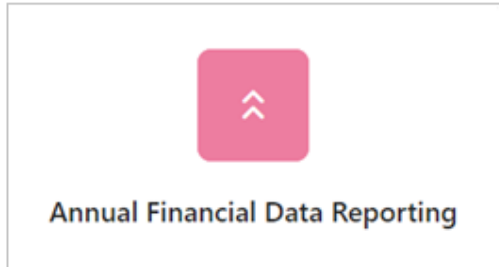


Fiscal Health Monitoring System  
UCOA Tile – FYE 2020  
Job Aid

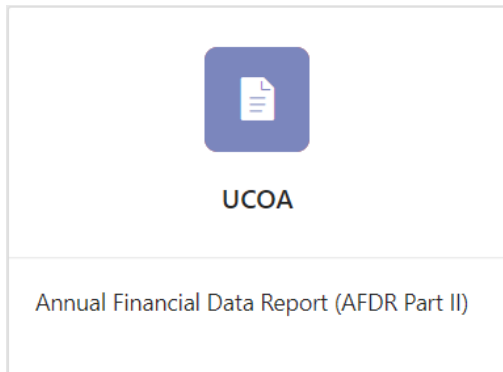


1. At the Main Menu – Select Annual Financial Data Reporting Tile

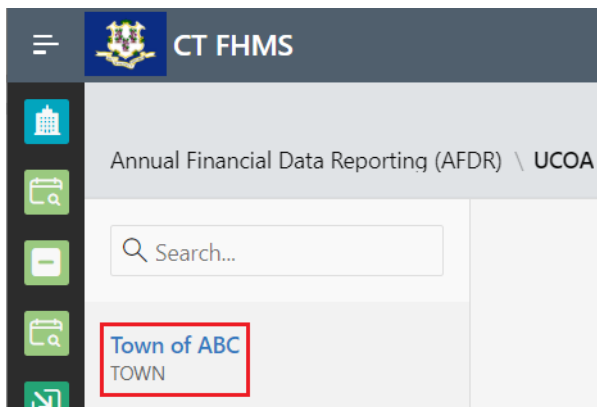


Annual Financial Data Reporting Tiles display

2. Select UCOA Tile



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



The Create button will display

# Fiscal Health Monitoring System UCOA Tile – FYE 2020 Job Aid



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

The UCOA General Fund Expenditure Schedule will display

The screenshot shows the 'UCOA General Fund Expenditure Schedule' form. At the top, it displays 'Annual Financial Data Reporting (AFDR) \ UCOA \ UCOA Edit' with 'Cancel' and 'Save' buttons. The form includes fields for 'Year: 2020', 'Entity Type: TOWN', and 'Entity Name: Town of ABC'. A 'Guidance' button is located to the right of the entity name. Below this is a table titled 'GENERAL FUND EXPENDITURE OBJECTS' with columns for '51000 Salaries/Wages', '52000 Employee Benefits', '50000 Other', and 'Total'. The table lists 'Education' (47) and 'Debt Service' (48) as categories, with sub-entries like '4700 - Board of Education' and '4705 - Regional School District'. All values in the table are currently \$0.

\*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

Use the UCOA Manual for help with finding the accurate information for each field. This can be found by clicking on the **Guidance** button at the top right of the page.

The screenshot shows a summary table with the following data:

51 Total Expenditures (per above)	\$0	\$0	\$0	\$0
52 Total Expenditures (per FS)				\$0
			Difference:	\$0

A yellow note at the bottom states: "Note: Difference amount should be 0 in order to certify."

\*Note: Difference amount should be 0 in order to certify.

# Fiscal Health Monitoring System UCOA 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 display that shows you the status of your submission

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

Town of ABC  
Test Town

1 - 1

**Fiscal Health Monitoring System  
UCOA 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 UCOA Edit page – Click Year**

Annual Financial Data Reporting (AFDR) \ UCOA					
Search...	Year	Status	Entity Certification	Auditor Confirmation	OPM Approval
Town of ABC Test Town	2020	In Progress	Yes	No	No

1 - 1

The UCOA 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