

***Annual Financial Report
(PDE-2057)***

*School District, Charter School and
Area Vocational Technical School*

2009-10

Access Database User Manual

Part 1

General Information For All Users

System Documentation and User Manual
Release 1 – July 2010

School Finance section of PDE Website:

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

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**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.

Part 1: General Information For All Users

■ Introduction

Currently, the annual financial report (AFR) document is offered for School Districts, AVTS/CTCs, Charter Schools, Special Schools, and Intermediate Units using an Access database reporting package. The database operates on a run-time version of Microsoft Access 2002, so it is not necessary to purchase specific application software.

This user manual is comprised of three parts. Part 1 contains the basic information necessary to complete the 2009-10 FY AFR package. Part 2 provides the information necessary to use the Data File Load (DFL). This facet of the database loads revenue and expenditure data to the AFR package automatically. Part 2 of the manual provides information the advantages of implementing this form of data entry. Loading data files is not necessary for the completion of the AFR. Manual entry of the data is also another option. Part 3 contains more detailed instructions for completing specific sections and lines of the AFR.

■ Summary Of Changes This Year

The following section details the changes made to the AFR this year.

- ✓ **Reporting ARRA Basic Education Funding:** ARRA Basic Education expenditures should be reported in the expenditure detail section of the AFR as either Elementary or Secondary expenditures. Do not report these expenditures in the Federal column.

Note: Although the ARRA Basic Education expenditures are to be reported as elementary/secondary in the General Fund Detail section of the AFR, these expenditure amounts must also be included on the ARRA schedule.

- ✓ **Revenues:**

Add:

- 6835 - ARRA Title I Pass Through
- 8731 - ARRA Build America Bonds
- 8799 - ARRA Miscellaneous

Delete

- 8670 – Previously entitled Drug Free. Drug free revenues should be coded to 8517.

- ✓ **Object Codes:**

- 280 – Object 280 is now available for data entry on the Encumbrance Schedule.
- 720 – Buildings: Data entry will only be allowed in Object 720 within Function 4500

- ✓ **Special Schedules:**

- SOIN – Statement of Indebtedness: The liability for Other Post Employment Benefits (OPEB) should be reported within the “Other Long Term Debt” column. Validations have been added to ensure that schools reporting compensated absences or OPEB on the Statement of Net Assets have also included this data in the appropriate column of the SOIN.
- Tuition Rate Schedule – An additional column has been added to this schedule to report the portion of tuition paid using ARRA funds. The ARRA funded amount is to be included in the original Amount column and is also to be presented separately in the new ARRA column. Also, reporting for object 562 – Tuition to Charter Schools is being requested in two parts: Tuition to Charter Schools for Nonspecial Education, and Tuition to Charter Schools for Special Education.

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- RICE – Restricted Indirect Cost Schedule: This schedule has been reformatted and additional data is being collected pursuant to data requests by the Federal government. An additional data entry area has been added to collect termination/leave payout salaries for all expenditure functions 1000, 2000, and 3000.
 - ARRA Schedule - The following expenditure codes have been added to the ARRA schedule: Function 3200, and Object 820 within all functions.
- ✓ **Hard copy submission requirement changes:** Beginning with the 2009-10 AFR, the only printed item that will be required to be submitted via mail will be the original signed AFR coversheet. Printed copies of the AFR financial statement pages no longer need to be mailed to the Comptroller's Office. Again this year, the MD&A and Notes are not to be submitted to the Comptroller's Office in any format, but should be completed and made available upon request.
- ***Mailing address for Signed Cover Sheet submission:***
 - Bureau of Commonwealth Accounting
 - Special Accounting Division
 - Central Agencies and School Finance
 - 555 Walnut St – 9th Floor
 - Harrisburg, PA 17101

■ **Overview of Package**

Package Layout And Map

The database is organized into separate levels, each containing a different section of the AFR. Each level is accessed by clicking on the button for that specific section from the **Main Menu** screen.

Tips

TIPS are located throughout the package. The Tips are automatically displayed when a screen is chosen to provide helpful information for completing that section of the AFR.

