

OPERATING INSTRUCTIONS: AFR FILEBUILDER

*[Converting AFR Standard Excel Spreadsheet to AFR600 Batch Upload Text File Format]*

1. **General:** Public school districts, agencies, and individual schools that are required to report fiscal data to LDOE as the Annual Financial Report (AFR) have the option of entering that data directly into Web-AFR (on-line) using the **LEA Update** function; or of submitting the data to Web-AFR as *fixed-width text files* using the **LEA Upload** function. Access to the **Update** or **Upload** function requires the operator be logged-in to AFR via the LEADS Portal (<https://leads3.doe.louisiana.gov/pt/>). AFR Filebuild Tools were developed for those agencies and schools that elect to upload AFR files; but, do not have the automated means to create formatted AFR records from their accounting systems. Using this approach, the fiscal data are entered into a pre-formatted, multi-tab Excel workbook; after which the Excel content is converted into the proper AFR text file format using one of two zipped Microsoft Access "AFR Filebuilder" modules described below and available from this Webpage. The zipped modules are:

a. **AFR\_Filebuilder\_LEA (Ver 2013-2014).ZIP.** This zipped module was designed for use by multi-school agencies or districts that are required to submit individual AFRs that encompass multiple schools; e.g., RSD-LDE, SSD # 1, LEA 304, OJJ, or (optional) by any city/parish school district.

b. **AFR\_Filebuilder\_SITE (Ver 2013-2014).ZIP.** This zipped module is for use by individual schools that are required to submit AFRs that encompass only a single school; e.g., charter schools (type 1-5), separately-reporting university lab schools, and BESE/Special schools (*other than SSD #1 and LEA 304*).

**Warning!! The PC to operate Filebuild Tools MUST run a Microsoft Access version compatible with version 2003 (.mdb).**

2. Procedures:       **\*\*\* PLEASE REVIEW STEP 1 INSTRUCTIONS BEFORE ATTEMPTING DOWNLOAD \*\*\***

While there may be several different ways or shortcuts by which actions described below can be performed and still obtain the desired results, the user is requested to print and follow the given steps (at least the first time) to ensure none of the required conditions or helpful features are overlooked.

a. **STEP 1.** Determine whether the AFR data your agency or school will report must be summarized at Site-level or at LEA-level, then Open the applicable *AFR\_Filebuilder\_xxxx (Ver 2013-2014).ZIP* file on this Website ("xxxx" = " SITE " or "LEA") by clicking the applicable link.. The open window contains a self-extracting module named *AFR\_Filebuilder\_xxxx (Ver2013-2014).EXE* which can be activated by double-click or Right Mouse/Open. A PKSFX window will open that shows (upper left corner) the option: **Extract To: C:\AFR\_FILEBUILD.** Select this option by pressing *Extract* (lower left corner).

(1) If directory (folder) "C:\AFR\_FILEBUILD" has NOT been previously created on your PC, you will receive the question "*Create 'C:\AFR\_FILEBUILD' directory?*" Answer "Yes". The auto-extract process will then create the folder and place the following three files into that folder.

- (a) The pre-formatted Excel workbook (*FY 2013-2014 AFR Form - with formulas.xls*) into which data are entered.
- (b) A second Excel file named **AFR\_SPREADSHEET\_LEA.xls** or **AFR\_SPREADSHEET\_LEA.xls** as "placeholder" for the file to be converted.
- (c) An Access-based file conversion tool named **AFR\_Filebuilder\_LEA (Ver 2013-2014).mdb** or **AFR\_Filebuilder\_SITE (Ver 2013-2014).mdb**, depending on which level of AFR data you are submitting.

(2) If your PC DOES have directory (folder) "C:\AFR\_FILEBUILD", the "*create directory?*" question will not appear and the three files listed above will be extracted/placed into the folder on your PC - - - EXCEPT, if one or more of the files with the identical filename already exists at that location, you will be asked whether you wish to overwrite the existing file(s) - - - answer "Yes" to get a fresh copy of the Filebuilder; however, take care that you do not overwrite/delete the formatted Excel spreadsheet if you have already entered data you wish to retain.

*Note: Delete any copies of AFR\_Filebuilder\_xxxx.mdb retained from prior years (i.e., any which do not have "Ver 2013-2014" in name) since the prior versions do not contain the restructured Keypunch Codes (aka Item Numbers) implemented effective 2013-2014. Also delete or rename/move any of the Excel spreadsheets retained from prior years to prevent converting the wrong file - - - **AND NEVER SAVE THE EXCEL SPREADSHEETS AS VERSION 2007 OR VERSION 2010** - - - File extension MUST be **.XLS**.*

b. **STEP 2.** Save a master copy of the pre-formatted Excel workbook/spreadsheet; and make/name an additional copy for each separate fiscal project code under which you must report data. Prepare the Excel spreadsheets by entry of the *agency* or *school name* in the first tab; then save (or rename) under whatever filename you find most descriptive. DO NOT add columns/rows to the individual spreadsheets; do not change tab names; and DO NOT overlay any heading rows with "paste" function - - - either action could possibly destroy preloaded import headings & ranges that are critical to the conversion process.

