriate percentage. For example, entering 4 into the box will equate to 400%. Entering .2 into the box will equate to 20%.

Once a row is properly completed, the icon will change to the icon, and the red outlines will disappear.

6) The **Special Assessments Sub-Section** allows Independent Special Districts who impose special assessments (Revenue Account Code 325.xxx) to include the rate or rates imposed by the district. Upon clicking the “Add new row” button, new fields will populate:



By clicking the “Add new row” button again, multiple special assessments can be added. Clicking the icon will delete the row.

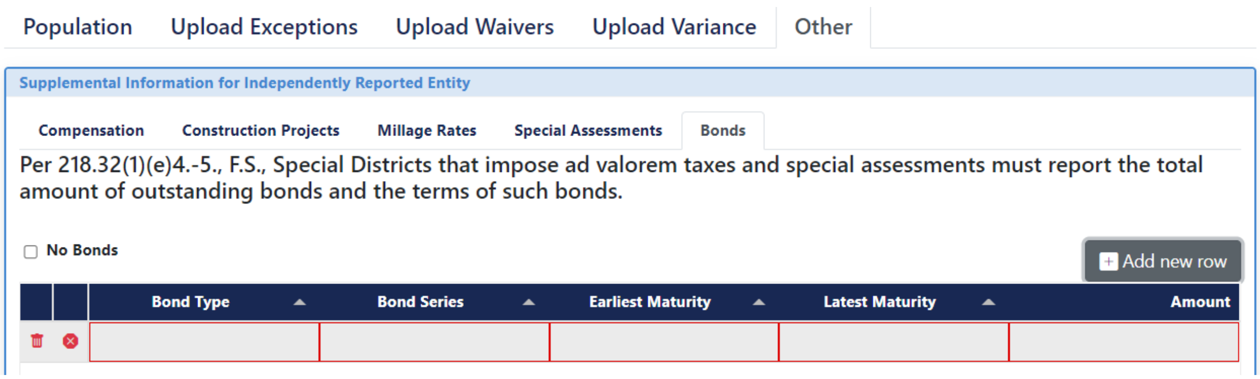
The Rate type data field is used to identify if the special assessment is calculated by Percent or Rate. The Rate Category data field is used as an identifier between different rates (for example, a Category could be Sewer or Water lines).

The Special District will then input either a flat rate in the Rate data field **or** a range in the Minimum and Maximum data fields.

> **NOTE:** If calculating by Percent, the columns will change the input number to the appropriate percentage. For example, entering 4 into the box will equate to 400%. Entering .2 into the box will equate to 20%.

Once a row is properly completed, the icon will change to the icon, and the red outlines will disappear.

7) The **Bonds Sub-Section** allows Independent Special Districts who have outstanding bonds to report the terms and total amount of those bonds. Upon clicking the “Add new row” button, new fields will populate:



By clicking the “Add new row” button again, multiple special assessments can be added. Clicking the icon will delete the row.

The Special District must input the Bond Type (Ad Valorem or Non Ad Valorem), the Bond Series, the Earliest Maturity date, the Latest Maturity date, and the total outstanding Amount of the bond. The Earliest Maturity date and the Latest Maturity date can be the same date.

If there are no bonds that meet the requirements for reporting, select the “No bonds” checkbox in order to submit your AFR.

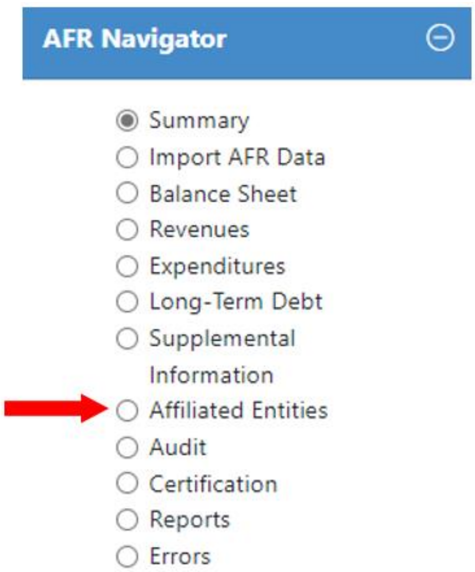
Once a row is properly completed, the icon will change to the icon, and the red outlines will disappear.

Affiliated Entities

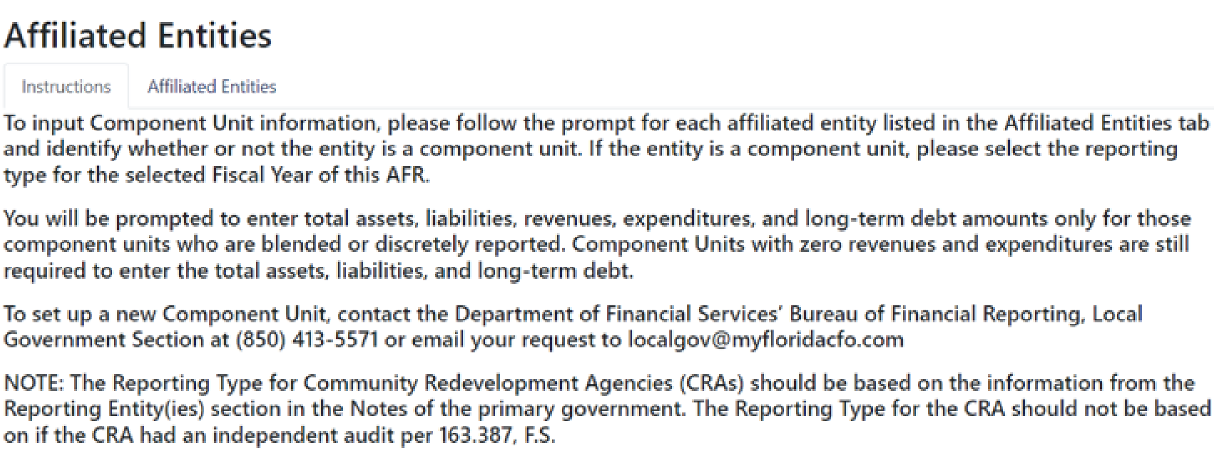
If an affiliated entity is determined to be a component unit as defined by Generally Accepted Accounting Principles, you will then be asked to enter their reporting type and total revenue, expenditure, and long-term debt balances if applicable.

> **NOTE**: If an affiliated entity is not a component unit, it is understood that the entity who is not a component unit will be independently reported for the fiscal year.

1) Click on **Affiliated Entities** in the AFR Navigator.



2) The **Instructions Tab** on the **Affiliated Entities Page** provides information regarding submission.



Affiliated Entities

Instructions | Affiliated Entities

To input Component Unit information, please follow the prompt for each affiliated entity listed in the Affiliated Entities tab and identify whether or not the entity is a component unit. If the entity is a component unit, please select the reporting type for the selected Fiscal Year of this AFR.

You will be prompted to enter total assets, liabilities, revenues, expenditures, and long-term debt amounts only for those component units who are blended or discretely reported. Component Units with zero revenues and expenditures are still required to enter the total assets, liabilities, and long-term debt.

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

NOTE: The Reporting Type for Community Redevelopment Agencies (CRAs) should be based on the information from the Reporting Entity(ies) section in the Notes of the primary government. The Reporting Type for the CRA should not be based on if the CRA had an independent audit per 163.387, F.S.

3) The **Affiliated Entities Tab** allows submission of the Affiliated Entity's information. All affiliated entities will be listed in the table.

Under Reporting Type, choose from either Not a component unit, Blended in Primary Report, Independently Reported, Discretely Reported, or Zero Revenues and Expenditures.

If the affiliated entity is not a component unit or is an independently reported component unit, you will not need to input any additional information.