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Validations And Error Messages

An important feature of the AFR package is the inclusion of validations that display error codes to the user. **AFRs must be free of validation errors** before submitting the file to the Comptroller's Office. Errors that contain justifications will be accepted pending review of the justification offered by the school. AFR Files containing unjustified validation errors will not be accepted which could result in delayed subsidies.

IMPORTANT NOTE:

Either Access 2002, or a runtime version of Access 2002 must be installed on the PC that will be used to complete the AFR. **If you have any version of Access other than Access 2002 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. The runtime version of Access 2002 can be downloaded from the School Finance/AFR section of the PDE website.

■ ***Loading the Run Time Version of Access 2002***

NOTE: Runtime Access 2002 installation is required only if Access 2002 is not installed on the computer that will be used to complete the AFR. No other version of Access will allow the AFR program to install or operate properly.

The AFR database is designed to operate using **only Microsoft Access 2002**. A runtime version of Access 2002 is available for schools that do not have Access 2002 installed. The software may be downloaded from the School Finance/AFR section of the PDE website at: **www.education.state.pa.us**

Installing the Runtime Access Software

1. Go to **ftp://ftp.state.pa.us/pub/PDE_PUBLIC/AccessRuntime** (A link to this site is available on the AFR menu page of the PDE website)
2. Right click the file named Access2002Runtime.exe file and choose Copy to Folder
3. Save the file to a location such as the Desktop or C drive.
4. Locate and double click the Access2002Runtime.exe, this will begin the installation. After completing this installation, proceed to download the AFR software from the website.

■ ***Downloading and Installing the AFR software for the 2009-10 FY***

Downloading the AFR from the PDE website

To begin the download of the AFR executable file from the PDE website, navigate to the AFR Menu at: **www.education.state.pa.us** Click Policies and Procedures, School Finance, Annual Financial Report - School District. Please note the various items available for download or reference from this page

Download the executable file from the website

- 1) Click on the link to the AFR executable file.
- 2) A File Download box will appear. This box prompts to either run or save the sdafr10.exe file. Choose the **Save** button.
- 3) The **Save As** dialog box will appear.
- 4) Save the file to the C: drive by specifying this location in the **Save In** box Do not change the default file name sdafr10.exe
- 5) Click the **Save** button.
- 6) A download box will appear and the AFR executable (sdafr10.exe) file will download to the C: drive.
- 7) 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.
- 8) Exit the Internet browser.

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Unzip the downloaded file sdafr10.exe and Run the Setup program to install the AFR software

- 1) Start Windows Explorer
- 2) Locate and double click the file **sdafr10.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:\sdafr10\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 SD 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 SD 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 SD AFR Setup was completed successfully. Click **OK**.
- 11) Note the location of the AFR components.
 - a) Open Windows Explorer.
 - b) Open the C:\sdafr10 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, sdafrdata10.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 sdafrdata10.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.

Important: 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.

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■ ***Opening the Database for Data Entry***

The AFR program contains everything necessary for BOTH manual data entry and **data file load (DFL)** use. The user can decide whether or not to use the DFL. **NOTE: Review Part 2 of this manual before continuing with these instructions if the DFL will be used to load revenue and expenditure data.**

To run the AFR software, click **Start** in the lower left corner of the Desktop, click **Programs**, click **2009-10 SD Annual Financial Report**. Do not attempt to open any of the files located in the sdafr10 folder. The database should only be run using the Start Programs option. Opening the database using any other method may cause runtime errors, and the possible corruption or loss of data.

■ ***Navigation and Data Entry Instructions***

A database is designed with many interconnected fields. By entering data into a specific code field, that same data will appear in all code fields with that same number. For example, data entered into the Revenue Detail 6111 field, will automatically display on the Tax Accrual-to-Cash Conversion 6111 field. This aspect of the database makes the entering of data very user friendly and less time consuming than manually entering all data and ensures that corresponding data is entered in the correct code on subsequent pages.

Detailed explanations and instructions for specific sections of the AFR can be found in Part 3 of this manual.

The recommended order for entering data is: School Information, Revenues, Expenditures, Special Schedules and Financial Statements.

