

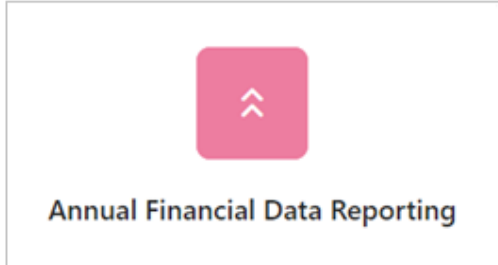
# Fiscal Health Monitoring System

## UCOA Tile

### Job Aid

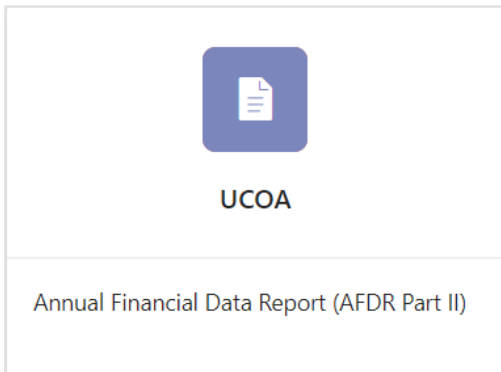


#### 1. At the Main Menu – Select Annual Financial Data Reporting Tile

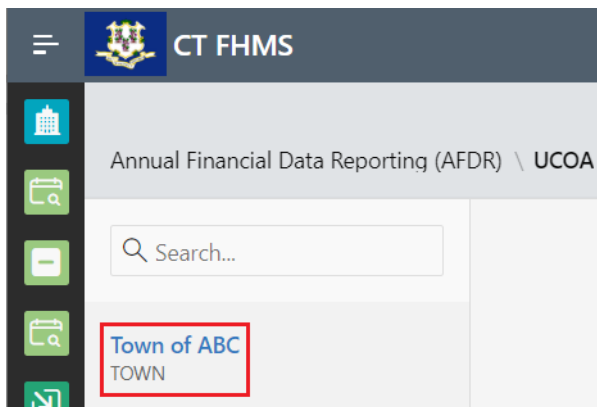


Annual Financial Data Reporting Tiles display

#### 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 Job Aid



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

The UCOA General Fund Expenditure Schedule for the current year will display

Annual Financial Data Reporting (AFDR) \ UCOA \ UCOA Edit Cancel Save

UCOA General Fund Expenditure Schedule

Year: 2020 Entity Type: TOWN Entity Name: Town of ABC Guidance

Function Department	GENERAL FUND EXPENDITURE OBJECTS			Total
	51000 Salaries/Wages	52000 Employee Benefits	50000 Other	
47 Education				
4700 - Board of Education	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4705 - Regional School District			\$0	\$0
<b>Total Education</b>	\$0	\$0	\$0	\$0
48 Debt Service				

\*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.

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

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

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#### 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

The page will display that shows you the status of your submission

Annual Financial Data Reporting (AFDR) \ UCOA

Search...

Town of ABC  
Test Town

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

1 - 1

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#### 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


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

Town of ABC  
Test Town

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