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# 1 Introduction

This manual will guide you through the process of completing the Annual Financial Report (AFR) Long Form for the National Park Service (NPS). You are encouraged to read through this Guide before you start to complete your electronic AFR. The Guide provides general information on correctly completing the form, as well as guidance for changing the security levels setting in your Excel program, so that the macros in the files will work.

NPS Commercial Services Program (NPSCSP) has used a **Microsoft Windows**<sup>®</sup> based application, **Microsoft Excel**<sup>®</sup> (Excel), to develop the electronic AFR Forms. This document assumes you are familiar with basic uses of Microsoft Windows. If you are not, please consult an individual within your organization or park that is familiar with Microsoft Windows. The *AFR Excel Guide*, available on the AFR website is an additional resource available for those who are unfamiliar with Excel.

NPSCP has designed the AFR Forms in Excel so that concessioners can easily enter and submit financial reporting data to the National Park Service. If you are familiar with Excel, you will find that the application is much more than an ordinary spreadsheet; it is highly automated and controlled, facilitating efficient and accurate data entry and submission. Once you have entered your financial reporting 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 Long Form in one sitting.* Excel allows you to save your work in progress and pick it up again at any time.

## 1.1 Technical Requirements

To complete the AFR Long Form you will need a licensed copy of **Microsoft Excel**<sup>®</sup> 2000 or later. Your computer will also need to meet the following minimum requirements in order to support Excel:

Component	Requirement
Computer & processor	Intel Pentium 233-MHz or faster processor
Memory	128 megabytes (MB) of RAM
Hard disk	150 MB of available hard-disk space
Screen Resolution	800 × 600 pixels or higher
Operating System	Microsoft Windows <sup>®</sup> 2000 with Service Pack 3, Windows XP or later
Internet Connection	Internet functionality requires dial-up or broadband Internet access

The electronic AFR process is not compatible with Mac computers. If you have a Mac, please contact your park for permission to file a paper copy of the AFR and for a copy of the AFR form.

## 1.2 Questions and Support

If you have questions related to completing the AFR form or on the use of the electronic version, 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://www.nps.gov/commercialservices/tools\\_afr.htm](http://www.nps.gov/commercialservices/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

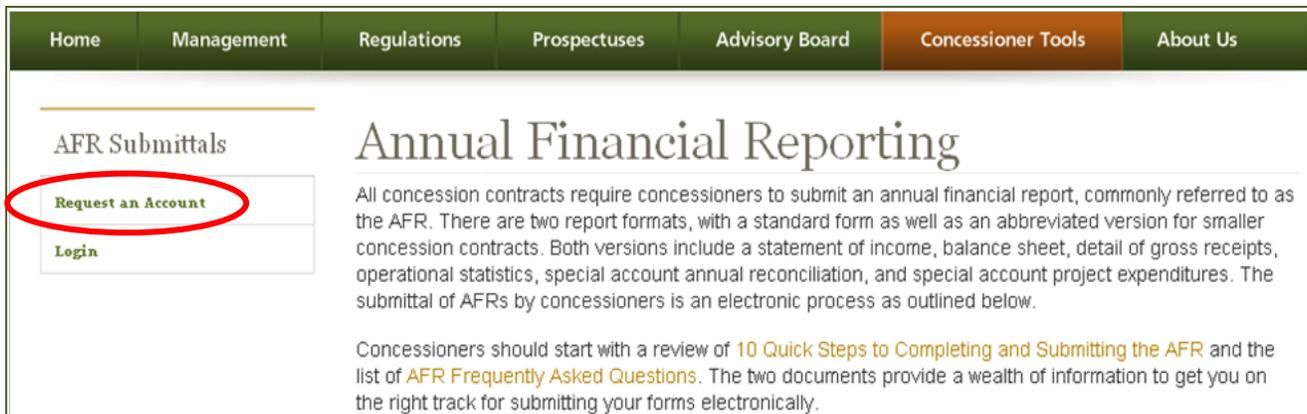
It is necessary to request an account online to submit your completed AFR forms. It is recommended you request your account before you complete your AFR Forms. After you submit your request, NPSCP personnel will have to activate your account; the process of activating your account by NPSCP personnel may take several days.

Before you can request an account online, you will need to know your individual ConclD (Concessioner Identification). Every concession operation has its own unique ConclD that is used to track their concession information in the National Park Service System; it is actually part of your contract or permit number.

- If you have a concession contract, look at the cover sheet to find your contract number; it should look similar to this example: CC-**ACAD019**-06. The middle 7 characters are your ConclD; in this example the ConclD would be **ACAD019**.
- If you have a concession permit, your permit number should be in the upper left hand corner of your permit and should look like the example given above: CP-**ACAD019**-06. Your ConclD would also be the middle 7 characters of your permit number: **ACAD019**. If you have a problem identifying your ConclD, 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://www.nps.gov/commercialservices/tools\\_afr.htm](http://www.nps.gov/commercialservices/tools_afr.htm). Once the website opens, click "Request an Account".



(Alternately, you can go to <http://afsubmission.nps.gov> and click "Register"; both websites will take you to the same place.)

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 ConclD, then click to select the ConclD and click the right arrow symbol  to add it to your account. If you have more than one ConclD repeat with the remaining ConclDs. 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 Form 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 (<http://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.

NPS HOME

CONCESSIONS HOME

AFR FORMS DOWNLOAD

ANNUAL FINANCIAL REPORTING

Submit AFR

Submission Log

View/Update My Profile

### View/Update Account

---

**Account Information**

ConcIDs:

Company Name:

First Name:

Last Name:

Phone Number:

E-mail:

### 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](#)

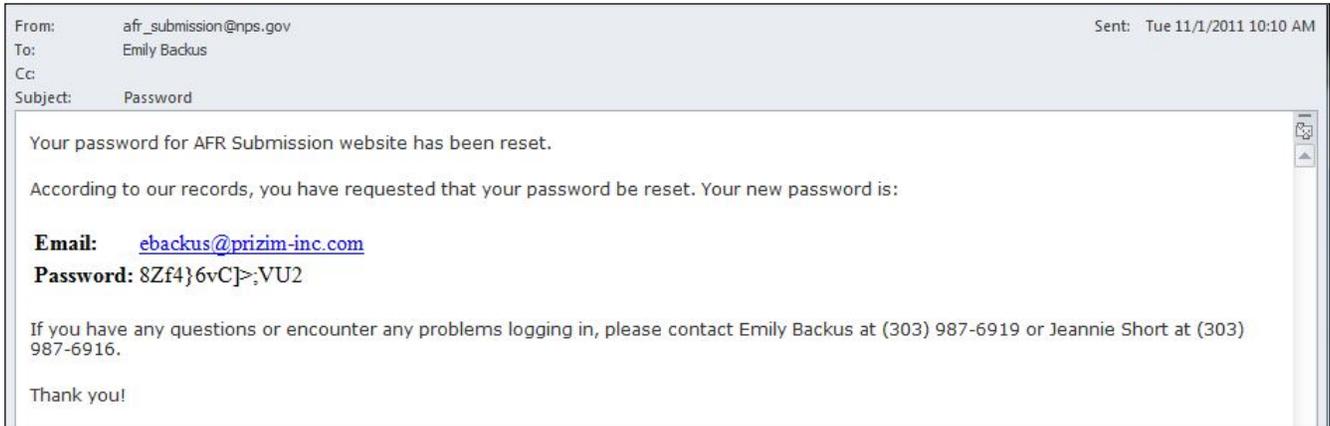
---

**Forgot Your Password?**

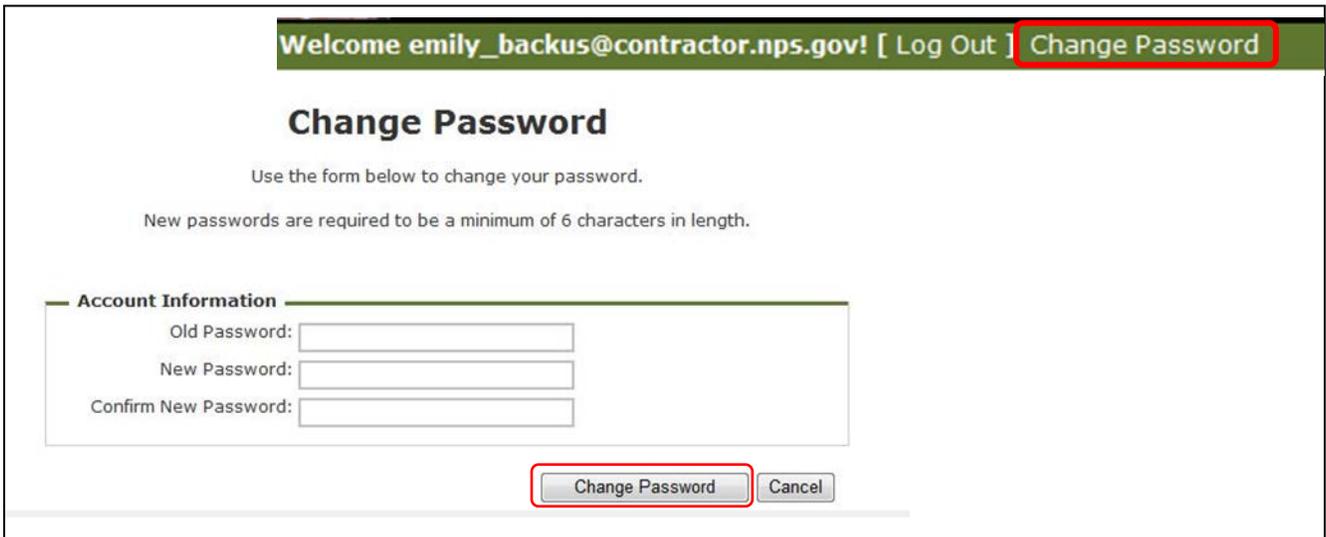
Enter your email that you have registered with the AFR to receive your password.

Email:

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



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.



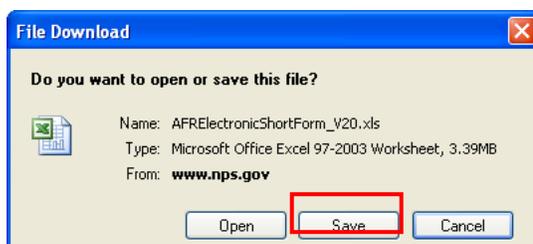
Enter the password emailed to you in the Old Password box, then type the password of your choice in the following boxes. Click "Change Password" to complete. The next time you login, use the new password you entered.

### 3 Downloading the AFR User Guide and Forms

Each year when you are ready to work on your AFR, you must go to the following website and download the form(s) again. This will ensure that you have the most current form available. Do not use the form you downloaded for the previous year, doing so might cause problems with your submittal.

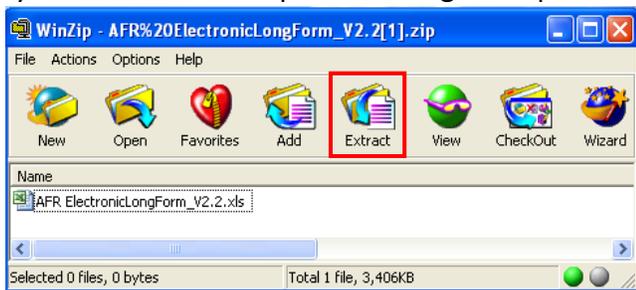
You can download the following on [http://www.nps.gov/commercialservices/tools\\_afr.htm](http://www.nps.gov/commercialservices/tools_afr.htm):

- AFR Electronic Long Form
- AFR Electronic Short Form
- Short Form Fees Worksheet
- AFR User's Guides
- AFR Excel Guide
- Frequently Asked Questions
- 10 Quick Steps to Completing and Submitting the AFR



Click on the green file name to download the file; a box will open asking if you want to save or open the file, choose save\*. Do not choose "open" or the AFR forms will not work correctly.

\*Note: the AFR Electronic Long Form is currently posted as a compressed (zipped) file. To use the file, you will have to unzip it first using WinZip or another extraction program. Most computers with



Windows have this program installed, if you do not, send an email to [afr\\_submission@nps.gov](mailto:afr_submission@nps.gov). To extract the file, click on the file, then choose "open". This will automatically open the Winzip program. Click on the file, then click "Extract" to choose a location to save the file.

Save the files you need to a folder where you can easily access them. If you are unfamiliar with how to download and save documents from the website using Microsoft Excel, please refer to the *AFR Excel Guide* before proceeding.

#### Helpful Links

[AFR Frequently Asked Questions](#)

[10 Quick Steps to Completing and Submitting the AFR](#)

[AFR Long Form User's Guide](#)

[AFR Long Form \(compressed version\)](#)

[AFR Short Form User's Guide](#)

[AFR Short Form](#)

[AFR Excel User's Guide](#)

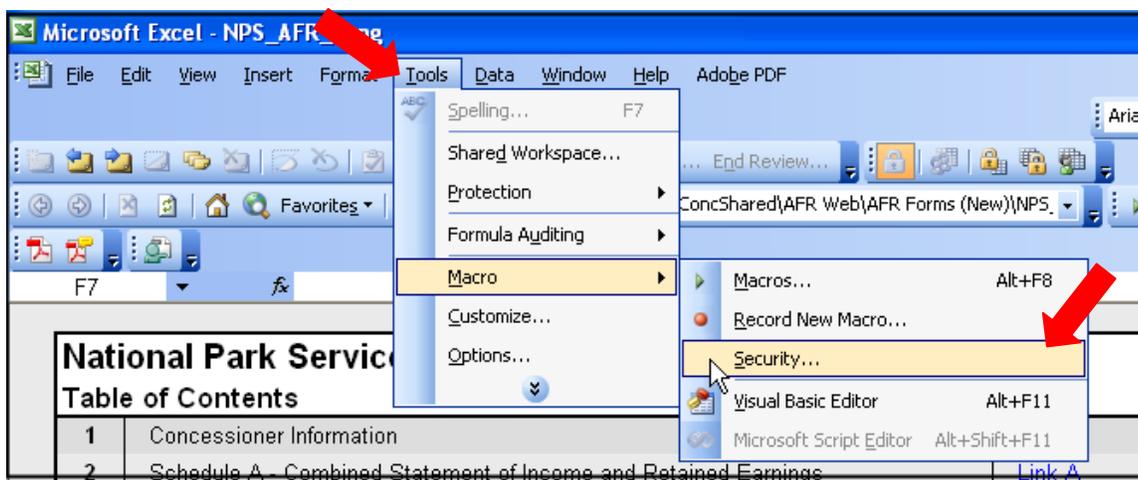
## 4 Macro Settings MUST BE CHANGED Before Completing the NPS AFR Long Form

If you are unfamiliar with the basic uses of Excel, you are encouraged to review the *AFR Excel Guide* before proceeding with this section.