(1) The spreadsheets contain formulas that calculate row totals for each Keypunch Code; and calculate all value fields for rows that are subtotals or grand totals, including Keypunch Codes 0051190 and 0051196.

(2) Complete entry of your AFR data into the Excel spreadsheets. and save the file. *Be sure you have the correct fiscal project code selected from the drop-down list.* *Note:* The Excel file in which you enter the fiscal data does not have to remain within the C:\AFR\_FILEBUILD folder - - - however, see Step 3.

c. **STEP 3.** Open the completed AFR Excel file containing data for the fiscal project code you wish to convert. Use "File/Save As" to save a copy of the completed file within the "C:\AFR\_FILEBUILD" folder under filename "*AFR\_SPREADSHEET\_SITE.xls*" or "*AFR\_SPREADSHEET\_LEA.xls*", depending on the level of fiscal data being reported. This renamed copy is intended to OVERWRITE the existing file "*AFR\_SPREADSHEET\_SITE.xls*" or "*AFR\_SPREADSHEET\_LEA.xls*", this being the only filename recognized by the applicable conversion module's import process. Close any open spreadsheets, then exit Excel. *Note:* Unless the filename is properly assigned and spelled correctly, and the file placed in the correct folder, the Filebuilder module **WILL NOT** be able to "find" the AFR Excel file and import the spreadsheet content.

d. **STEP 4.** Open the Access Filebuilder module (*AFR\_Filebuilder\_xxxx (Ver 2013-2014).mdb*), which will automatically take you to the *Filebuild Platform* (Access Form). Enter the LEA or site code, as applicable, the FY (beginning year), and the fiscal project code of the AFR data being reported. Press the *GO* button to import/convert/export the *AFR\_SPREADSHEET\_(SITE or LEA).xls* data into the proper AFR600 fixed-width text file format. If decimal values (other than tax rates) are encountered, they will be rounded to nearest full dollar. Depending on the version of Filebuilder used, the exported text file will be named "*2013-2014\_AFR600\_LEA-xxx.txt*" or "*2013-2014\_AFR600\_SITE-xxxxxx.txt*"; and will be exported to the "C:\AFR\_FILEBUILD" folder. You should get a *Process Complete* message stating: "*Review Data; Get 2013-2014\_AFR600\_XXXX-xxxxxx.txt from C:\AFR\_FILEBUILD.*" **Go to Step 5 before you exit the Access module *Filebuild Platform* form.**

*Operational Problems or Errors:* If you receive an error message or the Filebuilder macro halts for any reason, go to the *Troubleshooting* section at the bottom of these instructions.

e. **STEP 5.** Before using the AFR600 text file created by Step 4, make sure there are no obvious problems with your data. The *Filebuild Platform* (Post-Export Review Section) provides several tools to identify suspect data or basic error conditions.

(1) First, check "**Review Imported Invalid/Inactive KPCs**" count. The review button lists any invalid keypunch codes or valid (but inactive) keypunch codes contained within the Excel spreadsheets from which the fiscal data was imported/extracted. Records containing invalid/inactive keypunch codes ARE NOT exported into the AFR600 text file. However, if the review shows content other than zeroes associated with these records, it is possible that these values (revenues, expenditures, etc.) could have been left out of other, valid records.

(2) Second, check "**Review Suspect Records**" count. The review button lists exported records whose content present "fatal errors" such as missing data; or a row with values that do not sum to the reported "Total" field. (Missing data often results from moving a previously entered value to another field or row of the Excel spreadsheet, but failing to restore the original field to zero.)

(3) Other reviews available within the Filebuild Platform include: imported data by table; data that was extracted (with rounding of any decimal values) from the imported data; and a review of the final exported AFR600 file.

IF there are suspect records, invalid or inactive keypunch codes having content greater than zero, or identified errors from reviewing the AFR600 file, go to STEP 7; Otherwise, continue with next action (STEP 6).

f. **STEP 6.** Using time/date information from the *Filebuild Platform* and the file's creation or modification date (visible using Windows Explorer or My Computer), confirm that the exported AFR600 file from Step 4 (i.e., *2013-2014\_AFR600\_LEA-xxx.txt* or *2013-2014\_AFR600\_SITE-xxxxxx.txt*) is the correct file version. Replace "xxx" or "xxxxxx" with the appropriate LEA Code or Site Code and fiscal project code. If needed/desired, add any further identifiers to the filename needed for local control. *Any AFR600 files created through this process should be uploaded via the LEADS Portal (<https://leads3.doe.louisiana.gov/ptl/>) as described within Section 4 of the AFR System User's Guide.* Note: Do NOT send copies of your Excel or text files to LDOE/Ed Finance or LDOE/IT/DM unless a copy has specifically been requested.

g. **STEP 7.** If AFR data error conditions were identified (whether from Step 5, from local review, and/or from LDOE review or automated edits), corrections should be made to the original Excel spreadsheet (see Step 2) with which the process began. To prevent confusion, the *AFR\_SPREADSHEET\_(SITE or LEA).xls* file that was last used as the data import vehicle should be deleted or renamed. Then, repeating Step 2 through Step 6, you should correct your fiscal data and resubmit the updated AFR600 file to Web-AFR via the LEADS Portal. Once your AFR600 file is error-free, the process is complete.

