# National Park Service
# Annual Financial Report (AFR) Short Form
# User's Guide

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# 1 Introduction

This manual will guide you through the process of completing the Annual Financial Report (AFR) Short 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 level setting in your Excel program, so that the macros in the files will work.

NPS Commercial Services Program (NPSCSP) has used a **Microsoft Windows**® based application, **Microsoft Excel**® (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 from within the Excel application. You will also be able to print paper copies of the AFR spreadsheet to save for your own records.

*There is no need for you to complete the AFR Short 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 Short Form you will need a licensed copy of **Microsoft Excel**® 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® 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, www.nps.gov/commercialservices/tools_afr.htm, can answer many common questions. You can also email questions to 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 create an account online to submit your completed AFR form. It is recommended you request your account before you complete your AFR form. After you submit your request for an account online, NPS personnel will have to activate your account; the process of activating your account may take several days.

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, 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 ConcID; in this example the ConcID 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 ConcID would also be the middle 7 characters of your permit number: **ACAD019.**

If you have a problem identifying your ConcID, please contact your park, they will be able to help you.

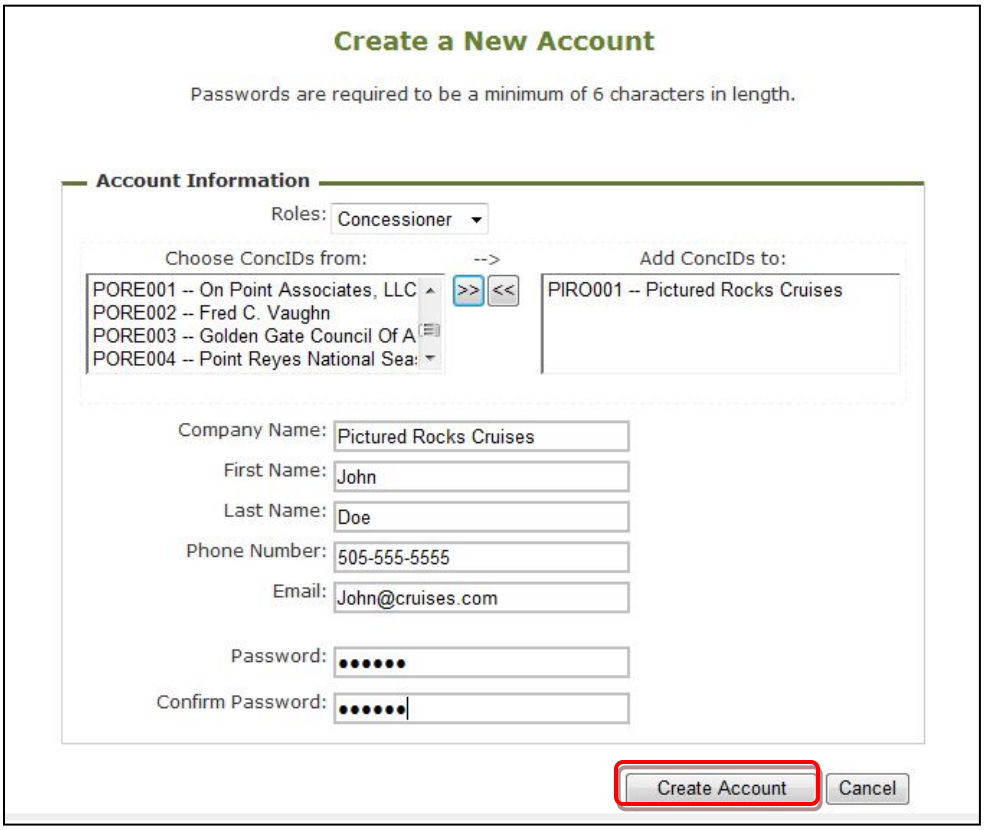
## *2.1 Request an account online*

Go to the NPS Concession AFR webpage at http://www.nps.gov/commercialservices/tools_afr.htm. Once the website opens, click "Request an Account".

(Alternately, you can go to https://afrsubmission.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 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 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.

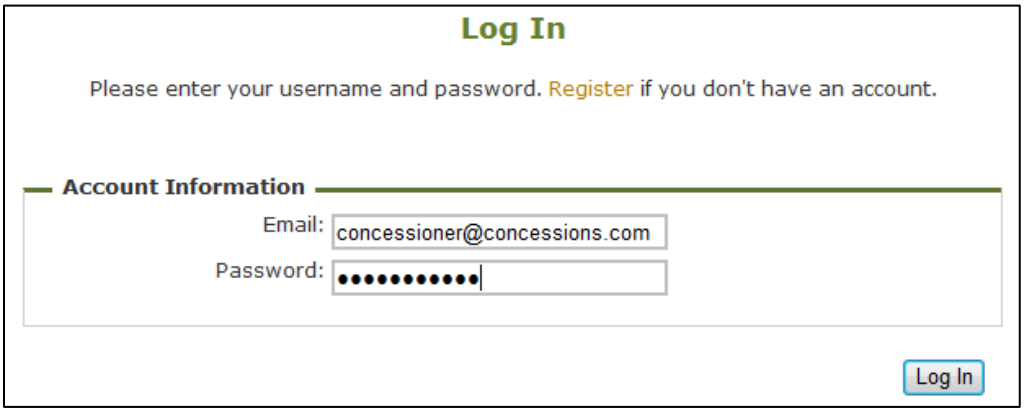



If your ConcID is not on the list, or has the wrong company name, please email afr_submission@nps.gov for assistance.

