Annual Financial Report
(PDE-2056)

Intermediate Unit

2009-10
Access Database User Manual

Part 2
Data File Load and Specifications Manual

System Documentation and User Manual
Release 1 – July 2010

School Finance section of PDE Website:

www.education.state.pa.us (under Policies and Procedures)

TABLE OF CONTENTS

- ***Overview*** ***1***
- ***Using The Data Load (DFL)*** ***1***
- ***Valid Data File Format and Content*** ***3***

Commonwealth of Pennsylvania
Governor's Office of the Budget

All aspects of the application design, including but not limited to page layouts, formulas, and macro programming, are the property of the Commonwealth of Pennsylvania and are not to be copied except as instructed in the package documentation in order to complete the required annual financial reporting. No other copying or duplication is permitted without the written consent of the Governor's Office of the Budget, Comptroller Operations.

Overview

The Intermediate Unit Annual Financial Report (PDE-2056) for the 2009-10 Fiscal Year is available in Microsoft Access database format.

The Microsoft Access version of the IU AFR database includes a data file load (DFL) utility. The DFL greatly reduces manual entry of data into the packages. This document describes the requirements for data files that can be used with the AFR DFL. **Note**: Any IU operating using a server environment where files are not stored on a PC's hard drive, please share this Manual with the IUs technical support personnel to see if any of these instructions need adapted.

DFL Generated files are those that show:

- They contain records only for those function and object codes that are listed for reporting in the AFR database. These function and object codes are considered *valid codes* for the AFR.
- Revenue and expenditure amounts are accumulated to these valid functions and object levels *before* the data file is generated.

If the necessary account code cross-walking information is included in an IU's accounting system, the software or service provider can use this information to programmatically generate AFR revenue and expenditure data files that contain only valid function and object codes, and which have amounts accumulated to the valid code levels. These files are available for downloading from the PDE website:

www.education.state.pa.us (Under Policies and Procedures)

Data file requirements for the 2009-10 Fiscal Year Intermediate Unit AFR are discussed below. Each record will only list data for a particular program.

Using The Data Load (DFL)

1. **Create Data Files**

   The first step in using the DFL is creating revenue and expenditure data files in the correct format. See the file specifications listed in this manual.

2. **Load AFR Database** – Instructions for this step can be found in the User Manual Part 1.

   The school information must be entered before loading the data files.

3. **Place Data Files In Correct Folder**

   The data files must be named correctly and stored in the iuafr10 folder on the PC's hard drive.

   a. Select the **"Load Data Files"** option from the Main Menu

   b. A screen will display showing the four areas to load.

   General Fund Revenues
   General Fund Expenditures
   Special Revenue Fund Revenues
   Special Revenue Fund Expenditures

c. Select the file to load by clicking the circle next to that selection. Only one selection can be made at a time.

d. Click on the Load Data File button.

e. The next screen will indicate to the dfl the location of your data files. Highlight the file that will be loaded and double click on that file.

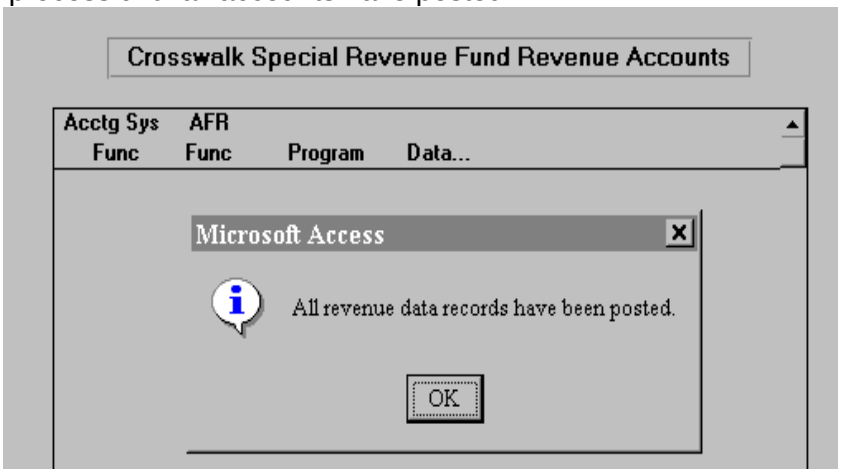
f. The database will display the total data count in the load.

g. If all the accounts are valid, a message will display that all accounts have been loaded.

h. If there are invalid accounts, an invalid account screen will display. Enter the correct codes for these accounts. In the box next to the invalid codes, type in the correct code. After correcting all the codes, click Post Accounts.

i. If there are accounts that should not be loaded into the AFR, click on the Throw Away box.

j. Continue this process until all accounts have posted.



k. Select the next area of the DFL to load and repeat the process until all of the Revenues and Expenditures have posted.

l. **Clear buttons.** There are buttons labeled “Clear Revenue Files” and “Clear Expenditure Files” on the Load Data Files Menu. Each button clears the data loaded into the corresponding section.

m. Click the Previous Menu button to return to the Main Menu.

n. Check your revenues and expenditures to ensure that your data has loaded.

o. Continue with the database entry instructions in Part 1 of the User Manual.

