



Dave Yost
Auditor of State

From: Auditor of State's Audit Administration
To: All IPAs
Subject: Additional Auditor of State IPA Portal Functionality –
Access to Client Data including Annual Financial Data
Reporting System (AFDRS) Filings
Date: April 6, 2015

The IPA Portal has a new address <https://ipaportal.ohioauditor.gov> Please update any favorites to reflect this new address.

In our continuing effort to provide additional functionality through the Auditor of State's (AOS) IPA Portal, we have updated the functionality to allow your firm's designated contact(s) direct access to client data for your firm's current clients, including their Annual Financial Data Reporting System (AFDRS) filings.

AFDRS is an Internet based application that allows certain financial statement, debt, and demographic data to be entered and transmitted to the AOS to satisfy the financial statement filing requirements prescribed by the Ohio Revised Code (ORC) and the Ohio Administrative Code (OAC). Implementation has been occurring in phases, with cities and counties required to file via AFDRS beginning with the period ended December 31, 2013; schools, community schools and educational service centers beginning with the period ended June 30, 2014; and villages, townships and libraries beginning with the period ended December 31, 2014. All other entities required to file their financial data with the AOS will be required to file via AFDRS for their 2015 year-end filing.

Initial AFDRS filings only required submission of select financial information; however, beginning with the December 31, 2014 filings for cities and counties, entities will also be required to submit their full unaudited financial statements via AFDRS.

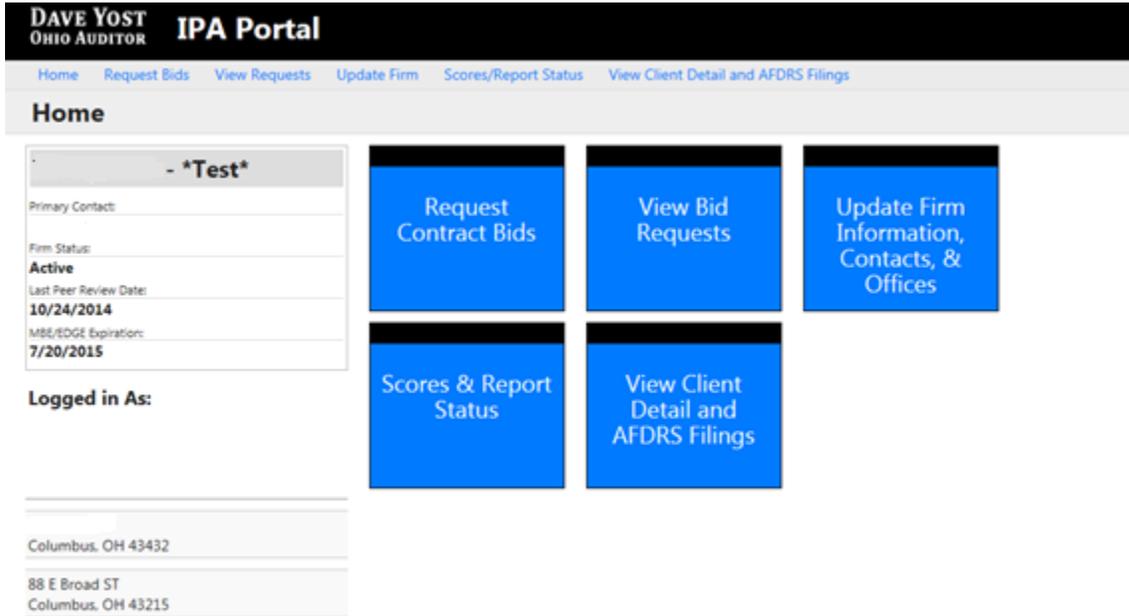
We are providing access to your clients' data, including their AFDRS filings, in order for your firm to:

- Have access to client information and the ability to update client contact information with the AOS;
- Have immediate access to client unaudited financial information filed via AFDRS and;
- Enable testing for filing compliance with *Ohio Compliance Supplement* Section 1-16: OAC 117-2-03(B) and ORC 117.38 and 1724.05.

To view Client Detail and access AFDRS filings:

Log into the IPA Portal at: <https://ipaportal.ohioauditor.gov>

To Access client contact information and view financial data filings with the Annual Financial Data Report System (AFDRS), select “**View Client Detail and AFDRS Filings.**”



The Client Listing will include the Client ID, Client Name and County for each client currently under an open contract with the IPA firm. To access the detail information for a specific client, click on the client name.

DAVE YOST OHIO AUDITOR IPA Portal		
Home Request Bids View Requests Update Firm Scores/Report Status View Client Detail and AFDRS Filings		
Client Listing		
Client ID	Client Name	County
32D79	Anderson Township	Hamilton
06B29	City Of Beavercreek	Greene
06B98	City Of Dayton	Montgomery
06B31	City Of Fairborn	Greene
06C00	City Of Huber Heights	Montgomery
06C01	City Of Kettering	Montgomery
06C46	City Of Mason	Warren
06C02	City Of Miamisburg	Montgomery
06C54	City Of Rossford	Wood
06B41	City Of Sharonville	Hamilton
06C08	City Of Vandalia	Montgomery
32D80	Colerain Township	Hamilton
25A31	Columbus Baseball Team, Inc.	Franklin
29E19	Great Oaks Institute of Technology and Career Development	Hamilton
25A43	Great Parks of Hamilton County	Hamilton
21A31	Greater Cincinnati Insurance Consortium	Hamilton
09C58	Greater Ohio Virtual School	Warren
99B23	Hamilton County Mental Health and Recovery Services Board	Hamilton
29C28	Lakota Local School District	Butler
29J10	Lebanon City School District	Warren
29E04	Loveland City School District	Hamilton
29E07	North College Hill City School District	Hamilton
37A35	Northern Area Water Authority	Miami
29E08	Norwood City School District	Hamilton
29E16	Oak Hills Local School District	Hamilton
29J77	Princeton City School District	Hamilton
29C29	Ross Local School District	Butler
32D88	Sycamore Township	Hamilton

