Louisiana Believes

Annual Financial Report System User Guide

2021-2022

DEPARTMENT of EDUCATION
Louisiana Believes

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SYSTEM OVERVIEW

The *Annual Financial Report (AFR) System* enables the Louisiana Department of Education (LDOE) to collect, consolidate, and review computerized fiscal data from public school districts and selected public schools to support LDOE management decisions; and to respond to various requests for educational financial data. The system also supports the mandated fiscal accountability program requiring the *computerization, audit, and evaluation* of financial information from local school's systems for use with development of the *Minimum Foundation Program* (MFP) and fund distribution. Directing legislation includes *Revised Statutes 17:7(2)(c)* thru *(7)(2)(e)*, *17:25(A)(2)*, and *17:92*.

Other uses of the collected data include preparation of the *Annual Financial and Statistical Report* to the Governor and the Legislature; and to satisfy various fiscal information requirements of the Legislature, US Census Bureau, National Center for Education Statistics (NCES), National Education Association (NEA), and other governmental and/or private agencies.

The AFR system is administered by the Louisiana Superintendent of Education. Each public school district shall implement a computerized fiscal data system that, at minimum, will provide all financial data required by the state system and will make these data available in the appropriate input formats.

The submitted fiscal data are not accepted as complete by the LDOE until the district or school has adequately corrected or resolved MFP audit questions regarding the data; and the school district or agency superintendent (or equivalent) has subsequently provided written certification to the accuracy and completeness of final data for the fiscal year.

HOW COLLECTED DATA ARE USED

Each submitted *Annual Financial Report* (AFR) to the Louisiana Superintendent of Education provides a summary of financial activities for the school district or selected school during the fiscal year being reported (i.e., preceding July 1- June 30), together with the status of selected funds and/or account groupings as of the end of that fiscal year (June 30). The report must conform to the formats and instructions provided by this user's guide.

Further explanation and definition of the account classification structure, accounting terminology, and specific codes applicable to the AFR report are contained within the *Louisiana Accounting and Uniform Governmental Handbook*, which may be reviewed, downloaded, and/or printed from the Department's Website at https://www.louisianabelieves.com/docs/school-choice/guide---laugh-guide.pdf?sfvrsn. Questions regarding the handbook should be directed to the Office of Education Finance & Policy, (225) 342-3617.

Data Summary: The electronic reporting and review of fiscal data at the level of detail contained in each district or agency financial database would be time/resource- consuming and unnecessary. Therefore, aided by recommendations from the Education Finance Advisory Committee, the Department selected a limited set of

Each transaction is identified by a seven-digit *Keypunch Code* for ease of cross reference and economy in transmission of data: for example, the Keypunch Codes for *revenue and other sources of funds* transactions are tied to Source Codes defined within the *Louisiana Accounting and Uniform Governmental Handbook*; the *expenditures and other uses of funds* are cross referenced to specific Object Code and Function Code combinations; and *balance sheet items* are identified to groupings of Balance Sheet Account Codes. Keypunch Codes are also assigned to specific line items of data giving *fund balances*, *ad valorem* and *sales/use tax* information, and other account groupings such as *fixed assets*, *long-term debt*, and the status of *proprietary and fiduciary funds*.

Questions involving selection of the proper Keypunch Code under which to summarize a specific financial activity should be directed to the Division of Educational Finance.

Fund Categories: The financial data representing revenues and other sources of funds, expenditures and other uses of funds, governmental fund balances, and balance sheet status are reported in the AFR using the record format in Table I, Page 3.30. Each of these transactions contains fields which depict the following categorization of *governmental funds*:

Capital Projects Funds. Used to account for major capital acquisitions or construction. This category excludes construction financed by proprietary or trust funds.

Debt Service Funds. Used to account for the accumulation of resources to pay principal and interest on general long-term debt that is recorded in the district's General Long-Term Debt Account Group.

ESSA Funds. Special revenue fund established to account for Federal revenues acquired under the *Every Student Succeeds Act*, and which may be expended only for specified purposes.
Special Fund Federal. Consolidation of all revenue funds established for Federally funded programs other than those acquired under the *Every Student Succeeds Act*.

Other Special Funds. Used to account for all funds from state or local revenue sources that may be legally expended only for specific educational purposes.

General Funds. Used to account for all financial resources except those required to be accounted for in another named fund category.

Presenting Numeric Data: Reporting of financial data within the AFR follows the basic accounting equation of *Assets = Liabilities + Equity*. Within this equation assets and expenses (*as reductions to equity*) are normally debit balances, while liabilities, equity and revenues (*as increases to equity*) usually have credit balances.

Data for all of these accounts should be reported within the AFR as *positive numbers* unless the total/balance of the specific field being reported is *contrary to its "normal" balance*. Thus, *negative entries* could include overdraft of a fund's "Cash" asset account, the inadvertent overpayment of Accounts Payable (resulting in a debit balance), or a fund's equity balance in which total liabilities exceed the fund's assets. Special attention is needed for the *Prior Year Adjustments* transaction (*Keypunch Code 0051194*). This transaction represents the net equity increase (+) and/or decrease (-) adjustments identified since reporting the *Balances At End Of Year*

Since the prior report's *Balances At End Of Year* **must be carried forward** in the current report as the *Balances At Beginning Of Year,* (*Keypunch 0051195*), the Prior Year Adjustments transaction is the only means for properly reporting the identified adjustments.

COLLECTION PERIODS

DATES	ACTION ITEM
	Collection Opens for 2019-20 Annual Financial Data. Refer to AFR User Guide for reports to run and verify after each submission including AFR630, Post Submission Audit Reviews. Validate all Fiscal Project Codes (FPC).
	Collection Deadline for initial AFR submission for all Project Codes. Louisiana Revised Statute 17:92, requires LEA Annual Financial Reports be submitted to LDOE by September 30th of each year.
FRIDAY, OCTOBER 28, 2022	***Deadline to complete/final AFR for all FPCs for*** **EXCELLENT rating (no outstanding AFR edit errors or unresolved issues)**
	Deadline to complete/final AFR for all FPCs for **GOOD rating**
	Collection closes for 2018-19 Annual Financial Data for error-free AFR submissions for all Fiscal Project Codes (FPCs).
	Deadline to complete/final AFR for all FPCs **for NEEDS IMPROVEMENT rating**
	UNACCEPTABLE rating ***for all FPCs received on or after this date***

Additions: The total of all increases made to a specific Fixed Asset, Long-Term Debt, Proprietary Fund, or Fiduciary Fund line item account over the period of the report: i.e., 1 July-30 June.
(Round to whole dollars.)

Balance (Beginning): The balance of a specific Fixed Asset, Long-Term Debt, Proprietary Fund, or Fiduciary Fund line item account as of the beginning of the reporting period: i.e., 1 July.

Note: The Beginning (i.e., July 1, 2021) Balance for a specific Table III or IV line item account in this year's report must be the same as the Ending (i.e., June 30, 2022) Balance from the prior year's report.
(Round to whole dollars.)

Balance (Ending): The balance of a specific Fixed Asset, Long-Term Debt, Proprietary Fund, or Fiduciary Fund line item account as of the end of the reporting period: i.e., 30 June. This figure is the sum of the line item's Beginning Balance and the related Additions, less the related Deletions. (Round to whole dollars.)

Capital Projects Funds: Governmental funds used to account for major capital acquisitions or construction. These funds are not used for construction financed by proprietary or trust funds. (See Louisiana Accounting and Uniform Governmental Handbook for further detail. Round to whole dollars.)

Combined Debt and Non-Debt Rate: Total sales and use tax rate for the school district. The 5-character numeric field has an implied decimal (999v99); therefore, a tax rate of three-and-one-quarter percent (i.e., 3.25 %) would be entered as 00325.

Debt Service Amount: School district sales/use tax revenues dedicated to interest and principal amounts on outstanding debt. (Round to whole dollars.)

Debt Service Funds: Governmental funds used to account for the accumulation of resources to pay principal and interest on general long- term debt that is recorded in the entity's General Long-Term Debt Account Group.
(See Louisiana Accounting and Uniform Governmental Handbook for further detail. Round to whole dollars.)

Deletions: Total of all deletions made to a specific Fixed Asset, Long-Term Debt, Proprietary Fund, or Fiduciary Fund line item account over the period of the report: i.e. 1 July-30 June.
(Round to whole dollars.)

District/Ward Rate Levied (Low/High): Separate data fields for the lowest and the highest school tax millages levied by the school board on a district or ward basis: i.e. as opposed to a parish-wide basis. The associated revenues are reported as "District/Ward Revenue From Tax," Table II (Sec A); and the number of school taxing districts involved is reported as "Number of Districts," Table II (Sec A). Each 5-character numeric field has an implied decimal (999v99); therefore, rates of one-and-three-quarter mills (i.e., 1.75 mills) and two- and-one-tenth mills (i.e., 2.1 mills) would be entered as 00175 and 00210, respectively. Note: Where only one millage rate applies (i.e., to one or more taxing districts/wards, but not parish-wide), then enter the same rate for "Low" and for "High."

Federal Every Student Succeeds Act (ESSA) Funds: Special revenue fund established to account for Federal revenues acquired under the Every Student Succeeds Act (ESSA) to be expended for only specified purposes. (See Louisiana Accounting and Uniform Governmental Handbook for further detail. Round to whole dollars.)

General Funds: Revenue fund used to account for all financial resources except those required to be accounted for in another of the fund categories named within Table I of the Annual Financial Report (AFR).
(See Louisiana Accounting and Uniform Governmental Handbook for further detail. Round to whole dollars.)

Keypunch Code: The unique code assigned by the Louisiana Department of Education (LDOE) to each separate line item of the Annual Financial Report, including specific totals and sub-totals. A separate Keypunch Code has been assigned each applicable revenue source code, balance sheet account, unique combination of object and function codes used in reporting expenditures, and to selected entries representing fund balances and/or adjustments, fixed assets, long-term debt, and tax information.

(See ~~Appendix B~~, AFR User's Guide, for Keypunch Codes and the Louisiana Accounting and Uniform Governmental
Handbook for related accounting codes: e.g. source, object, etc.)

WARNING: Keypunch Codes have become primary identifying data within LDOE/PAIR (and some LEAs) financial database systems; thus, any subsequent reuse and/or redefinition of a specific code may prohibit the ability to consolidate and/or compare data from different reporting cycles.

Local Educational Agency (LEA) Code: LEA Code of the district or agency submitting data: Labs and Charters submit AFR data by Site Code.

Parish/City School Districts:

001 Acadia Parish
002 Allen Parish
003 Ascension Parish
004 Assumption Parish
005 Avoyelles Parish
006 Beauregard Parish
007 Bienville Parish
008 Bossier Parish
009 Caddo Parish
010 Calcasieu Parish
011 Caldwell Parish
012 Cameron Parish
013 Catahoula Parish
014 Claiborne Parish
015 Concordia Parish
016 DeSoto Parish
017 East Baton Rouge Parish
018 East Carroll Parish
019 East Feliciana Parish
020 Evangeline Parish
021 Franklin Parish
022 Grant Parish
023 Iberia Parish
024 Iberville Parish
025 Jackson Parish
026 Jefferson Parish
027 Jefferson Davis Parish
028 Lafayette Parish
029 Lafourche Parish
030 LaSalle Parish
031 Lincoln Parish
032 Livingston Parish
033 Madison Parish
034 Morehouse Parish
035 Natchitoches Parish
036 Orleans Parish
037 Ouachita Parish
038 Plaquemines Parish
039 Pointe Coupee Parish
040 Rapides Parish
041 Red River Parish
042 Richland Parish
043 Sabine Parish
044 St. Bernard Parish
045 St. Charles Parish
046 St. Helena Parish
047 St. James Parish
048 St. John the Bapt. Parish
049 St. Landry Parish
050 St. Martin Parish
051 St. Mary Parish
052 St. Tammany Parish
053 Tangipahoa Parish
054 Tensas Parish
055 Terrebonne Parish
056 Union Parish
057 Vermillion Parish
058 Vernon Parish
059 Washington Parish
060 Webster Parish
061 West Baton Rouge Parish
062 West Carroll Parish
063 West Feliciana Parish
064 Winn Parish
065 City of Monroe School District
066 City of Bogalusa School District
067 Zachary Community School District
068 City of Baker School District
069 Central Community School District

Non-Debt Service Amount: School district sales/use tax revenues dedicated to operating expenses. (Round to whole dollars.)

Number of Districts: Number of school taxing districts within the school board's jurisdiction that have one or more district/ward millages levied: i.e. millages other than parish-wide rates.

> Note: Entry requires associated reporting of "District/Ward Revenue From Tax," Table II (Sec A), and "District/Ward Rate Levied (Low/High)," Table II (Sec A).

Parish-wide Rate Levied: School tax millage levied by the school board on a jurisdiction-wide basis. The five-character numeric field has an implied decimal (999v99); therefore, a rate of two-and-one-half mills (i.e., 2.5 mills) would be entered as 00250.
Web AFR On-line System Users (Only): Key this rate with a decimal: for example, 2.50.

Parish-wide Revenue From Tax: Revenue collected from a category of school taxes (for example: all constitutional taxes) levied by the school board on a jurisdiction-wide basis. (Round to whole dollars.)

School Year (Fiscal Year): Beginning year of the fiscal year covering the school session being reported.
(Use format 2021: for example, enter "2022" to report data for the 2021-2022 fiscal year or school session.)

Sign Field: Used to indicate whether the associated numeric field (i.e., the preceding field) is to be treated as a positive or as a negative number in mathematical computations.

Site Code: Code assigned by LDOE within the Sponsor/Site (SPS) Database to each school or site within a district or agency. The first three positions of the site code will consist of the district or agency's LEA code.

Applicability:

a. The LSU or Southern University lab schools and ALL public charter schools (i.e., Types 1, 2, 3, 4, and 5) must enter the applicable site codes within each record of their AFR reports. Note: Do not enter central office site codes (i.e., _ _ _ 700) or special education administrative center site codes (i.e., _ _ _ 000) since any revenues, expenditures, etc., associated with these sites should be distributed among the agency's schools following the guidance from LDOE/Division of Education Finance.
b. City/parish school districts that have one or more charter schools (Types 1, 3, and/or 4) must enter their LEA Code, followed by "XXX", within each AFR record. For example, the East Baton Rouge Parish School Board would contain 017XXX in the site code field of each AFR record.
c. The site code field of each AFR record should be left blank for RSD-LDOE; and for those city/parish school districts that DO NOT have Types 1, 3, and/or 4 charter schools.

> *Note: See AFR Contacts/Coordinators list in Section 5 to identify individual schools that should be reporting site-level AFR data within the current reporting cycle.*

Special Fund Federal: Consolidation of all revenue funds established for federally funded programs other than those acquired under the Every Student Succeeds Act (ESSA). (Round to whole dollars.)

System Indicator: The unique code identifying the automated data reporting system to which the data belongs. The entry must always be "AFR" for Annual Financial Report records.

Total Ad Valorem Tax: Total revenue from a category of school taxes levied jurisdiction-wide (for example, all debt service taxes), plus total revenue from the same category of district/ward school taxes.

> Note: The amounts reported for the four categories of taxes in Table I, Section 1.a, Ad Valorem Taxes- Gross (i.e., Keypunch Codes 0000300 through 0000400) should equal the tax revenues reported in Table II, Section A, Ad Valorem Taxes (Keypunch Codes 0062220 through 0062650).

Total Funds: The total (by each line item) of the general, special, Federal ESSA, special fund Federal, debt service, and capital projects fund entries reported for that line item. (Round to whole dollars.)

Total Sales and Use Taxes: Total school district revenues from sales and use taxes. This total should agree with the sum of debt service and non- debt service revenues for the same report line item.

> Note: The amounts reported for Table I, Section 1.b, Sales and Use Taxes - Gross (Keypunch Code 0000500) should be the same as the tax revenues reported in Table II, Section B, Sales and Use Taxes (Keypunch Codes 0063300 thru 0063320). (Round to whole dollars.)

RESPONSIBILITIES

The following sections address specific areas of responsibility affecting the accurate collection, reporting, and interpretation of *Annual Financial Report (AFR) System* data.

Organization Responsibilities

Each public school district is required to maintain a means of tracking and reporting its financial activities and status that meet the requirements of the Louisiana Revised Statutes, applicable State and Federal regulations, and the policies of the Board of Elementary and Secondary Education (BESE). The public school district is responsible for accurately reporting these fiscal data to the Louisiana Department of Education (LDOE), on a timely basis, in accordance with the requirements, methods, and schedules prescribed by this guide.

LDOE/Office of State Education Finance & Policy

The Office of State Education Finance & Policy will provide other elements of the Louisiana Department of Education and the Public School Districts with policy guidance and interpretation of the Louisiana Revised Statutes, applicable State and Federal regulations, and BESE policies as they pertain to the required reporting of public school district fiscal data within the *Annual Financial Report (AFR) System*.

LDOE/Division of Planning, Analysis and Information Resources

Data Management Section

The Data Management Section will coordinate the definition, collection and processing of data with the public school districts, ITS, and other elements of the Department that require use of the data collected. Data Management will provide technical guidance to Public School Districts on the inclusion of fiscal data within various record formats of the automated system and in the interpretation/resolution of transactions rejected as invalid by the system edits. In addition, the Data Management Section will review policy guidance issued by the Office of State Education Finance & Policy regarding financial data reporting to determine whether change or enhancement of the automated system will be required to reflect the effect of new policy or legislation.

Information Technology Services (ITS)

ITS is responsible for the creation and maintenance of databases for the storage and effective utilization of the data submitted by the Public School Districts. Data submitted by the public school districts will be processed on a timely basis. An edited, print-ready report from each submission of annual financial system data will be returned to the school district via Internet and Data Transfer Management (DTM) System; where applicable, a list of transaction errors will be returned for report correction and resubmission. ITS will provide school districts with copies of terminal emulation and/or encryption software necessary for the Internet file transfer of data required by the State.

Data Submission

Each public school district or agency determines the method by which it creates and maintains the files containing its local financial data. However, in reporting extracts of these data to the Louisiana Department of Education (LDOE) as the *Annual Financial Report (AFR)*, the school district, agency, or independently-reporting school must format and summarize the data as provided in Section 3 and Appendix B. The methods by which these public school AFR User Guide 2019-20 43

SCHOOL DISTRICT AFR CONTACTS/COORDINATORS

Districts are requested to notify LDOE/Data Management if the AFR contact needs to be changed or updated. The correction form can be found on the INSIGHT Coordinator's Portal. {LDOE/Data Management Contact: ~~Systemsupport@la.gov.~~

Required Tools: A pre-formatted Excel AFR spreadsheet and one of the LDE-developed Access modules in the ~~AFR_Filebuilder (*Ver 2019-2020*)~~ 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.~~

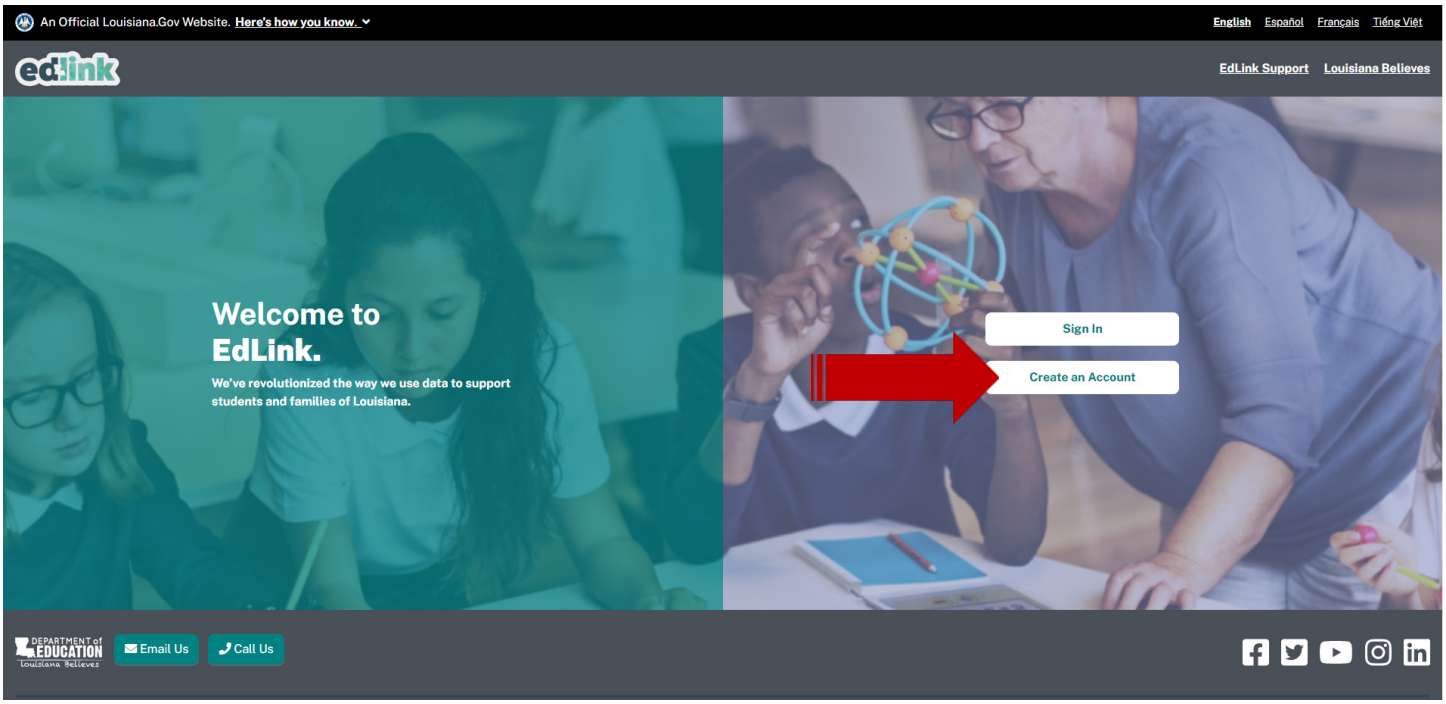
EDLINK AFR SYSTEM

The automated Edlink AFR System provides access to the AFR System; and to all other Web/server-based LDOE data collection and reporting systems. As other LDOE data systems are developed for Web/server-based operation, the related system user IDs will be added to security folders that grant applicable access and privileges. Once properly logged-on to the Edlink Portal ~~(see *Figure 4-1*)~~, the user will have access to all data systems for which the user ID is approved; as well as "one-stop" access to certain universal services such as: user's guides for all LDOE data systems, security request forms, reference tables. The system or service links approved and available to the logged-on user will appear on the Edlink Portal.

LDOE SYSTEMS ACCESS AND SECURITY

Using the link below, begin creating your MyLa.Gov account and gain access to EdLink. The following instructions are presented in a step-by-step format to help you do this.

https://ldoe.edlink.la.gov/#/

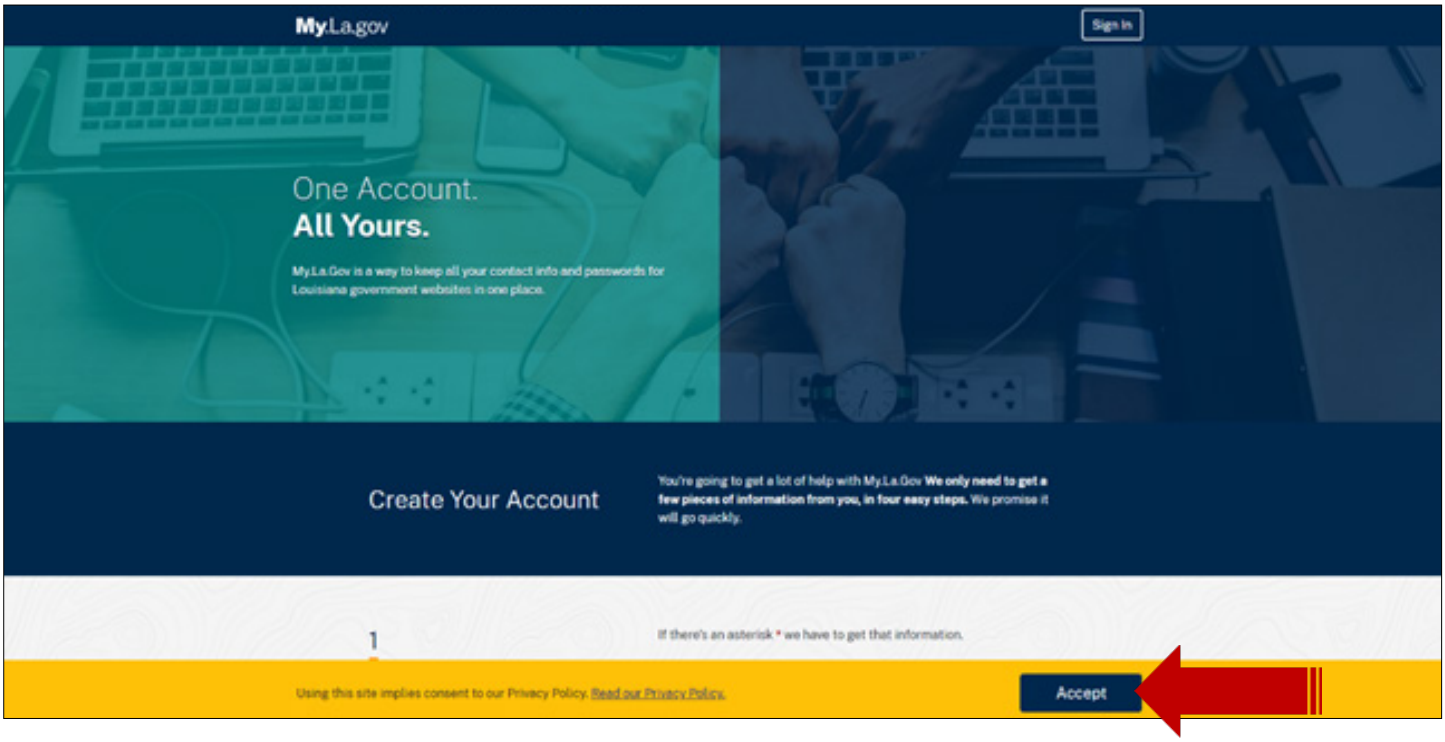


Take a moment to read the information on this page. Then select “continue to MyLa.”

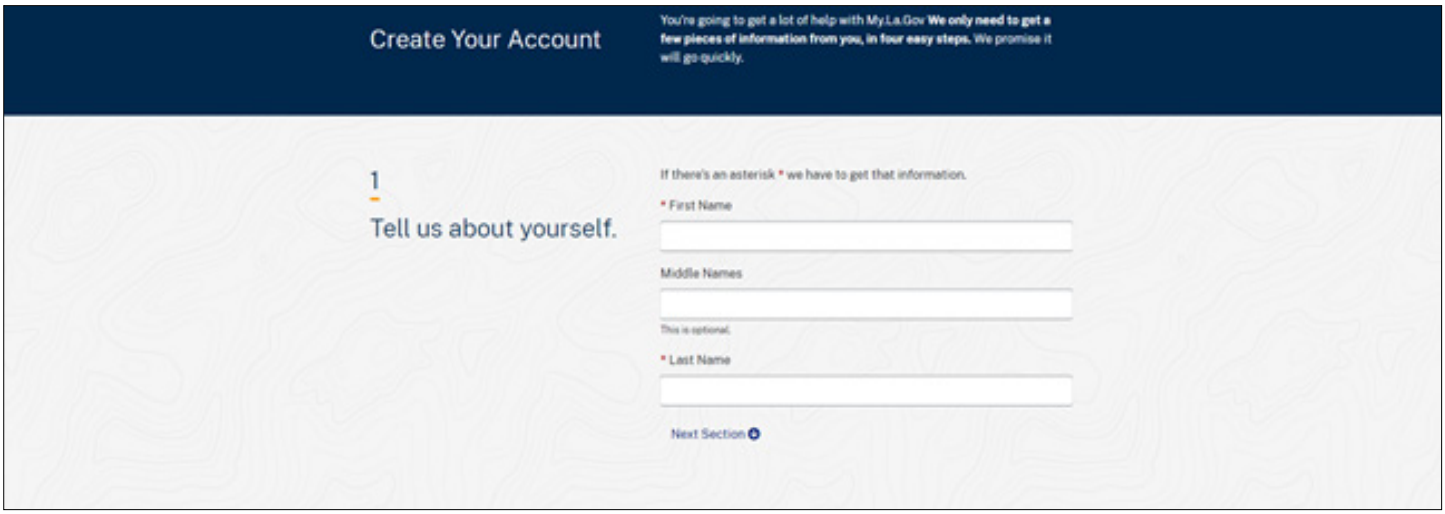
If you believe that you already have a MyLa.gov account, skip to page 20. Sign into the main portal. If a New User Profile appears, then you've already created a MyLa.gov. account. Complete the profile with your personal information. Avoid using Auto Fill (shared computers/data entry will select erronious data). Once you've completed the profile, select save. Continue to page 21 and SignIn to Edlink.

After selecting, "Continue to MyLa", proceed to the next page to complete your registration.

The “Create Your Account” page will appear. Accept Cookies and scroll down slowly until you see Step 1 of “Create Your Account.”

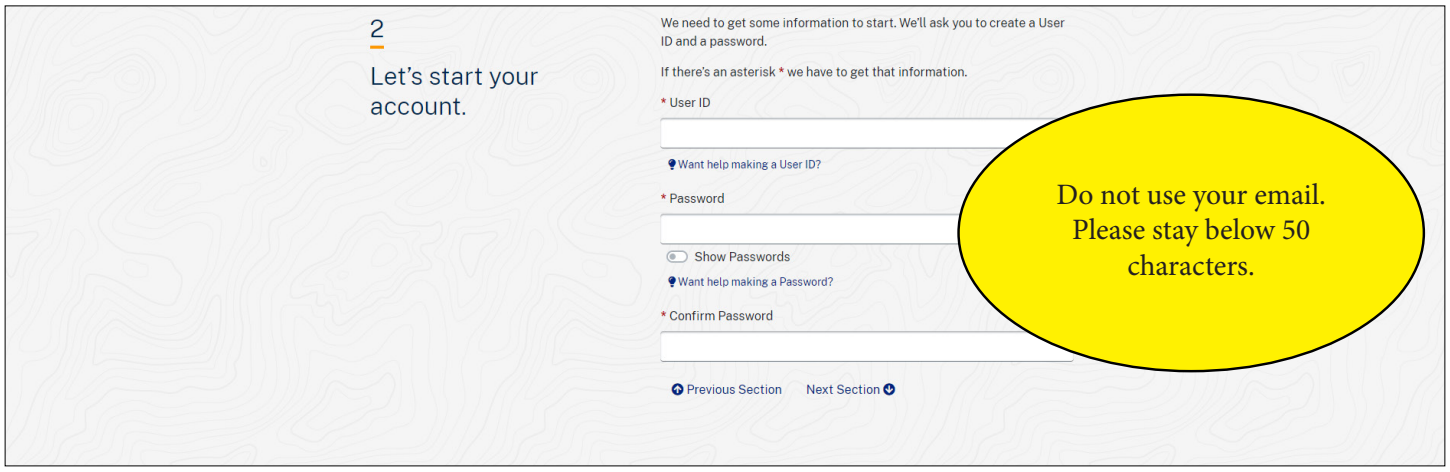


Scroll down and begin inputting your information into the Tell Us About Yourself section. Please note that where there is a red asterisk, you must enter information to proceed.

