

WILLIAM MCNAMARA Comptroller

Commonwealth of Massachusetts

OFFICE OF THE COMPTROLLER

One Ashburton Place, 9th Floor Boston, Massachusetts 02108 (617) 727-5000 Macomptroller.org



TO:	Chief Fiscal Officers
FROM:	Jeffrey Shapiro, First Deputy Comptroller
Date:	July 11, 2022
RE:	Fiscal Year 2022 Statutory Receivable Instructions

Comptroller Memo FY#2022-29

Executive Summary

The statutory receivable instructions provide guidance to departments on reporting receivables due from a governmental body that are related to expenses incurred on or before June 30th and where the revenue is received by the Commonwealth between July 1st and August 31st. The preliminary estimate is due on August 2nd and the final report is due on September 2nd.

The Office of the Comptroller (CTR) annually prepares the Statutory Basis Financial Report (SBFR), which includes an overview of the activity and balances of budgeted funds, nonbudgeted special revenue funds, capital project funds, and the non-appropriated funds of higher education. This overview of fund activity includes statutory receivables as defined below.

Statutory receivables are defined as receivables due from a governmental body that are related to expenses incurred on or before June 30th and collected between July 1st and August 31st. The funds included in this exercise are listed on Attachment 1. CTR will centrally compile and report the statutory receivable amounts for all federal grant awards (Funds 0100 and 0142).

Financial Reporting Website

All Chief Fiscal Officers (CFOs) are asked to review their Fiscal Year 2022 receivables via the Financial Reporting website accessed via PartnerNet. The website is estimated to be live on July 19th. Departments will be asked to confirm whether or not a statutory receivable should be reported for each unit/fund/revenue source code. <u>Instructions are attached</u>. All CFOs and GAAP Liaisons should have access to CTR's Financial Reporting website. CFOs can designate other department personnel to transmit the preliminary estimates and financial reports on PartnerNet. CFO designated users will need system access. Department Security Officers can request access for additional users by submitting a <u>PartnerNet Security request form</u>.

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If you have any questions concerning the website and or if you make a data entry mistake, please contact Ivy Chen at 617-973-2542.

Preliminary Estimate – Due August 2, 2022

The *Preliminary Estimate* for Statutory Receivables should include actual revenues related to Fiscal Year 2022 activity received from July 1st to date, plus any anticipated revenues related to Fiscal Year 2022 activity through August 31st.

Final Report – Due September 2, 2022

The *Final Report* for Statutory Receivables should include <u>actual</u> revenues related to Fiscal Year 2022 activity received from July 1st through August 31st.

Please note: We anticipate the weekly automatic balance forward will be suspended on September 3rd in order to properly record and analyze the Fiscal Year 2022 statutory receivables.While we recognize that there are many tasks competing for your attention during this period, we ask that you assign this assignment as a high priority since it serves as the basis for required statewide reporting.

Thank you for your attention to this request.

If you have any questions about this requirement or this memo, please contact Ivy Chen of CTR's General Accounting Team, at 617-973-2542.

- Enc. Attachment 1 List of Funds included in Statutory Receivable Exercise Statutory Receivable How-to Guide PartnerNet Browser Best Practices Using Edge in Internet Explorer Mode Instructions
- Cc: MMARS Liaisons General Counsels Payroll Directors Security Officers Internal Distribution

Funds	Name
0010	General Fund - Include 3(8)(c) Revenue
0039	Health Insurance Portability & Accountability Act Fund
0086	Health Information Technology Trust Fund
0087	Build America Bonds Subsidy Trust Fund
0095	Community First Trust Fund - Budgeted
0097	Community First Trust Fund - Non-Budgeted
0108	Natural Heritage and Endangered Species Fund
0114	Inland Fisheries and Game Fund
0130	State Lottery Fund
0131	Arts Lottery Fund
0300	Expendable Trust Fund - External
0410	Water Pollution Fund
0412	Drinking Water Revolving Fund
1309	MassHealth Delivery System Reform Trust Fund
1314	Non-Acute Care Hospital Reimbursement Trust Fund
1315	Municipal Epinephrine Bulk Purchase Trust Fund
1316	Substance Use Disorder Federal Reinvestment Trust Fund
1321	State Parks Preservation Trust Fund
1327	Organ Transplant Fund
1342	Home Care Technology Trust Fund
T100	Federal Expendable Trust Fund
ZFFP	Capital FFP Retained Fund

Statutory Receivable How to Guide

Before you begin, please make sure Microsoft Edge is in Compatibility Mode.

"PartnerNet Browser Best Practices Using Edge in Internet Explorer Mode Instructions" provide the required steps.

Access PartnerNet from the Comptroller of the Commonwealth Webpage:

https://intranet.macomptroller.org

Scroll down until you see Applications and click.

Applications	
HR/CMS	>
Commonwealth Information Warehouse (CIW)	>
CIW Web Portal	>
PartnerNet [Must use Microsoft Edge in Compatibility Mode]	>
Liability Management and Reduction Fund (LMRF) System	>
COMMBUYS	>
Vendor Lookup	>

To connect to **PartnerNet** you will need to enter a Login ID and Password. Enter your MMARS UAID in the Login field. Prior users will have a PartnerNet Password. First time users must contact their department Security Officer who will create a temporary password for first time login. Please note if you forget your password, there is a link to change your password. If you do not know your department security officer, see the <u>Security Officer Contact List</u>.

The Official PartnerNe	t Website of the Comptroller of the Commonwealth (CTR) Skip Navigation Links
Comptrolle	r of the Commonwealth Mass.
Р	You have successfully logged out. Login
\mathbf{A}	Password
R	Go Help
Т	Forgot Password If you have forgotten the UserId,
Ν	please contact your Department Security Officer. <u>Click here to get a list.</u>
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After logging on, please click on Financial Reporting System

The Official PartnerNet	Website of the Comptroller	of the Commonwealth (CTR)		<u>Skip Navigati</u>	<u>on Links</u>
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©2008 Commonwea	<u>Vendor Lookup</u> th of Massachusetts	General Outbound General Outbound Outbound from CTR (Restricted Access) Department Dropboxes Office Of The Comptroller(CTR) OSC Staff Version=1.0.2.6	Site	Policies <u>Co</u>	ntact Us

You will be taken to another screen, please click on Statutory Accounts Receivable.



Users that enter on behalf of multiple departments should select Set Department.



Users that enter for multiple departments will have a screen with a drop down box showing a list of departments from which to select. After choosing the department you need, please click on Select.

The Official Website of the Comptroller of the Commonwealth (OSC)
Comptroller of the Commonwealth
OSC Home Mass.Gov Home State Agencies State Online Services
EXIT Your are logged in as CTRAGD (Departmental User) Home Status Set Department Contact Us
Multiple Departments Access You are authorized to access multiple departments, please select a department to continue. Departments: CTR DEPartments: CTR DCR DCR DCR DCR DCR DCR DCR DCR DCR DCR DCR E contact Comptroller's Help Desk at comptroller.info@state.ma.us or 617-973-2468. DPB I of Massachusetts Version=1.2.0.0 Feedback Email Privacy Policy Accessibility Policy
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Users that enter for only one department should select Statutory Accounts Receivable. Your department name will appear.



Choose 2022 from the fiscal year drop down box and click on select.

The Official Website of the Comptroller of	the Commonwealth (OSC)
Comptroller of the	Commonwealth
OSC Home Mass.Gov Home St	ate Agencies State Online Services
EXIT Your are logged in as CTRA	GD (Departmental User) <u>Home</u> <u>Status</u> <u>Set Department</u> <u>Contact Us</u>
Reports GAAP Reporting (Year End Accruals) Statutory Accounts Receivable	DOR: Statutory Accounts Receivable Fiscal Year: 2010 V Select Instructions
please contact (If you have questions accessing the application, Comptroller's Help Desk at <u>comptroller.info@state.ma.us</u> or 617-973-2468.
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You will be taken to the transmittal form.

