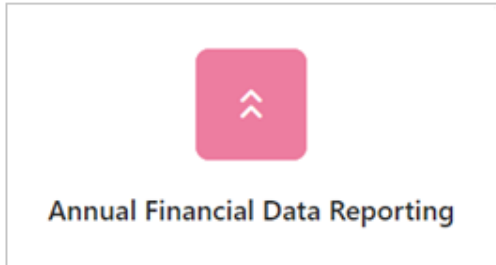


Fiscal Health Monitoring System Financial Indicator Tile Job Aid

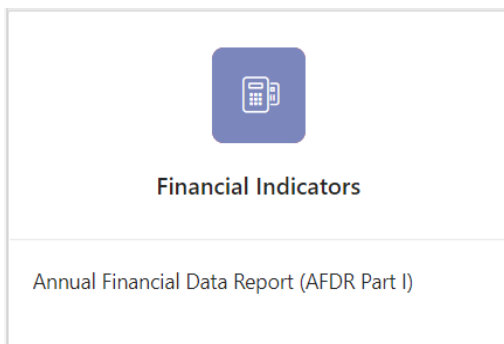


1. At the Main Menu – Select Annual Financial Data Reporting Tile

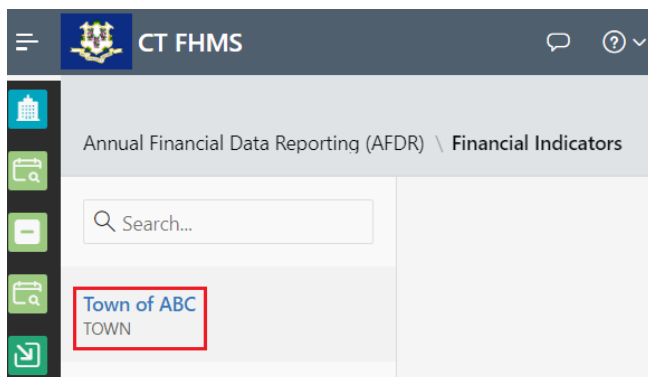


Annual Financial Data Reporting page displays

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 Job Aid



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

The Financial Indicators Edit page for the current fiscal year 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 features a "Cancel" and "Save" button in the top right. 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 for "A. STATEMENT OF NET POSITION - GOVERNMENTAL ACTIVITIES" with a sub-section for "ASSETS:". A table shows data for 2020 and 2019 for two asset categories: "A-1 Total Capital Assets Not Being Depreciated" and "A-2 Total Capital Assets Being Depreciated, Net of Accumulated".

	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 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.

**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

Search...

Town of ABC
TOWN

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

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Fiscal Health Monitoring System

Financial Indicator Tile

Job Aid



8. Email Notifications:

You will be sent an email from 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