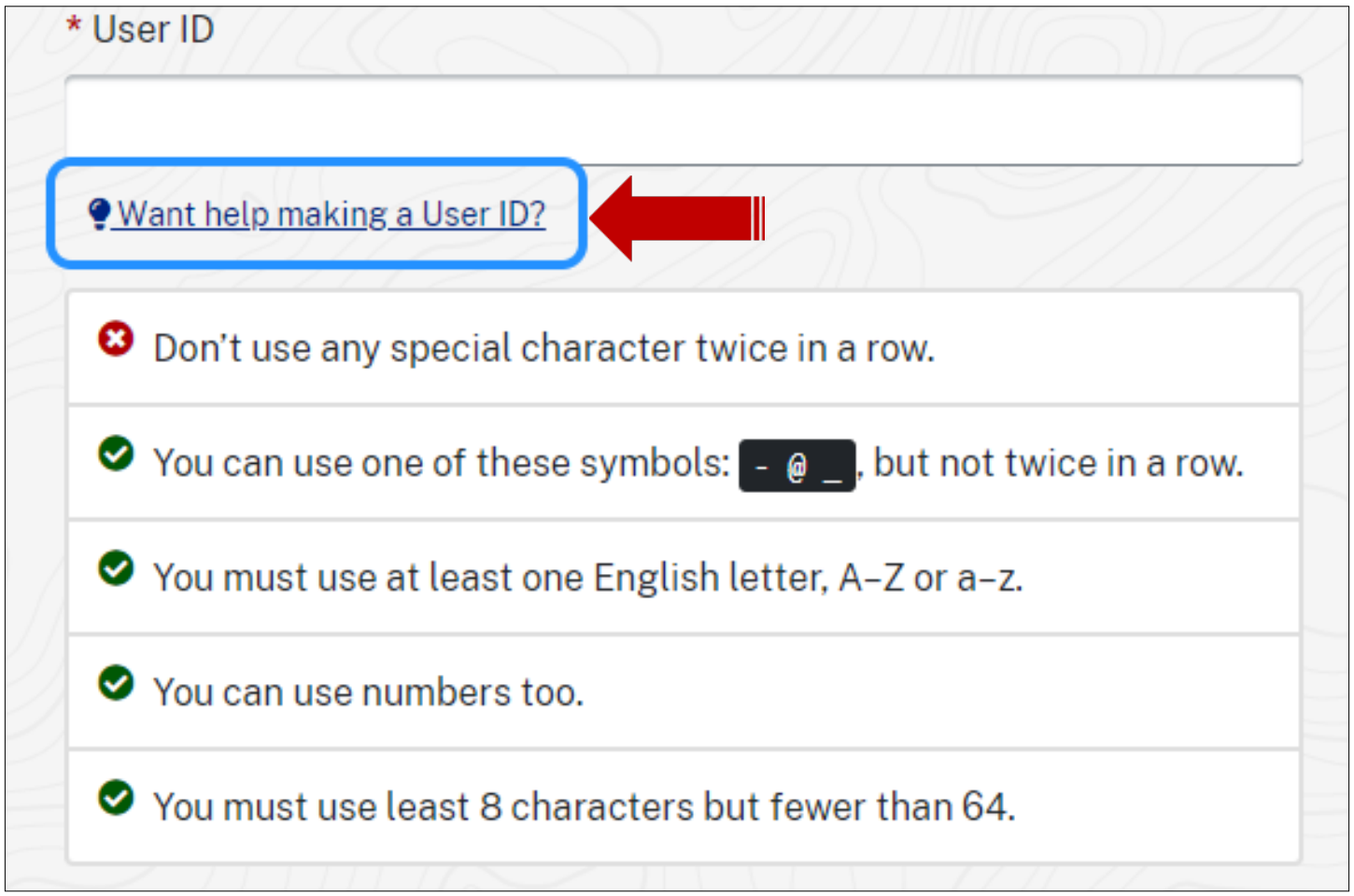


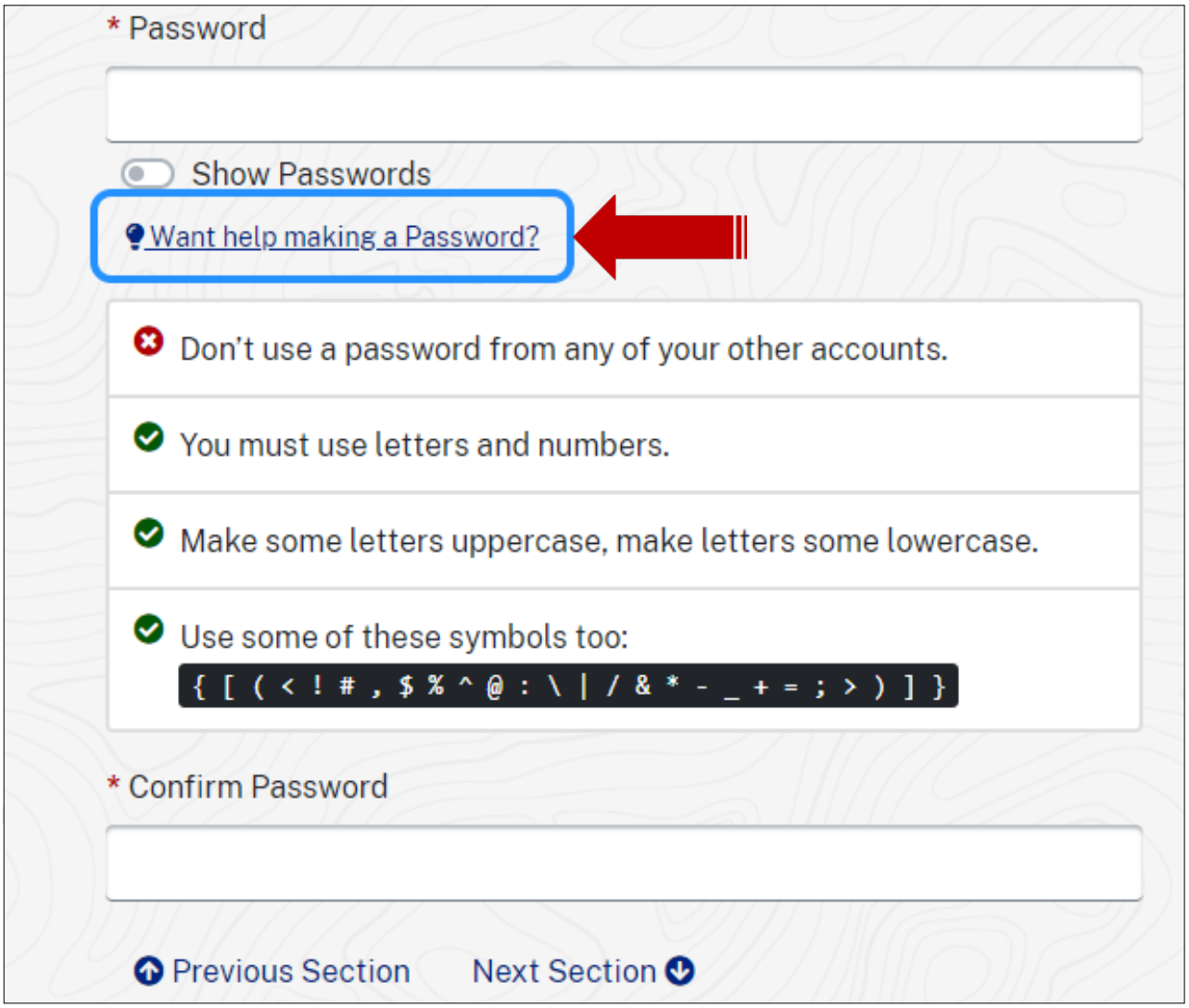
Create a User ID. If you need assistance with creating a User ID, click on the blue light bulb below the text box. You will see this light bulb throughout the process.

Create a Password. You will be asked to confirm your password.



Click on the blue lightbulb to view the required format for your User ID and Passwrd. Click back on the lightbulb to collapse the format requirements.





User IDs and Password Standards:

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an initial password will be assigned. This initial password will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

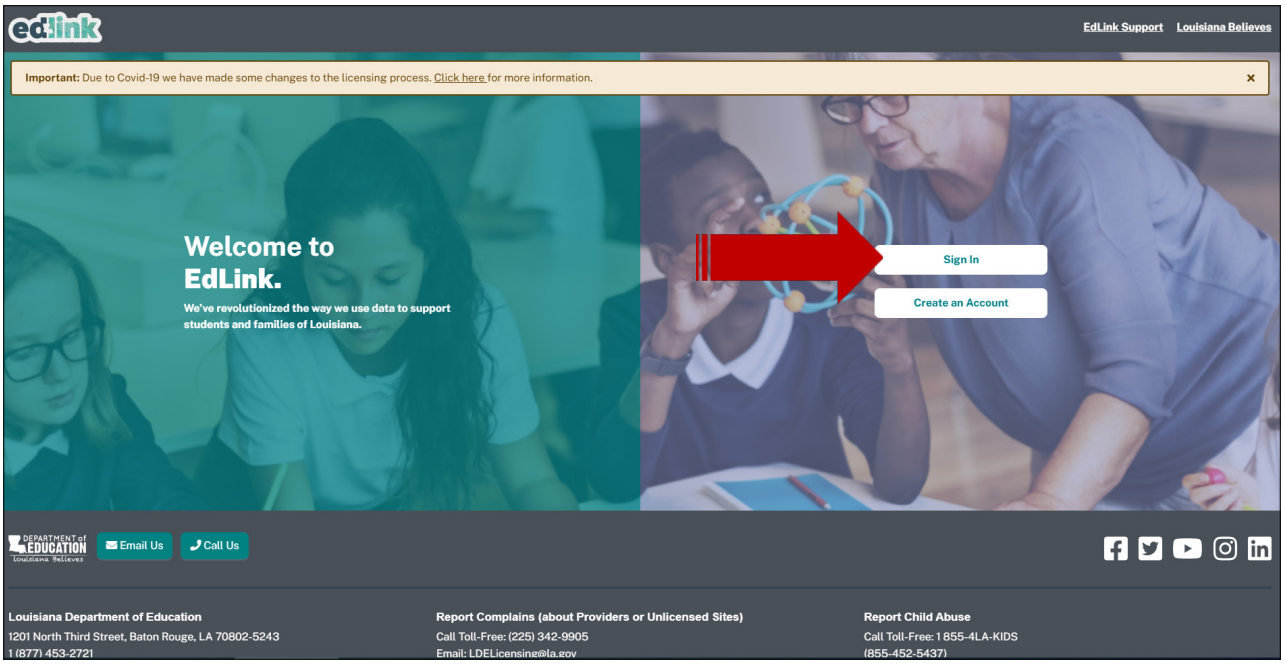
You'll now be asked to confirm your email. Find the email inbox of the address that you listed in your MyLa registration. Follow the instructions in the email. Once you have confirmed your email, Sign back into as shown below, as shown on the next page.

CONFIRM EMAIL

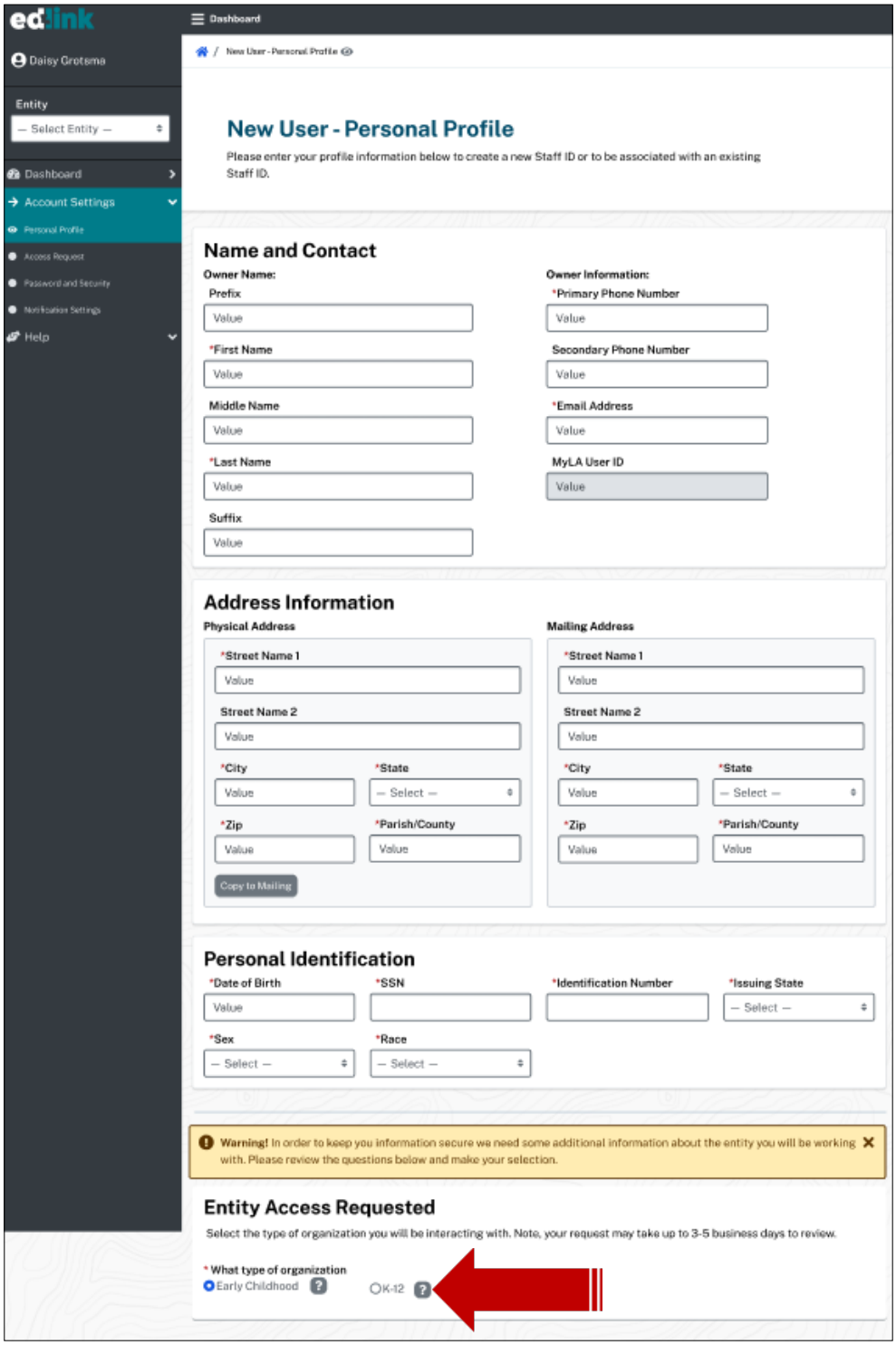
Select, "Return to Previous Site." Sign Out and close the page.

You are now ready to access EdLink!

Return to https://ldoe.edlink.la.gov and Sign In.



You'll be asked to complete your profile by entering personal information. Your SSN will be redacted after move to the next box. Complete each box with a red asterisk. Other boxes are optional. Select K-12, Sponsor Site and School Site. Once all of your information has been entered, select, "Save."

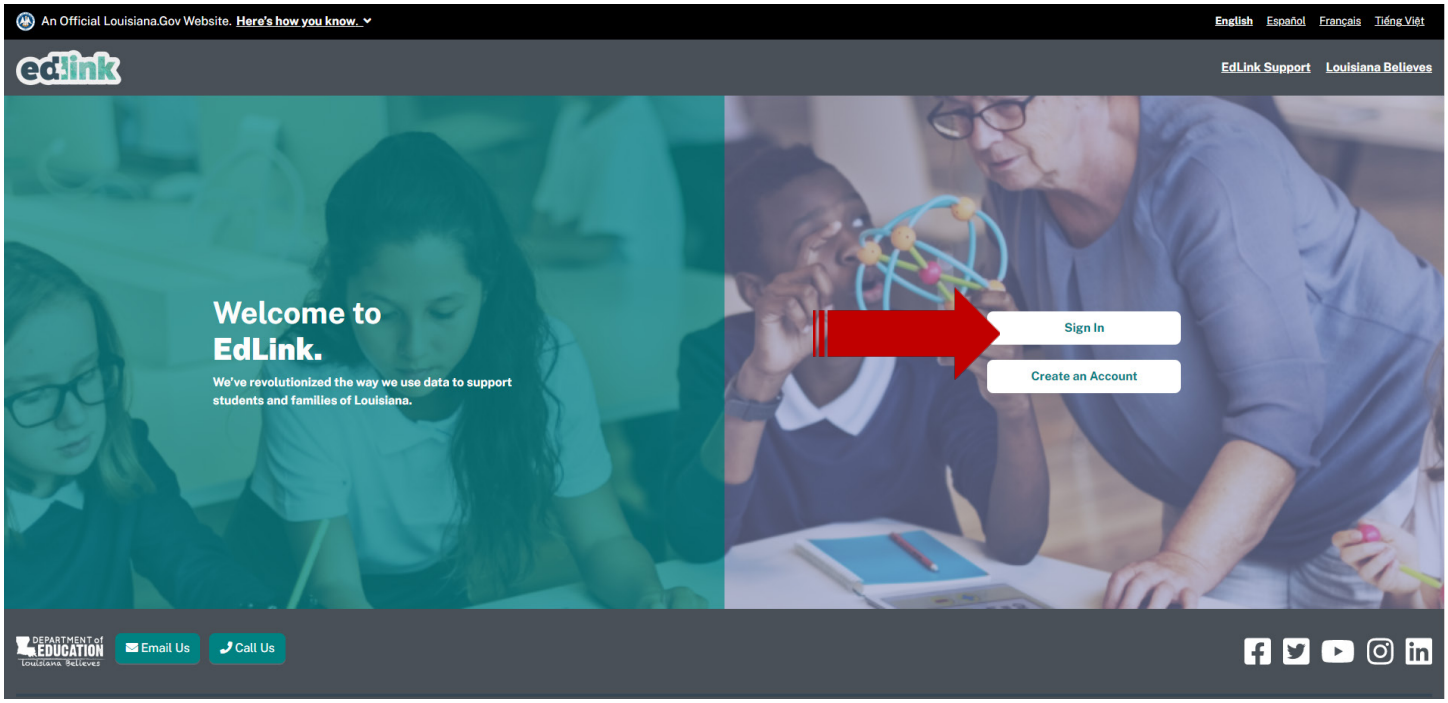


SELECT K-12, YOUR SPONSOR SITE AND SCHOOL FROM THE DROP-DOWNS. THEN SELECT "SAVE."

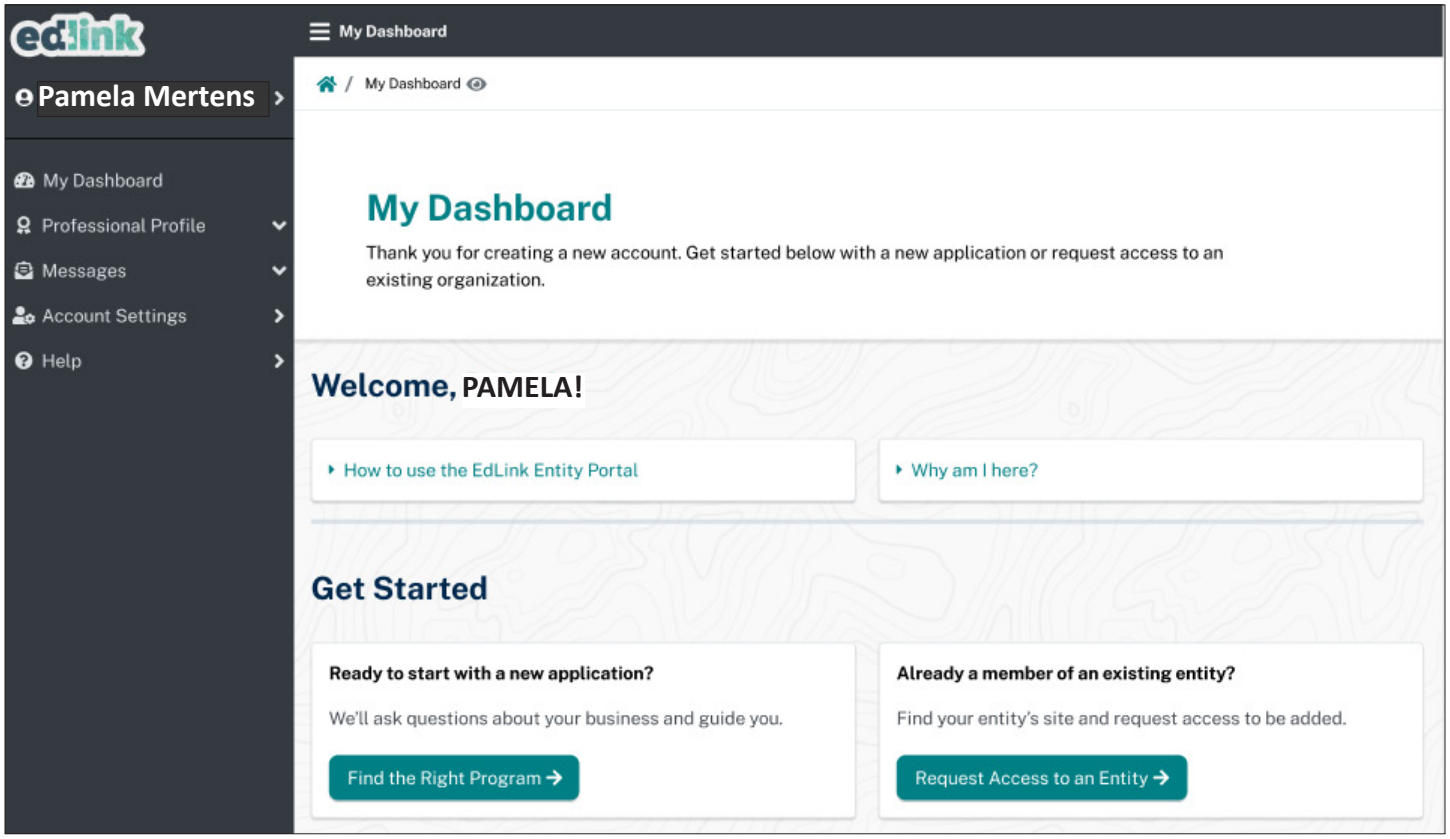
To complete your access, “Sign Out”, from the navigation panel, located under your User ID at the top left side of your screen.

Once again, you’ll be navigated to the Edlink Sign In page shown below. You will not have to do duplicate functions in the future but it necessary to complete your access.

Select, Sign In.”



Your personal Dashboard will appear. On the Dashboard, your Sponsor and Site/School are shown.



Finally, you'll need to request access for the Business Manager and Security Coordinator of your school. Follow the instructions on the upcoming pages carefully.

LDOE APPLICATION SYSTEMS ACCESS AND SECURITY

DATA SECURITY:

Data security standards define specific requirements for managing and controlling access to all LDOE Application Systems. Security goals require all personnel using the LDOE Application Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

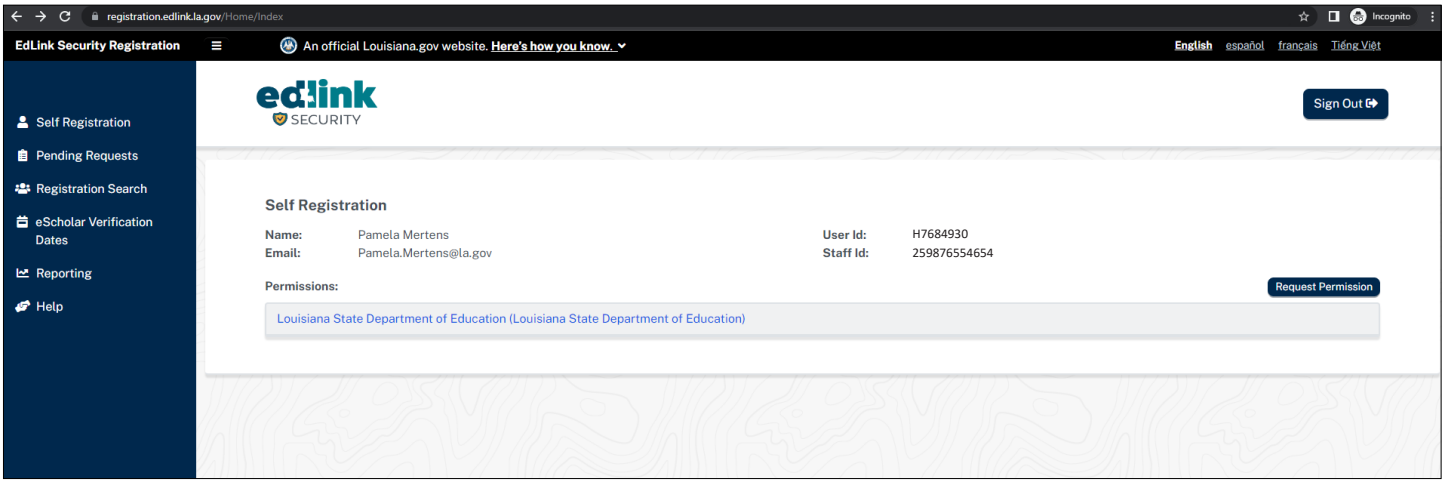
SECURITY COORDINATOR:

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDOE Application Systems. They must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDOE Application Systems.

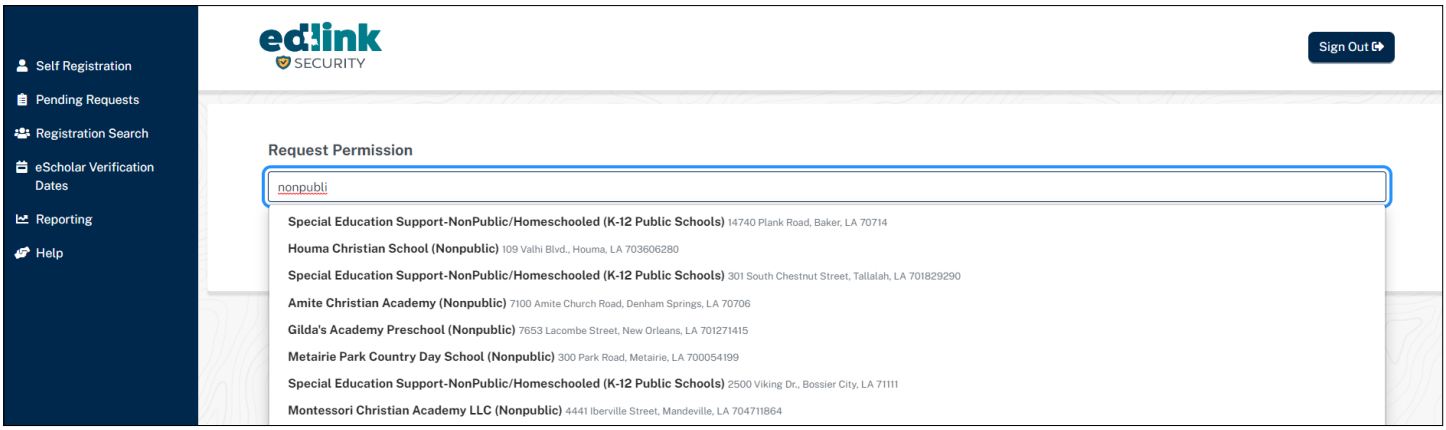
Security issues that cannot be resolved by the Security Coordinator should be referred to the LDOE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to ~~SecurityDOE@la.gov.~~

Using the link below, you'll request to be assigned as the Business Manager for your School. The following instructions are presented in a step-by-step format to help you do this.

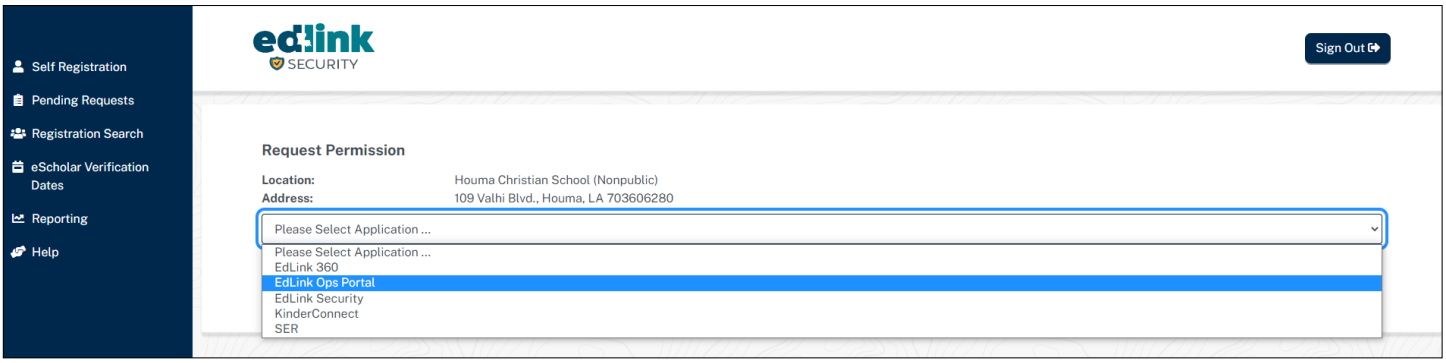
https://registration.edlink.la.gov



Select, "request permission."



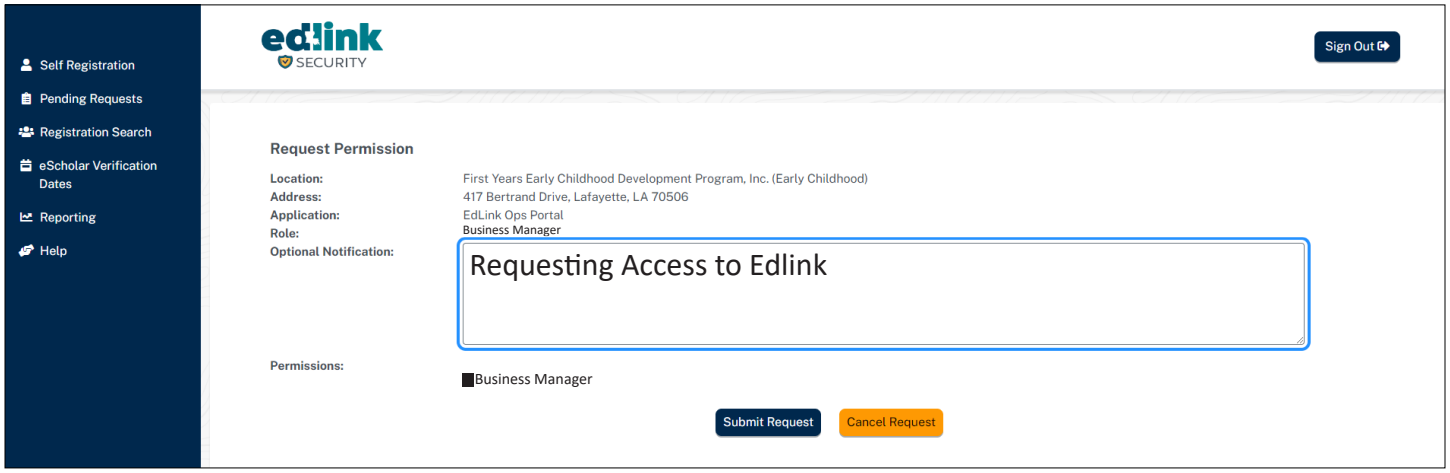
Begin by typing in your school name slowly. Carefully select your school from the drop-down by dragging your cursor to the school name and selecting it. The field box will automatically roll to the next requirement.



Select, "Edlink Ops Portal."