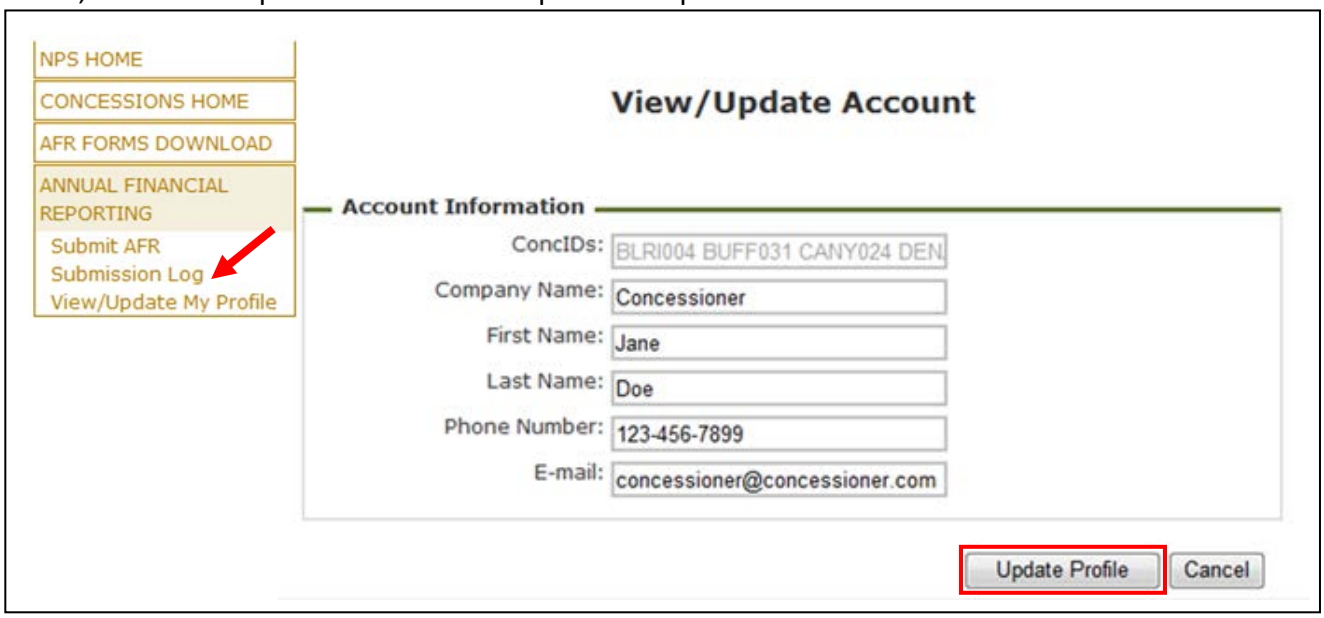
Once the System Admin (NPS Personnel) activates your account, the system will automatically send an email to the email address listed on the account, verifying that your account has been activated. If you do not receive an email (check your spam box first), please send an email to afr_submission@nps.gov. 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 (https://afrsubmission.nps.gov) with your email address and password.

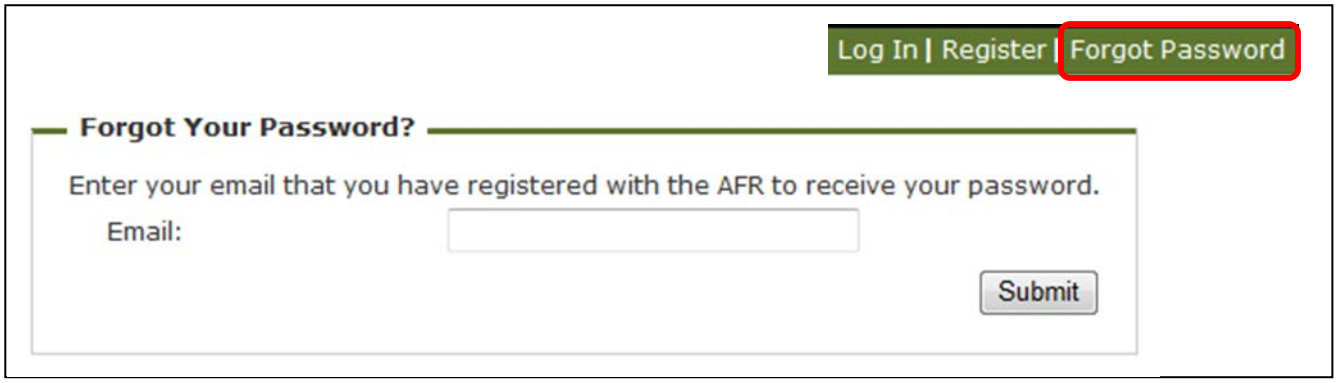



Then click "View/Update My Profile" on the left side of the menu. Enter your new information in the boxes, then click "Update Profile" to complete the update.

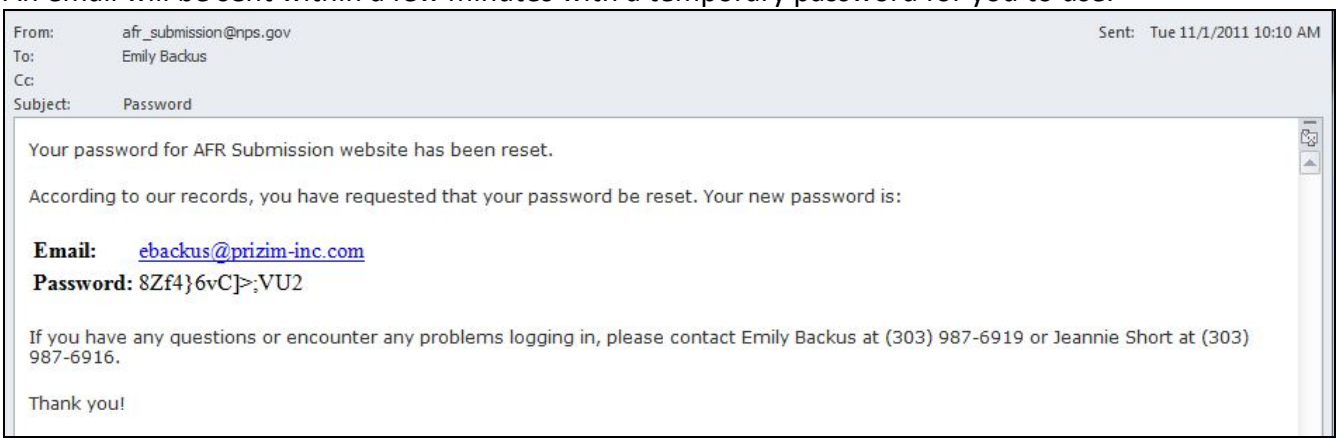



## *2.3 Forgotten Password*

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."



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.

