



STATE OF ILLINOIS COMPTROLLER

LOCALLY HELD FUNDS HANDBOOK

Users' Guide
FY 2019

The Locally Held Funds Handbook contains instructions for the Illinois Office of the Comptroller's Locally Held Fund Reporting System.

LOCALLY HELD FUNDS HANDBOOK

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CONTACTS

Please utilize the following contact information when you have questions and/or concerns related to the Locally Held Fund (“LHF”) reporting system.

Functional

For questions related to the LHF reporting system, the C-17 electronic form, and quarterly reporting requirements contact:

Katie Madonia, Director - Financial Reporting

katie.madonia@illinoiscomptroller.gov

217-782-5198

Elizabeth Johnson, Manager - Financial Reporting

elizabeth.johnson@illinoiscomptroller.gov

217-557-3368

Security

For questions regarding passwords and logging into the system:

Comptroller’s Financial Reporting Staff – FinancialReporting@illinoiscomptroller.gov

217-782-2052

LOG IN AND SECURITY

Accessing the system

You should access the system from the Agencies link <https://lhf.illinoiscomptroller.gov>. A link is also available under the Agencies link <http://illinoiscomptroller.gov/>. Click on the LHF link in the sub-menu.

The GAAP Coordinator should complete the Locally Held Fund Registration form to request access for agency representatives and email the form to FinancialReporting@illinoiscomptroller.gov. There are two levels of security for users:

Agency User:

- If the agency/fund combination is not marked complete, the agency user will be able to enter data (edit) and view information (view).
- If the agency/fund combination is marked complete, the agency user will be able to view data.

Agency Manager:

- If the data entry period has not expired, the agency manager can enter data (edit), view information (view), mark the agency/fund as not applicable, and submit the agency/fund.
- If the agency/fund combination is marked complete, the agency manager will be able to view data.

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Password Self-Maintenance

Users should be able to change and reset their own passwords within the system without contacting the IOC. However, if users should need assistance, they may contact the IOC's Financial Reporting Department at 217-782-2052 or FinancialReporting@illinoiscomptroller.gov.

Note: If the user has access to other programs administered by the IOC, resetting the password within LHF will reset the password for all programs (WEDGE/BITS/MyPayStub).

LHF - Reset Password

Form fields:

- Password Show
- Confirm Password Show

Password Policy (Eg: P@ssw0rd)

- Minimum 8 characters
- At least one upper case character
- At least one number (0-9)
- At least one special character (!,@,#,\$,%,&,*?_~-.:)

RESET PASSWORD

[Login](#)

Password Criteria

When entering and/or changing your password, the following password criteria should be adhered to:

- Password length should be a minimum of 8 characters
- At least one upper case alpha character
- At least one numeric character
- At least one special character (non-alpha, non-numeric).

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Logging into the system for New IOC System Users

- 1) A new user will receive an email containing a link to **Create LHF Password** indicating the IOC has processed the **New User Registration Form** submitted by the agency and has added the user to the LHF security system. The email will include a link to **Create LHF Password** along with the new **User ID** and the **Email** address associated with the account.
- 2) A new LHF user should click one time on the **Create LHF Password** hyperlink from the email and should type the new password and confirm password in the space provided and click **RESET PASSWORD**.

LHF - Reset Password

Password Show

Confirm Password Show

! Password Policy(Eg: P@ssw0rd)

- Minimum 8 characters
- At least one upper case character
- At least one number (0-9)
- At least one special character (!, @, #, \$, %, ^, &, *, ? _ ~ - , .)

