



Consolidated Financial Reporting System (CFRS) General Information

Section 1 - Introduction

The Pennsylvania Department of Education (PDE), in conjunction with the Office of the Budget's Office of Comptroller Operations (OCO), utilizes an online application for the collection of both Annual Financial Report (AFR) and General Fund Budget (GFB) data. This application, the Consolidated Financial Reporting System (CFRS), must be used by all public local education agencies in Pennsylvania.

CFRS takes advantage of PDE portal technologies for an easy-to-use interface and experience that makes data entry and submission of required financial data simple and efficient.

Web Browser Compatibility

CFRS uses newer technologies and, therefore, is supported by newer web browsers. Users with browser versions less than the following should consider upgrading to ensure maximum application stability and operability.



IE 10 SP3 and above



Chrome 37 and above



Firefox 32 and above



Opera 31 and above

In addition, CFRS will support real-time financial data reporting with more live status reporting, report generation and online signature page submission.

Ultimately, all reports created with AFR or GFB data will be found within CFRS, such as: Actual Instruction Expense, Tuition Rate, Restricted and Unrestricted Indirect Cost Rate, and also full PDF copies of all financial reports.

This guide will explain, using screenshots from the system, the general flow of the data entry and submission process. User manuals specific to AFR or GFB are separately published by PDE and OCO.

General questions on CFRS should be directed to ra-CFRS@pa.gov.

Questions specifically related to AFR should be directed to ra-SchlFin@pa.gov.

Questions specifically related to GFB should be directed to ra-GFB@pa.gov.

Section 2 – User Registration

To access CFRS, appropriate personnel within each local education agency (LEA) will need to register for and be added as CFRS users. There are two LEA security roles from which to choose: 1) Data Entry and Submission or 2) Read Only.

There are two ways for users to gain access to CFRS:

- 1) Local Security Administrator directly adds a user to a CFRS security role, or
- 2) User logs in and registers for a CFRS security role and then Local Security Administrator (LSA) logs in and approves the request by adding user to the group.

Immediate assistance is available within the following online help documents:

[How to Add a User to a Group](#) (PDF)

[How to Become an Application User](#) (PDF)

The majority of questions concerning the registration process can be answered using the information found within the documents posted on the PDE Help and Support page at:

<https://www.education.pa.gov/Pages/MyPDE-Suite.aspx>.

Technical issues encountered with the registration process should be submitted through PDE's online help desk at: <https://copaprod.service-now.com/oaportal>.

Section 3 – General Walkthrough

The screenshots on the following pages provide the linear progression of data entry and submission for CFRS sub-applications (AFR and GFB).

First, users must log in to CFRS. There are two options for accessing PDE portal applications:

1. Directly on the MyPDESuite Application page: <https://www.mypdeapps.pa.gov> or
2. Via PDE homepage: <https://www.education.pa.gov>.

On the gray bar at the bottom of the page, select Access My PDE Suite.

MyPDESuite Application Login Screen

Welcome to the application login screen to access your personalized account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth employee, please insert the appropriate domain name in front of your username (example: **cwopalusername**).

Username:

Password:

If you are a citizen and do not have an account, please click on the Register link to register for a new account.

[Register](#) | [Forgot Password](#) | [Profile](#)

a. Landing Page

After logging in to CFRS, the **landing page** will be the first screen displayed:

Select a Submission Type:

AFR

Annual Financial Report

Last 3 years' filing statuses:

Fiscal Year	Version	Status	Date
2015-2016	Original	Not Started	

GFB

General Fund Budget

Last 3 years' filing statuses:

Fiscal Year	Type	Version	Status	Date
2017-2018		Original	Not Started	
2016-2017	Final	Original	Started	05/11/2016

This screen will show the status of the last three years of data submissions *within CFRS*.

The top navigation bar will show the latest fiscal year that is open for data collection.

Make selection of either AFR or GFB to access the appropriate data-entry screens.

b. AFR/GFB Home Screen

When selecting either AFR or GFB from the landing page, users will be directed to the appropriate home page.

Each page shows the data-entry navigation menu (on the left) and the data-entry status for each required screen (in the center).

AFR screen

<ul style="list-style-type: none"> Home ✖ LEA Contact Information ▼ ✖ Data Entry <ul style="list-style-type: none"> ✖ Financial Statements ✖ Revenues ✖ Expenditures ✖ Special Schedules Import / Delete Data ✖ Validations ✖ Submit Data / Documents Reports Messaging 	Fiscal Year: 2015-2016		LEA Completion Status: Not Started	LEA Name:																											
	Version: Original		Review Status:	AUN:																											
	Select Fiscal Year:*	2015-2016 ▼	Select Version:*	Original ▼																											
	AFR - Data Entry and Submission Status																														
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GFB screen

<ul style="list-style-type: none"> Home ✖ LEA Contact Information ▶ ✖ Data Entry <ul style="list-style-type: none"> Import / Delete Data ✖ Validations ✖ Submit Data / Documents Reports Messaging 	Fiscal Year: 2017-2018		LEA Completion Status: Not Started	LEA Name:												
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	Revenues	Not Started														

New to data entry with CFRS is the utilization of left-navigation menu indicators for completion status of individual screens. These indicators are as follows:



Indicates data entry and validations are sufficiently complete to allow submission.