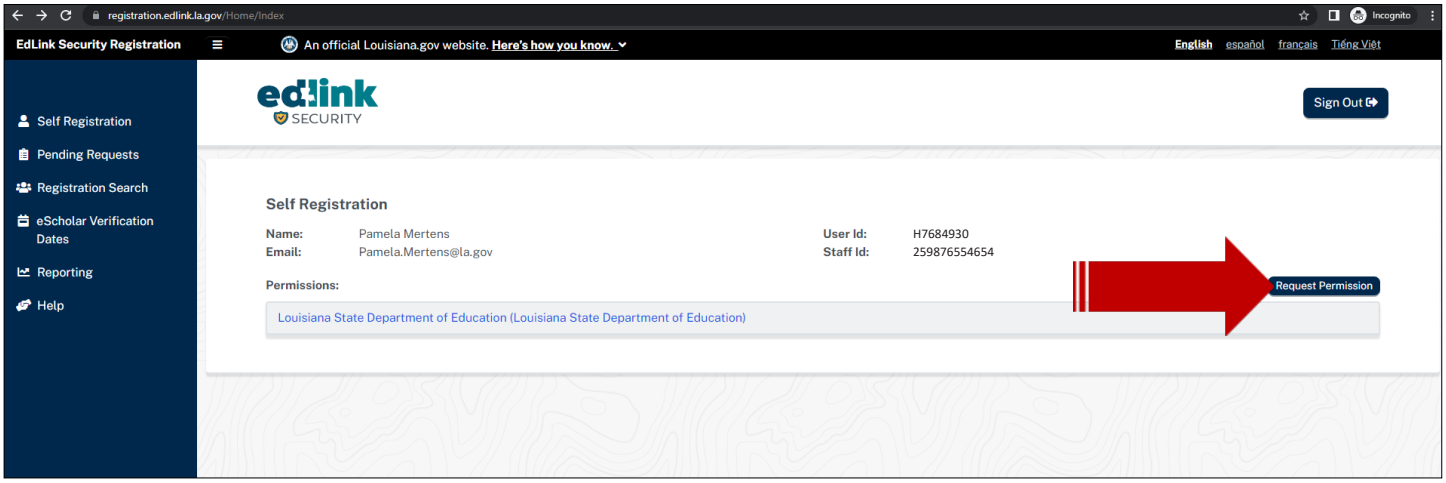
Request Business Manager

1. Allow the screen to fully navigate to the Edlink Security page. This may take a few seconds.
2. Select “Request Permission” on the right side of the screen.
3. From the first drop-down, begin typing your school name. Carefully, select the correct school.
4. From the second drop-down that appears, select Edlink Ops Portal.
5. From the third drop-down, select Business Manager.
6. In the final box that appears, enter a statement explaining why you are requesting the role of School. (example: Requesting Access to Edlink)
7. Click inside of the little box labeled, Business Manager, and select “Submit.”

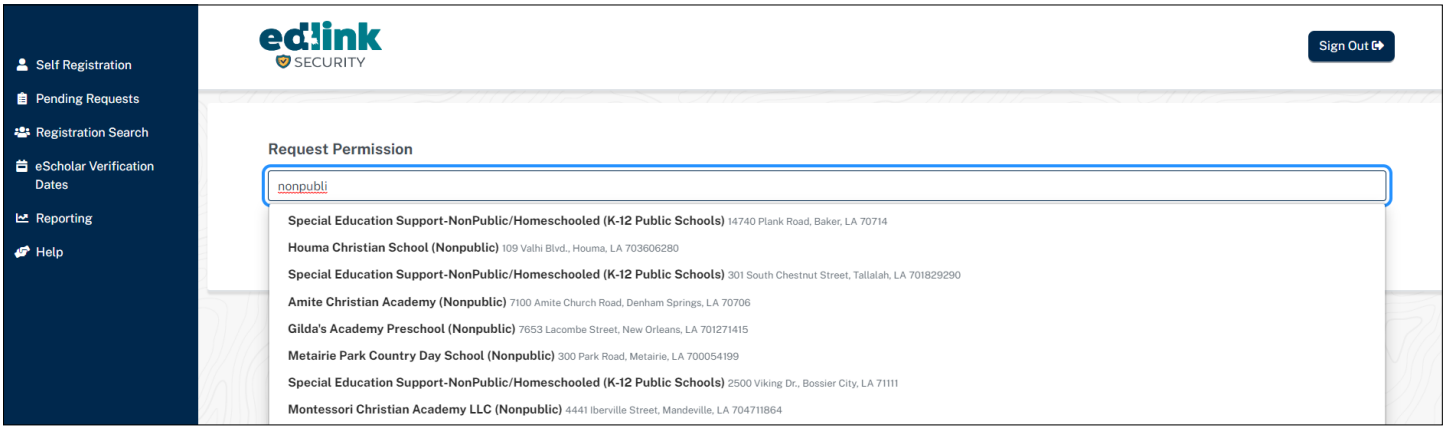


Request Security Coordinator

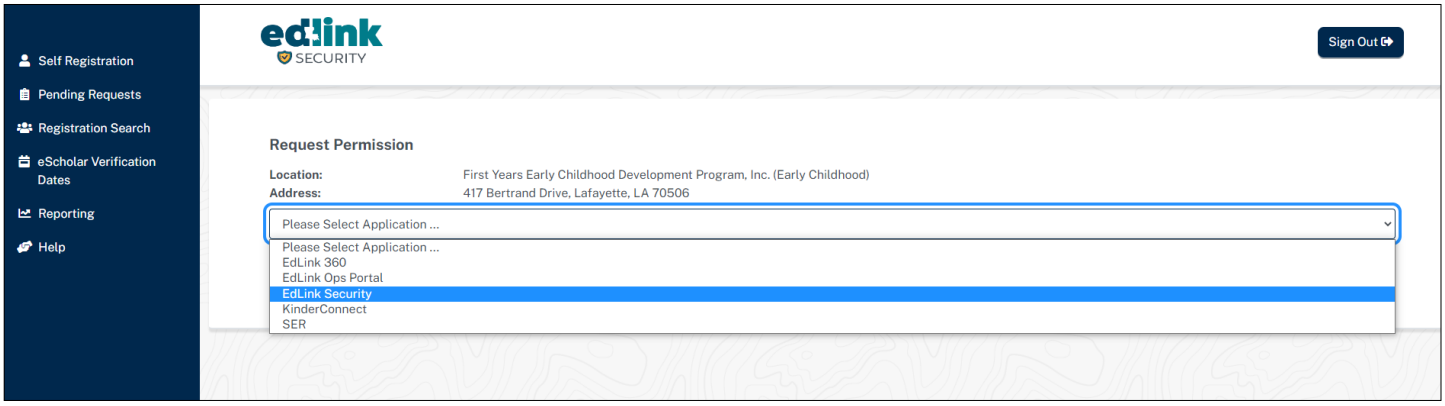
1. Allow the screen to fully navigate to the Edlink Security page. This may take a few seconds.
2. Select “Request Permission” on the right side of the screen.
3. From the first drop-down, begin typing your entity name or your own name, depending on the type of center you’re operating. Select the correct entity.
4. From the second drop-down that appears, select Edlink Security.
5. From the third drop-down, select Local.
6. In the final box that appears, enter a statement explaining why you are requesting the role of Security Coordinator.
7. Click inside of the little box labeled, Security Coordinator, and select “Submit.”



Select, "request permission."



Begin by typing in your school name slowly. Carefully select your school from the drop-down by dragging your cursor to the school name and selecting it. The field box will automatically roll to the next requirement.

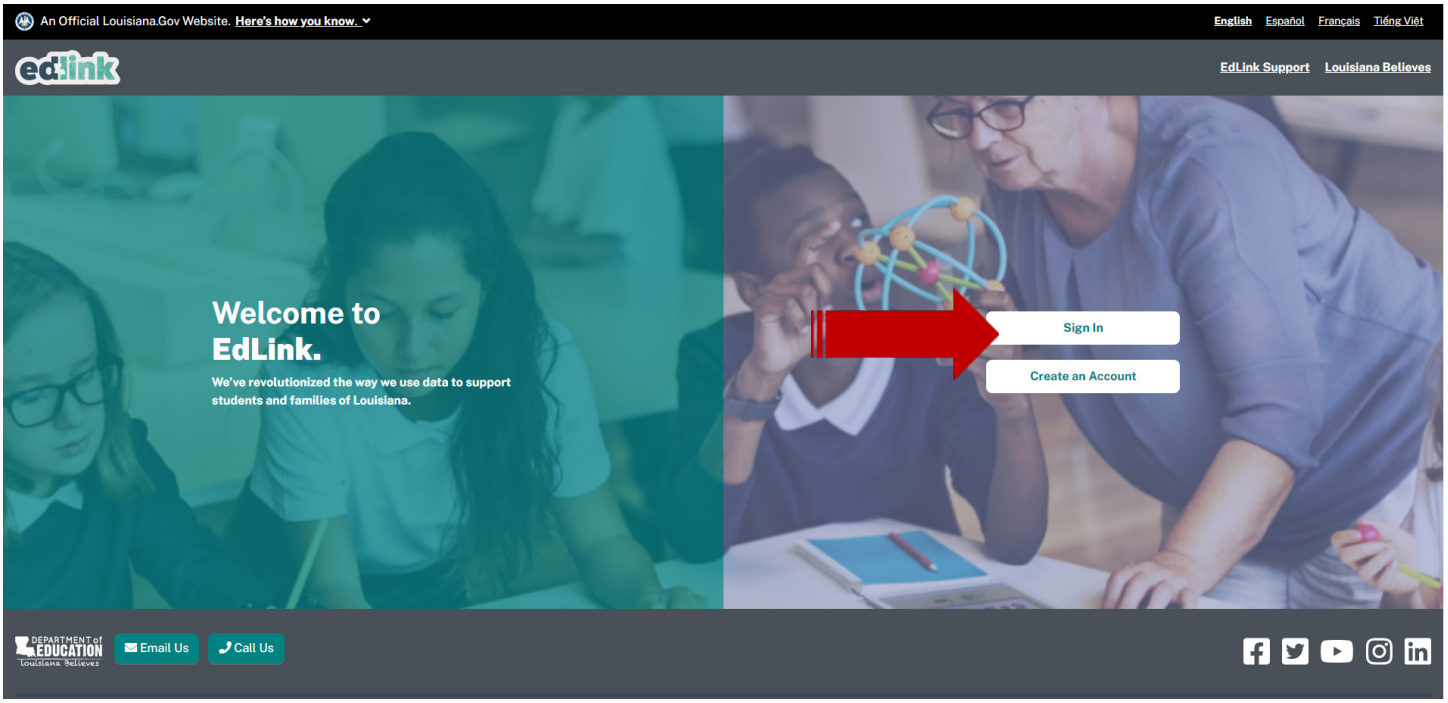


Select, "Local." Then select, "Submit."

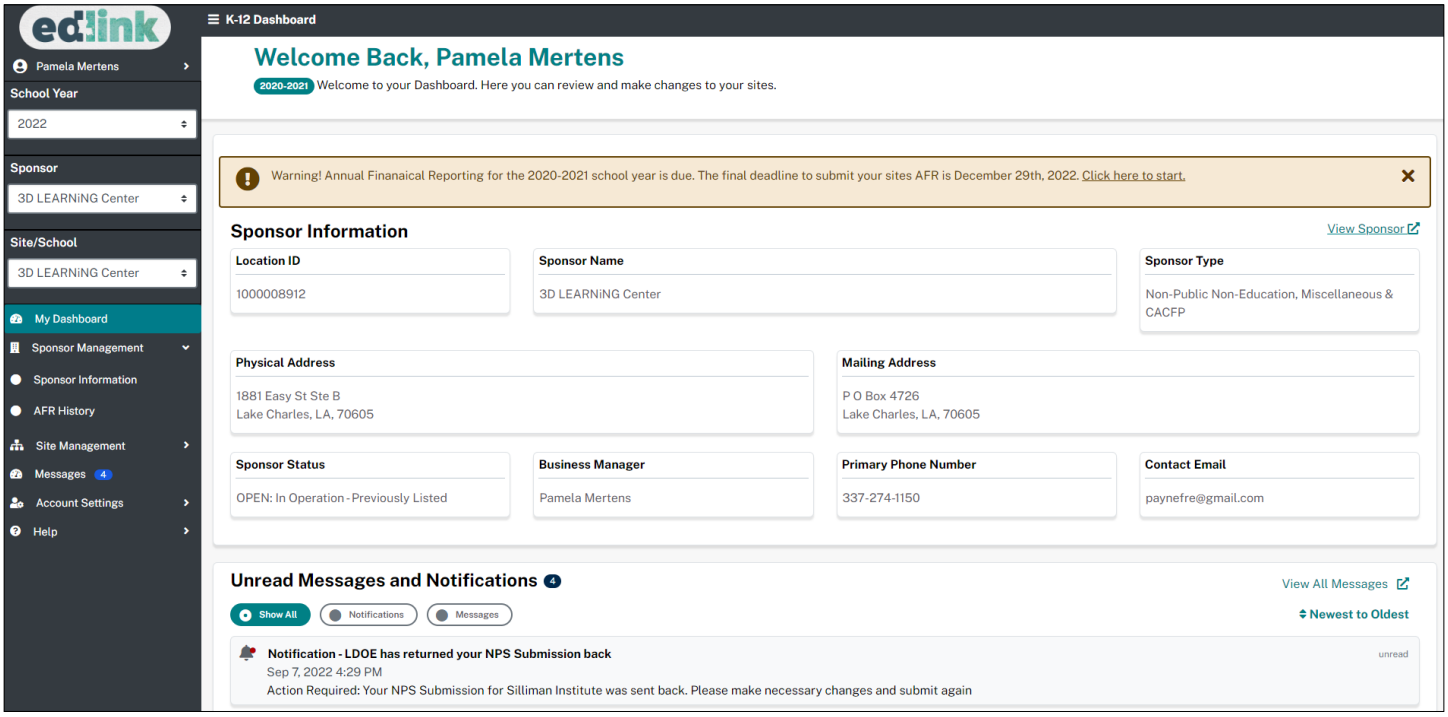
Please allow 24-48 Hrs. for your requests to be approved by LDOE. You will receive an email from LDOE once your requests have been approved.

Log back into Edlink at
https://registration.edlink.la.gov

Select, Sign In."



After you have successfully logged in, you will now see your Sponsor Site Dashboard.



USER ACCESS AND AUTHORIZATION

Users requiring access to the LDOE Application Systems must complete a Security Request Form and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDOE Application System(s) a user has access to and specifically what functionality.

These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user.

User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

RESETTING A PASSWORD USING THE PASSWORD RESET SYSTEM (PRS)

To change an initial password or to reset a forgotten or expired password, LDOE has implemented a self-service password reset system located on the main Edlink Portal screen.

MINIMUM COMPUTER SYSTEM REQUIREMENTS

The following are the minimum computer system requirements to access the LDOE Application Systems.

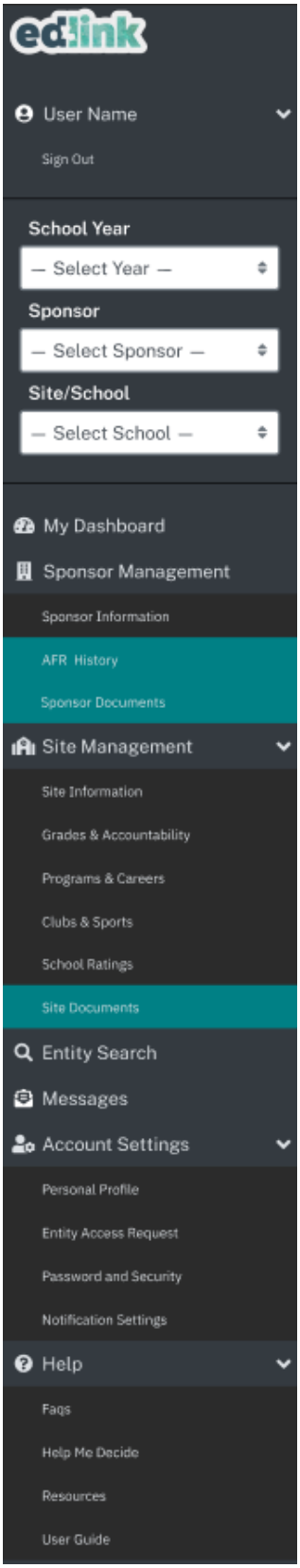
- **Hardware:** A PC connected to the Internet or WiFi.
- **Browser:** LDOE Application Systems are designed for **Google Chrome or Microsoft Edge,**
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.

Google Chrome/ Microsoft Edge Options

If there are problems with the LDOE Application Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Google Chrome/Microsoft Edge* options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."

Edlink Navigation Panel



Navigation Panel is specific to the Public School.

Sponsor=School System
Site=School

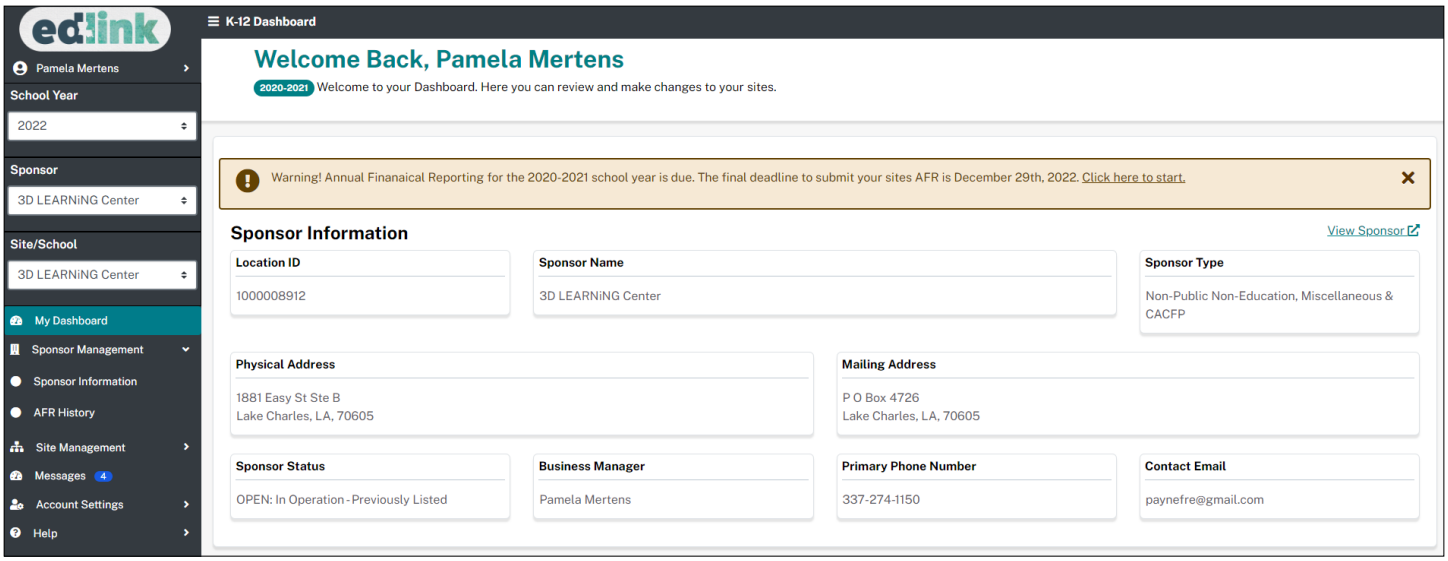
Coordinator is the only role authorized to make changes for all schools and school systems.

EdLink has a very user-friendly style of navigation. The menus and drop-down items are categorized by specific views or Actions. The next few pages of instructions will explain how to select and utilize each of the items in EdLink.

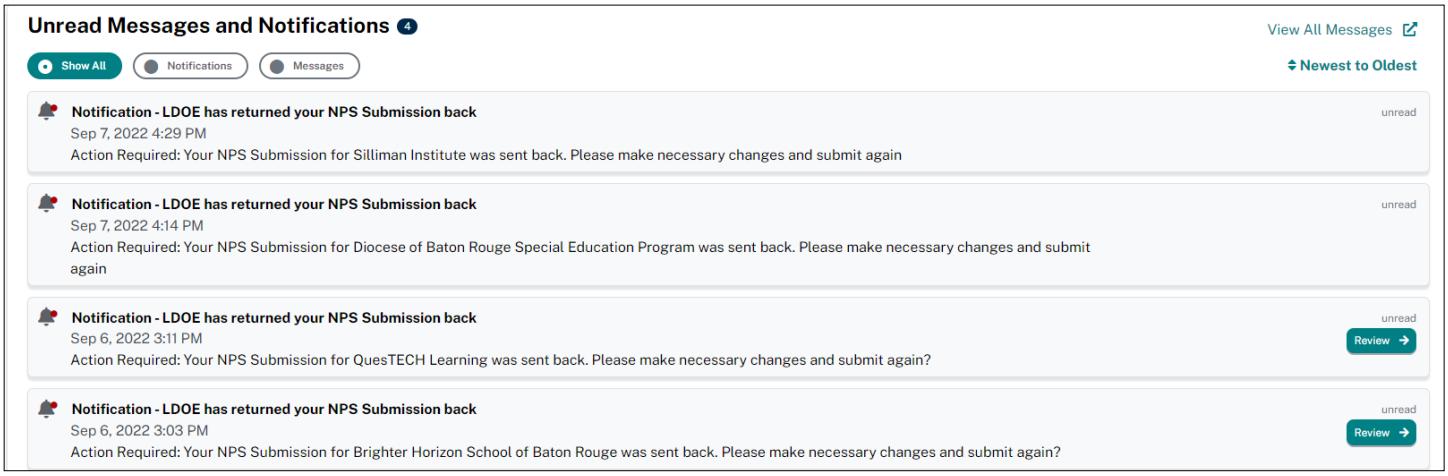
The image to the left is of the navigation panel, upon login. Business Managers will see their Sponsor Information and Messages/Notifications for Public School Systems, only. Only Coordinators are authorized to make changes for all schools and school systems.

Tip: Click on any of the drop-down (carrots) and explore.

Business Manager Dashboard

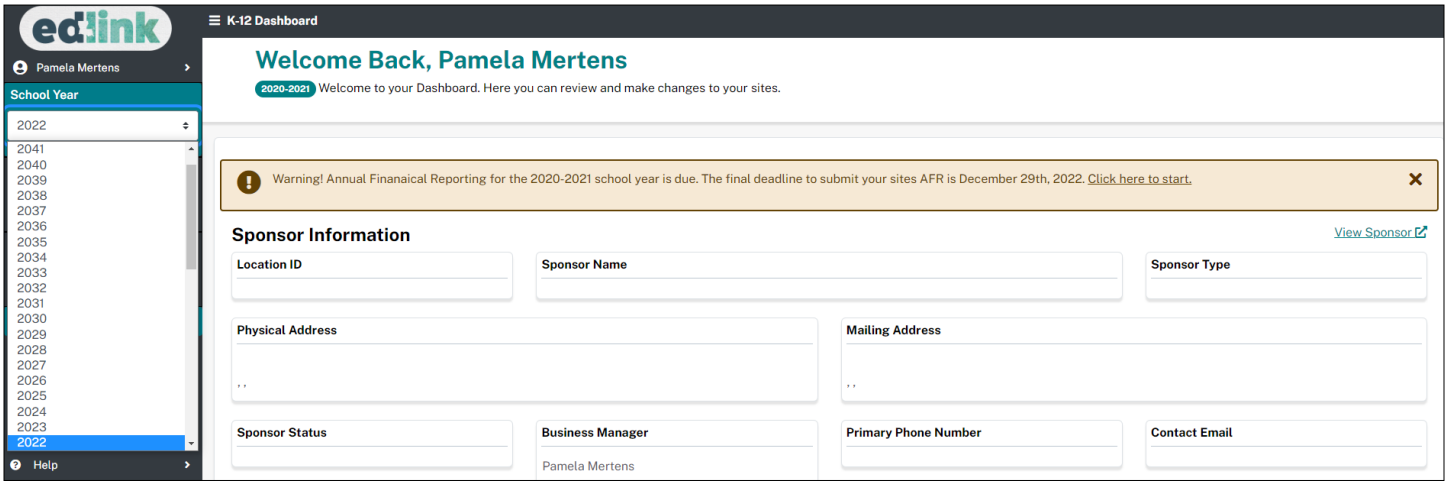


Messages and Notifications include the 5 most recent **Unread Messages and Notifications**. Search for a specific Entity by name, date range or by selecting, “Show All” to show all read and unread Messages/ Notifications.

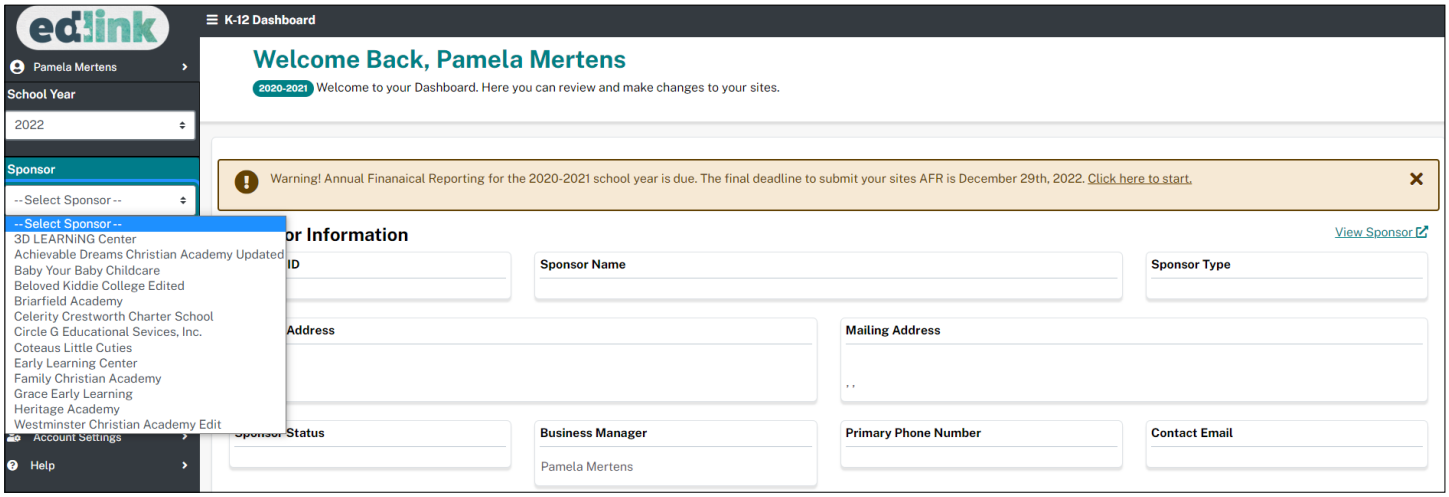


Select the year that you will be reporting, the Sponsor and the Site from the white drop-downs within the Navigation Panel. If you have access to only one site, that site will already be listed in your Sponsor and Site

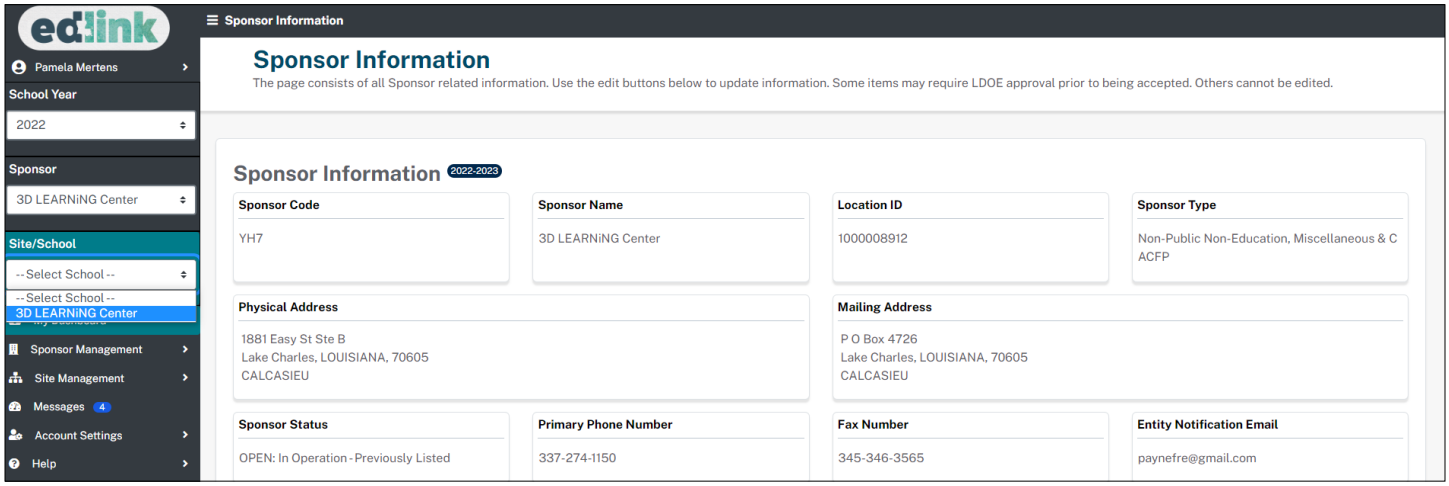
STEP 1



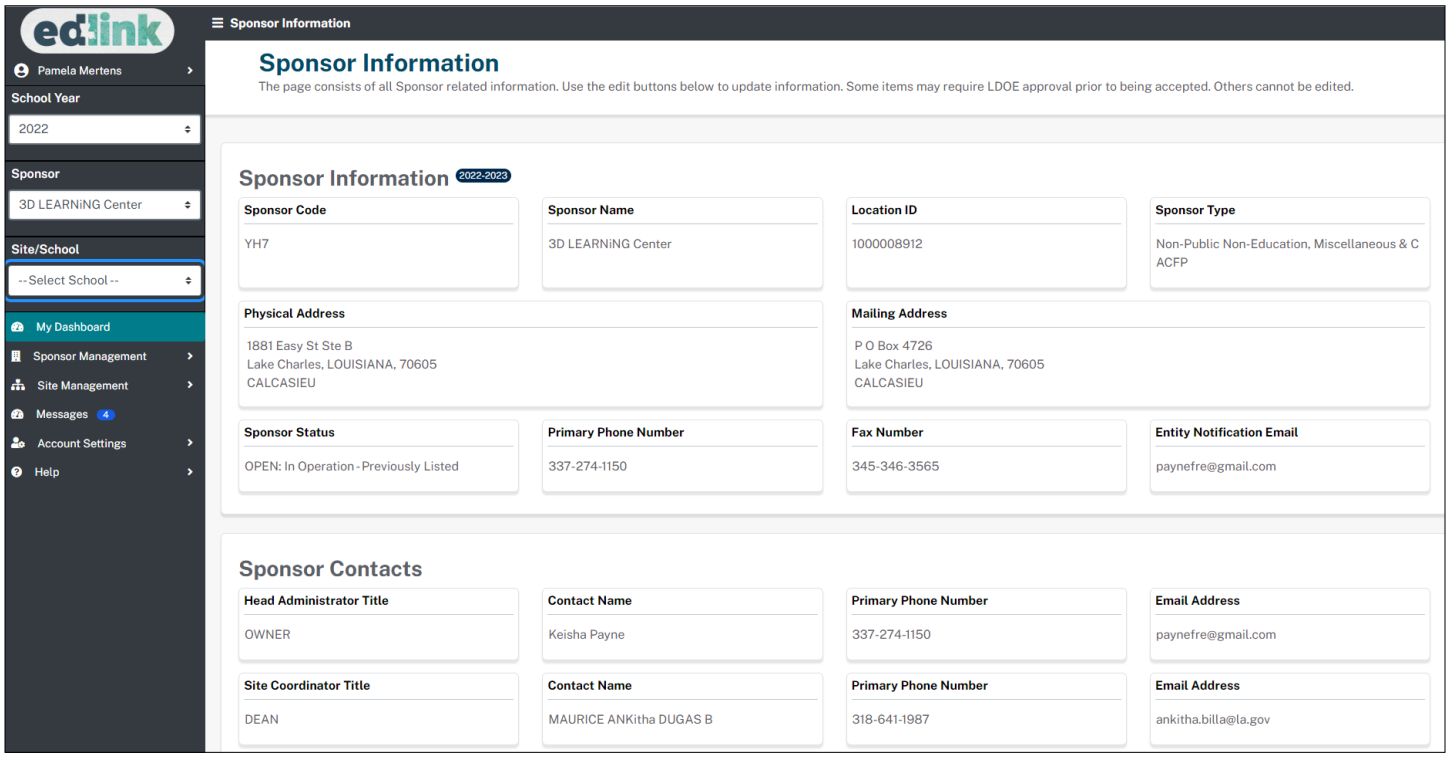
STEP 2

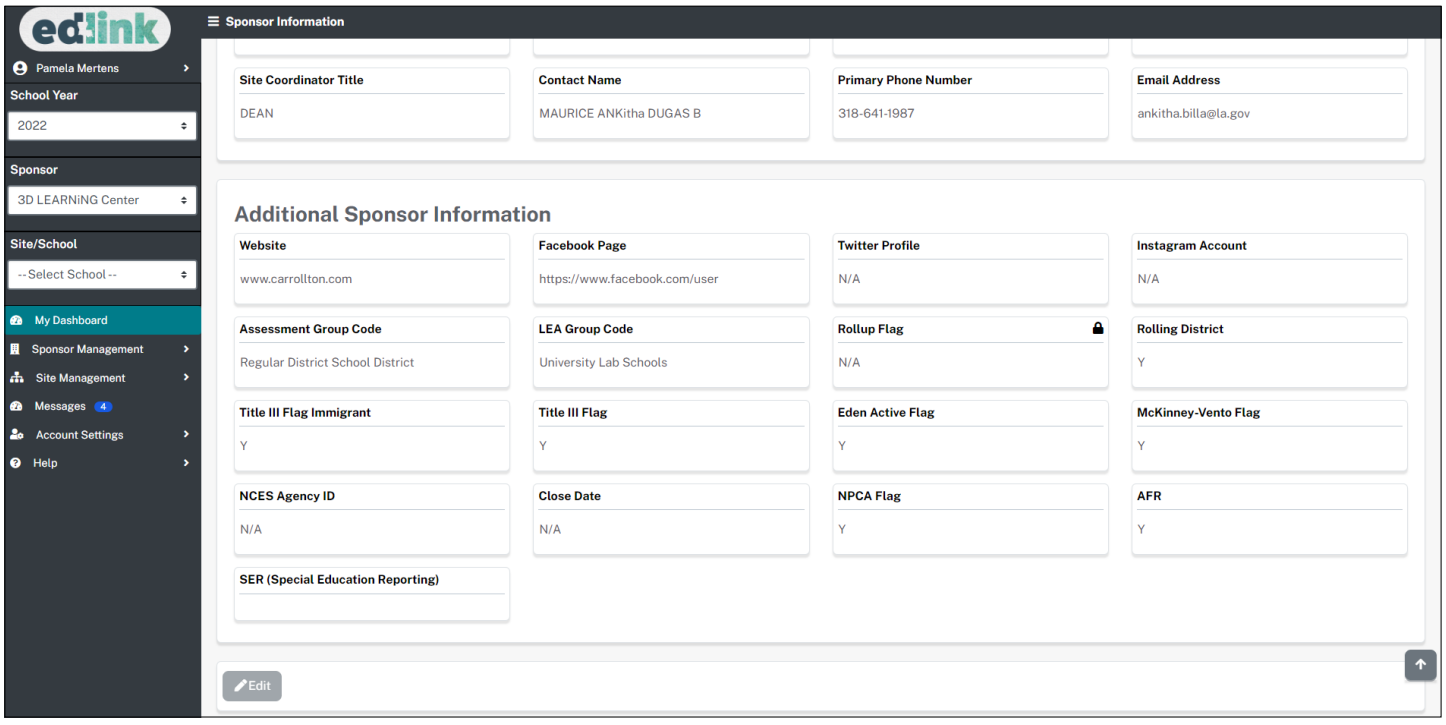


STEP 3



Once you have selected the Sponsor and the Site from the white drop-downs within the Navigation Panel, the following screens will be viewable; Sponsor Information, Sponsor Contacts, and Additional Information.