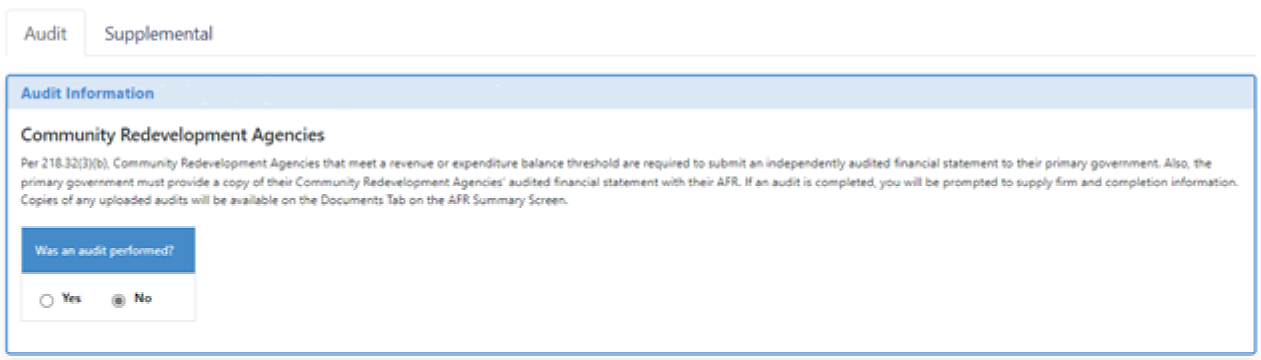
If the affiliated entity is a component unit, input the Assets, Deferred Inflow, Liabilities, Deferred Outflow, Fund Balances, Total Revenues, Total Expenditures, and Total Debt. A value must be entered into this field that is **equal to zero (0) or greater**.

The primary government may need to input additional information, like Compensation, Construction Projects, or Budget Variance, for an affiliated entity that is a component unit. If this additional information is required, a Supplemental button will populate under the Affiliated Entities table once the Reporting Type has been selected. For instructions on submitting this information, please see Supplemental Information for Special Districts.

NOTE: If the Special District is a Community Redevelopment Agency (CRA), the Reporting Type should reflect the Reporting Type listed in the Notes section of the primary government's audit; this should not reflect if the CRA has an independent audit as required per 163.387(8)(a), F.S. See the next section for more information on CRAs.

Community Redevelopment Districts

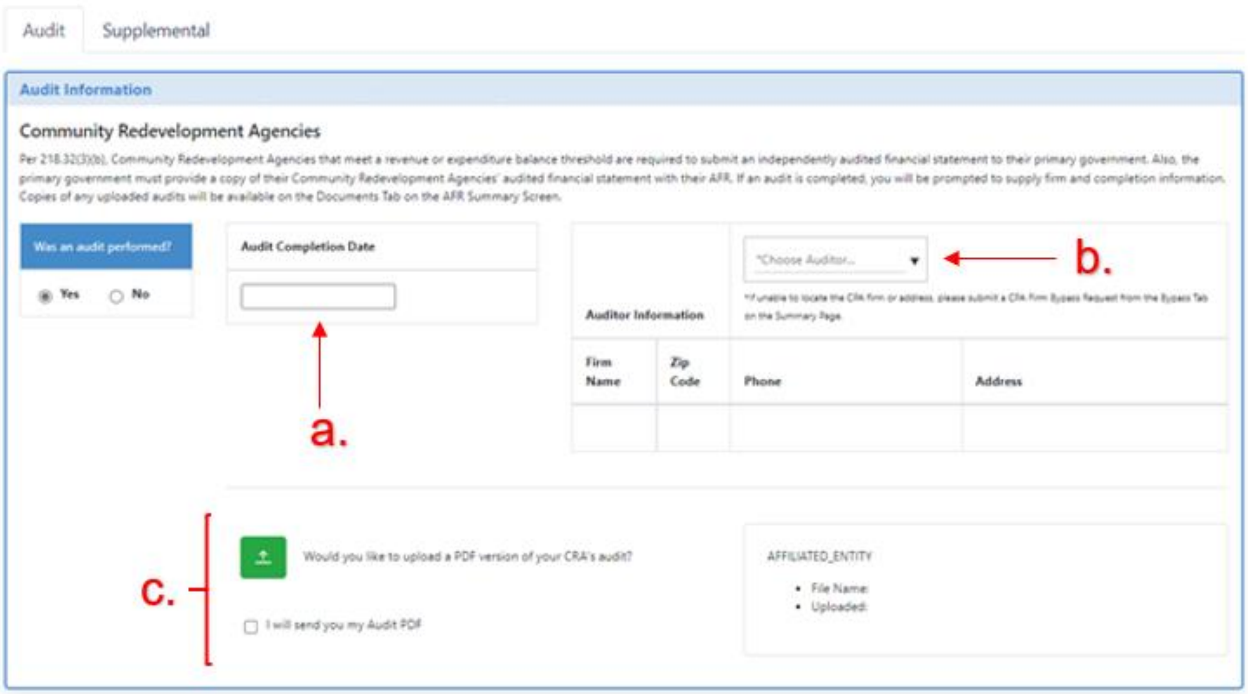
Community Redevelopment Agencies are separately identified at the bottom of the **Affiliated Entities page** due to the changes in 163.387(8), F.S. and 218.32 3(b), F.S. These updates state that each community redevelopment agency with revenues or a total of expenditures and expenses in excess of $100,000, as reported on the trust fund financial statements, shall provide a financial audit each fiscal year by an independent certified public accountant or firm by their primary government to the Department.



1) If an audit was required due to the revenue and expenditure balances reported (pursuant to 163.387(8), F.S. and 218.32 3(b), F.S.) you will need to click **Yes**. If an audit was not required, click **No**.

   NOTE: You will not be allowed to select "No" to the question "Was an audit performed?" if an audit was required.

2) If **Yes** was selected, the following information will populate.



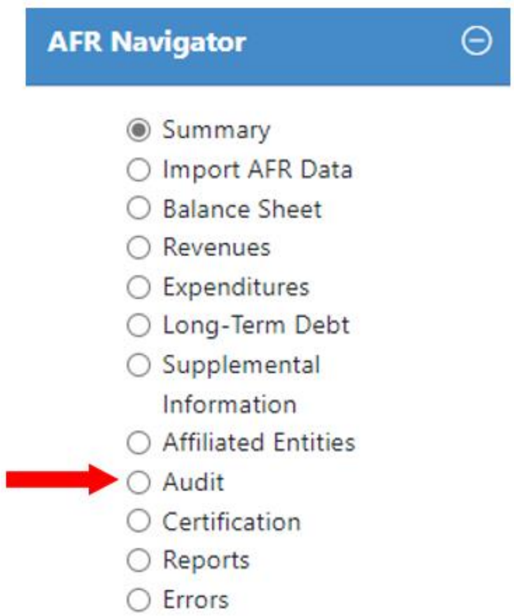
a) **Audit Completion Date** – Input the audit completion date. The correct audit completion date is the date under the signature of the auditor/audit firm.
b) **Choose Auditor** – Search for the CPA Firm by typing in the auditor's name or zip code. When the correct auditor is selected, the auditor's contact information will automatically populate.
   NOTE: If the auditor is not listed, an Auditor Request can be submitted. Please see the Auditor Request section for more information.
c) **Submit Audit** – click green button to upload a PDF copy of the CRA's audit. Once uploaded, it will be available for view on the **Documents** tab on your **AFR Summary** page.
   NOTE: If the audit will be sent via email, click the "I will send you my Audit PDF" box.

Once the audit is uploaded, the primary government must input the required supplemental information for the Community Redevelopment Agency. See Supplemental Information for Special Districts for instructions on how to submit the information.

