



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of Accounting & Auditing – Bureau of Financial Reporting*

# **LOGGERX**

## **INSTRUCTION MANUAL**

### **For 29.0085 Court Reporting**



## **Local Government Electronic Reporting in XBRL**



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## **SECTION ONE: Access**

To fully log in and access the 29.0085 Report, the email address associated with the LOGERx account **MUST** already be in the LOGERx system. If it is not, or you are unsure, reach out to your entity's Primary Editor or the DFS Local Government Team.

If you receive the error "A user with the specified credential could not be found," it means your email is **NOT** in the LOGERx system and you must have the entity's Primary Editor or DFS Local Government Team sign it up.

### ***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 are directed to, input your email address, and then select the "Send verification code" button. This will send an email with a 6-digit verification code.
- 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.

### ***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.

### ***C. Forgot/Reset Password***

- 1) Go <http://logerx.myfloridacfo.gov/> and click User Login.
- 2) Select "Forgot your password?" on the screen you are directed to, input your email address, and then select the "Send verification code" button. This will send an email with a 6-digit verification code.
- 3) Select the "Continue" button and input the verification code from the email.
- 4) Update your password and log into the system.

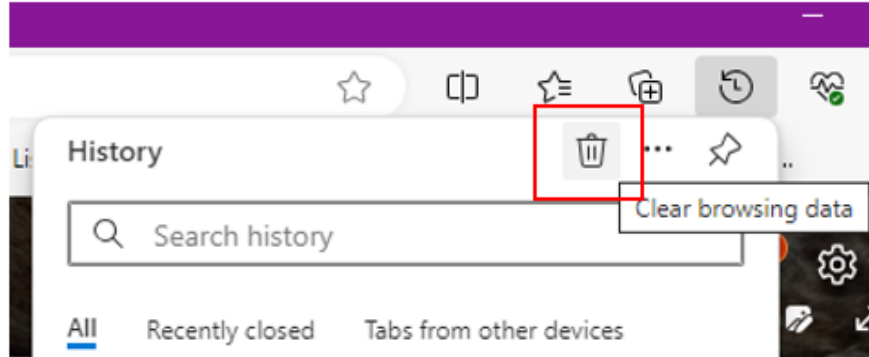
**NOTE:** Passwords must be at least eight characters and are case sensitive.



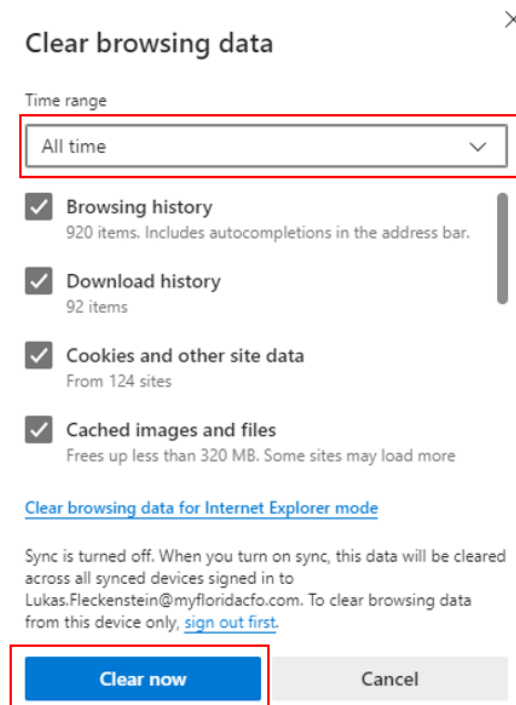
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**What if the LOGERX site does not load?**

You may need to clear your browser history. To do so, click CTRL + H. On the History Tab that appears, click the trash can to 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.