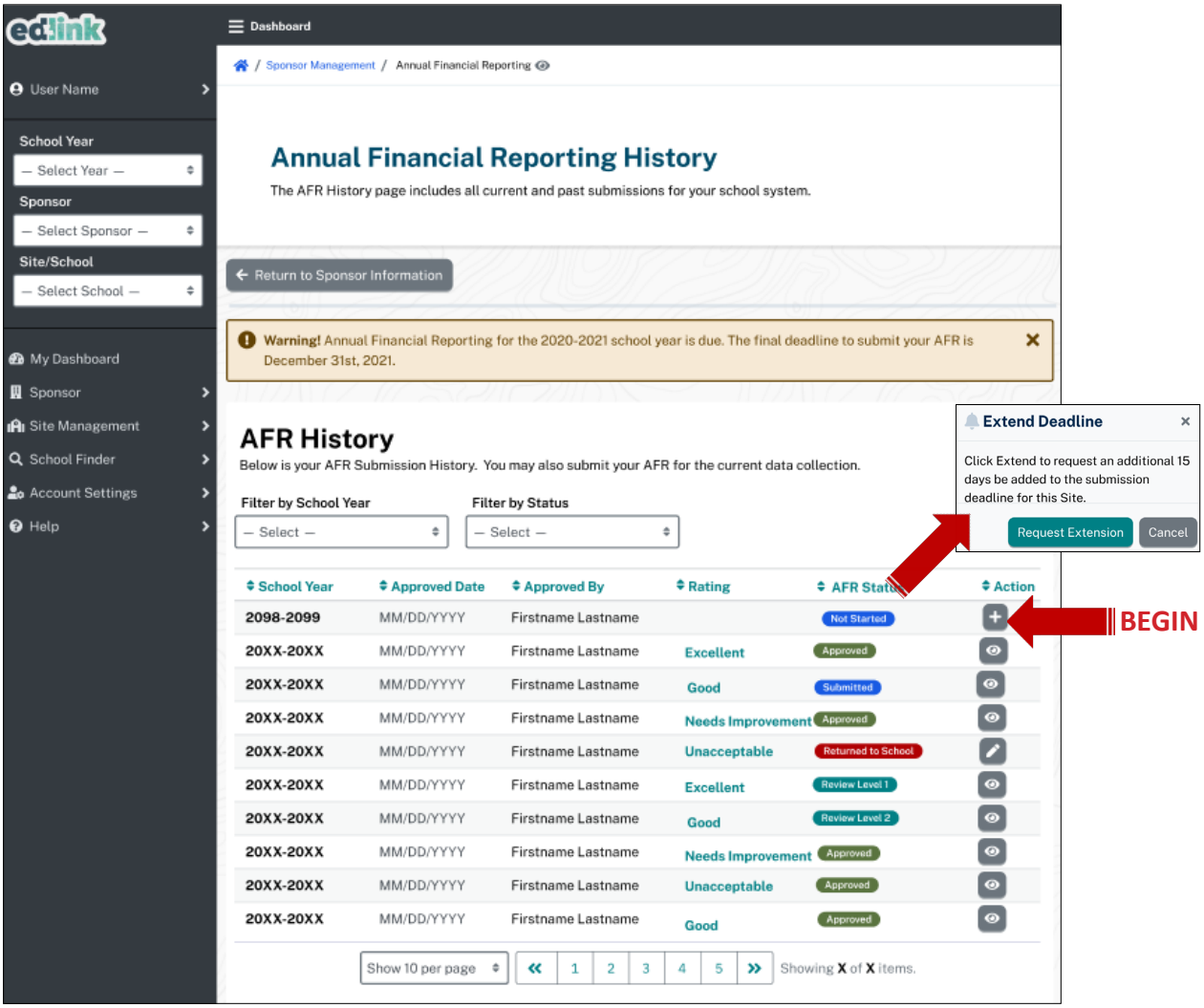


Reviewers will have READ ONLY ACCESS.
Auditors will have EDITING ACCESS edit/configure and open/close reporting period.
Supervisors will have FULL ACCESS to edit/configure and open/close reporting period and extension

ANNUAL FINANCIAL REPORT HISTORY

AFR History Page: Includes all current and past submissions for your school system. Filters: By School Year (Drop-down will include years that data was submitted for e.g. if there is data missing for a period, that year will not be displayed in drop-down menu) and Status (Not Started, Returned, In Progress, Approved, with Exceptions, Submitted, Review Level 1, Review Level 2, Not Submitted) Icon: +, Edit, View, Settings

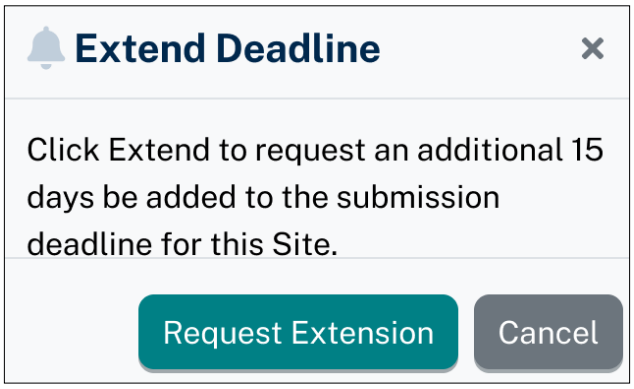
Warning message will be displayed if the Sponsor Site has not submitted an



Select the "+" icon, as shown on the previous page, to begin the submission of an AFR.

Reviewers will have READ ONLY ACCESS.
Auditors will have EDITING ACCESS edit/configure and open/close reporting period.
Supervisors will have FULL ACCESS to edit/configure and open/close reporting period and extension

EXTENSION REQUESTS



A notification will be sent to LDOE Staff to Extend AFR Submission for 15 Days. Extension may only be requested for current reporting periods.

EXPLANATION OF AFR

Annual Financial Report Details

The Annual Financial Report (AFR) System enables the Louisiana Department of Education (LDE) to collect, consolidate, and review computerized fiscal data from public school districts and selected public schools to support LDE management decisions; and to respond to various requests for educational financial data.

The AFR is submitted to the Louisiana Superintendent of Education by September 30 annually. The AFR provides a summary of financial activities for the school district or selected school during the fiscal year being reported (i.e., preceding July 1-June 30), together with the status of selected funds and/or account groupings as of the end of that fiscal year (June 30).

All Fiscal Project Codes (FPCs) (primary and secondary) must be separately uploaded or entered to the Web-AFR system. All entries in the secondary FPCs must be included in the primary FPC (AAO). The column and key punch code (kpc) where amounts are entered in the secondary FPCs should be reported in the same column and kpc in the primary FPC (AAO).

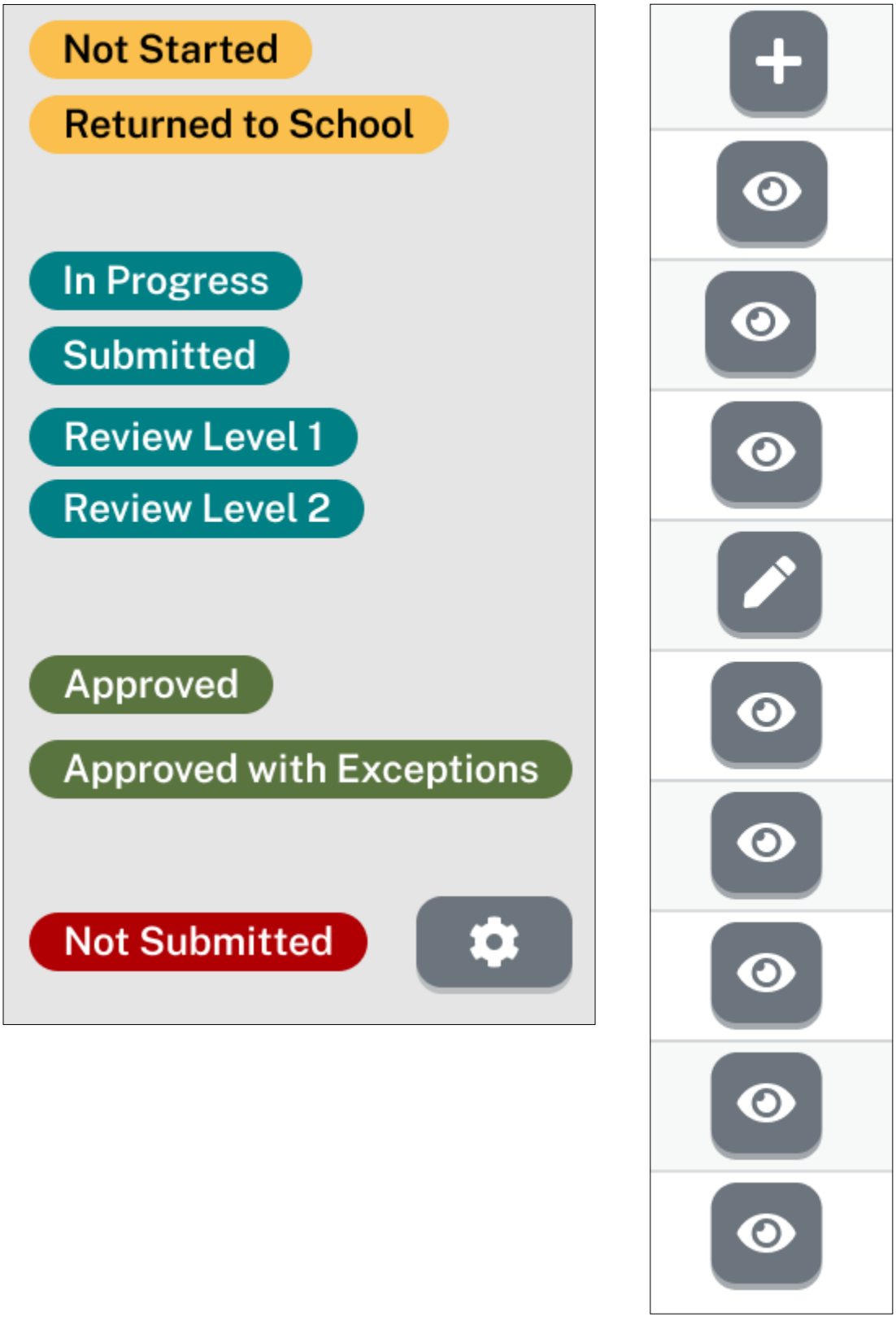
School systems may elect to create and update its AFR files entirely on-line; however, once the file is uploaded or the on-line option is selected, the school system must remain with that same operational mode for the entire data collection cycle.

The submitted fiscal data are not accepted as complete by the LDE until the district or school has adequately corrected or resolved MFP audit questions regarding the data; and the school district or agency superintendent (or equivalent) has subsequently provided written certification to the accuracy and completeness of final data for the fiscal year.

Overview of Annual Financial Review Process

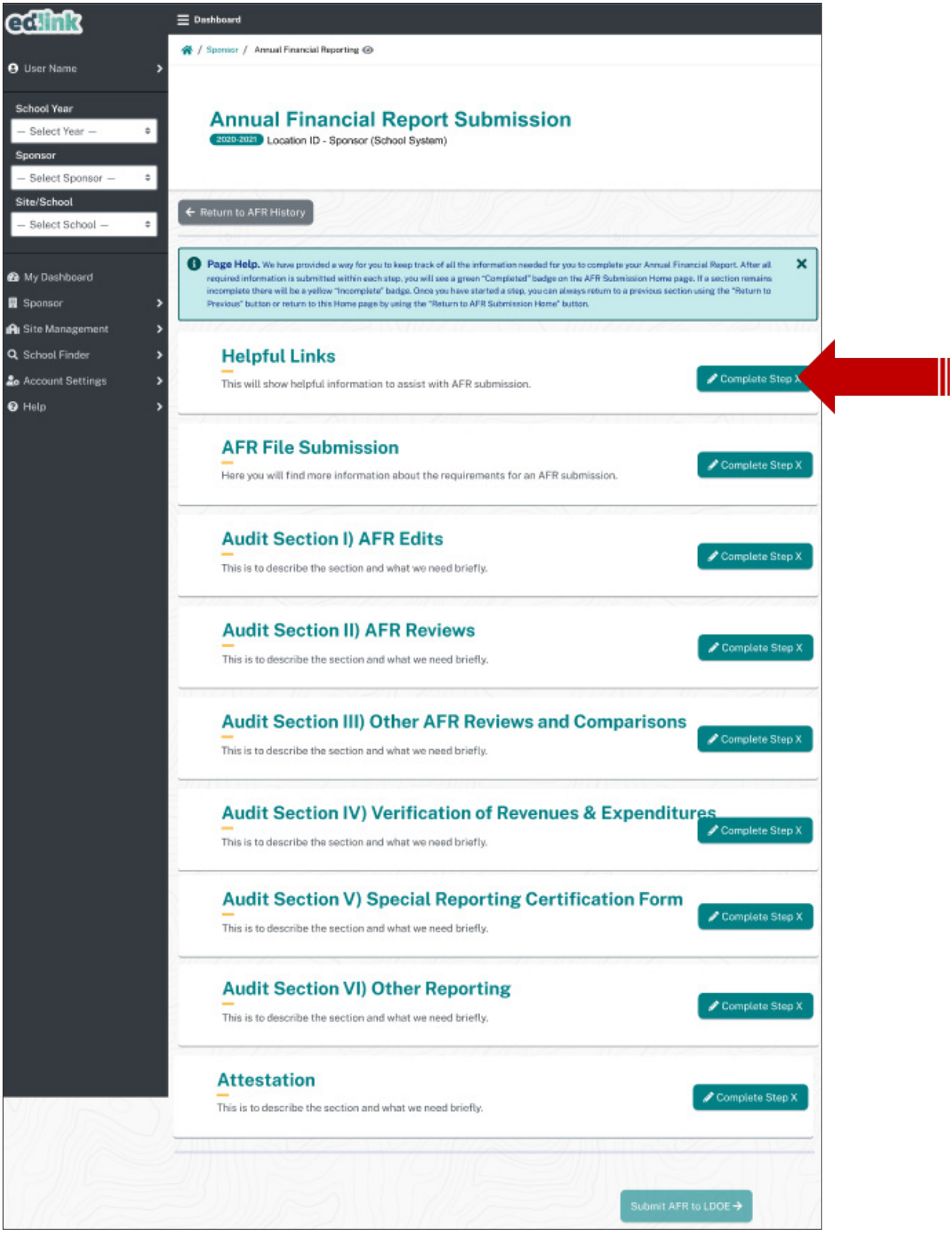
✕ Close

STATUSES AND ACTIONS



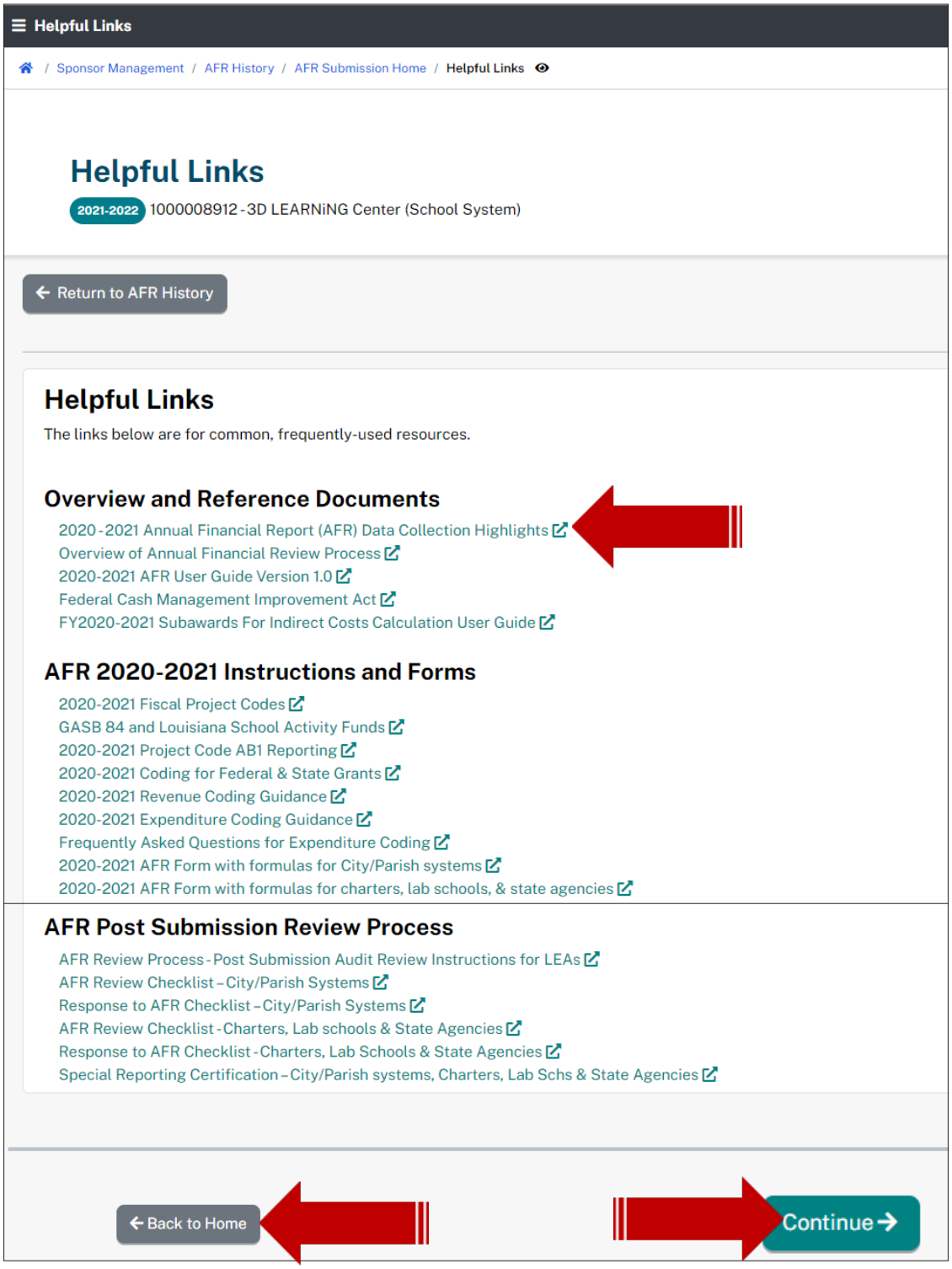
AFR SUBMISSION

The following pages provide step-by-step instructions for completing and submitting an AFR.



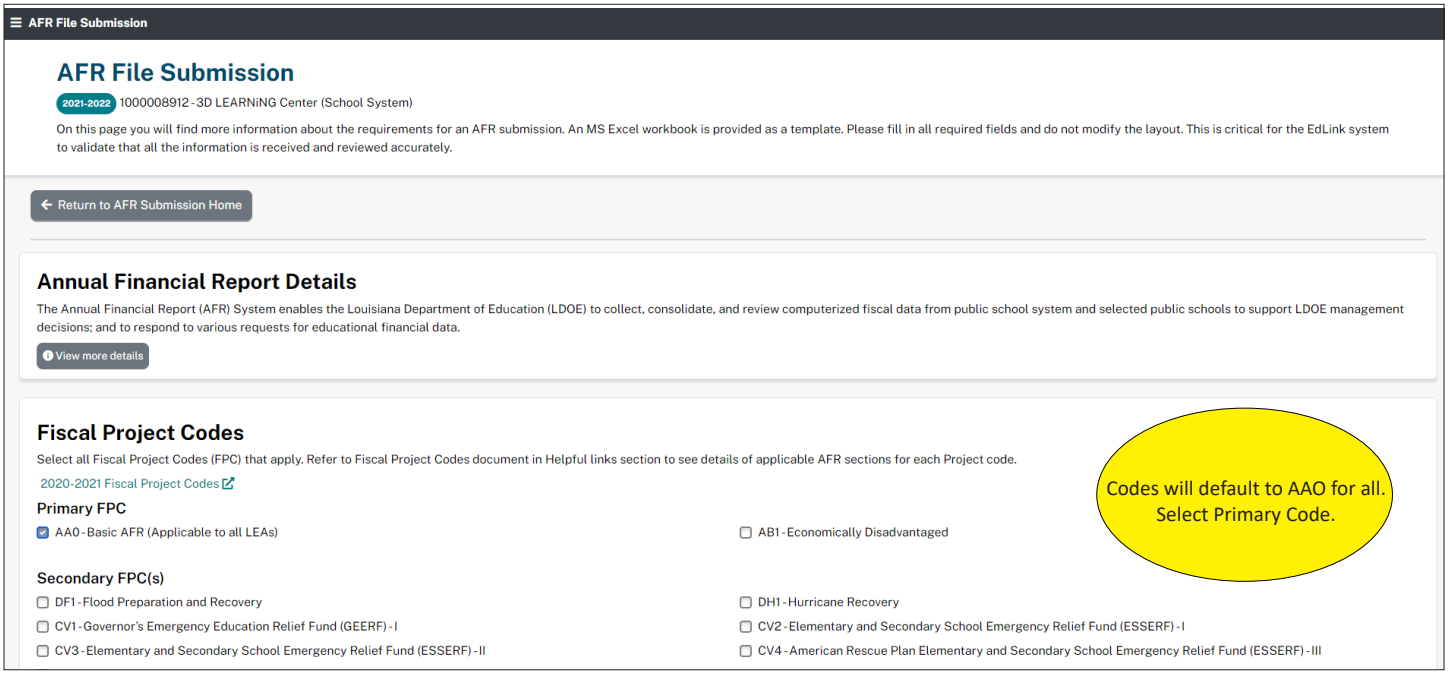
HELPFUL LINKS

Begin by completing Helpful Links. Reference documents, instructions, forms and post submission review process information are available in this section. All links will open into a new window. New windows may be left open or closed while not impeding the submission process. Select, "Back to Home" or "Continue" to move

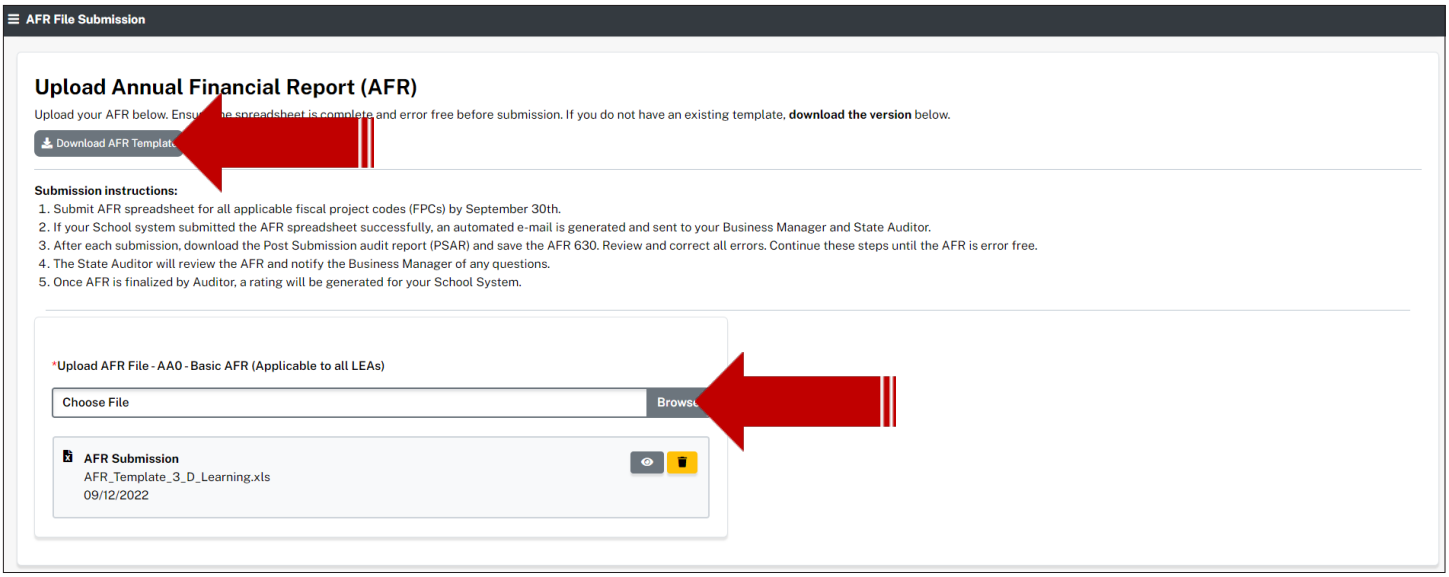


AFR FILE SUBMISSION

Begin by completing Helpful Links. Reference documents, instructions, forms and post submission review process information are available in this section. All links will open into a new window. New windows may be left open or closed while not impeding the submission process. Select, "Back to Home" or "Continue" to move



Download the AFR template below to ensure that the spreadsheet is free of errors and complete.

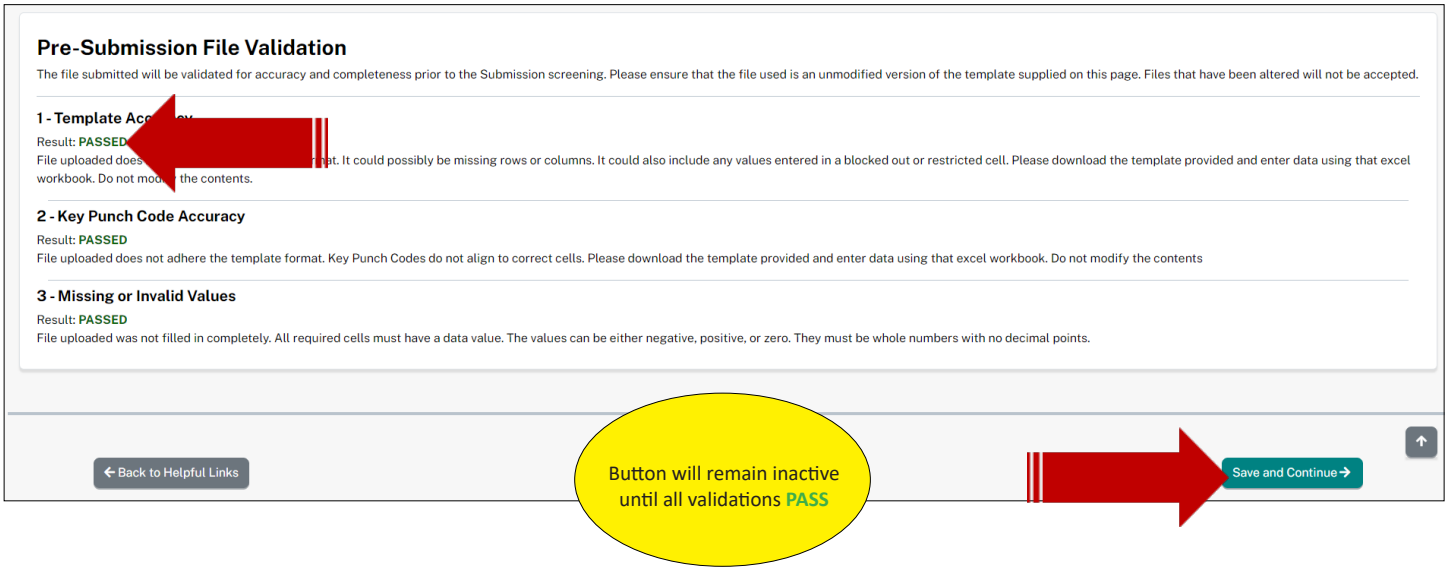


Upload the completed AFR spreadsheet. The file will be in the box,as shown above, if uploaded successfully. Select the "eye" icon to open the uploaded file for viewing or use the "trash can" to delete and upload a new document.

