Procedure for AFR Data File Submission

Fiscal Year Ending 6/30/08

AFR Data File Submission

The completed AFR Data File will be submitted via an AFR FTP site. Detailed instructions for this filing procedure are listed below, and are also included in Part 1 of the AFR User Manual.

> *Note:* Hard copy filing requirements will remain the same as in prior years.

Preparing the Data File for Electronic Submission

When your AFR has been completed, is 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 submission copy of your data file could cause your data to be overwritten by another LEA's file while residing on the ftp site.

Note: The name of the folder within the C drive for Intermediate Units will contain the letters IU in place of SD as listed in the instructions below. C:\iuafr08\Send In

- On the Main Menu, click the button: **Make Copy of AFR Data to Send to School Finance**. The database will automatically run the validations.   A submission copy of the .mdb data file will be made and placed in a newly created folder: **C:\sdafr08\Send In** The name of the submission file will contain your institution type and aun number. If you have designated the report to be a revised AFR, the submission file name will also include the letter "R". When the copy has been made, 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 screen can be printed and used for reference in locating and submitting the data file.

Data File Submission Steps

The AFR data file must be submitted to the Comptroller's Office by uploading a copy of the file to the AFR FTP submission site via your internet browser. Please contact your technology staff for assistance with internet related items if necessary.

Special Note for Internet Explorer Version 7 Users: If you are currently utilizing Internet Explorer Version 7 on your PC, you will need to access the login screen of the ftp site using alternate instructions found beginning on page 2 of this document.

- Locate the newly created copy of the data file in the **C:/sdafr08/Send In** folder. This file will be a .mdb file, not a .xip or .zip as in previous years.
- Open your internet browser and enter the following FTP site address *(Internet Explorer Version 7 users please refer to alternate ftp site login instructions beginning on the next page):*
    ftp://afr@ftp.state.pa.us
- A login window should open. If the login window does not open automatically, click File, and Login As. This should open the login window. Continue with the login instructions below.
    Do Not *log in to the ftp site anonymously.*
- Enter the following username: **afr-lea** (This is the username for **all** school entity types)
- Enter the following password: **pass#2**
- Copy and paste the AFR data file from the **C:/sdafr08/Send In** folder to the open FTP site.
- When your file has been successfully uploaded to the FTP site, close the internet connection.
- AFR file submission e-mail acknowledgments will be sent to the PennLink address of any LEA posting a properly named AFR file to the FTP site.

Note: When entering the FTP site, no files currently residing on the site will be visible by any LEA. After placing your AFR data file on the site, and closing the internet connection, you will not see your file on the site if you log back in at a later time.

FTP Site Logon using Internet Explorer Version 7

- Open the internet browser.

- Enter the following ftp site address: ftp://ftp.state.pa.us

- To proceed to the login window, click on the "Page" dropdown on the right side of the top toolbar.

- On the "Page" dropdown, click on, "Open FTP Site in Windows Explorer".

- A new browser window will open.

- On the browser window that opened, click on the "File" dropdown on the toolbar, upper left.

- Select "Login As…" A login window will open. (**Do Not** log in to the ftp site anonymously)

- Enter the following username: **afr-lea** (This is the username for **all** school entity types)

- Enter the following password: **pass#2**

- Click Log On

- Copy and paste the AFR data file from the **C:/sdafr08/Send In** folder to the open FTP site.

- When your file has been successfully uploaded to the FTP site, close the internet connection.