

AFR Modernization: Uploading Financial Data with Bulk Load

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Today's Agenda

- Bulk Load
 - Bulk Load Options
 - Bulk Load Requirements
 - Bulk Load Errors
- Formatting Data
- Filing Extension Request



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Bulk Load Options

- **Replace all Financials**
 - Removes all existing financial data from the filing before loading the data from the selected file.
- **Merge File with Financials**
 - Only removes data in funds which are included in the bulk load file before loading the data included in the selected file. Funds not included in the file will not be affected.



Bulk Load Requirements

- **Must be a txt file**
- **Data must be in this format:**
 - Fund Code; Account Type; Item Code; Object Code; Amount
 - Ex. A;1;200;;10000
- **Must agree with OSC's Chart of Account**
- **Must be positive, in most cases**
 - See handout for exceptions



Formatting Financial Data

A;1;200;;10000



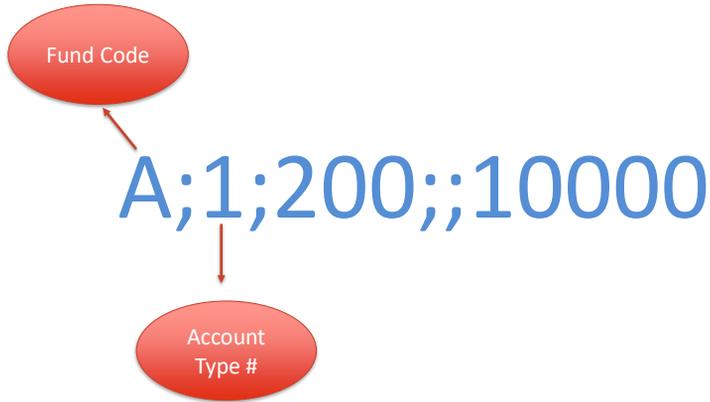
Formatting Financial Data

Fund Code

A;1;200;;10000



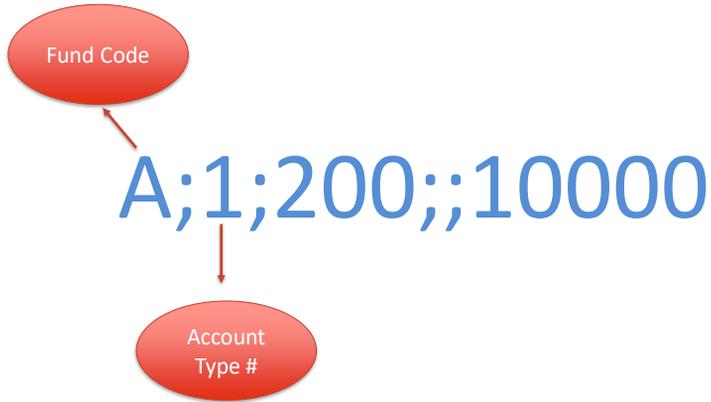
Formatting Financial Data



Account Type

Account Type #	Description	Item (Account) Code	Applicable Statement (s)
1	Assets and Deferred Outflows	3-digit code	Balance Sheet
2	Liabilities and Deferred Inflows of Resources	3-digit code	Balance Sheet
4	Fund Balance/Net Positions	3-digit code	Balance Sheet
5	Prior Year Adjustment	4-digit code	Changes in Fund Balance/Net Position
7	Estimated Revenues and Other Sources	3/4-digit code	Adopted Budget Summary
8	Estimated Appropriations and Other Sources	3/4-digit code	Adopted Budget Summary
10	Revenue and Other Sources	4-digit code	Results of Operation
11	Expenditures and Other Sources	4-digit code	Results of Operation
13	General Fixed Assets (K Fund)	3-digit code	Non-Current Governmental Assets

Formatting Financial Data



Formatting Financial Data

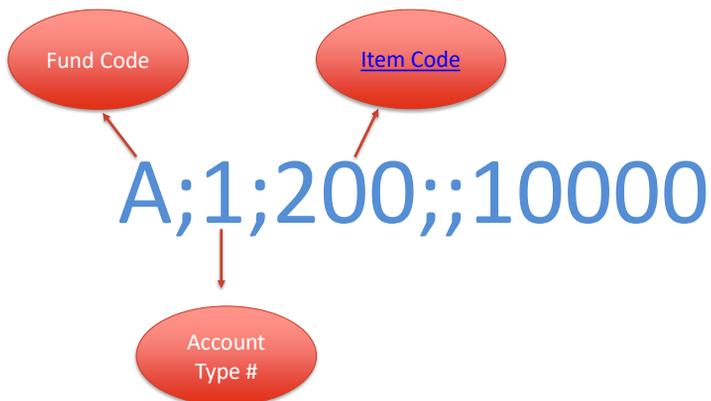
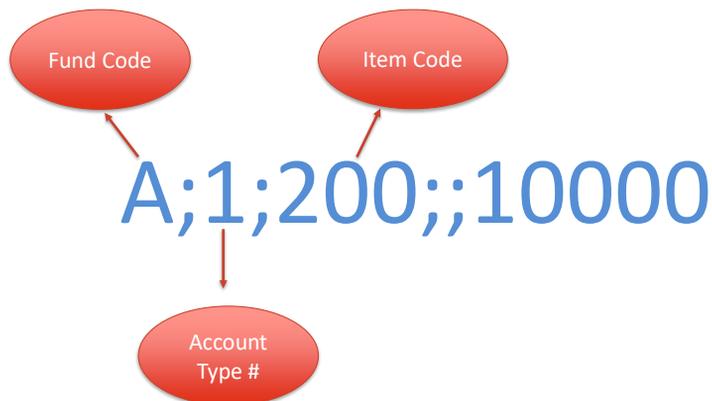


Chart of Accounts Query

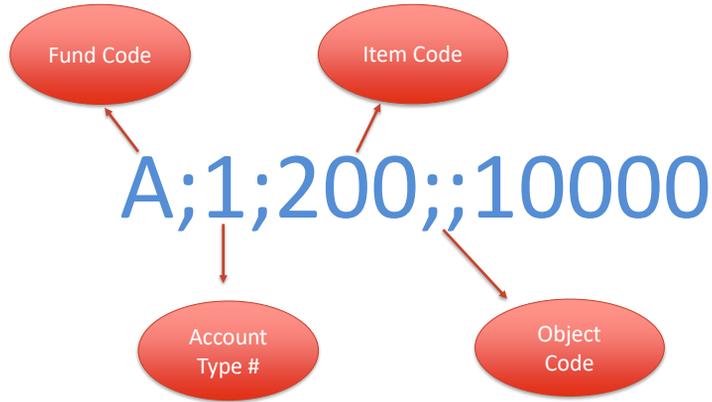
- <http://wwe1.osc.state.ny.us/acctlookup/accountlookup.cfm>
- Select a year
 - Preferably the fiscal year you are working on
- Select a class
- Select a schedule (section of the fund)
- Select a fund
- Click on submit



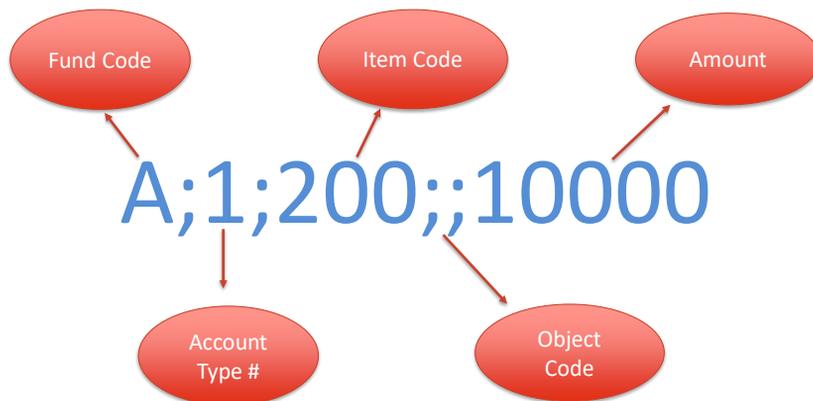
Formatting Financial Data



Formatting Financial Data



Formatting Financial Data



Exceptions to Reporting Positive Figures

Codes That Must Be Negative	
112	Accumulated Depreciation Building
113	Accumulated Depreciation Improvement Other Than Buildings
114	Accumulated Depreciation Machinery and Equipment
116	Accumulated Depreciation Infrastructure
117	Accumulated Depreciation Other Capital Assets
342	Allowance for Uncollectible Taxes
389	Allowance for Receivables
917	Unassigned Fund Balance (all funds other than the A fund)

Codes That May Be Either Positive or Negative	
917	Unassigned Fund Balance (A fund only)
924	Net Assets Unrestricted Deficit
3601	State Aid Medical Assistance
3602	State Aid Medical Assistance Overburden Aid
4601	Federal Aid Medicaid Assistance
6101	Medicaid Other
6102	Medical Assistance MMIS



Txt. File Example

```

Bulkload-Example.txt - Notepad
File Edit Format View Help
A;2;600;;1037240
A;2;601;;2090558
A;2;630;;7490
A;2;631;;2055213
A;2;688;;0
A;2;691;;756836
A;2;742;;50892
B;2;600;;104613
B;2;601;;915692
B;2;630;;0
B;2;631;;27134
B;2;691;;312
B;2;742;;32180
CD;2;600;;463380
CD;2;631;;0
CD;2;637;;0
CD;2;691;;1408088
CL;2;600;;1155007
CL;2;601;;463979
CL;2;630;;908089
CL;2;631;;880
    
```



Bulk Load Error File

```

bulk_load_failures (49).txt - Notepad
File Edit Format View Help
Line #: 1 - ;1;389;;-9614436.93 - Error Msg: Fund Code - Incorrect Format
Line #: 2 - A;1;389;;-9614436.93;254 - Error Msg: Invalid Line Format
Line #: 3 - A;1;342;-4638782.78 - Error Msg: Invalid Line Format
Line #: 4 - A;389;;-9614436.93 - Error Msg: Code Type - Incorrect Format
Line #: 5 - EL;A;112;;-2420600.84 - Error Msg: Code Type - Incorrect Format
Line #: 6 - A;1;;-9614436.93 - Error Msg: Item Code - Incorrect Format
Line #: 7 - A;1;21;;8150 - Error Msg: Item Code - Incorrect Format
Line #: 8 - A;2;;9819409 - Error Msg: Item Code - Incorrect Format
Line #: 9 - A;11;1490;12;11.5 - Error Msg: Expenditure Object Code - Incorrect Format
Line #: 10 - A;11;1989;3;12709.7 - Error Msg: Invalid Account Code
Line #: 11 - A;1;389;;-9614436.931 - Error Msg: Amount - Incorrect Format
Line #: 12 - A;1;342;;-1999999999999.99 - Error Msg: Amount - Incorrect Format
Line #: 14 - A;10;5800;;10000 - Error Msg: Invalid Account Code
Line #: 15 - A;1;233;;100 - Error Msg: Invalid Account Code
Line #: 16 - A;1;270;;100 - Error Msg: Invalid Account Code
Line #: 17 - A;2;640;;100 - Error Msg: Invalid Account Code
Line #: 20 - H;10;3501;;2683651.43 - Error Msg: Duplicate Code
Line #: 21 - A;10;4464;;100 - Error Msg: Invalid Account Code
Line #: 22 - FX;1;360;;100 - Error Msg: Invalid Account Code
    
```

Bulk Load Errors

Error Type	Section	Cases
Incorrect File Type	File Type	File is not .txt
Incorrect Format	Format	Not the correct number of semicolons
	Fund Code	Is null, has more than 2 digits, or contains letter or symbols
	Code Type	Is null, has more that 2 digits, or contains letters or symbols
	Item Code	Is null, has less than 3 or more than 4 digits, or contains letters or symbols
	Object Code	Has more than 1 digit, or contains letters or symbols
	Amount	Amount is greater than \$1 trillion, or decimal places more than 2 digits
Invalid Code Type	Code Type	Is a number other than 1, 2, 4, 5, 7, 8, 10, 11, or 13
Invalid Account Code	Code Type & Fund Code & Item Code & Expenditure Object Code	Combination of Code Type, fund code, item code, and object code, does not match an account code in the Chart of Accounts
Invalid Code Sign	Invalid Amount	Amount is negative for account code which should only be positive or vice versa
Duplicate Code	Code Type & Fund Code & Item Code & Expenditure Object Code	Duplicate account code in the bulk load file

Demonstration of Bulk Load



Formatting Data in Spreadsheet

- Export financial data to spreadsheet app
 - Copy and paste data (values only)
 - At minimum, exported data needs to include fund and item code with amounts (ex. A200 \$1000)
- Important Application Features
 - Find and Replace (Located Home Tab/Editing)
 - Text to Columns (located in Data Tab/Data Tools)
 - Flash fill (located in Data Tab/Data Tools)
- Copy and Paste formatted data to txt file



Filing Extension Request

- Filing Extension Request
 - Through AFR system
 - Mailing
 - Must be requested by CFO
 - Available to units with due dates less than 120 days after fiscal year end
- Demonstration of Filing Extension Request



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Thank You



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Website: <https://www.osc.state.ny.us/local-government/required-reporting/annual-financial-report-afr-modernization-project>



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