Depending on the number of project codes, the Business Manager has the ability to upload the same number of entires in this upload section. The number of uploads that will appear correlate with the number of project codes. Up to 9 uploads may appear (9 project codes).

Pre-Submission Validation requires that,

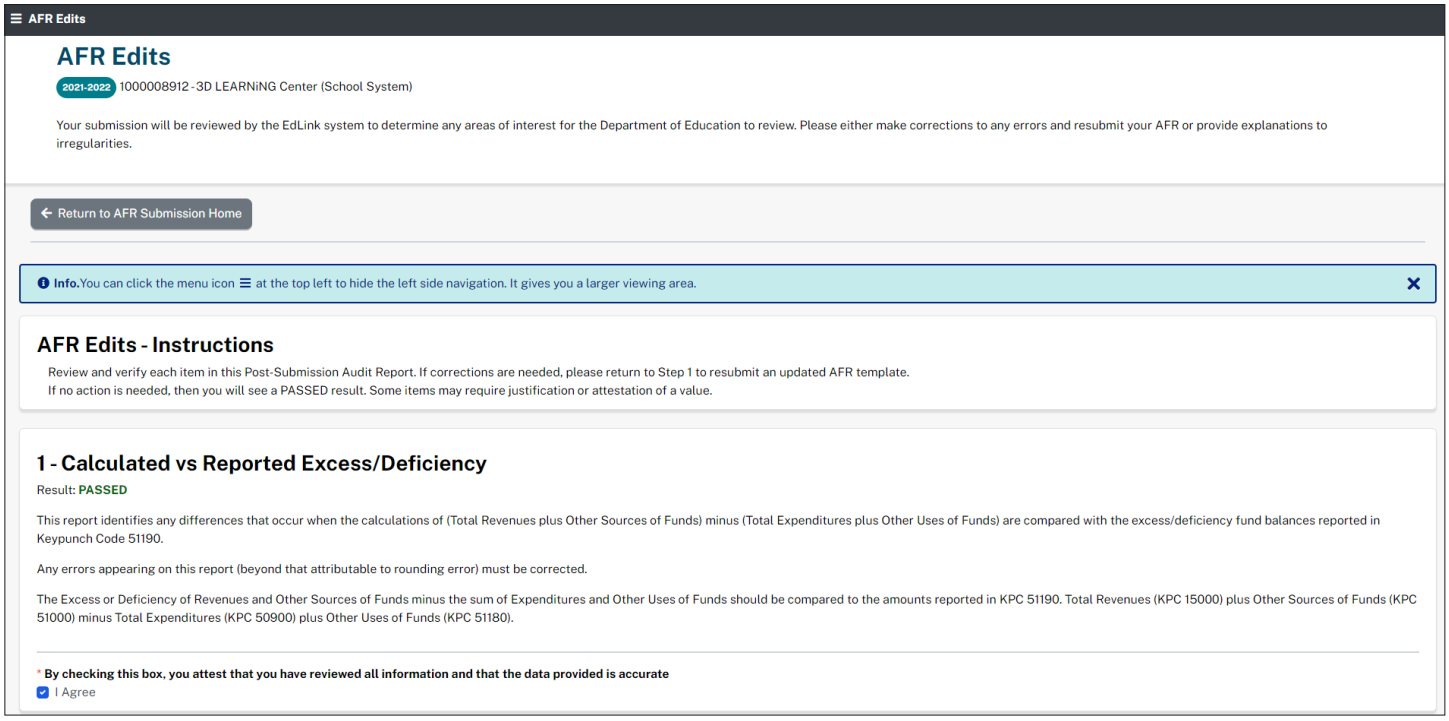
All four pages of the AFR are available for each uploaded file.
All key punch codes remain in their respective cells.
All fields open for reporting data but with no value, will be populated with a zero.



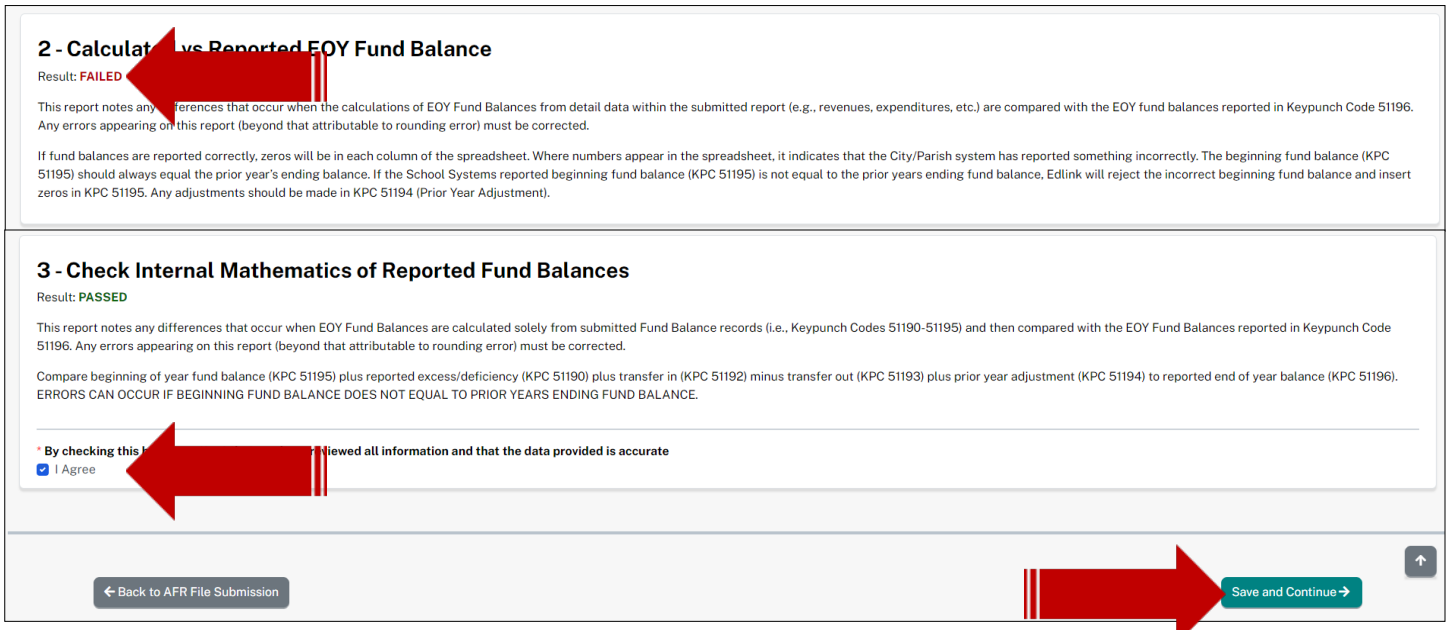
AFR EDITS

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

Review and verify each item in this Post-Submission Audit Report. If corrections are needed, please return to Step 1 to resubmit an updated AFR template. If no action is needed, then you will see a PASSED result. Some items may require justification or attestation of a value.



Check the "Agree" box for all **PASSED** results. **FAILED** results will not provide an agreement option. Return to your original AFR spreadsheet and make corrections. Resubmit the corrected AFR template for revalidation.



Section 1: For all sections which contain columns to be calculated, use the KPC listed in paragraph 3 for calculations.

PASS= If the calculated amount is zero it will pass with exceptions.
If calculated amount is rounded (-$20 or +$20) difference, no corrections are required.
FAIL=If the calculations do not balance to more or less than $20.

1 - Calculated vs Reported Excess/Deficiency

Result: **PASSED**

This report identifies any differences that occur when the calculations of (Total Revenues plus Other Sources of Funds) minus (Total Expenditures plus Other Uses of Funds) are compared with the excess/deficiency fund balances reported in Keypunch Code 51190.

Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

The Excess or Deficiency of Revenues and Other Sources of Funds minus the sum of Expenditures and Other Uses of Funds should be compared to the amounts reported in KPC 51190. Total Revenues (KPC 15000) plus Other Sources of Funds (KPC 51000) minus Total Expenditures (KPC 50900) plus Other Uses of Funds (KPC 51180).

Description	General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

☐ I Agree

Section 2:

PASS= If the calculated amount is zero it will pass with exceptions.
If calculated amount is rounded (-$20 or +$20) difference, no corrections are required.
FAIL=If the calculations do not balance to more or less than $20.

2 - Calculated vs Reported EOY Fund Balance

Result: **FAILED**

This report notes any differences that occur when the calculations of End of Year (EOY) Fund Balances from detail data within the submitted report (e.g., revenues, expenditures, etc.) are compared with the EOY fund balances reported in Keypunch Code 51196. Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

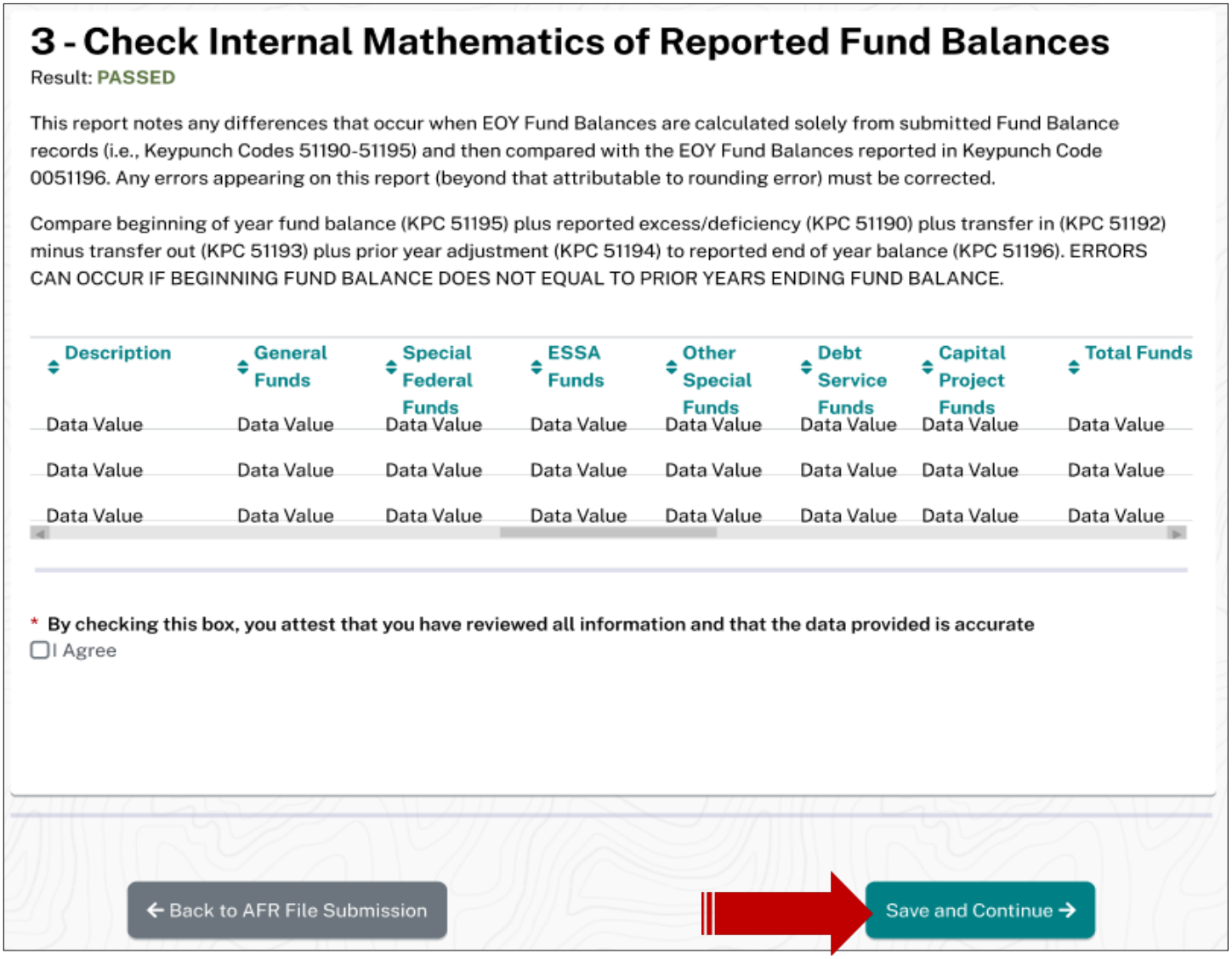
If fund balances are reported correctly, zeros will be in each column of the spreadsheet. Where numbers appear in the spreadsheet, it indicates that the City/Parish system has reported something incorrectly. The beginning fund balance (KPC 51195) should always equal the prior year's ending balance. If the School Systems reported beginning fund balance (KPC 51195) is not equal to the prior years ending fund balance, Edlink will reject the incorrect beginning fund balance and insert zeros in KPC 51195. Any adjustments should be made in KPC 51194 (Prior Year Adjustment).

Description	General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	-230	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value

Note that an "I Agree" box is not shown for FAILED results.

Section 3:

PASS= If the calculated amount is zero it will pass with exceptions.
If calculated amount is rounded (-$20 or +$20) difference, no corrections are required.
FAIL=If the calculations do not balance to more or less than $20.



3 - Check Internal Mathematics of Reported Fund Balances

Result: **PASSED**

This report notes any differences that occur when EOY Fund Balances are calculated solely from submitted Fund Balance records (i.e., Keypunch Codes 51190-51195) and then compared with the EOY Fund Balances reported in Keypunch Code 0051196. Any errors appearing on this report (beyond that attributable to rounding error) must be corrected.

Compare beginning of year fund balance (KPC 51195) plus reported excess/deficiency (KPC 51190) plus transfer in (KPC 51192) minus transfer out (KPC 51193) plus prior year adjustment (KPC 51194) to reported end of year balance (KPC 51196). ERRORS CAN OCCUR IF BEGINNING FUND BALANCE DOES NOT EQUAL TO PRIOR YEARS ENDING FUND BALANCE.

Description	General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value
Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value	Data Value

* By checking this box, you attest that you have reviewed all information and that the data provided is accurate

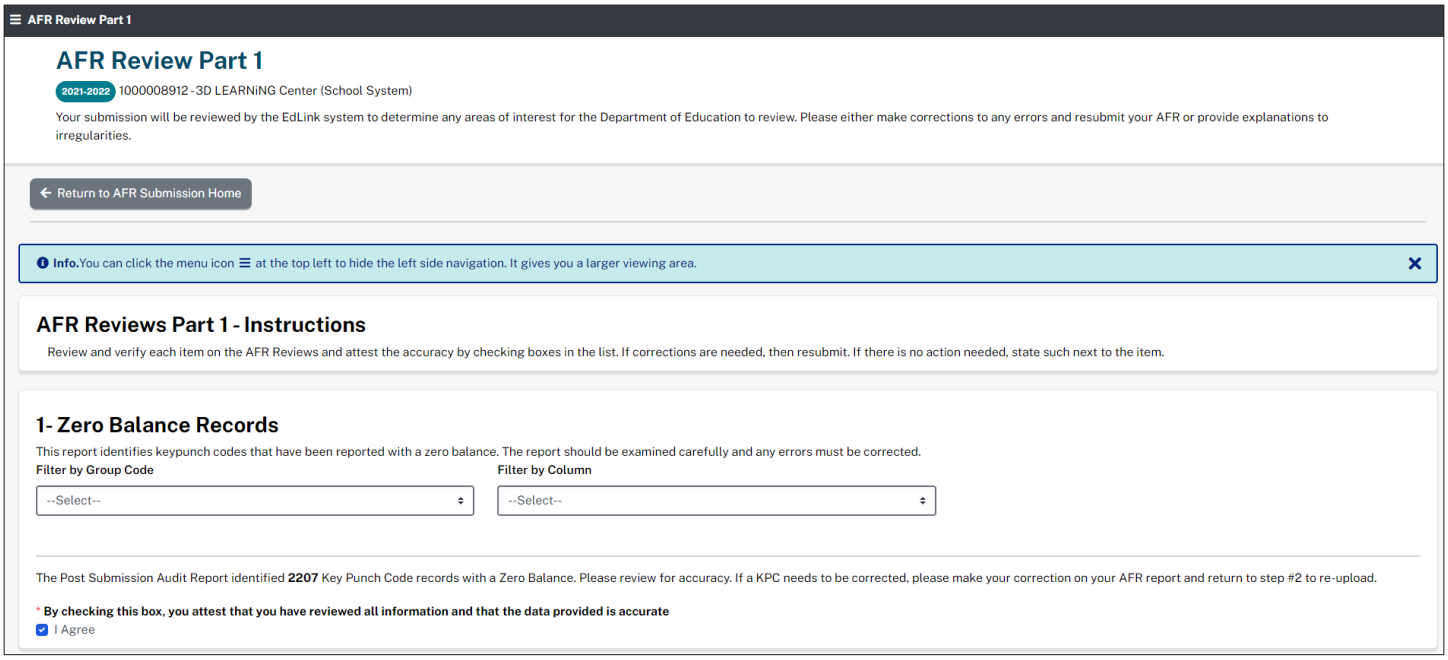
☐ I Agree

← Back to AFR File Submission

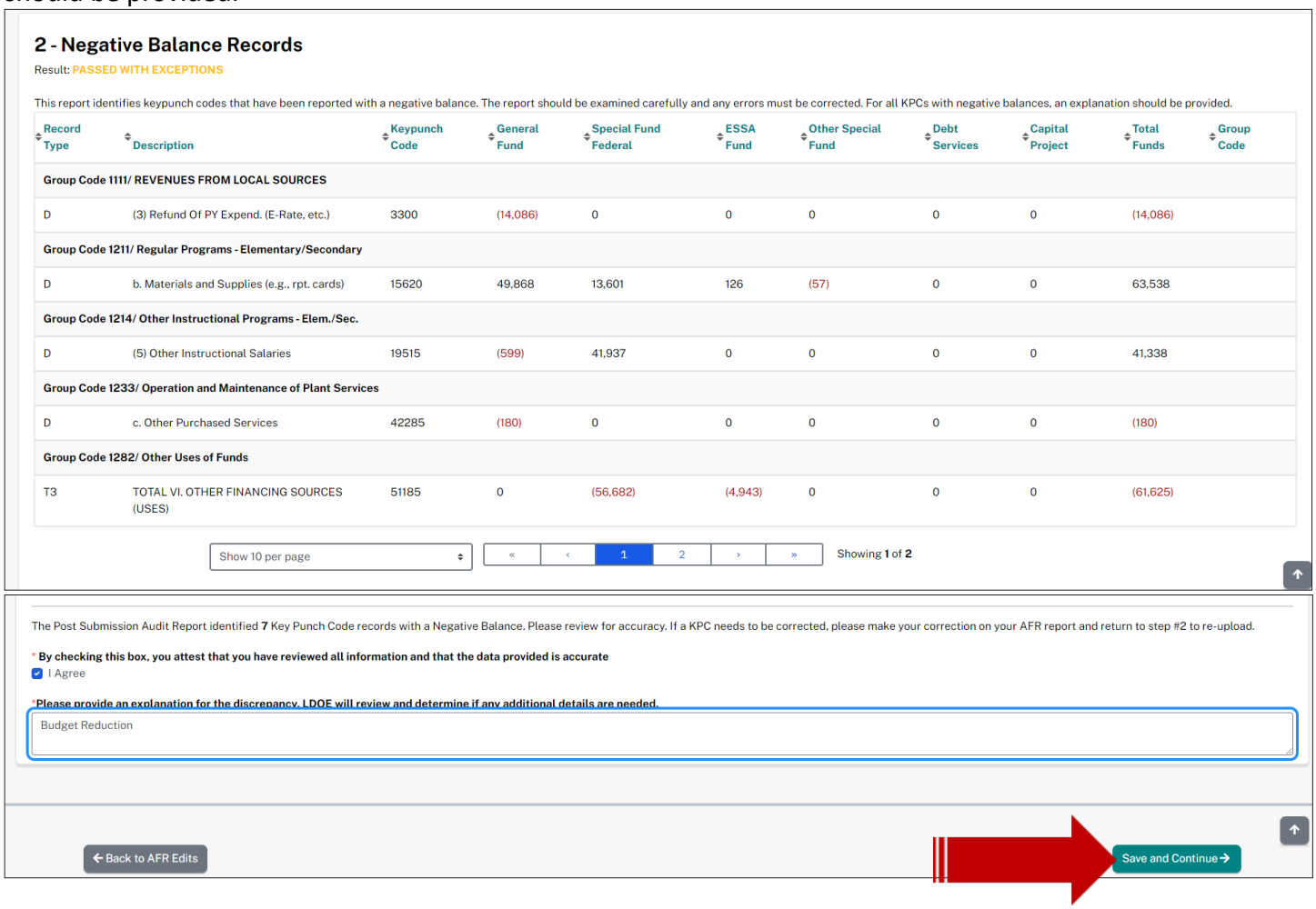
Save and Continue →

AFR REVIEW PART I

Review and verify each item on the AFR Reviews and attest the accuracy by checking boxes in the list. If corrections are needed, then resubmit. If there is no action needed, state such next to the item.



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



2 - Negative Balance Records

Result: PASSED WITH EXCEPTIONS

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

Record Type	Description	Keypunch Code	General Fund	Special Fund Federal	ESSA Fund	Other Special Fund	Debt Services	Capital Project	Total Funds	Group Code
Group Code 1111/ REVENUES FROM LOCAL SOURCES										
D	(3) Refund Of PY Expend. (E-Rate, etc.)	3300	(14,086)	0	0	0	0	0	(14,086)	
Group Code 1211/ Regular Programs - Elementary/Secondary										
D	b. Materials and Supplies (e.g., rpt. cards)	15620	49,868	13,601	126	(57)	0	0	63,538	
Group Code 1214/ Other Instructional Programs - Elem./Sec.										
D	(5) Other Instructional Salaries	19515	(599)	41,937	0	0	0	0	41,338	
Group Code 1233/ Operation and Maintenance of Plant Services										
D	c. Other Purchased Services	42285	(180)	0	0	0	0	0	(180)	
Group Code 1282/ Other Uses of Funds										
T3	TOTAL VI. OTHER FINANCING SOURCES (USES)	51185	0	(56,682)	(4,943)	0	0	0	(61,625)	

Show 10 per page « ‹ 1 2 › » Showing **1** of **2**

The Post Submission Audit Report identified **7** Key Punch Code records with a Negative Balance. Please review for accuracy. If a KPC needs to be corrected, please make your correction on your AFR report and return to step #2 to re-upload.

* **By checking this box, you attest that you have reviewed all information and that the data provided is accurate**

☑ I Agree

***Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.**

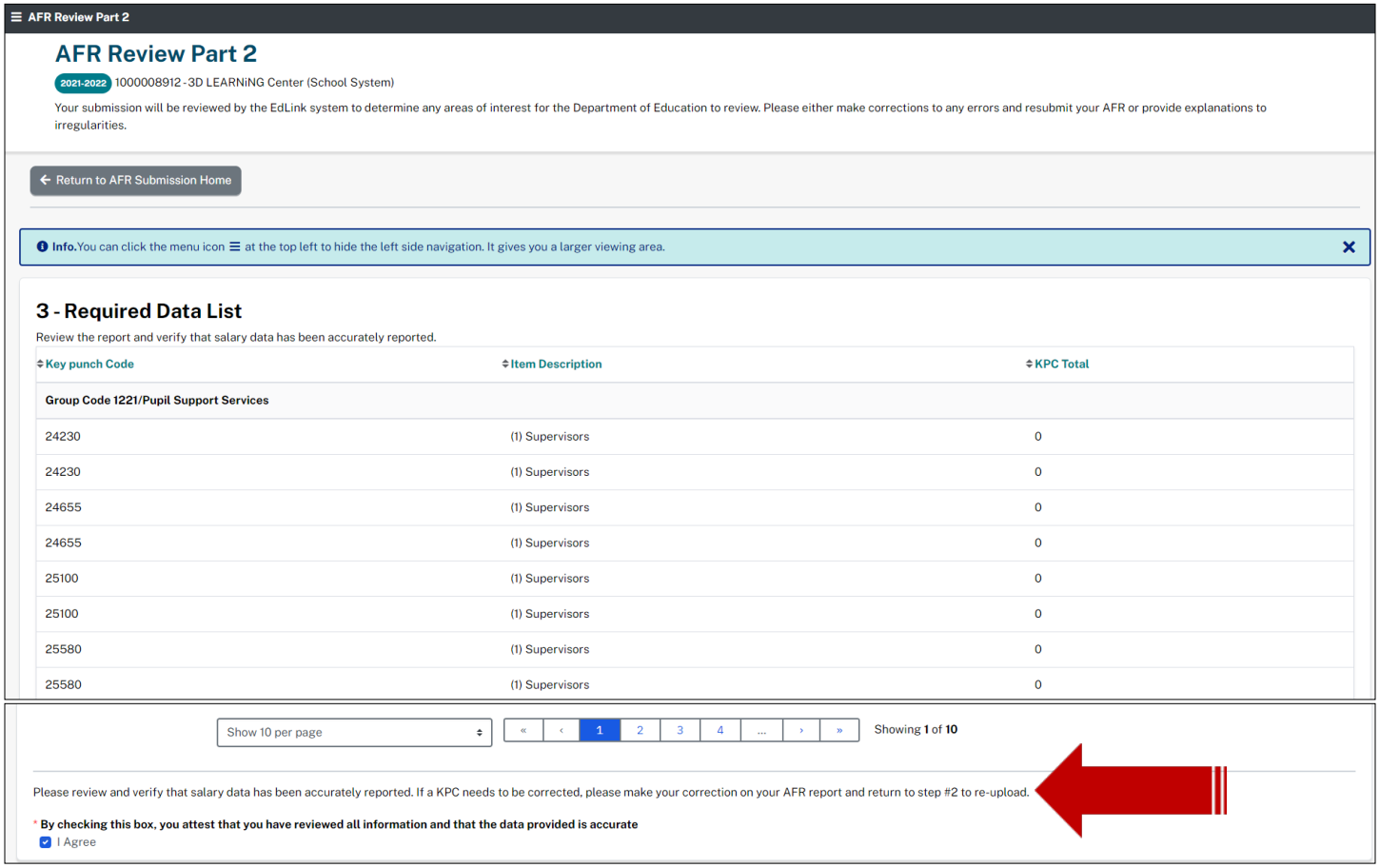
Budget Reduction

← Back to AFR Edits

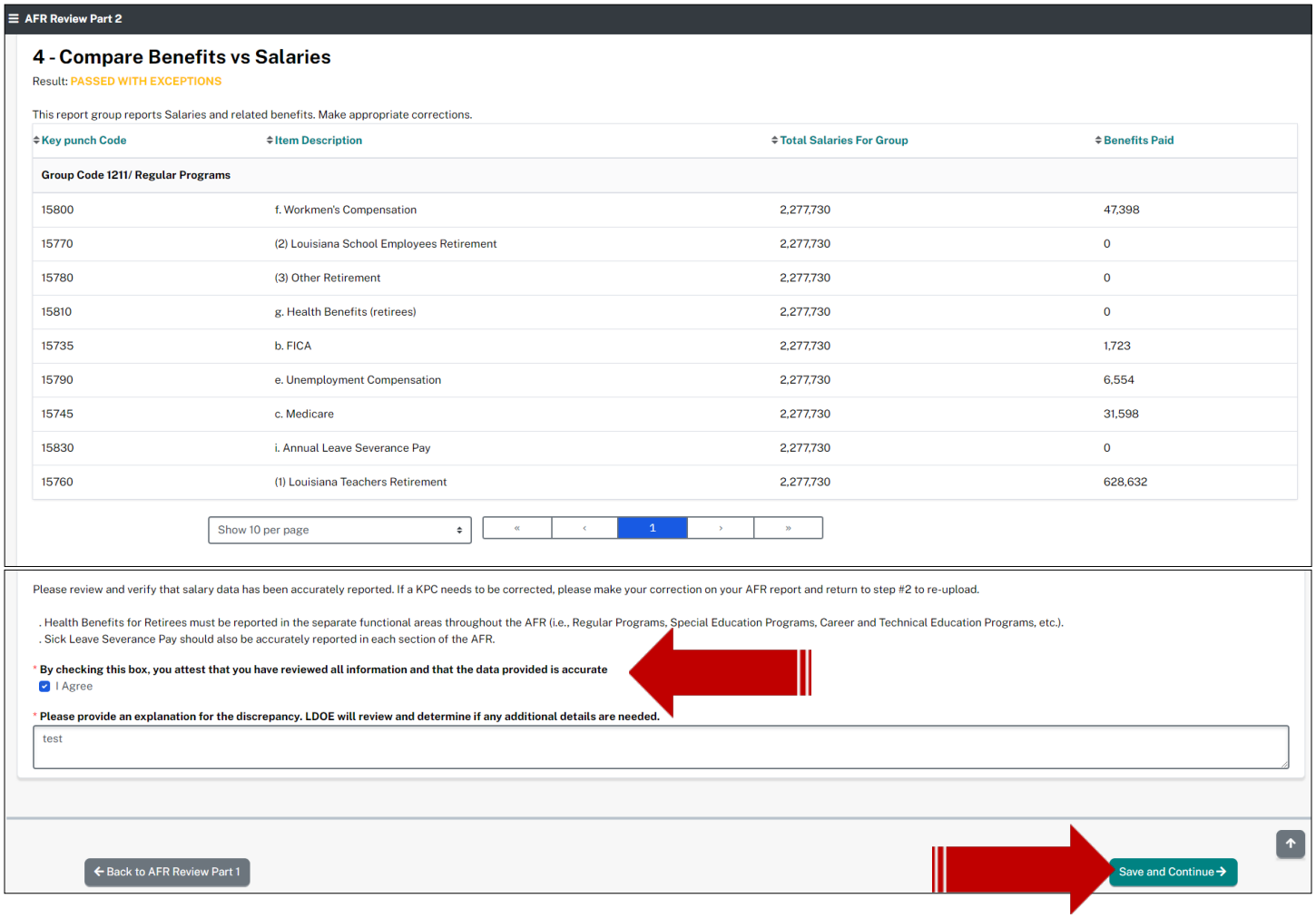
Save and Continue →

AFR REVIEW PART II

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.



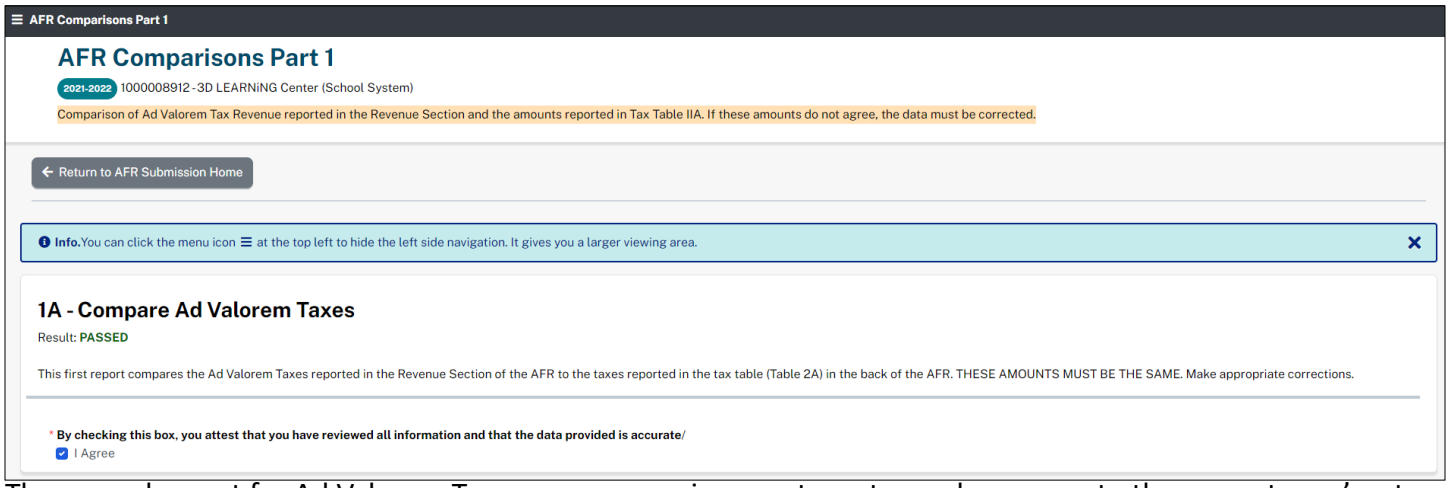
This report group reports Salaries and related benefits. Make appropriate corrections.



