NJ DCA ADS, SDS & AFS User Manual:
Portal

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</tr>
</tbody>
</table>
Access Portal & How to Log In
Once you have registered for portal access, you can now get into the portal.

1. Navigate to https://njdca.dynamics365portals.us
2. Click the Sign In button

![Sign In](image)

3. Enter your user name and password
4. Click Sign In

Navigation
Main Navigation: Header
Let’s first look at and understand how to navigate the header of the DCA Portal.

1. **Home**: The Home icon will always take you back to the main page for the DCA.

2. **FAST**: This is where you will access and build documents for a specific Local Government Entity.

3. **Name**: When you sign-in, you will see your name appear in the top right-hand corner. Click on your name to go to your Profile page or Sign-Out.
FAST Navigation

Click on FAST at the top toolbar

From here, you can select which area you would like to work in: Local Gov’t Entities, Annual Financial Statements, Annual Debt Statements, Budgets, etc.

Select Local Government Entity

From the FAST page of the Portal, you can select a specific Local Government Entity (LGE). You will see a list of LGEs that you have access to. From the list, you can either (1) click the Local Government Entity name in blue text OR (2) click the arrow on the right-hand side of the LGE row to view details associated to that LGE.

Click LGE Name in Blue Text

1. Click LGE Name in blue text
2. The Local Government Entity information displays the following data:
   a. Name
   b. Phone Number
   c. Email
   d. Website
   e. Address
   f. Roster of Officials
   g. Authorized Portal Users
   h. Associated Contacts
   i. Annual Financial Statements
   j. Fire Budgets
   k. Annual Debt Statements
   l. Supplemental Debt Statements

Using Arrows to Navigate LGE
1. From the FAST page of the Portal, click on the arrow to the right of the LGE row you would like to access. Once you click the arrow, you see an option to “View LGE Details”. This will bring you to information page of the LGE as well.

View/Edit Existing ADS, SDS or AFS
There are two ways to open an existing ADS, SDS or AFS. Let’s open an Annual Debt Statement.

On the LGE Page
By scrolling down on the LGE page, you will see different sections for the ADS, AFS, and Budget. Simply click on the Annual Debt Statement name in blue text to open the document.
Using FAST on the Main Navigation

Click on FAST at the top toolbar. Click on Annual Debt Statements.

This will bring you to list of Annual Debt Statements you have access to. Simply click on the arrow next to the ADS you would like to view.

All sections associated with the ADS document will appear. From here, you can jump to any section of the ADS you would like to work on.
When you open an ADS, AFS, Budget, etc., you can access additional sections of each document using the navigation along the left-hand side.

As shown in the above image, by clicking on “Summary”, the FAST system will display all associated Summary information on the right of the navigation bar.

**Working with the ADS, SDS & AFS**

At the end of each section, click the Save button at the bottom of the screen to save all data. When data is saved on the ADS, SDS and AFS, it will kick off many behind the scenes workflows and processes to update many of the read-only fields you will find throughout the portal.

**Field Types**

You will find 3 types of fields on an ADS, SDS and AFS:

1. Editable Fields
2. Read-Only Fields
3. Subsidiary Ledgers
**Editable Fields**

Fields you can edit and add data to will be displayed with an open, white box:

Enter or update data in these fields, and then click **Save** at the bottom.

**Look-Up Fields**

Lookup fields in the portal are displayed like this:

Click the X button to remove data currently in the field. Use the magnifying glass icon to look up a record for this field.

**Read-Only Fields**

There are many read-only fields in many sections of the ADS, SDS or AFS. These fields will not have white boxes and you cannot click in the field. These fields are automatically calculated for you, based on data you add in the editable fields.
Subsidiary Ledgers

The Subsidiary Ledger is a section on the ADS, SDS or AFS that references data from different areas. Here is an example of a Subsidiary Ledger on the Bonds and Notes for Regional Schools section of the ADS:

Adding Data to a Subsidiary Ledger

To add a new line of data to a Subsidiary Ledger, simply click the blue Add button on the right-hand side.

After clicking Add, a pop-up window will open where you can enter details. Here is a sample pop-up window for a Subsidiary Ledger (these will all be unique based on which Subsidiary Ledger you are adding to):
Once you had completed adding details, click the blue **Save** button at the bottom.

**Note:** When you click on **Save**, a confirmation message will appear at the top of the page. It will display, “Submission completed successfully”. This simply means that the action you performed was submitted; you saved the data successfully. This is not to be confused with submitting the document you are working on to the State. Only CFO users can submit the ADS, SDS, AFS, Budget, etc. by using the submit button in the “Submit for Review” section. The “Submit for Review” section is only visible to CFO users.

