

AFR FILEBUILDER: INSTALLATION AND OPERATION**

A separate submission of financial information to the Web-AFR system via the *Louisiana Educational Accountability Data System (LEADS) Portal* (<https://leads5.doe.louisiana.gov/ptl/>) is required for each district or BESE-approved charter school (i.e., types 1, 2, 3, 4, and 5) that operated during the just-completed school year, as well as for the LSU and Southern Lab schools and state agencies (OJJ, NOCCA, Thrive). Each reporting agency or school may either create/update their AFR data through on-line entry directly to the AFR system; or upload the AFR data as a text file using the record formats described in Section 3 of this guide. This appendix is intended for any school district, school agency, or charter/lab school that does not have adequate file extract/preparation software; and who may wish to use LDE-furnished tools for creating/converting their AFR data. Content includes descriptions of available tools, the location(s) from which the tools may be obtained; and the steps by which these tools may be downloaded and operated. Note: In order to make use of these tools, the school/agency must have Excel and Microsoft Access software compatible with Version 2003.

Required Tools: A pre-formatted Excel AFR spreadsheet and one of the LDE-developed Access modules in the AFR_Filebuilder (Ver 2023-2024) series. These tools, together with applicable operating instructions, may be downloaded from the AFR User's Guide Webpage: <https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm>.

Two versions of the conversion tool are available from the Webpage. The version named *AFR_Filebuilder_LEA (Ver 2023-2024).mdb*, which handles LEA-level AFR data, is intended for use by RSD-LDE; but, is also available to any of the city/parish school districts who may lack the ability to create an AFR text file. Unless directed otherwise, the remaining non-district LEAs would use *AFR_Filebuilder_SITE (Ver 2023-2024).mdb*, which incorporates use of the site code within the text file. *A copy of the operating instructions starts at Page C-3.*

AFR Filebuild Tools (Version 2023-2024)

The two zipped "Version 2023-2024" files below each contain a self-extracting file (.EXE) consisting of an Access module that will convert content of the formatted Excel spreadsheet (see Forms: FY 2023-2024 AFR Form - with formulas, above) into the standard AFR630 fixed-width text file format. Both modules require entry of applicable fiscal project codes (e.g., AA0 or other valid code) for insertion into positions 89-91 of each output record. Completed AFR text files must be uploaded directly to the Web-AFR System via the LEADS Portal (see AFR user's guide for more information). Use of these file creation tools will require 10 MB of hard drive (specifically C-Drive) on a PC having both Microsoft Excel and Access (Version 2003 or greater compatible). Note: Open the appropriate zipped file, then execute (by double-clicking icon) the self-extracting file, which will create the folder "C:\AFR_FILEBUILD" on the target PC and insert the Filebuilder module within that folder. Direct questions to system.support@la.gov.

Requires Microsoft Access and Excel (both Version 2003 compatible) on user's PC

IMPORTANT: Please review Operating Instructions Step 1 **BEFORE** downloading the zipped files. [OPERATING](#)

[INSTRUCTIONS PDF](#)

[AFR_Filebuilder_LEA](#)

[ZIP](#)

[AFR_Filebuilder_SiteZIP](#)

Pre-Formatted Excel Spreadsheet (4-Tab)

AFR_SPREADSHEET_withoutformulas_LEA [Compatibility Mode] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT

