



## Update: New LOGER/AFR Submission Process

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The Annual Financial Report (AFR) for Fiscal Year 2021-2022 is now available on our Local Government Electronic Reporting in XBRL (LOGERX) website:

<https://logerx.myfloridacfo.gov/Login>

**Please note: This a new system.** Log in credentials used the access the previous system are no longer valid. If you have not set up an user account in the new system, please reach out to [LocalGov@MyFloridaCFO.com](mailto:LocalGov@MyFloridaCFO.com) to gain access to the new system.

Pursuant to Chapter 218.32, F.S., each local government is required to submit an Annual Financial Report (AFR) to the Department of Financial Services no later than 9 months after the end of their fiscal year; which means for the majority of the Local Government entities the due date is June 30, 2023 for the 2021-2022 AFR. In addition, if an entity is required to provide an audit under 218.39, F.S., the entity must submit a copy of the audit report within 45 days after completion of the audit but no later than 9 months after the end of the fiscal year. **Dependent districts should contact their governing authority regarding filing requirements.**

To file the Annual Financial Report (AFR) or to verify the status, please log into the Local Government Electronic Reporting in XBRL (LOGERX) website: <https://logerx.myfloridacfo.gov/Login>. If you do not recall your password, please select the "Forgot your Password?" link and follow the prompts.

If you have an audit completed for the 2021-2022 fiscal year, a PDF copy of the audit report can be uploaded directly into LOGERX or submitted to: [LocalGov@MyFloridaCFO.com](mailto:LocalGov@MyFloridaCFO.com). If you upload the audit report into LOGERX, your audit is counted as submitted. You do not have to upload and email the audit.

### **New for the 2021-2022 AFR:**

- Per [218.32\(1\)\(h\)4, F.S.](#), local governments must file their AFRs in eXtensible Business Reporting Language (XBRL) beginning FY 2022. To accommodate this requirement, local governments may continue to file their AFRs in Excel or manually inputting their information into the new system, and LOGERX will convert the information to XBRL statements on your behalf. Local governments who wish to purchase XBRL software, may do so **but this is NOT a requirement.**

- Local governments who utilize the Excel template function will now have customized templates pre-populated with account codes that are allowed for those local governments:

### Excel

**Step 1: Download a Custom AFR Template**

Blank Template
  Prior Year's AFR Completed Template

Download a custom AFR Data template

Note: If an Account Code is not available in the template, please submit an Account Code bypass request via the Bypass Tab on the Summary Page

Please be sure to not delete any tabs or remove any columns from the template. Do not make any adjustments to the formatting of the template.

**Step 2: Upload a Completed AFR Template**

Balance Sheet
  Revenues
  Impact Fees
  Expenditures
  Long Term Debt
  Supplemental Information
  Affiliate Entities
  Affiliates Supplemental
  Audit
  All

Upload AFR Data to create an AFR version

**Optional: Download a Partially Completed AFR for additional editing, or a complete one for your records**

Excel
  PDF
  XBRL

### XBRL

**Optional: Download completed XBRL AFR instance**

Download AFR data as XBRL instance

**Step 1: Upload AFR Instance Data to Create an AFR**

Upload AFR Instance Data to create an AFR version

**Optional: Download UAS Taxonomy for selected AFR year**

Download UAS Taxonomy for selected AFR year

- LOGGERX clearly shows users where there are errors or missing items via icon indicators on each page, the AFR Assistance notification bar, and the Errors page.

**AFR Navigator**
⊖

- Summary
- Import AFR Data
- Balance Sheet
- Revenues
- Expenditures
- Long-Term Debt
- Supplemental Information
- Affiliated Entities
- Audit
- Certification
- Reports
- Errors

Consider highlighting products or services, sales or promotions, personal bios, and more. Use images that complement your message, and link your images to supporting resources.

**AFR Assistance**
✕

**Revenues (1)**
⤴

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The 'Done' box must be checked if this section is completed.

**Expenditures (1)**
⤵

**Long-Term Debt (1)**
⤵

**Affiliated Entities (1)**
⤵

**Audit (1)**
⤵

**Certification (1)**
⤵

Consider highlighting products or services, sales or promotions, personal bios, and more. Use images that complement your message, and link your images to supporting resources.

- Balance sheet information will be required in AFR reports starting in FY 2022 going forward

Copies of the Uniform Accounting System (UAS) and LOGERX manuals can be found [here](#). The LOGERX manual provides step-by-step instructions on how to file the Annual Financial Report and hosts a Frequently Asked Questions section at the end.

If you have any questions or issues, please do not hesitate to contact [LocalGov@MyFloridaCFO.com](mailto:LocalGov@MyFloridaCFO.com).