Indicates data entry and/or validations are insufficient to allow submission.



Indicates data entry has not been initiated.

The following three sections must show a green checkmark for submission of data to the commonwealth:

- a. LEA Contact Information
- b. Data Entry (revenues, expenditures, statements, schedules)
- c. Validations

When all three sections show a green checkmark, the Completion Status in section 1 of the Submit Data/Documents screen will change to **Pending Submission**.

Note: For either side of the application, LEA Contact Information is required before any other screen can be accessed. After entering information (at a minimum, fields required by a *), click the Save button to obtain a green checkmark. Users may then proceed to financial data-entry screens.

c. Data-Entry Screens

As specified on the previous page, LEA Contact Information is required before any other screen can be accessed.

All required data must be entered before online submission is permitted. Data entry is completed over several screens, each of which must be finalized by selecting the **Save Complete** button that initiates an on-screen validation check.

Users may also use the Save Incomplete button to save data if data entry is not yet completed for the screen.

Relevant data-entry screens are as follows:

AFR

LEA Contact Information

Financial Statements (Governmental, Proprietary, Fiduciary)

Revenues

Expenditures

Special Schedules (Indirect Cost, ADCS, ENCU, HCBS, SESS, SOIN, TUIT, TRAN)

(Note: not all schedules applicable to all LEAs)

GFB

LEA Contact Information

Revenues (Tax Data, Beginning Fund Balance, Revenue Detail)

Expenditures

Schedules (Cash and Investments, Indebtedness, Ending Fund Balance)

c. Import Data/Delete Data screen

As an alternative to manual data entry, users may import (i.e. upload) selected revenue and expenditure data via text or comma-delimited files (.txt or .csv).

The revenue and expenditure accounts available for importing are available here:

AFR: <https://www.education.pa.gov/Teachers%20-%20Administrators/School%20Finances/Office%20of%20Comptroller%20Operations/Pages/Annual-Financial-Report---School-District.aspx>

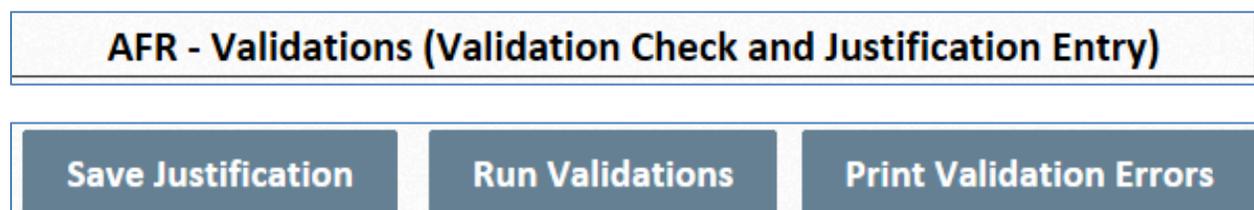
GFB: <https://www.education.pa.gov/GFB>

The Delete Data screen also allows a user to delete existing data in any of the categories.

d. Validations Screen

This screen will perform an analysis of the data entered to determine if data are either 1) inconsistent with PDE records or 2) outside of standard or allowable ranges.

Initial visit to this screen will only have three buttons: Save Justification, Run Validations, and Print Validation Errors.



Users should click the Run Validations button to perform the validation check and list any errors found by CFRS. When the screen refreshes, these errors will be displayed on the screen.

Certain validations will allow for a justification – that is, the user’s rationale as to why the data entered is valid. After entering justifications, click the Save Justification button.

If the validation error does not have a justification field, the error cannot be justified and must be cleared on the individual data-entry screen.

When all validation errors are either cleared or justified, a green checkmark will be shown in the left navigation menu.

e. Submit Data/Documents Screen

After all data has been entered and validated, this screen is used to submit data online.

Throughout the data-entry process, the completion status in section 1 will show as **Started**. When data entry is complete, validations have been checked and justifications provided, as necessary, all left navigation links will have a green checkmark. On the Submit screen, the Completion Status will change to **Pending Submission** with a Submit button.

AFR - Submit Data / Documents (Submission and Electronic Signatures)

1. Submit Data

Completion Status: **Pending Submission**

2. Submit Documents

By signing and electronically uploading these signed documents, I agree that the data submitted is a complete and accurate statement of the financial operations and status of the local education agency for the fiscal year. This information has been prepared in accordance with generally accepted accounting principles and established Commonwealth of Pennsylvania reporting guidelines.

