

# **National Park Service Annual Financial Report (AFR) Web Entry User's Guide**

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# TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
1.1	TECHNICAL REQUIREMENTS .....	3
1.2	QUESTIONS AND SUPPORT .....	3
<b>2</b>	<b>AFR WEB SUBMISSION ACCOUNT.....</b>	<b>4</b>
2.1	REQUEST AN ACCOUNT ONLINE .....	4
2.2	CHANGING ACCOUNT INFORMATION.....	5
2.3	FORGOTTEN PASSWORD .....	6
<b>3</b>	<b>WORKING ON THE AFR - GENERAL INFORMATION.....</b>	<b>8</b>
3.1	NAVIGATION & SAVING .....	8
3.2	CLEARING DATA .....	8
3.3	CELL FORMAT GUIDANCE .....	8
3.4	POP-UP BOXES .....	8
<b>4</b>	<b>COMPLETING THE NPS AFR.....</b>	<b>10</b>
4.1	GETTING STARTED .....	10
4.2	CONCESSIONER INFO PAGE.....	10
4.3	SPECIAL GUIDANCE FOR SCHEDULE D – LONG FORM ONLY .....	11
4.4	SPECIAL GUIDANCE FOR SCHEDULE M.....	11
4.5	SPECIAL GUIDANCE FOR SCHEDULES F, K, L AND O – LONG FORM ONLY.....	12
<b>5</b>	<b>SUBMITTING THE NPS AFR .....</b>	<b>13</b>
5.1	SAVING AND PRINTING THE ANNUAL FINANCIAL REPORT .....	13
5.2	SUBMITTING THE AFR AND SUPPLEMENTAL FILES .....	13
5.3	SUBMITTING ADDITIONAL FILES AFTER THE AFR UPLOAD IS COMPLETE .....	15
<b>6</b>	<b>WRAP UP.....</b>	<b>16</b>

# 1 Introduction

This manual will guide you through the process of completing the Annual Financial Report (AFR) for the National Park Service (NPS). You are encouraged to read through this Guide before you start to fill out your electronic AFR.

NPS Commercial Services Program (NPSCSP) has upgraded the AFR entry process to a web-based system. If you need instructions on using the legacy Excel-based system, please see the *AFR Excel Entry User's Guide*.

Once you have entered your financial data, you will be able to electronically save and submit the AFR data to NPS via the AFR website. You will also be able to print paper copies of the AFR to save for your own records. *There is no need for you to complete the AFR in one sitting.* The system allows you to save your work in progress and pick it up again at any time.

## 1.1 Technical Requirements

To complete the AFR you will need a computer with internet connection. The web-based system is compatible with Mac, Windows, Linux and Chrome operating systems, all you need is one of the following web browsers installed:

- [Microsoft Internet Explorer](#) (version 8 or higher)
- [Google Chrome](#) (version 26 or higher)
- [Safari](#) (version 5 or higher)

If you do not have a current version of one of these web browsers, the links above will take you to the website for a free download. Alternatively, you may use the legacy Excel entry process.

Note: Users with a poor or limited internet connection may experience difficulty using the web entry process since it requires a constant internet connection. If this is the case, consider using the legacy Excel entry process.

## 1.2 Questions and Support

If you have questions related to completing the AFR form or on the use of the electronic system, please do not hesitate to contact the park individual responsible for concession matters. The *AFR Excel Guide*, "10 Quick Steps to Completing and Submitting the AFR" and "Frequently Asked Questions" documents on the AFR website, [http://concessions.nps.gov/tools\\_afr.htm](http://concessions.nps.gov/tools_afr.htm), can answer many common questions. You can also email questions to [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov), which will put you in touch with someone from the Washington office.