RESET PASSWORD

[Login](#)

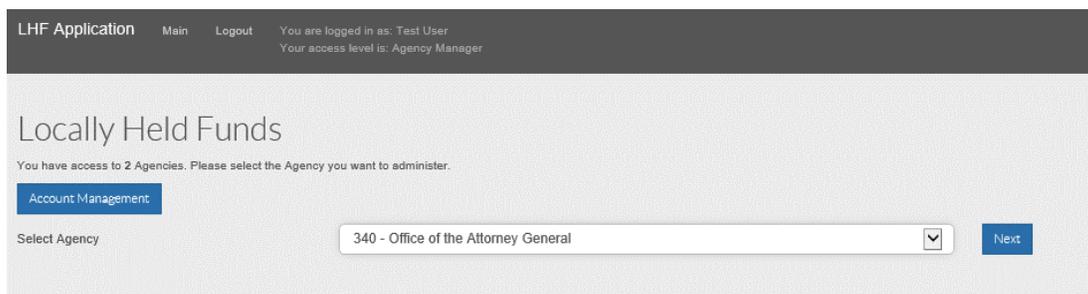
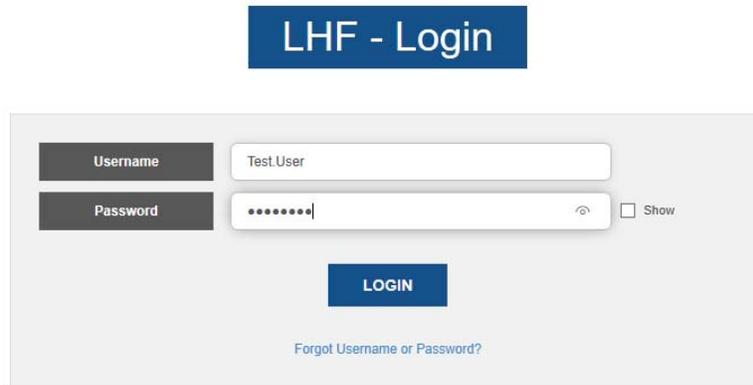
- 3) User will be taken to the following screen where they should click on the hyperlink **Click here to login** or click on the **Login** button.

✓ You successfully reset your password [Click here to login](#)

← LOGIN

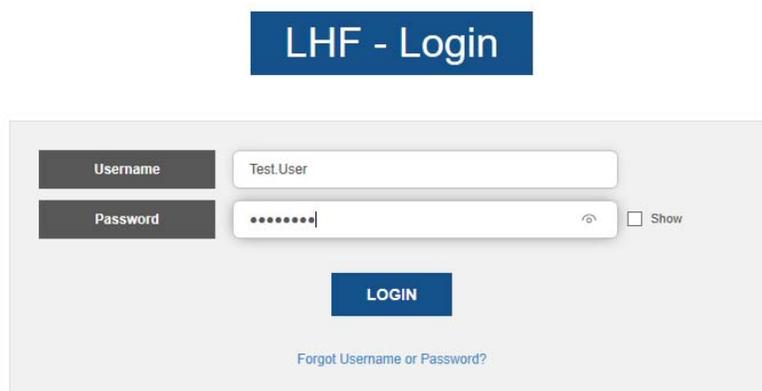
- 4) Enter user name and new password and click **Login** to enter the LHF system.

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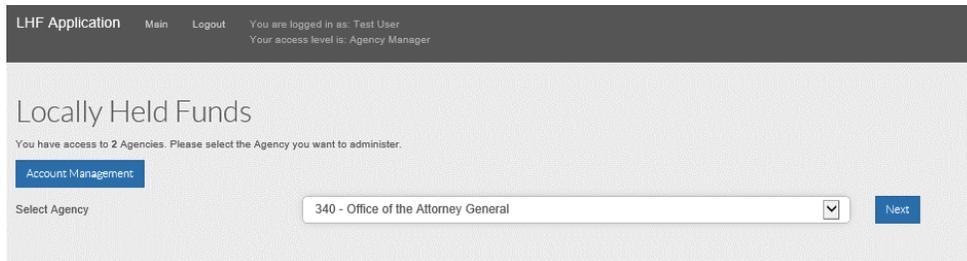


Logging into the system for new LHF Users with access to other programs administered by the Office of the Comptroller (WEDGE/BITS/MyPayStub)

- 1) A new user will receive an email containing a link to ***Open Locally Held Fund*** indicating the IOC has processed the **New User Registration Form** submitted by the agency and has added the user to the LHF security system. The email will instruct the user to click on the link to reach the LHF system and log in using existing credentials.
- 2) Enter existing user name and password and click **Login** to enter the LHF system.