After you have downloaded and saved the AFR form to your computer and are ready to start filling in your AFR, **BEFORE** you open the NPS AFR Long Form, you need to change the Excel security settings first to enable the macros built in to the form.

### ***How to Change Excel Security Settings for Excel 2003:***

First, open Excel and select “Tools” from the menu, select “Macro” then “Security” from the dropdown menu.



Note the level the macros are set now so you can return the settings to the original position after completing your AFR. Then, change the Security Settings to “Low” and click “OK”.

When you open the NPS AFR Long Form a Security Box may appear warning you that '**Macros may contain viruses.**' However, the macros contained within the NPS AFR Short and Long Forms enhance the worksheets and do not contain viruses – this is simply a standard warning issued by Microsoft Excel for any file that contains advanced coding. To proceed, select the '**Enable Macros**' button. Once macros have been enabled, the worksheet will continue to open.

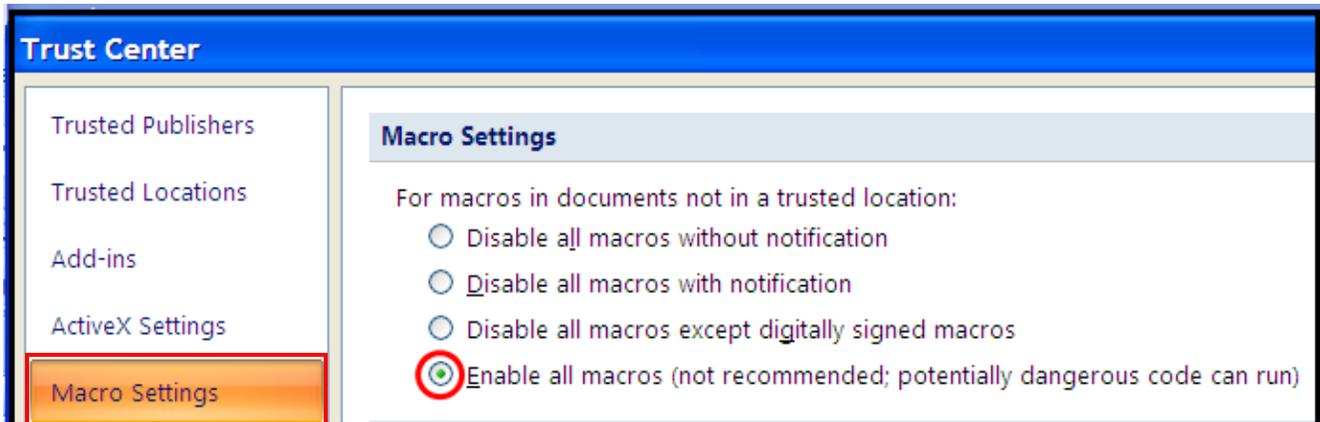
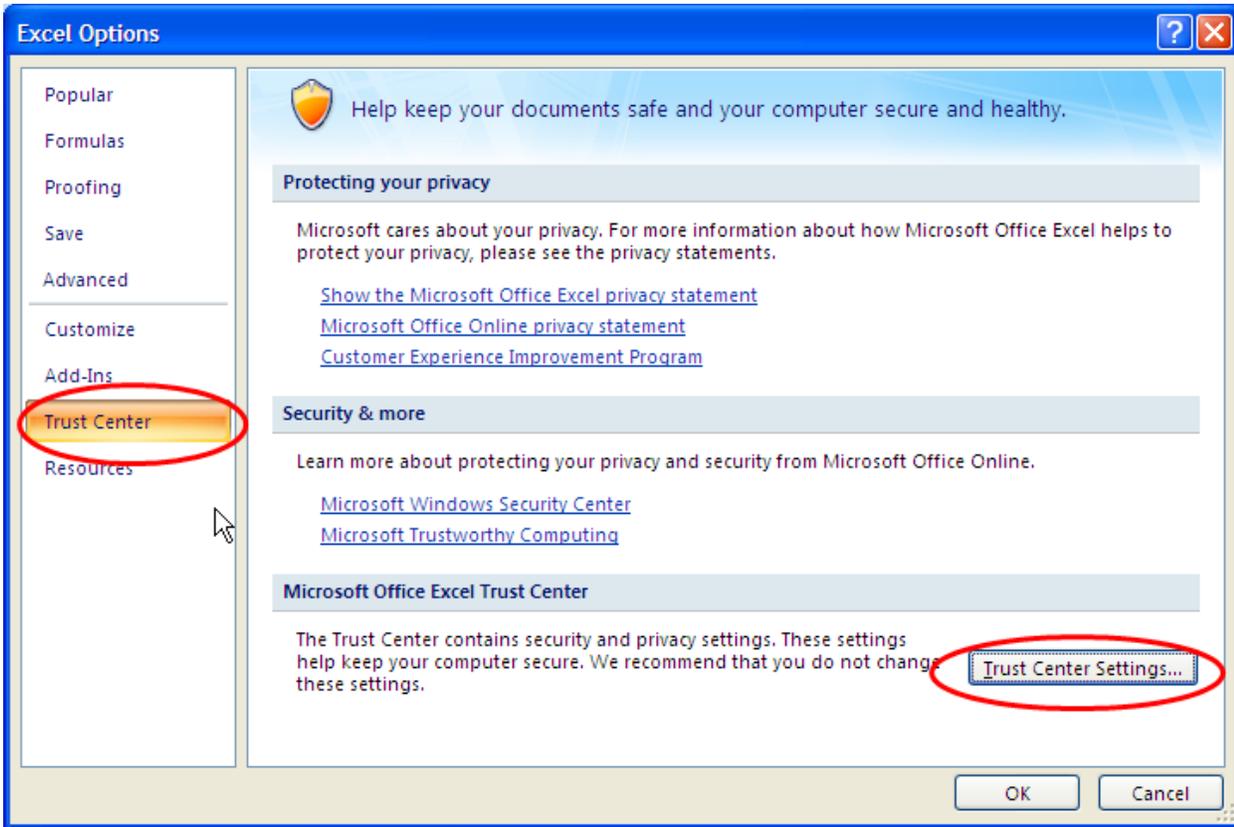
### ***How to Change Excel Security Settings for Excel 2007 or 2010:***

If you are using Microsoft Excel 2007, there are two settings that must be changed in order for the electronic AFR to work; Macro settings and ActiveX settings.

In Excel 2007, click the Microsoft Office Button , or in Excel 2010 click on the File menu, and then click Excel Options.



Then, click **Trust Center**, click **Trust Center Settings**, and then click **Macro Settings**.