If you have additional questions, please contact the NJ DCA Help Desk at helpdesk@dca.nj.gov.

**In-Depth Look at the Annual Debt Statement Sections**

Let’s take an in-depth look at each section of the Annual Debt Statement. You can navigate through different areas of the ADS using the left-hand navigation areas.
Summary

The Summary section contains a mix of editable and read-only, calculated fields. Once you have entered data in an editable field (with a white box), make sure to click **Save** at the bottom. This will begin background processing to update values in the read-only fields here and in other areas of the ADS.
### Bonds and Notes for Local School Purposes

The Bonds and Notes for Local School Purposes section has a mix of editable fields where you can add data (with a white box) and read-only, calculated fields.

![Table of Bonds and Notes](image)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Term Bonds</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>2. Serial Bonds</td>
<td>500.00</td>
<td>Authorized but not issued</td>
</tr>
<tr>
<td>3. Temporary Notes</td>
<td>300.00</td>
<td>Authorized but not issued</td>
</tr>
<tr>
<td>4. Total Bonds and Notes</td>
<td>400.00</td>
<td></td>
</tr>
</tbody>
</table>

#### Deductions Applicable to Bonds and Notes for School Purposes

5. Sinking funds on hand for bonds shown as Line 1 but not in excess of such bonds

6. Funds on hand in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes included in Line 4

7. Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes included...

Make sure to click **Save** at the bottom after you have added your data.

### Bonds and Notes for Regional School Purposes

This section has one Subsidiary Ledger.
To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.

In the window that pops up, add data in editable fields. There are several read-only, calculated fields that will populate after you Save & Close this area.
When you are done, click **Submit**.
Bonds and Notes for Utility Fund

This section has one Subsidiary Ledger.

To add new rows of data to this ledger, click the blue Add button at the top right-hand corner of the grid.

In the window that pops up, enter Utility details. Note, Utility Type is a required field. When you have finished adding data, click Save at the bottom.

Other Bonds, Notes and Loans

This section has 7 Subsidiary Ledgers with details for other bonds, notes and loans as well as read-only, calculated fields.
Each Subsidiary Ledger has the same information to be added.

1. To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.

2. In the window that pops-up, type a **Bond Purpose** at the top.
3. Select ADS Bond Group I (which populates the appropriate section of the ADS – for this section, select [i] Other Bonds, Notes & Loans)

4. Select ADS Bond Group II (which populates the appropriate Subsidiary Ledger in this section of the ADS)
5. Select ADS Bond Group III (which populates the appropriate Subsidiary Ledger in this section of the ADS)

6. Add Amount at the bottom
7. Click Save

Deductions Applicable to Other Bonds and Notes
This section has 5 Subsidiary Ledgers and read-only, calculated fields. Each Subsidiary Ledger has the same information to be added.

1. To add new rows of data to this ledger, click the blue Add button at the top right-hand corner of the grid.
2. In the window that pops up, type a **Bond Purpose** at the top

3. Select ADS Bond Group I (which populates the appropriate section of the AFS – for this section, select [ii] **Deductions Applicable to Other Bonds & Notes**)

---

**Bond Purpose**

**ADS Bond Group**

- ADS Bond Group I
- ADS Bond Group II
- ADS Bond Group III

**Amount**
4. Select ADS Bond Group II (which populates the appropriate Subsidiary Ledger in this section of the ADS)

5. Select ADS Bond Group III (which populates the appropriate Subsidiary Ledger in this section of the ADS)

6. Add **Amount** at the bottom

7. Click **Save**
Editable Lines
The following are editable fields in the Deductions section of the ADS. The amounts you enter here will be used in the “total” calculations in the Summary section.

Bonds Authorized/Issued by another Public Body not to be Guaranteed by the Municipality
This section has one Subsidiary Ledger and one read-only, calculated field.

1. To add new rows of data to this ledger, click the blue Add button at the top right-hand corner of the grid.

2. In the window that pops-up, type a Bond Purpose at the top.
3. Select ADS Bond Group I (which populates the appropriate section of the AFS – for this section, select [iii] Bonds authorized/issued by another Public Body to be guaranteed by the municipality)

4. Select ADS Bond Group II (which populates the appropriate Subsidiary Ledger in this section of the ADS)
5. Select ADS Bond Group III (which populates the appropriate Subsidiary Ledger in this section of the ADS)

6. **Add Amount** at the bottom

7. **Click Save**
Special Debt Statement Borrowing Power Available Under NJSA 40A:2-7(f)

This section has editable and read-only, calculated fields.