Courier 10 A A- Wrap Text

Clipboard Font Alignment Number Styles Cells Editing

H79 : 0

ANNUAL FINANCIAL REPORT (AFR) FISCAL YEAR 2017-2018 TABLE 1							
Enter Applicable LEA or Site Code and Name [Tab 1, Cell D5]							
ITEM	Keypunch Code (2)	Account Code (3)	General Fund (4)	Special Fund Federal (5)	Federal NCLB Funds (6)	Other Special Funds (7)	Debt Service Funds (8)
SECTION A. REVENUES							
I. REVENUES FROM LOCAL SOURCES							
1 Taxation							
a. Ad Valorem Taxes - Gross							
(1) Constitutional Tax	0000300	1111	0	0	0	0	0
(2) Renewable Taxes	0000350	1112	0	0	0	0	0
(3) Debt Service Taxes	0000400	1113	0	0	0	0	0
(4) Up to 1% Collections by Sheriff on Taxes Other than School Taxes	0000450	1114	0	0	0	0	0
(5) Result of Court-Ordered Settlement	0000500	1115	0	0	0	0	0
(6) Penalties/Interest on Property Taxes	0000550	1116	0	0	0	0	0
(7) Taxes Collected Due to Tax Incremental Financing (TIF)	0000650	1117	0	0	0	0	0
b. Sales and Use Taxes							
(1) Sales and Use Taxes	0000750	1131	0	0	0	0	0
(2) Sales/Use Taxes - Court Settlement	0000800	1135	0	0	0	0	0
(3) Penalties/Interest on Sales/Use Taxes	0000850	1136	0	0	0	0	0
(4) Sales/Use Taxes Collected Due to Tax Incremental Financing (TIF)	0000900	1137	0	0	0	0	0
2 Revenue From Local Governmental Units Other Than LEA's							
0001000	1200	0	0	0	0	0	0
3 Tuition							
a. From Individuals							
(1) Excluding Summer School	0001150	1311	0	0	0	0	0
(2) For Summer School	0001200	1312	0	0	0	0	0
b. From Other LEA's							
(1) Within The State	0001300	1320	0	0	0	0	0
(2) Outside The State	0001350	1321	0	0	0	0	0
c. From Other Government Sources							
(1) Within The State	0001450	1330	0	0	0	0	0
(2) Outside The State	0001500	1331	0	0	0	0	0
d. From Other Sources	0001550	1390	0	0	0	0	0
4 Transportation Fees							

Rev Expenditures BalanceSheet Taxes_CapitalAssets Prop_Fiduciary FiscalProjectCo ...

READY

AFR_Filebuilder Access Module: Control Form

fm Filebuild Platform

Excel Spreadsheet-to-AFR600 (Text) Conversion: Software Version 2003.LEA.3.4, 15-May-2012

Version: **LEA-Level AFR** (2017-2018) For: **LEA 396 (RSD-LDE) and (optional) LEAs 001-069, 101, 304, or A02.** **Exit**

Current AFR Report Criteria:

Change LEA: = 001-069 or 3A1-3A7 or 101 or 304 or 396 or A02

Change FY:

See Valid Proj Codes

Change Project Code:

R.E.A.D

Proj Cd Needs BS, Taxes, Tables 3 & 4 (Y/N)

... are Criteria Above Correct?

Go | Press to Import Excel File: AFR_SPREADSHEET_LEA.xls, Extract/Convert Data Content, & Export AFR600 Text File to C:\AFR_FILEBUILD\2017-2018_AFR600_LEA-xxx.txt

POST-EXPORT Review: <= Imported Project Code

Imports: =>

Extract & Round: =>

Output: => **Exported** Date (mm/dd) => Time (24-Hr) =>

Possible Error Conditions |

Wipe Import/Export Data

OPERATING INSTRUCTIONS: AFR FILEBUILDER

[Converting AFR Standard Excel Spreadsheet to AFR630 Batch Upload Text File Format]

1. **General:** Prior to 2007-2008, reports of fiscal data by "non-district" LEAs such as university lab and charter schools consisted of pre-formatted Excel spreadsheets completed by the LEA staff and e-mailed to LDE (Division of Education Finance). The pre-formatted Excel spreadsheets can still be used by "non-district" LEAs for entering their fiscal data. However, starting with FY 2007-2008, the fiscal data submitted to LDE by university lab schools, charter schools (Types 1 thru 5), and RSD-LDE must be formatted as *fixed-width text files* as described by the AFR record layouts in *Section 3, AFR User's Guide*; and (effective 2008-2009) must be uploaded directly to Web AFR via the LEADS Portal (<https://leads5.doe.louisiana.gov/pt/>).

Conversion of the Excel spreadsheet content into AFR text file format may be accomplished using one of the zipped Access "AFR Filebuilder" modules downloadable from this Webpage :

a. Each zipped file contains: the pre-formatted Excel spreadsheets (*AFR Form - with formulas.xls*); one of the Access modules (*AFR_Filebuilder_SITE (Ver 2023-2024).mdb* or *AFR_Filebuilder_LEA (Ver 2023-2024).mdb*); and a self-extracting version of that same Access module, i.e., with an "EXE" file extension.

b. Access module "AFR_Filebuilder_SITE (Ver 2023-2024).mdb" is designed for use by the university lab schools (LSU & Southern Lab) and the individual charter schools (Types 1, 2, 3, 4, and 5) to create a site-level AFR text file. The applicable site code will be inserted into Positions 92-97 of each output record.