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OSC Hom	e Mass.Gov Home State A	gencies State Onlir	e Services		W inda	2.0900
EXIT	Your are logged in as CTRAGD (D	epartmental User)	<u>Home</u> <u>Status</u>	<u>Set Department</u>	<u>Contact Us</u>	<u>Transmittal</u>
<u>FY20</u>	DOR: Statutor	y Accounts F	Receivable			
TO:	General Accounting Bureau Office of the Comptroller One Ashburton Place -9th F Boston, MA 02108	oor				$\overline{\mbox{\scriptsize (s)}}$
	Attention: Maria Bottari (6	17 973-2418)				
FROM:	Name:	,	Primary Statutor	y Accounts Receiva	able Liaison	
	Title					
	Telephone:	Extens	ion:			
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	please contact Comp	If you have questions troller's Help Desk at	accessing the appl comptroller.info@st	ication, <u>ate.ma.us</u> or 617-93	73-2468.	

Please enter your name, title, phone and extension if any. Please click on Save.

The Offic	ial Website of the (Comptroller of the Commonwealth (OSC)
Com	ptroller	of the Commonwealth
OSC Hom	e Mass.Gov I	Home State Agencies State Online Services
EXIT	Your are logge	d in as CTRAGD (Departmental User) <u>Home</u> <u>Status</u> <u>Set Department</u> <u>Contact Us</u> <u>Transmittal</u>
FY20	DIO DOR:	: Statutory Accounts Receivable
		K
TO:	General Acco Office of the One Ashburt Boston, MA (Junting Bureau Comptroller Jon Place -9th Floor J2108
	Attention: M	laria Bottari (617 973-2418)
FROM:	Name:	This is a test , Primary Statutory Accounts Receivable Liaison
	Title	This is a test
	Telephone:	617-123-4567 Extension: 123
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	plea	If you have questions accessing the application, se contact Comptroller's Help Desk at <u>comptroller.info@state.ma.us</u> or 617-973-2468.

Once saved, the transmittal form is now active and a date will appear in the upper right hand corner.

Please note that the transmittal form has due dates for both the preliminary and final statutory receivable amounts.

FY ₂₀	DIO DOR	: Statutory Ac	counts	s Receiva	ble			
то:	O: General Accounting Bureau Office of the Comptroller One Ashburton Place -9th Floor Boston, MA 02108 Attention: Mana buttari (617 973-2418)					Updated Date: overzeil0 9:39:00 AM		
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Preliminary entries

To begin entering your preliminary amounts, please click on Preliminary.

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You will be taken to Statutory Accounts Receivable Preliminary Screen. Please click on the drop down box for Unit/Unit Name.

The Official Website of the Comptroller of the Commonwealth (OSC)
Comptroller of the Commonwealth
EXIT Your are logged in as CTRAGD (Departmental User) <u>Home</u> <u>Status</u> <u>Set Department</u> <u>Contact Us</u> <u>Transmittal</u>
FY2010 DOR: Statutory Accounts Receivable Preliminary Submission Unit/Unit Name: G400: REVENUE ACCOUNTING Fund/Fund Name: OD10: General Fund V Revenue Category: O1: TAXES
Preparer's Signature
Prepared By: Phone: Ext:
Please do not forget to sign the Preparer's Signature.
Sign
If you have questions accessing the application, please contact Comptroller's Help Desk at <u>comptroller.info@state.ma.us</u> or 617-973-2468.
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Please select the unit for which you wish to enter a preliminary amount.

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Once the unit is selected, you have additional drop down boxes to select the fund and revenue category. After finding the unit/fund/revenue category combination you need, please click on Select.

The Official Website of the Comptroller of the Commonwealth (OSC)
Comptroller of the Commonwealth
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Your are logged in as CTRAGD (Departmental User) <u>Home Status Set Department</u> <u>Contact Os</u> <u>Transmittar</u>
FY2010 DOR: Statutory Accounts Receivable Preliminary Submission Unit/Unit Name: 6400: REVENUE ACCOUNTING Fund/Fund Name: 0010: General Fund Revenue Category: 11: TAYES
Preparer's Signature
Prepared By: Phone: Ext:
Please do not forget to sign the Preparer's Signature.
Sign
If you have questions accessing the application, please contact Comptroller's Help Desk at <u>comptroller.info@state.ma.us</u> or 617-973-2468.
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You will be taken to another screen where you can select the revenue source codes.

SC Home	Mass.Gov	/ Home	State Agencies S	tate Online Servic	es		-	1
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Unit/Unit N	lame:	6400: RE	VENUE ACCOUNTI	NG		*		
Fund/Fund	Name:	0010: Ger	neral Fund 💌					
Revenue C	ategory:	01: TAXES	S 💌				Select	
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REV.SRCE		UE E NAME	PRIOR FY	CURRENT FY	RE BALANCE	ESTIMATE	ISALLOWANCE	
0101	: CLUB A BEVERAG	LCHOLIC E	\$82,477.72	\$177,280.07	\$0.00	\$0.00	\$0.00	\$0.00
102	: ALCOH	OL E	\$0.00	\$2,056.48	\$0.00	\$0.00	\$0.00	\$0.00
0103	: PERSON TAX	NAL USE	\$104,505.70	\$110,164.80	\$0.00	\$0.00	\$0.00	\$0.00
104	: NATION	IAL BANK	\$1,039,611.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0108	: CIGARE	TTE	(\$110,208,205.37)	(\$95,676,190.46)	\$0.00	\$0.00	\$0.00	\$0.00
112	: GASOLI	INE	(\$46,182,031.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0116	PREFER PROVIDE ASSESSM	RED R TS.	(\$7,600,939.30)	(\$207,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
0117	: ESTATE		\$3,489,037.99	\$4,702,979.72	\$0.00	\$0.00	\$0.00	\$0.00
0119	: INSURA FIRE PRE	NCE CO	\$19,121,226.39	\$3,602,333.85	\$0.00	\$0.00	\$0.00	\$0.00
120	: INSURA LIFE PRE	NCE CO M	\$7,129,679.84	\$6,225,789.42	\$0.00	\$0.00	\$0.00	\$0.00
<u>)121</u>	: INSURA MARINE	NCE	(\$133,697.69)	\$47,873.57	\$0.00	\$0.00	\$0.00	\$0.00
0123	: DOMES INS INVE	TIC LIFE ST PRIV	(\$5,102,286.00)	(\$1,286,581.00)	\$0.00	\$0.00	\$0.00	\$0.00
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After finding the revenue source you need, please click on the revenue source number.

FY2010	DOR: Stati	itory Accou	ints Receiv	vable Pı	elimina	ary Submiss	ion
Unit/Unit Na	ame: 6400: REV	/ENUE ACCOUNTI	NG		*		
Fund/Fund I	Name: 0010: Ger	ieral Fund 💌					
Revenue Ca	ategory: 01: TAXES	S 🔽				Select	
Cancel				25			
REV.SRCE.	SOURCE NAME	PRIOR FY	CURRENT FY	BALANCE	ESTIMATE	DISALLOWANCE	ACTUAL
0101	: CLUB ALCHOLIC BEVERAGE	\$82,477.72	\$177,280.07	\$0.00	\$0.00	\$0.00	\$0.00
0102	: ALCOHOL BEVERAGE	\$0.00	\$2,056.48	\$0.00	\$0.00	\$0.00	\$0.00
<u>0103</u>	: PERSONAL USE TAX	\$104,505.70	\$110,164.80	\$0.00	\$0.00	\$0.00	\$0.00
01-4	: NATIONAL BANK	\$1,039,611.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0108	: CIGARETTE	(\$110,208,205.37)	(\$95,676,190.46)	\$0.00	\$0.00	\$0.00	\$0.00
0112	: GASOLINE	(\$46,182,031.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0116	: PREFERRED PROVIDER ASSESSMTS.	(\$7,600,939.30)	(\$207,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
0117	: ESTATE	\$3,489,037.99	\$4,702,979.72	\$0.00	\$0.00	\$0.00	\$0.00
0119	: INSURANCE CO FIRE PREM	\$19,121,226.39	\$3,602,333.85	\$0.00	\$0.00	\$0.00	\$0.00
0120	: INSURANCE CO LIFE PREM	\$7,129,679.84	\$6,225,789.42	\$0.00	\$0.00	\$0.00	\$0.00
0121	: INSURANCE MARINE	(\$133,697.69)	\$47,873.57	\$0.00	\$0.00	\$0.00	\$0.00
0123	: DOMESTIC LIFE INS INVEST PRIV	(\$5,102,286.00)	(\$1,286,581.00)	\$0.00	\$0.00	\$0.00	\$0.00
0124	: DOMESTIC LIFE INS. PREM EXCISE	\$1,819,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0129	: COOPERATIVE BANK DEPOSIT	(\$15,614.00)	(\$213,698.00)	\$0.00	\$0.00	\$0.00	\$0.00

This is the screen where you will enter the Preliminary Statutory Receivable amount and any adjustment.