AFR COMPARISONS PART 1

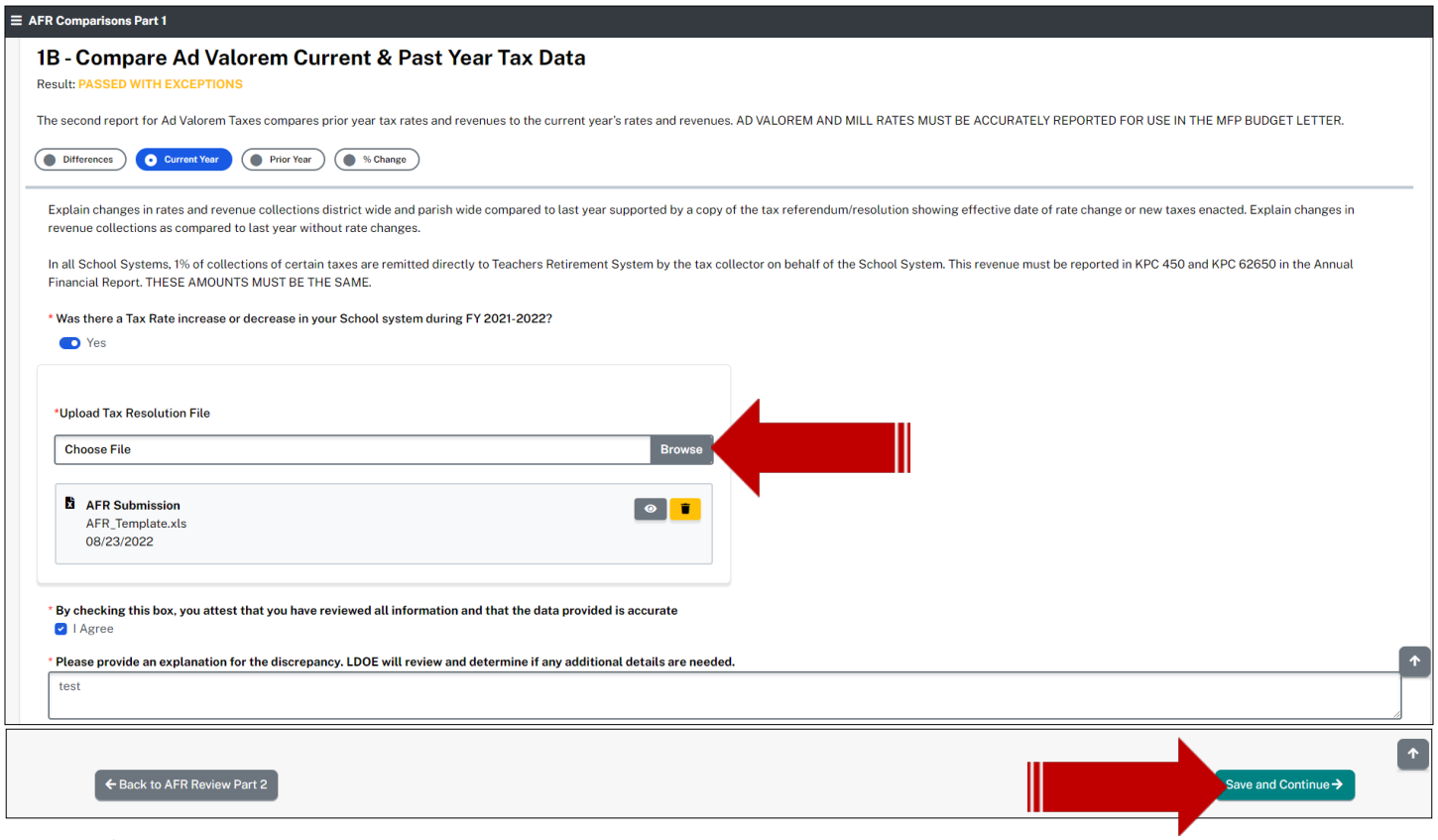
Comparison of Ad Valorem Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIA. If these amounts do not agree, the data must be corrected.

This first report compares the Ad Valorem Taxes reported in the Revenue Section of the AFR to the taxes



The second report for Ad Valorem Taxes compares prior year tax rates and revenues to the current year's rates and revenues. AD VALOREM AND MILL RATES MUST BE ACCURATELY REPORTED FOR USE IN THE MFP BUDGET LETTER.

Explain changes in rates and revenue collections district wide and parish wide compared to last year supported by a copy of the tax referendum/resolution showing effective date of rate change or new taxes enacted.

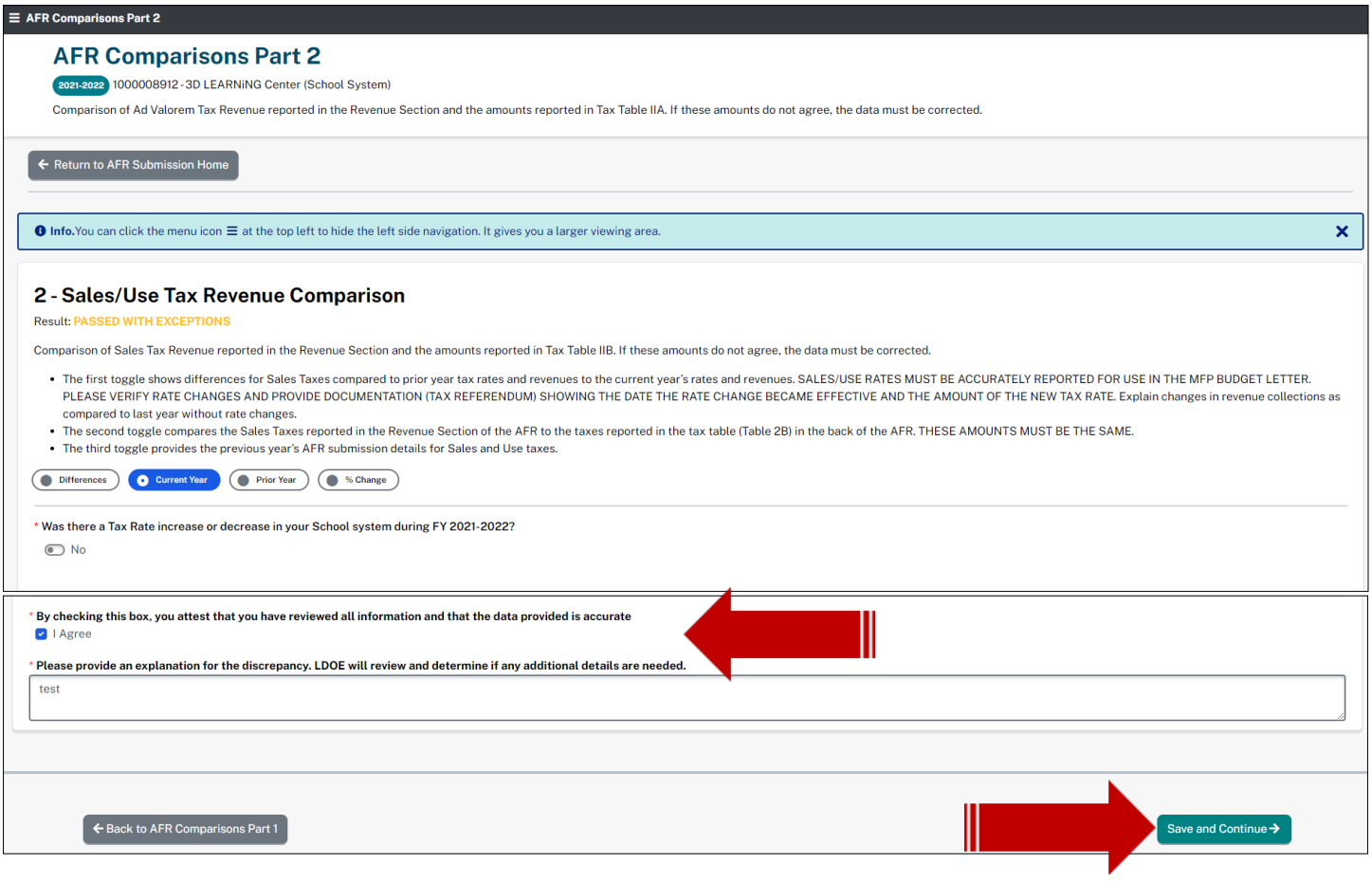


AFR COMPARISONS PART 2

Comparison of Ad Valorem Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIA. If these amounts do not agree, the data must be corrected.

Comparison of Sales Tax Revenue reported in the Revenue Section and the amounts reported in Tax Table IIB. If these amounts do not agree, the data must be corrected.

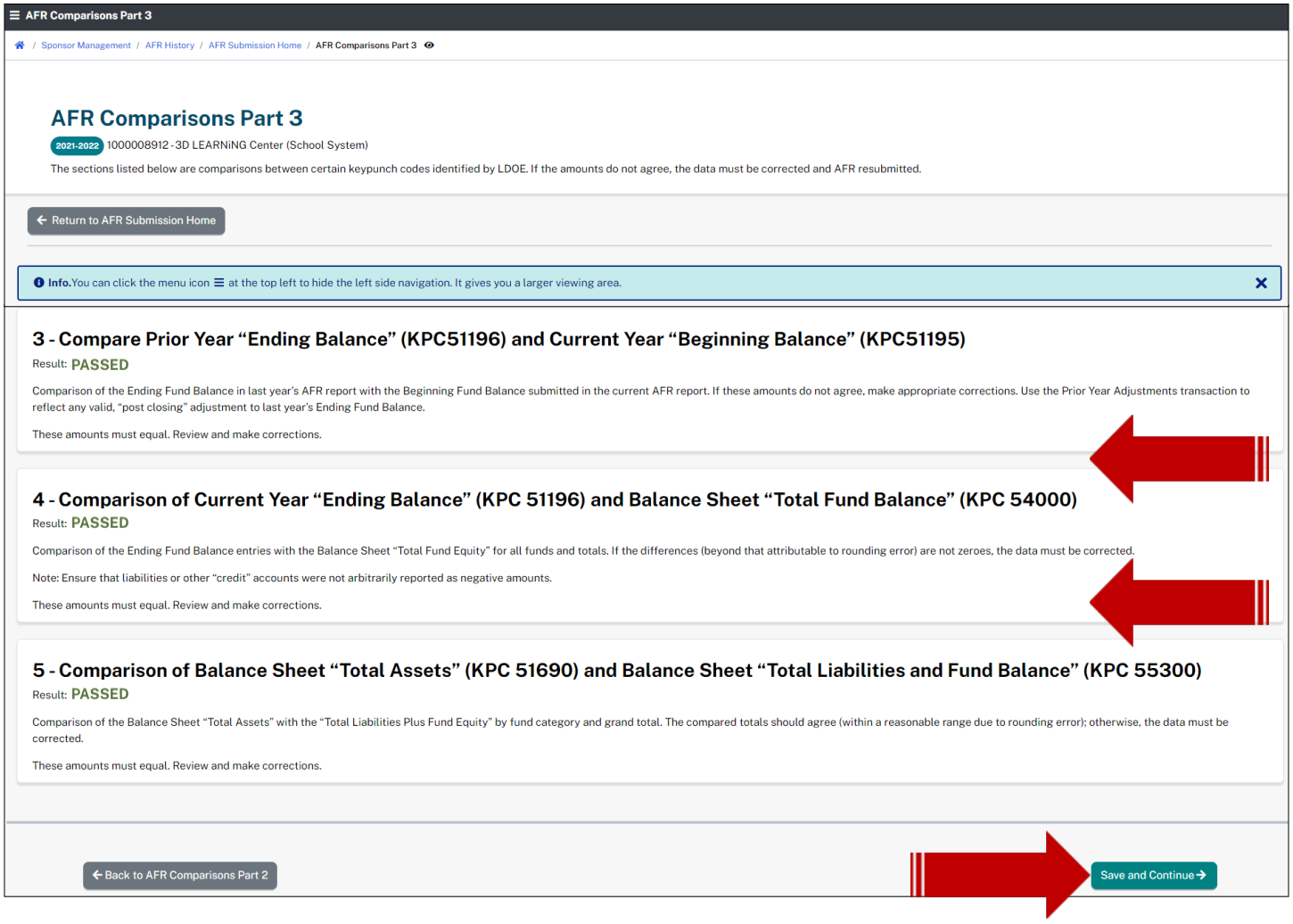
- The first toggle shows differences for Sales Taxes compared to prior year tax rates and revenues to the current year's rates and revenues. SALES/USE RATES MUST BE ACCURATELY REPORTED FOR USE IN THE MFP BUDGET LETTER. PLEASE VERIFY RATE CHANGES AND PROVIDE DOCUMENTATION (TAX REFERENDUM) SHOWING THE DATE THE RATE CHANGE BECAME EFFECTIVE AND THE AMOUNT OF THE NEW TAX RATE. Explain changes in revenue collections as compared to last year without rate changes.
- The second toggle compares the Sales Taxes reported in the Revenue Section of the AFR to the taxes reported in the tax table (Table 2B) in the back of the AFR. THESE AMOUNTS MUST BE THE SAME.
- The third toggle provides the previous year's AFR submission details for Sales and Use taxes.



AFR COMPARISONS PART 3

The sections listed below are comparisons between certain keypunch codes identified by LDOE. If the amounts do not agree, the data must be corrected and AFR resubmitted.

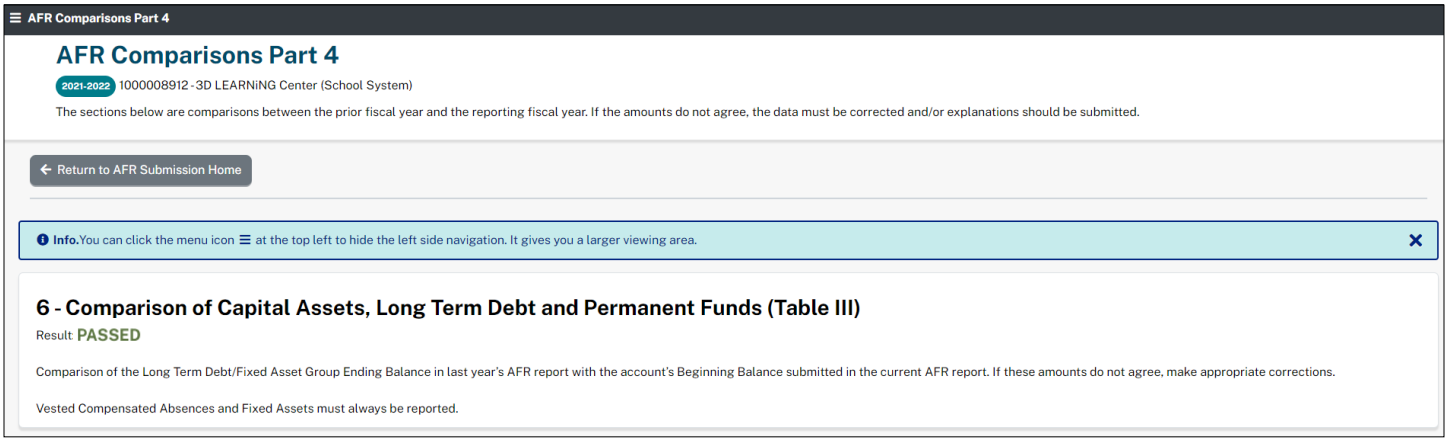
These amounts must equal. Review and make corrections.



AFR COMPARISONS PART 4

The sections below are comparisons between the prior fiscal year and the reporting fiscal year. If the amounts do not agree, the data must be corrected and/or explanations should be submitted.

Vested Compensated Absences and Fixed Assets must always be reported.



This report compares data reported in the prior year to data reported in the current year. Review the report for errors. Provide written comments for all line items listed on this report. You may use the space on the report. If additional pages are needed, be sure to reference this report on those pages.

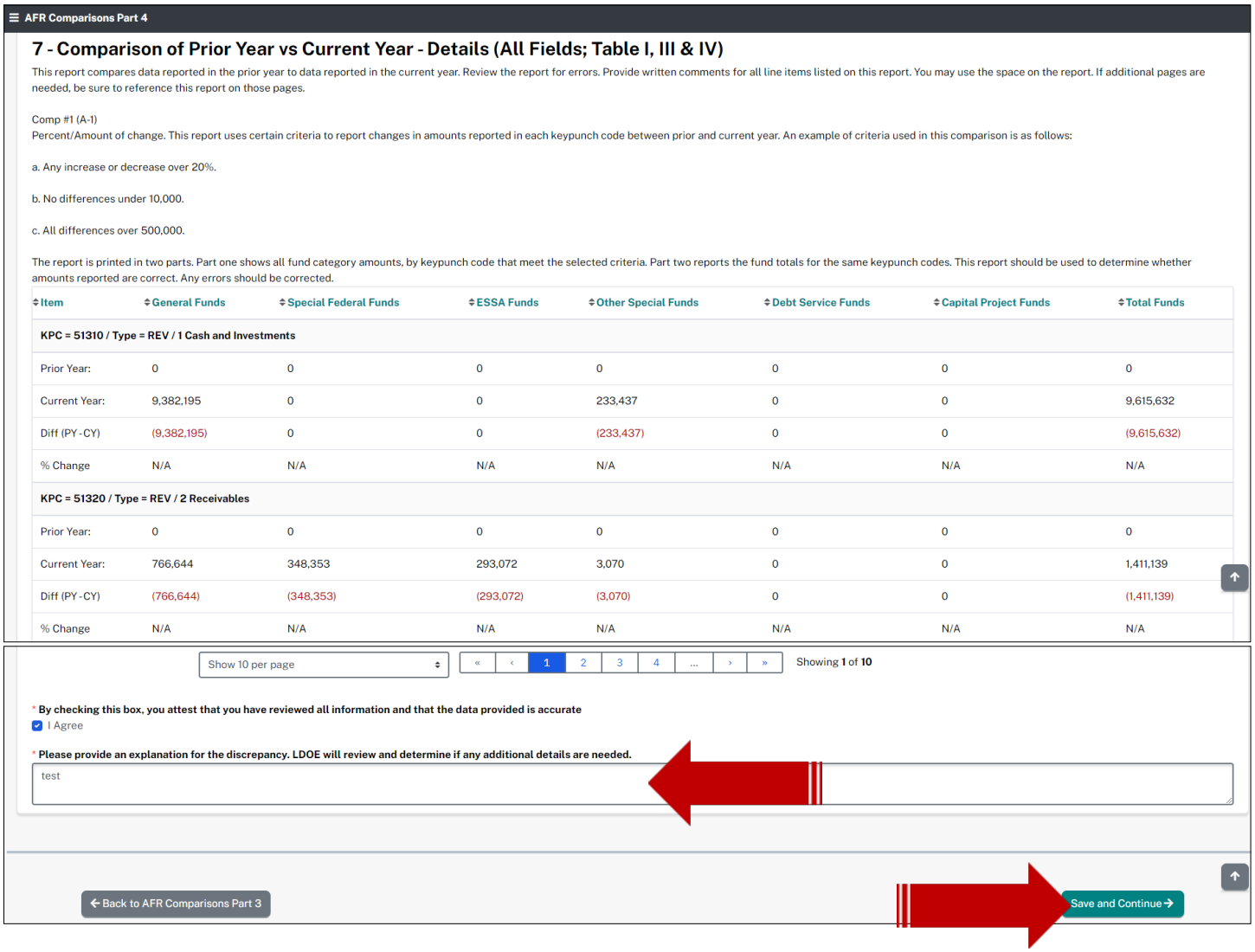
Comp #1 (A-1)
Percent/Amount of change. This report uses certain criteria to report changes in amounts reported in each keypunch code between prior and current year. An example of criteria used in this comparison is as follows:

a. Any increase or decrease over 20%.

b. No differences under 10,000.

c. All differences over 500,000.

The report is printed in two parts. Part one shows all fund category amounts, by keypunch code that meet the selected criteria. Part two reports the fund totals for the same keypunch codes. This report should be used to determine whether amounts reported are correct. Any errors should be corrected.



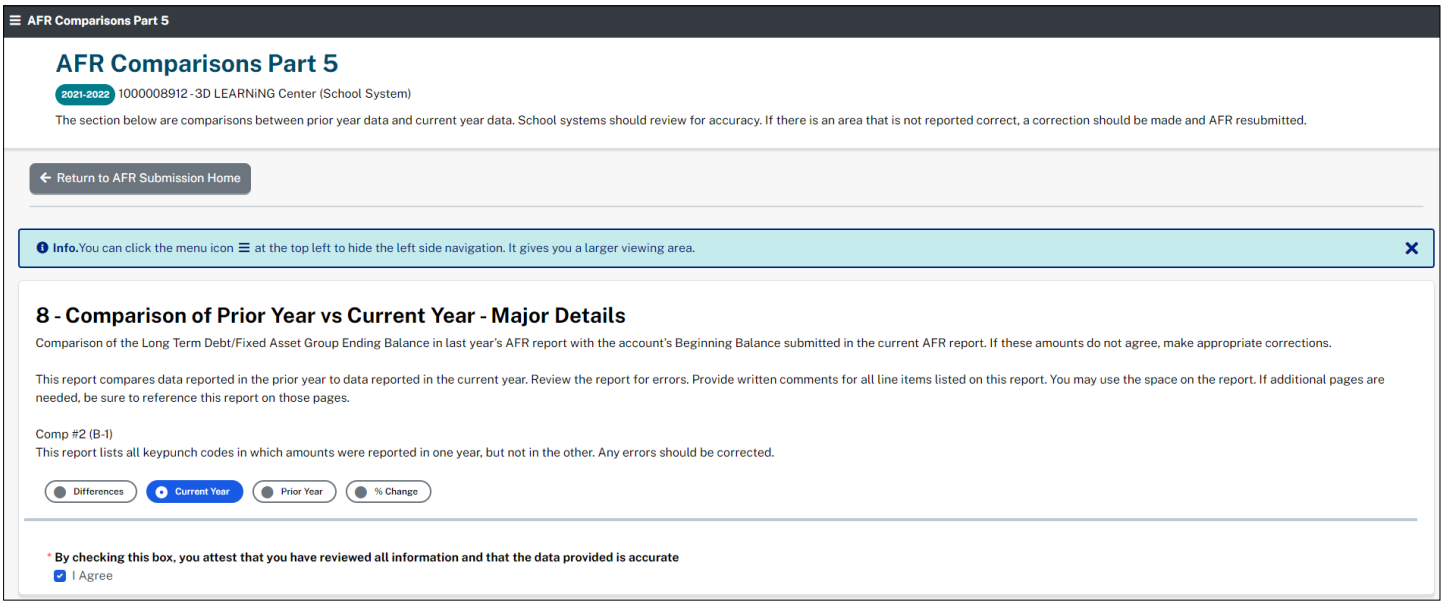
AFR COMPARISONS PART 5

The section below are comparisons between prior year data and current year data. School systems should review for accuracy. If there is an area that is not reported correct, a correction should be made and AFR resubmitted.

Comparison of the Long Term Debt/Fixed Asset Group Ending Balance in last year's AFR report with the account's Beginning Balance submitted in the current AFR report. If these amounts do not agree, make appropriate corrections.

This report compares data reported in the prior year to data reported in the current year. Review the report for errors. Provide written comments for all line items listed on this report. You may use the space on the report. If additional pages are needed, be sure to reference this report on those pages.

Comp #2 (B-1)
This report lists all keypunch codes in which amounts were reported in one year, but not in the other. Any errors should be corrected.



Annual Financial Report data is used to calculate each School System's Maintenance of Effort for the ESSA program. It is vital that all expenditures for this program are correctly reported on the AFR. For Maintenance of Effort, the SEA must determine that either the combined fiscal effort per student or the aggregate expenditures of State and local funds with respect to the provision of free public education in the School System for the preceding fiscal year was not less than 90 percent of the combined fiscal effort per student or the aggregate expenditures for the second preceding fiscal year.

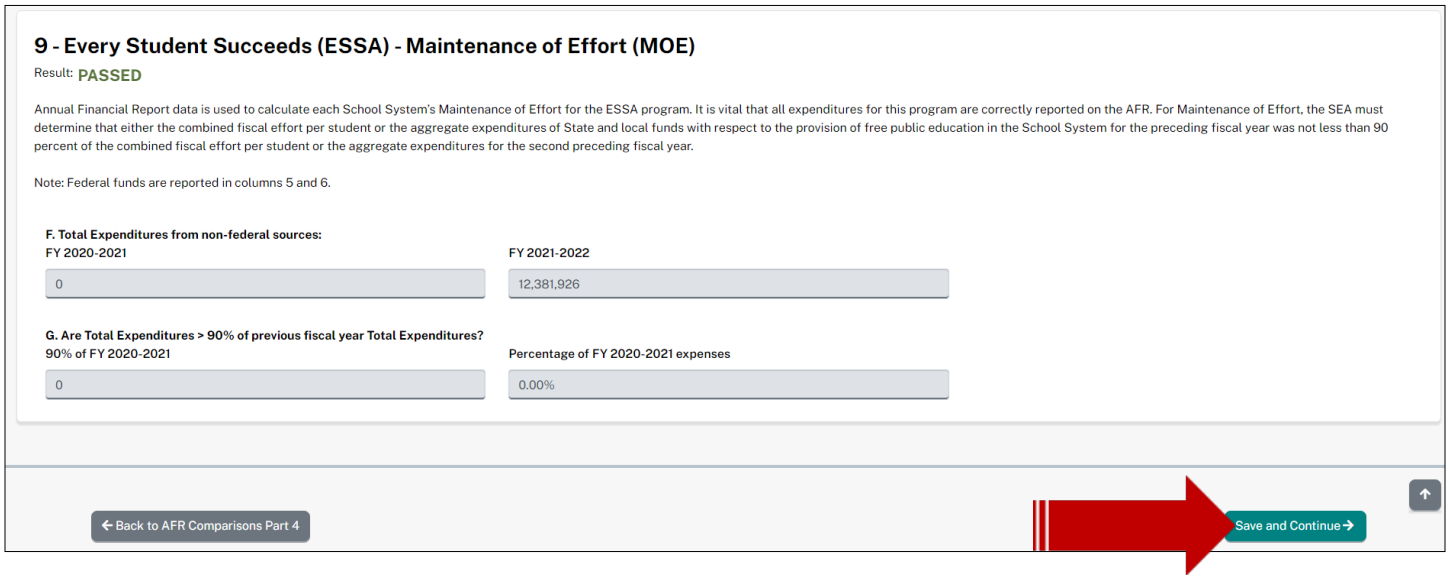
Note: Federal funds are reported in columns 5 and 6.

Section 9:

PASS= Current year ESSA must exceed 90% (Greater than or equal to) of the proceeding year ESSA.

FAIL= If amount is less than 90%.

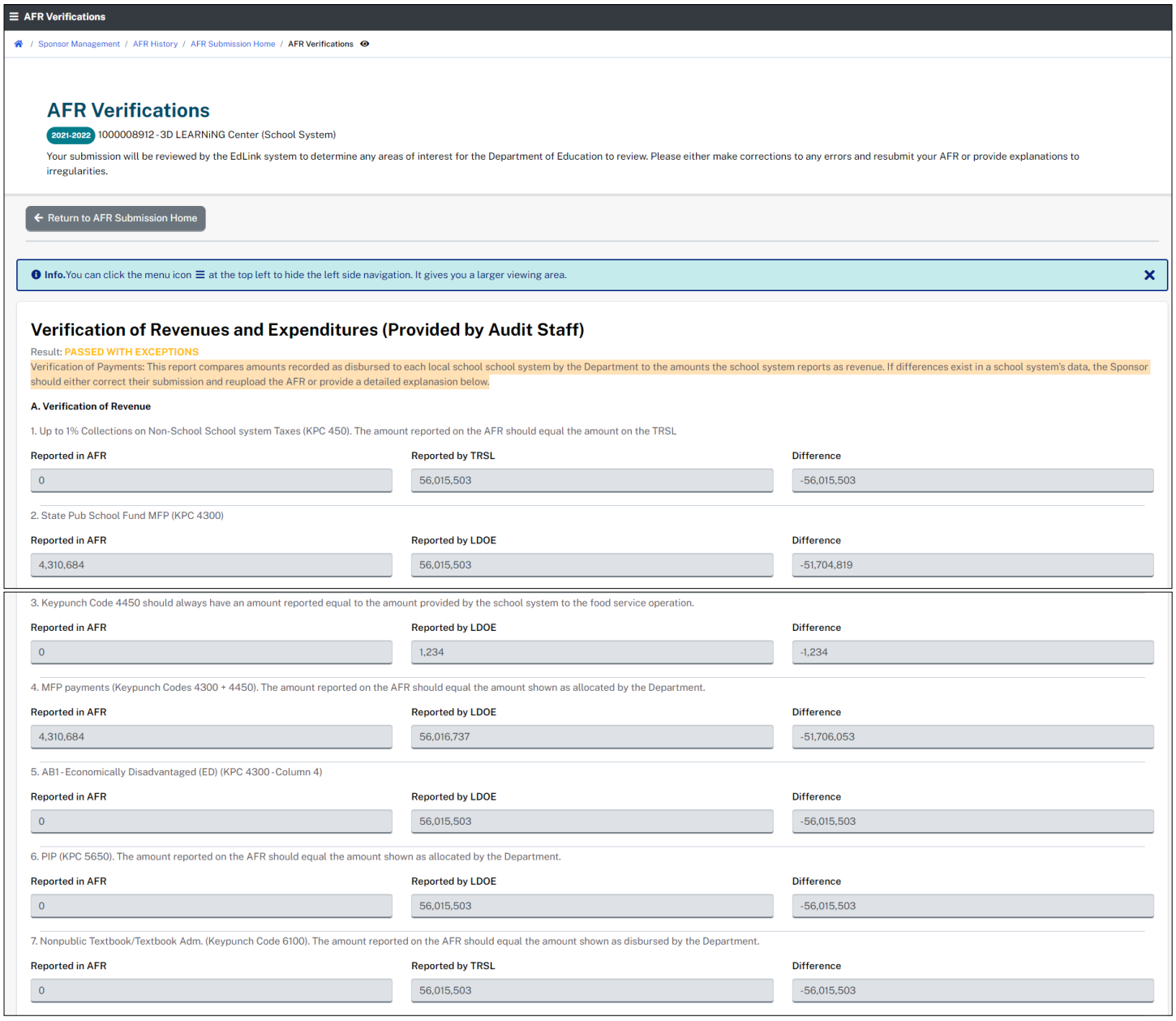
PASS w/Exceptions= Status not required.