Select Document to Upload:

Users must click the Submit button to submit data online. This will lock all data-entry fields and move the submitted package into the OCO / PDE review process.

The second step to the submission process is to upload all required signature documents. Section 2 of the screen, Submit Documents, provides the online mechanism for users to upload signed and scanned documents. Blank templates can be printed from the Reports menu, then signed and uploaded.

Note: Users will no longer mail signature documents to PDE and must upload scanned PDFs into CFRS.

Documents required to be uploaded into CFRS are:

AFR

Accuracy Certification Statement, Audit Certification

GFB

Accuracy Certification Statement, Certification of Estimated Ending Fund Balance
Certification of Use of PDE-2028, Act 1 Resolution

f. Reports Screen

This screen provides PDF reports for each individual category of data. In addition, group prints are available that will generate a single PDF containing multiple reports. For example, the Package report will be the complete version of an AFR or GFB.

The screen has multiple sections:

Section 1

Individual Reports

1. Individual Report Print

Select Data Category:

Select Data Subcategory:

Select Report:

[View/Print PDF](#)

Section 2

Attachment/Template Print

2. Attachment/Template Print		
File Name	Document Type	Upload Date

Section 3

Group Reports

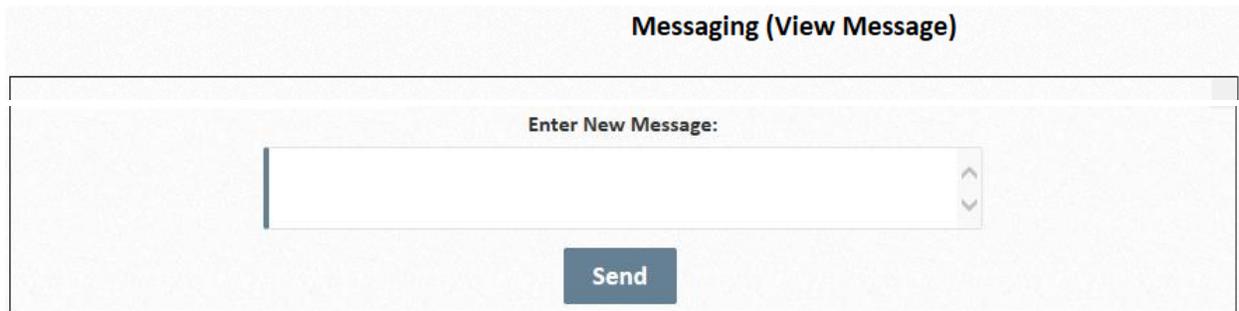
3. Group Report Print

View Package	Group Report Description
Select Group Print:	<input type="text" value="--Select--"/>

[View/Print PDF](#)

g. Messaging Screen

This screen will provide functionality for users and OCO/PDE staff to communicate back-and-forth within the application. Messages will be saved in a reverse-chronological order within the messaging window.



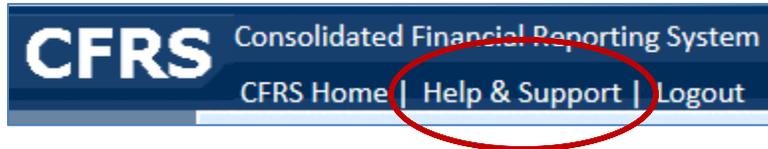
The screenshot displays a web interface titled "Messaging (View Message)". Below the title is a text input field with the placeholder text "Enter New Message:". To the right of the input field are up and down arrow icons. Below the input field is a blue button labeled "Send".

When either OCO or PDE staff sends a message to a user, an e-mail is automatically generated to the e-mail address provided on the LEA Contact screen.

Note: If LEA Contact information is not present (i.e. the AFR or GFB package is in Not Started status), messaging functionality will not work. Status must be at least Started.

Section 4 - Help and Support

The top navigation menu in CFRS will always show a link for Help and Support:



Depending on the user's current screen, this link will direct users to a different page:

1. When on the **Landing Page**, Help and Support will link to PDE's general help page:
<https://www.education.pa.gov/Pages/MyPDE-Suite.aspx>
2. When in either **AFR** or **GFB**, Help and Support will link to the AFR detailed instruction page:
<http://www.education.pa.gov/CFRS>

Questions, concerns, or technical issues should be directed as follows:

CFRS general questions or technical issues: ra-CFRS@pa.gov.

AFR or GFB filing extensions (per section 2552.1): ra-extension@pa.gov.

AFR, account codes and data entry: ra-SchFin@pa.gov.

GFB, data entry and real estate tax rate calculations: ra-GFB@pa.gov.

Indirect Cost Rate: ra-EdPDEIndirectCost@pa.gov