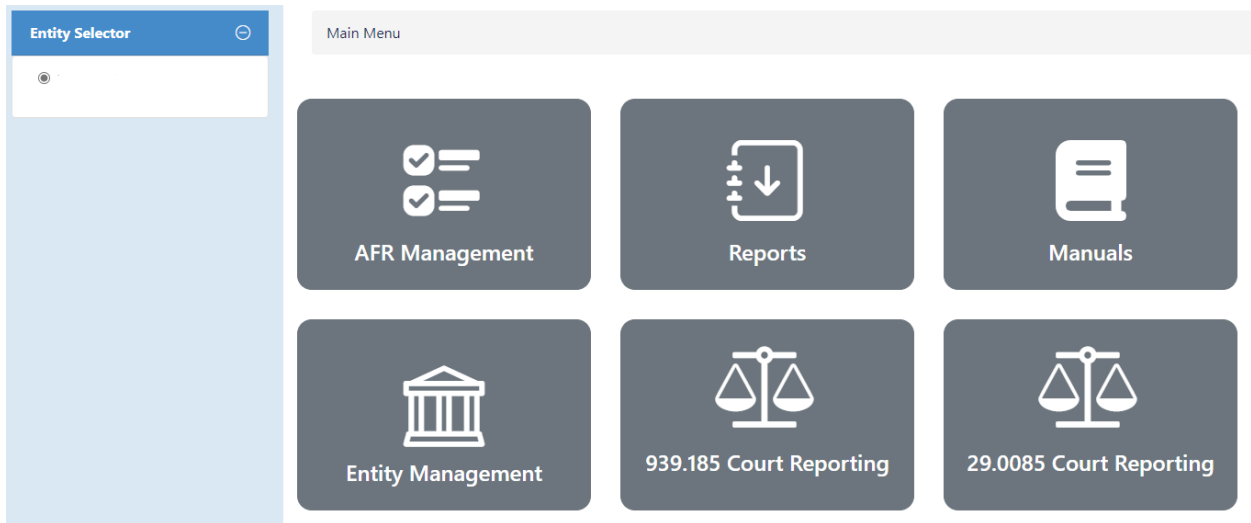




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**D. Main Menu Screen**

On the Main Menu Screen, select your Entity. Then, you can select AFR Management, Entity Management, Reports, Manuals, or Court Reporting. AFR Management allows you to view, submit, or modify the Annual Financial Report (AFR). Entity Management allows you to update your contact information and verify your local government staff and access. Reports allows you to view public reports submitted to the Department and generate your own. Manuals holds different resources and information that may assist with AFR submission. 939.185 Court Reporting allows you to submit the quarterly reports and 29.0085 Court Reporting allows you to submit the yearly reports to fulfill statutory obligations.



**NOTE:** The Entity Management tile will only be available to Editors. The AFR management, 939.185, and 29.0085 tiles will only be available to individuals who have been given access to those reporting modules.



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**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.

**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**.



**Create Users**

1. Click **Create User**. Enter in the user’s email address in the Email section and wait several seconds; the system will check if the email is already registered. The following screen will appear if the user is not registered in LOGERX.

First Name	Last Name	Title	Email	Report Access	Start	End
				AFR, 29.0085, 939.185		

**Local Government User**

Email:  ✓

Group emails should not be used.

Confirm Email:

Confirmation Email is required and must match the Email.

First Name:

First name is required.

Last Name:

Last name is required.

Title:

Title is required.

Phone Number:  Extension:

Phone number is required.

**d.**

**User Assignment Information**

**b.**  939.185 29.0085

Report Access:  AFR

Access Role:

**c.** User Role:

Only one active primary.



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- a. Input the new user’s information. The email address input here will be the user’s login name.  
**NOTE:** If the email is already registered in the system, the information will be completed automatically. If it is not, you will be able to fill it in. **Attempting to enter information before the system can complete its check will result in the information being cleared once the check is done.**
- b. Select the Report Access. Access to the different reports is only available to Primary Editors. If you are not a Primary Editor for a specific report, you will not be able to assign users to that report.
- c. Complete the User Assignment Information.
  - 1) **Report Access:** Select the box next to AFR.
  - 2) **Assign Access Role and User Role:** Access Role defines the permissions a user has. The User Role defines who they are. Choose from the following:
    - i. **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.
    - ii. **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.
    - iii. **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.
- d. After all necessary information has been completed, the Create User button will turn green. Clicking this will register the new user.