Audit

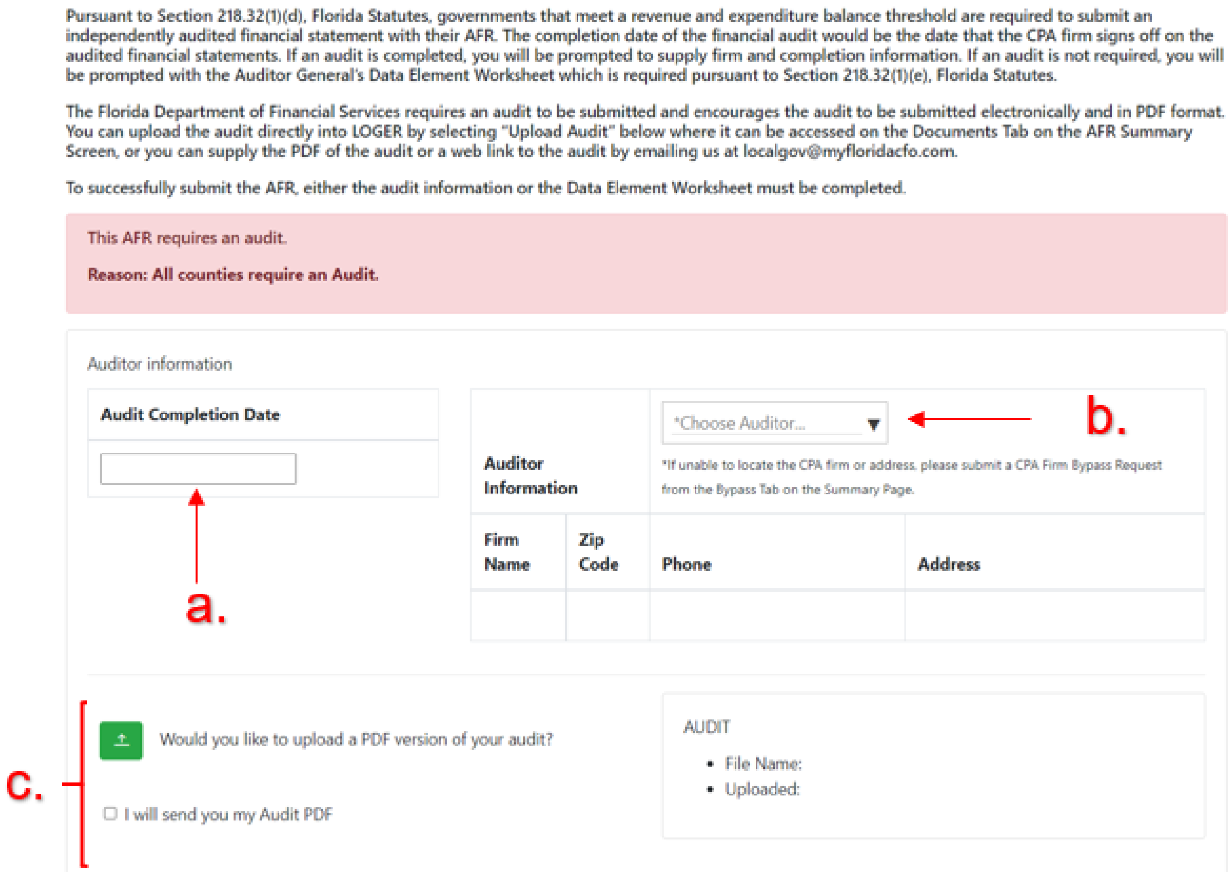
The Audit section of the AFR will need to be completed before the AFR can be submitted. The Done box in both the Revenues and Expenditures sections must be checked in order to complete the Audit section. The revenue and expenditures amounts entered will determine if an audited financial statement is required for the reported year.

1) Click on **Audit** in the AFR Navigator.



LOGERX will automatically determine if an audit is required. If an audit is not required and was not performed, continue to the Data Element Worksheet section for instructions.

1) The next screen will appear if all information has been properly submitted:



a) **Audit Completion Date** – Input the audit completion. The correct audit completion date is the date under the signature of the auditor/audit firm.
b) **Choose Auditor** – Search for the CPA Firm by typing in the auditor's name or zip code. When the correct auditor is selected, the auditor's contact information will automatically populate.
   NOTE: If the auditor is not listed, an Auditor Request can be submitted. Please see the Auditor Request section for more information.
c) **Submit Audit** – click green button to upload a PDF copy of your audit. Once uploaded, it will be available for view on the **Documents** tab on your **AFR Summary** page.
   NOTE: If the audit will be sent via email, click the "I will send you my Audit PDF" box.

Data Element Worksheet (DEW)

If an audit was not performed and DEW was selected to the question “Was an audit performed?” the next screen will appear.

1) Below is the Auditor General’s Data Element Worksheet. Its completion is required pursuant to statute if the independently audited financial statements were not required. The AFR cannot be submitted without the completion of the independent auditor information (above) or the Auditor General’s Data Element Worksheet.

An audit is not required at this time.

You must report a Data Element Worksheet (DEW) or if you have an audit done, then it can be reported instead.

Was an audit performed?

Yes DEW

Account Code	Included Funds	Amount
Restricted Net Position	Governmental	
Cash and Investments	Governmental	
Cash and Investments	Proprietary	
Current Liabilities	Governmental	
Current Liabilities	Proprietary	
Long Term Debt	Governmental	
Total Revenues	Governmental	
Intergovernmental Revenues	Governmental	
Intergovernmental Revenues	Proprietary	
Total Operating Revenues	Proprietary	
Total Expenditures	Governmental	
Debt Service Expenditures	Governmental	
Total Operating Expenses	Proprietary	

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

Phone: (850) 487-9031

E-mail: flaudgen_localgovt@aud.state.fl.us.

2) Click the fields in the **Amount** column to the right of the data elements to input amounts. **An amount must be entered in each section, even if it is zero (0).**

Account Code	Included Funds	Amount
Restricted Net Position	Governmental	
Cash and Investments	Governmental	
Cash and Investments	Proprietary	
Current Liabilities	Governmental	
Current Liabilities	Proprietary	
Long Term Debt	Governmental	
Total Revenues	Governmental	
Intergovernmental Revenues	Governmental	
Intergovernmental Revenues	Proprietary	
Total Operating Revenues	Proprietary	
Total Expenditures	Governmental	
Debt Service Expenditures	Governmental	
Total Operating Expenses	Proprietary	

3) The definition of each data element and how to calculate each data element will appear on the far right in a green box. Click Read More > > to see the full text.

Current Account

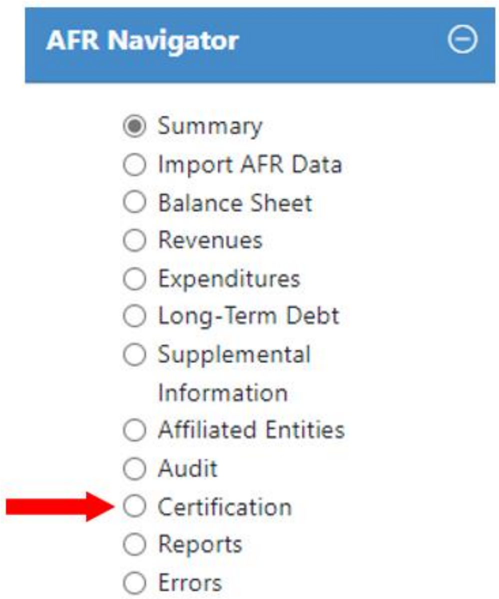
- Name: Restricted Net Position
- Code: 910004
- Doc: The portion of net assets owned after paying off all liabilities. Net assets (assets minus li ....
- Data Type: money
- R0: DEWAccount: 276 DEWSource: Found on the Statement of Net Assets for Propriet ....