Comptioner of the Common	
OSC Home Mass.Gov Home State Agencies	State Online Services
DXIT Your are logged in as CTRAGD (Departmental	User) <u>Home Status Set Department Contact Us Transmitta</u>
FY2010 DOR: Statutory Acco	unts Receivable Preliminary Submission
Unit:	REVENUE ACCOUNTING (6400)
Fund:	General Fund (0010)
Revenue Category:	TAXES (01)
Revenue Source Name:	PERSONAL USE TAX (0103)
Prior FY:	\$104,505.70
Current FY:	\$110,164.80
MMARS RE Balance:	\$0.00
Preliminary submission	
Estimate Statutory AR:	0.00
Adjustments:	0.00
Description:	
	×
	SAVE
Cancel	

After entering the Preliminary Statutory Receivable amount, please enter a description and click on Save.

Please note: if you have made a mistake, you can cancel before and after you save. If you cancel, you will be taken back to the Statutory Preliminary Submission screen.

Comptroller of the Common	
OSC Home Mass.Gov Home State Agencies S	State Online Services
EXIT Your are logged in as CTRAGD (Departmental I	User) <u>Home</u> <u>Status</u> <u>Set Department</u> <u>Contact Us</u> <u>Transmittal</u>
FY2010 DOR: Statutory Accou	unts Receivable Preliminary Submission
Unit:	REVENUE ACCOUNTING (6400)
Fund:	General Fund (0010)
Revenue Category:	TAXES (01)
Revenue Source Name:	PERSONAL USE TAX (0103)
Prior FY:	\$104,505.70
Current FY:	\$110,164.80
MMARS RE Balance:	\$0.00
Preliminary submission	
Estimate Statutory AR:	1000.00
Adjustments:	-100.00
Description:	
This is a test	<u>^</u>
	~
	SAVE
Cancel	

Once saved, the screen and the NAR411WU report will be updated with the amounts you have entered. Please scroll to the bottom of the screen to view your amounts.

	Maga Game
OSC Home Mass.Gov Home State Agencies State	Online Services
Your are logged in as CTRAGD (Departmental User)	<u>Home</u> <u>Status</u> <u>Set Department</u> <u>Contact Us</u> <u>Transmittal</u>
FY2010 DOR: Statutory Account	s Receivable Preliminary Submission
Unit:	REVENUE ACCOUNTING (6400)
Fund:	General Fund (0010)
Revenue Category:	TAXES (01)
Revenue Source Name:	PERSONAL USE TAX (0103)
Prior FY:	\$104,505.70
Current FY:	\$110,164.80
MMARS RE Balance:	\$0.00
Preliminary submission	
Estimate Statutory AR:	1000.00
Adjustments:	-100.00
Description:	
This is a test	~
	SAVE
Cancel	

The Preliminary amounts appear on the screen

	BEVERAGE		+		+	+	+
0103	1 PERSONAL USE	\$104,505.70	\$110,164.80	\$0.00	\$1,000.00	(\$100.00)	\$0.00
0104	I NATIONAL BANK	¢1 039 611 99	*0.00	*0.00	*0.00	¢0.00	¢0.00
0109	CIGARETTE	(\$110,209,205,27)	(\$95.676.190.46)	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00
0112	: GASOLINE	(\$46.182.031.44)	\$0.0*	\$0.00	\$0.00	\$0.00	\$0.00
0116	: PREFERRED PROVIDER ASSESSMTS.	(\$7,600,939.30)	(\$207,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
0117	: ESTATE	\$3,489,037.99	\$4,702,979.72	\$0.00	\$0.00	\$0.00	\$0.00
0119	: INSURANCE CO FIRE PREM	\$19,121,226.39	\$3,602,333.85	\$0.00	\$0.00	\$0.00	\$0.00
0120	: INSURANCE CO LIFE PREM	\$7,129,679.84	\$6,225,789.42	\$0.00	\$0.00	\$0.00	\$0.00
0121	: INSURANCE MARINE	(\$133,697.69)	\$47,873.57	\$0.00	\$0.00	\$0.00	\$0.00
0123	: DOMESTIC LIFE INS INVEST PRIV	(\$5,102,286.00)	(\$1,286,581.00)	\$0.00	\$0.00	\$0.00	\$0.00
0124	: DOMESTIC LIFE INS. PREM EXCISE	\$1,819,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0129	: COOPERATIVE BANK DEPOSIT	(\$15,614.00)	(\$213,698.00)	\$0.00	\$0.00	\$0.00	\$0.00
Preparer	's Signature						
Prepared	By:		Pho	ne:	Ex	t:	
	Pİ	ease do not forg	jet to sign the	Preparer's	Signature		
			Sig	n			
If you have questions accessing the application, please contact Comptroller's Help Desk at <u>comptroller.info@state.ma.us</u> or 617-973-2468.							
© 2010 Co	mmonwealth of Mass	achusetts Ve	ersion=1.2.0.0	Feedback Em	ail Privac	y Policy Accessibi	ility Policy

Once you have validated the amounts, please enter your name and a phone number and click on Sign.

<u>0102</u>	: ALCOHOL BEVERAGE	\$0.00	\$2,056.48	\$0.00	\$0.00	\$0.00	\$0.00
0103	: PERSONAL USE TAX	\$104,505.70	\$110,164.80	\$0.00	\$1,000.00	(\$100.00)	\$0.00
0104	: NATIONAL BANK	\$1,039,611.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0108	: CIGARETTE	(\$110,208,205.37)	(\$95,676,190.46)	\$0.00	\$0.00	\$0.00	\$0.00
0112	: GASOLINE	(\$46,182,031.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>0116</u>	: PREFERRED PROVIDER ASSESSMTS.	(\$7,600,939.30)	(\$207,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
0117	: ESTATE	\$3,489,037.99	\$4,702,979.72	\$0.00	\$0.00	\$0.00	\$0.00
0119	: INSURANCE CO FIRE PREM	\$19,121,226.39	\$3,602,333.85	\$0.00	\$0.00	\$0.00	\$0.00
0120	: INSURANCE CO LIFE PREM	\$7,129,679.84	\$6,225,789.42	\$0.00	\$0.00	\$0.00	\$0.00
0121	: INSURANCE MARINE	(\$133,697.69)	\$47,873.57	\$0.00	\$0.00	\$0.00	\$0.00
0123	: DOMESTIC LIFE INS INVEST PRIV	(\$5,102,286.00)	(\$1,286,581.00)	\$0.00	\$0.00	\$0.00	\$0.00
0124	: DOMESTIC LIFE INS, PREM EXCISE	\$1,819,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0129	: COOPERATIVE BANK DEPOSIT	(\$15,614.00)	(\$213,698.00)	\$0.00	\$0.00	\$0.00	\$0.00
Prepare	er's Signature						
Prepared	d By: This is a test		Phor	ne: 617-123-	4567 Ext	:: 123	
	Pl	ease do not for <u>c</u>	jet to sign the	Preparer's	Signature		
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	please contact	n you nave i t Comptroller's Help	Desk at comptrol	iy ule applica ler.info@state	uon, umalus or 61	7-973-2468.	
	p.0030 001100	compaction s notp	book at <u>comption</u>	.c. in ogstate			
© 2010 C	Commonwealth of Massa	achusetts Ve	ersion=1.2.0.0	Feedback Em	ail Privac	y Policy Accessib	ility Policy

You will be taken back to the Statutory Preliminary Submission screen to select another unit.

