



LOUISIANA DEPARTMENT OF
EDUCATION

edlink

**Local Revenue
Report Survey User
Guide *for* Business
Managers**

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Accessing and Completing AFR Survey

Login to [Edlink](#). AFR History Page under Sponsor Management includes all current and past submissions for your school system as shown in Figure 2. Begin AFR Survey clicking on the **+** icon to the right of the **Not Started** status button.



Figure 1-Edlink Portal

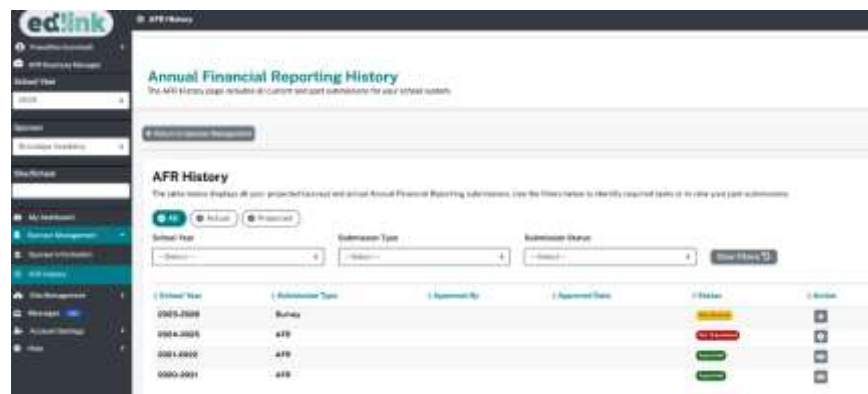


Figure 2-AFR History

Step 1: Local Revenue Survey File Submission

Pre-formatted Excel Local Revenue Templates are available to all school systems requiring a local revenue survey submission. **Please DONOT upload file with empty fields, if there is no data reported for a KPC, please enter 0 before submitting the file and do not modify the layout.** This is critical for the EdLink system to validate that all the information is received and reviewed accurately. See Figure 3.1.

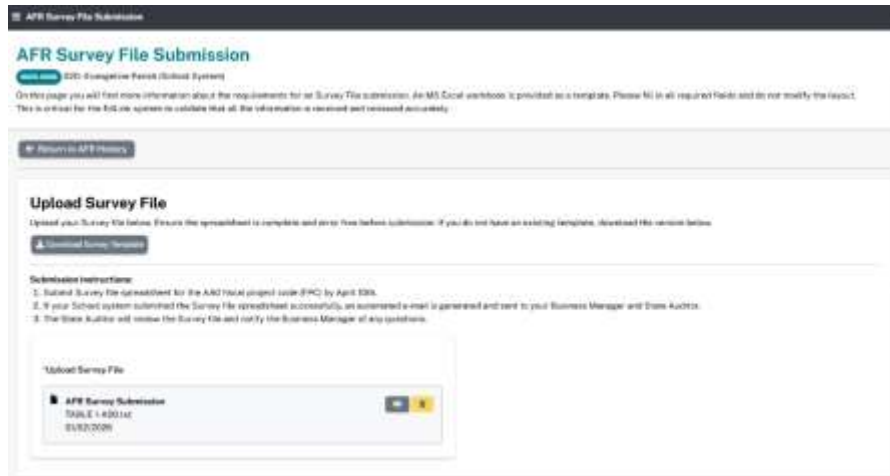


Figure 3.1-Upload Survey File

Pre-Submission File Validation-The file submitted will be validated for accuracy and completeness prior to the Submission screening. Please ensure that the file used is an unmodified version of the template supplied on this page. Files that have been altered will not be accepted. Select, Save and Continue. See Figure 3.2.

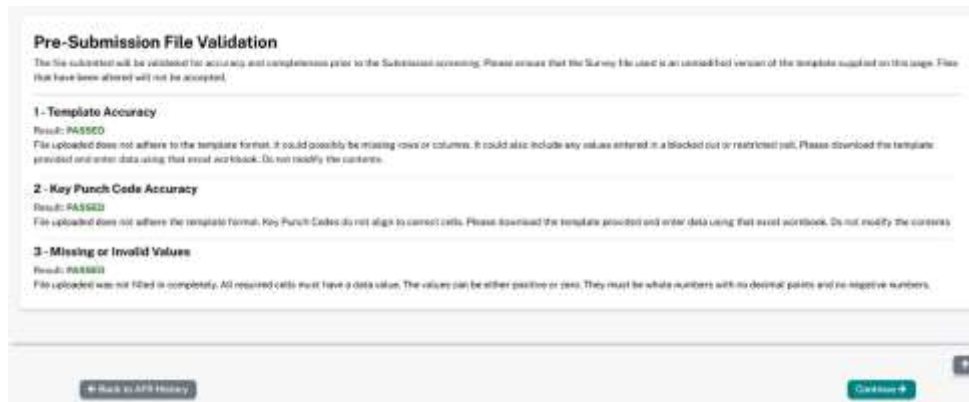


Figure 3.2-Pre-Submissin File Validation

[Step 2: Local Survey Review](#)

This report identifies keypunch codes that have been reported with zero or negative balance. This report should be examined carefully and any errors must be corrected. For all KPCs with balances highlighted, an explanation should be provided.

The Post Submission Audit Report identifies Key Punch Code records with zero or negative balance. Please review for accuracy. If a KPC needs to be corrected, please make your correction on your AFR summary and return to the previous page to re-upload.

All highlighted balances require an explanation as shown in Figure 4.1.