Read More > >

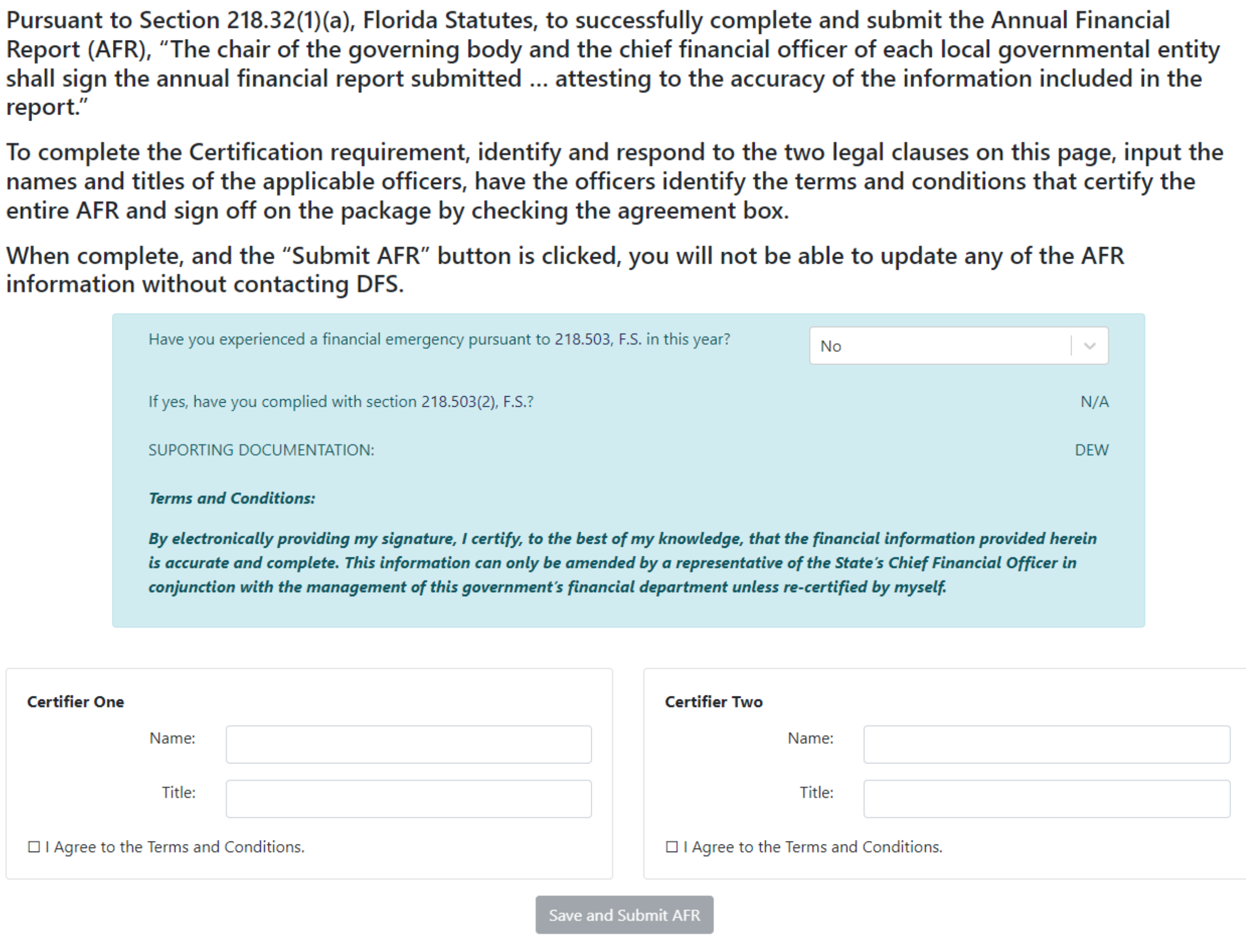
Certification

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

1) To begin the certification process, click on **Certification** in the AFR Navigation.
   a. If your access role is Third-Party, you will **not** have access to the Certification page.



2) The next screen will appear:



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 two 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 pursuant to 218.503, F.S. in this year? No

If yes, have you complied with section 218.503(2), F.S.? N/A

SUPORTING DOCUMENTATION: DEW

Terms and Conditions:

By electronically providing my signature, I certify, to the best of my knowledge, that the financial information provided herein is accurate and complete. This information can only be amended by a representative of the State's Chief Financial Officer in conjunction with the management of this government's financial department unless re-certified by myself.

Certifier One

Name:

Title:

☐ I Agree to the Terms and Conditions.

Certifier Two

Name:

Title:

☐ I Agree to the Terms and Conditions.

Save and Submit AFR

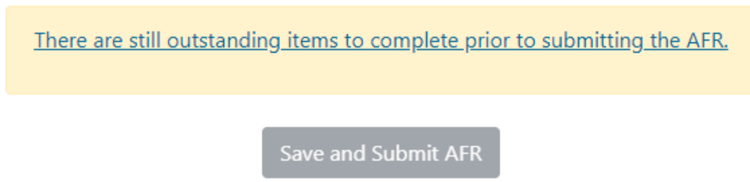
The local government's CFO and chairman/elected official must electronically certify the submission. Each can attest to the final questions concerning financial emergency.

Supporting documentation will automatically be completed based on the information provided in the Audit Section.

Both the CFO and the chairman/elected official must complete the appropriate box. Each must click the **I Agree to the Terms and Conditions** box.

You must click **Save and Submit AFR** to submit your AFR.

3) If there are any sections left incomplete, the **Save and Submit AFR** button will be unavailable.

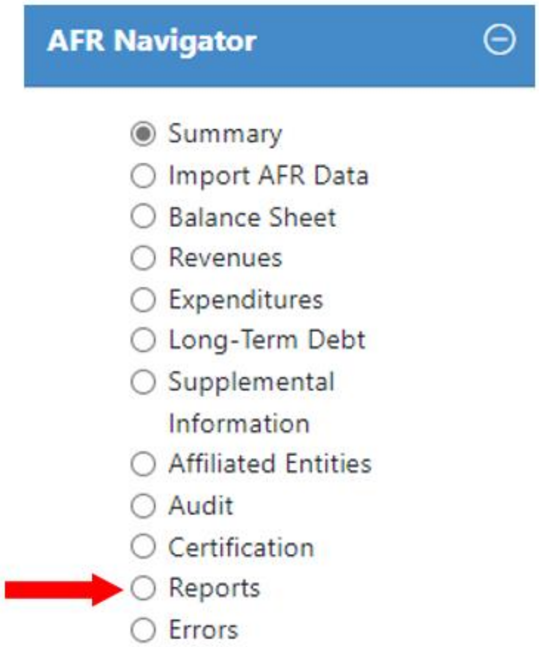


Clicking on There are still outstanding items to complete prior to submitting the AFR will open the AFR Assistance window, which will show what information needs to be completed. More information is available in the Errors section.

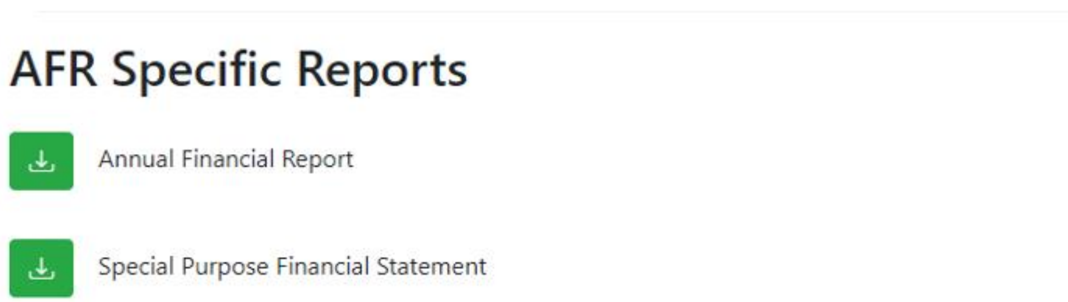
4) Once the AFR is successfully submitted, a pop-up will appear and indicate that the upload is complete. The AFR Navigator will lock certain screens from editing.

Reports

1) Click on **Reports** in the AFR Navigator.



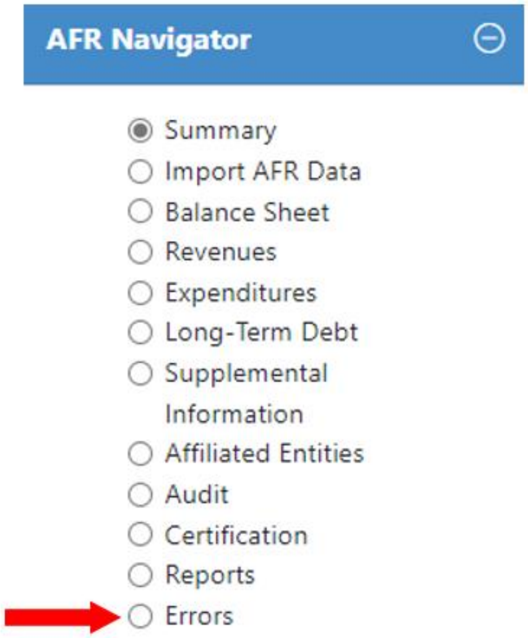
2) The following page will populate.



