AFR Upload File

File Specifications for the Flat File for AFR

Version 1.1c

http://afr.education.ne.gov/UploadAFRFile_Test
http://afr.education.ne.gov/UploadAFRFile_Test_ESU

Nebraska Department of Education

NEBRASKA
DEPARTMENT OF EDUCATION

DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0	1/4/2017	Document Creation
1.0a	2/2/2017	Added guidance to include 2 decimals in the Amount Column in Appendix A.
1.1a	8/31/2017	Expanded Chapter 1, added chapter 3, and expanded the Account Code length in Appendix A.
		Added Appendix D, to explain the new NDE Account Code structure.
1.1b	9/4/2019	Updated Appendix B – Upload Validation Errors
1.1c	10/7/2020	Updated Appendix B – Upload Validation Errors

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Chapter 1: Introduction

The flat file upload feature in the online AFR will be required to submit your financial information by district/school, using the new, expanded Account Code list. The purpose of this document is to identify the format for delimited files (CSV) that the Districts use to submit financial information to NDE using the online AFR website.

In the past, this information was entered into an Excel Spreadsheet, provided by NDE, and that spreadsheet was uploaded into the website. Now, with the requirement that financial data be reported at the School level, the file upload process has changed.

Chapter 2: File Creation

Create the template-formatted file. The file can be saved in a .csv Comma Delimited file.

There is a 2,000,000 record limit to each file. The data will be verified on the screen, and you have to be able to review the whole file.

There is one File Layout option available. See the details in Appendix A.

Chapter 3: Testing the upload file

The file can be tested for file format, Agency ID's (County-District-School numbers), account codes, and other errors. Please see Appendix B: Upload Validation Errors on page 7. This website will be available until the AFR 18-19 Collection website opens.

https://afreven.education.ne.gov/uploadafrfile_test

Chapter 4: Option for Expanded Account Codes

Our current structure is setup as: -XX-X-XXXXX-XXX (Fund Code-Rev/Exp. Code-Function Code-Object Code) with a leading hyphen.

If your local account codes further break up your funding, for example by grant or by subset, these expanded codes could be submitted to NDE, and we will strip out the extra identifiers.

-XXxxxx**-X**xxxx**-XXXXX**xxxx**-XXX**xxxx (Fund Code-Rev/Exp. Code-Function Code-Object Code)

Essentially, we are adding a hyphen at the very beginning of the code layout and then districts could expand any of the codes within the hyphens any number of ways without exceeding 255 total characters (hyphens included) and not adding anymore hyphens to the coding. The upper-case X's above on the proposed new coding structure would be permanent but districts would then have the ability to add as

many numbers/characters after these static fields (shown in underlined lower-case x's) as they want to better suit their needs. See examples in Appendix D.

Appendix A: File Layout

CSV Layout

Requirements:

Valid Account Codes must be used.

For CSV files, they must be comma separated values, and include the header row with column names.

File Components:

Data Element Name	Type	Definition / Comments	Permitted Values
DataYears	String	Provide the **8** digit DataYear for the data.	20182019
AgencyID	String	This is the 11 digit identifying number of the District/School. These ID's are assigned by NDE. The 2 digits at the beginning are the County Number (this is not the same numbering scheme as the license plates) The 4 digits after the 1st hyphen is the District number. The 3 digits after the 2nd hyphen is the School number. District ID's end with "-000" https://www.education.ne.gov/nssrs/Resources.html#District_School_Codes	28-0001-000 55-0001-001
Account	String	Provide the Account Code. These account codes are assigned by and provided by NDE. This account code format may be extended, but must include the following: Leading hyphen The 2 digits after the 1st hyphen are the Fund. The 1 digit after the 2nd hyphen is the Rev/Exp identifier. The 5 digits after the 3rd hyphen is the Function Code. The 3 digits after the 4th hyphen is the Object Code. Districts may choose to include longer sections of these Account Code parts, but NDE will strip them down to these basic parts. A total of 255 characters is available.	-01-2-01000-000
Amount	Numeric (2)	Provide the amount. Please do not include a dollar sign. This amount can include 2 decimal places for cents.	4001.01

```
1    DATAYEARS,AGENCYID,ACCOUNT,AMOUNT
2    20182019,28-0001-001,-01-2-01000-000,999999999.99
3    20182019,28-0001-001,-01-2-01000-100,999999999.99
4    20182019,28-0001-001,-01-2-01000-101,999999999.99
5    20182019,28-0001-001,-01-2-01000-102,999999999.99
6    20182019,28-0001-001,-01-2-01000-103,999999999.99
7    20182019,28-0001-001,-01-2-01000-110,999999999.99
```