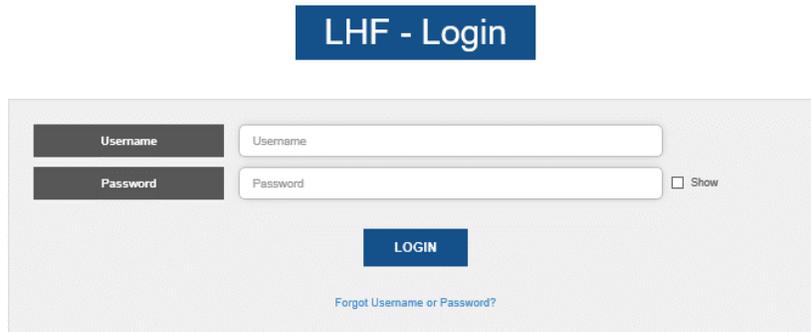


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Logging into the system for Returning Users

- 1) Ensure that you see the following log in screen.



- 2) Type your assigned user name or email in the **User Name** field.



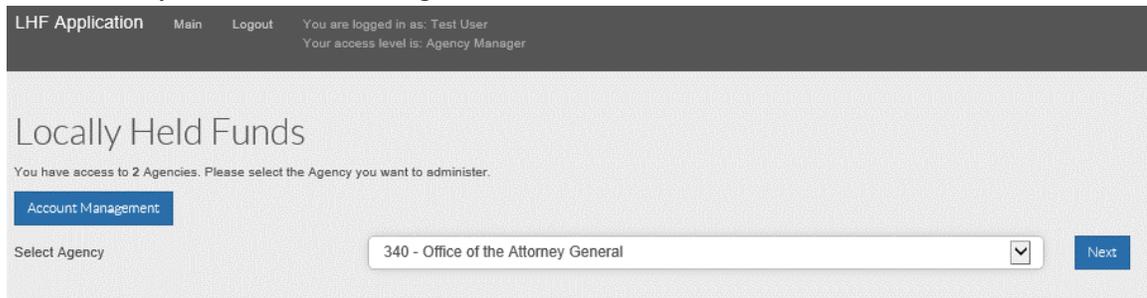
- 3) Type your designated password in the **Password** field.



- 4) Click **Login**



- 5) Ensure that you see the following screen.

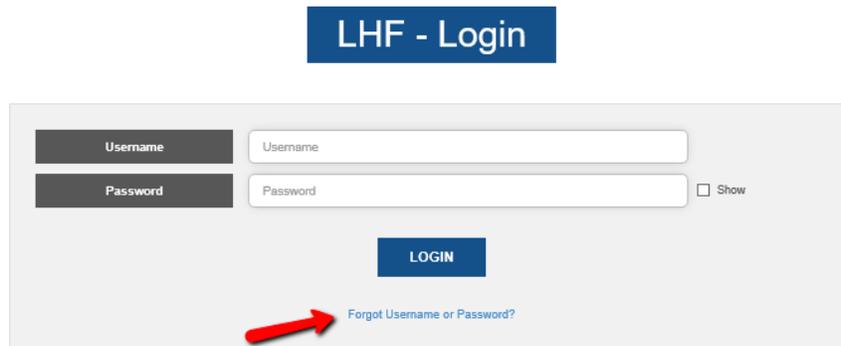


Resetting a Password

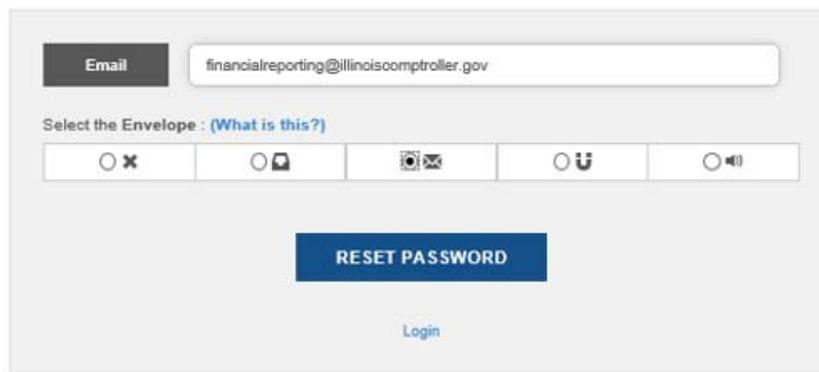
The system will allow you, the user, to reset your own password in those instances where you have forgotten your password or want to change your password for a specific reason.