■ Valid Data File Format and Content

1. All data files for the 2009-10 AFR should be stored in the standard working directory: C:\iuafr10
2. The files must contain data summarized to the account code level required by the AFR database. Include records for only those codes for which you have balances. Do not include records for any function or object codes, which have been added to the accounting system to show more detailed accounting. Any amounts included in the data file with invalid function or object codes will *not* be loaded into the database.
3. Do not include a record in the file for any account code that has a zero balance.
4. Amounts should be reported in dollars and cents. No more than **two** decimals may be reported.
5. The data files should not contain records for rollup or subtotal level functions and objects.
6. Do not include commas within any amounts in the data files.
7. If negative numbers must be included, a minus sign (-) must precede the number.
   Example: -210443
8. The last record in the file should contain data. This row (or record) should not contain a special character such as an end-of-file (EOF) character. Eliminate this line if possible. The DFL attempts to trap and correct these situations, however, this could still cause a problem with the loading.

► Special Revenue Fund Expenditure Data File Format Requirements

- **Filename: SPCEXP10.ASC**
- Comma delimited ASCII
- Zero in amount field if not reported
- No commas in amounts
- Only two places allowed after the decimal
- Minus sign before negative amounts
- Each record designates a program
- Program numbers assigned are:
  1. Special Education
  2. Transportation
  3. Institutionalized Children
  4. Early Intervention

Each record must be in the following format:
Function, Object, Program Number, Amount

Example:
1200,100,1,100.00
1200,100,2,200.00
1200,100,3,400.00
1200,100,4,500.00

► Special Revenue Fund Revenue Data File Format Requirements

- **Filename: SPCREV10.ASC**
- Comma-delimited ASCII
- Zero in amount field if not reported
- No commas in amounts
- Only two places allowed after the decimal
- Minus sign before negative amounts
- Each record designates a program
- Program numbers assigned are:
  1. Special Education
  2. Transportation
  3. Institutionalized Children
  4. Early Intervention

Each record must be in the following format:
Revenue Code, Program Number, Amount

Example:
6500,1,100.00
6500,2,100.00
6500,3,100.00
6500,4,100.00

► General Fund Expenditure Data File Format Requirements

- Filename: GENEXP10.ASC
- Comma-delimited ASCII
- Zero in amount field if not reported
- No commas in amounts
- Only two places allowed after the decimal
- Minus sign before negative amounts
- Each record designates a program
- Program numbers assigned are:
  1. Administration
  2. Curriculum Development and Improvement
  3. Education Planning
  4. Instructional Materials
  5. Management
  6. Continuing Education
  7. Pupil Personnel
  8. State and Federal Liaison
  9. Federal
  10. Medical Assistance
  11. Act 89
  12. Other

Each record must be in the following format:
Function, Object, Program Number, Amount

Example:
1000,100,1,1000.00
1000,100,2,4000.00
1000,100,3,8000.00
1000,100,4,2000.00
1000,100,5,1000.00
1000,100,6,3000.00
1000,100,7,4000.00
1000,100,8,5000.00
1000,100,9,1000.00
1000,100,10,12000.00
1000,100,11,2000.00
1000,100,12,3000.00

► General Fund Revenue Data File Format Requirements

- Filename: GENREV10.ASC
- Comma-delimited ASCII
- Zero in amount field if not reported
- No commas in amounts
- Only two places allowed after the decimal
- Minus sign before negative amounts
- Each record designates a program
- Program numbers assigned are:
  1. Administration
  2. Curriculum Development and Improvement
  3. Education Planning
  4. Instructional Materials
  5. Management
  6. Continuing Education
  7. Pupil Personnel
  8. State and Federal Liaison
  9. Federal
  10. Medical Assistance
  11. Act 89
  12. Other

Each record must be in the following format:
Revenue Code, Program Number, Amount

Example:
6500,1,1000.00
6500,2,2000.00
6500,3,4000.00
6500,4,8000.00
6500,5,13000.00
6500,6,2000.00
6500,7,5000.00
6500,8,7000.00
6500,9,3000.00
6500,10,2000.00
6500,11,1000.00
6500,12,1000.00