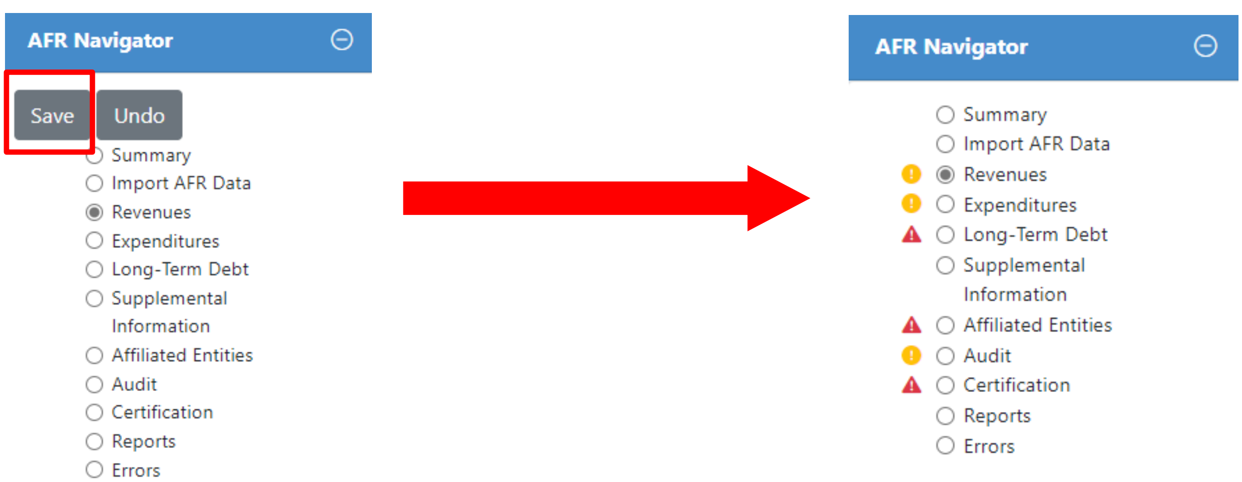
After the AFR has been submitted, reports can be accessed from the Annual Financial Report and the Special Purpose Financial Statement buttons. These reports generate as a new tab in the browser and will outline the information that was submitted in the AFR.

Errors

1) Click on **Errors** in the AFR Navigator.



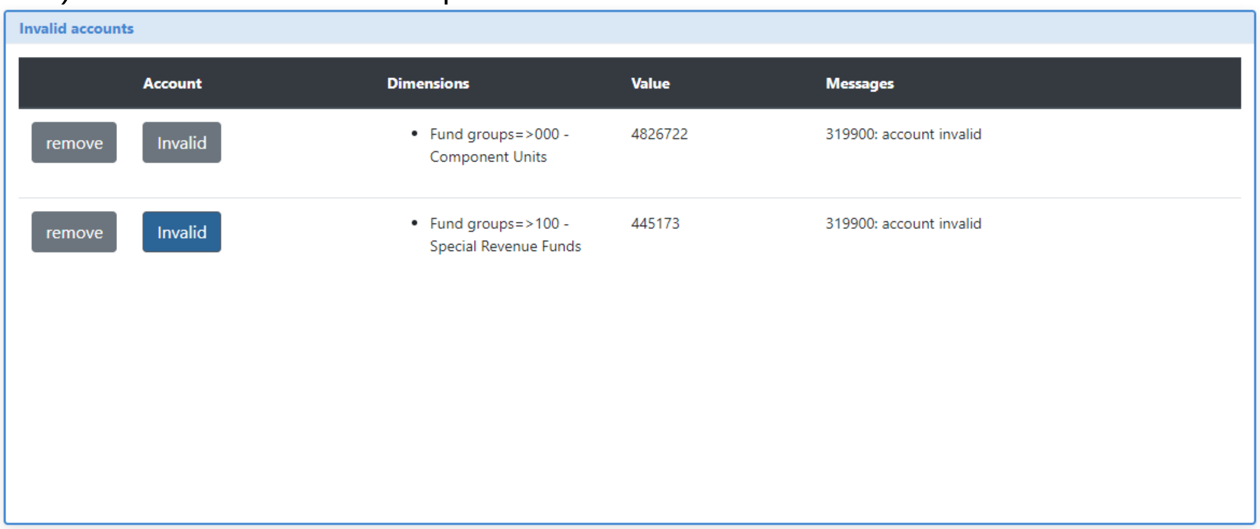
As the AFR is being completed, the Errors section can be accessed at any time. If the Save button in the AFR Navigator is clicked while submission is in progress, it will visually indicate which sections require corrections.



Yellow ( ) indicates an error. Red ( ) indicates a warning. Each of these will need to be addressed before the AFR can be submitted. There are two places to get more information on these issues: The Errors Section or the AFR Assistance window.

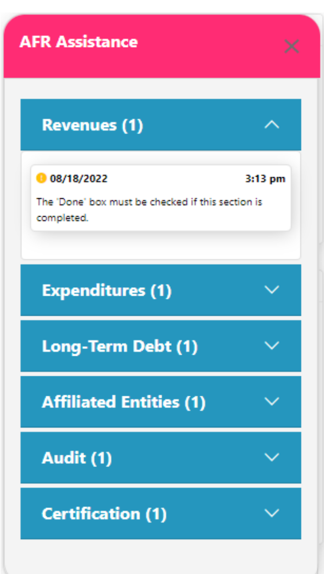
1) The Errors Section will give details on which sections have errors and why.

2) Click the button to expand the table and view the error details.



Clicking the buttons under the Account column will generate additional information on the right-hand side of the site in a green box. As sections are corrected and the AFR saved, the errors will be removed from the Errors Section.

3) The AFR Assistance window can be accessed by clicking the button on the upper right-hand corner of the site. A window will populate with details regarding the errors.



The blue title panels indicate which section has the warning or stop.

By clicking the blue title panels, they will expand to show details regarding what must be done to clear the error.

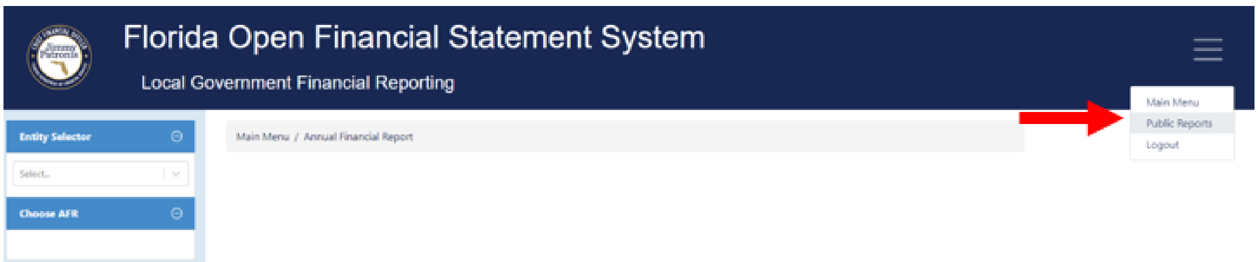
By clicking the white error messages, the user will be taken to the error itself.

As sections are corrected and the AFR saved, the errors will be removed from the AFR Assistance window.

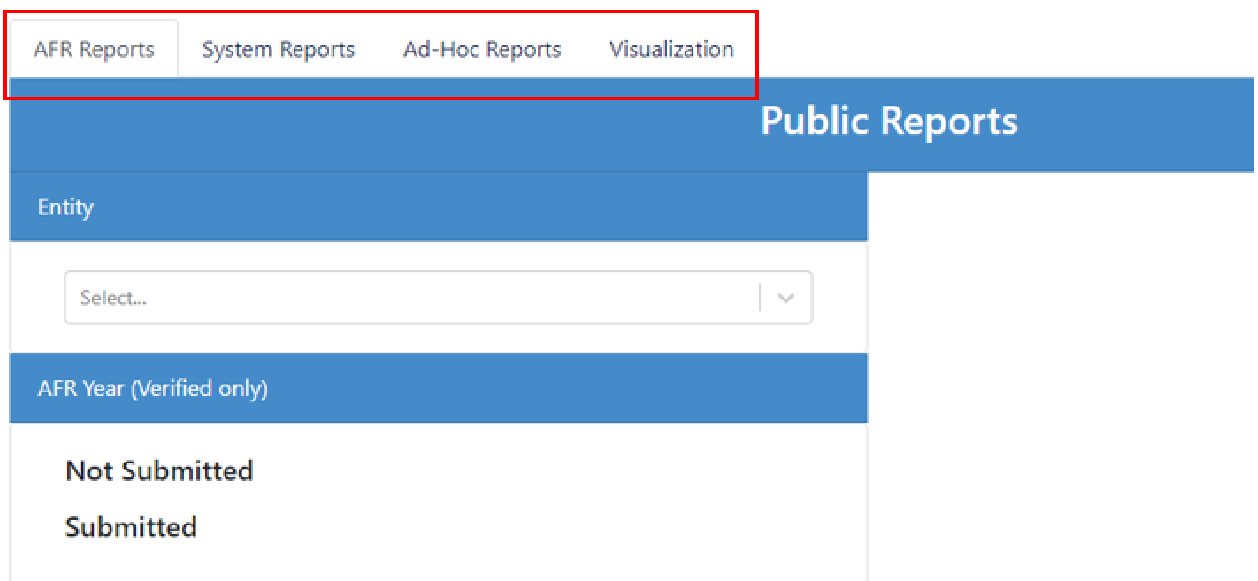
SECTION FOUR: Reports

The reporting module is available to local governments, legislative and executive branch staff, and the public.