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- 1) From the logon screen click on the hyperlink *Forgot Username or Password?*.



- 2) Enter your user email address, select the appropriate picture and click on **RESET PASSWORD**.



- 3) A screen will be displayed informing you an email has been sent with a link to change your password.



- 4) The email will contain a link to **ACCEPT PASSWORD RESET REQUEST**. Click on the link and you will be taken to the following screen to change your password. User should type the new password and confirm in the space provided and click **RESET PASSWORD**.

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LHF - Reset Password

The screenshot shows a web form for resetting a password. It has two input fields: 'Password' and 'Confirm Password', each with a 'Show' checkbox. Below the fields is a blue box containing a 'Password Policy' with the following requirements:

- Minimum 8 characters
- At least one upper case character
- At least one number (0-9)
- At least one special character (!, @, #, \$, %, ^, &, *, ?, _ ~, -, .)

At the bottom of the form is a blue 'RESET PASSWORD' button and a 'Login' link.

- 5) The following screen will confirm the password was successfully reset. Click on the hyperlink *Click here to login* or the **Login** button.



← LOGIN

- 6) Enter user name and new password and click **Login** to enter the LHF system.

LHF - Login

The screenshot shows a web form for logging in. It has two input fields: 'Username' with the value 'Test User' and 'Password' with masked characters and a 'Show' checkbox. Below the fields is a blue 'LOGIN' button and a 'Forgot Username or Password?' link.

Logging Out

To log out of the system, simply close the browser window or click the **Logout** link.

LHF Application

Main

Logout

You are logged in as: Test User

Your access level is: Agency Manager

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DATA ENTRY

Home Page and Icons



User should choose their agency, and then click on the **Next** button. The user is then taken to the C-17 Home Page for the chosen agency. This page contains a listing of the valid funds for that agency. If there are divisions in the fund, there is a green + sign to the left of the Fund number. The user will need to click on the + sign to display the separate divisions for that fund.

NOTE: If a fund or division does not appear on the screen, contact the IOC's Financial Reporting Department at 217-782-2052 or FinancialReporting@illinoiscomptroller.gov. If the Agency needs to establish a new LHF, refer to SAMS Manual 09.10.40 for a description of the creation of funds process and the form C-68 at SAMS Manual 09.20.10.

Agency: 478 - Department of Healthcare and Family Services

[SELECT ANOTHER AGENCY](#)

Current Period: Fiscal Year: 2019 Quarter: 2
Due Date: 01/31/2019

Prior Period: Fiscal Year: 2019 Quarter: 1
Due Date: 10/31/2019
[Access Prior Quarter](#)

Records found: 3
Show entries Search:

Fund#	Fund Name / Division No#	Division Name	Edit	View / Print Report	Not Applicable	Mark Complete
1146	Public Assistance Emergency Revolving Fund				Not Applicable	Out of Balance
1404	Medical Assistance Dental Reimbursement Revolving Fund				Not Applicable	Out of Balance
2957	Child Support Enforcement Trust - State Disbursement Unit Fund				Not Applicable	Out of Balance

The pencil icon is used for data entry and the magnifying glass icon is used to view reports. There is also a “Not Applicable” column that allows a user to mark a fund as having no activity for a quarter. This would be used when there is no beginning balance, no receipts, no disbursements, and no ending balance for the quarter. There is an edit that prevents a fund from being marked “Not Applicable” if there is a beginning balance. If a

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fund is believed to be “Not Applicable,” the IOC should be contacted for further discussion on whether the fund should be dissolved.

The “Mark Complete” column is used when data entry is final. Only the Agency Manager has access to mark a report complete. Once the fund is marked complete, no more editing can be done to the fund; therefore, the pencil icon is no longer available. The user can still view the report. If the fund is out of balance, it cannot be marked complete. The **Mark Complete** hyperlink will instead show **Out of Balance**.