The Official Velocite of the Comptroller of the Commonwealth (USC)
OSC Home Mass.Gov Home State Agencies State Online Services
EXIT wour are logged in as CTRAGD (Departmental User) Home Status Set Department Contact Us Transmittal
FY2c DOR: Statutory Accounts Receivable Preliminary Submission
Unit/Unit Name: 0000: LOCAL AID REIMBURSEMENT ACCTS
Fund/Fund Name:
Revenue Category: 🔽 Select
Prepared/Signed By: This is a test Contact Phone: 617-123-4567 Ext: 123 Date: 8/2/2010 9:59:00 AM
If you have questions accessing the application, please contact Comptroller's Help Desk at <u>comptroller info@state.ma.us</u> or 617-973-2468.
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Note: by clicking on exit you will be taken to the log out page.

Once you have completed all of your entries, you can view the NAR411WU report by clicking on Status.

The Official W	ebsite of the Comptr	oller of the Commonwealth	(OSC)				
Compt	roller of t	he Common	wealth	es	~	() Mass	5.Gov
EXIT y	our are logged in as	CTRAGD (Departmental	User) <u>Hom</u> e	<u>e Status S</u>	et Departm	ent <u>Contact Us</u>	Transmitta
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FY ₂ c	DOR St	atutory Acco	unts Receiv	vable Pi	elimina	arv Submiss	ion
I I MOLL	2 DOIL. DO	aturory meeo	anto recer				
Unit/Unit N	ame: 6400:	REVENUE ACCOUNT	ING		*		
Fund/Fund	Name: 0010:	General Fund 💌					
Devenue C	stogory 01: T/					Select	
Revenue C	ategory, or, iv	~L3				Delect	
Cancel	1						
REV.SRCE	REVENUE	1E PRIOR FY	CURRENT FY	RE BALANCE	ESTIMATE	DISALLOWANCE	ACTUAL AR
0101	: CLUB ALCHOLI BEVERAGE	IC \$82,477.72	\$177,280.07	\$0.00	\$0.00	\$0.00	\$0.00
0102	: ALCOHOL BEVERAGE	\$0.0	\$2,056.48	\$0.00	\$0.00	\$0.00	\$0.00
0103	: PERSONAL USE TAX	\$104,505.70	\$110,164.80	\$0.00	\$1,000.00	(\$100.00)	\$0.00
0104	: NATIONAL BAN	K \$1,039,611.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0108	: CIGARETTE	(\$110,208,205.37)(\$95,676,190.46)	\$0.00	\$0.00	\$0.00	\$0.00
0112	: GASOLINE	(\$46,182,031.44) \$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>0116</u>	: PREFERRED PROVIDER ASSESSMTS.	(\$7,600,939.30) (\$207,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
0117	: ESTATE	\$3,489,037.99	\$ \$4,702,979.72	\$0.00	\$0.00	\$0.00	\$0.00
0110	: INSURANCE CO	*********	*** < *** **** ***	*0.00	*0.00	*0.00	*0.00

After clicking on Status, you will be taken to the My Status screen. Please click on Select under the Statutory Accounts Receivable field.



Please use the drop down box to select the NAR411WU report.

Comptroller of the C	commonwealth	Mass Gar
OSC Home Mass.Gov Home State	Agencies State Online Services	() indeed you
EXIT Your are logged in as CTRAGD	(Departmental User) <u>Home</u> <u>Status</u> <u>Set De</u>	epartment <u>Contact Us</u> <u>Transmittal</u>
FY2C DOR: Statute	ory Accounts Receivable Repo	orts
Select Report Department Information Department Information NAR411WU	Select	
Liaison	Approver	Preparer
Name: This is a test	Name:	Name:
Name: This is a test Title: This is a test	Name: Phone:	Name: Phone:
Name: This is a test Title: This is a test Phone: 617-123-4567-123	Name: Phone: Date:	Name: Phone: Date:
Name: This is a test Title: This is a test Phone: 617-123-4567-123 Required Documents	Name: Phone: Date:	Name: Phone: Date: Status
Name: This is a test Title: This is a test Phone: 617-123-4567-123 Required Documents Preliminary Submission	Name: Phone: Date:	Name: Phone: Date: Status
Name: This is a test Title: This is a test Phone: 617-123-4567-123 Required Documents Preliminary Submission Final Submission	Name: Phone: Date:	Name: Phone: Date: Status
Name: This is a test Title: This is a test Phone: 617-123-4567-123 Required Documents Preliminary Submission Final Submission Submitted By: CTRAGD	Name: Phone: Date: Submitted Date: 06/02/2010	Name: Phone: Date: Status Status: In Progress
Name: This is a test Title: This is a test Phone: 617-123-4567-123 Required Documents Preliminary Submission Final Submission Submitted By: CTRAGD please contact Con	Name: Phone: Date: Submitted Date: 06/02/2010 If you have questions accessing the application, mptroller's Help Desk at <u>comptroller info@state.ma</u> .	Name: Phone: Date: Status Status: In Progress

Please click on Select.

The Official Website of the Comptroller of the Commonwealth (OSC)								
Comptroller of the Commonwealth								
OSC Home Mass.Gov Home State Agen	cies State Online Services							
EXIT Your are logged in as CTRAGD (Depar	rtmental User) <u>Home</u> <u>Status</u> <u>Set Depa</u>	rtment <u>Contact Us</u> <u>Transmittal</u>						
FY2010DOR: Statutory A	Accounts Receivable Report	s						
Select Report NAR411WU	Select							
Department Information								
Liaison	Approver	Preparer						
Name: This is a test	Name:	Name:						
Title: This is a test	Phone:	Phone:						
Phone: 617-123-4567-123	Date:	Date:						
Required Documents		Status						
Preliminary Submission								
Final Submission Submitted By: CTRACD	Submitted Date: 05/02/2010	Status: In Brogress						
Submitted by: CTRAGD	Submitted Date: 00/02/2010	Status, In Flogress						
If y please contact Comptroll	ou have questions accessing the application, er's Help Desk at <u>comptroller.info@state.ma.us</u> o	r 617-973-2468.						
© 2010 Commonwealth of Massachusetts	Version=1.2.0.0 Feedback Email Pr	ivacy Policy Accessibility Policy						

The NAR411WU report will show the preliminary amounts you have entered.

UNIT 0	100 TOTAL	2,145,455.89	1,937,505.31	0.00	0.00
DEPT FUND: REV C	UNIT: 6400 REVENUE ACCOUNTING 0010 General Fund ATEGORY: 01 TAXES				
0101	CLUB ALCHOLIC BEVERAGE	82,477.72	177,280.07	0.00	0.00
0182	ALCOHOL REVERAGE	0.00	2,056.48	0.00	0.00
0103	PERSONAL USE TAX	104,505.70	110,164.80	0.00	1,000.00
0104	NATIONAL BANK	1,039,611.99	0.00	0.00	0.00
0108	CIGARETTE	-110,208,205.37	-95,676,190.46	0.00	0.00
0112	GASOLINE	-46,182,031.44	0.00	0.00	0.00
0116	PREFERRED PROVIDER ASSESSMTS.	-7,600,939.30	-207,000.00	0.00	0.00
0117	ESTATE	3,489,037.99	4,702,979.72	0.00	0.00
0119	INSURANCE CO FIRE PREM	19,121,226.39	3,602,333.85	0.00	0.00
0120	INSURANCE CO LIFE PREM	7,129,679.84	6,225,789.42	0.00	0.00
0121	INSURANCE MARINE	-133,697.69	47,873.57	0.00	0.00
0123	DOMESTIC LIFE INS INVEST PRIV	-5,102,286.00	-1,286,581.00	0.00	0.00
0124	DOMESTIC LIFE INS. PREM EXCISE	1,819,254.00	0.00	0.00	0.00
0129	COOPERATIVE BANK DEPOSIT	-15,614.00	-213,698.00	0.00	0.00
REV C	ATEGORY 01 TOTAL	-136,456,980.17	-82,514,991.55	0.00	1,000.00
fund	0010 TOTAL	-136,456,980.17	-82,514,991.55	0.00	1,000.00