First, from any screen in LOGERX, click the menu button and click Public Reports. You do not have to be logged in to access the Reports.

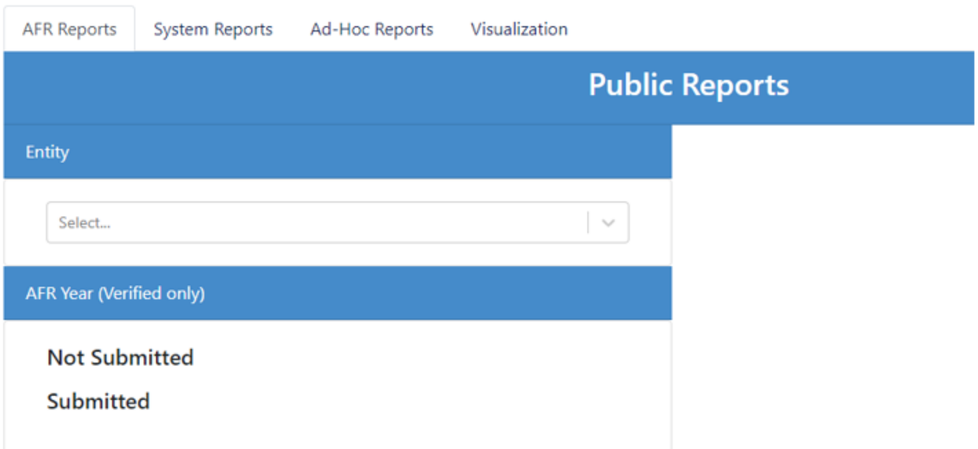


The following page will appear. The different reports to select from are AFR Reports, System Reports, Ad-Hoc Reports, and Visualization.

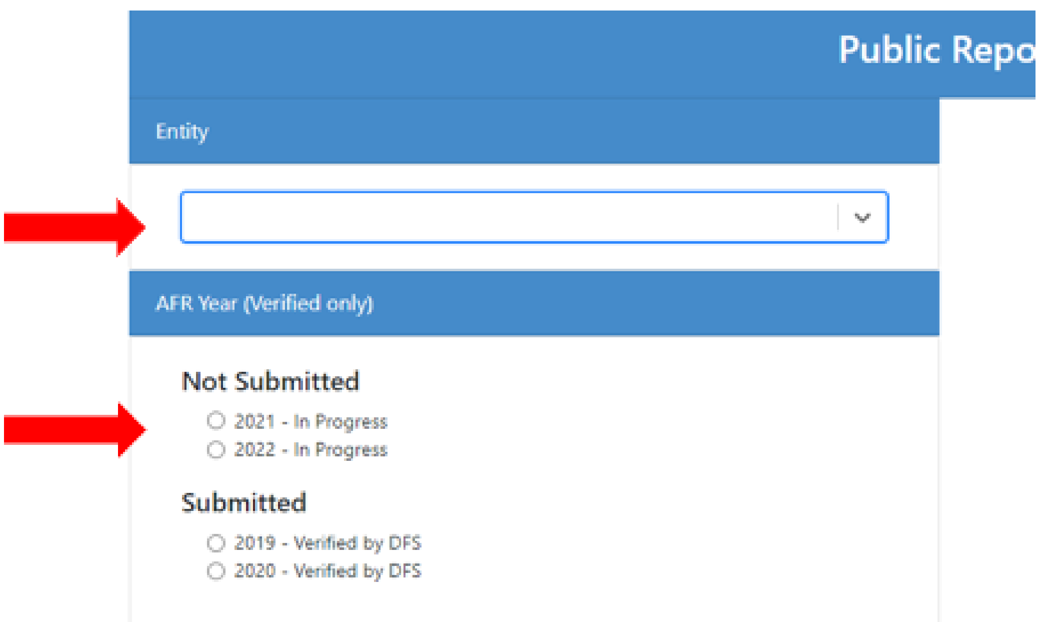


AFR Reports

The following screen will populate when **AFR Reports** is selected.



To view AFRs submitted by entity, search for the entity by name or entity ID from the drop-down menu. Then select the appropriate fiscal year.

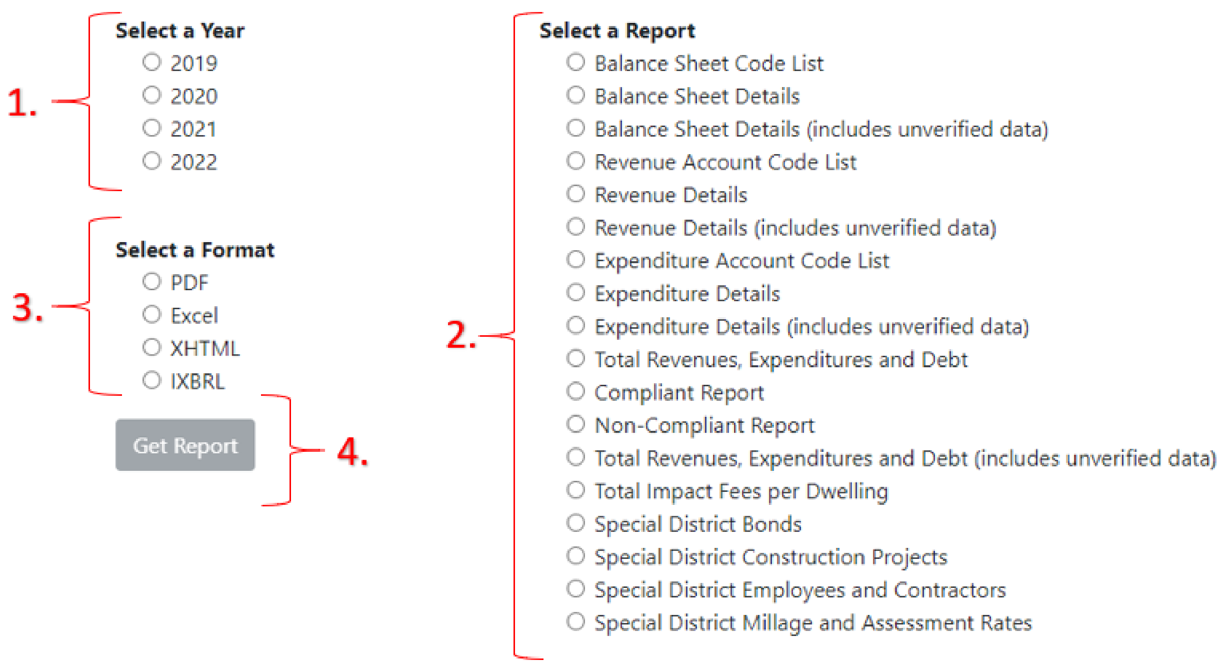


The Public reports will then be generated. Click the green button to download the report.

System Reports

The following screen will populate when **System Reports** is selected.

To select a report:



1. Choose the year.
2. Choose the report.
3. Choose the report format type.
4. Click **Get Report**. Give the system a minute or two to generate the information.

The data in the reports is live. Only one fiscal year can be chosen for each report at a time due to the size of the reports generated.

You have the option of generating the selected report for the chosen fiscal year in PDF, Excel, XHTML, or IXBRL format.

The following are examples of reports that will appear:

REVENUE DETAILS REPORT

The Revenue Details Report and Expenditure Details Report displays the detail information from the submitted AFR. The Revenue Details Report and Expenditure Details Report only include information that has been verified by the Department.