c. Access module "AFR_Filebuilder_LEA (Ver 2023-2024).mdb" is designed for use by RSD-LDE and any other "non-district" LEA for which LDE (Office of State Education Finance & Policy) requires fiscal data be summarized/submitted as an LEA-level AFR text file. The 3-char LEA Code and "XXX" will be inserted into Positions 92-97 of each output record. Note: If desired, this version of Access module and related spreadsheets may also be used by a city/parish school district (LEAs 001-069) to create an AFR600 text file that can be uploaded directly to the LDE AFR data collection system via the LEADS Portal. This option may be used as an alternative to the on-line update mode of file submission.

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 2017).ZIP* file on this Website ("xxxx" = "SITE " or "LEA"). Select the self-extracting version (i.e., *AFR_Filebuilder_xxxx (Ver 2023-2024).EXE*) of the module, then extract by double-click or using the *Extract* button. A PKSFx window will open that shows (upper left corner) **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 Access module (*AFR_Filebuilder_xxxx (Ver 2023-2024).mdb*) into that folder.

(2) If your PC DOES have directory (folder) "C:\AFR_FILEBUILD", the "*create directory?*" question will not appear and the Access module will be extracted/placed into the folder on your PC --- EXCEPT, if an Access Filebuilder module with the identical filename already exists at that location, you will be asked whether you wish to overwrite the existing module - - answer "Yes" to get a fresh copy of the Filebuilder. Note: *Delete any copies of AFR_Filebuilder_xxxx.mdb retained from previous year (i.e., one which does not have "Ver 2023-2024" in name) since the prior versions will not correctly insert site codes or LEAxxx in output records.*

(3) Before closing the Zip window, select the pre-formatted Excel spreadsheets (i.e., *AFR Form - with formulas.xls*) and transfer that file to the C:\AFR_FILEBUILD folder. By using the EXTRACT button and BROWSE feature to find the C:\AFR_FILEBUILD folder, you will retain the Excel file's assigned filename. If you move the Excel file to the destination folder by OPENING (viewing) the Excel file, then selecting the "File/Save As" option, the original filename may or may not be retained (depending on your zip software). Note: This same Excel file format is used with both AFR Filebuilders, i.e., Site and LEA-level. The user's data reporting requirement (Site vs. LEA) determines which Filebuilder applies. A copy of the Excel file is also separately available at this Webpage under: **Forms: FY 2023-2024 AFR Form - with formulas.xls**.

b. **STEP 2**. 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; 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. 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. Complete entry of your AFR data into the Excel spreadsheets and save the file. 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 (wherever located and however named). Use "File/Save As" to save a copy of the completed file under filename "*AFR_SPREADSHEET_SITE.xls*" or "*AFR_SPREADSHEET_LEA.xls*", depending on the level of fiscal data being reported. This renamed copy MUST be placed within the "C:\AFR_FILEBUILD" folder. 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 2021).mdb*), which will automatically take you to the *Filebuild Platform* (Access Form). Enter the LEA or site code, as applicable, and the FY (beginning year) 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 "*2023-2024_AFR600_LEA-xxx.txt*" or "*2023-2024_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 AFR600.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., *2023-2024_AFR600_LEA-xxx.txt* or *2023-2024_AFR600_SITE-xxxxxx.txt*) is the correct file version. Replace "xxx" or "xxxxxx" with the appropriate LEA Code or Site 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://leads5.doe.louisiana.gov/pt/>) as described within Section 4 of the AFR System User's Guide. Note: Do NOT send copies of your Excel or text files to LDE/Ed Finance or LDE/PAIR 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 LDE 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.

c. **CAUSE:** The Excel spreadsheet filename was misspelled.

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 (_). 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 2023-2024).mdb" is designed to import site-level fiscal data from Excel file "AFR_SPREADSHEET_SITE.xls"; while the module "AFR_Filebuilder_LEA (Ver 2023-2024).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 LDE 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 (*AFR Form - with formulas.xls*) available from the LDE Website. If so, the format is probably from one that was used for FY 2007-2008, 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 07-23-2009**, 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 2023-2024) vs. LEA (Ver 2023-2024). 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 (*AFR Form - with formulas.xls*) downloaded from the LDE 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.

LDOE

Systemsupport@la.gov