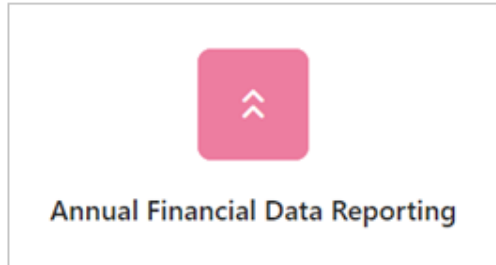


# Fiscal Health Monitoring System Financial Indicator Tile – FYE 2020 Job Aid

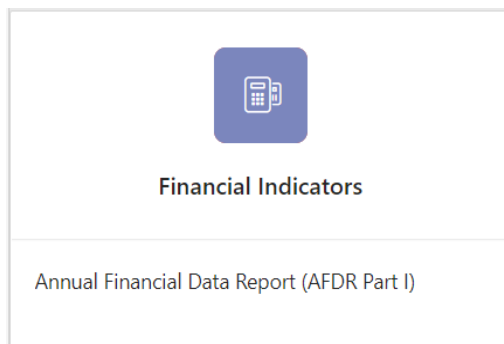


## 1. At the Main Menu – Select Annual Financial Data Reporting Tile

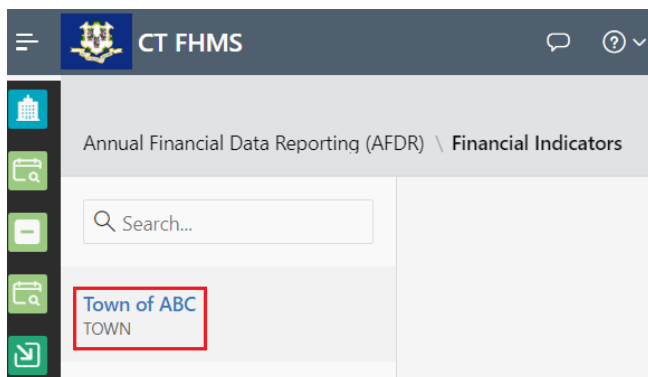


Annual Financial Data Reporting page displays

## 2. Select Financial Indicators Tile



## 3. Select the Entity (Town or City) on the left side



The Create button will display

# Fiscal Health Monitoring System Financial Indicator Tile – FYE 2020 Job Aid



4. Click **Create** on the top right of the page

The Financial Indicators Edit page will display

A screenshot of the CT FHMS (Connecticut Fiscal Health Monitoring System) interface. The page title is "Annual Financial Data Reporting (AFDR) \ Financial Indicators \ Financial Indicators Edit". It includes a "Cancel" button and a "Save" button. The main content area is titled "FINANCIAL STATEMENT INFORMATION" and displays the following details: Year: 2020, Entity Type: TOWN, Entity Name: Town of ABC, Beginning Date: July 01, 2019, End Date: June 30, 2020. A yellow highlighted note states: "The information provided below is derived from your Municipality's Financial Audit Report. \* means that no prior year data was collected." Below this is a section titled "A. STATEMENT OF NET POSITION - GOVERNMENTAL ACTIVITIES" with a sub-heading "ASSETS:". A table is shown with columns for 2020 and 2019. The rows are: A-1 Total Capital Assets Not Being Depreciated and A-2 Total Capital Assets Being Depreciated, Net of Accumulated. The 2020 and 2019 columns are currently empty.

	2020	2019
A-1 Total Capital Assets Not Being Depreciated		
A-2 Total Capital Assets Being Depreciated, Net of Accumulated		

\*Note: At any time, you may click the **Save** button on the top right corner of the form to save your data. We recommend saving often.

5. Enter the information in each field using the financial statements indicated in each heading section

Use the Financial Indicator Manual for help in finding the accurate information for each field.

# Fiscal Health Monitoring System Financial Indicator Tile – FYE 2020 Job Aid



## 6. Entity Certification:

Click the checkbox- *“I certify that the information that has been entered into this form is accurate to the best of my knowledge”*

### Entity Certification

I certify that the information that has been entered into this form is accurate to the best of my knowledge.

*Please allow 10 business days to process this form from date of receipt. If you have any questions, please contact us at [OPM-FHMS@ct.gov](mailto:OPM-FHMS@ct.gov).*

**\*Note:** Only the primary contact has the ability to certify the data. If you are not the primary, you can save the information and have your primary go into the system and certify the data.

A message will display – *Would you like to submit to OPM for approval? Click OK to continue or Cancel to return to the page*

✕

Would you like to submit to OPM for approval? Click OK to continue or Cancel to return to the page

Cancel OK

## 7. Click

**OK**

The page will show you the status of your submission

Annual Financial Data Reporting (AFDR) \ Financial Indicators				
Year	Status	Entity Certification	Auditor Confirmation	OPM Approval
2020	In Progress	Yes	No	No

Town of ABC  
TOWN

1 - 1

# Fiscal Health Monitoring System Financial Indicator Tile – FYE 2020 Job Aid



## 8. Email Notifications:

You will be sent an email from [OPM-FHMS@ct.gov](mailto:OPM-FHMS@ct.gov) letting you know that you have entered and certified your data and it is ready to be looked over by OPM.

End of Process

### To return to the Financial Indicators Edit page – Click Year

Annual Financial Data Reporting (AFDR) \ Financial Indicators


Year	Status	Entity Certification	Auditor Confirmation	OPM Approval
2020	In Progress	Yes	No	No

Town of ABC  
TOWN

1 - 1

The Financial Indicators Edit page will display

### To get back to the main screen:

Click  at the top left corner of the page

The Main Menu will display