## 2 AFR Web Submission Account

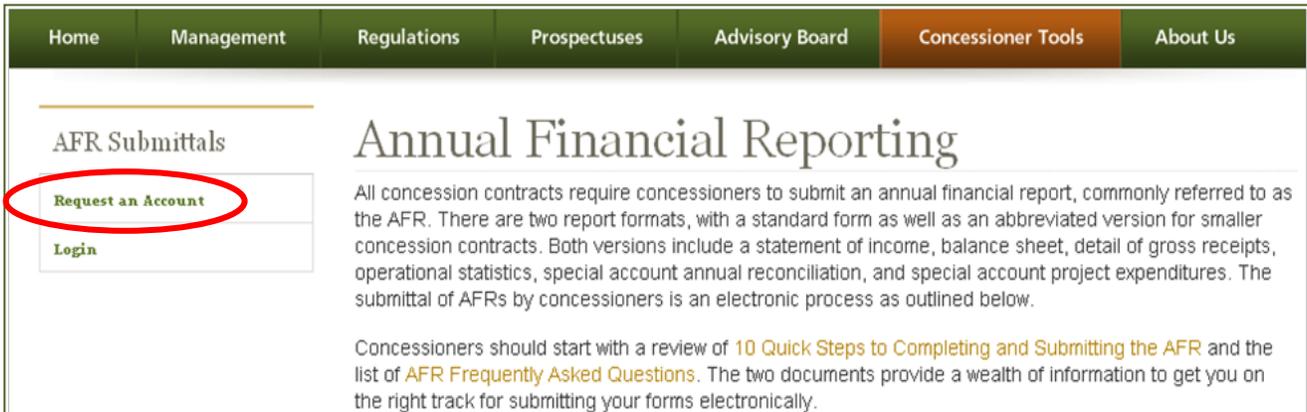
It is necessary to request an account online to complete the AFR. After you submit your request, NPSCSP personnel will activate your account; it may be several days before your account is activated.

Before you can request an account online, you will need to know your individual concID (Concessioner Identification). Every concession operation has its own unique concID that is used to track their concession information in the National Park Service System.

To identify your concID, look at the cover sheet of your concession contract to find your contract number; it should look similar to this example: CC-**ACAD019**-06. The middle 7 characters are your concID; in this example the concID would be **ACAD019**. If you have a problem identifying your concID, please contact your park, they will be able to help you.

### 2.1 Request an account online

Go to the NPS Concession AFR webpage at [http://concessions.nps.gov/tools\\_afr.htm](http://concessions.nps.gov/tools_afr.htm). Once the website opens, click "Request an Account".



You will be redirected to the AFR landing page. Click the 'Register' link on the green bar in the upper right corner of the page. Once the "Create a New Account" page opens, you need to provide some information. First, make sure "Concessioner" is selected for Role. Scroll through the box on the left to find your ConcID, then click to select the ConcID and click the right arrow symbol  to add it to your account. If you have more than one ConcID repeat this step with the remaining ConcIDs. In the boxes below, provide the remaining information: Company Name, First Name, Last Name, Email Address, Phone Number, Password (password should have at least 6 characters), then click "Create Account". Write down your password and keep in a safe place; you will need to know it for all future submittals.

### Create a New Account

Passwords are required to be a minimum of 6 characters in length.

---

**Account Information**

Roles: Concessioner

Choose ConcIDs from: -->

PORE001 -- On Point Associates, LLC	>>	<<	PIRO001 -- Pictured Rocks Cruises
PORE002 -- Fred C. Vaughn			
PORE003 -- Golden Gate Council Of A			
PORE004 -- Point Reyes National Sea			

Company Name:

First Name:

Last Name:

Phone Number:

Email:

Password:

Confirm Password:

If your ConcID is not on the list, or has the wrong company name, please email [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov) for assistance.

Once the System Admin (NPS Personnel) activates your account, the system will automatically send an email to the email address on the account verifying that your account has been activated. If you do not receive an email (check your spam box first), please send an email to [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov). You will not be able to submit your AFR until your account is activated.