Revenue Details for Fiscal Year 2021, as of Tuesday, August 16, 2022

Account	General	Special Revenue	Debt Service	Capital Projects
311.000 - Ad valorem taxes	$4,727,000			
312.410 - (1 to 6 cents Local Option Fuel Tax)	$281,531			
312.630 - Local Government Infrastructure Surtax		$684,554		
314.900 - Utility service tax - other	$1,608,171			
315.200 - Local Communications Services Tax	$321,121			
316.000 - Local business tax (Formerly Local Occupational License Tax - 321.000)	$39,549			
322.000 - Building permits (Building permit fees)	$377,158			
323.100 - Franchise fee - electricity	$311,537			
323.700 - Franchise fee - solid waste	$98,454			
325.200 - Special assessments - charges for public services		$10,614		
331.200 - Federal grant - public safety	$16,488			
331.500 - Federal grant - economic environment				$10,797
332.000 - Other Financial Assistance - Federal Source	$201,394			
334.350 - State grant - sewer/wastewater				$419,057
334.490 - State grant - other transportation				$777,883
335.125 - Municipal Revenue Sharing Program - Proceeds	$342,791			
335.140 - State revenue sharing - mobile home licenses	$7,114			
335.150 - State revenue sharing - alcoholic beverage licenses	$4,657			
335.180 - State revenue sharing - local government half-cent sales tax program	$676,210			
335.450 - State Revenue Sharing - Fuel Tax Refunds And Credits	$10,500			
335.480 - State Revenue Sharing - Other Transportation	$45,230			
337.600 - Local government unit grant - human services		$113,451		
337.700 - Local government unit grant - culture/recreation		$2,871		
339.000 - Payments from other local units in lieu of taxes		$279,869		
341.200 - Internal service fund fees and charges				
341.900 - Other general government charges and fees	$119,705			
342.100 - Service charge - law enforcement services	$330,595			
342.500 - Service charge - protective inspection fees	$6,793			
342.900 - Service charge - other public safety charges and fees		$100		
343.100 - Service charge - electric utility				
343.300 - Service charge - water utility				
343.400 - Service charge - garbage/solid waste	$830,351			
343.500 - Service charge - sewer/wastewater utility				

TOTAL REVENUES, EXPENDITURES AND DEBT

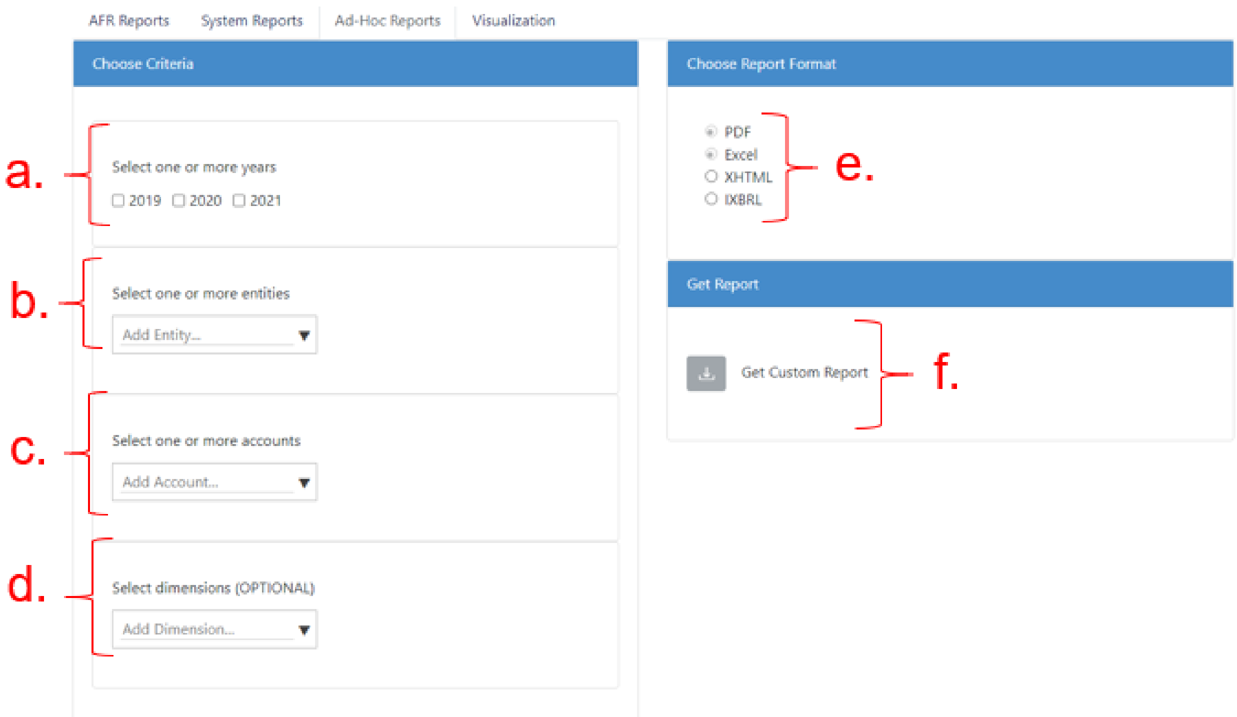
The Total Revenues, Expenditures and Debt report is the CFO's reporting requirement cited in Section 218.32(2), F.S. and only includes information verified by the Department.

Total Revenue, Expenditures and Long-term Debt for Fiscal Year 2021, as of Tuesday, August 16, 2022

Unit Type	Unit Name	Governing Authority	Total Revenues	Total Expenditures	Total Debt	AFR Received Date
			$38,333,986	$34,887,419	$25,765,607	04/27/2022
			$957,401	$1,022,392	$204,690	06/30/2022
			$89,082,176	$66,071,697	$0	03/31/2022
			$5,713,410	$4,996,607	$934,566	05/31/2022
			$158,598,335	$108,460,445	$68,903,481	06/30/2022
			$18,708,815	$13,353,542	$13,069,623	05/24/2022
			$2,438,660	$1,633,572	$157,096	06/02/2022
			$8,306,512	$8,597,420	$0	06/30/2022
			$73,376,906	$47,996,380	$48,773,192	03/07/2022
			$79,891,052	$63,856,502	$16,880,000	04/13/2022
			$43,240,475	$26,589,185	$9,878,362	06/30/2022
			$97,070,431	$80,042,293	$18,340,477	06/29/2022
			$36,356	$53,326	$0	05/16/2022
			$31,401,638	$23,316,144	$15,086,000	06/17/2022
			$14,630,323	$16,214,733	$0	03/17/2022
			$26,730,805	$21,255,295	$54,320	06/30/2022
			$8,976,146	$10,132,756	$10,962,090	06/24/2022
			$5,608,022	$4,265,287	$2,024,055	06/30/2022
			$2,709,209	$2,599,197	$230,606	04/21/2022
			$150,619	$122,404	$0	04/27/2022
			$14,211,444	$10,272,740	$3,138,611	03/24/2022
			$290,840	$204,276	$0	05/16/2022
			$6,378,575	$5,179,134	$146,251	06/24/2022
			$624,691,533	$431,962,146	$76,147,926	06/16/2022
			$55,884,945	$47,086,695	$11,845,000	06/17/2022
			$3,454,506	$3,235,252	$3,602,165	03/17/2022
			$356,427,129	$265,329,534	$167,282,731	05/26/2022
			$170,696,546	$129,759,275	$46,205,871	06/24/2022
			$6,504,799	$7,428,489	$75,982	06/15/2022
			$1,517,329	$1,174,124	$0	04/08/2022

Ad-Hoc Reports

The following screen will populate when **Ad-Hoc Reports** is selected.



To generate the report,

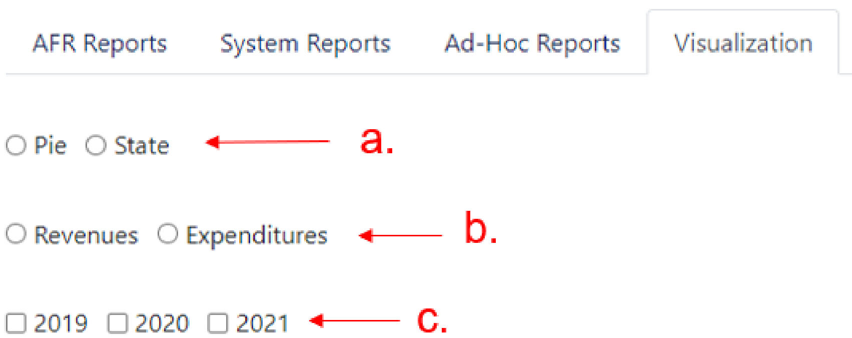
a. Select one or more fiscal years.
b. Select any number of entities.
c. Select any number of accounts.
d. Select any number of dimensions to further define your search parameters.
e. Select the format you want the report to be downloaded as.
f. Once all the information is selected, click the green button to open the report as a tab on your internet browser.

