

Annual Financial Report

*School District, Charter School, CTC/AVTS,
and Special Program Jointure (PDE-2057)*

&

Intermediate Units (PDE-2056)

2012-13

Access Database User Manual

Part 1

General Information For All Users

System Documentation and User Manual
Release 1 – August 2013

School Finance section of PDE Website:

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

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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

The Annual Financial Report (AFR) is completed utilizing an Access database reporting package. Two distinct programs are available, the PDE-2057 for School Districts, AVTS/CTCs, Charter Schools, and Special Schools, and the PDE-2056 for Intermediate Units. The database operates only with Access 2010. A runtime version of Microsoft Access 2010 is available as a free download for entities without this software.

This user manual contains instructions for completing either the PDE-2056 or the PDE-2057, and is comprised of three parts. Part 1 - basic information necessary to complete the 2012-13 FY AFR package. Part 2 - provides information needed to use the Data File Load (DFL) including the advantages of implementing this form of data entry. This facet of the database loads revenue and expenditure data to the AFR package automatically. Loading data files is not necessary for the completion of the AFR. Manual entry of the data is always an option. Part 3 - applicable only to the PDE-2057 and contains more detailed instructions for completing specific sections and lines of the AFR.

Please Note: All references to file and folder names throughout the instructions will be displayed with the letters "SD" which is applicable to the PDE-2057 filers. Intermediate Units completing the PDE-2056 will see the letters "IU" in place of any "SD" references in file and folder names. All instances of the letters "SD" throughout the instruction manuals have been shown in bold and highlighted to designate that these letters will be "IU" for the PDE-2056 AFR preparers.

■ Summary Of Changes This Year

A summary of the changes implemented within the 2012-13 fiscal year AFR has been posted to the AFR page of the PDE website as a separate document.

■ 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.

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 allow entry of 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 2010 or a runtime version of Access 2010 must be installed on the PC that will be used to complete the AFR. **If you have any version of Access other than Access 2010 installed on your PC you must download and install the runtime version of Access 2010 prior to installing the AFR program** using the steps provided below. 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.

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■ **Loading the Run Time Version of Access 2010**

Runtime Access 2010 installation is required only if Access 2010 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 and/or operate properly.

A runtime version of Access 2010 may be downloaded directly from the Microsoft website.

Installing the Runtime Access Software

Installation of MS Access 2010 Runtime will require Administrator permissions on the PC.

1. Connect to the following page of the Microsoft website
<http://www.microsoft.com/download/en/details.aspx?id=10910>
2. Locate and download the version named AccessRuntime.exe by clicking the Download button.
Do not download the 64 bit version named AccessRuntime_x64.
3. A dialog box asks if the user wants to Run or Save the file. Select Save.
4. The file can be downloaded to any location on the user's PC. When the download is complete, the dialog asks if you want to run the exe. Click Yes.
5. It is necessary to check the box to accept the terms of use for this product, then click Continue.
6. When the installation completes, click the close button.

Note: Access Runtime is not an application that can be opened by users. When the AFR is opened, it will utilize the runtime version of access

■ **Downloading and Installing the AFR software for the 2012-13FY**

The AFR executable file is available on the PDE website. Please note the various items available for download and/or reference on the website. The AFR must be installed by someone with Administrator rights.

Download the executable file from the website

1. Open the PDE website www.pde.state.pa.us and navigate to the AFR Menu page by clicking Policies and Procedures | School Finance | Annual Financial Report – School District, or Annual Financial Report - Intermediate Unit accordingly.
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 **sd**afr13.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 **sd**afr13.exe Click the **Save** button.
6. A download box will appear and the AFR executable (**sd**afr13.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 and exit the internet browser.

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Run the Setup Wizard to install the AFR software

1. In Windows Explorer, locate and double click the file **sd**afr13.exe previously saved in the C:drive
2. Dialog box displays “this Will install the AFR application” **Click Yes**
3. A screen titled **Welcome to the sd**afr13 Setup Wizard will automatically open, click **Next**
4. **Customer Information screen** will appear. Do Not change the default path, click **Next**
5. **Choose Setup Type** screen will appear, click the icon to the left of the word **Typical**
6. On the **Ready to Install** screen, click Install. Wait until the AFR completely installs before click **Finish**.
7. An AFR icon will appear on the desktop of your computer. Use this icon to access the AFR 2013.
8. **NEW - Before opening the AFR program:** Several files are automatically installed in the **sd**afr13 folder including a file named MSCOMCTL.OCX This file must be located and moved to the C:\Windows\System32 folder prior to opening the AFR program for the first time.

