

Download and Installation Instructions Annual Financial Report (AFR) software package 2010-11 Fiscal Year

Either Access 2010 or a runtime version of Access 2010 **must** be installed on the PC that you will be using to complete the AFR. **If you have any other version of Access installed on your PC, you must download and install the runtime version of Access 2010 prior to installing the AFR program.** The following errors may occur if you try to install and operate the AFR program using any version of Access other than Access 2010: an error message may appear during the AFR installation process stating that the program requires Access 2010 to operate, the AFR program may not be available on your Start-Programs menu, and/or the program may not operate properly and could display blank data entry screens or fail to calculate totals correctly. **Either Access 2010 or the runtime version of Access 2010 must be installed prior to installation of the AFR program.** A runtime version of Access 2010 can be downloaded from the School Finance section of the PDE website: **www.education.state.pa.us** (Under Policies and Procedures)

Download the executable file from the website www.education.state.pa.us

1. Navigate to the AFR Menu page on the PDE website by clicking Policies and Procedures, School Finance, Annual Financial Report – School District
2. Click on the link to the AFR executable file.
3. A File Download box will appear. This box prompts to either run or save the sdafr11.exe file. Choose the **Save** button.
4. The **Save As** dialog box will appear.
5. Save the file to the C: drive by specifying this location in the **Save In** box Do not change the default file name sdafr11.exe
6. Click the **Save** button.
7. A download box will appear and the AFR executable (sdafr11.exe) file will download to the C: drive.
8. When the download is complete, either the message “Download Complete,” will appear or the box will close automatically. If the box does not automatically close, click the **Close** button.
9. Exit the Internet browser.

Run the Setup Wizard to install the AFR software

1. Start Windows Explorer
2. Locate and double click the file sdafr11.exe previously saved in the C:drive
3. Click OK in the WinZip Self-Extractor box that opens with the message “Click **OK**, then click unzip to the copy...”
4. In the WinZip Self Extractor window, click **Unzip**. Important: The “unzip to the folder” specified should not be changed. The path is set to automatically default to c:\sdafr11\Package. Do not make any changes to this screen.
5. A message box will be displayed stating files unzipped successfully. Click **OK**, and then click **Close** in the WinZip Self-Extractor window if it does not close automatically.
6. A screen titled **Welcome to the sdafr11 Setup Wizard** will automatically open, click **Next**

7. **Customer Information screen** will appear. Do Not change the default path, click **Next**
8. **Choose Setup Type** screen will appear, click the icon to the left of the word **Typical**
9. On the **Ready to Install** screen, click Install. Wait until the AFR completely installs before click **Finish**.
10. An AFR icon will appear on the desktop of your computer. Use this icon to access the AFR 2011.
11. Note the Location of the AFR components. The installed components of the database will be located in the C:\sdafr11 folder. You will need this information in order to find the data file to submit on the FTP site.

The file named sdafrdata11.accdb will store all the data entered into the AFR program, this file is referred to as the backend. This file is password protected and cannot be opened independently. When the AFR program is opened it will automatically link to the sdafrdata11.accdb file and data contained in the file will be populated into the AFR format. Note: This is also the file that will be automatically copied, renamed and placed in a "Send In" folder for submission to the AFR FTP site. **Note: the process to submit the AFR data file to the FTP site has changed from the prior year submission.**

The remaining files contain the technical programming needed to run the AFR program and functions.

Important: If the .accdb extension does not display as part of the file name, your Windows may be set to hide extensions. Use Tools, Folder Options, View tab, and uncheck the box marked "hide file extensions for known file types". Consult your schools technical support for additional help.