Report Run Da Print Da	D:SARNAR4111WU de:05/28/2010 ande:5/22/2010	COMMONWEALTH OF MASSACHUSETTS ACCOUNTS RECEIVABLE REVENUE REPORT BY DEPARTMENT AND UNIT THROUGH FISCAL PERIOD 99 FOR FY 2010					
DEPT:	DEPARTMENT OF REVENUE (DOR)						
REV SRCE	REVENUE SOURCE NAME	PRIOR FY REVENUE	CURRENT FY REVENUE	BFY 0/S RECEIVABLES	REBALANCE	DIGALLOWANCE	ACTUAL AR
DEPT FUND REV C	UNIT: 0100 COMM. OF REVENUE PAYROLL AUTH : 0010 General Fund ATEGORY: 01 TAXES						
0101	CLUB ALCHOLIC BEVERAGE	0.00	-33.56	0.00	0.0	0.00	0.00
0103	PERSONAL USE TAX	2,647,536.00	2,246,902.87	0.00	0.00	0.00	0.00
0117	ESTATE	-18,897.17	-2,100.00	0.00	0.00	0.00	0.00
0119	INSURANCE CO FIRE PREM	-166,251.00	-162,761.00	0.00	0.00	0.00	0.00
0120	INSURANCE COLIFE PREM	-90,994.00	0.00	0.00	0.00	0.00	0.00
0132	FINANCIAL INSTITUTIONS	-225,937.94	-144,503.00	0.00	0.00	0.00	0.00
REVC	ATBGORY 01 TOTAL	2,145,455.89	1,937,505.31	0.00	0.00	0.00	0.00
FÜÑD	0010 TOTAL	2, 145, 455.85	1,937,505.31	0.00	0.00	0.00	0.00
UNITO	100 TOTAL	2,145,455.89	1,937,505.31	0.00	0.00	0.00	0.00
DEPT FUND REV C	UNIT: \$400 REVENUE ACCOUNTING : 00 10 General Fund ATBSORY: 0 1 TAXES						
0101	CLUB ALCHOLIC BEVERAGE	82,477.72	177,280.07	0.00	0.00	0.00	0.00
0102	ALCOHOL BEVERAGE	9.00	2,056.48	0.00	0.00	0.00	0.00
0103	PERSONAL USE TAX	101,005.70	110,164.80	0.00	1,000	-100.00	0.00
0104	NATIONAL BANK	1,039,611.99	0.00	0.00	0.00	0.00	0.00
0108	CIGARETTE	-110,208,205.37	-95,676,190.46	0.00	0.00	0.00	0.00
0112	GASOLINE	-45,182,031.44	0.00	0.00	0.00	0.00	0.00
0116	PREFERRED PROVIDER ASSESSMITS.	-7 ,500,939.30	-207,000.00	0.00	0.00	0.00	0.00
0117	ESTATE	3,489,037.99	4,702,979.72	0.00	0.00	0.00	0.00
0119	INSURANCE CO FIRE PREM	19,121,226.39	3,602,333,85	0.00	0.00	0.00	0.00
0120	INSURANCE COLIFE PREM	7,129,679.84	6,225,789.42	0.00	0.00	0.00	0.00
0121	INSURANCE MARINE	-133,697.69	47,873.57	0.00	0.00	0.00	0.00
0123	DOMESTIC LIFE INS INVESTIPRIV	-5,102,295.00	-1,286,581.00	0.00	0.00	0.00	0.00
0124	DOMESTIC LIFE INS. PREM EXCISE	1,819,254.00	0.00	0.00	0.00	0.00	0.00
0129	COOPERATIVE BANK DEPOSIT	-15,514.00	-213,698.00	0.00	0.00	0.00	0.00
REVC	ATEGORY 01 TOTAL	-136,456,980.17	-82,5 14,99 1.55	0.00	1,000.00	-100.00	0.00
FUND	0010 TOTAL	-136,456,980.17	-82,514,991.55	0.00	1,000.00	-100.00	0.00
1							

Once you have viewed the report and validated your amounts, click on Return to go back to the Department Information screen.

RETURN					
		<i>3</i>			
Please use the print icon below to pri	nt your report.	This report print on Lega	l size paper.		
C C C C C C C C C C C C C C C C C C C	1/5	Main Report 💌 🐧	M [10	0% 🗸	
ReportID: SARNAR411WU			COMMONWEAL	TH OF MASSACHUSETT	s
Run Date: 0 8/2010		ACCO	OUNTS RECEIVABLE F	REVENUE REPORT BY D	EPARTMENT
Print Date: 6/2/2010			AND UNIT THROUGH	FISCAL PERIOD 99 FOR	FY_010
DEPT: DEPARTMENT OF REVENUE (D	OR)				
REV REVENUE SOURCE NAME SRCE		PRIOR FY REVENUE	CURRENT FY REVENUE	BFY 0/S RECEIVABLES	RE BALANCE
DEPT UNIT: 0100 COMM. OF REVENUE	PAYROLL AUTH	I			
FUND: 0010 General Fund					
0101 CLUB ALCHOLIC REVERAGE	-	0.00	-33.56	0.00	0.00
0103 PERSONAL USE TAX	-	2,647,536.00	2,246,902.87	0.00	0.00
0117 ESTATE		-18,897.17	-2,100.00	0.00	0.00
0119 INSURANCE CO FIRE PREM		-166,251.00	-162,761.00	0.00	0.00
0120 INSURANCE CO LIFE PREM		-90,994.00	0.00	0.00	0.00
0132 FINANCIAL INSTITUTIONS		-225,937.94	-144,503.00	0.00	0.00
REV CATEGORY 01 TOTAL		2,145,455.89	1,937,505.31	0.00	0.00
FUND 0010 TOTAL		2,145,455.89	1,937,505.31	0.00	0.00
UNIT 0100 TOTAL		2,145,455.89	1,937,505.31	0.00	0.00
DEPT UNIT: 6400 REVENUE ACCOUNT	ING				
FUND: 0010 General Fund					
REV CATEGORY: 01 TAXES	-	02 (77 72	477.000.07	0.00	0.00
0101 CLOB ALCHULIC BEVERAGE	-	82,477.72	177,280.07	0.00	0.00
0102 ALCOHOL BEVERAGE		104 606 70	2,050.48	0.00	0.00
0104 NATIONAL BANK		1 030 611 00	0.00	0.00	1,000.00

Department Information screen. From this screen, please click on transmittal in the upper right hand corner.

The Official Website of the Comptroller of the Commo	nwealth (OSC)	
Comptroller of the Com	monwealth	O Mass
OSC Home Mass.Gov Home State Agenc	ies State Online Services	
EXIT Your are logged in as CTRAGD (Depart	mental User) <u>Home</u> <u>Status</u> <u>Set Depart</u>	tment <u>Contact Us</u> <u>Transmittal</u>
EV2010 DOR: Statutory A	accounts Receivable Reports	
1120 DOR. Statutory 1		
Select Report: Department Information 💌 🔮	Select	
Deventurent Information		
Department Information		-
Liaison	Approver	Preparer
Name: This is a test	Name:	Name:
Title: This is a test	Phone:	Phone:
Phone: 617-123-4567-123	Date:	Date:
Required Documents		Status
Preliminary Submission		
Final Submission		
Submitted By: CTRAGD	Submitted Date: 06/02/2010	Status: In Progress
If yo please contact Comptrolle	u have questions accessing the application, r's Help Desk at <u>comptroller.info@state.ma.us</u> or	617-973-2468.
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To complete the Preliminary submission, please click in the Completed field next to the Preliminary and leave the Report Status as In progress and click on Save.

Note: please **do not** submit at this time.

EXIT	Your are logge	d in as CTRAGD (Dep	artmen	tal User)	<u>Home</u>	<u>Status</u>	Set De	partment	Contac	t Us	Transmittal
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FROM:	Name:	This is a test			, Primary S	tatutory	Accoun	ts Receivat	ole Liaiso	on	
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© 2010 C	ommonwealth	of Massachusetts		Version=	=1.2.0.0 F	eedback	Email	Privacy Po	licy A	\ccess	ibility Policy

Final entries

Please note that you can only enter a Final amount for a unit/fund/revenue category combination in which you entered a Preliminary amount.

Please log on to PartnerNet and go to the transmittal form and click on Final.

