Download and Installation Instructions
Annual Financial Report (AFR) software package
2009-10 Fiscal Year

Either Access 2002, or a runtime version of Access 2002 **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 2002 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 2002: an error message may appear during the AFR installation process stating that the program requires Access 2002 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 2002, or the runtime version of Access 2002 must be installed <u>prior to</u> installation of the AFR program.** A runtime version of Access 2002 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 iuafr10.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 iuafr10.exe

6) Click the **Save** button.

7) A download box will appear and the AFR executable (iuafr10.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.

Unzip the downloaded iuafr10.exe file
And Run the Setup program to install the AFR software

1) Start Windows Explorer

2) Locate and double click the file **iuafr10.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 copy..."

4) In the WinZip Self Extractor window, click **Unzip**.   Important: The "Unzip to folder" specified should not be changed. The path is set to automatically default to c:\iuafr10\Package.

5) A message box will be displayed stating files unzipped successfully. Click **OK**, then click **Close** in the WinZip self-extractor window if it does not close automatically.

6) A blue screen will open automatically titled 2009-10 IU Annual Financial Report Setup. Click **OK**.

7) On the next screen, click the large computer icon button to begin the setup process. Important: Do not click the Change Directory button.

8) On the Program Group screen, click **Continue**. Important: do not make any changes to this screen. The program group will automatically default to 2009-10 IU Annual Financial Report.

9) Version conflict alerts may appear that a file being copied is not newer than the file currently on the system and recommending to keep the existing file. Click the Yes button to keep the existing file and proceed with the installation.

10) At the conclusion of this process, a screen will appear indicating that the 2009-10 IU AFR Setup was completed successfully. Click **OK**.

11) Note the location of the AFR components.

    a) Open Windows Explorer.

    b) Open the C:\iuafr10 folder in Windows Explorer. The installed components of the database will appear in the folder.

    c) You only need to be concerned with one of these files. The file named, iuafrdata10.mdb is referred to as the backend, and will store all the data that is entered into the AFR program. This file is password protected and cannot be opened independently. When the AFR program is opened it will automatically link to the iuafrdata10.mdb file and any data contained in the file will be shown in AFR format. Note: This is also the file that will be automatically copied and renamed for submission to the Comptroller's Office.

    d) The remaining files contain all the technical programming needed to run the AFR program and functions. Please do not attempt to open or alter any of these files.

Note: If the .mdb extension does not display as part of the file name, your Windows may be set to hide the file extensions. Consult technical support personnel to have this setting changed to allow the file extensions to be visible.