The Customer Detail will provide the contact information as known to the Auditor of State and access to the annual financial data filings in AFDRS.

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Please contact IPACorrespondence@ohioauditor.gov if you:

- Forgot your login ID.
- Are otherwise unable to access your account.
- Are having difficulty updating your account information.
- Have other questions about your account.

AFDRS Data will include the financial data inputted into the system by the Client, and if applicable, a PDF file of the unaudited financial statement compilation. To access the AFDRS Data Viewer, click on the applicable year under the “Years” column of the AFDRS Data table. To access the unaudited financial statement compilation, click on the file name for the applicable year located in the “FS Upload” column. The PDF document filed by the client will open and can be saved. (Note: The full financial statement upload is a new requirement for years ended after December 31, 2014 beginning with cities and counties. Libraries, townships and villages filings with AFDRS for the year ended December 31, 2014 were not required to include a PDF file. Future filings by all clients with a filing requirement will require a PDF of the unaudited financial statement compilation (i.e. Schools, educational service centers and community schools for fiscal year ending June 30, 2015; Libraries, townships and villages for year ending December 31, 2015; and All other clients with years ending in FY 15.)

The AFDRS Data viewer provides the information filed by the client for the year indicated. The data can be exported to an excel worksheet by clicking the “Export to Excel” link.

AFDRS Data Viewer
City Of Kettering 06C01 - (2014 - GAAP)
[Export to Excel](#)

Statement Of Net Position - Governmental Activities	Filed Amount (Unaudited)
- Assets -	
Cash And Cash Equivalents	\$0.00
Investments	\$106,472,510.00
Inventory Held For Resale	\$0.00
Materials And Supplies Inventory	\$781,019.00
Accrued Interest Receivable	\$759,246.00
Accounts Receivable	\$694,126.00
Internal Balances	\$0.00
Intergovernmental Receivable	\$0.00
Prepaid Items	\$54,713.00
Income Tax Receivable	\$8,916,700.00
Property Taxes Receivable	\$8,019,368.00
Special Assessments Receivable	\$790,000.00
Revenue In Lieu Of Taxes Receivable	\$0.00
Due From Other Governments	\$2,063,420.00
Notes Receivable	\$0.00
Loans Receivable	\$826,731.00
Investment In Joint Venture	\$0.00
Restricted Assets	\$0.00
Advances To Other Funds	\$0.00
Nondepreciable Capital Assets	\$13,254,293.00
Depreciable Capital Assets	\$280,631,204.00
Less Accumulated Depreciation	(\$134,901,414.00)
Other Assets	\$0.00

Request Customer Address Change - If the contact information is out of date and requires changes, please click on “**Request ‘BILL TO’ Address Change.**” This will bring up a Request Customer Address Change screen.

– Complete changes under the Updated Address section. Please ensure the current client email address is included. This email address will be used to send the client links to AFDRS for filing

the annual report and for the IPA billing process. When changes have been added, click on “Send Request.”

The screenshot shows the 'Request Customer Address Change' form in the IPA Portal. The header includes the logo for Dave Yost, Ohio Auditor, and the title 'IPA Portal'. A navigation bar contains links for Home, Request Bids, View Requests, Update Firm, Scores/Report Status, and View Client Detail and AFDRS Filings. The form itself is titled 'Request Customer Address Change' and contains the following fields and sections:

- Customer Name:** City Of Kettering
- Customer Number:** 06C01
- Customer Type:** City
- Region:** West
- Address Type:** [BILL TO - (where the invoice is mailed)]
- Current Address:** Assistant Fin... (with fields for Address Line 1, 2, 3, City: Kettering, State: OH, Zip, County: Montgomery, Phone, Fax, Email)
- Updated Address:** Assistant Fin... (with fields for Address Line 1, 2, 3, City: Kettering, State: OH, Zip: 45429-2799, County: Montgomery, Phone, Fax, Email)
- Reason:** [Text area]
- Send Request** button

At the bottom of the form, there are two identical blocks of text: 'Please contact IPACorrespondence@ohioauditor.gov if you: Forgot your login ID. Are otherwise unable to access your account. Are having difficulty updating your account information. Have other questions about your account.'

We are aware that as we continue to add functionality to the IPA Portal, we will also need to expand access to some functions to other individuals from your firm. It is also important that your firm’s contact information is updated as changes occur.

Questions and Concerns

We appreciate your firm’s continued support, cooperation, and patience as we enhance the IPA contracting process. If you have any questions or concerns, please email IPACorrespondence@ohioauditor.gov.