OSC Hom	e Mass.Gov	Home State Agend	ies State Onli	ne Service:	;		Witte	s.yov
EXIT	Your are logge	d in as CTRAGD (Depar	tmental User)	<u>Home</u>	<u>Status</u>	Set Department	<u>Contact Us</u>	<u>Transmittal</u>
FY20	DOR	: Statutory A	Accounts l	Receiv	able			
то:	General Acco Office of the One Ashbur Boston, MA Attention:	conting Bureau Comptroller ton Place -9th Floor 02108 	973-2418)			Updated D	ate: 6/2/2010	9:39:00 AM
FROM:	Name:	This is a test	,	Primary S	tatutory	Accounts Receivat	ole Liaison	
	Title	This is a test						
	Telephone:	617-123-4567	Extens	ion: 123				
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Einal						09/00 	io 🗖	Completed
Author	rized Signat	ure						
Prepare	ed By:		Date:			Phone:	Ext:	
Annrow	ed By:		Date			Phone:	Fxt.	

Please select the unit/fund/revenue category combination you need.

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nce or	the C	0100: COMM. OF RE	VENUE PAYROLL AU	TH		
	the Te	1000: EXECUTIVE AD	MINISTRATION			
ew Favo	rites To	1019: AMNESTY PR	DGRAM			
		1300: Springfield Stab	ilization			
E) · 💌		1400: Affirmative Activ	on			
		1900: Healthcare Exp	endable Trust Fund			
b://146.2	43.152.2	2000: Legal Division				•
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0		3400: HUMAN RESO	URCES BUREAU			
Com	nptrolle	4400: CUSTOMER SI	ERVICES BUREAU			
		4412: Customer Servi	ce Bureau - Chelsea			Maga Com
		4900: UNDERGROUN	ID STORAGE TANK			- Mass. you
OSC Hon	ne Mass.	5501: INSPEC. SERV	ICES DIV EXECUTIVE			~ /
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	, roaraic	6141: Bureau of Desk	Audit - Worcester Offic	ce		<u>intene</u> <u>contactos</u> <u>intensinteur</u>
		6316: New England A	udit Bureau - Fall River			
		6323: New England A	udit Bureau - Hyannis			
FY20	510 D (6360: MOTOR FUEL	TAX UNIT			ibmission
		6400: REVENUE AC	COUNTING	N		
Unit Na	ame:	6401: RECEIPTS; DC	RQ	Lê		
		6402: RECEIPTS; LO	CK BOX			
Fund N	lame:	6403: RECEIPTS; DIS	STRICTS			
		6404: RECEIPTS; MN	/ SLAES			
Catego	ory Name:	6406: RECEIPTS; LO	TTERY			Select
		6407: IRS OFFSET				
Dunne		6408: Abandoned Pro	perty Offset			
Ргера	rer s sigr	6411: TREAS WH/EF	т		~	
Prepar	ed By:			Phone:		Ext:
		Please d	o not forget to sigr	the Preparer's S	gnatu	ire.
				Sign		
		T	f you have questions ac	cessing the applicatio		
		please contact Compti	oller's Help Desk at cor	nptroller.info@state.m	a.us or	617-973-2468.
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0 2010		earch or massachusetts	version=1.2.0	reedback Email	Pri	vacy Policy Accessibility Policy

After finding the combination, please click on Select.

The Official Website of	The Official Website of the Comptroller of the Commonwealth (OSC)									
Comptrolle	Comptroller of the Commonwealth									
OSC Home Mass.	OSC Home Mass.Gov Home State Agencies State Online Services									
EXIT Your are I	EXIT Your are logged in as CTRAGD (Departmental User) <u>Home</u> <u>Status</u> <u>Set Department</u> <u>Contact Us</u> <u>Transmittal</u>									
FY2) DC	FY2 DOR: Statutory Accounts Receivable Final Submission									
Unit Name:	6400: REVENUE ACC	OUNTING		×						
Fund Name:	0010: General Fund	*]							
Category Name:	01: TAXES	*		Select						
Preparer's Sign	ature									
Prepared By:			Phone:	Ext:						
	Please do	not forget to sig	n the Preparer's S	Signature.						
			Sign							
	If you have questions accessing the application, please contact Comptroller's Help Desk at <u>comptroller.info@state.ma.us</u> or 617-973-2468.									
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Please click on the revenue source number you need.

Your are logged in as CTRAGD (Departmental User) <u>Home</u> <u>Status</u> <u>Set Department</u> <u>Contact Us</u> <u>Transmit</u>				Transmitta			
FY2c DOR: Statutory Accounts Receivable Final Submission							
Unit Name: 6400: F							
Fund Names 0010: 0	Concrol Fund						
Fund Name. 0010. d		•					
Category Name: 01: TAX	(ES 🔽			[Select		
Cancel							
						123	
SOURCE NAME	PRIOR FY	CURRENT FY	RE BALANCE	ESTIMATE	DISALLOWANCE	ACTUAL AR	
0101 : CLUB ALCHOLIC BEVERAGE	\$82,477.72	\$177,280.07	\$0.00	\$0.00	\$0.00	\$0.00	
0102 : ALCOHOL BEVERAGE	\$0.00	\$2,056.48	\$0.00	\$0.00	\$0.00	\$0.00	
0103 : PERSONAL USE TAX	\$104,505.70	\$110,164.80	\$0.00	\$1,000.00	(\$100.00)	\$0.00	
M : NETIONAL BANK	\$1,039,611.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0108 : CIGARETTE	(\$110,208,205.37)	(\$95,676,190.46)	\$0.00	\$0.00	\$0.00	\$0.00	
0112 : GASOLINE	(\$46,182,031.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0116 : PREFERRED PROVIDE ASSESSMTS.	R (\$7,600,939.30)	(\$207,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	
0117 : ESTATE	\$3,489,037.99	\$4,702,979.72	\$0.00	\$0.00	\$0.00	\$0.00	
0119 : INSURANCE CO FIRE PREM	\$19,121,226.39	\$3,602,333.85	\$0.00	\$0.00	\$0.00	\$0.00	
0120 : INSURANCE CO LIFE PREM	\$7,129,679.84	\$6,225,789.42	\$0.00	\$0.00	\$0.00	\$0.00	
0121 : INSURANCE MARINE	(\$133,697.69)	\$47,873.57	\$0.00	\$0.00	\$0.00	\$0.00	
0123 : DOMESTIC LIFE INS INVEST PRIV	(\$5,102,286.00)	(\$1,286,581.00)	\$0.00	\$0.00	\$0.00	\$0.00	
0124 : DOMESTIC LIFE INS. PREM EXCISE	\$1,819,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0129 : COOPERATIVE BANK DEPOSIT	(\$15,614.00)	(\$213,698.00)	\$0.00	\$0.00	\$0.00	\$0.00	

You will be taken to the Final submission screen. Please enter the actual final amount and a description and click <u>Save</u>.

Please note: if you have made a mistake, you can cancel before and after you save. If you cancel, you will be taken back to the Final Submission screen.

EXIT	Your are logged in as CTRAGD (Departmental User)	Home Status Set Department Contact Us Transmi	<u>ttal</u>
FY.	o DOR: Statutory Accounts	Receivable Final Submission	
	Unit:	REVENUE ACCOUNTING (6400)	
1	Fund:	General Fund (0010)	
1	Revenue Category:	TAXES (01)	
	Revenue Source Name:	PERSONAL USE TAX (0103)	
1	Prior FY:	\$104,505.70	
	Current FY:	\$110,164.80	
	MMARS RE Balance:	\$0.00	
	Preliminary submission		
	Estimate Statutory AR:	\$1,000.00	
1	Disallowance:	(\$100.00)	
. P	Final submission		
	Actual Receivable:	500.00	
	Description:		
	this is a test	<u>~</u>	
		SAVE	
Ca	ncel	-	

Please note that this screen will also show the preliminary amount you entered for this unit/fund/revenue category combination.