## 2.2 Changing Account Information

Once an AFR account has been created, it remains in the system; you can use the same account year after year. However, sometimes it may be necessary to update an account; for example if a new person becomes responsible for submitting the AFR or if your phone number changes. First, login to the AFR website (<https://afrsubmission.nps.gov/>) with your email address and password.

### Log In

Please enter your username and password. [Register](#) if you don't have an account.

---

**Account Information**

Email:

Password:

Then click "View/Update My Profile" on the left side of the menu. Enter your new information in the boxes, then click "Update Profile" to complete the update.

**View/Update Account**

**Account Information**

ConcIDs: BLRI004 BUFF031 CANY024 DEN

Company Name: Concessioner

First Name: Jane

Last Name: Doe

Phone Number: 123-456-7899

E-mail: concessioner@concessioner.com

Update Profile Cancel

### 2.3 Forgotten Password

The AFR website has a feature to reset your password if you have forgotten yours. Simply click the "Forgot Password" link on the home page, then fill in your email address and click "Submit."

Log In | Register | **Forgot Password**

**Forgot Your Password?**

Enter your email that you have registered with the AFR to receive your password.

Email:

Submit

An email will be sent within a few minutes with a temporary password for you to use.

From: afr\_submission@nps.gov Sent: Tue 11/1/2011 10:10 AM  
To: Emily Backus  
Cc:  
Subject: Password

Your password for AFR Submission website has been reset.

According to our records, you have requested that your password be reset. Your new password is:

**Email:** [ebackus@prizim-inc.com](mailto:ebackus@prizim-inc.com)  
**Password:** 8Zf4}6vC]>:VU2

If you have any questions or encounter any problems logging in, please contact Emily Backus at (303) 987-6919 or Jeannie Short at (303) 987-6916.

Thank you!

Return to the login page and login with your email address and the new password from the email. Once you have logged in, you may change your password to something more memorable by clicking the “Change Password” link on the upper right.

Welcome emily\_backus@contractor.nps.gov! [ Log Out ] **Change Password**

## Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

**Account Information**

Old Password:

New Password:

Confirm New Password:

**Change Password** Cancel

Enter the password emailed to you in the Old Password box, then type the password of your choice in the following boxes. Click “Change Password” to complete. The next time you login, use the new password you entered.

## 3 Working on the AFR - General Information

### 3.1 Navigation & Saving

You will see a row of tabs at the top of the window. Each tab represents a separate Schedule on the AFR form. You can click on each tab to navigate to the corresponding Schedule.



Each Schedule has a **'Save and Go to Next Page'** button on the upper-right. Make sure you click this button before proceeding to the next Schedule to save your work. Your entries will be saved on the AFR form until you choose to clear them.

If you need to save and exit the AFR application and plan to finish at a later time, click the **'Save and Go to Next Page'** button, then close the application. Your information will be saved as you entered it and you can finish the next time you login.

### 3.2 Clearing Data

On the Concessioner Info page there is a button called **'Clear All Data.'** Clicking this button will remove all data entered in your AFR. Use this button to remove AFR data if you enter multiple AFRs each year. Note that once the data is cleared, it cannot be retrieved.

### 3.3 Cell Format Guidance

Cells that are designed to accept dollar amounts only allow whole dollar amounts. When entering your data, please round cents to the nearest dollar.

Cells that are designed to accept percentages only allow valid percentages. Please enter a percentage between 0 - 100%. You do not need to type the '%' symbol as it will already be provided within the cell.

You should format dates as mm/dd/yyyy in any cells that require the entry of a calendar date. Most date cells also have a date-picker button that allows you to choose the date from a pop-up calendar.

Some cells do not require data entry; they contain formulas that calculate a value based on data you entered into prior cells. These cells are shaded either yellow or light grey. You **cannot** alter these cells.