It is suggested that you note the location of the AFR components. The installed components of the database will be located in the C:\sd

afr13 folder. The file named **sd**afrdata13.accdb will store all the data entered into the AFR program, this file is referred to as the backend. The file is password protected and cannot be opened independently. When the AFR program is opened it will automatically link to the **sd**afrdata13.accdb file and data contained in the file will be populated into the AFR format. Note: By clicking the button “Make a Copy of AFR Data to Send to School Finance” on the AFR main menu, this is the file that will be automatically copied, renamed and placed in a “Send In” folder for submission to the AFR FTP site. All remaining files contain the technical programming needed to run the AFR program and functions.

If the .accdb extension does not display as part of the file name, your Windows may be set to hide file extensions. Consult your schools technical support for additional help in displaying the file extensions.

■ **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, double click the AFR icon created on your desktop, or click **Start** in the lower left corner of the desktop, click **Programs**, click **2012-13 SD Annual Financial Report**. Do not attempt to open any of the files located in the **sd**afr13 folder.

■ **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.

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Detailed explanations and instructions for specific sections of the PDE-2057 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. Enter the AUN number of the LEA without using hyphens. The school's name will be displayed based on the AUN number entered. If the school name displayed is incorrect or displays an error, check the AUN number and re-enter. The AFR program will internally access the appropriate account codes for the specific school type based on the AUN number provided
- 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 can be accessed.
- c. When completing the contact person, phone number and e-mail address, please ensure that the appropriate person is listed. This should be an individual that has an understanding of the AFR and is able to resolve any issues pertaining to this report as they will be the one contacted with any questions or concerns regarding your AFR.
- d. Charter Schools only will see an entry field for CS Grade Level Taught which must be completed. Example: K-8 or 11&12
- e. 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.
- f. Upon completion of this screen, click the **Main Menu** button to access additional areas of the report.

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 all applicable Revenue data entry sections
 - School Districts should complete the Revenues 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.

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- 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**. Intermediate Units only will also have to select **General Fund Expenditure** or **Special Fund Expenditure**.
- c. The Expenditure detail screen opens with the first function code 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.

Entering Special Schedules Information

The Special Schedules Menu consists of many unique Schedules. There is no suggested order of completion of these schedules. *PDE-2057 users can 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 Purchased Services Detail Schedule is only available for school districts and charter schools**
- ✓ **The Additional Data Collection Schedule (ADCS) is only available for school districts.**
- ✓ **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.**
- ✓ **Accounting for accreted interest has been add to the Statement of Indebtedness (SOIN)**

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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 Financial Statements to be completed within the AFR include:

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

■ ***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. Open the AFR **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.

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- 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.
- k. **Summary of Federal Revenues versus Federal Expenditures** (available only in the PDE-2057): This schedule is available through the AFR Main Menu, under Validate and Report Data. It is provided to display summaries of the Federal Revenues versus the Federal Expenditures reported within the AFR. This schedule is completely populated with data previously entered throughout other areas of the AFR. The schedule must be reviewed by the LEA to ensure accurate reporting of Federal monies. A validation is also in place to request justification if these totals vary by more than 30%
- l. **AFR Validation Reference Summary: A new report** has been posted to the FAI Reports menu that will provide a breakdown of the AFR validation reference amounts listed by individual account codes, dollar amounts and transaction dates. This report should be utilized if you receive a validation error that refers to amounts in the PDE FAI system, and are questioning the reference amounts.

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

1. On the **Main Menu** click the **View or Print Reports** button.
2. 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.
3. A new PDF output tab has been added to the View/Print menu. This tool will allow you to save the entire AFR or individual sections as PDF files.
4. Return to the Main Menu by clicking on the **Previous Menu** button.

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

Submission Deadlines

All required components of the AFR must be received by the Comptroller's Office by each applicable due date before the report is considered properly filed.

The first component required is submission of an AFR data file uploaded to the AFR FTP submission site (see more detailed instructions below). Due date for the completed data file is **October 31, 2013**.

The second component required is submission of the printed AFR coversheet containing two original signatures sent via surface mail (see more detailed instructions below). Due date for receipt of the original signed coversheet is **October 31, 2013**.

The third component of the AFR is applicable to PDE-2057 filers only. An original signed Audit Certification form must be submitted no later than **December 31, 2013**.

The penalty for late submission is the withholding of State funds. Legislation also authorizes fines of \$300 per day to be assessed on a school not filing any component of the AFR within 30 days of the established due date.

Data File Submission

A copy of the AFR data file must be created and submitted to the Comptroller's Office by uploading the file to the AFR FTP submission site by October 31, 2013.