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

First Name ▲	Last Name ▲	Title ▲	Email ▲	Report Access ▲	Start ▼
John	Doe	Director		29.0085	10/10/2024

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.



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Registered users will be able to set their password via the “Forgot your password?” link on the login page 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’s Primary Editor or the DFS Local Government team to become an established user in the system.**

***Deauthorize Users***

To remove a user, click on the user 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.

First Name	Last Name	Title	Email	Report Access	Start	End
John	Doe	Director		29.0085	10/10/2024	10/10/2024

If the user has access to multiple reports, deauthorizing them will remove access to **ALL** reports.

If the user only needs to have access removed from one report, un-check the box under the User Assignment Information portion. Then click save.

**User Assignment Information**

AFR    939.185    **29.0085**

---

Report Access:     29.0085

Access Role:    Editor | v

User Role:    Secondary | v





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## SECTION THREE: Filing the 29.0085 Report

1. From the Main Menu Screen, select your county. Then click on **29.0085 Court Reporting**.



2. Select the proper year from the Choose Year drop-down menu.

A screenshot of a web form. At the top is a blue header with the text "County Selector" and a minus sign icon. Below this is a white dropdown menu with a radio button selected. Below the dropdown is another blue header with the text "Choose 29.0085 Court Report" and a minus sign icon. Underneath, the text "Not Submitted" is displayed. There are two radio button options: "2024 - Not Reported" and "2023 - Not Reported". A red arrow points to the "2024 - Not Reported" option. At the bottom, the text "Submitted" is visible.

The default status of the 29.0085 Report is Not Reported. Once you save your information, the 29.0085 Report Status is upgraded to In Progress. When you certify and submit your 29.0085 Report, the status becomes Certified by Entity. After Department staff reconciles the 29.0085 Report, the status will become Verified by DFS. If there are errors, the 29.0085 Report will be placed in Returned by DFS status until the data can be corrected. The user will then log into LOGERX to correct the incorrect data, resubmit the 29.0085 Report, and the 29.0085 Report will be in Re-certified by Entity status.



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### ***Court Report 29.0085 Navigator and Current Information***






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

The **Court Report 29.0085 Navigator** displays each section of the 29.0085 report on the left-hand side of the site. By clicking the radio buttons, each section required for the 29.0085 report submission can be accessed.

- Admin
- Reports
- Errors
- Instructions
- Part A
- Part B
- Part C
- Part D
- Part E
- Certification

Whenever changes are made to the 29.0085 Report, the option to save or undo the changes will be in the Court Report 29.0085 Navigator. **To Submit your 29.0085 Report, you MUST save your progress.** Closing your web browser without saving will erase all unsaved progress.

To navigate to a different fiscal year or quarter after editing your 29.0085 Report, either save or undo any changes made to the 29.0085 Report you are currently on. Otherwise, the buttons will be greyed out.

If you save while completing the 29.0085 Report, any errors (  ) or warnings (  ) will appear in the Tracker to give you information. More information is available in the Errors Section or the Court Reporting 29 Assistance Window (  ). To submit your 29.0085 Report, each section must be completed properly, which is indicated by  . Additionally, completed sections will move from the Not Completed part of the Court Report 29.0085 Navigator to the Completed part. Once your 29.0085 Report is submitted, sections will be locked (  ).



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

**Current Entity**

- Name:
- Entity Type:
- Entity ID:
- Unit Status:
- Creation Date:
- Contacts:
- Can Report:

**Current Court Reporting 29** displays information relevant to the 29.0085 Court Report currently selected on the right-hand side of the site. This information will update as the report is being completed.