Things to note:

- By clicking the + button in the drop-down menus, categories can be expanded to narrow your search parameters.
- If you would like to remove a selected search parameter, click the X button next to the parameter in the search bar.

Visualization

The following screen will populate when **Visualization** is selected.

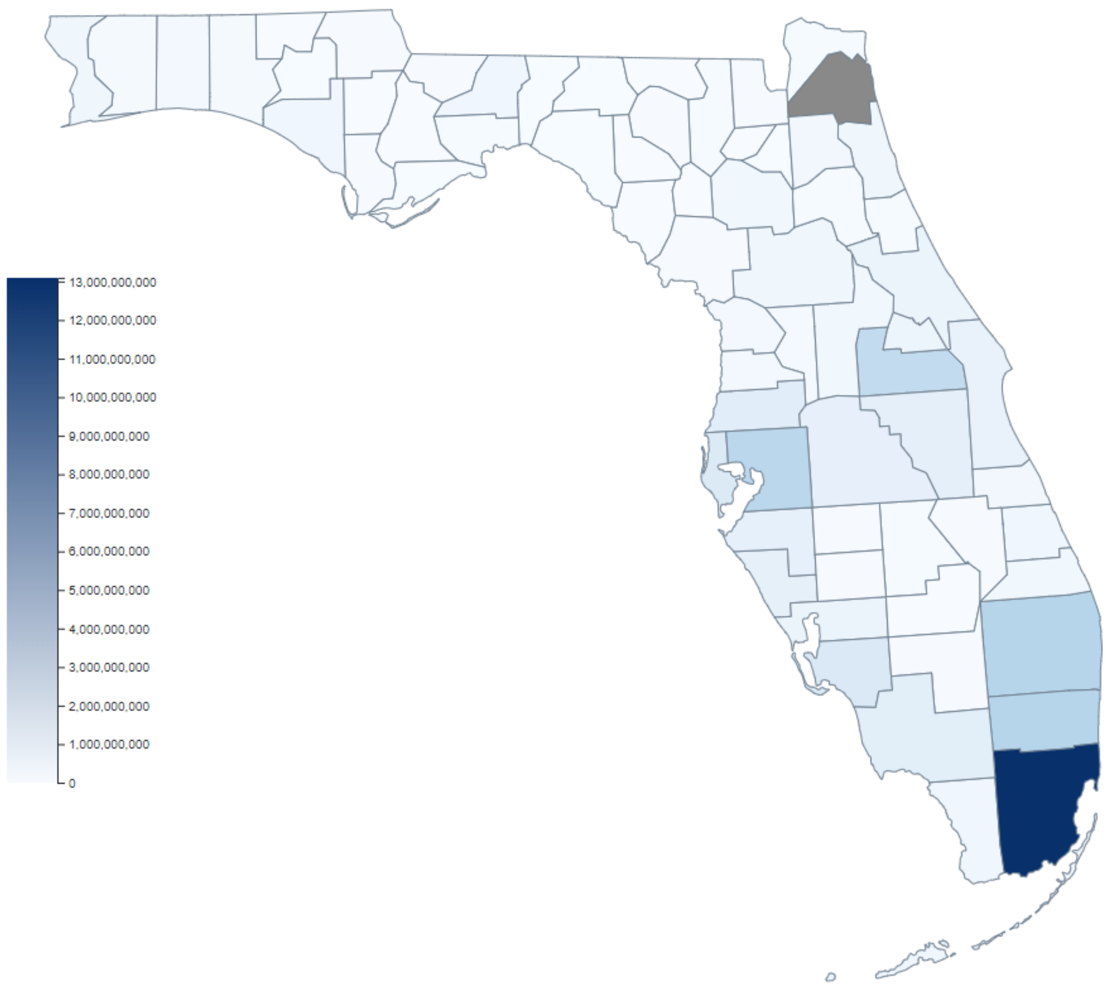


As different parameters are selected, a visual representation of the data will be generated on the right-hand side of the site.

a. Select a data visual. Visuals can be either a pie graph or a map of Florida.
b. Select the search data parameters.
c. Select the fiscal year. Multiple fiscal years can be selected.

Once all search parameters are defined, the visual will display the selected data.

The map will display the information when you hover your mouse over a county.



SECTION FIVE: Frequently Asked Questions

- I have gone to the LOGERX site and the page is blank.
  - 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 up. For Time range, select "All time." Then click "Clear now." After that, refresh the LOGERX site and the Login page should load.

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

- 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.

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

- Where can I find the current UAS Manual?
  - You can find the UAS Manual or the previous and current fiscal year on the Local Government website.

- 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.
  - 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.

- 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.

- 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 to be grants per GASB technical guidance.

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

- What Account Code do I use to report Opiod Litigation Settlement funds?
  - Use Account Code 369.300 – Settlements.

- 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.

- 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.

- 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 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.

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

- 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.

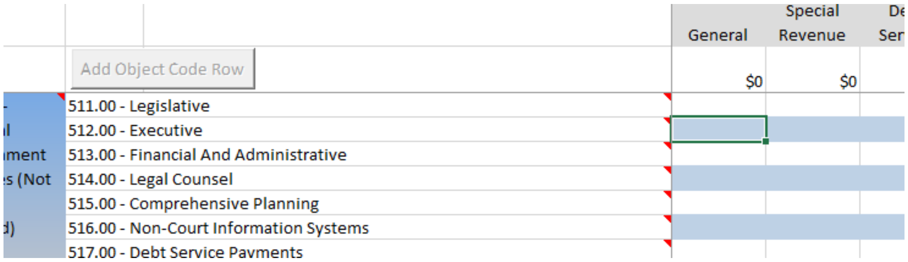
- Does the Department require a signed, physical copy of the AFR?
  - No, the electronic signatures on the Certification Page of the AFR meet the requirement of signatures.

- 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.
    - Audit upload instructions are located here.
    - CRA Audit upload instructions are located here.
    - Impact Fee waivers upload instructions are located here.
    - Impact Fee exceptions upload instructions are located here.
    - Budget Variance Report upload instructions are located here.

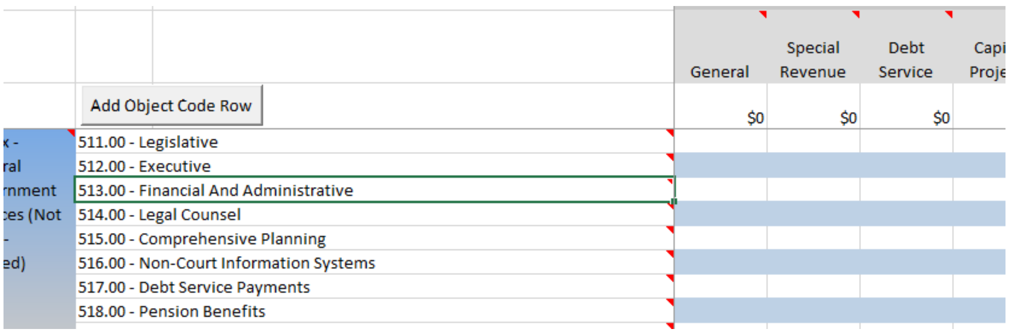
- How do I know if my documents uploaded to the system correctly?
  - All documents are stored on the Documents Tab of the Summary page.

- 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.

- How do I add an Object Code on the Custom AFR Template Excel Sheet?
  - You can add Object Codes to an Expenditure Code by selecting the Cell that holds the appropriate Expenditure Code Title.



- As seen above, selecting the cell *next* to the title will not allow you to add an Object Code.



- However, selecting the Expenditure Code Title itself will allow you to add the Object Code.

SECTION SIX: Index