Agency: 478 - Department of Healthcare and Family Services

[SELECT ANOTHER AGENCY](#)

Current Period: Fiscal Year: 2019 Quarter: 2
Due Date: 01/31/2019

Prior Period: Fiscal Year: 2019 Quarter: 1
Due Date: 10/31/2019

[Access Prior Quarter](#)

Records found: 3
Show 10 entries Search:

Fund#	Fund Name / Division No#	Division Name	Edit	View / Print Report	Not Applicable	Mark Complete
1146	Public Assistance Emergency Revolving Fund					Submitted
1404	Medical Assistance Dental Reimbursement Revolving Fund				Not Applicable	Out of Balance

Data Entry

To begin data entry, click the pencil icon in the “Edit” column for the applicable fund. The system automatically displays the applicable fiscal year and quarter.

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Agency: 478 - Department of Healthcare and Family Services

Fund: 2957 Child Support Enforcement Trust - State Disbursement Unit Fund

Division 000 - Default

Fiscal Year: 2019 Quarter: 2

Receipts, Disbursements, Assets

Instructions:

All amounts should be entered to the nearest dollar. When data entry is complete, press the "Update" button. Note that you can still change amounts until you mark the report complete. The accounts that appear below are based on your previous quarter's submission. If you need a new account click on the "Click here to Add a New Account" button below.

[Click here to Add a New Account](#) [Return](#) [Print](#)

Beginning of Year Balance: \$ 1,861,498

ERROR: Beginning of Year Balance [1,861,498] + Total Receipts [0] - Total Disbursements [0] ≠ End of Period Balance [0]

Out of Balance by: \$ 1,861,498

This screen will appear the first time the system is accessed. There will be no accounts. The user will need to add the accounts desired. To add accounts, the user clicks the **Click here to Add a New Account** button. In succeeding quarters, the system will display the accounts that were used in the previous quarter. This screen will only be required for newly created funds or if a new receipt or disbursement account is needed to report current quarter information.

You are adding a New Account for:

Fund: #2957 - Child Support Enforcement Trust - State Disbursement Unit Fund

Division 000 - Default

Fiscal Year 2019 Quarter: 2

Account

After Add, Add Another

After Add, Return to Data Entry Form

Cancel Add and just return to Data Entry Form

Asset
0111 - Investments
Disbursement
1100 - Personal Services
1160 - Retirement
1170 - Social Security
1180 - Group Insurance
1200 - Contractual Services
1244 - Legal Fees
1290 - Travel
1298 - Purchase of Inv
1300 - Commodities
1302 - Printing
1500 - Equipment
1560 - Library Books
1600 - Electronic Data Processing
1700 - Telecommunications
1800 - Operations of Automotive
1899 - Automobile Expenses, Not elsew
4496 - Boarding out of State Wards
6600 - Permanent Improvements
7700 - Transportation & Related Cons
8800 - Debt Service
9998 - Cost of Sales
Receipt
0803 - Bond Issue Proceeds
0806 - Bond Operations
0824 - Auxiliary Enterprises
0924 - Federal Government

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When the **Click here to Add a New Account** button is activated, the user is taken to the above screen. Select the account that needs to be added from the account drop down box and click the **ADD** button. If you are adding multiple accounts, be sure to select the *After Add, Add Another* button after each addition. Each account must be added individually; however, this will ensure user stays on the New Account screen. The *After Add, Return to Data Entry Form* button is the default. There is also a button that allows the user to *Cancel Add and just return to Data Entry Form*.

After the final account is added, the user should ensure that the *After Add, Return to Data Entry Form* button is selected and he/she will be returned to the main data entry page.

Entering Data for a Quarter

The screenshot displays two data entry sections: Receipts and Disbursements. Each section has a table with columns for Account Num, Account Name, and Account Amount. The Receipts section includes a Total Receipts row and an Update button. The Disbursements section includes an Add Other button, a note for account 5555, a sub-table for account 5555 details, and a Total Disbursements row with an Update button.