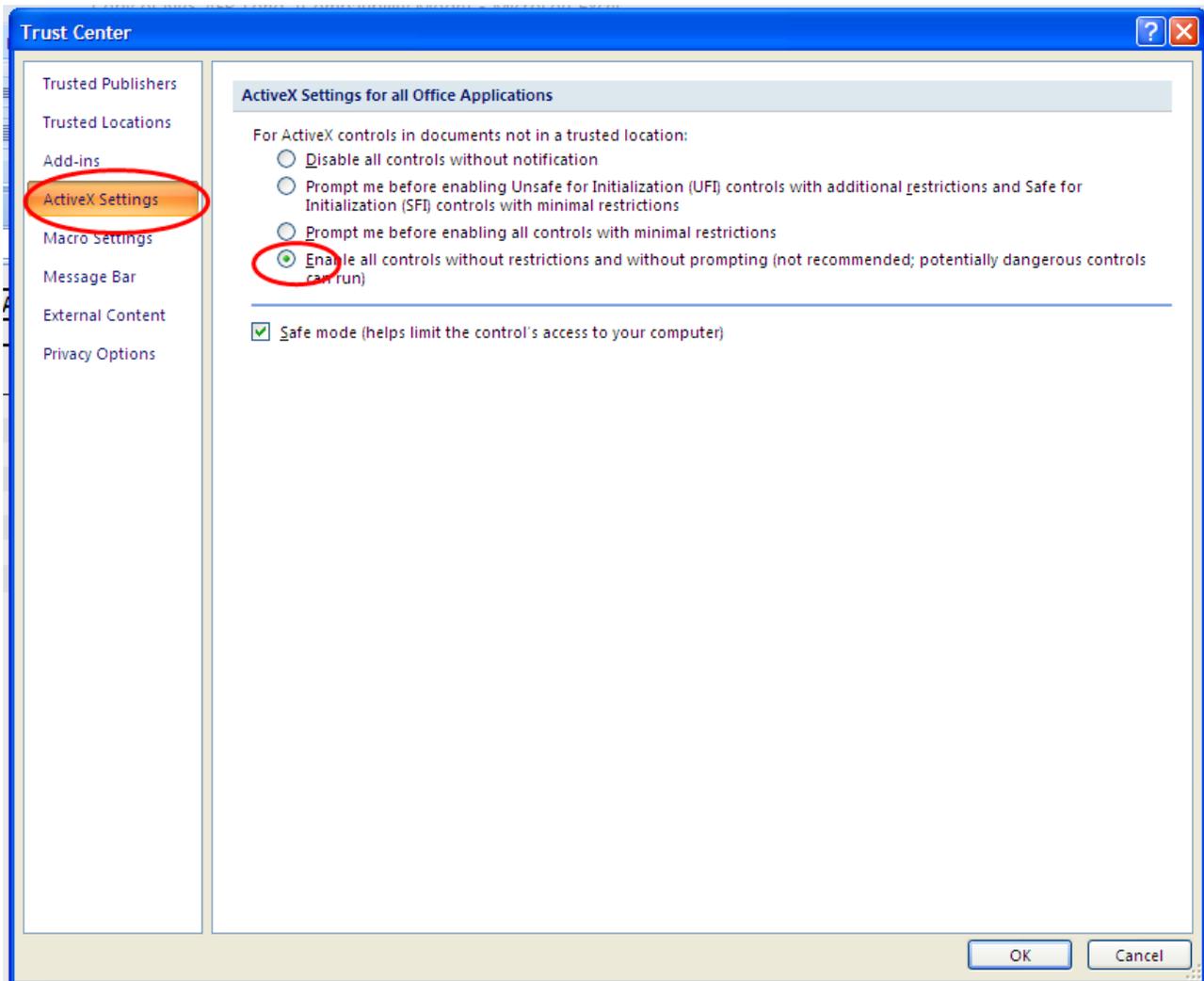


Click the option “**Enable all macros;**” selecting this option to allow all macros to run. Even though the message for this option states that it is not recommended, and that potentially dangerous code can run, this option must be selected for the electronic AFR process to work. After you finish working on your AFR, you can return your macro settings to their original setting to keep your computer protected.

Then click **ActiveX Settings** on the left side of the Trust Center window.

Select **Enable all controls without restrictions and without prompting (not recommended, potentially dangerous controls can run)** to enable all ActiveX controls in documents with minimal restrictions. Again, this option must be selected for the electronic AFR process to work. You may return the ActiveX settings to their original position after you complete the AFR.

Click on OK and OK again to get back to the Excel screen.



You are now ready to open the NPS AFR Long Form and begin filling it out.

## 5 Working on the AFR in Microsoft Excel - General Information

### 5.1 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. Where, mm = month, dd = day and yyyy = four digit calendar year.

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 tan 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.

If you are unfamiliar with Excel and need more guidance on cell formatting, see the *AFR Excel Guide*.

### 5.2 Info Button

Many schedules within the NPS AFR Long Form include additional user instructions. If the schedule includes extra guidance, an 'Info' button will display in the top left corner of the spreadsheet. Simply click on the button and the information will appear on your screen. If nothing pops up when you click the Info button, the macro security level is not set properly. Refer to pages 7-9 for more information.

SCHEDULE G - DETAIL OF GROSS RECEIPTS	
CONCESSIONER: 0	YEAR ENDING: 1/0/00
DETAIL OF GROSS RECEIPTS	
<b>LODGING</b>	<b>TRANSPORTATION OF VISITORS</b>
1 Hotel and Motel	36 Water
2 Cabins and Cottages	37 Air
3 Hostels	38 Ground

**Instructions - Schedule G**

SCHEDULE G - INSTRUCTIONS - SUPPLEMENTAL SCHEDULE  
DETAIL OF REVENUE

Each concessioner is required to submit an annual financial report which reflects the results of that operation pursuant to the contract authorization. Financial reports should reflect only in-park operations and not include income and expenses of other non-concession operations or business of a concessioner's organization.

Enter on the appropriate lines the revenues from each of the services listed. Enter total by department, as indicated. Amounts entered in the "This Year Departmental Total" column must be forwarded to Schedule H. Total revenue amounts reported on Schedules A, B, G, and H must be the same.

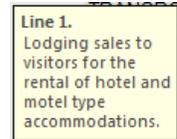
Revenue should include all receipts from electronic media sales including internet and catalog sales.

OK

Read the instructions, and click the 'OK' button to close the instruction box.

### Pop-Up Boxes

Most fields within the AFR Long Form include pop-up boxes that will appear once you have selected a cell. These pop-up boxes offer helpful instructions for completing the data entry associated with the cell.



Occasionally the pop-up boxes will cover the cell into which you are trying to enter information. If this happens, simply click on the box and drag it to another spot on the screen. Once you have moved the box, it will remain in the same spot until you move to the next spreadsheet.

### 5.3 Using the Table of Contents

Once you have opened the NPS AFR Long Form file, ensure the 'Table of Contents' tab is selected. To select the tab, click on the tab titled 'Table of Contents' at the bottom of the screen.