Your are logged in as CTRAGD (Departmental User)	<u>Home</u> <u>Status</u> <u>Set Department</u> <u>Contact Us</u> <u>Transmit</u>
'Y <mark>z⊎ı</mark> 0 DOR: Statutory Account	s Receivable Final Submission
Unit:	REVENUE ACCOUNTING (6400)
Fund:	General Fund (0010)
Revenue Category:	TAXES (01)
Revenue Source Name:	PERSONAL USE TAX (0103)
Prior FY:	\$104,505.70
Current FY:	\$110,164.80
MMARS RE Balance:	\$0.00
Preliminary submission	
Estimate Statutory AR: 👘 🥟	\$1,000.00
Disallowance:	(\$100.00)
Final submission	
Actual Receivable:	500.00
Description:	
this is a test	<u>^</u>
	SAVE
Cancel	

Scrolling to the bottom of the page, you will see the Final submission entry you made.

SOURCE NAME	PRIOR FY	CURRENT FY	RE BALANCE	ESTIMATE	DISALLOWANCE	ACTUAL AR
0101 : CLUB ALCHOLIC BEVERAGE	\$82,477.72	\$177,280.0	, \$0.00	\$0.00	\$0.00	\$0.00
0102 + ALCOHOL BEVERAGE	> \$0.00	\$2,056.48	\$0.00	\$0.00	\$0.00	\$0.00
0103 : PERSONAL USE TAX	\$104,505.70	\$110,164.80) \$0.00	\$1,000.00	(\$100.00)	\$500.00
0104 : NATIONAL BANK	\$1,039,611.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0108 : CIGARETTE	(\$110,208,205.37)	(\$95,676,190.46) \$0.00	\$0.00	\$0.00	\$0.00
0112 : GASOLINE	(\$46,182,031.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0116 : PREFERRED PROVIDER ASSESSMTS.	(\$7,600,939.30)	(\$207,000.00) \$0.00	\$0.00	\$0.00	\$0.00
0117 : ESTATE	\$3,489,037.99	\$4,702,979.72	\$0.00	\$0.00	\$0.00	\$0.00
0119 : INSURANCE CO FIRE PREM	\$19,121,226.39	\$3,602,333.85	\$0.00	\$0.00	\$0.00	\$0.00
0120 : INSURANCE CO LIFE PREM	\$7,129,679.84	\$6,225,789.42	\$0.00	\$0.00	\$0.00	\$0.00
0121 : INSURANCE MARINE	(\$133,697.69)	\$47,873.5	\$0.00	\$0.00	\$0.00	\$0.00
0123 : DOMESTIC LIFE INS INVEST PRIV	(\$5,102,286.00)	(\$1,286,581.00) \$0.00	\$0.00	\$0.00	\$0.00
0124 : DOMESTIC LIFE INS. PREM EXCISE	\$1,819,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0129 : COOPERATIVE BANK DEPOSIT	(\$15,614.00)	(\$213,698.00) \$0.00	\$0.00	\$0.00	\$0.00
0132 : FINANCIAL INSTITUITIONS	(\$8,352,899.66)	\$69,672,790.15	\$ \$0.00	\$0.00	\$0.00	\$0.00
0133 : DOMESTIC BANKS	\$59,292,695.62	\$40,976,968.53	\$0.00	\$0.00	\$0.00	\$0.00
0134 : FOREIGN BANKS	\$4,268,226.41	\$6,445,034.4	\$0.00	\$0.00	\$0.00	\$0.00
0136 : SALES/USE SERVICES C621	\$3,299,059.88	\$1,928,647.00	\$0.00	\$0.00	\$0.00	\$0.00
0137 : SALES & USE	(\$180,181,989.11)	\$44,660,343.76	\$0.00	\$0.00	\$0.00	\$0.00
0138 : SALES MEALS	\$38,634,922.71	\$38,420,343.00	0 \$0.00	\$0.00	\$0.00	\$0.00 1 <u>2 3</u>
Preparer's Signature						
Prepared By:		P	hone:	E	xt:	
	Please do not fo	rget to sign t	he Preparer'	s Signatur	е.	
		Ξ	lign			

At the bottom of the page, please enter your name and phone number and click on Sign

From this page, you can continue to select additional unit/fund/revenue categories if needed.

Once your entries are completed, you can choose Status to view the NAR411WU report that will now be updated with all of the entries you have made.

Your are logged in a	s CTRAGD (Departmenta	il User) <u>Ho</u>	me <u>Status</u>	<u>Set Departn</u>	nent <u>Contact Us</u>	Transmitte
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FIZC DOR. 5	tatutory Acco	Junts Rece	ivable r	mai su	0111551011	
Unit Name: 6400: R	EVENUE ACCOUNTI	١G		*		
Fund Name: 0010: G	eneral Fund	*				
Category Name: 01: TAX	ES 🔽			(Select	
Cancel						
						123
SOURCE NAME	PRIOR FY	CURRENT FY	RE BALANCE	ESTIMATE	DISALLOWANCE	ACTUAL AR
0101 : CLUB ALCHOLIC BEVERAGE	\$82,477.72	\$177,280.07	\$0.00	\$0.00	\$0.00	\$0.00
0102 : ALCOHOL BEVERAGE	\$0.00	\$2,056.48	\$0.00	\$0.00	\$0.00	\$0.00
0103 : PERSONAL USE TAX	\$104,505.70	\$110,164.80	\$0.00	\$1,000.00	(\$100.00)	\$0.00
K	\$1,039,611.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0108 : CIGARETTE	(\$110,208,205.37)	(\$95,676,190.46)	\$0.00	\$0.00	\$0.00	\$0.00
0112 : GASOLINE	(\$46,182,031.44)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0116 : PREFERRED PROVIDE ASSESSMTS.	R (\$7,600,939.30)	(\$207,000.00)	\$0.00	\$0.00	\$0.00	\$0.00
0117 : ESTATE	\$3,489,037.99	\$4,702,979.72	\$0.00	\$0.00	\$0.00	\$0.00
0119 : INSURANCE CO FIRE PREM	\$19,121,226.39	\$3,602,333.85	\$0.00	\$0.00	\$0.00	\$0.00
0120 : INSURANCE CO LIFE PREM	\$7,129,679.84	\$6,225,789.42	\$0.00	\$0.00	\$0.00	\$0.00
0121 : INSURANCE MARINE	(\$133,697.69)	\$47,873.57	\$0.00	\$0.00	\$0.00	\$0.00
0123 : DOMESTIC LIFE INS INVEST PRIV	(\$5,102,286.00)	(\$1,286,581.00)	\$0.00	\$0.00	\$0.00	\$0.00
0124 : DOMESTIC LIFE INS. PREM EXCISE	\$1,819,254.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0129 : COOPERATIVE BANK DEPOSIT	(\$15,614.00)	(\$213,698.00)	\$0.00	\$0.00	\$0.00	\$0.00

By selecting Status, this allows you to view the NAR411WU report that will now be updated with all of the entries you have made.

NAR411WU report

	17,070.37	0.00	0.00	0.00	0.00	0.00
	17,070.37	0.00	0.00	0.00	0.00	0.00
	17,070.37	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
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\sim						
	82,477.72	177,280.07	0.00	0.00	0.00	0.00
	0.00	2,056.48	0.00	0.00	0.00	0.00
	104,505.70	110,164.80	0.00	1,000.00	-100.00	500.00
	1,039,611.99	0.00	0.00	0.00	0.00	0.00
	-110,208,205.37	-95,676,190.46	0.00	0.00	0.00	0.00
	-46,182,031.44	0.00	0.00	0.00	0.00	0.00
	-7,600,939.30	-207,000.00	0.00	0.00	0.00	0.00
	3,489,037.99	4,702,979.72	0.00	0.00	0.00	0.00
	19,121,226.39	3,602,333.85	0.00	0.00	0.00	0.00
	7,129,679.84	6,225,789.42	0.00	0.00	0.00	0.00
	-133,697.69	47,873.57	0.00	0.00	0.00	0.00
	-5,102,286.00	-1,286,581.00	0.00	0.00	0.00	0.00
	1,819,254.00	0.00	0.00	0.00	0.00	0.00
	-15,614.00	-213,698.00	0.00	0.00	0.00	0.00
	-8,352,899.66	69,672,790.15	0.00	0.00	0.00	0.00
	59,292,695.62	40,976,968.57	0.00	0.00	0.00	0.00
	4,268,226.41	6,445,034.47	0.00	0.00	0.00	0.00
	3,299,059.88	1,928,647.00	0.00	0.00	0.00	0.00
	-180,181,989.11	44,660,343.76	0.00	0.00	20.00	0.00
	38,634,922.71	38,420,343.00	0.00	0.00	⁰ 0.00	0.00
	12,921.52	23,700.26	0.00	0.00	0.00	0.00
	173,526,447.64	123,047,767.21	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
1						