Leave cells for which you have nothing to report blank. Do not enter zeros, dashes, "N/A," etc. **Note that there is one current exception to this rule. If you accidentally enter the wrong percentage of gross receipts fee on Long Form Schedule B, Lines 23-25 and the calculation in Line 26 doesn't update correctly once the correct information is entered, please enter zeros in any unused cells in lines 23-25.**

### 3.4 Pop-Up Boxes

Most fields within the AFR include pop-up boxes that will appear when your mouse is hovering over a cell. These pop-up boxes offer helpful instructions for completing the data entry associated with the cell.

AUTO SERVICE		60 Sports Facilities
24 Fuel and Oil	<input type="text"/>	61 Other: <input type="text"/>
25 Parts, Service and Other	<input type="text"/>	<input type="text"/>
26 AUTO SERVICE DEPARTMENT TOTAL		EMPLOYEE CHARGES

Sales to visitors of automobile fuel and oil products.

## 4 Completing the NPS AFR

### 4.1 Getting Started

Once your account has been activated, you may begin entering your AFR online. To access the AFR entry, go to [afsubmission.nps.gov](http://afsubmission.nps.gov), then click the link that says “login to the AFR Web Entry System”. You will be prompted to enter your username and password. On the next page, click either the link for the Long Form or the Short Form to access the AFR entry form.

### 4.2 Concessioner Info Page

The first page you should complete is the Concessioner Info worksheet. When you open the AFR form, you will see the page below.

The screenshot shows the 'Concessioner Info' form for the National Park Service. At the top, there are tabs for 'A', 'B', 'C', 'M1', and 'Submit'. The form title is 'UNITED STATES DEPARTMENT OF THE INTERIOR NATIONAL PARK SERVICE CONCESSIONER ANNUAL FINANCIAL REPORT (For Concessioners with Gross Receipts Less Than \$500,000)'. Below the title, there are fields for 'For the period from:' and 'To:', with 'Save and go to next page' and 'Clear All Data...' buttons. The 'Concessioner Id:' field is a dropdown menu with 'Select ConcID...' selected. Below it are fields for 'Concessioner:' and 'Park Unit:'. There are also fields for '(Contract or Permit No.)', '(Effective Date)', and '(Expiration Date)'. A 'Relationship:' section has radio buttons for 'Corporation', 'S Corporation', 'Limited Liability Corporation', 'Partnership', 'Sole Proprietorship', and 'Other'. The bottom section is titled 'ANNUAL FINANCIAL STATEMENT CERTIFICATION' and includes a blue link: 'COMPLETE THE CERTIFICATION IF YOU ARE THE CONCESSIONER AND RESPONSIBLE FOR THE ANNUAL FINANCIAL REPORT'. Below this is a text area for a certification statement and three input fields for '(Name of Person Responsible for Report Information)', '(Title)', and '(Date)'.

The '**Concessioner Info**' sheet includes a drop down box that contains Concessioner IDs. Click on the arrow on the right side of the '**Concessioner ID**' cell and a drop down menu will appear.

This close-up shows the 'For the Period from' field set to '01/01/2002' and the 'to' field set to '12'. Below it, the 'Concessioner ID' dropdown menu is open, showing a list of concessioner IDs and their corresponding business names. A red arrow points to the dropdown arrow on the right side of the menu. The list includes: ACAD001 - Acadia Corporation, ACAD008 - Kentucky Carriage & Livery, Inc, ACAD010 - National Park Tours, ACAD011 - Oli's Trolley, ACAD012 - Edward Winterberg, ACAD013 - Carriages in the Park, Inc., AMIS002 - Lake Amistad Resort and Marina, and AMIS003 - Rough Canyon Marina, 1144.

You can then use the arrows on the right of the menu to scroll to your Concessioner ID and business name. Once you have found the correct ID, select the information by simply clicking on the line. The

information you select will automatically fill the 'Concessioner ID,' 'Concessioner' and 'Contract or Permit No.' cells.

### 4.3 Special Guidance for Schedule D – Long Form Only

Schedule D includes a feature that allows you to choose whether to complete the 'Schedule D for Possessory Interest' (DPI) or the 'Schedule D for Leaseholder Surrender Interest' (DLSI).