There are two ways to access Schedules within the Long Form. You can use the tabs at the bottom of the screen to move from one Schedule to another, or you can use the links provided to the right of

National Park Service - AFR Long Form		
Table of Contents		
1	Concessioner Information	<a href="#">Link ID</a>
2	Schedule A - Combined Statement of Income and Retained Earnings	<a href="#">Link A</a>
3	Schedule A-1 - Statement of Income and Comprehensive Income	<a href="#">Link A1</a>
4	Schedule B - Computation of Government Fees and Special Account Contributions	<a href="#">Link B</a>
5	Schedule C - Balance Sheet	<a href="#">Link C</a>
6	Schedule D - Depreciable Fixed Assets Including Leasehold Surrender Interest	<a href="#">Link DLSI</a>
7	Schedule D - Depreciable Fixed Assets Including Possessory Interest	<a href="#">Link DPI</a>
8	Schedule E - Statement of Cash Flows - Direct Method	<a href="#">Link E</a>
9	Schedule F - Notes to the Financial Statements	<a href="#">Link F</a>
10	Schedule G - Detail of Revenue	<a href="#">Link G</a>
11	Schedule H - Departmental Income and Expenses	<a href="#">Link H</a>
12	Schedule I - General and Administrative Expenses	<a href="#">Link I</a>
13	Schedule J - Information On Corporate Owners, Officers and Partners	<a href="#">Link J</a>
14	Schedule K - Additions to and Disposals of Depreciable Fixed Assets	<a href="#">Link K</a>
15	Schedule L - Supporting Schedule	<a href="#">Link L</a>
16	Schedule M - Operational Statistics	<a href="#">Link M</a>
17	Schedule N - Special Account Annual Reconciliation	<a href="#">Link N</a>
18	Schedule O - Special Account Project Expenditures	<a href="#">Link O</a>
19	Schedule P - Repair and Maintenance Reserve Annual Reconciliation	<a href="#">Link P</a>
20	Schedule Q - Repair and Maintenance Reserve Expenditures	<a href="#">Link Q</a>
End	Submit AFR to NPS	<a href="#">Submit</a>

Column of Links. Simply click on the link to go to the corresponding schedule's spreadsheet

Row of tabs. Simply click on a tab to go to the corresponding spreadsheet

the Table of Contents. To use the links, simply click on a Schedule's corresponding 'Link (X)' title.

### 5.4 Saving the AFR

As with any file, it is important to save your work frequently while working on the AFR. It is suggested that you give the AFR a unique name, such as NPS AFR 2010, before you start working so you can find it easily later. To do so, go to File, then Save As, choose a folder to save it in, and rename it in the "File Name" box. Detailed instructions on saving are included in the AFR Excel guide. Once you have saved it to the location of your choice the first time, remember to click the Save icon  frequently to update the saved file.

## 6 Completing the NPS AFR Long Form

### 6.1 Concessioner Info Page

Once you have opened the AFR Long Form, a pop up box with general instructions will open. Read these instructions and click 'OK' to begin working. You will see different tabs near the bottom of the window. Each tab represents a separate Schedule on the Long Form. Before starting to fill out the AFR form, ensure that the '**Concessioner Info**' tab is selected. If it is not selected, click on the tab titled '**Concessioner Info**' at the bottom of the screen



The first page you should complete is the Concessioner Info worksheet. Once you have clicked on the '**Concessioner Info**' tab or '**Link ID**,' you will see the screen shown below.

NPS Form 10-256A  
FORM APPROVED  
OMB No.  
(Revised February 2006)

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE

**CONCESSIONER ANNUAL FINANCIAL REPORT (Data Compilation)**  
(For Concessioners with Gross Receipts Greater Than \$500,000)

Info

For the Period from [ ] to [ ]

Concessioner ID [ ]  
Concessioner Park Unit [ ]

[ ] (Contract or Permit No.) [ ] (Effective Date) [ ] (Expiration Date)

Relationship:  Corporation  S Corporation  Limited Liability Company  Partnership  Sole Proprietorship  Other

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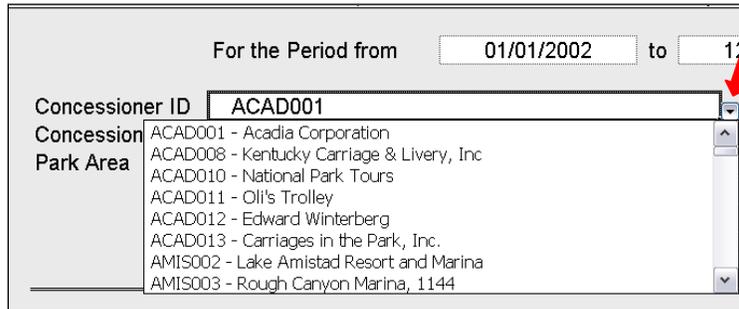
**DATA COMPILATION TABLE OF CONTENTS**

- Schedule A - Statement of Income
- Schedule A-1 - Statement of Income and Comprehensive Income
- Schedule B - Computation of Government Fees and Special Account Contributions
- Schedule C - Balance Sheet
- Schedule D - Depreciable Fixed Assets (Possessory Interest or Leasehold Surrender Interest)
- Schedule E - Statement of Cash Flows - Direct Method
- Schedule F - Notes to the Financial Statements
- Schedule G - Detail of Gross Receipts
- Schedule H - Departmental Income and Expenses
- Schedule H-1 Departmental Income and Expenses (Continuation Sheet)
- Schedule I - General and Administrative Expenses
- Schedule J - Information on Corporate Owners, Officers and Partners
- Schedule K - Additions to and Disposals of Depreciable Fixed Assets
- Schedule L - Supporting Schedule
- Schedule M - Operational Statistics
- Schedule N - Special Account Annual Reconciliation
- Schedule O - Special Account Project Expenditures
- Schedule P - Repair and Maintenance Reserve Annual Reconciliation
- Schedule Q - Repair and Maintenance Reserve Expenditures

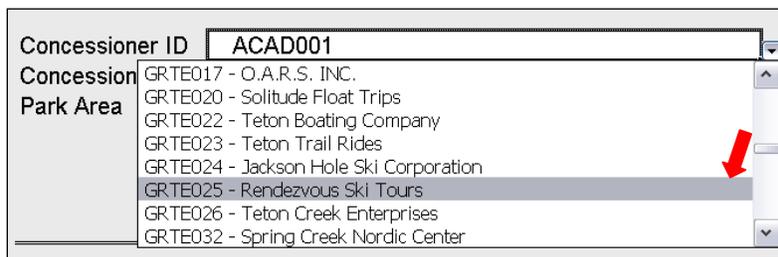
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**ANNUAL FINANCIAL STATEMENT CERTIFICATION**

The '**Concessioner Info**' sheet is unique because it includes a drop down box that contains Concessioner IDs. A small arrow box will appear when you select the '**Concessioner ID**' cell. Click on the arrow and a drop down menu will appear.



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

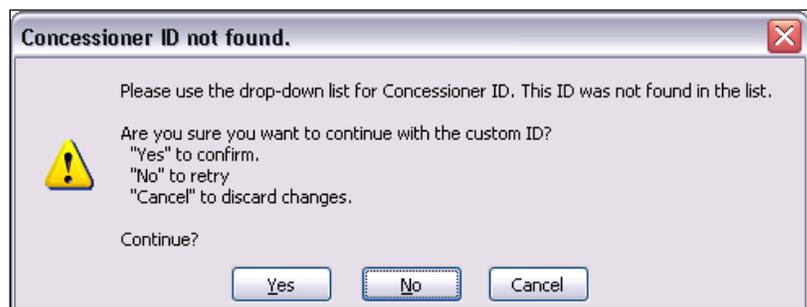


Excel will automatically fill the '**Concessioner ID**,' '**Concessioner**' and '**Contract or Permit No.**' cells with the information you select.