### ***Troubleshooting Problems:***

**Problem No. 1:** The Microsoft Jet database engine (i.e., Access import macro) cannot find the expected source-data spreadsheet at folder *C:\AFR\_FILEBUILD*. Possible causes are:

a. **CAUSE:** The user's PC does not contain folder (directory) *C:\AFR\_FILEBUILD*.

**FIX:** Create folder *C:\AFR\_FILEBUILD* and move the spreadsheet to that location. Restart from Step 4.

b. **CAUSE:** The completed and renamed Excel spreadsheet was not placed in the proper folder.

**FIX:** Move the spreadsheet to folder *C:\AFR\_FILEBUILD* of user's PC. Restart from Step 4.

**Problem No. 1:** (continued)

- c. **CAUSE:** The Excel spreadsheet filename was misspelled; or saved as Excel version 2007 or 2010 (i.e., **.xlsx**).

**FIX:** Correct so that filename for site-level data reads "*AFR\_SPREADSHEET\_SITE.xls*"; or filename for LEA-level data reads "*AFR\_SPREADSHEET\_LEA.xls*". Do not leave out the connecting underscores ( \_ ). If file version is the problem, perform a File/Save As and select the Microsoft Excel 97 - Excel 2003 & 5.0/95 workbook option. Restart from Step 4.

- d. **CAUSE:** The assigned Excel filename does not match the version of Filebuilder being used.

**Reminder:** Access module "*AFR\_Filebuilder\_SITE (Ver 2013-2014).mdb*" is designed to import site-level fiscal data from Excel file "*AFR\_SPREADSHEET\_SITE.xls*"; while the module "*AFR\_Filebuilder\_LEA (Ver 2013-2014).mdb*" is designed to import LEA-level data from Excel file "*AFR\_SPREADSHEET\_LEA.xls*".

**FIX:** If the wrong AFR spreadsheet filename was used, correct the filename. If the spreadsheet filename is correct, but the wrong Access Filebuilder module is being used; then delete the existing Filebuilder module and download the correct version from the LDOE Website. Restart from Step 4.

- e. **CAUSE:** The computer from which the user is attempting to operate the Filebuilder module cannot reach "*C:\AFR\_FILEBUILD*" using that path or drive designation. **For example:** the required folder (directory) and AFR spreadsheet file are (properly) installed on C-Drive of PC #1 and the Filebuilder module located on a network server (Drive-K). However, the user attempts to operate the Filebuilder from another computer (PC #2) on the network that has PC #1 mapped as Drive-W.

**FIX:** The user must either use the original computer (PC #1) on which the proper folder and spreadsheet presently reside; or create/install the proper folder (*C:\AFR\_FILEBUILD*) and spreadsheet on C-Drive of the second computer (PC #2). Restart from Step 4.

**Problem No. 2:** Receive Microsoft Access message that: "*Field [xx] does not exist in destination table.*" Possible causes are (in suggested order of review):

a. **CAUSE:** The spreadsheet used for data entry and import is NOT a copy of the correct pre-formatted Excel spreadsheet (*FY 2013-2014 AFR Form - with formulas.xls*) available from the LDOE Website. If so, the format is probably from one that was used for FY 2012-2013, or earlier periods. Note: The spreadsheet's *Filebuild Process version number* can be identified by selecting "*File/Properties*" and looking in *Subject field*; or by right-clicking the filename from *Windows Explorer*.

**FIX:** If *Properties (Subject Field)* of the Excel file being used does not contain a Filebuild Process version number equal to or greater than ***Version 09-25-2014-0***, then download the correct pre-formatted Excel spreadsheet file and re-enter all fiscal data. This means restarting process at Step 2.

b. **CAUSE:** The Access Filebuilder module import table formats and/or macros have been corrupted or modified.

**FIX:** Download "fresh" copy of Filebuilder module, overwriting the "old" copy. Be sure to get the correct version, i.e., SITE (Ver 2013-2014) vs. LEA (Ver 2013-2014). Restart process at Step 4.

c. **CAUSE(s):** Additional column(s) was/were inserted into the Excel spreadsheet; OR one or more pre-loaded import field names (in hidden rows, spreadsheet) were deleted or modified; OR spreadsheet's named import range(s) was/were modified to take in additional column(s). (*Note:* For any of these changes to occur, the password protection of individual spreadsheets must have been compromised.)

**FIX:** If user cannot return the spreadsheets to original format (delete inserted columns and/or replace deleted field names), then user must re-enter fiscal data into a new copy of pre-formatted spreadsheet (*FY 2013-2014 AFR Form - with formulas.xls*) downloaded from the LDOE Website. Restart process at Step 2.

**Problem No. 3:** Any other error messages or conditions that preclude the AFR data conversion and filebuild function from running to successful completion. **Action:** Refer to LDOE Contact only after completing any applicable troubleshooting actions described above.

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