Entering Negative Amounts: To enter a negative amount to a field, use a minus sign (hyphen) as the first character in the number. Do not leave a space between the minus sign and the number itself.

Completing The School Information Entry Screen

The database will open to a blue Annual Financial Report screen. The first time the main menu button is selected, the database displays the **School Information Entry Screen**. This section must be completed in it's entirety before the program will allow navigation to any other data entry areas. The information provided on this section will internally access the appropriate school class account codes.

- a. Type the AUN number of the LEA without using hyphens. The school name will be displayed based on the AUN number. If the school name displayed is incorrect, check the AUN number that was entered.
- b. Move the cursor down one line at a time and continue entering the requested information. All fields on this screen must be completed before the remainder of the package will be accessible.
- c. The contact person entered in the e-mail address field will be the individual contacted with any follow-up correspondence regarding the report. The contact person should be an individual that has an understanding of the AFR and is able to resolve any issues pertaining to this report.
- d. Charter Schools and AVTS/CTC's will also have a line at the bottom of this screen regarding operation of a library. Please click the option applicable to your school. One of the available options must be highlighted in order to exit the school information screen.
- e. Upon completion of this screen, click the **Main Menu** button to access additional areas of the report.

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Major Fund Determination

- a. Use the Major Fund Determination worksheet to determine which funds fit the criteria of a major fund. This worksheet is available on the AFR Menu of the PDE website.
- b. To select the major funds: from the Main Menu Screen – Click the **Designate Major Funds** button. Check the box next to any fund that meets the criteria of a major fund in order to access the account codes for that fund.
- c. The General Fund, Food Service Fund, Capital Reserve Fund (Fund 22 for School Districts only) and Internal Service Fund have been automatically designated, and must be reported as major funds. Data entry screens within the AFR program will only be available for funds designated as major funds
- d. The Fiduciary Funds will not need to be designated as major funds to access the entry screens.

Entering Revenue Data

- a. From the **Main Menu** screen – Click the **Enter Account Information** button.
- b. On the **Account Information Entry Menu** - Click **Enter Revenue Information**.
- c. Complete the Revenue Section in the following order:
 1. Tax Levy - available only to school district class sizes 1, 2, 3, and 4.
 2. Tax Schedule – available only to school district class sizes 2, 3 and 4.
 3. Tax Accrual to Cash - available only to school district class sizes 1, 2, 3, and 4
 4. Delinquent Tax Schedule – available only to school district class sizes 1, 2, 3, and 4
 5. Revenue Detail - access the 6000, 7000, 8000 and 9000 codes using the drop down box
- d. The **Previous Menu** button located at the bottom of the screen will exit the current section to continue entry in another section.
- e. After completing all applicable fields and screens, click the **Previous Menu** button at the end of the **Revenue Information Entry** screen to return to the **Account Information Entry Menu**.

Entering Expenditure Data

- a. From the **Main Menu** screen – Click the **Enter Account Information** button.
- b. On the **Account Information Entry Menu** - Click **Enter Expenditure Detail Information**.
- c. The Expenditure detail screen opens with account code 1100 displayed in the drop down box
- d. Begin entering data in the correct object level by clicking in the entry area for the first object code, then use the enter or tab key to move to the next field.
- e. To access the next function code, click the Select Function drop down box arrow, and click the next desired account code. The right and left arrow buttons on the screen will also allow navigation to either the next or previous account code. Only the account codes listed on the AFR will be displayed.
- f. Continue this process until all expenditure entries have been completed.
- g. To move to the next AFR section, click the **Previous Menu** button at the bottom of the screen to return to the **Account Information Entry Menu** screen.