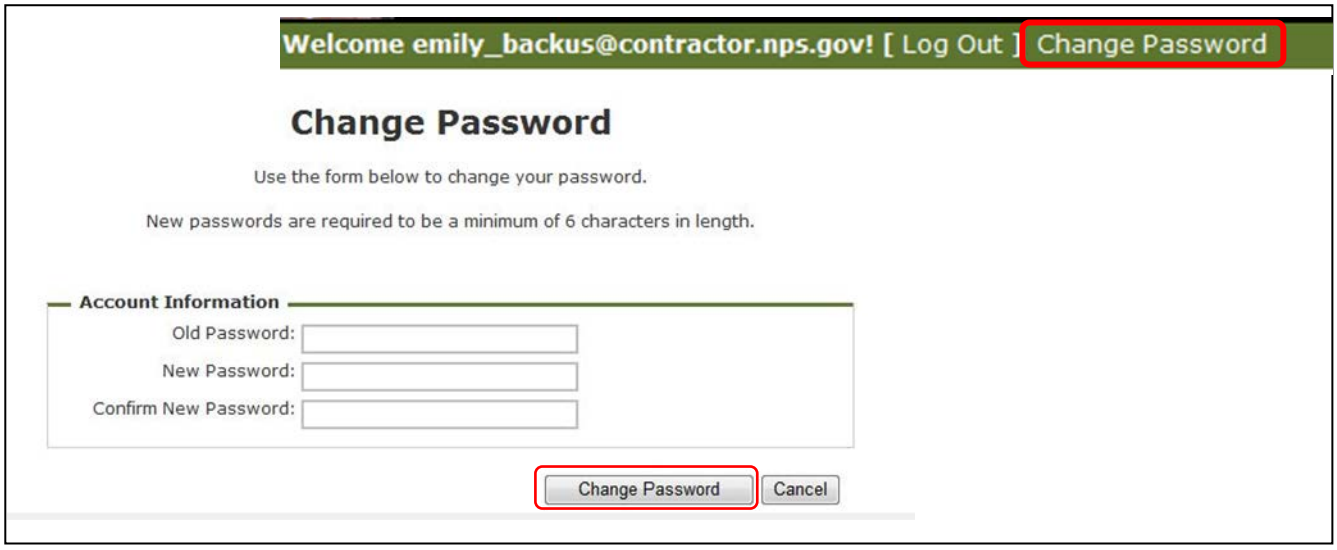
According to our records, you have requested that your password be reset. Your new password is:

**Email:** ebackus@prizim-inc.com
**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.

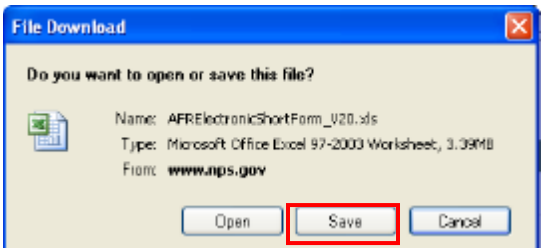



Enter the password emailed to you in the Old Password box, then type the passowrd of your choice in the following boxes. Click "Change Password" to complete. The next time you login, use the new password you entered.

# 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:




- 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 Electronic 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.

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.

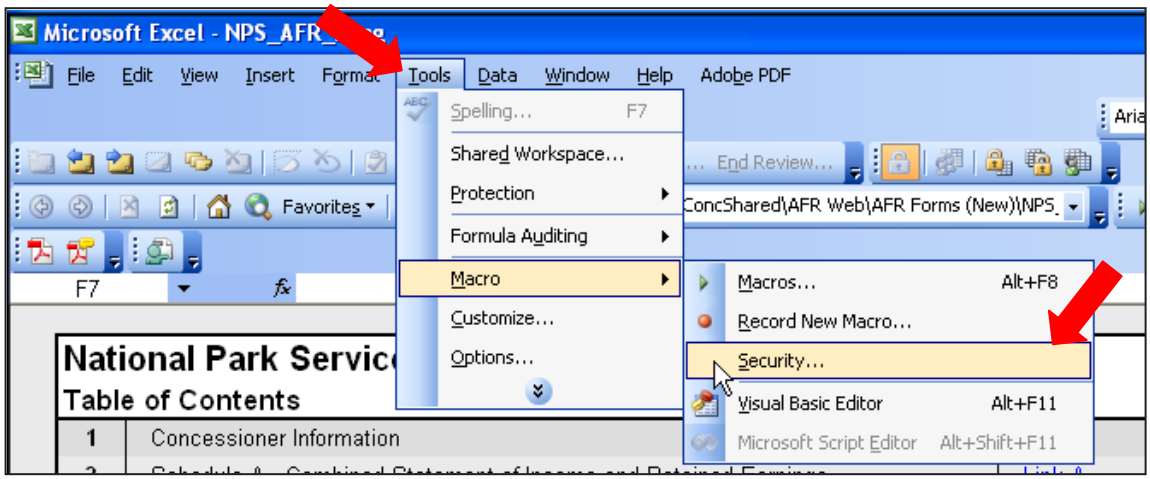
# 4 Macro Settings MUST BE CHANGED Before Starting to Complete the NPS AFR Short Form

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 Short 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:***

To change the security settings, you need to open Excel and select "**Tools**" from the menu, select "**Macro**" then "**Security**" from the dropdown menu.



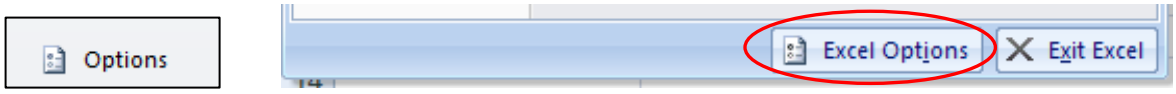

Note the level the macros are set now so you can return the setting to the original position after completing your AFR. Then, change the Security Settings to "**Low**" and click "**OK**".

When you open the NPS AFR Short 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.