Add data to the fields with a white box. At the bottom of the section, click **Save** to save your data and run other calculations.

**Obligations NOT Included in Gross Debt**

This section has two Subsidiary Ledgers and two read-only, calculated field.

1. To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.
2. In the window that pops up, type a **Bond Purpose** at the top.

3. Select ADS Bond Group I (which populates the appropriate section of the AFS – for this section, select [iv] **Obligations NOT included in Gross Debt**)

![Create bond purpose](image1.png)

![Select ADS Bond Group I](image2.png)
4. Select ADS Bond Group II (which populates the appropriate Subsidiary Ledger in this section of the ADS)

5. Select ADS Bond Group III (which populates the appropriate Subsidiary Ledger in this section of the ADS)
6. Add **Amount** at the bottom
7. Click **Save**

**Running the ADS Report: Notes, Attachments & Report Generation**

1. Log into the FAST Portal
2. From the ADS, click on the **Notes, Attachments, and Report Generation** section (using the left-hand navigation on the Portal)

3. At the bottom of the Notes and Attachments section, click the **Generate Document** button. Any existing documents will show up above this area (in blue text)
Submit for Review
If you are the CFO, you will see a tab on the ADS labeled Submit for Review. Once you have completed all data entry for the ADS, the CFO can navigate to this section to send the document to the State for review.

In-Depth Look at the Supplemental Debt Statement Sections
Let’s take an in-depth look at each section of the Supplemental Debt Statement. To start a SDS, your ADS must be Filed. The last tab on the ADS left navigation bar is Supplemental Debt Statement. Click on this tab to create an SDS. Just like the ADS, you can navigate through different areas of the SDS using the left-hand navigation bar.
These are the sections displayed for the SDS:

![Image of SDS sections]

**Summary**

This section has all field types:

- Editable fields (with a white box around them)
  - There are 2 look-up fields at the top (Local Government Entity and CFO)
  - There is one Yes/No question at the top (I am swearing that the above statement is true.)
- Read-only, calculated fields
- Subsidiary Ledger
  - Bond Ordinances
After adding data/Subsidiary Ledger details, click the blue **Save** button at the bottom.

### Special Borrowing Power
This section has a mixture of editable and read-only, calculated fields.

![Special Borrowing Power Table](image)

Add data to the fields with a white box. At the bottom of the section, click **Save** to save your data and run other calculations.

### Local School
This section has editable fields and read-only, calculated fields.
Regional School

This section has 2 editable fields (3 Apportionment of Previous Bonds Issued or Authorized: Total and 4 Amt of Apportionment of Proposed Bonds Issued: Total), 3 read-only calculated fields and one Subsidiary Ledger with details about regional school.

1. To add new rows of data to this ledger, click the blue Add Button at the top right-hand corner of the grid.
2. In the window that pops up, select the **SDS Regional School Debt Name** (required) via the lookup field and all other applicable amounts:

![Computation of Regional School Indebtedness](image)

3. After adding data/Subsidiary Ledger details, click the blue **Save** button at the bottom.

**Self Liquidating**

This section has one Subsidiary Ledger.

![Self Liquidating](image)

1. To add new rows of data to this ledger, click the blue **Add** button at the top right-hand corner of the grid.

2. In the window that pops up, enter data for **SDS Self Liquidating Utility Name** and select an option for **Municipal Public Utility Name** (both required)
3. Enter data in other fields
4. Click the blue Save button at the bottom

Running the SDS Report: Notes, Attachments & Report Generation
1. Log into the FAST Portal
2. From the SDS, click on the Notes, Attachments & Report Generation section (using the left-hand navigation on the Portal)
3. At the bottom of the Notes, Attachments & Report Generation section, click the **Generate Document** button. Any existing documents will show up above this area (in blue text). To open the document, click on the blue text. You computer will download the PDF file and you will be able to open and view it.

**Submit for Review**

If you are the CFO, the final tab on the SDS is **Submit for Review**. Once you have completed all data entry for the SDS, the CFO can navigate to this section to send the document to the State for review.

I understand that by clicking the "Submit" button I will be transmitting my complete document package to the State for review under the applicable Statute.
In-Depth Look at the Annual Financial Statement Sections

Let's take an in-depth look at each section of the Annual Financial Statement. You can navigate through different areas of the AFS using the left-hand navigation areas.

