

AFR Data File Specifications 2015-16 FY

With the implementation of the new Consolidated Financial Reporting System (CFRS), the file specifications for the AFR data file upload have changed.

- LEAs will continue to have the ability to upload both revenue and expenditure data
- Data file templates have been posted to the PDE website at:
http://www.portal.state.pa.us/portal/server.pt/community/annual_financial_report_-_school_district/7310
- Expenditure detail will now be reported for every Governmental Fund, so the data files must include the applicable fund number in addition to all other data fields required previously
- CFRS will accept upload of data files created as either .csv or .txt files
- Both file types (csv or txt) must include the header line and all data fields as listed below
- Each record in the data file must contain **ALL** the data fields specified in the applicable file format listed below
- The data files must contain data at the account code level required by the AFR in order to load. Please refer to the list of valid codes posted to the PDE website at:
http://www.portal.state.pa.us/portal/server.pt/community/annual_financial_report_-_school_district/7310
- Amounts should be reported in dollars and cents. **No more than two decimals may be reported.**
- Do not include commas within any Amount field in the data files
- Negative numbers must have a minus sign (-) preceding the number

Required Formats

- The fields below must be included as headers in each file exactly as listed
- Fields and header must be separated by commas in text files
- Each field and header must be entered in a separate column in .csv files
- Any Amount or Program Code field with no applicable data must contain a zero

SD Expenditure Data fields:

FundCode,FunctionCode,ObjectCode,ElementaryAmount,SecondaryAmount,FederalAmount,TotalAmount

SD Revenue Data fields:

FundCode,RevenueCode,RevenueAmount,CurrentYearAccrualAmount,PriorYearAccrualAmount

IU Expenditure Data fields:

FundCode,FunctionCode,ObjectCode,ProgramCode,Amount

IU Revenue Data fields:

FundCode,RevenueCode,ProgramCode,RevenueAmount

Please contact the Office of Comptroller Operations with any questions at RA-Schlfin@pa.gov