Figure 1: CSV Layout example

Appendix B: Upload Validation Errors

1	INVALID AGENCY ID	Your file will not be recognized in our system because the AgencyID reported in the file is not a valid AgencyID. Use only NDE assigned Agency ID's. Do not report at Alternative, SPED, or Focus programs. Costs must be reported at the student's school of membership. Please refer to the following FAQ item for more information: https://www.education.ne.gov/fos/financial-reporting-faq/#48387
102	INVALID ACCOUNT CODE	The Account reported in the file does not exist. Make sure to include a leading dash. Please use only valid NDE account Codes, which are listed in the 'Master Account Code List.' Please reference the 'Account Code Structure & User's Manual.' Both are available on the Financial Coding Website at https://www.education.ne.gov/fos/annual-financial-report-school-district/ Please refer to the following FAQ item for more information: https://www.education.ne.gov/fos/financial-reporting-faq/#50636
103	REVENUE REPORTED AT SCHOOL BUILDING LEVEL	Do not report revenue at the School Building Level. Only report revenue at the District level. Please refer to the following FAQ item for more information: https://www.education.ne.gov/fos/financial-reporting-faq/#49595
104	NO AMOUNTS REPORTED	There were no records in the file with a dollar amount reported.
105	TOO MUCH ALLOCATED AT THE DISTRICT	80% or more of the Expenditures in the General Fund have been reported at the District Level.
106	WARNING - TOO MUCH ALLOCATED AT THE DISTRICT	Between 50 and 79% of the Expenditures in the General Fund have been reported at the District Level.
107	LOBBYIST FEES/EXPENSES	Object Code 314 (Lobbyist Fees/Expenses) can only be reported in Function Codes 2310 (Board of Education) and/or 2320 (Executive Administration).
108	SCHOOL BUILDING EXPENDITURES	Transactions were reported on the school level for this fund. These transactions are reportable on the district level only. Please refer to the

	REPORTED IN INVALID FUNDS	FAQ document on the ESSA website for more information: 2018/19 ESSA Financial Coding Information
109	INVALID USE OF ACCOUNT FUNCTION/OBJECT CODES	Invaid use of account codes.
110	ESU ONLY CODE	An account code reserved for ESU use was used. Please do not use this code.
111	NON-PROGRAM DISBURSEMENTS AT DISTRICT ONLY	Function Code 9000 Non-Program Receipts and Disbursements are reported on the district level only.
112	NEGATIVE RECEIPTS REPORTED	25% or more of the Receipt accounts are listed with a negative value. Please report receipts as positive values
113	WARNING - AMENDMENT CHANGES SHOULD BALANCE OUT	The changes in the amendment should balance to zero. This is only a warning.
114	WARNING - ACCOUNT CODE MISSING LEADING DASH	The Account reported in the file does not have a leading dash. Please make sure it starts with a dash "-".
501	INVALID ESU AGENCY ID	Your file will not be recognized in our system because the AgencyID reported in the file is not a valid ESU AgencyID. Use only NDE assigned ESU Agency IDs. Please refer to the following FAQ item for more information: https://www.education.ne.gov/fos/financial-reporting-faq/#50638
502	INVALID ESU ACCOUNT CODE	The Account reported in the file does not exist. Please use only valid NDE NDE account Codes, which are listed in the 'Master Account Code List.' Please reference the 'Account Code Structure & User's Manual.' Both are available on the ESU Financial Coding Website at https://www.education.ne.gov/fos/annual-financial-report-esu/

Appendix C: Frequently Asked Questions

What is an upload? Tell me more about the upload process.

The file upload process is designed to load information in a flat file method.

What file formats are available for upload?

For now, there is only one file layout format to use for uploading. It is listed in Appendix A.

Appendix D: Account Code Structure

An NDE Account Code is made up of the following structure:

-##-#-#####-###

It must include the following:

Leading hyphen
Fund - 2 digits after the 1st hyphen
Rev/Exp - 1 digit after the 2nd hyphen
Function Code = 5 digits after the 3rd hyphen
Object Code - 3 digits after the 4th hyphen

As a function of this upload, NDE is allowing extra characters in the Account Code structure to allow for local coding within an Account Code. Districts may choose to include longer sections of these Account Code parts, but NDE will strip them down to these basic parts.

Account	Rolls up to:
-01-1-01000-000	01-1-01000-000
-01-1-01000asdf-000asdf	01-1-01000-000
-01-1-010001111-0001111	01-1-01000-000
-01a-1-0100056tr-100a	01-1-01000-100
-01-1-010005dd-000111	01-1-01000-000
-01-1aa-01200asdf-119ffff	01-1-01200-119
-01-1-012004444-0004444	01-1-01200-000
-01-1-012003-0003	01-1-01200-000
-01-1-01200999-000aaa	01-1-01200-000
-01-1-012003333-300aaa	01-1-01200-300
-01-2-01200bbb-000aaa	01-2-01200-000