

**FY 2015 – 2016**  
**AFR Review Process**  
**Post Submission Audit Review Instructions for LEAs**

After the project codes have been submitted, each preparer must access their Post Submission Audit Review (PSAR) and AFR630 in order to review and make any necessary corrections.

1. The AFR Review Checklists and all other AFR forms on the AFR page in the LEADS portal at <https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm> (AFR Page in LEADS).
2. Instructions for accessing the PSAR in LEADS for Project Code AA0:
  - Under Reports in the header, select Post Submission Audit Review
  - Select your LEA or SiteCode(s)
  - Select the box next to Check All (center of the page)
  - Click Submit
  - Save the PSAR
  - Use the appropriate AFR Review Checklist (see AFR web page) and make the necessary changes
  - Resubmit your AFR. This process will continue until all issues have been resolved.
3. Instructions for accessing the PSAR in LEADS for Project Code AB1:
  - Under Reports in the header, select Post Submission Audit Review
  - Select your LEA or SiteCode(s)
  - Using the drop box under the header select, AB1- MFP At-Risk
  - Under AFR Review #1, select Revenues Violating Blackouts,
  - Click Submit
  - Save the PSAR
  - If there are no errors you will receive the see the following: There were no items violating the blackouts for LEA Xxx.
  - If there are errors the report will list the KPCs that must be reclassified, see Project Code AB1 Reporting on the AFR web page for guidance with making corrections.
  - Resubmit your AFR. This process will continue until all issues have been resolved.
4. Instructions for accessing the AFR630:
  - Under the Reports section in the header, select AFR630-Formatted AFR Report
  - Select your LEA or Site Code(s)
  - Select the desired Project Code from the drop box.
  - Click Submit and save the report
5. After all corrections have been made, please email the following to [Staudit@la.gov](mailto:Staudit@la.gov):
  - AFR Review Checklist
  - Response to AFR Checklist
  - Post Submission Audit Reports (send this report if you provided explanations in the Notes Sections)
  - Special Reporting Certification Form – All LEAs must complete