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

1. On the AFR Main Menu, click the button: **Make Copy of AFR Data to Send to School Finance**.
2. The database will automatically re-run the validations. After the validations have been run, a renamed submission copy of the .accdb data file will be placed in a newly created folder named: C:\sd\af13\Send In.
3. The submission file name will start with your institution type (sd, vt, cs, ss, or iu), will contain your schools AUN number, and will have a .accdb extension. If the file is a revised AFR, the submission file name will also contain the letter "R".
4. When the submission 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 should be printed and used for reference in locating the correct AFR data file, and logging in to the AFR ftp submission site.**

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◆ Upload the AFR Data File to the AFR FTP Submission Site

1. Open your Internet Browser, type in <http://copaftp.state.pa.us>
2. Complete the login dialog box with the username and password provided when making the data file submission copy as outlined above in the previous step. Click OK
3. On the Pennsylvania FTP site that opens, click the **Upload** button.
4. Click the **Browse** button beside the *Upload a file to current folder* field.
5. Locate the submission copy of the AFR data file created through the AFR program. This file should be found in a folder named C:\sdafr13\Send In
6. Highlight the file name and click **Open**
7. Click the **Upload** button found beside the browse field to transfer the file. Your file name should appear in the open window.
8. Click the Logout button to close the connection, and click Exit on the Logout box

The AFR file upload email confirmation via PennLink is no longer available. The AFR File Submission Log, available on our website, should be used to view your schools file status. The AFR File Submission Log can be found using the following link:

http://www.education.state.pa.us/portal/server.pt/community/annual_financial_report_-_school_district/7310

Paper Submission

- The AFR coversheet containing **original signatures of two different individuals** must be mailed to the Comptroller's Office by October 31, 2013.
- PDE-2057 filers only, must also submit via mail the signed Audit Certification Form by December 31, 2013. This form also requires original signatures of two different individuals. A revised Audit Certification Form must also be submitted for every AFR revisions filed.

Note: PDF's of these forms will not be accepted by the Comptroller's Office.

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

Notes to the Financial Statements and MD&A Submission

LEA's are not 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.

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■ **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. The data file may be saved to a CD or other file storage device.

- Locate either the data file named **sd**afrdata13.accdb in the **sd**afr13 folder, or the submission copy of the data file located in the **sd**afr13/SendIn folder. These files should contain identical information.

Note: All information entered into the AFR program is stored in the data file which is initially located in the **sd**afr13 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. Copies of all current and prior year AFR programs are stored on the PDE website.

■ **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 requestors of the financial statements.

File Retention

A copy of the validation free AFR data file must also be retained as a permanent record. It is highly recommended that an additional copy of this file be stored somewhere other than the hard drive of the PC that was used to complete the report.

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. A prior year database 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 utilize the AFR data once it is submitted to School Finance, the format of the database, location of each specific data item, formulas, and validations *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:\sdafr13.
- 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 different 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 AFR Program to a Different Data File**

The AFR database program consists of two main files. The first is the front end (**sd**afr13.accde) file which contains the technical programming needed to run the AFR functions. The second is the back end data file (**sd**afrdata13.accdb) 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 **sd**afrdata13.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. Message displays: do you want to relink to a different database. Click OK
4. In the browse window that opens, locate the data file to view or work on, highlight the file name and click OK
5. Message displays: Linking to new back-end data file was successful. Click OK
6. The name of the data file that the AFR program is linked to will appear at the bottom 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. All revisions to the PDE-2057 AFR require submission of a revised Audit Certification form.

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 **sdafrdata13.accdb**. Prior to entering any data for an 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 **sdafr13** folder on the C drive.
- b. In the **sdafr13** folder, locate the file named **sdafrdata13.accdb**.
- c. Right click this file and choose Copy.
- d. Right click the **sdafr13** folder and click paste. A file named **copy of sdafrdata13.accdb** will be created. This copy should be renamed in order to distinguish it from the other reports that will be prepared (i.e. school A data.accdb). Repeat this process for all additional AFRs that will require completion.
- e. Be sure to leave the original **sdafrdata13.accdb** file in the **sdafr13** folder.
- f. To begin working on the first AFR, open the database and click the relink button on the Main Menu.
- g. Click OK to relink to a different database.
- h. In the browse window that opens, locate the data file copy created in the previous steps which has been designated for the school you wish to work on. Click open.
- i. A message will display stating that linking to new back-end data file was successful. Click OK.
- j. The name of the data file that the AFR program is linked to will appear at the bottom of the Main Menu.
- k. Data entry for this school can now begin.
- l. To relink to other files, return to the Main Menu and click on the Relink button.
- m. 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.

Part 1: General Information For All Users

■ User Support

Penn*Link & Web Support

Any AFR Update Bulletins issued will be sent to schools via Penn Link announcements and 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-schlfm@pa.gov

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, therefore technical support from our office may not be immediately 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 either by clicking the desktop icon created, or by using either 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 .accdb 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 (.accdb) 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.
 - B) 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 installation that states “You need Access 2010 to run...”
 - A) The version of Access on the PC is not compatible with the database program. A runtime version of Access 2010 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.
- ✓ **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.