**Current Court Reporting 29**

- Year:
- Status:
- Version:
- Part A:
- Part B:
- Part C:
- Part D:
- Part E:
- Revision:



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***Court Report 29.0085 Information Section***

The **History Tab** on the **29.0085 Admin page** lists comments made by Department staff and a history of who changed the status of the report and when.

**Court Reporting 29.0085, F.S. Admin for**

History Documents

History of events regarding the status of the AFR.

Events for current version			
User	Type	Date	Event Detail
DFS_Fleckenstein	status		29.0085 Status: Not Reported




The **Documents Tab** on the **29.0085 Admin page** houses the most recent version of the 29.0085 Report. It is also where the Data Template will be downloaded and uploaded for completion of the report. The Upload Document button will be used to submit the CPA letter. **The CPA letter must state compliance to AICPA standards.**

**Court Reporting 29.0085, F.S. Admin for**

History Documents

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

Documents			
Name	Type	Date	Action
<a href="#">Court Reporting 29.0085, F.S. (PDF)</a>	Report	2024	

 Download a Court Reporting 29.0085 Data Template  
 Click here to upload the Court Reporting 29.0085 Spreadsheet  
 Upload Document



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The **Reports page** houses a .PDF and iXBRL version of the 29.0085 report. Click the green download button to download a copy to your computer.

## Court Report 29.0085 Specific Reports for



Court Reporting 29.0085 (PDF)



Court Reporting 29.0085 (iXBRL)

The **Errors page** will list any mistakes on the 29.0085 report. These errors must be cleared before the 29.0085 report can be submitted.

### Errors in Court Report 29.0085 Data for

Invalid Account Errors			
Invalid accounts			
Account	Dimensions	Value	Messages
Missing fact(s)	PersonName	• Certification page person details=>29.0085 Certifier details	• null • ▲No Certification found



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The **Instructions page** lists the statutes driving the reason for the 29.0085 submission. It details what exactly is required to report with each section and defines what is needed for different sub-sections, like Facility Cost Expenditure or Communications Cost Expenditure.

**Court Reporting 29.0085, F.S., Instructions for**

Introduction | Part A | Part B | Part C | Part D | Part E

Statement of County Funded Court-Related Functions Report

Pursuant to Section 29.0085, Florida Statutes

*Overview*  
 Florida Statute 29.0085 requires a Statement of Revenues and Expenditures of county funded court-related functions to be submitted within 4 months (January 31<sup>st</sup>) of the close of the local government fiscal year (September 30<sup>th</sup>). Each county shall also submit to the Chief Financial Officer (CFO) a statement of compliance from its independent certified public accountant, pursuant to Section 218.39, F.S., that the certified statement of expenditures is in accordance with Sections 29.008 and 29.0085, F.S. All discrepancies noted by the independent certified public accountant shall be included in the statement furnished by the county to the CFO. To meet the 4-month requirement, each county will upload the report (Excel format) and the statement of compliance (PDF format) to LOGERx and certify it by January 31st.

***Court Report 29.0085 Program Sections***

There are five sections that need to be completed, coinciding with statutory requirements: Parts A-E. **While the program information cannot be edited inside LOGERx**, the sections still offer breakdowns of information in an easy-to-read format.

- a. **Part B - Non-Recurring Fixed Capital Outlay Expenditures for**
- b. **Fixed Capital Outlay Cost**

Account Code	State Attorney	Public Defender	Clerk of Courts	State Courts	Guardian Ad Litem	Total
	\$0	\$0	\$0	\$0	\$0	\$0
Facility Construction						\$0
Communications Infrastructure						\$0
Other - Security						\$0

- a. **Section Title** – This will define what section the financial items are for.
- b. **Subsection Title** – This will further define how the different financial items are being used. Part C will have multiple subsections.
- c. **Account Code** – This line defines the different court entities. Part A only has Local Requirements to be reported. Part D requires both Local Requirements and the items listed in the screenshot above.
- d. **Line Items** – LOGERx will detail each revenue/expenditure area that statute requires. Any items that do not have revenues/expenditures can report \$0.