AFR VERIFICATIONS

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

Verification of Payments: This report compares amounts recorded as disbursed to each local school system by the Department to the amounts the school system reports as revenue. If differences exist in a school system's data, the Sponsor should either correct their submission and re-upload the AFR or provide a detailed explanation below.



8. Teachers Retirement System Louisiana (TRSL) - PIP (Keypunch Code 7600). The amount reported on the AFR should equal the amount shown as disbursed by the Department.

Reported in AFR	Reported by LDOE	Difference
0	98,763,457	-98,763,457

B. Verification of Expenditures

1. Local Revenue Representation - Charter Schools (KPC 51140). The amount reported on the AFR should equal the amount shown as disbursed by the Department.

Reported in AFR	Reported by LDOE	Difference
0	56,015,503	-56,015,503

C. Verification of Weighted Student Funds in the MFP

1. Economically Disadvantaged

Reported in AFR	Reported by LDOE	Difference
2,152,077	100	2,151,977

2. Career and Technical Units

Reported in AFR	Reported by LDOE	Difference
902,467	10,900	891,567

3. Students with Disabilities

Reported in AFR	Reported by LDOE	Difference
873,740	24,200	849,540

4. Gifted and Talented

Reported in AFR	Reported by LDOE	Difference
143,907	10,500	133,407

* **By checking this box, you attest that you have reviewed all information and that the data provided is accurate**

☑ I Agree

* **Please provide an explanation for the discrepancy. LDOE will review and determine if any additional details are needed.**

test

← Back to AFR Comparison Part 5

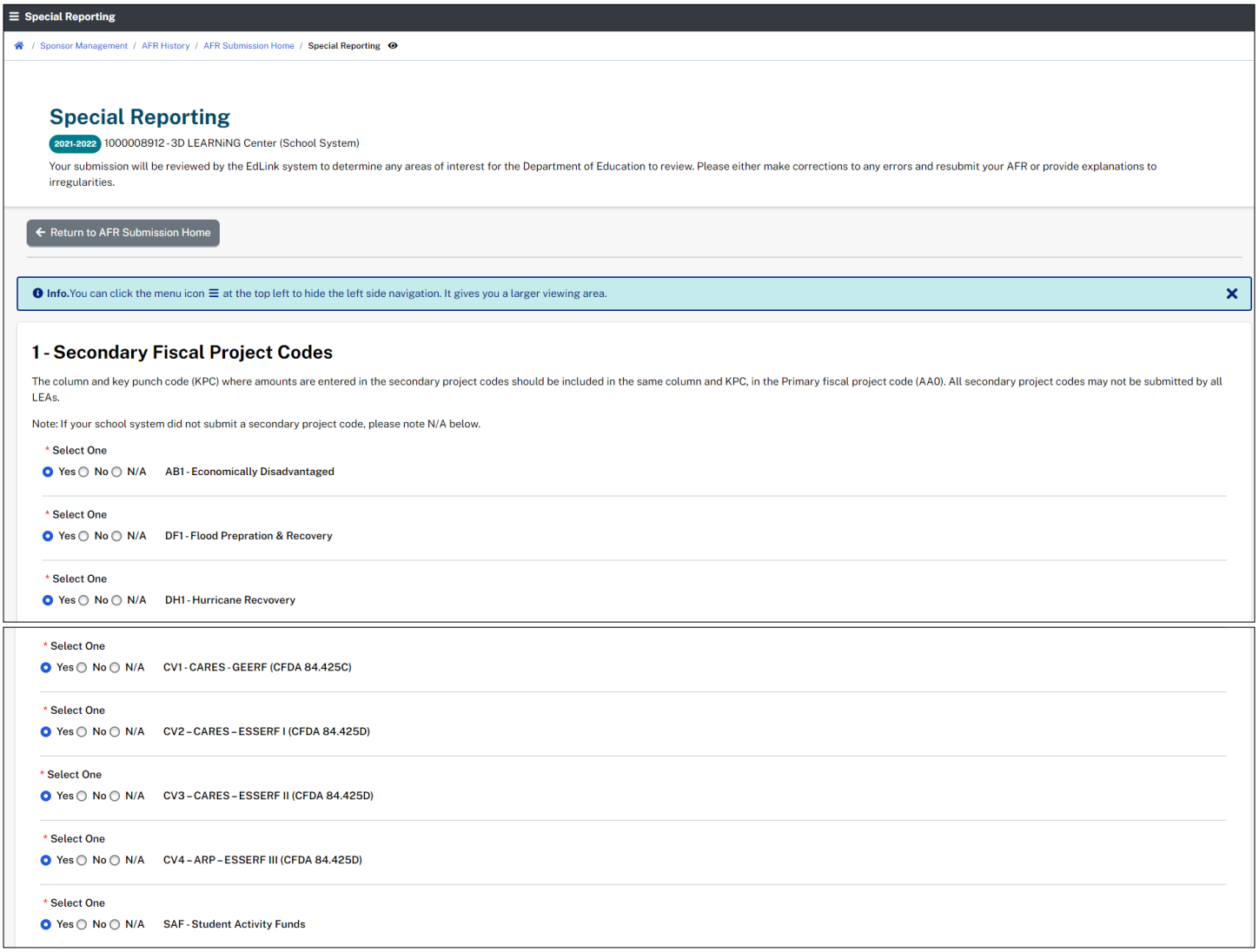
Save and Continue →

SPECIAL REPORTING

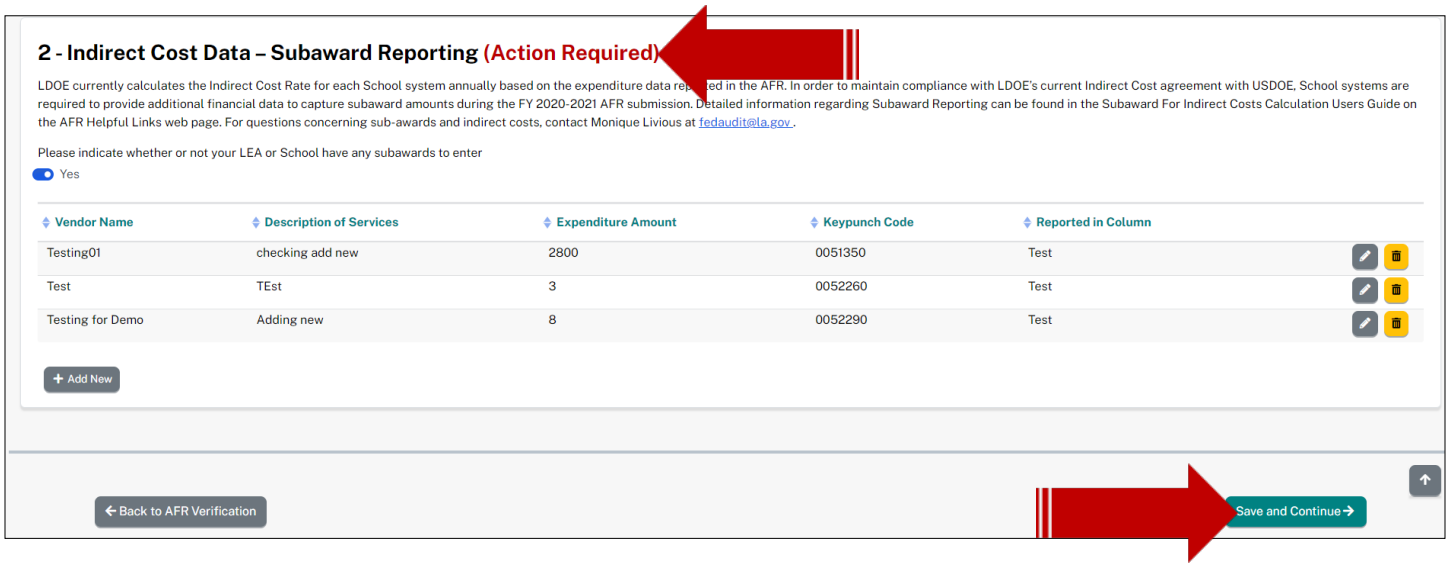
Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

The column and key punch code (KPC) where amounts are entered in the secondary project codes should be included in the same column and KPC, in the Primary fiscal project code (AA0). All secondary project codes may not be submitted by all LEAs.

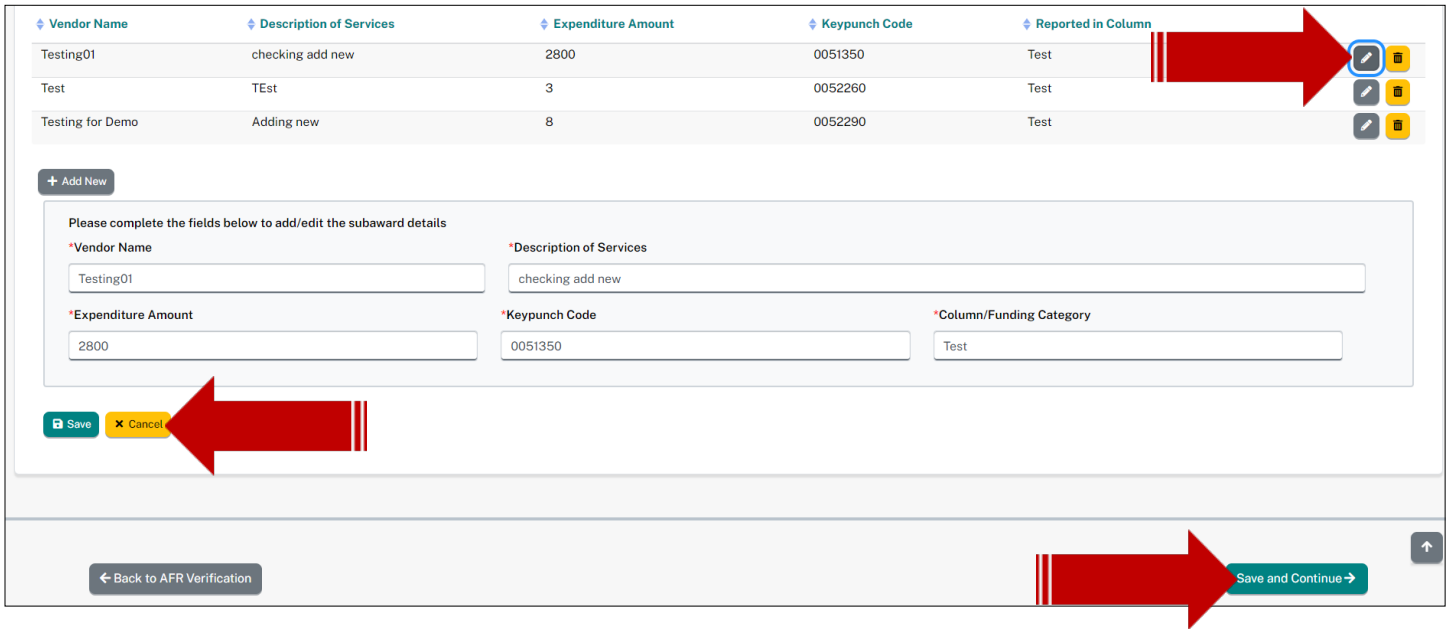
Note: If your school system did not submit a secondary project code, please note N/A below.



LDOE currently calculates the Indirect Cost Rate for each School system annually based on the expenditure data reported in the AFR. In order to maintain compliance with LDOE's current Indirect Cost agreement with USDOE, School systems are required to provide additional financial data to capture sub-award amounts during the FY 2020-2021 AFR submission. Detailed information regarding Sub-award Reporting can be found in the Sub-award For Indirect Costs Calculation Users Guide on the AFR Helpful Links web page.
Please indicate whether or not your LEA or School have any sub-awards to enter.



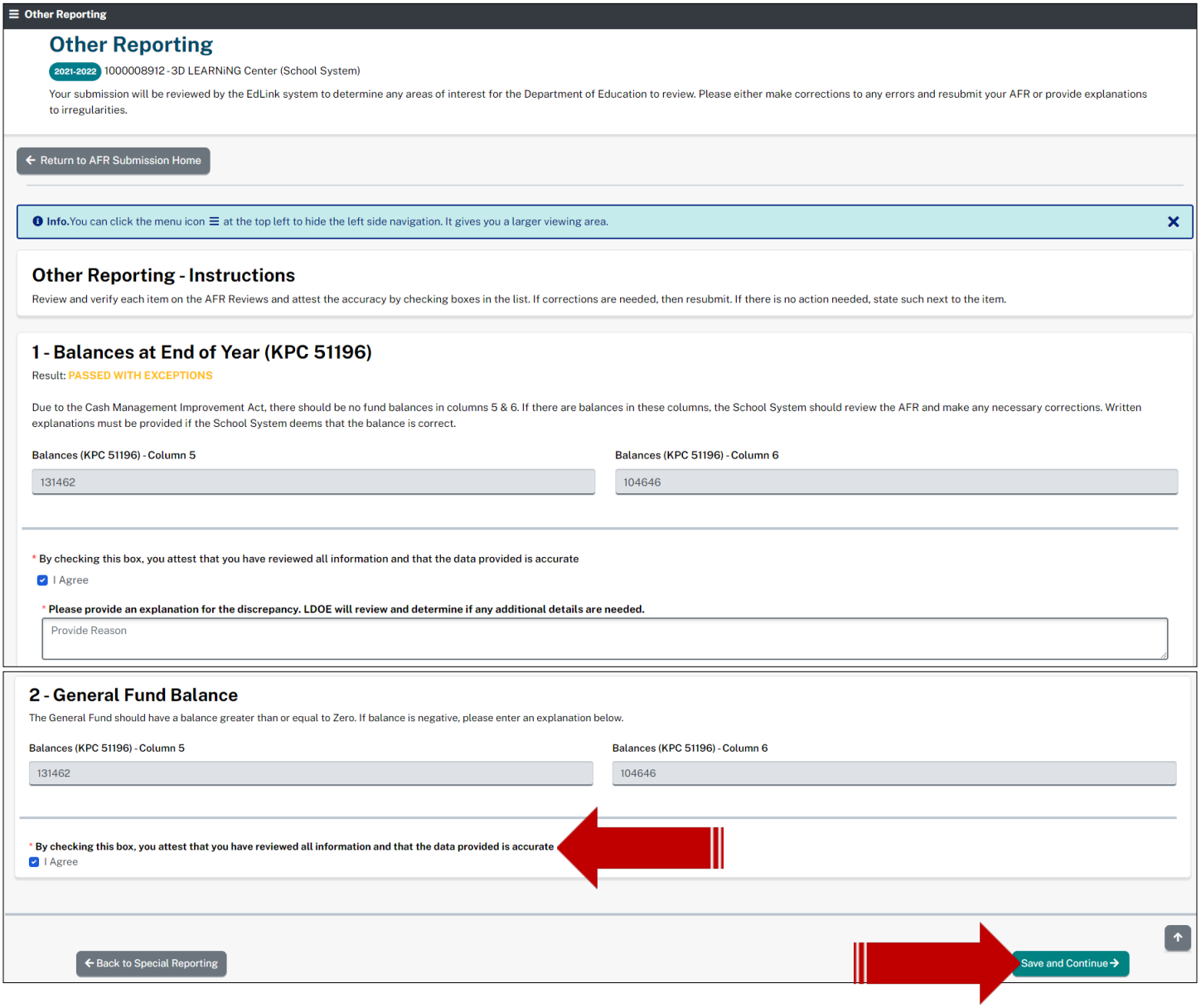
Select the "pencil" icon to edit. Then, "Save." Select the "trash can" icon to delete entry.



OTHER REPORTING

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

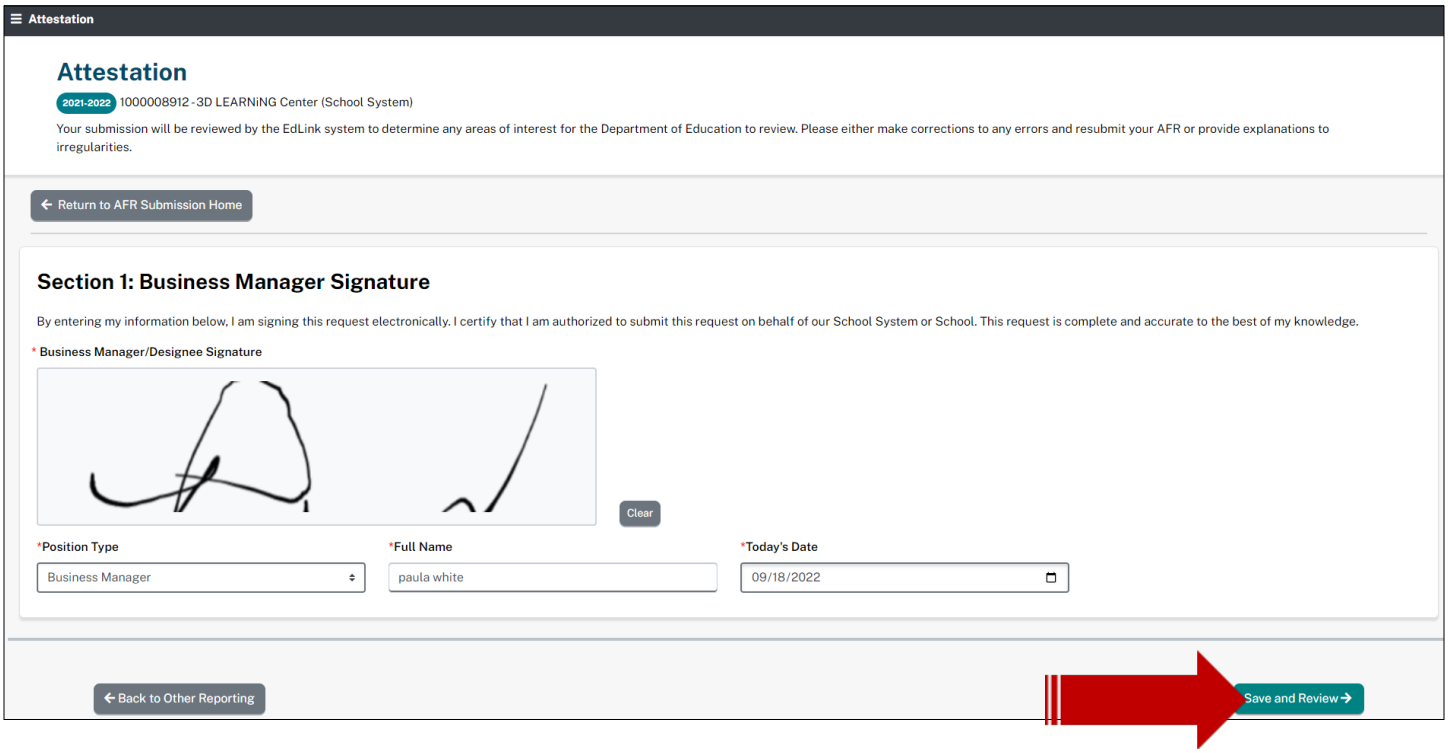
Review and verify each item on the AFR Reviews and attest the accuracy by checking boxes in the list. If corrections are needed, then resubmit. If there is no action needed, state such next to the item.



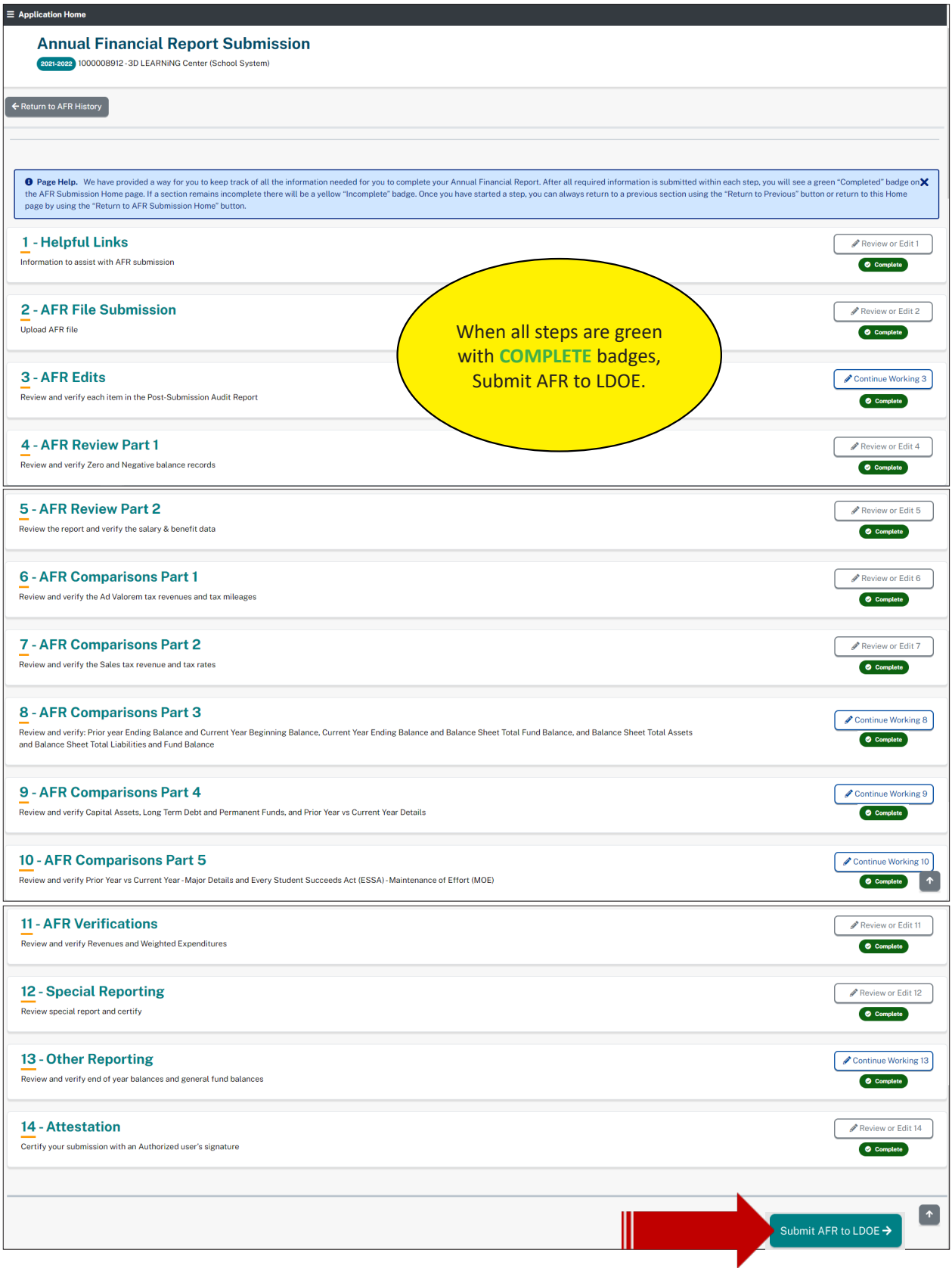
ATTESTATION

Your submission will be reviewed by the EdLink system to determine any areas of interest for the Department of Education to review. Please either make corrections to any errors and resubmit your AFR or provide explanations to irregularities.

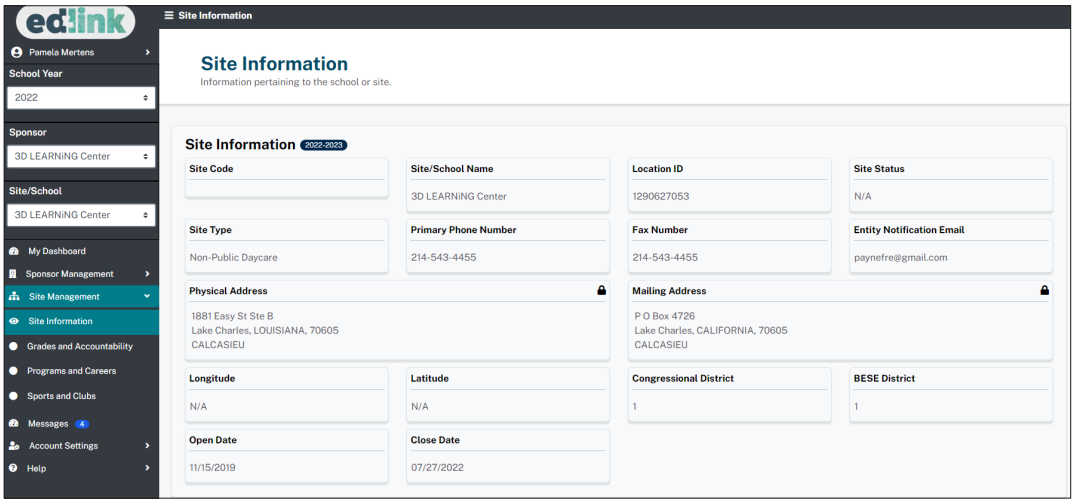
By entering your information below, you are signing this request electronically. You certify that you are authorized to submit this request on behalf of your School System or School. This request is complete and accurate to the best of your knowledge.