It is important that the information in the '**Concessioner ID**' cell and the **Concessioner** cell appear exactly the way it looks in the box above. The only information that should be in the cell for '**Concessioner ID**' is the conclD. If for some reason when you select your conclD from the drop-down box both the conclD and the Concessioner name appear in the '**Concessioner ID**' cell, the AFR will not be able to be submitted. If this happens, your macro security levels are not set correctly, see pages 10-12 for instructions. After resetting your macro security, click the down arrow and make the selection again.

If your Concessioner ID is not listed in the drop down menu, you can enter the information manually. Simply click on the '**Concessioner ID**' cell and begin typing your ID. Once you have entered your ID and attempt to move to the next cell a warning message will appear.



If you correctly entered your Concessioner ID number and would like to continue entering information, simply click the 'Yes.' Otherwise, click 'No' to return to the cell to select an ID from the drop down menu. Once you have completed Concessioner Info, continue to the other spreadsheets by clicking on tabs at the bottom of the screen or returning to the 'Table of Contents' tab and clicking on a desired link.

## 6.2 Special Guidance for Schedule D

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 file you download will show a tab labeled either 'DPI' or 'DLSI.' Regardless of which version you need to complete, click on the worksheet tab at the bottom of your screen that says either 'DPI' or 'DLSI'. Within the Schedule D spreadsheet, there is a green button that allows you to switch between DPI and DLSI. Choose the appropriate Schedule D and then begin to complete the necessary data entry. Once you have started entering data you should not switch between the two versions because it will cause the Schedule D spreadsheet to 'reset' itself. You will lose any information entered into the other version of Schedule D.

The screenshot shows the Microsoft Excel interface for the 'NPS AFR Long v25' spreadsheet. The main title is 'SCHEDULE D - DEPRECIABLE FIXED ASSETS INCLUDING LEASEHOLD SURRENDER INTEREST'. Below the title, there are input fields for 'CONCESSIONER: 0' and 'YEAR ENDING: 2006'. A prominent green button with a circular arrow icon and the text 'Switch to Schedule D for Possessory Interest' is highlighted with a red arrow. The spreadsheet is organized into two main sections: 'ASSETS IN WHICH LEASEHOLD SURRENDER INTEREST IS CLAIMED' and 'NON LEASEHOLD SURRENDER INTEREST ASSETS'. The latter section is further divided into columns for 'NPS Approved Capital Improvements', 'Capital Improvements', 'Transportation Equipment', 'Furniture Fixtures Equipment', 'Other', and 'Total'. The rows are categorized into 'A. COST' and 'B. ACCUMULATED DEPRECIATION'. The 'COST' section includes rows for 'Depreciable Fixed Assets, Prior Year Balance', 'Adjustment(s) to Prior Year Balance(s)', 'Additions this Year (Must be itemized on Schedule K)', 'Disposals this Year (Must be itemized on Schedule K)', and 'Depreciable Fixed Assets, Ending Balance (Carry Column G to Schedule C)'. The 'ACCUMULATED DEPRECIATION' section includes rows for 'Accumulated Depreciation, Prior Year Balance' and 'Adjustment(s) to Prior Year Balance(s)'. The spreadsheet is currently displaying the 'DLSI' tab, as indicated by the active tab at the bottom.

### 6.3 Special Guidance for Schedule M

By default, the AFR Long Form includes one 'Schedule M - Operational Statistics'. Some concessioners however, may need to complete multiple instances 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.

SCHEDULE M - OPERATIONAL STATISTICS # 1	
CONCESSIONER: Lake Amistad Resort and Marina	YEAR END
Site Name Goes Here	Principal Season
	Total Season

Once the Schedules have been successfully inserted, additional tabs will appear at the bottom 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.

Concessioner Info / A / B / C / **M1** / M2 / M3 / M4 / M5 / M-total / N / O / - SUBMIT - /

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'.

**Drop this schedule M5?**

This action will delete Schedule M5 and its content.

If you want to continue, click OK, otherwise select Cancel

OK Cancel

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

#### **6.4 Special Guidance for Schedules F, K, L and O**

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. There are three options for submitting longer versions of these Schedules to the NPS:

1. Create a document in Microsoft Word and upload it to the AFR website when you submit your AFR (see pages 24-25)
2. Create a spreadsheet in Microsoft Excel and upload it to the AFR website when you submit your AFR (see pages 24-25)
3. Create a PDF document in Adobe Acrobat (see *Excel Guide* for assistance) 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\_2009\_CPAREview. 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. For more information how to create a PDF, see the *AFR Excel Guide*, page 20.

Note: The AFR Supplemental File for Schedules K and O is no longer available. If your data does not fit into the regular AFR schedules, please create a separate document and upload it to the AFR website.

## 7 Submitting the NPS AFR Long Form

The NPS AFR Long Form should be submitted via NPS AFR website using the internet. Once you have finished entering all data in each worksheet of the NPS AFR Long Form select the 'Submit' tab at the bottom of the AFR Long Form.

Submitting your AFR forms via the NPS AFR website is a simple process that can be completed using your web browser. Before you begin ensure that your computer is connected to the internet and that you have an activated AFR Web submission account. If you have not set up your account, please see pages 4-6 of this guide. Also, be sure to do a "quick save" to ensure all of your work has been saved.

### 7.1 Creating and Saving Prepared Data File

#### Step 1: Select a Location to Save the Prepared Data file

In order to submit financial reporting data to NPS, you will need to prepare your data to be sent to NPS. When the AFR information is submitted, the actual data that was input into the form is the only information that is sent, the entire form is not submitted. Therefore a new file with only the AFR data needs to be created for the submission process to work. This new file is called the Prepared Data File. Begin this process by selecting the '**Submit**' tab, then clicking the '**Browse**' button.

The screenshot shows the 'Submit AFR Long Form' web interface. At the top, it says 'Follow steps 1 through 3 to save the AFR data into a Prepared ".xml" format and send it to the National Park Service.' Below that, it says 'If the buttons on this page are not working correctly, you need to re-set your macro security. See the User's Guide for instructions. Please check through each schedule of your AFR to ensure that they are correct and complete before proceeding with these steps.'

**Step 1: Create AFR Prepared Data File**

a) First, click the Browse button to choose a destination folder on your computer to store the Prepared AFR file:

File Path:

b) Now, click the Create Prepared Data File button to save the AFR .xml file to the destination folder you chose above:

Filename: PreparedData-L\_(2011-11-04).xml  
Last Submit:

This shows where the prepared data file is saved. No action is required.

A red arrow points from the 'Browse...' button in the web interface to the 'Browse for Folder' dialog box. The dialog box shows a tree view of folders, with 'My Documents' selected. The 'OK' and 'Cancel' buttons are at the bottom.

A small menu will appear in the top left corner of your screen. Navigate to the folder where you saved your AFR. For those who saved their AFR in a folder of their choice, click on the appropriate folder and then click '**OK**,' to select a location to save the Prepared Data File.