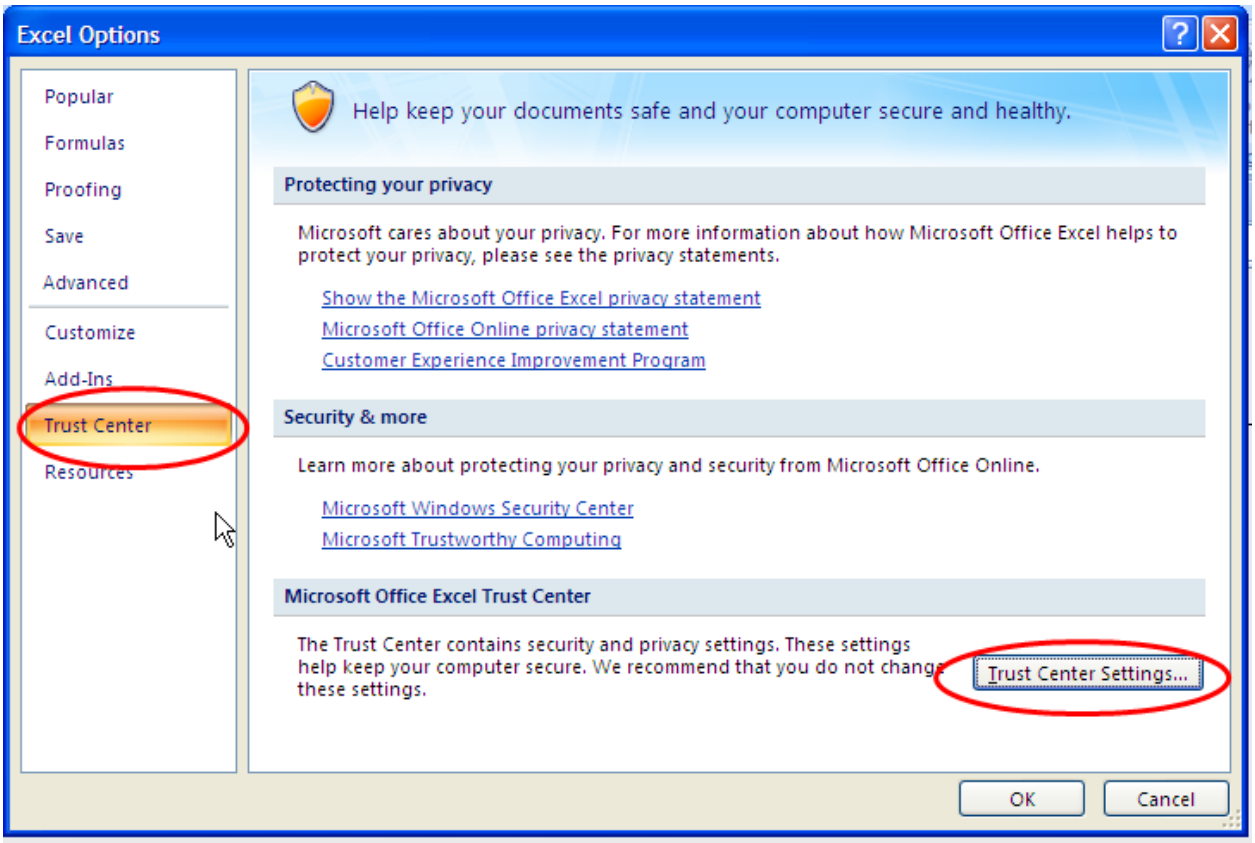
***How to Change Excel Security Settings for Excel 2007 or 2010:***

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.

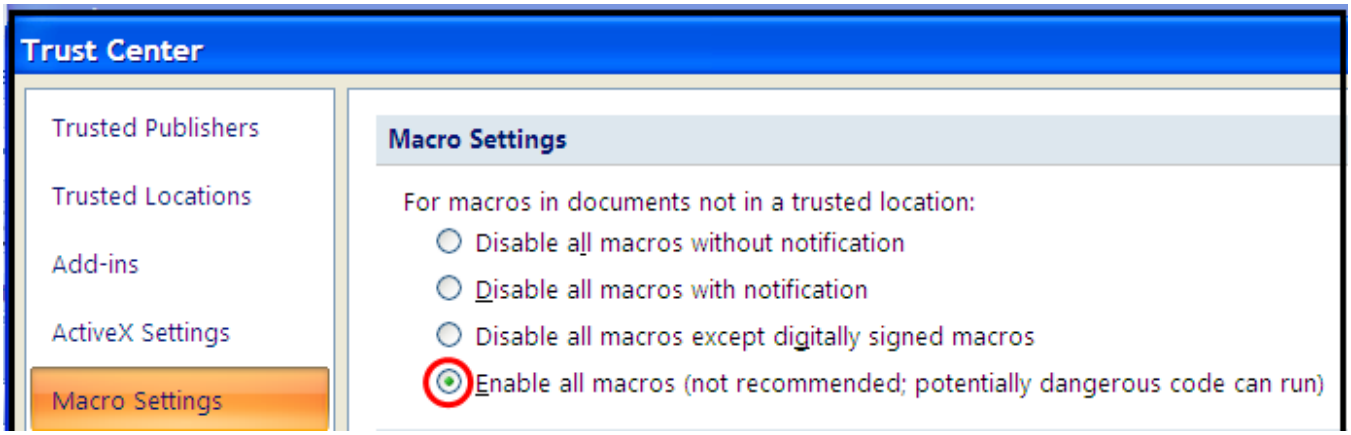
In Excel 2007, click the Microsoft Office Button , or in Excel 2010 click on the File menu, and then click Excel Options.




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



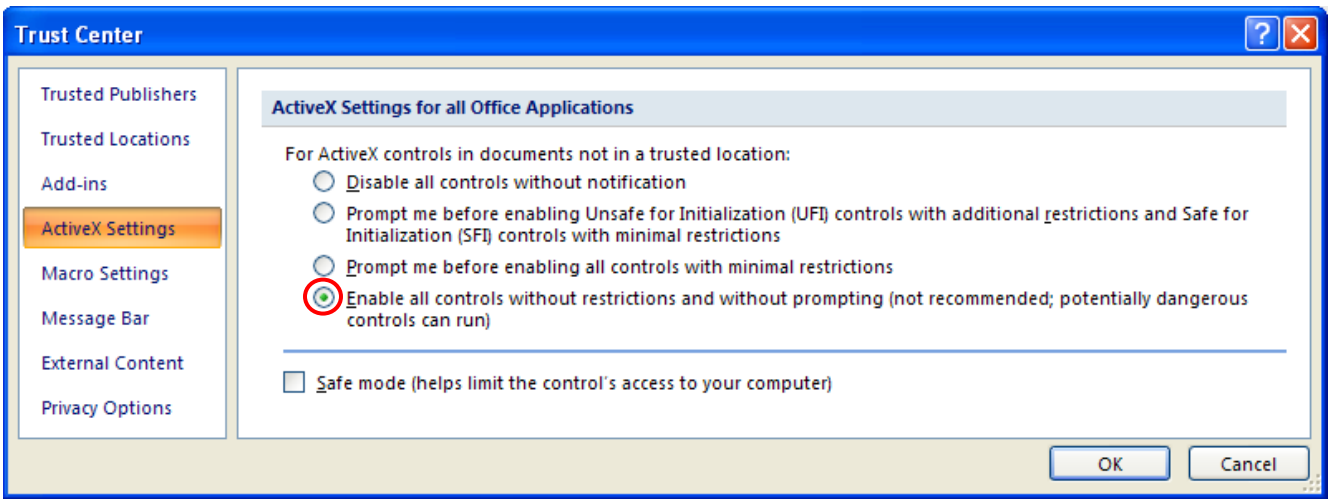

Click the option "**Enable all macros;"** selecting this option to allow all macros to run. Even though the message for this option states that it is not recommended, and that potentially dangerous code can run, this option <u>must</u> be selected for the electronic AFR process to work. After you finish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



Then click ActiveX Settings.