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Entering Special Schedules Information

The Special Schedules Menu consists of twelve unique Schedules: Statement of Indebtedness, Tuition, Tuition Rate Cost Allocation, Additional Data Collection, Supplemental Expenditures, Transportation, General Fund Encumbrance, Adjustments, Restricted Indirect Cost and Eliminations, Special Education Services, Health Care Benefits, and American Recovery Reinvestment Act. There is no suggested order of completion of these schedules. **Refer to part 3 of the User Manual for additional help in preparing these schedules and for a list of allowable codes for the Adjustments and Encumbrances schedules.**

- a. On the **Account Information Entry Menu** - Click the **Enter Special Schedules Information** button.
- b. Access each Schedule by clicking the appropriate button on the **Schedules Data Entry Screen**.
- c. After completing each Schedule return to the **Schedules Data Entry** screen by clicking the **Previous Menu** button at the bottom of the screen.

Notes:

- ✓ **The Special Education Services Schedule is only available for school districts.**
- ✓ **The Tuition Rate Cost Allocation Schedule is only available for school districts and charter schools**
- ✓ **All sections of the Restricted Indirect Cost and Eliminations Schedule (RICE) must be completed in order to receive a certified Restricted Indirect Cost Rate.**
- ✓ **Account code 2990-899 appears on the RICE schedule. Either enter the total 2990-899 expenditures or check the box to indicate that there are no Pass Through Funds to report.**
- ✓ **The ARRA Schedule must either be completed to report expenditures of ARRA funds, or the box on the entry screen must be checked to indicate the school had no ARRA funded expenditures.**

Entering data on the Financial Statements

- a. From the **Main Menu Screen** – Click the **Enter Account Information** button.
- b. On the **Account Information Entry Menu** - Click **Enter Financial Statements**.
- c. Access each statement by clicking on the corresponding button
- d. After completing each Statement, return to the **Financial Statements Entry Menu** by clicking the **Previous Menu** button at the bottom of the screen.

The Financial Statements Entry Menu contains the name of each statement along with the statement code beside the name. Statement codes are printed at the top of each statement, and are referenced in the validation errors to help identify the page of the error.

The Statements available for completion within the AFR include:

- Statement of Net Assets – Entity-Wide (NAGW)
- Statement of Activities (SOA)
- Balance Sheet – Governmental Funds (NAG)
- Reconciliation of Balance Sheet – Governmental Funds to Statement of Net Assets – Government Wide (NAGWR)
- Statement of Revenues, Expenditures and Changes in Fund Balance – Govt. Funds (REG)
- Reconciliation of Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities– Government Wide (SOAR)

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- Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual (REBAG)
- Statement of Net Assets – Proprietary Funds (NAP)
- Statement of Revenues, Expenses and Changes in Net Assets – Proprietary Funds (REP)
- Statement of Cash Flows (CFP)
- Statement of Cash Flows Non-Cash Investing, Capital and Financing Activities (CFPNCI)
- Statement of Net Assets – Fiduciary Funds (NAF)
- Statement of Changes in Net Assets - Fiduciary Funds (CNAF)

Detailed information regarding the completion of these statements is available in Part 3 of the User Manual.

■ ***Checking for Validation Errors***

The Validations perform the dual function of checking the package for mathematical accuracy, as well as consistency with the PA Public School Manual of Accounting and Related Financial Procedures and all other reporting guidelines.

- a. Return to the **Main Menu** screen.
- b. Click the **View Validations** button.
- c. Click the **Run Validations** button at the bottom of the screen.
- d. If there are any discrepancies in the AFR, the corresponding validation will be displayed. The applicable section of the AFR will be displayed in the validation reference area for use in correction of the error.
- e. The validation screen can be printed for use in checking the errors.
- f. Some validation errors will allow the user to enter a justification rather than change the data. If the data entered is correct as reported, enter a justification for the amount reported. **Entering a justification will not remove the validation error.** The justification becomes part of the official report, and offers an explanation for the amount reported. School Finance will review all justifications to determine if the entries are valid based on the justification.
- g. Return to the **Main Menu** screen to access the appropriate report section to correct errors.
- h. After data has been changed, return to the Validations section of the database and rerun the validations by clicking the **Run Validations** button.
- i. Continue this process until all validations have been cleared, and/or justified.
- j. The database should recalculate information when changes are made. This should be reflected in changes to the Financial Statements. If, upon viewing the Financial Statements, the database has not performed a recalculation, exit the view screen and access the Financial Statement impacted by the changes. Exit the screen and the database should recalculate and update the information.