Account Num	Account Name	Account Amount
0861	Miscellaneous	49,059
0870	Private Organizations or Indiv	624,347,988
Total Receipts		624,397,047

[Update](#)

Account Num	Account Name	Account Amount
4400	Awards or Grants	582,511,128
5555	Add Other	1,323
Account 5555 - Other details (Note: Setting an amount to zero will delete that record)		
Description	Amount	
Payment for fees	1,323	
9900	Refunds	1,153,543
9999	Fund Transfers Out	40,427,025
Total Disbursements		624,093,019

[Update](#)

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Assets		
Account Num	Account Name	Account Amount
0105	Cash	<input type="text" value="2,165,526"/>
Total Assets		<input type="text" value="2,165,526"/>
<input type="button" value="Update"/>		

Amounts should be entered as whole numbers. Total receipts, total disbursements, and total assets should be entered. Comments up to 100 characters are allowed. When data entry is complete, click the **Update** button. This will save the data entry. If the user navigates away from the form without saving, all data entry will be lost.

If there are no errors, the system returns the completed data entry screen with the message “The form has been successfully updated.”

Fiscal Year: 2019 Quarter: 2

Receipts, Disbursements, Assets

Instructions:

All amounts should be entered to the nearest dollar. When data entry is complete, press the "Update" button. Note that you can still change amounts until you mark the report complete. The accounts that appear below are based on your previous quarter's submission. If you need a new account click on the "Click here to Add a New Account" button below.

Beginning of Year Balance: \$ 1,861,498

The form has been successfully updated

If the form is out of balance, the system returns a message indicating that it is out of balance, and the amount that the form is off.

Beginning of Year Balance: \$ 1,861,498

ERROR: Beginning of Year Balance [1,861,498] + Total Receipts [624,397,046] - Total Disbursements [624,093,019] ≠ End of Period Balance [2,165,526]

Out of Balance by: **\$1**

To add an account that is not identified in the list of accounts, choose Account 0999 - Other for Receipts or 5555 - Other for Disbursements.

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When you return to the main data entry screen, the 0999 Receipt account or 5555 disbursement account will be displayed, with an **Add Other** button under the Account Name field. To add an “Other” description and amount click on the **Add Other** button. The user can then provide a description and an amount.

The screenshot shows the data entry interface. At the top, the account code '5555' is displayed next to an 'Add Other' button and a text input field containing '1,323'. Below this is a note: 'Account 5555 - Other details (Note: Setting an amount to zero will delete that record)'. A table with two columns, 'Description' and 'Amount', is shown. The first row contains 'Payment for fees' and '1,323'. Below the table are rows for other accounts: '9900 Refunds' with '1,153,543' and '9999 Fund Transfers Out' with '40,427,025'. A 'Total Disbursements' row shows '624,093,019'. An 'Update' button is located at the bottom.

Description	Amount
Payment for fees	1,323
9900 Refunds	1,153,543
9999 Fund Transfers Out	40,427,025
Total Disbursements	624,093,019

Multiple “Other” accounts can be added to a fund. The total of all “Other” accounts will be shown on the row with 0999 or 5555, respectively. (Note: to remove an “Other” line, enter a \$0 in the amount field and click **Update**.)

Viewing the Quarterly Report

After entering all data for Receipts, Disbursements, and Assets, the User can view the report. From within the Data Entry screen, the user can click on the **Print** button and a PDF copy of the draft report will open.

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Receipts, Disbursements, Assets

Instructions:

All amounts should be entered to the nearest dollar. When data entry is complete, press the "Update" button. Note that you can still change amounts until you mark the report complete. The accounts that appear below are based on your previous quarter's submission. If you need a new account click on the "Click here to Add a New Account" button below.

[Click here to Add a New Account](#) [Return](#) [Print](#) 

The user must return to the main agency screen by clicking the **Return** button.