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 Short 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.

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.

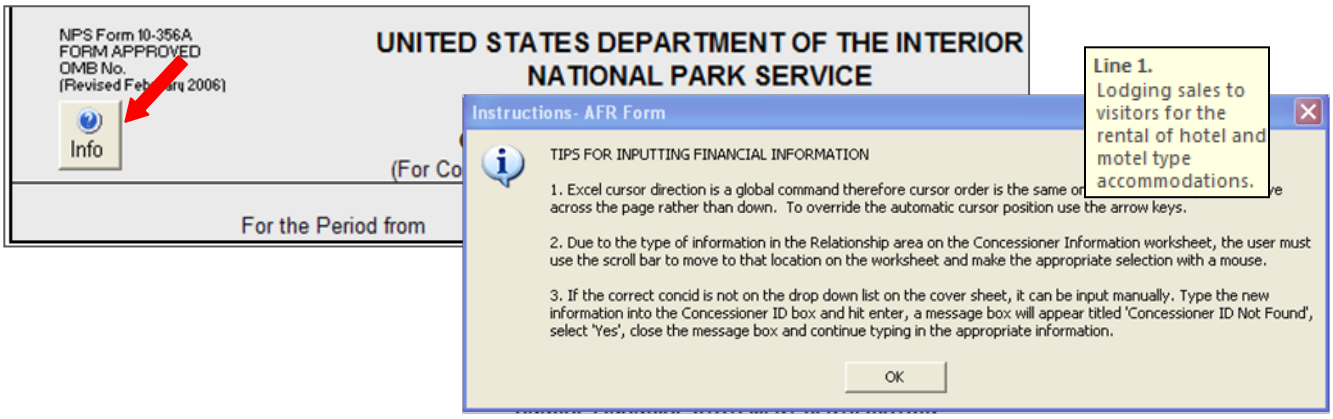
Some cells do not require data entry; they contain formulas that calculate a value based on data you entered into prior cells. These cells are shaded either tan or light grey. You ***cannot*** alter these cells.

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*, page 17.

## *5.2 Info Button*

You will notice that some of the AFR schedules include an “Info” button located in the top left corner of the page. When you click on this button it will provide additional information and guidance for completing the schedule. Clicking the Info button is an easy way to check if your macros are set correctly; if they are not, nothing will pop up when you click this button. Refer to the previous section for more information.




***POP-Up Boxes***

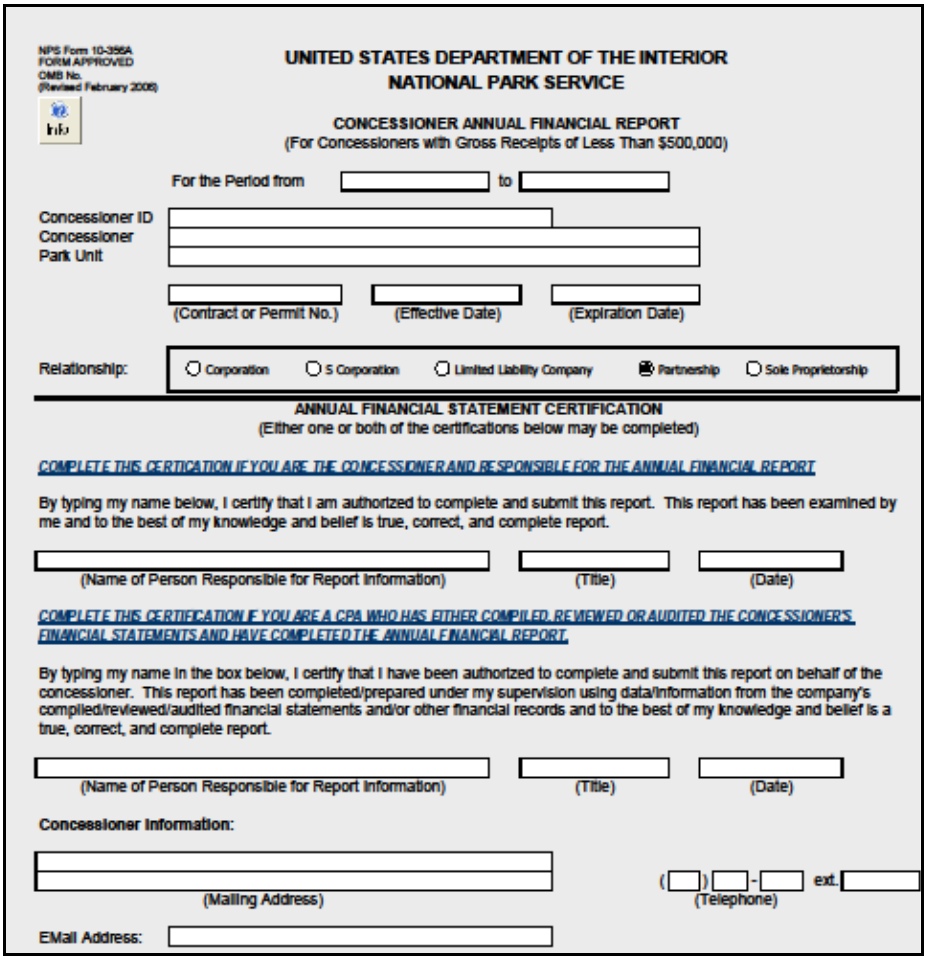
Most fields within the AFR Short Form include pop-up boxes that will appear once you have selected a cell. These pop-up boxes offer helpful instructions for completing the data entry associated with the cell.

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 schedule.

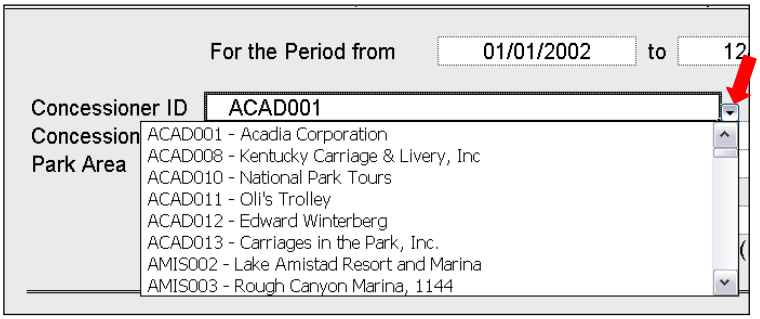
# 6 Completing the NPS AFR Short Form

Once you have opened the AFR Short 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 Short 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

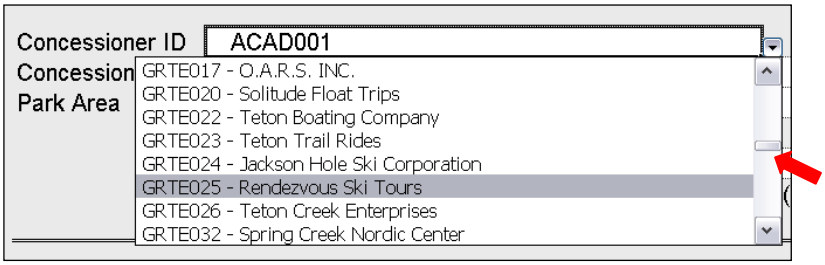
Begin to complete the form using the mouse or keyboard to select the desired cell.



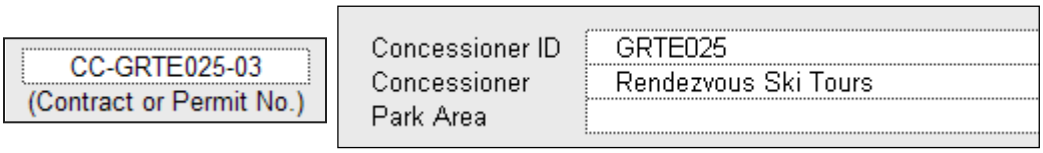

The **'Concessioner Info'** sheet is unique because it includes a drop down box that contains Concessioner IDs. A small arrow box will appear when you select the **'Concessioner ID'** cell. Click on the arrow and a drop down menu will appear.



You can 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.

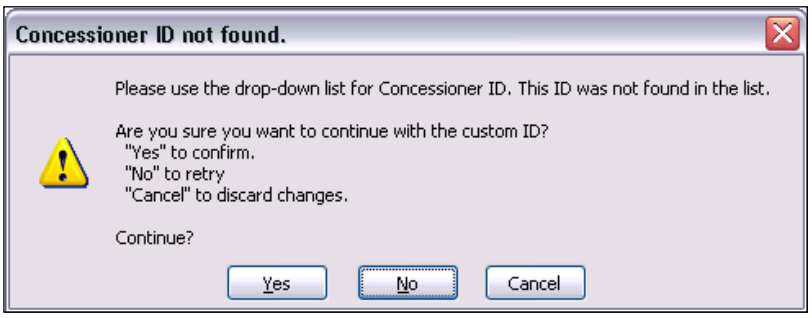



Excel will automatically fill the **'Concessioner ID,' 'Concessioner'** and **'Contract or Permit No.'** cells with the information you selected. If these cells do not fill automatically, your macros are not set correctly. See pages 8-10 for information on macro settings.




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 concid. If for some reason when you select your concid from the drop-down box both the concid and the Concessioner name appear in the Concessioner ID cell, the AFR will not be able to be submitted because the macros are not set correctly. Please refer to pages 7-9 of this guide to reset your macros.

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. Concessioners need to verify contract/permit information is correct, if not then make appropriate changes.

Once you have completed the **'Concessioner Info'** tab, you may continue to the next spreadsheets using the mouse to click on the desired tab at the bottom of the screen.

Don't forget to save periodically, either by clicking the Save icon or using Ctrl+S on your keyboard. For more help with saving, please see the *AFR Excel Guide*, page 9.

## *6.1 Explaining Proration on Concessioner Info Page*

Proration of revenues and/or expenses may be necessary for concessioners who have operations both inside and outside a National Park. The Annual Financial Report should only reflect the operations *inside* the park; therefore if records are not kept which separate actual revenues and expenses inside and outside the park, a logical method must be used to allocate the revenues/expenses.

The Short Form provides a section for explaining your proration method based on the most common methods used. If you prorated revenues and/or expenses, first check the box.

**PRORATION OF REVENUES AND/OR EXPENSES**

If expenses and/or revenues are prorated as a portion of the entire operation, check this box. ☐

Select One:

◉ Expenses and/or revenues are prorated based on percentage of sales incurred in the park. _____ %

○ _____ were prorated based on time spent in the park. 0.0% Proration %
Days spent in park
Total days of operation

○ _____ were prorated based on miles travelled in the park. 0.0% Proration %
Miles traveled in the park
Total miles traveled

If you prorated revenues/expenses based on another method, please explain below:

Then, there is a choice of three options: proration based on percentage of sales, proration based on time, or proration based on miles. If none of these options applies to the method you used, explain your method in the blank box. Otherwise, use your mouse to click on the appropriate option.

For the first option, if you prorated expenses based on the percentage of sales that occurred in the park, simply enter the percentage as a whole number.

For the second option, use the drop-down box to choose Expenses, Revenues or Revenues and Expenses (depending on what was prorated), then enter the number of days spent in the park and the number of total days of operations. The proration percentage will automatically calculate.

For the third option, use the drop-down box to choose Expenses, Revenues or Revenues and Expenses (depending on what was prorated), then enter the number of miles traveled in the park and the number of total miles traveled (this usually applies to river runners.) The proration percentage will automatically calculate.

## *6.2 Special Guidance for Schedule B*

Schedule B includes sections for Cost of Sales, Operating Expenses, General and Administrative Expenses, and Fixed Expenses. It is important to distinguish between these different types of expenses in order to get an accurate picture of your business' expenses.

***Cost of Sales***

Cost of sales is the amount of money your business spends on items that are sold to the customer. For example, if bottled beverages are sold as part of a concessions operation, then the cost of purchasing those beverages is the cost of sales.

One common mistake is to include operating expenses in cost of sales. For example, if a concessioner operates bus tours within a park, they might mistakenly include fuel costs in their cost of sales. However, since they sell tours, not fuel, fuel costs would fall under operating expenses. *Only concessioners who sell fuel to customers should include fuel costs in cost of sales.*

***Operating Expenses***

Operating expenses are expenses directly related to providing the goods or services sold. Continuing the example of a tour bus concession, operating costs might include the cost of purchasing fuel, wages to employees who work on the tour buses, and the cost of renting the buses.

***General and Administrative Expenses***

General and Administrative expenses (sometimes referred to as 'overhead') are other costs associated with the general operation of a business. These might include the costs of having an office and paying administrative employees, the costs of retaining a CPA or lawyer, and bank charges.

***Fixed Expenses***

Fixed expenses are costs of having a business, whether or not it earns money in a given year. For example, even if no customers come into your store to buy products, you still have to pay rent and insurance, which would be considered fixed expenses.

## *6.3 Calculating Franchise Fees & the Short Form Fees Worksheet*

The amount of franchise fees to be paid is determined by the concessions contract. Schedule B of the AFR Short Form has space to show a simple percentage fee, Building Use Fee or Flat Fee, and other fees (Lines 37-39). However, the calculation of the franchise fee may involve more than multiplying gross receipts by a percentage for concessioners who take deductions or have a tiered fee structure. The allowable deductions to gross receipts for franchise fees are detailed in each concessions contract. Common deductions include: postage stamps sold, gasoline taxes, and fishing licenses sold.

The supplemental Short Form Fees Worksheet was developed to assist Short Form Users who take such deductions or have a tiered fee structure (e.g. 4% below $100,000, 6% above). The worksheet is similar to Schedule B of the AFR Long Form, and is available on the AFR website, http://www.nps.gov/commercialservices/tools_afr.htm.

To use the supplemental Short Form Fees Worksheet, click on the link on the website and choose "Save" when the dialog box opens. Save it in the same folder as your AFR, and then open it with Microsoft Excel. Start by filling in your concID, business name, and the year of the AFR at the top, and then proceed with the applicable lines below.

| SUPPLEMENTAL S |
|---|
| **ConcID:** |
| **Business Name:** |

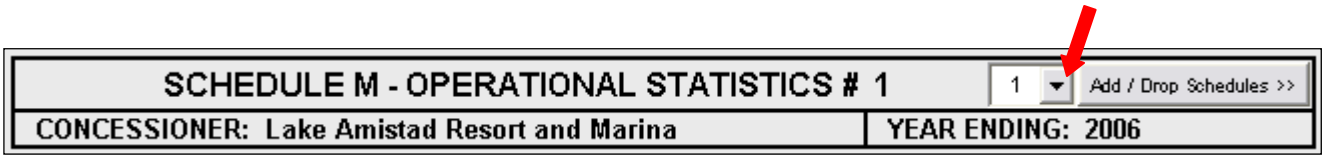
Like the AFR Short Form, the cells shaded in yellow will automatically calculate.

| | | | | | |
|---|---|---|---|---|---|
| 17 | | Total Gross Receipts Per Contract Subject to Percentage Fee | | | |
| | | Fee Structure: | | | |
| 18 | | of | | = | - |
| 19 | | of | | = | - |

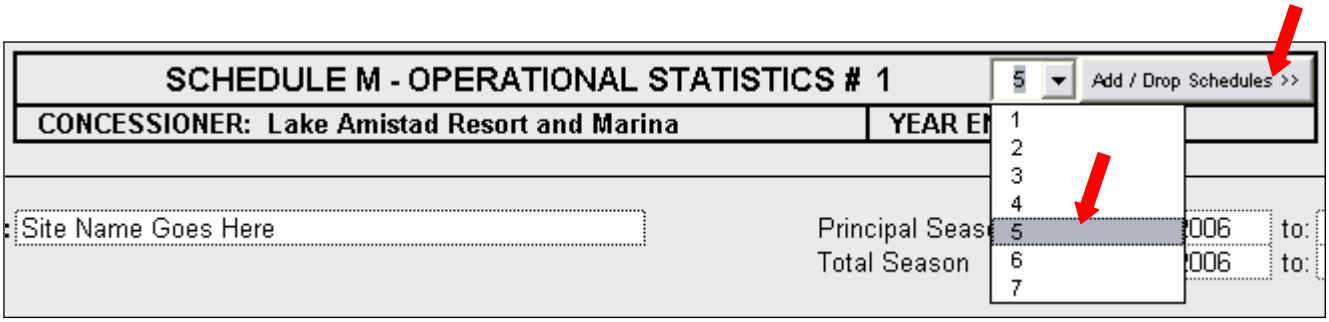
When you have finished filling in the worksheet, Go to 'File' (or the button, if you use Excel 2007) and select 'Save As'. Choose the folder where your AFR is saved, then rename the file in the 'File name:' box using the format "concID_year_FeesWorksheet". For example,GOGA003_2010_FeesWorksheet. When the rest of your AFR is complete, you can upload this worksheet as an additional document along with your AFR. Instructions are provided on page 21 of this Guide.

## *6.4 Special Guidance for Schedule M*

By default, the AFR Short Form includes one **'Schedule M - Operational Statistics'**. Some concessioners may need to complete multiple instances of this Schedule. To insert additional Schedules, click on the drop-down menu arrow, located in the top right corner of the Schedule.



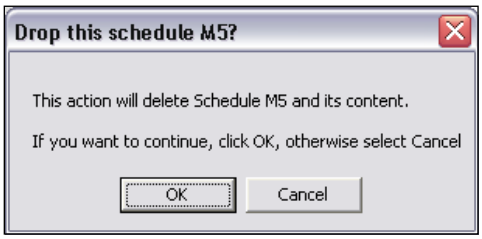

A menu will appear that gives you the option of inserting up to seven copies of the Schedule. Select the number of Schedules you would like inserted and then click the **'Add/Drop Schedules'** button to complete the process.




**First, select the number of Schedules you would like to insert, and then click the Add/Drop Schedules button.**

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 provides a summary of all Schedules M completed, and does *not* require any user input.

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 Schedules have been completed and saved, select the **'SUBMIT'** tab. Continue to Section 7, *Submitting the NPS AFR Short Form,* of this guide to learn about how to submit your form.