General

The General section contains information such as AFS Name, CFO Name, Preparer Name and overall budget numbers. Fill in the editable fields and click **Save** at the bottom to run the automatic calculations.

**Required fields are:**
- AFS Name
- Municipality
- CFY or SFY Date
- CFO Name
- Preparer Name
- Previous Budget Year (CY-1)
- Current Budget Year (CY)
- Last day of Previous Budget Year
- Last day of Current Budget Year
- First day of Current Budget Year
- School Year Levy Start Date - School Year Levy End Date
- Last day of Subsequent Budget Year
Affidavit Cert & Report of Financial Assistance (1a-2)

This section contains a number of editable fields. Once you have added data, click **Save** at the bottom.

Also on the Affidavit Cert & Report of Financial Assistance sheet is the Certifications section. The completion of each applicable certification will populate information from the portal to the various certifications in the generated report. **Note: A new report must be generated in order to see any changes made as a result of adding/modifying a new certification.**
Here is an example of the certification ledger in the budget certification:

Note: When creating certifications for the Tax Collector or Tax Assessor, the individuals that hold those positions within the municipality must be added to FAST as a contact for them to be selected as the Certifier here.

**Trial Balance (Sheets 3-8) & Trust Reserves**
There are many Subsidiary Ledgers in this section with read-only, calculated fields.
Subsidiary Ledgers include:
- Current Fund: Taxes Receivable
- Current Fund: Cash Liability
- Current Fund: Total
- Public Assistance Fund
- Federal & State Fund
- Trust Funds
- Trust Assessment Fund
- Animal Control Fund
- Trust Other Fund
- Municipal Open Space Trust Fund
- Schedule of Trust Fund Deposits & Reserves
- Capital Fund

To add data to a subsidiary ledger, click the **Add** button and enter data on the Trial Balance detail that opens:

- **Title of Account**
- **Trial Balance Type**: The selection on this field will determine which subsidiary ledger the data will appear under
- To populate the line item as a Receivable or Cash Liability, be sure to check “Yes” for the applicable field at the bottom of the ledger.
Note: Many line items within the Trial Balances are linked to other sections of the AFS document and will populate automatically once the sections that correspond to those line items are completed.

Municipal Public Defender Cert. (6a)
This section has a mix of editable fields and read-only, calculated fields.

Editable fields:
- Expended PY (1) $
- Expended PY (1) * %
- Trust Cash Balance End of CY (3)

Read-only, calculated fields:
- Expended PY (2) $
- Difference between 3 – (1+2)
- Amount in excess of amount expended 3 – (1+2)

Trust Assessment Cash and Investments (7)
This section has 5 Subsidiary Ledgers and an area (Totals) with several read-only, calculated fields at the bottom.

Subsidiary Ledgers are for:
- Assessment Serial Bond Issued
- Assessment Bond Anticipation Note Issued
- Other Liabilities - Trust Surplus
- Less Assets
At the bottom of this section, there are calculations in the **Totals** section:

```
Totals
Audit Balance Dec 31, PY 0.01
Receipts - Assessments and Liens 0.01
Receipts - Current Budget 0.02
Disbursements 0.01
Balance Dec 31, CY 0.01
```

**Cash Reconciliation (9, 9a)**

This section has two Subsidiary Ledgers and a few read-only, calculated fields. Subsidiary Ledgers are for:
- Cash Reconciliation Dec 31, CY
- List Banks and Amounts Supporting “Cash on Deposit”
To populate information to the “List Banks and Amounts Supporting ‘Cash on Deposit,’” section, select the Add button and complete the information on the window that appears. “Cash Reconciliation” should be selected for “Other Amount Type.”
Federal and State Grants Received, Appropriated and Unappropriated (10-12)

This section has multiple areas with Subsidiary Ledgers and read-only, calculated fields, including:

- Municipalities & Counties Federal and State Grants Receivable
- Scheduled of Appropriated Reserves for Federal and State Grants
- Schedule of Unappropriated Reserves for Federal and State Grants

Enter data to Subsidiary Ledgers by clicking **Add**. In the new window that opens, enter data then click **Save** at the bottom.
School, Municipal Open Space, County and Special District Taxes (13-15)
This section has multiple sections with editable and read-only, calculated fields. There is one Subsidiary Ledger in the last area of this section.

Areas include:
- Local District School Tax
- Municipal Open Space Tax
- Regional School Tax
- Regional High School Tax
- County Taxes Payable
- Special District Taxes

<table>
<thead>
<tr>
<th>Local District School Tax</th>
<th>Amount Deferred at the start of year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid (Debit)</td>
<td>Jan 1 - Payable 85001-00 (Credit)</td>
</tr>
<tr>
<td></td>
<td>Dec 31 - Payable 85003-00 (Debit)</td>
</tr>
<tr>
<td></td>
<td>Dec 31 - Deferred 85004-00 (Debit)</td>
</tr>
<tr>
<td>Total (DEBIT)</td>
<td>Total (CREDIT)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipal Open Space Tax</th>
<th>Expenditures (Debit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Dec 31, CY 85045-00 (Debit)</td>
<td>CY Levy 85105-00 (Credit)</td>
</tr>
<tr>
<td>Added &amp; Omitted Levy (Credit)</td>
<td>Interest Earned (Credit)</td>
</tr>
<tr>
<td>Total (DEBIT)</td>
<td>Total (CREDIT)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Regional School Tax</th>
<th>Amount Deferred at the start of year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid (Debit)</td>
<td>Jan 1 - Payable 85031-00 (Credit)</td>
</tr>
<tr>
<td></td>
<td>Dec 31 - Payable 85033-00 (Debit)</td>
</tr>
<tr>
<td></td>
<td>Dec 31 - Deferred 85034-00 (Debit)</td>
</tr>
<tr>
<td></td>
<td>Total (DEBIT)</td>
</tr>
</tbody>
</table>
To add detail to the subsidiary ledger in the **Special District Taxes** area, click the blue **Add** button. In the window that appears, add data and click **Save** at the bottom:

**State Library Aid (16)**

This section has 4 Subsidiary Ledgers, editable fields and read-only, calculated fields broken up into a few areas. Areas include:

- Reserve for Maintenance of Free Public Library with State Aid
- Reserve for Expense of Participation in Free County Library with State Aid
- Reserve for Aid to Library or Reading Room with State Aid
- Reserve for Library Services with Federal Aid
General Budget Revenues & Allocation of Current Tax Collections (17, 17a)

This section has one Subsidiary Ledger at the top with many read-only, calculated fields and some editable fields. There are three areas in this section of the AFS:

- Miscellaneous Revenues Anticipated
- Statement of General Budget Revenues
- Allocation of Current Tax Collections

![General Budget Revenues & Allocation of Current Tax Collections (17, 17a)](image)
Add detail to a Subsidiary Ledger by clicking the **Add** button and entering data in the window that opens:

**General Budget Appropriations (18)**

This section of the AFS contains editable and read-only, calculated fields.
Results of Current Year Operation (19)
This section has one Subsidiary Ledger for AFS Other/Debit Credit records. Beneath that are two read-only, calculated fields: Total Debit and Total Credit.

Select **Results of Operations: Current Fund** for Other Debit/Credit Type. Enter fields in the window that appears:
Miscellaneous Revenues Not Anticipated (20)
This section has one Subsidiary Ledger for AFS Other Amount records and one read-only, calculated field: Total.

Select MISCELLANEOUS REVENUES NOT ANTICIPATED for Other Amount Type. Enter fields in the window that appears:
Surplus – Current Fund (21)
This section contains one Subsidiary Ledger for AFS Other Debit/Credit records and a few read-only, calculated fields.

Select **Surplus: Current Fund** for **Other Debit/Credit Type**. Enter fields in the window that appears:
Surplus – Current Fund also contains the Analysis of Balance Dec. 31 of the Current Year, accessed by clicking on the blue text under the “Name” column:

Current Taxes – CY Levy & Accelerated Tax Sale (22, 22a)
The CY Levy section has editable and read-only, calculated fields. There are three areas within this section:

- CY Levy
- (1) Accelerated Tax Sale – Chapter 99
- (2) Tax Levy Sale
State of NJ Senior Citizens and Veterans Deductions (23)
This section has one Subsidiary Ledger and several read-only, calculated fields.

Reserve for Tax Appeals Pending (24)
This section contains editable and read-only, calculated fields.
Reserve for Uncollected Taxes and Amount to be Raised by Taxation (25)
This section contains editable and read-only, calculated fields.

Accelerated Tax Sale – Chapter 99 (25a)
This section has one editable field and eight read-only, calculated fields.
Delinquent Taxes and Tax Title Liens (26)
This section contains editable and read-only, calculated fields.

<table>
<thead>
<tr>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance January 1, CY A, Taxes 83102-00</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Balance January 1, CY B, Tax Title Liens 83103-00</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Collected A, Taxes 83116-00</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Collected B, Tax Title Liens 83117-00</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Balance December 31, CY A, Taxes 83121-00</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Balance Dec 31, CY B, Tax Title Liens 83122-04</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>% of Cash Collections to Adjusted Amt Outstanding</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Max and that may be anticipated in CY 1 83125-00</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

Foreclosed Property (27)
This section is comprised of a few areas:

- Property Acquired by Tax Title Lien Liquidation
- Contract Sales
- Mortgage Sales
- Analysis of Sale of Property
Click **Add** to add data to the Subsidiary Ledger – select appropriate **Foreclosed Property** item for **Other Debit/Credit Type**. Enter fields in the window that appears:
Deferred Charges (28)

The Deferred Charges section has 3 areas:
- Current, Trust and General Capital Funds
- Emergency Authorizations
- Judgements Entered Against Municipality and Not Satisfied

Each area has a Subsidiary Ledger where you can add detail to each and read-only, calculated fields.
Special Emergency (29,30)
The Special Emergency Section is comprised of two areas:
- 5 Year Term: Term Max, Revaluation, Master Plan, Revision & Codification of Ordinance Drainage Maps, Etc.
- 3 Year Term: Damage Caused to Roads or Bridges by Snow, Ice, Frost or Flood

Click Add to add data to the Subsidiary Ledger. Enter fields in the window that appears. Specify Term of 3 years or 5 years:
Bonds and Loans Issued, Outstanding and Debt Service (31-32)
This section has many Subsidiary Ledgers, read-only, calculated fields and a few editable fields.

Subsidiary Ledgers are for the following data areas:

- Municipal General Capital Bonds
- Assessment Serial Bonds
- List of Bonds Issued During CY
- Municipal Green Acres Trust Loan
- Green Acres Trust Loan
- List of Loans Issued During CY
- Type 1 School Term Bonds
- Type 1 School Serial Bond
- List of Bonds Issued During CY
- CY +1 Interest Requirement – Current Fund Debt Only
Debt Service Schedule for BAN’s & Assessment Notes (33, 34)

This section has 2 Subsidiary Ledgers and read-only, calculated fields. The areas are:

- Other than assessment notes
- Assessment notes

Capital Lease Program Obligations (34a)

This section has 2 Subsidiary Ledgers and several read-only, calculated fields. It has 3 areas:
- Leases approved by LFB after July 1, 2007
- Leases approved by LFB prior to July 1, 2007
- Total Program Leads Obligations
In the Subsidiary Ledger detail, be sure to specify Approved by LFB as either After July 1, 2007 or Prior to July 1, 2007. If one of these options is not selected, the obligation will not populate correctly.
Improvement Authorizations (35)
This section has one Subsidiary Ledger and 8 read-only, calculated fields.

General Capital Fund (36-38)
There are multiple Subsidiary Ledgers, editable fields and read-only, calculated fields in this section. Subsidiary Ledgers are for:

- Schedule of Capital Improvement Fund
- Schedule of Down Payments on Improvements
- Capital Improvements Authorized in CY and Down Payments
- Statement of Capital Surplus CY
Editable fields are in the final area of this section, Bonds Issued with a Covenant or Covenants:
Municipalities Only (39)
This section has areas for A through E. All fields are either editable or read-only, calculated.

Utilities
This section has one Subsidiary Ledger.

Click Add to add AFS Utilities detail.

To add data, click Add. In the window that appears, enter data, then click Save. Use the field Examination Type to determine where this data will appear: Preliminary Check or Examined.
Running the AFS Report: Notes, Attachments & Report Generation

1. Log into the FAST Portal

2. From the AFS, click on the Notes, Attachments & Report Generation section (using the left-hand navigation on the Portal)
3. At the bottom of the Notes and Attachments section, click the **Generate Document** button. Any existing documents will show up above this area (in blue text)

![Browser screenshot](image)

**Submit for Review**

For CFO’s, the final tab on the AFS is **Submit for Review**. Once you have completed all data entry for the AFS, the CFO can navigate to this section to send the document to the State for review.

![Submit for Review dialog](image)

**Examined by Audit (1)**

This section has two Subsidiary Ledgers for **Preliminary Check** and **Examined**.
Examined by Audit

Examined by Audit (1)

Preliminary Check

There are no records of this type for this Local Government Entity

Examined

There are no records of this type for this Local Government entity

Save