NOTE: AFR files should not be submitted to the Comptroller's Office with unresolved validation errors. The LEA will be notified if a file is submitted containing validation errors, and the report will not be accepted until all errors have been corrected or justified. This may result in delayed subsidies if the errors are not corrected by the October 31st deadline.

■ **Printing**

Printer Compatibility

The AFR package should print correctly using any Windows compatible printer that supports landscape mode. One of the standard Windows fonts, 8-point Arial, has been used throughout the database.

Printing Instructions

- a. On the **Main Menu** click the **View or Print Reports** button.
- b. The screen will display sections and pages of the AFR with corresponding **View** or **Print** buttons. The **View** button will display the selected section/page with scroll bars to allow page navigation. The **Print** button will print the selected section/page. Several group print buttons have also been provided to print the whole package or specified sections of the package.
- c. After viewing a report, click the lower **X** in the upper right corner of the screen, or click **File, Close** on the menu bar to return to the View or Print Reports menu.
- d. Return to the Main Menu by clicking on the **Previous Menu** button.

■ **Creating a Copy of the AFR Data File for Electronic Submission**

When the AFR is complete, validation free, and ready for electronic submission, return to the Main Menu to create a submission copy of the data file.

Failure to follow this procedure to create a distinctly named copy of the data file could cause the file to be overwritten by another LEA's file while residing on the ftp submission site.

- On the Main Menu, click the button: **Make Copy of AFR Data to Send to School Finance**. The database will automatically re-run the validations. After the validations have been run, a submission copy of the .mdb data file will be placed in a newly created folder named: C:\sdafr10\Send In. The submission file will have a .mdb extension, the file name will start with your institution type (cs, sd, vt, or ss) and will contain your schools AUN number. If the file is a revised AFR, the submission file name will also contain the letter "R". When the copy has been created, a message box will appear showing the path and name of the submission file, along with the location of the AFR ftp submission site and login information. This message can be printed and used for reference in locating and submitting the data file.

■ **Submitting the AFR to the Comptroller's Office**

Submission Deadline

The completed AFR must be received by School Finance by October 31, 2010. A complete AFR includes submission of both an AFR data file placed on the AFR ftp submission site, and a printed AFR coversheet containing original signatures sent via surface mail (see more detailed instructions below). The AFR will be recorded with an official filing date when **both** components have been received. The penalty for late submission is the withholding of State funds. Legislation also authorizes fines of \$300 per day to be assessed on any school not filing an AFR within 30 days of the due date.

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Paper Submission

Beginning with the 2009-10 AFR submission, the only item that must be submitted via surface mail to the Comptroller's Office is the printed coversheet containing **all original signatures**. Submission of the printed AFR financial statement pages is no longer required.

Mail To: Bureau of Commonwealth Accounting
Special Accounting Division
Central Agencies and School Finance
555 Walnut St – 9th Floor
Harrisburg, PA 17101

Data File Submission

The AFR data file must be submitted to the Comptroller's Office by placing a copy of the file on the AFR ftp submission site.

- Locate the newly created submission copy of the data file found in the sdafr10/Send In folder on the C: drive. (Instructions provided above to Create a Copy of the AFR Data File for Submission)
- Right click the file name and choose Copy
- Open your internet browser and enter the following FTP site address: **ftp://afr@ftp.state.pa.us**
 - ◆ If a **Log On As** window does not automatically open, proceed with one of the following options:
 - Click File, Login As.
OR
 - Click View, Open FTP Site in Windows Explorer, then File, Login As
OR
 - If you are taken to a window that contains the text: *FTP root at ftp.state.pa.us*, Click Page, Open FTP Site in Windows Explorer, then File, Login As
- Complete the **Log On As** window with the username and password provided in the **AFR Release Pennlink dated 9/13/10**.

