

AFR Data File Specifications

New Beginning With FY2024-25

LEAs can upload expenditure detail data and revenue detail data for all Governmental Funds.

- Data file templates are posted to the AFR page of the PDE website
- Data for revenues and expenditures must be uploaded from separate files.
- CFRS will accept upload of data files created as either .csv or .txt files
- Both file types (csv or txt) must include the header line and all data fields as listed below
- Each record (row) in the data file must contain **ALL** the data fields specified in the applicable file format listed below. Please complete any empty fields with a zero.
- The data files must contain data at the account code level required by the AFR in order to load. Please refer to the list of valid codes posted to the AFR page of the PDE website
- Amounts should be reported in dollars and cents. **No more than two decimals may be reported.**
- Do not include commas within any Amount field in the data files
- Negative numbers must have a minus sign (-) preceding the number

Required Formats

- The fields below must be included as headers in each file exactly as listed
- Fields and header must be separated by commas in text files
- Each field and header must be entered in a separate column in .csv files
- Any Amount, Program Code, or Revenue Accrual fields with no applicable data must contain a zero

SD Expenditure Data fields:

FundCode,FunctionCode,ObjectCode,SchoolNumber,ElementaryAmount,SecondaryAmount,FederalAmount,TotalAmount

SD Revenue Data fields:

FundCode,RevenueCode,RevenueAmount,CurrentYearAccrualAmount,PriorYearAccrualAmount

IU Expenditure Data fields:

FundCode,FunctionCode,ObjectCode,ProgramCode,Amount

IU Revenue Data fields:

FundCode,RevenueCode,ProgramCode,RevenueAmount

Please contact the Office of Comptroller Operations with any questions at RA-Schlfin@pa.gov