Agency: 478 - Department of Healthcare and Family Services

Fund: 2957 Child Support Enforcement Trust - State Disbursement Unit Fund

Division 000 - Default

Fiscal Year: 2019 Quarter: 2

Receipts, Disbursements, Assets

Instructions:

All amounts should be entered to the nearest dollar. When data entry is complete, press the "Update" button. Note that you can still change amounts until you mark the report complete. The accounts that appear below are based on your previous quarter's submission. If you need a new account click on the "Click here to Add a New Account" button below.

[Click here to Add a New Account](#) [Return](#) [Print](#) 

The user may also view quarterly reports from the main screen. Click on the View/Print Report Icon (the Magnifying Glass) for the selected fund.

Fund#	Fund Name / Division No#	Division Name	Edit	View / Print Report	Not Applicable	Mark Complete
1146	Public Assistance Emergency Revolving Fund				Not Applicable	Mark Complete
1404	Medical Assistance Dental Reimbursement Revolving Fund				Not Applicable	Out of Balance
2957	Child Support Enforcement Trust - State Disbursement Unit Fund		 		Not Applicable	Mark Complete

After clicking the Magnifying Glass, the following screen appears, where the user can choose the fiscal year and quarter for the report, as well as the output format. The output format can either be Web or PDF. If you choose **Web**, it will open as a page in the web browser. If **PDF** is chosen, A pop-up message will appear asking if you want to open or save the PDF.

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Individual Agency Report

Agency: 478 - Department of Healthcare and Family Services

Fund: 2957 - Child Support Enforcement Trust - State Disbursement Unit Fund

Division 000 - Default

Select Fiscal Year

Quarter

Output Format

Locally Held Funds Report Form C-17

Agency:	478 - Department of Healthcare and Family Services		
Fund:	2957 - Child Support Enforcement Trust - State Disbursement Unit Fund		
Division:	000 - Default	Fiscal Year / Quarter	2019 / 2

Fiscal Year to Date Activity
(Rounded to Nearest Dollar)

Year to Date Receipt Activity:			Year to Date Disbursement Activity:		
Account	Account Name	Amount	Account	Account Name	Amount
0861	Miscellaneous	49,059	4400	Awards or Grants	582,511,128
0870	Private Organizations or Indiv	624,347,988	5555	Other - Payment for fees	1,323
Total Receipts:		\$ 624,397,047	9900	Refunds	1,153,543
			9999	Fund Transfers Out	40,427,025
			Total Disbursements:		\$ 624,093,019

Beginning of Year Balances:		End of Period Balances:	
Cash on Hand in Banks	1,861,498	Cash on Hand in Banks	2,165,526
Investments	0	Investments	0
Total	\$ 1,861,498	Total	\$ 2,165,526

Responsible Official	Date	Telephone Number
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Submitting the Quarterly Report

Once the Agency Manager has reviewed the report, he or she must submit the report to the Office of the Comptroller. The user must return to the main agency screen by clicking the “Return” button. Once back to the list of funds, click on the hyperlink “Mark Complete” to submit the form.

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Fund#	Fund Name / Division No#	Division Name	Edit	View / Print Report	Not Applicable	Mark Complete
1146	Public Assistance Emergency Revolving Fund				Not Applicable	Mark Complete
1404	Medical Assistance Dental Reimbursement Revolving Fund				Not Applicable	Out of Balance
2957	Child Support Enforcement Trust - State Disbursement Unit Fund				Not Applicable	Mark Complete

Once the hyperlink has been selected, the screen will show the fund as being submitted, and no additional edits to the form can be made by the agency. Any additional revisions will need to be made by the IOC.

Fund#	Fund Name / Division No#	Division Name	Edit	View / Print Report	Not Applicable	Mark Complete
1146	Public Assistance Emergency Revolving Fund				Not Applicable	Mark Complete
1404	Medical Assistance Dental Reimbursement Revolving Fund				Not Applicable	Out of Balance
2957	Child Support Enforcement Trust - State Disbursement Unit Fund					Submitted

The final report can then be viewed and will contain the signature of the Agency Manager and completion date.

Individual Agency Report

Agency: 478 - Department of Healthcare and Family Services

Fund: 2957 - Child Support Enforcement Trust - State Disbursement Unit Fund

Division 000 - Default

Select Fiscal Year:

Quarter:

Output Format:



