

AFR SUBMISSION USING THE ISBE ATTACHMENT MANAGER

Please transmit the completed AFR and attachments using the Attachment Manager located at:

<http://www.isbe.net/sfms/afr/afr.htm>

1. Under Internet Submission Select “**Submit Your Completed AFR**” and complete all required information on the screen.

Under “**Receiver Information**”: Select “**Annual Financial Report Group**”.

Under “**Attachments**” either type in the file names to be submitted or use the browse function to locate the files.

2. When the submission is completed, a notification immediately follows that the file was submitted successfully. This will be the receipt and should be printed. Notify ISBE if the submission was completed and no notification was received.
3. All related files should be saved in the AFRyy Folder created before saving. This folder would include the completed AFRyy Excel file.xls and any attachments such as notes, opinion letters and other supporting documents.
4. All files in the folder should be named with the LEA’s eleven-digit number (as previously described on page 2, step 1) with A, B, and C at the end to distinguish the different file names.

Do not submit FOLDERS. Folders do not always transmit during submission to the Attachment Manager and may cause errors. Please submit as individual files. The Attachment Manager allows up to 4 transmissions at once.

Complete all pages of the AFR and use the Instructions located on the **TOC** tab and the “**AUDITCHECK**” tab. The checklist will help you determine if all instructions are followed, attachments are included, and data are entered correctly.