Note: *Do Not log on to the ftp site anonymously*

- Right click in the blank window and choose paste. This will paste the submission copy of your AFR data file onto the ftp site. *Please submit only the .mdb file to the ftp site, not the entire send in folder.*
- When the file appears on the FTP site, close the internet connection.
- After placing your AFR data file on the ftp site and closing the internet connection, you will not see your file on the site if you log back in at a later time.
- An automatic e-mail will be sent to the LEA's PennLink address when a file has been successfully loaded to the ftp site. This acknowledgement will only verify that a file containing a valid AUN number has been submitted. The e-mails will be sent daily at the following times: 6 a.m., 12 p.m., 6 p.m., and 12 a.m.

Notes to the Financial Statements and MD&A Submission

LEA's are no longer required to submit the MD&A or the Notes to the Financial Statements. However, these documents should be completed and made available to the Comptroller's Office upon request.

■ **Making a Backup Copy of the AFR Data**

It is recommended that a backup copy of the AFR data file be maintained in case of computer malfunction or computer upgrades.

- Locate the data file named sdafrdata10.mdb in the sdafr10 folder.
- This data file can be copied onto a CD or other file storage device.

Note: All information entered into the AFR program is stored in the data file which is initially located in the sdafr10 folder on the C: drive. The data file is password protected and cannot be opened independently. The information stored in the data file is accessed by and populated into the AFR database when the program is opened using the Start-Programs menu.

■ **AFR Database Retention**

Hardcopy Retention

A complete, signed hardcopy print of the entire AFR must be maintained in the school's permanent records for use by auditors and other readers of the financial statements.

File Retention

A copy of the validation free data file must also be retained as a permanent record.

AFR Database Programs for Prior Years

The executable files needed to load prior year AFR database programs will remain available on the PDE website for several years. The database for any year beginning with the 2000-01 fiscal year can be downloaded and re-installed on a PC to enable a school to view the AFR data file retained for that specific year.

■ **Database Restrictions and Warnings**

In order to effectively review and reformat the AFR data once it is submitted to the School Finance Division, the format of the database and location of each specific data item, formula, and validation *must not change*. For this reason, the database file is "sealed" or "locked." It is critical that the following restrictions be followed:

- Do not work with the database in any directory other than c:\sdafr10.
- Do not attempt to unseal or unlock the database file.
- Do not delete, edit, copy, or move any formulas or macros.
- Do not copy, or move data input from one cell to another cell.
- Do not enter page breaks.
- Do not enter amounts with more than two decimal places.
- Do not enter additional formulas.
- Do not convert the database into a newer version of Access.

NOTE: If any of these restrictions are violated, the AFR package will be considered improperly filed and rejected. This may result in delayed subsidies if a properly filed report is not received by the October 31st deadline.

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■ **Relinking the Database to a Different Data File**

The AFR database program consists of two main files. The first is the front end (sdafr10.mde) file which contains the technical programming needed to run the AFR functions. The second is the back end data file (sdafrdata10.mdb) which stores all of the financial information the user enters into the AFR program. The program will always be linked to a back-end data file. The program is initially linked to the original blank data file named sdafrdata10.mdb which is automatically created during the program installation. There is a relinking option available for users completing reports for more than one entity, those wishing to retain multiple data files such as one containing original data versus one with revised data, or for those needing to view a data file which was not originally located on the current PC.

Schools wishing to relink the AFR program to a different data file should follow these steps.

1. Open the AFR database to the Main Menu.
2. Click the Relink button.
3. In the browse window that opens, locate the data file to view or work on and click the file name.
4. Click open.
5. A message will display stating that all Access Tables were successfully connected. The name of the file that the database is connected to will appear in the bottom right corner of the Main Menu.

■ **Revisions to a Previously Filed AFR**

1. Open the AFR database and make the desired changes within the report.
2. Run the validations to ensure that no errors have been created by the revisions.
3. Complete the AFR Revision Form within the database. This form is accessible through the Account Information Entry menu. The form can be opened manually, or will automatically open when the Revised AFR Indicator box is checked.
4. A revised data file, must be submitted to the AFR FTP site following the same procedure as the original file submission.
5. If the revisions include numerous changes within the report, substantial changes within the financial statements, or changes that affect any ending fund balance, a new signed cover sheet must also be submitted.