For those who followed the saving instructions in pages 10-12 of the *AFR Excel Guide*, select the 'My Documents' folder by clicking on the + symbol. Then click on the 'Annual Financial Reports' folder and click 'OK' to select a location to save the Prepared Data File.

It is important to note that the Prepared Data File is separate from the Excel file you have been using to enter your AFR information; it is a special extract that is automatically generated in a required format.

## Step 2: Create the Prepared Data File

Once you have selected a location to save the Prepared Data File, click the 'Create Prepared Data File' button.

**Step 1: Create AFR Prepared Data File**

a) First, click the Browse button to choose a destination folder on your computer to store the Prepared AFR file:

File Path:

b) Now, click the Create Prepared Data File button to save the AFR .xml file to the destination folder you chose above.

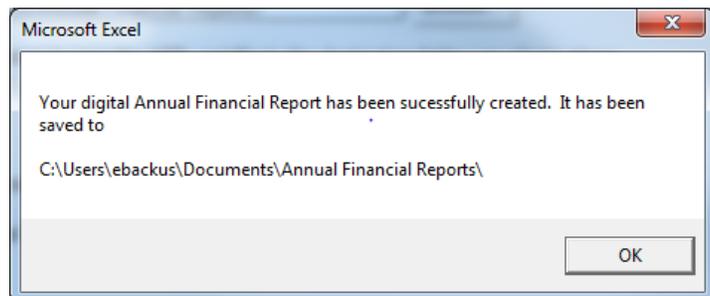
Filename:



This shows where the prepared data file is saved. No action is required.

If the Datafile creation was successful, the box shown at right will pop-up:

If there is an error in your AFR, a box will pop-up requesting that changes be made. Go back to the worksheet(s) indicated, make the changes, and click the 'Create Prepared Datafile' button again.



Your Prepared Data File has now been created and saved. This is the file you will upload to the AFR website. The file name will look like "PreparedData-L\_(BADL001\_2010-11-23).xml". Make a note of this file name so you will easily be able to locate the correct file when you upload to the AFR website.

## 7.2 Printing Hard Copies of the Annual Financial Report

You can use the 'Print Paper Copies' button to print hard copies of the Annual Financial Report. Printing and maintaining a hardcopy of the AFR Long Form is suggested in the event that NPS should have questions about your data. The print button is located at the bottom of spreadsheet named 'Submit.' Simply click the 'Print Paper Copies' button.

c) (Optional) Print out paper copy of Annual Financial Report for record keeping.



Once you have clicked the 'Print Paper Copies' button, the print menu will appear. Choose how many copies of the report you would like to print and click the 'OK' button.

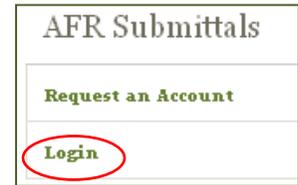
For more help with printing, see the *AFR Excel Guide*.

Now you are done with this section and are ready to upload to the AFR website.

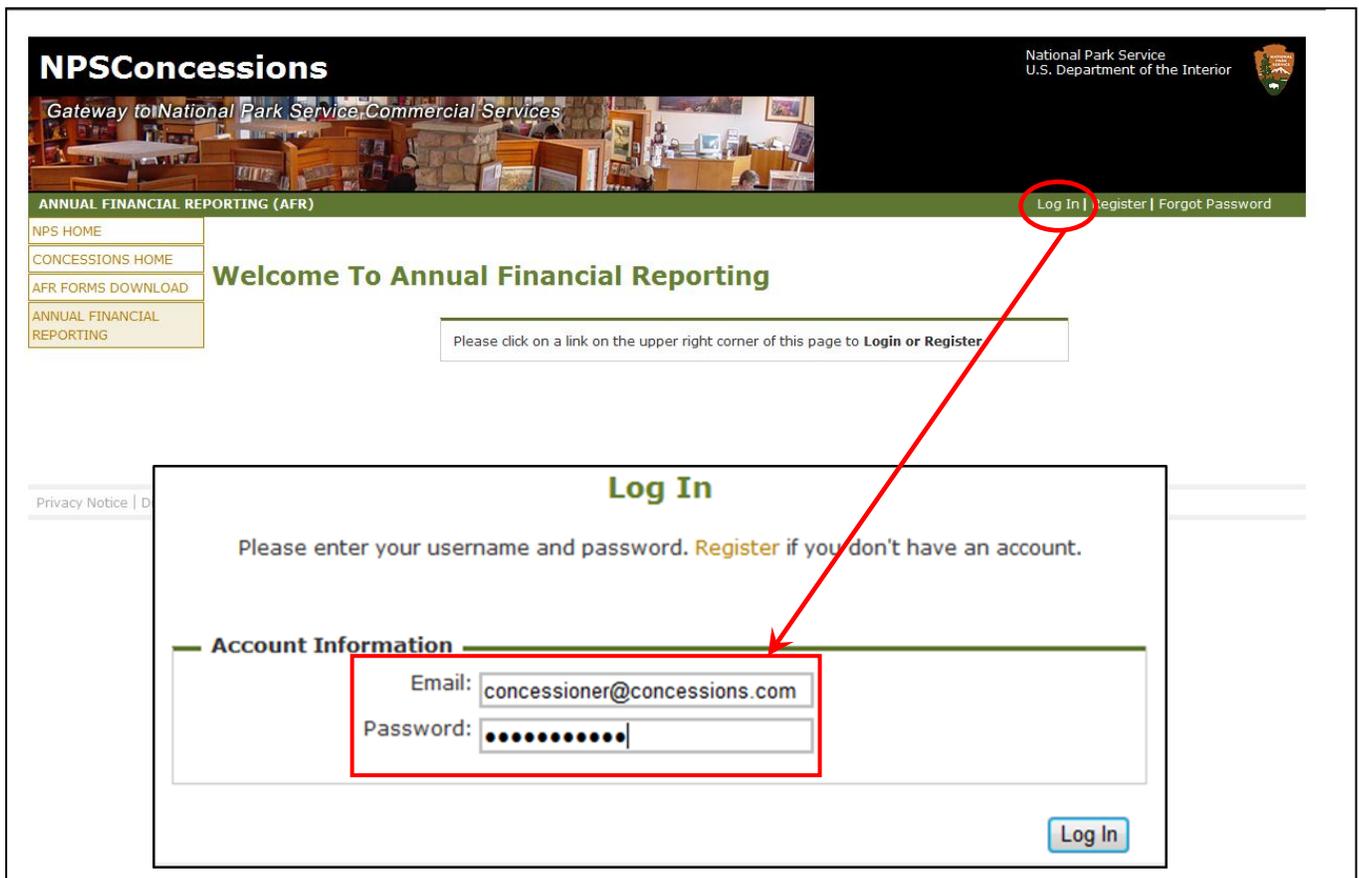
### 7.3 Accessing NPS AFR Website

There are 3 ways to access the AFR Website:

1. Click on the blue link at the bottom of the submit page in your AFR
2. Use your web browser to access the NPS AFR website using this link <http://home.nps.gov/afr/>
3. Click on the "Login" link from the Concessions AFR webpage where you downloaded your forms.