Before completing Schedule D, you must determine which version of the schedule is appropriate for your concession. If you are not sure which Schedule D you should use, please contact your park. The AFR Long Form will show a tab labeled 'DLSI.' Once opened, you can use the button in the upper left corner to switch to DPI, if necessary. If you switch versions after you have started entering data, you will lose any information entered into the other version of Schedule D.

The screenshot shows the 'SCHEDULE D - DEPRECIABLE FIXED ASSETS INCLUDING LEASEHOLD SURRENDER INTEREST' form. At the top, there are tabs for 'Concessioner Info', 'A', 'A1', 'B', 'C', 'DLSI', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M1', 'N', 'O', 'P', and 'Q'. The 'DLSI' tab is active. Below the tabs is a 'Submit' button. The main title of the form is 'SCHEDULE D - DEPRECIABLE FIXED ASSETS INCLUDING LEASEHOLD SURRENDER INTEREST'. Underneath, there are two fields: 'CONCESSIONER:' and 'Year Ending: 2013'. To the right of these fields is a 'Save and go to next page' button. Below this, there is a button labeled 'Switch to Schedule D for Possesory Interest' with a red arrow pointing to it. The form is divided into two main sections: 'ASSETS IN WHICH LEASEHOLD SURRENDER INTEREST IS CLAIMED' and 'NON LEASEHOLD SURRENDER INTEREST ASSETS'. The first section has columns for 'NPS Approved Capital Improvements', 'Capital Improvements', and 'Transportation Equipment'. The second section has columns for 'Furniture Fixtures Equipment' and 'Other'. Below these columns is a table with columns labeled 'A', 'C', 'D', 'E', 'F', and 'G'. The table has two rows: 'A. Cost' and '1. Depreciable Fixed Assets, Prior Year Balance'. The 'Total' column (G) in the second row is highlighted in yellow.

### 4.4 Special Guidance for Schedule M

By default, the AFR form displays one 'Schedule M - Operational Statistics'. Some concessioners however, may need to complete multiple copies of this schedule, if there multiple instances of the same type of operation within the park (e.g. 2 gift shops and 3 snack bars.) A maximum of seven Schedules M are allowed. If you feel that more than seven schedules are needed, please work with your park's concessions contact to consolidate your information. To insert additional schedules, click on the drop-down menu arrow, located in the top right corner of the schedule.

A menu will appear that gives you the option of inserting up to seven copies of the Schedule. Select the number of Schedules you would like inserted and then click the 'Add/Drop Schedules' button to complete the process.

Once the Schedules have been successfully inserted, additional tabs will appear at the top of the screen. Any time the user elects to complete more than one Schedule M, a tab titled '**M-total**' is inserted. This tab does not require any user input, but simply provides a summary of all Schedules M completed.

Users can reduce the number of Schedules M at any time. If you decide additional Schedules M are unnecessary, select the tab '**M1**' and use the drop down menu, located in the top right corner of the Schedule, to select the appropriate number of Schedules M. Click the '**Add/Drop Schedules**' button to complete the process. Before the additional Schedules are deleted, a warning box will appear verifying you wish to proceed. To delete the additional Schedule M, click '**OK,**' to discontinue the process, click '**Cancel**'.

Once all of the spreadsheets have been completed, select the '**Submit**' tab and continue to Section 7, *Submitting the NPS AFR*, of this document.

#### **4.5 Special Guidance for Schedules F, K, L and O – Long Form Only**

Some concessioners will have a large amount of information to report in Schedules F, K, L or O that will not fit in the regular AFR Long Form. In this case, you may create a separate document in Microsoft Excel, Word or Adobe Acrobat and upload it to the AFR website when you submit your AFR (see pages 24-25).

Additional files should be saved in the same location as the AFR and must be named "CONCID\_FiscalYear\_documentname." For example, BUIS001\_2012\_CPARReview. Please do not lock or protect the document files; this prevents the NPS' ability to combine the files with your AFR.