The Comptroller's Office will not guarantee the processing of AFR revisions in the current year for certifications of tuition rate, actual instructional expense, or restricted indirect cost rate. It is imperative that the initial report submitted be as accurate as possible. Various other reports rely on the timely submission of AFR data. Non compliance will delay the completion of these other reports which may also result in subsidy holds.

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■ **Preparing AFRs for More Than One Entity**

This section is provided for entities responsible for completing AFRs for more than one school.

The data entered for each AFR is stored in a data file originally named sdafrdata10.mdb. Prior to entering data for any LEA, follow the instructions below to create copies of the blank data file for use in preparing multiple reports.

- a. After the program installation is complete: Locate the sdafr10 folder on the C drive.
- b. Double Click the sdafr10 folder and locate the file named sdafrdata10.mdb.
- c. Right click this file and choose Copy.
- d. Right click the sdafr10 folder and click paste. A file named **copy of sdafrdata10.mdb** will be created. Rename this file in order to distinguish it from the other reports that will be prepared (i.e. school district A data.mdb). Repeat this process for any additional AFRs that will require completion.
- e. Be sure to leave the original sdafrdata10.mdb file in the sdafr10 folder.
- f. To begin working on the first AFR, open the database using Start-Programs, click the relink button on the Main Menu. At the prompt to specify a different path for the Access Tables. Click Yes
- g. In the browse window that opens, locate the data file for the school you wish to work on. Click open.
- h. A message will display stating that all Access Tables were successfully connected. The name of the file that the database is connected to will appear in the bottom right corner of the Main Menu. Enter the data for this school.
- i. To relink to other files, return to the Main Menu and click on the Relink button.
- j. Continue this process until all of the AFRs have been completed.

Important items to note when working with multiple data files:

- The database is always linked to one back-end data file. When opening the database, the program will attempt to automatically relink to the last data file it was connected to.
- Do not rename, move, or delete a back-end data file that the database was linked to after exiting the program.

■ **User Support**

Penn*Link Support

Any AFR Update Bulletins issued will be sent to schools via Penn Link announcements.

WEB help

AFR Update Bulletins will also be posted to the AFR menu page of the PDE website

Staff Support

Contact School Finance with any questions not addressed in this Manual at ra-schlfin@state.pa.us

NOTE: Before reporting a problem to School Finance, please check with the Technical Support personnel at your school to determine if the problem may be specific to the PC being used. Our technical support personnel are very limited, so immediate technical support from our office may not be available.

■ **Troubleshooting**

Common problems and questions regarding the installation and completion of the AFR

- ✓ **Password Required:** User is prompted for a password when trying to open the AFR
 - A) This prompt occurs when a user is attempting to open the data file only, not the actual AFR program. Always open the AFR database program from the Start-Programs menu.
- ✓ **Error Message:** The following error message is displayed when trying to open the database “The expression On Open you entered as the event property setting produced the following...”
 - A) The database is programmed to automatically link to a separate file that stores all the input data (*the .mdb data file*). Upon opening, the program will always try to relink to the last data file that was in use. This error message will appear when the data file that the program is looking for (*the last file accessed*) has been moved, renamed or deleted. This data file (.mdb) can be restored to its previous name and/or location, or the user can click the relink button on the main menu when opening the program, and select a different data file for the program to link to.
 - A) This error message will also appear if the user is attempting to relink to a data file that has been set as a read-only file. Determine if the data file is in read-only format by right-clicking the file name and viewing its properties.
- ✓ **Set-up Message:** A pop-up message appears during the AFR program set-up that states “You need Access 2002 to run...”
 - A) The version of Access on the PC is not compatible with the database program. A runtime version of Access 2002 will need to be installed to load the AFR program. Please refer to “Loading the Runtime Version of Access” found previously in this manual for more information.
- ✓ **Removing Information from Reconciliation Statements:** If any entries must be removed from either of the Reconciliation Statements, the amounts must be deleted before the explanation. When an explanation is removed, the AFR program will no longer allow access to the amount entry field.
- ✓ **Problems posting files to the FTP site:** Contact your technical support staff to check for possible school specific security settings that may be preventing ftp site access.