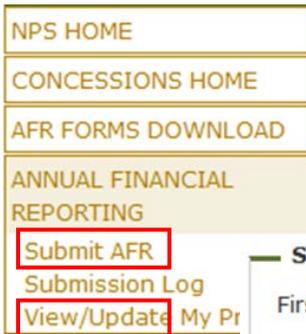
In the menu on the left side, click "Login." You must have received an email notification from the NPS letting you know your account has been activated before you can submit your AFR files. If you have not created your AFR website account yet, see page 5 of this guide. Enter your email address and password to login; see below.



The screenshot shows the NPS Concessions website. At the top, there is a navigation bar with "Log In | Register | Forgot Password" links. The "Log In" link is circled in red. A red arrow points from this link to the "Log In" form below. The form has a title "Log In" and a message: "Please enter your username and password. Register if you don't have an account." Below this is a section titled "Account Information" with two input fields: "Email:" with the value "concessioner@concessions.com" and "Password:" with a masked password of ten dots. A "Log In" button is at the bottom right of the form.

## 7.4 Uploading the AFR Report and Supplemental Files

1. Once you login, you will see a screen that shows your previous AFR Submissions. To upload the AFR Prepared Data file and other files you generated previously, click **"Submit AFR"** on the left.



**Submit Documents**

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

1. Upload AFR file (.xml):

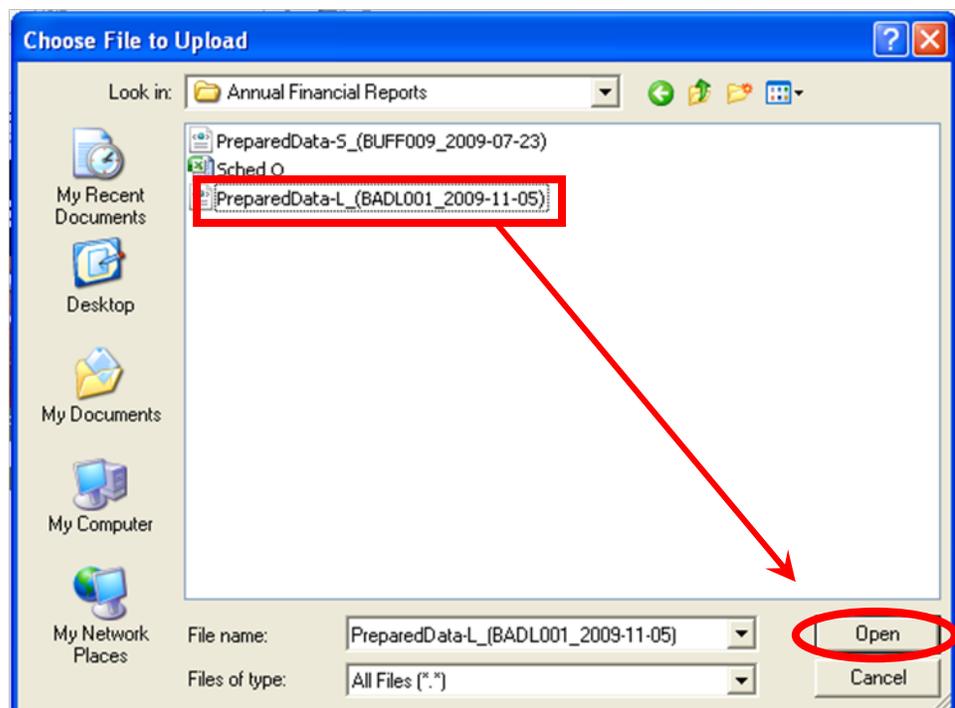
**ConcID:**  
Reporting Period Begin Date:  
Reporting Period End Date:

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

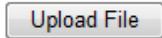
3. After uploading files:

2. To upload your AFR, click the **"Browse"** button and navigate to the folder where you saved your AFR Prepared Data file.

3. Open the folder, select the prepared data file [looks like "PreparedData-L\_(BADL001\_2010-07-23).xml"], and click **"Open."**

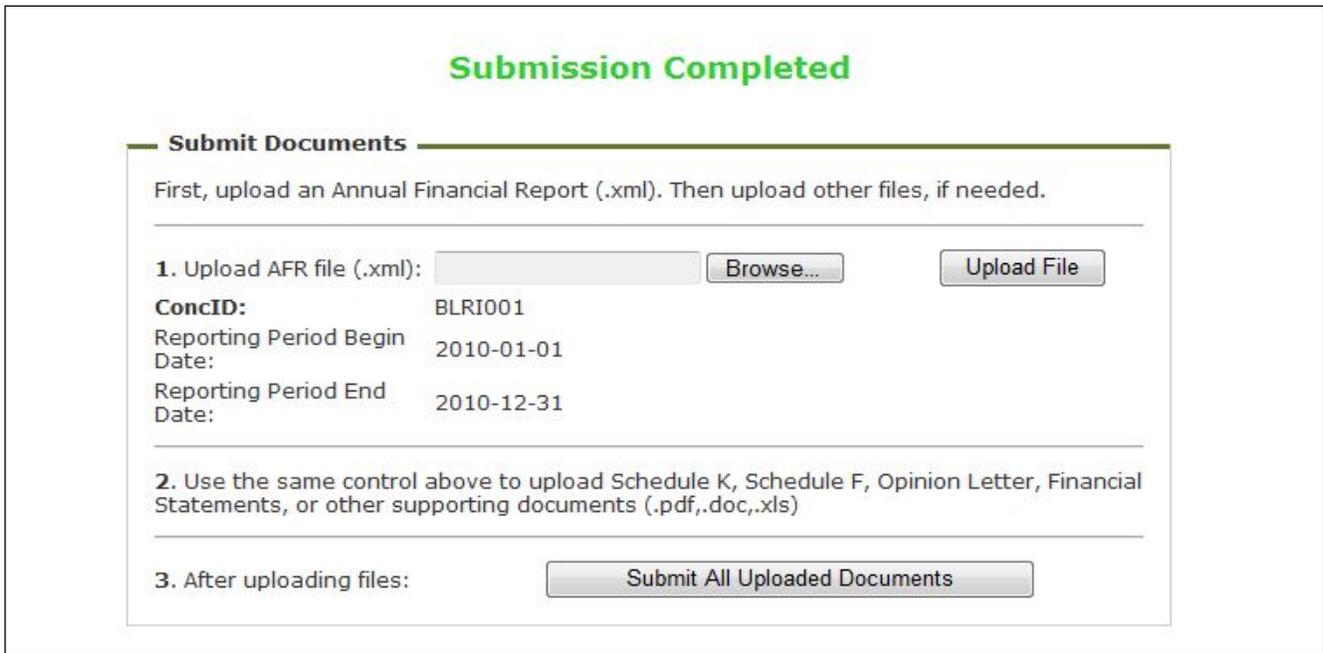


4. Then click the “**Upload File**” button to upload your Prepared Data file.



5. 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.

6. 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).



### 7.5 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

## 8 Wrap Up

Once you have saved and submitted your completed AFR Long Form, it is recommended you create a backup file of your data. You can use an external hard drive, USB flash drive, data diskettes or CD-ROM to archive your Long Form. Generally, you simply connect the drive via USB or insert the diskette/CD and save the AFR Long Form to the new location.

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 Long Form, 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.