Creating a PDF of Schedules F, K or O can be helpful for concessioners who use their own accounting software to keep track of these items. Instead of inputting all of the data into the AFR worksheets, it can simply be saved as is and uploaded. However, it is vital that **all** of the information required on these schedules is reported, even if the formatting is different.

## 5 Submitting the NPS AFR

Submitting your AFR via the NPS AFR website is a simple process that can be completed using your web browser. Once you have finished entering all data in each worksheet of the NPS AFR select the 'Submit' tab at the top of the AFR. Also, be sure to check that of your work in each worksheet has been saved.

Concessioner Info | A | A1 | B | C | DLSI | E | F | G | H | I | J | K | L | M1 | N | O | P | Q | Submit

### AFR Long Form Submission Instructions

#### Submit Documents

1. If you have completed the AFR and are ready to submit:
  - First, download a copy of your Annual Financial Report for your records. Once the PDF file is downloaded, you can save it on your computer or print it.
  - Next, click the Submit AFR button to transmit your AFR to NPS
  - Finally, click the 'Complete AFR Submission...' button to upload other files (if needed), such as your financial notes, and complete the AFR submission process
2. If you have partially completed the AFR and plan to complete and submit later:
  - Navigate to any of the Schedules and click the "Save and go to next page" button. All information currently entered will save and will be available the next time you log in to the system

---

1.
2. 
  - ConcID:
  - Reporting Period Begin Date:
  - Reporting Period End Date:
3.

Step3 allows you to upload additional files (if needed) and completes the AFR submission process.

Questions? Email: [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov)

### 5.1 Saving and Printing the Annual Financial Report

You can use the 'Download AFR' button to save a PDF copy of the Annual Financial Report. Printing and maintaining a hardcopy of the AFR is suggested in the event that NPS should have questions about your data. Once you have clicked the 'Download AFR' button, a PDF file will be saved to your computer. **Note that this can take up to a minute to fully create the PDF and begin the download.** Depending on the browser you use, it may display at the bottom of your browser window and/or be saved in your computer's 'Downloads' folder. To print the file, open it, then select 'File' and 'Print' from the menu at the top of the page.

### 5.2 Submitting the AFR and Supplemental Files

When you are ready to transmit your AFR to NPS, click the 'Submit AFR' button. Next, click the 'Complete Submission' button, which will take you to the transmission screen. On the next screen, if you do not have additional files to upload, simply click "Submit All Uploaded Documents."

## Submit Documents

Upload additional files, if needed.

**1. Upload Supporting Documents** Click Browse/Choose File and navigate to your computer to locate your Schedule K, Schedule F, Opinion Letter, Financial Statements, or other supporting documents (.pdf,.doc,.xls). Double-click on the file to select it. Then click the Upload File button.

### ConcID:

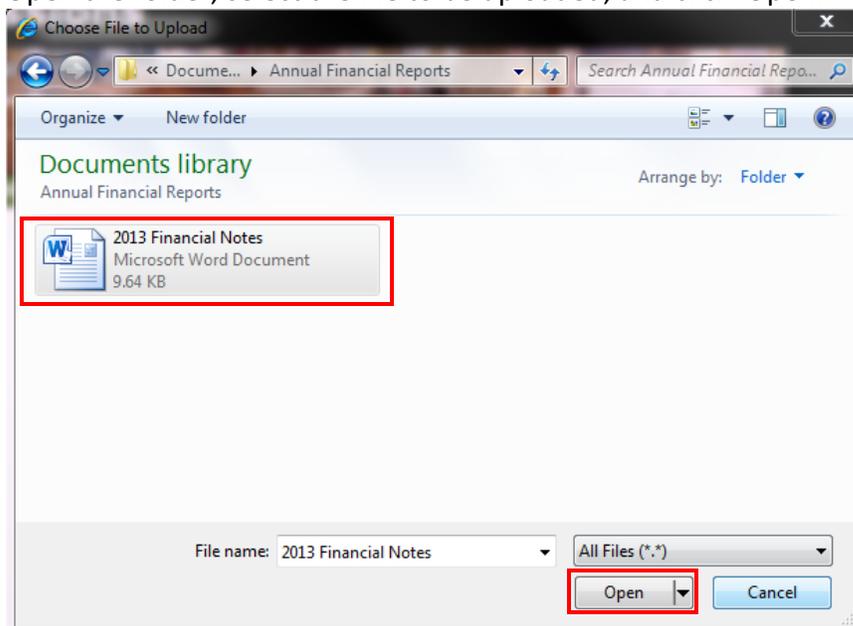
Reporting Period Begin Date:

Reporting Period End Date:

**2. Transmit** After uploading all files, click the Submit All Uploaded Documents button to transmit the files to NPS:

If you wish to upload additional files with your AFR, follow these steps:

1. To upload a file, click the "**Browse**" button and navigate the folder where your document is saved.
2. Open the folder, select the file to be uploaded, and click 'Open.'



3. Then click the "**Upload File**" button to upload your document.
4. If there are additional files that you would like to upload, repeat steps 2 through 4 until you have uploaded all of the files you would like to submit.
5. After adding each document that you need to upload, click the "**Submit All Uploaded Documents**" button to complete the upload. If the upload was successful you should see the message: "Submission Completed" in bright green letters. You will also receive an email

verifying that your AFR has been received. If you do not receive one within 48 hours, please contact the Administrator at [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov).

Submission Completed

**Submit Documents**

First, upload an Annual Financial Report (.xml). Then upload other files, if needed.

---

**1. Upload AFR file (.xml):**

**ConcID:** BLRI001

Reporting Period Begin Date: 2010-01-01

Reporting Period End Date: 2010-12-31

---

**2. Use the same control above to upload Schedule K, Schedule F, Opinion Letter, Financial Statements, or other supporting documents (.pdf,.doc,.xls)**

---

**3. After uploading files:**

### 5.3 Submitting Additional Files After the AFR Upload is Complete

The AFR website allows you to upload additional files after your AFR has been uploaded, which can be helpful if you've forgotten to submit something or the NPS requests additional supporting information. Before you start, make sure the document files are not locked or protected; this prevents the NPS' ability to combine the files with your AFR. To submit, first login to the AFR website as detailed in section 6.3 above. You will see the Submission Log:

AFR FORMS DOWNLOAD
ANNUAL FINANCIAL REPORTING
Submit AFR
Submission Log
View/Update My Profile

### Submission Log

ConcID	User	Uploaded On	Attachments	
<input type="text"/>				
ROMO012	emily_backus@contractor.nps.gov	05/10/2011	0	
GRTE025	emily_backus@contractor.nps.gov	04/12/2010	0	

Edit Button

Click on the Edit button to the right of the Annual Financial Report that corresponds with the additional documents you are uploading. A similar uploading screen will appear as when you originally uploaded your AFR. Follow steps 3-5 above to complete the upload of the additional files.

### Submit Additional Documents

Use this form to add additional documents to an AFR previously submitted. The AFR that these documents will be attached to is: **BLRI001 - uploaded on: 11/01/2011**

Use step 1 to upload documents one by one. Then in step 2, submit all uploaded documents at once.

1. Upload document  
(.pdf,.doc,.xls, .xml):

Browse...

Upload File

**ConcID:**

BLRI001

Reporting Period Begin  
Date:

Unavailable

Reporting Period End  
Date:

Unavailable

2. After uploading files:

Submit All Uploaded Documents

## 6 Wrap Up

The National Park Service is committed to the development of a streamlined AFR reporting process. Your feedback is an important part of this effort. If you encounter difficulties in completing the AFR, or would like to provide feedback, please do not hesitate to contact the park individual responsible for concession matters. If necessary, the regional or Washington office will also be available.