NAR411WU report (continued)

Print Da	e: 63/23/2010	AC	AND UNIT THROUGH FIS	CAL PERIOD 99 FOR FY	лент		
DEPT:	DEPARTMENT OF REVENUE (DOR)						
REV SRCE	REVENUE SOURCE NAME	PROR FY REVENUE	CURRENT FY REVENUE	BFY O/G RECEIVABLED	REBALANCE	DIBALLOWANCE	ACTUAL AR
FUND	00 10 TOTAL 0300 Einendable Trust Fund - Eitemai	-17.070.37	0.00	0.00	0.00	0.00	0.00
REVC	ATEGORY: 04 DEPARTMENTAL						
2044	DONATIONS	17,070.37	0.00	0.00	0.00	0.00	0.00
REVC	ATEGORY 04 TOTAL	17,070.37	0.00	0.00	0.00	0.00	0.00
FŰÑĎ	0300 TOTAL	17,070.37	0.00	0.00	0.00	0.00	0.00
UNITE	360 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
DEPT FUND: REV C	JNIT: \$400 REVENUE ACCOUNTING 0010 General Fund ATEGORY: 01 TAXES						
0101	CLUB ALCHOLIC SEVERAGE	82,477.72	177,280.07	0.00	0.00	0.00	0.00
9102	ALCOHOL BEVERAGE	0.00	2,056.48	0.00	0.00	0.00	0.00
0103	PERSONAL USE TAX	104,505.70	110,164.80	0.00	1,000.00	-100.00	500.00
0104	NATIONAL BANK	1,039,611.99	0.00	0.00	0.00	0.00	0.00
0108	CIGARETTE	-110,208,205.37	-95,676,190.46	0.00	0.00	0.00	0.00
0112	GASOLINE	-45,182,031.44	0.00	0.00	0.00	0.00	0.00
0116	PREFERRED PROVIDER ASSESSMTS.	-7 /600,939.30	-207,000.00	0.00	0.00	0.00	0.00
0117	ESTATE	3,489,037.99	4,702,979.72	0.00	0.00	0.00	0.00
0119	INSURANCE CO FIRE PREM	19,121,225.39	3,602,333,85	0.00	0.00	0.00	0.00
0120	INSURANCE COLIFE PREM	7,129,679,84	6,225,789.42	0.00	0.00	0.00	0.00
0121	INSURANCE MARINE	-133,697.69	47,873.57	0.00	0.00	0.00	0.00
0123	DOMESTIC LIFE INS INVESTIPRIV	-5,102,286.00	-1,286,581.00	0.00	0.00	0.00	0.00
0124	DOMESTIC LIFE INS. PREM EXCISE	1,819,254.00	0.00	0.00	0.00	0.00	0.00
0129	COOPERATIVE BANK DEPOSIT	-15,614.00	-213,698.00	0.00	0.00	0.00	0.00
0132	FINANCIAL INSTITUTIONS	-8,352,899.66	69,672,790.15	0.00	0.00	0.00	0.00
0133	DOMESTIC BANKS	59,292,695.62	40,976,968,57	0.00	0.00	0.00	0.00
0134	FOREIGN BANKS	4,258,225.41	6,445,034.47	0.00	0.00	0.00	0.00
0135	SALES/USE SERVICES C621	3,299,059,88	1,928,547.00	0.00	0.00	0.00	0.00
0137	SALES & USE	-180,181,989.11	44,660,343.76	0.00	0.00	0.00	0.00
0138	SALES MEALS	38,634,922.71	38,420,343.00	0.00	0.00	0.00	0.00
0139	SALES MOTOR VEH	12,921.52	23,700.25	0.00	0.00	0.00	0.00
0140	INCOME	173,525,447.64	123,047,767.21	0.00	0.00	0.00	0.00
0141	DEED EXCISE	0.00	0.00	0.00	0.00	0.00	0.00
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After viewing the report, please return to the transmittal form by clicking on **Transmittal** in the upper right hand corner.

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Comptroller of the Con OSC Home Mass.Gov Home State Age	nmonwealth	Mass.
EXIT Your are logged in as CTRAGD (Dep	artmental User) <u>Home</u> <u>Status</u> Set D	epartment Contact Us Transmittal
FV	Accounts Receivable Repo	nte
112010 DOR. Statutory		
Select Report: Department Information 💌	Select	
Department Information		
Liaison	Approver	Preparer
Name: This is a test	Name:	Name:
Title: This is a test	Phone:	Phone:
Phone: 617-123-4567-123	Date:	Date:
Required Documents		Status
Preliminary Submission		
Final Submission		
Submitted By: CTRAGD	Submitted Date: 06/02/2010	Status: In Progress
If please contact Comptro	you have questions accessing the application, Iler's Help Desk at <u>comptroller.info@state.ma</u>	. <u>us</u> or 617-973-2468.
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At the transmittal form, please enter your name, date (pop up date will appear) and phone for both the Prepared by and Approved by.

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		<u>6</u>	Ζ	8	2	<u>10</u>	<u>11</u>	<u>12</u>		, Primary s	tatutor	y Account	IS Receivable Li	aison
	п	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>						
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												Report	Status	
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Please click on Submit and Save.

Please note: if you need to make an adjustment after the final form is submitted, contact the CTR Statewide General Accounting as listed on the screen to release the submission.

то:	General Acc Office of the One Ashbur Boston, MAI Attention:	cunting Bureau Comptroller ton Place -9th Floor 02108 	3-2418	3)		Updated Date: Marc	9:39:00 AM
FROM:	Name:	This is a test		, Primary Statuto	ry Accoun	ts Receivable Liais	son
	Title	This is a test					
	Telephone:	617-123-4567	E>	tension: 123			
						Due Date	Status
Prelimi	nary					uayub/2010	Completed
<u>Final</u>						u9708/2010	Completed
Autho	rized Signat	ure					
Prepar	ed By: this is	a test	Date:	uuruz/2010	Phone:	617-123-4567 E	Ext: 123
Approv	ed By: this is	a test	Date:	u9/02/2010	Phone:	617-123-4567 E	Ext: 456
		Please	e do no	ot forget to sign th	e form.		
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After saving, you will be taken to My Status and you can click on Exit.



Please logout, you are done.

The Official PartnerNet \	Website of the Comptroller	of the Commonwealth (CTR)		<u>Skip Naviga</u>	ation Links
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PartnerNet Browser Best Practices Using Edge in Internet Explorer Mode Instructions

- 1. Launch the Microsoft Edge browser
- 2. Select the 3 dots ellipsis menu
- 3. Select "Settings"





- 4. Select "Default Browser" on the left.
- 5. "Let Internet Explorer Open in Microsoft Edge". Set to "Incompatible sites only (recommended)"
- 6. "Allow sites to be reloaded in Internet Explorer mode". Set to "Allow"
- 7. "Internet Explorer mode pages" Select "Add"

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± ≫ ₹	Downloads Family Languages Printers	Allow sites to be reloaded in Internet Explorer mode ⑦ When browsing in Microsoft Edge. If a site requires Internet Explorer for compati Explorer mode For this setting change to take effect, restart your browser				it in Internet	Allow ~	6	
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- Copy and paste the PartnerNet URL into the "Add a Page" window <u>https://ctrpartnernet.ctr.state.ma.us/PartnerN</u> <u>et/Public/Login.aspx</u>
- 9. Select "Add"
- 10. Select "Restart"
- 11. Relaunch the Edge browser and go to PartnerNet.
- Once you are in Partnernet, you need to enable the Internet Explorer compatibility view. 1 Click on the Internet Explorer Icon 2 click to turn on the "Open this page in Compatibility view. See below



Instructions to allow pop-ups

Sometimes you will see a message that a popup has been blocked and you can select "always Allow popups from this site"

Looks like this.

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