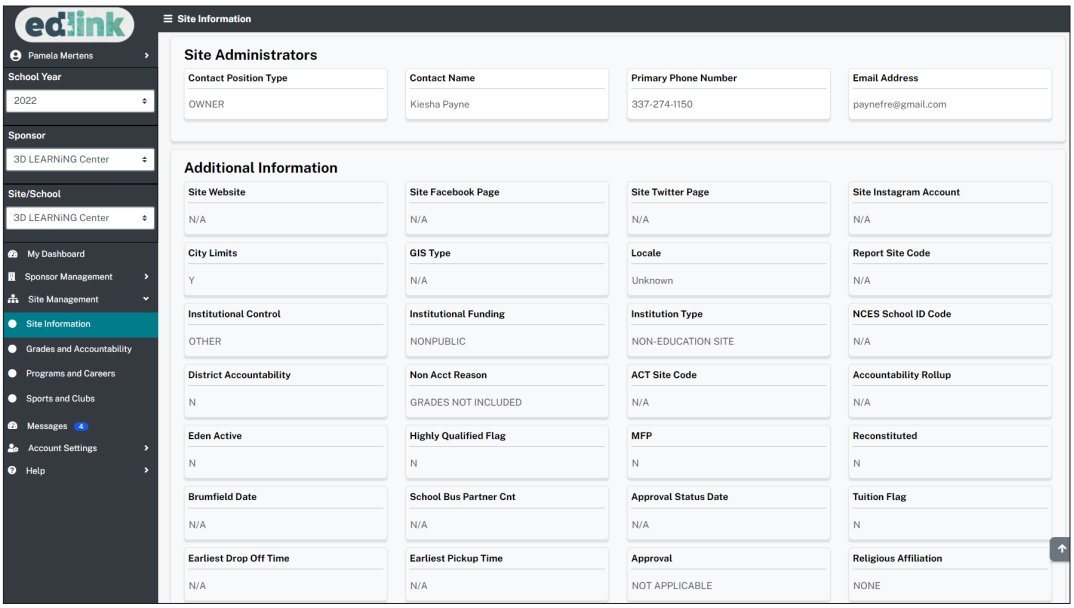


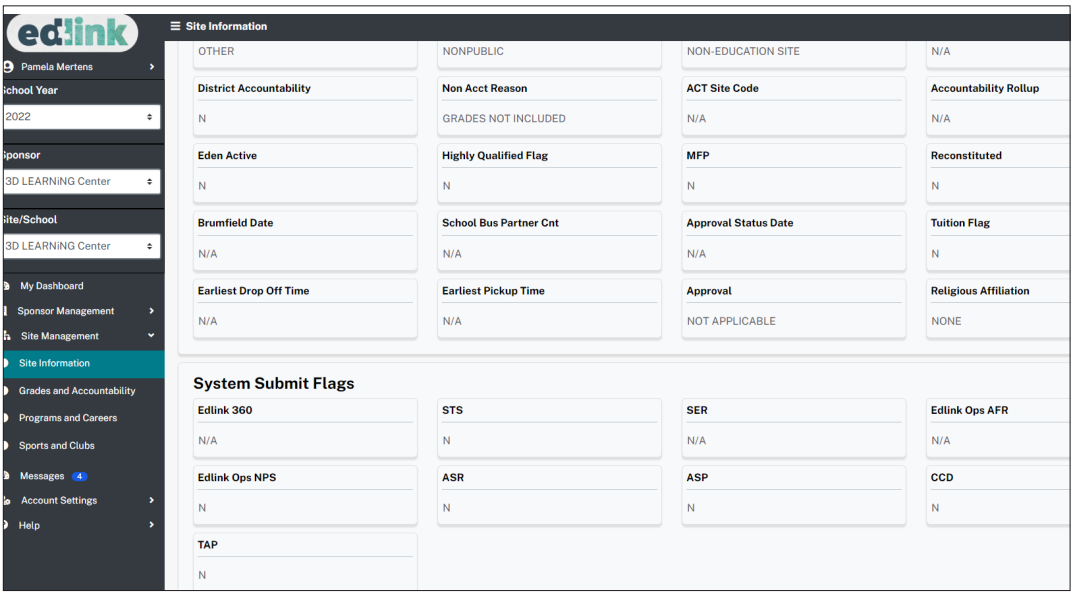
ANNUAL FINANCIAL SUPPORT SUBMISSION



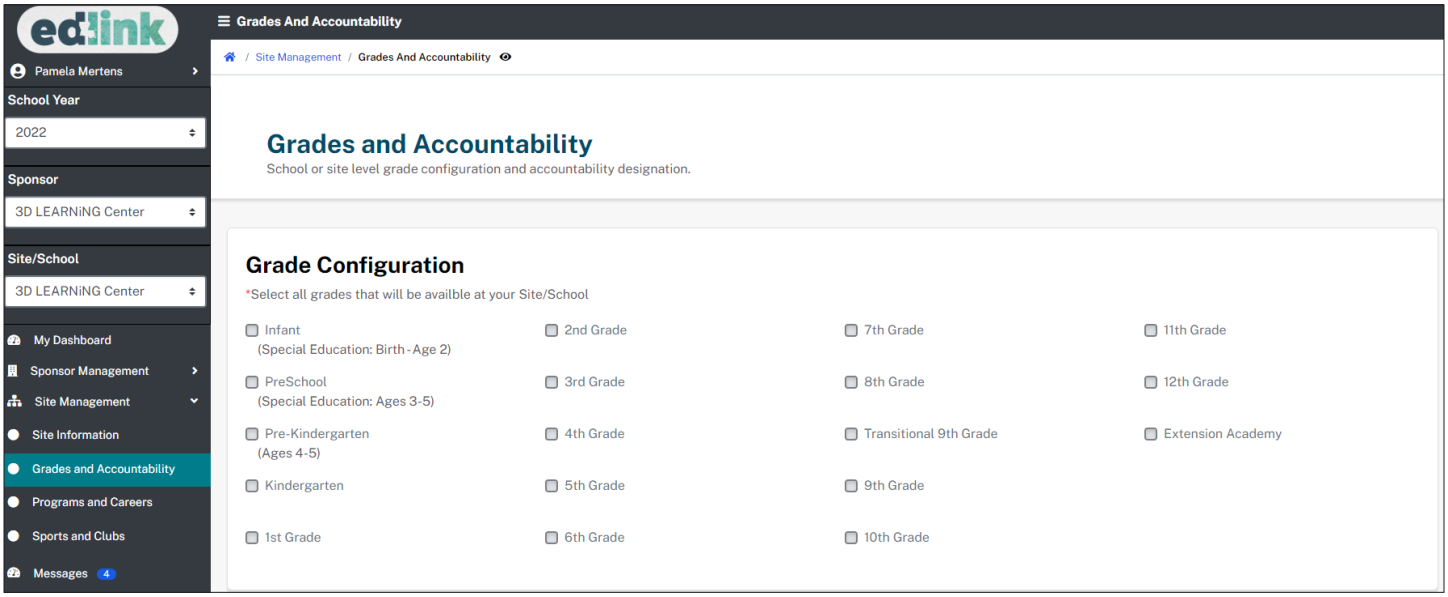
SITE INFORMATION

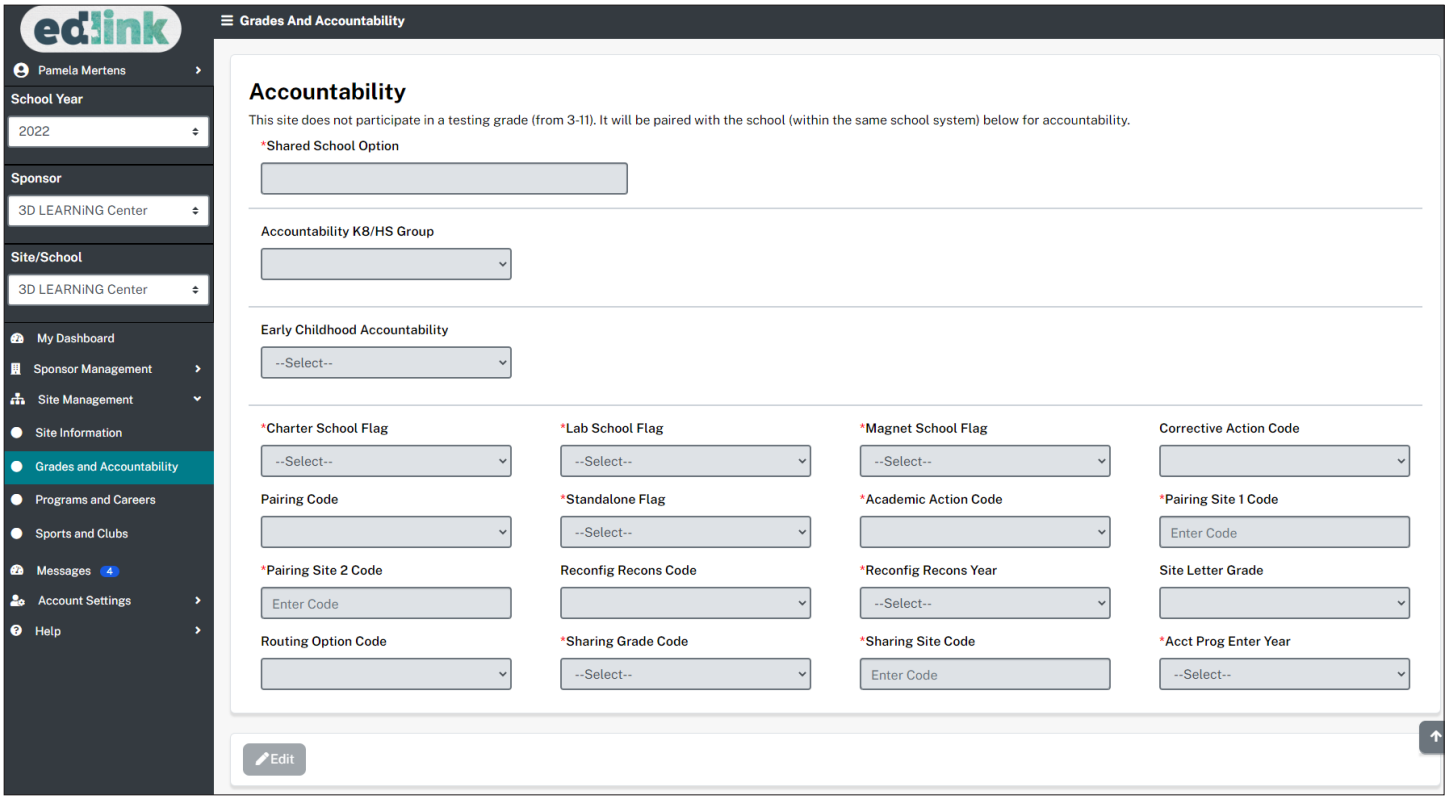




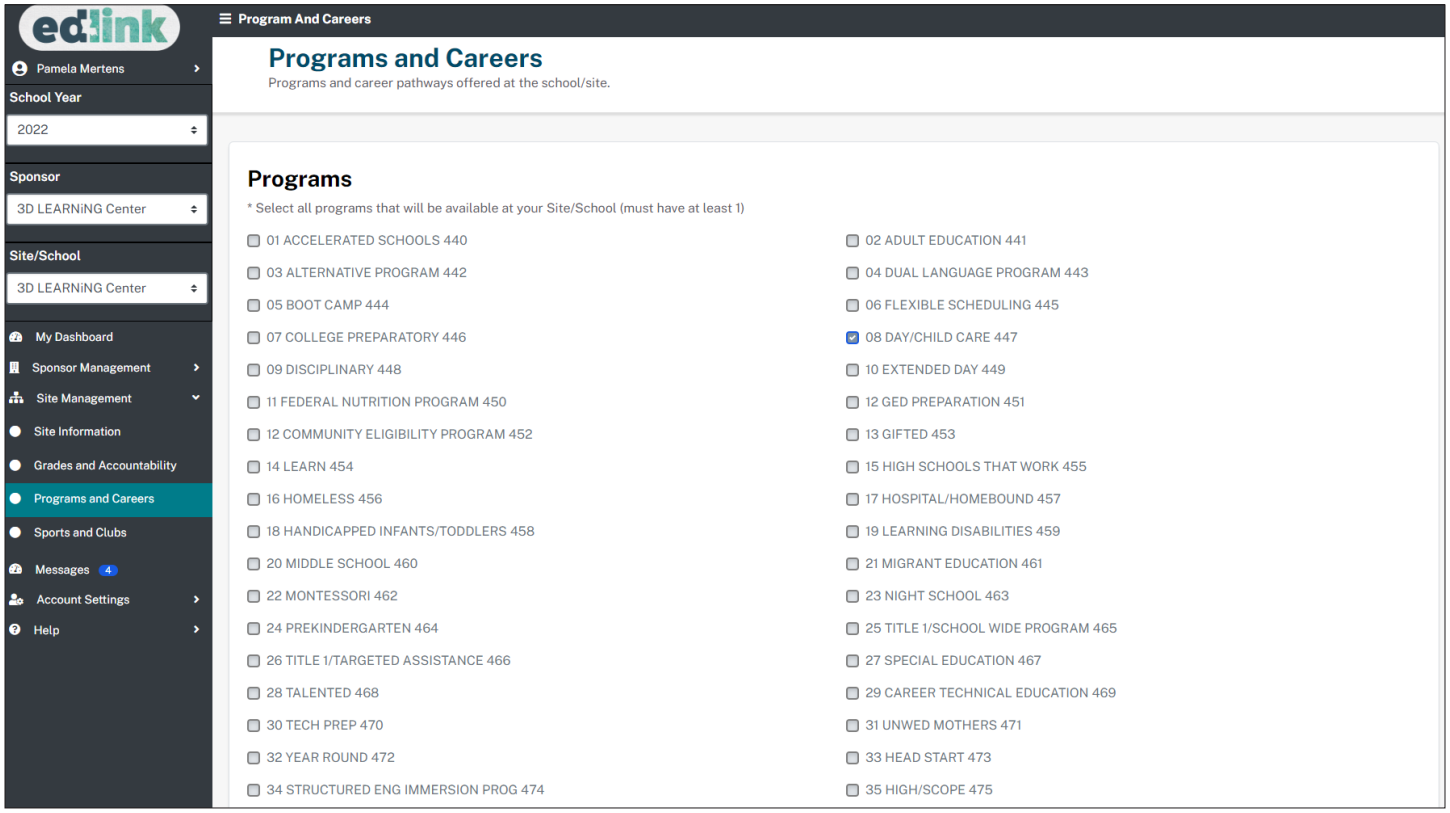


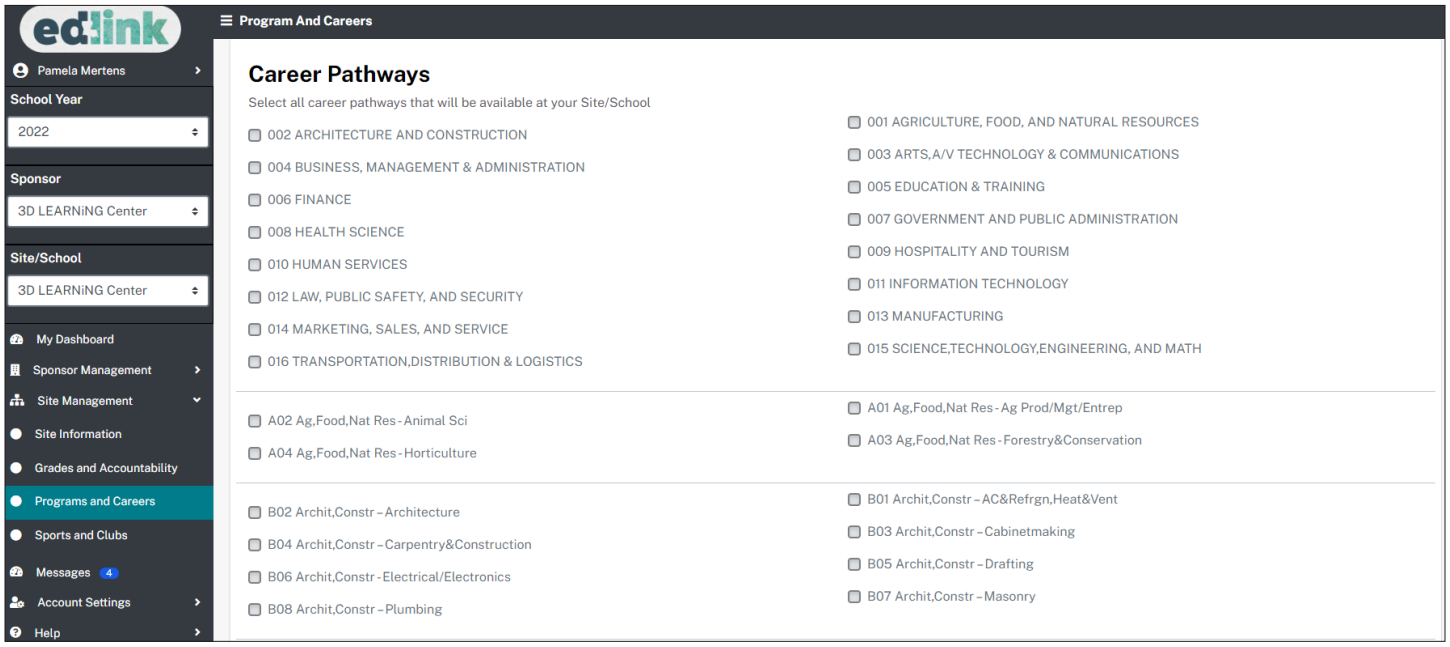
GRADES AND ACCOUNTABILITY



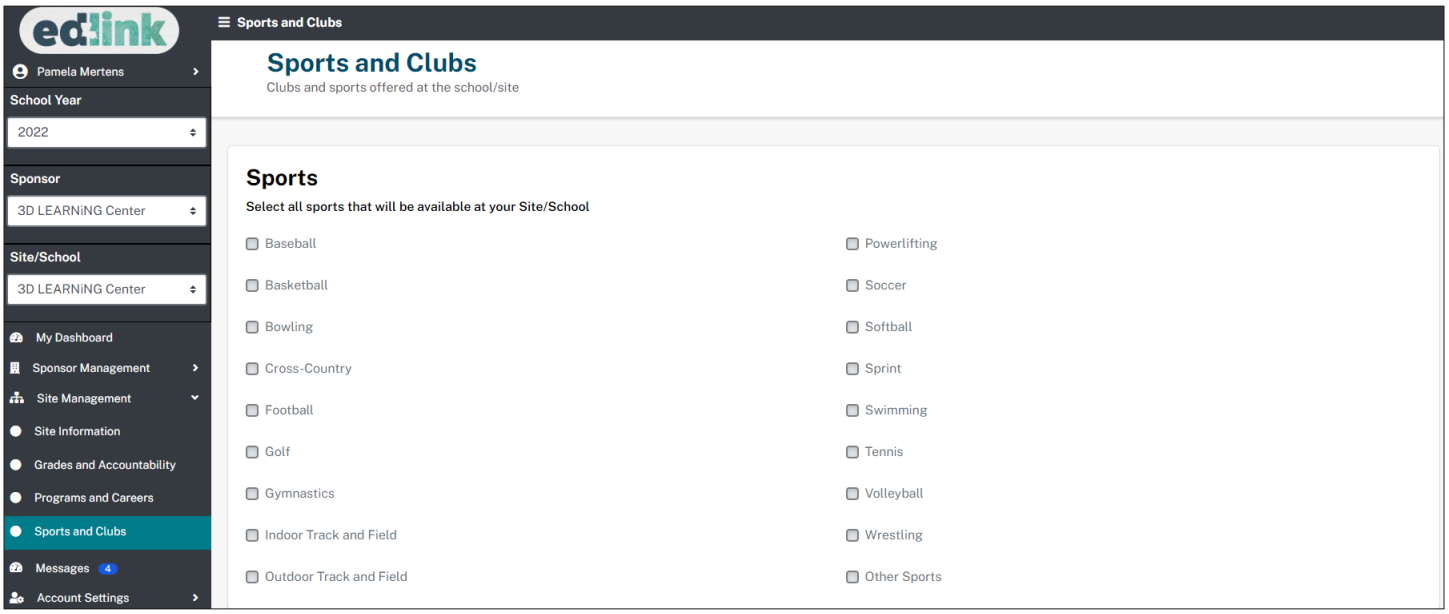


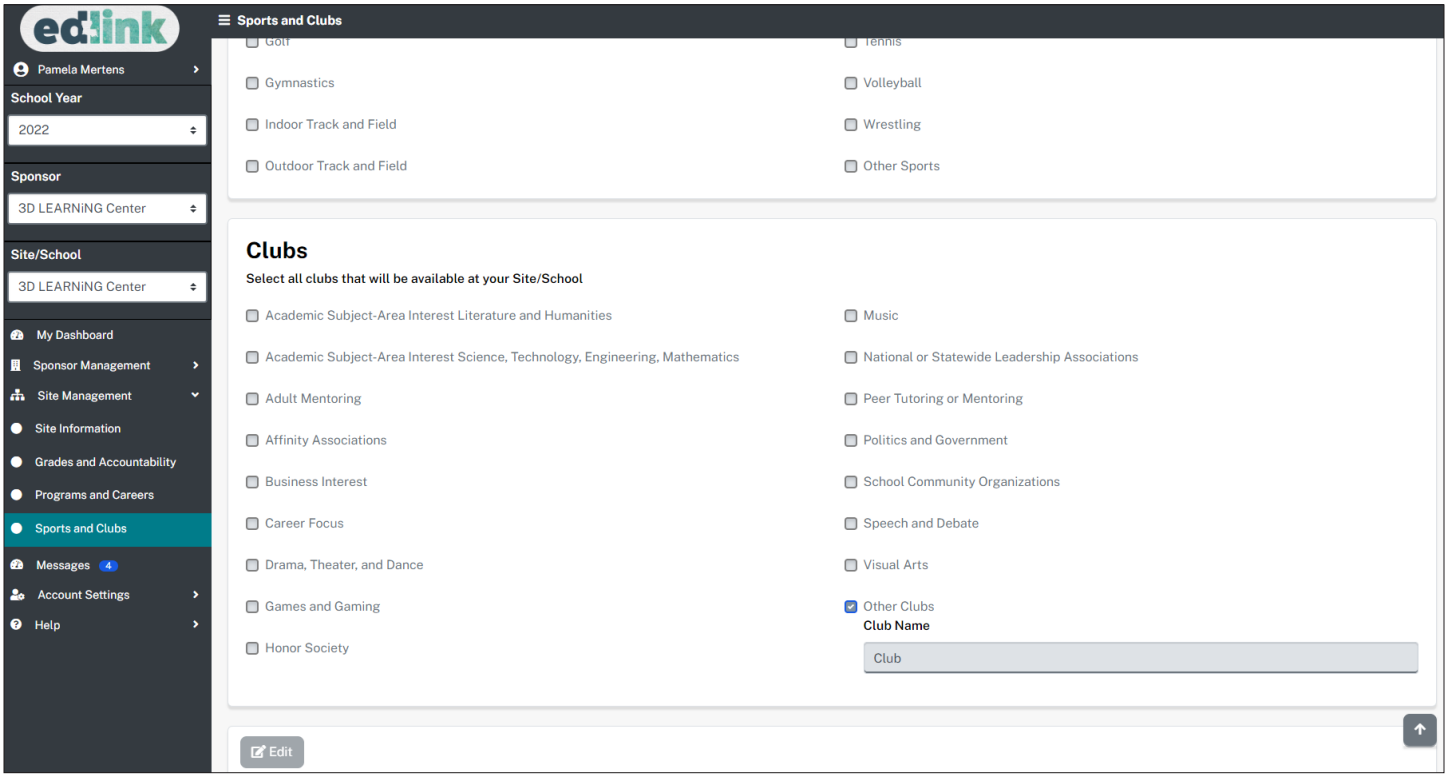
PROGRAMS AND CAREERS



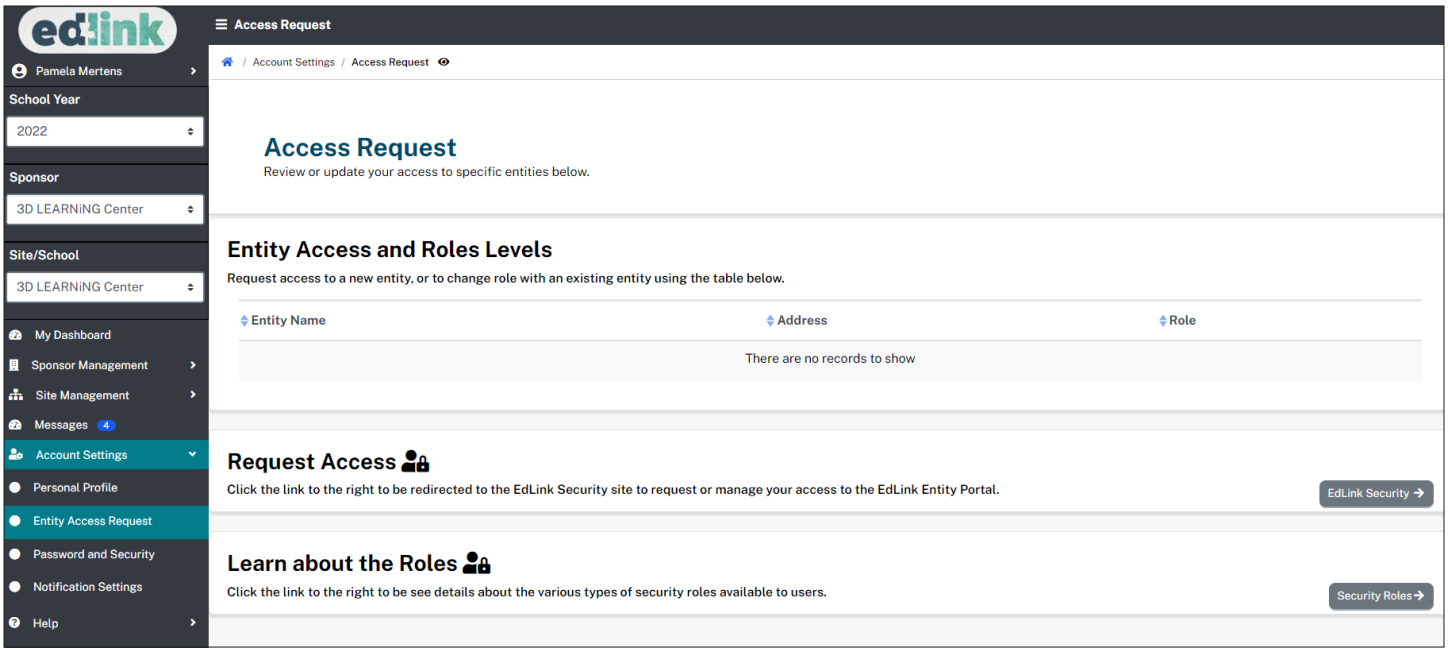


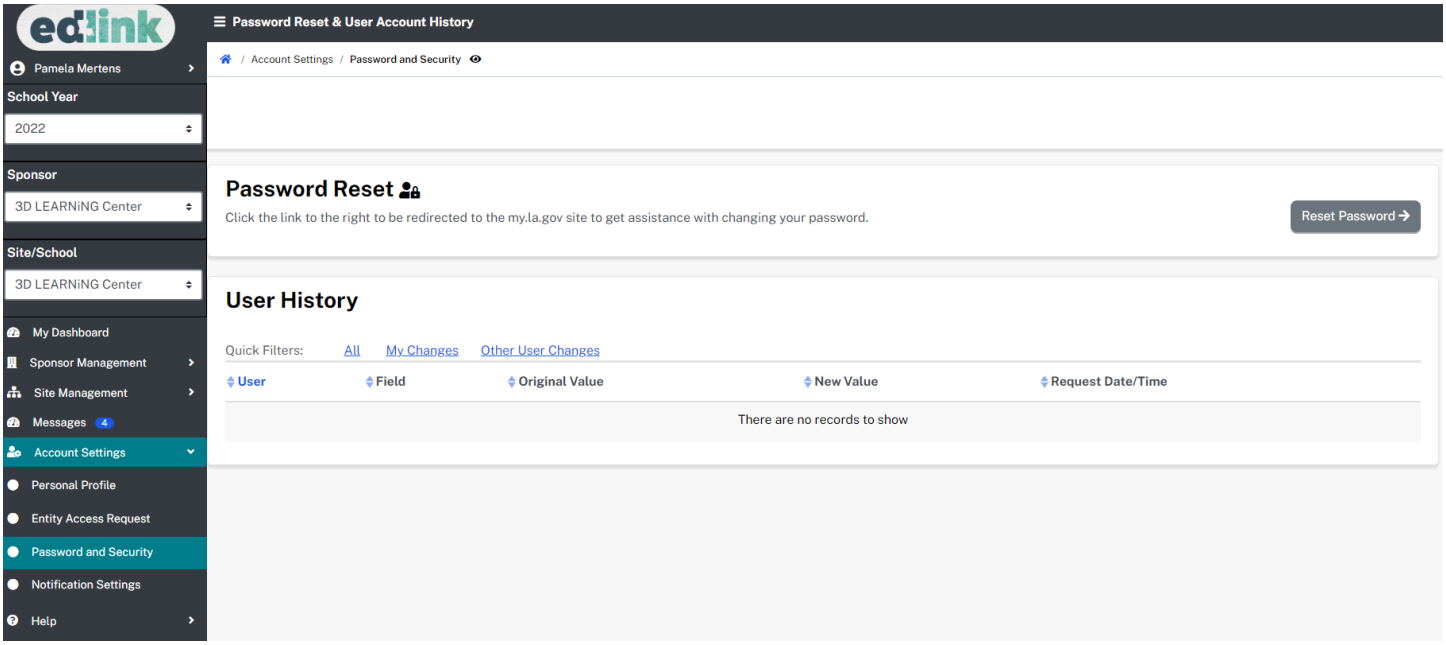
SPORTS AND CLUBS

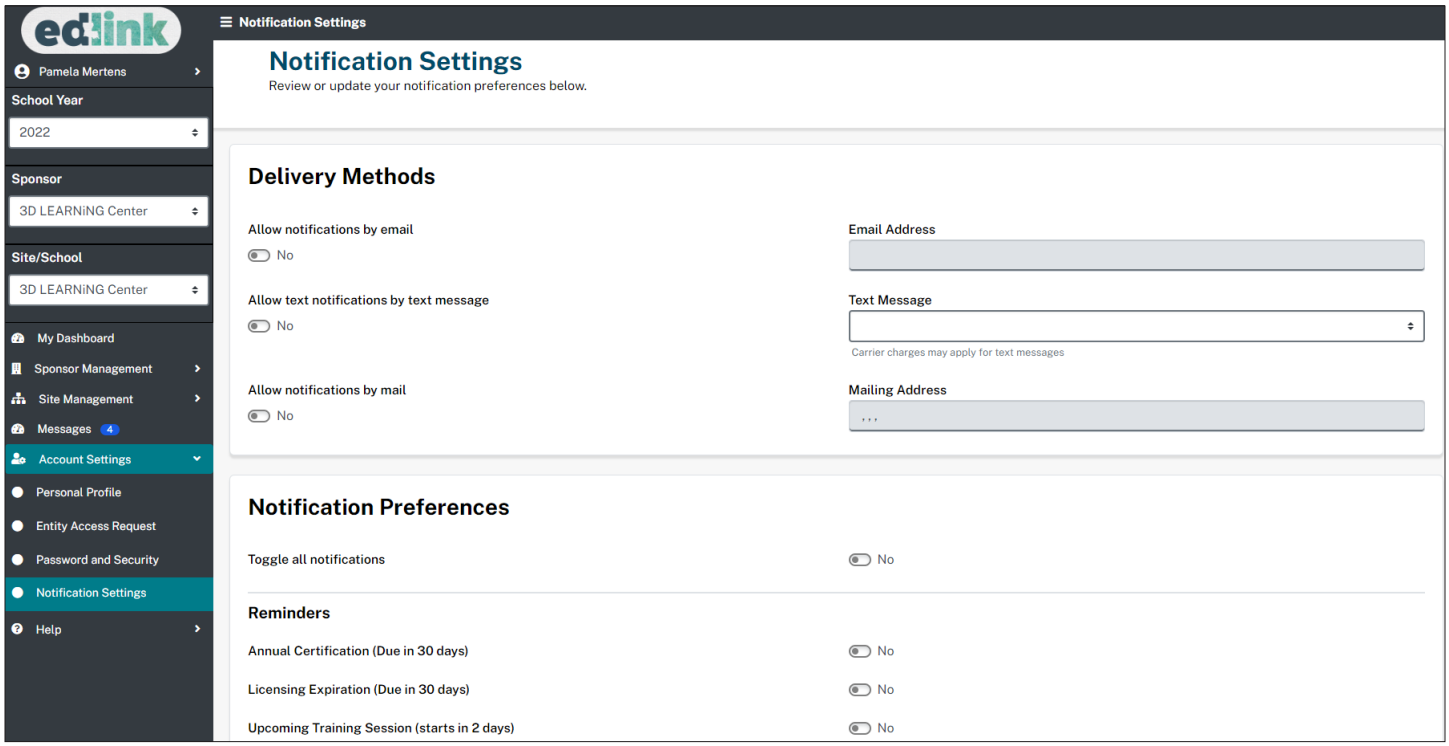


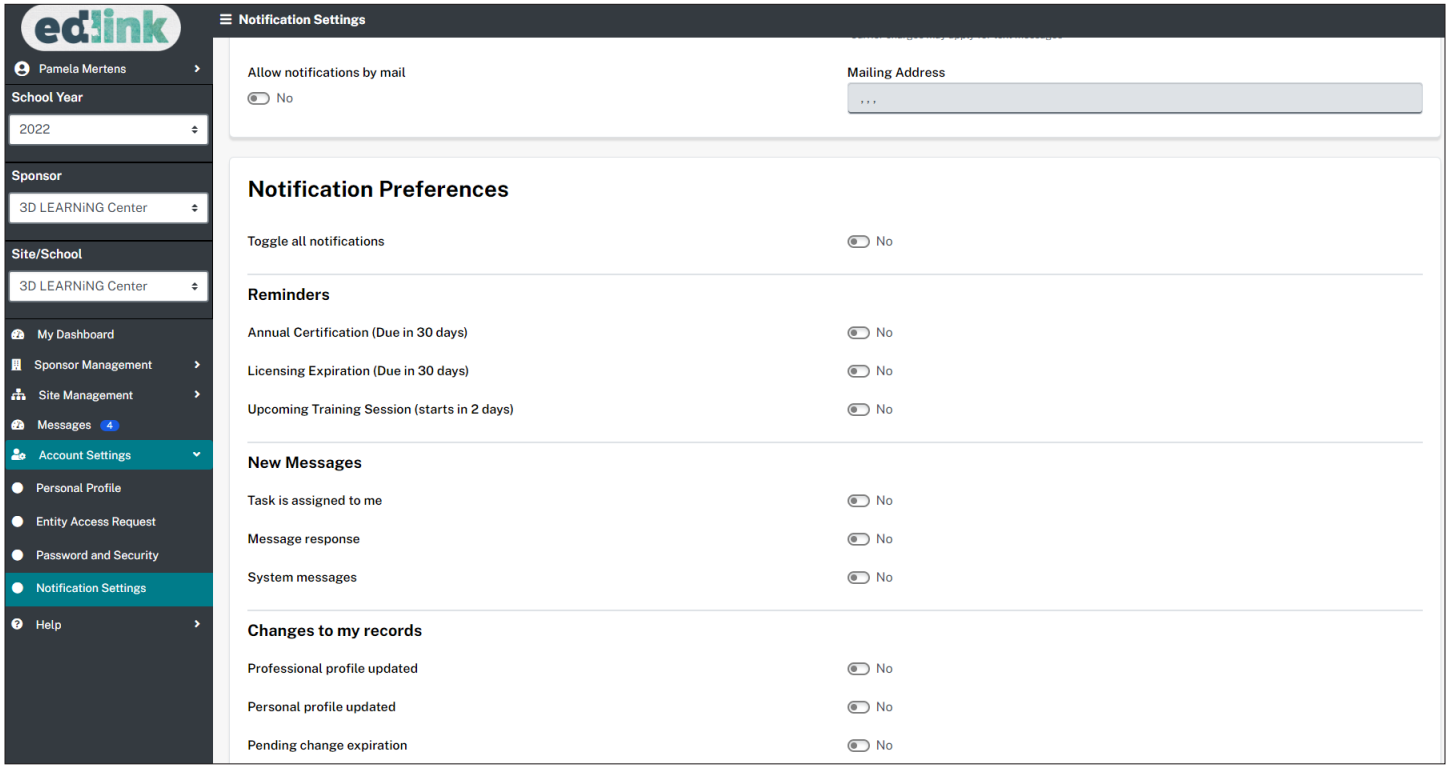


ACCOUNT SETTINGS






Notification Settings
Pamela Mertens
School Year
2022
Sponsor
3D LEARNiNG Center
Site/School
3D LEARNiNG Center
My Dashboard
Sponsor Management
Site Management
Messages 4
Account Settings
Personal Profile
Entity Access Request
Password and Security
Notification Settings
Help
Notification Settings
Review or update your notification preferences below.
Delivery Methods
Allow notifications by email
No
Email Address
Allow text notifications by text message
No
Text Message
Carrier charges may apply for text messages
Allow notifications by mail
No
Mailing Address
Notification Preferences
Toggle all notifications
No
Reminders
Annual Certification (Due in 30 days)
No
Licensing Expiration (Due in 30 days)
No
Upcoming Training Session (starts in 2 days)
No


Notification Settings
Pamela Mertens
School Year
2022
Sponsor
3D LEARNiNG Center
Site/School
3D LEARNiNG Center
My Dashboard
Sponsor Management
Site Management
Messages 4
Account Settings
Personal Profile
Entity Access Request
Password and Security
Notification Settings
Help
Allow notifications by mail
No
Mailing Address
Notification Preferences
Toggle all notifications
No
Reminders
Annual Certification (Due in 30 days)
No
Licensing Expiration (Due in 30 days)
No
Upcoming Training Session (starts in 2 days)
No
New Messages
Task is assigned to me
No
Message response
No
System messages
No
Changes to my records
Professional profile updated
No
Personal profile updated
No
Pending change expiration
No

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