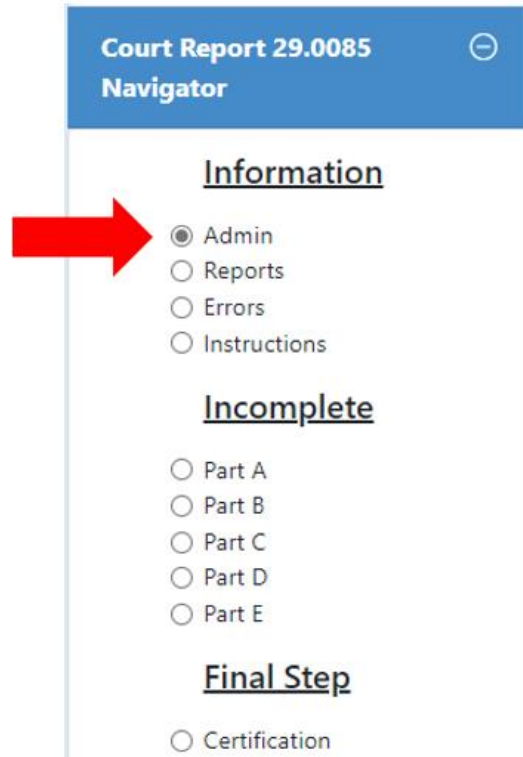


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**Completing the 29.0085 Report**

The LOGERx system **does not** allow for manual submission of the 29.0085 report. The Excel Template must be downloaded, completed, and then uploaded. If any errors are made, corrections must be done on the Excel Template and then re-uploaded into LOGERx.

1. Click on **Admin** in the **Court Report 29.0085 Navigator**.





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2. Navigate to the **Documents** tab and click on **Download a Court Reporting 29.0085 Data Template**.

**!!! Always download a template from the LOGERx website to ensure you are using the most recent version. !!!**


History


Documents


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

**Documents**

Name	Type	Date	Action
<a href="#">Court Reporting 29.0085, F.S. (PDF)</a>	Report	2024	


 Download a Court Reporting 29.0085 Data Template

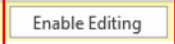
 Click here to upload the Court Reporting 29.0085 Spreadsheet

 Upload Document

3. Open the excel document from the download folder. If necessary, click **Enable Editing** at the top of the sheet.

File Home Insert Page Layout Formulas Data Review View Developer Help

 **PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.







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**Completing Part A-E**

Note: For more detailed instructions for what each part requires, navigate to the **Instructions** page in LOGERx for the full statutory requirements.

Part A tracks revenues. Input the revenues in the appropriate cells in Local Requirements column.

Part B tracks expenditures that have funded fix capital outlay projects. These should **not** include balances received from state or deferral grants. Input the expenditures in the appropriate cells under the proper entity's column.

Part C tracks expenditures dedicated to court related functions as specified in Florida Statute. Input the expenditures in the appropriate cells under the proper entity's column and in the proper expenditure category.

Part D tracks expenditures for all other Local Requirement programs. Allocate the expenditures into the appropriate cells under the proper entity's column. If the Local Requirements aren't clearly defined as a cost to one of the entities, record it in the Local Requirement Column.

Part E tracks non-statutorily required court-related expenditures and does **not** include funding for Local Requirements programs. Input the expenditures in the appropriate cells under the proper entity's column.

Signatures and Phone Numbers are no longer required to complete the 29.0085 Report. These will be submitted in LOGERx itself instead of the Excel Spreadsheet.



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**Uploading the 29.0085 Spreadsheet and CPA Letter**

Once the 29.0085 Excel Spreadsheet has been completed, return to LOGERx. Navigate to the Admin page and click the Documents tab.

**Court Reporting 29.0085, F.S. Admin for**

History **Documents**

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

Name	Type	Date	Action
<a href="#">Court Reporting 29.0085, F.S. (PDF)</a>	Report	2024	

**Documents**

- Download a Court Reporting 29.0085 Data Template
- Click here to upload the Court Reporting 29.0085 Spreadsheet**
- Upload Document

**Choose 29.0085 Court Report**

**Not Submitted**

- 2024 - Not Reported
- 2023 - Not Reported

**Submitted**

**Court Report 29.0085 Navigator**

**Information**

- Admin**
- Reports
- Errors
- Instructions

**Incomplete**

- Part A
- Part B
- Part C
- Part D
- Part E

**Final Step**

Once there, click the green Upload arrow next to “Click here to upload the Court Reporting 29.0085 Spreadsheet.” Select the spreadsheet saved to your computer and upload it. A pop-up will appear, stating that upload was successful.




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Next, click the “Upload Document” arrow. From the pop-up, select “CPA Letter” from the drop-down menu.

Admin Document Upload

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CPA Letter | v

 Upload CPA Letter

Once uploaded, the CPA letter should be visible in the Documents window.

**!!! The CPA letter MUST include attestation that it was performed in accordance with AICPA Standards!!!**



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**Certifying and Submitting the 29.0085 Report**

Once the 29.0085 Excel Spreadsheet and the CPA Letter are uploaded, navigate to the Certification section.

**Court Report 29.0085**   
**Navigator**

**Information**

- Admin
- Reports
- Errors
- Instructions

**Incomplete**

- Part A
- Part B
- Part C
- Part D
- Part E

**Final Step**

-   Certification



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The Certification section is where the electronic signature and contact information are submitted. DFS will no longer require a written signature to be submitted with the 29.0085 report.

**Certifier**

Name:  ⓘ  
Name is required.

Title:  ⓘ  
Title is required.

Phone Number:  ⓘ Extension:   
Phone number is required.

I Agree to the Terms and Conditions above.

Submit Court Report 29.0085

Complete the Name, Title, and Phone Number sections. Then tick the box next to “I Agree to the Terms and Conditions Above.”

Any changes made will prompt a Save and Undo button to appear in the Court Report 29.0085 Navigator.

**Court Report 29.0085** ⊖  
**Navigator**

Save Undo

Information

- Admin
- Reports
- Errors
- Instructions



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Once all Errors have been addressed and the 29.0085 Report has been saved, the “Submit Court Report 29.0085” button on the Certification page will turn green, allowing for submission of the report.

Submitted

**Court Report 29.0085** Navigator

Information

- Admin
- Reports
- Errors
- Instructions

Incomplete

Final Step

- Certification

Completed

- Part A
- Part B
- Part C
- Part D
- Part E

**Certifier**

Name:  ✓

Title:  ✓

Phone Number:  ✓ Extension:

I Agree to the Terms and Conditions above.

**Submit Court Report 29.0085**

Once certified, the status will change from In Progress to Certified by Entity. LOGERx will notify the Local Government team of the certification. If any additional information is required, the team will reach out via email.



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**Correcting Errors for the 29.0085 Report**

The 29.0085 Report should only have two possible errors:

- **CPA Letter:** This error will be present if the CPA letter has not been uploaded into LOGERx. In the Admin section, click the Documents tab. The CPA letter should be uploaded as its own item. If one is not there, follow the steps above to upload it.

Documents			
Name	Type	Date	Action
<a href="#">Court Reporting 29.0085, F.S. (PDF)</a>	Report	2024	
<a href="#">CR 29 CPA LETTER</a>	Cr 29 Cpa Letter	10/10/2024	<a href="#">Delete</a>

- **Certification:** This error will be present if there is missing information in the required certification section. Ensure all proper information has been input into the Certification section and that the “I agree to the Terms and Conditions” box has been checked.