# 7 Submitting the NPS AFR Short Form

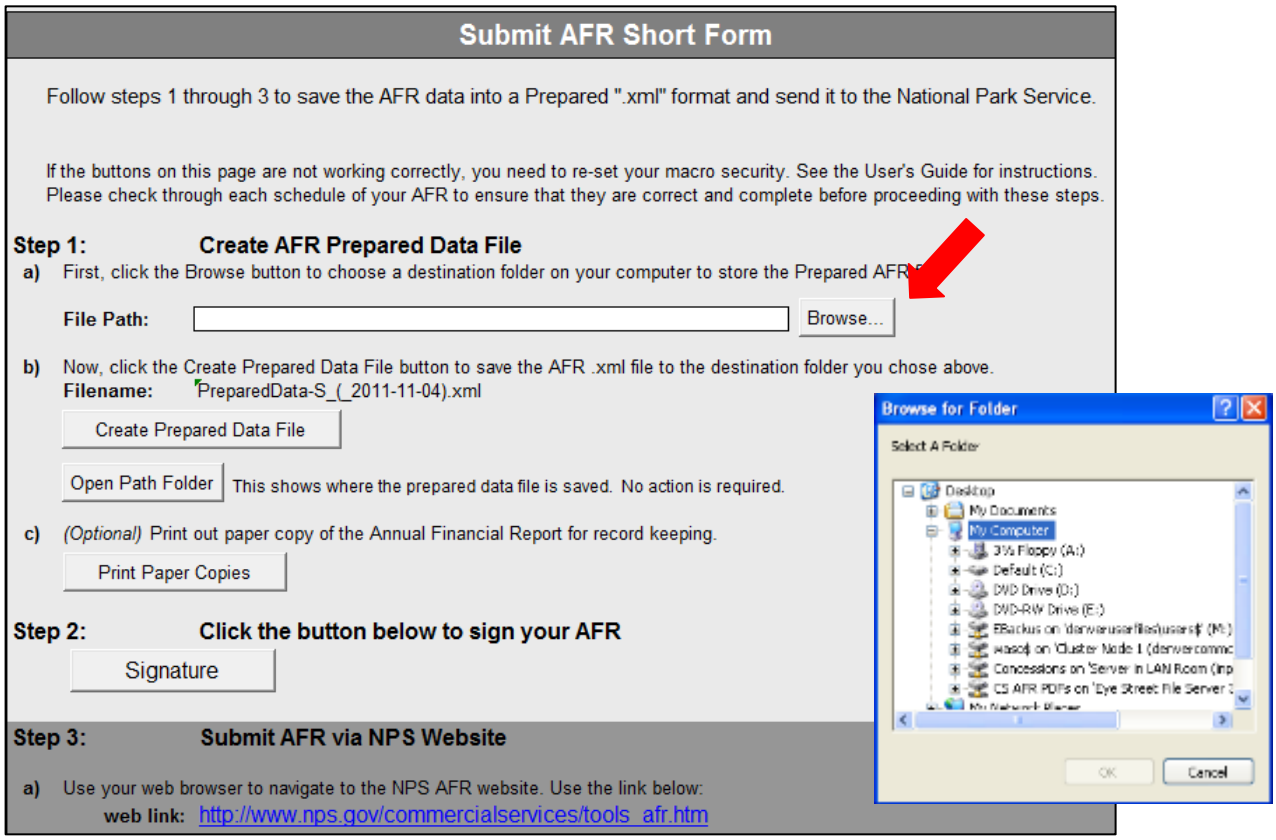
The NPS AFR Short Form should be submitted via NPS AFR website using the internet. Once you have finished entering all data in each worksheet of the NPS AFR Short Form, select the 'Submit' tab at the bottom of the form.

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 3-5 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: Selecting 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.




A small menu will appear in the top left corner of your screen (if it does not, your macros are not set correctly). Select the folder where you saved your AFR.

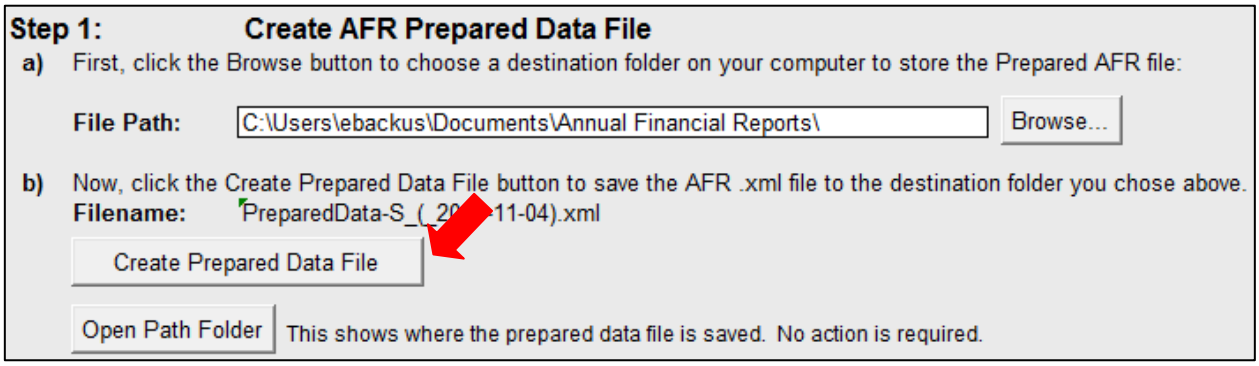
- For those who saved their AFR in a folder of their choice, click on the appropriate folder and then click '**OK**,' to select a location to save the Prepared Data File.

- For those who followed the saving instructions in pages 9-11 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.

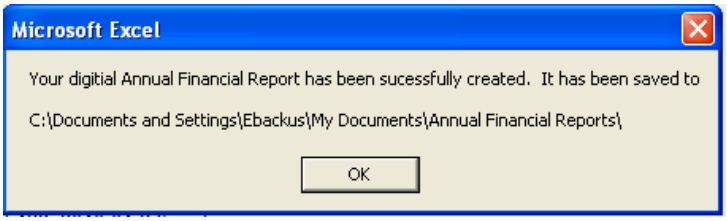
It is important to note that the Prepared Data File is separate from the Excel file you have been using to enter your AFR information; it is a special extract that is automatically generated in a required format.

***Step 2: Creating the Prepared Data File***

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



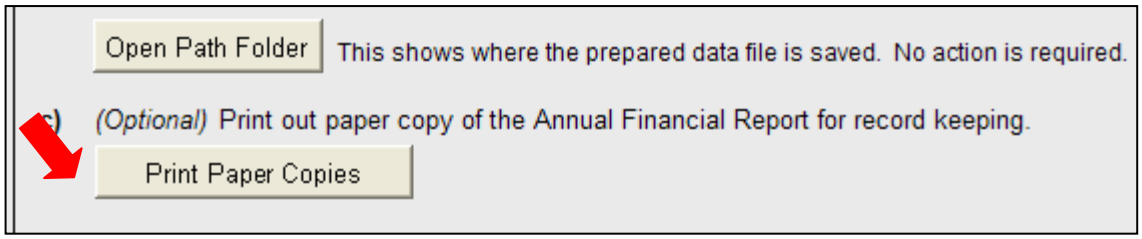

If the Prepared Data File was successfully created, the following message will appear:




Your Prepared Data File has now been created and saved. This is the file you will upload to the AFR website. The filename will look like "PreparedData-S_(BUFF009_2012-01-23).xml". Make a note of this filename 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 hard copy of the AFR Short 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.




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.*

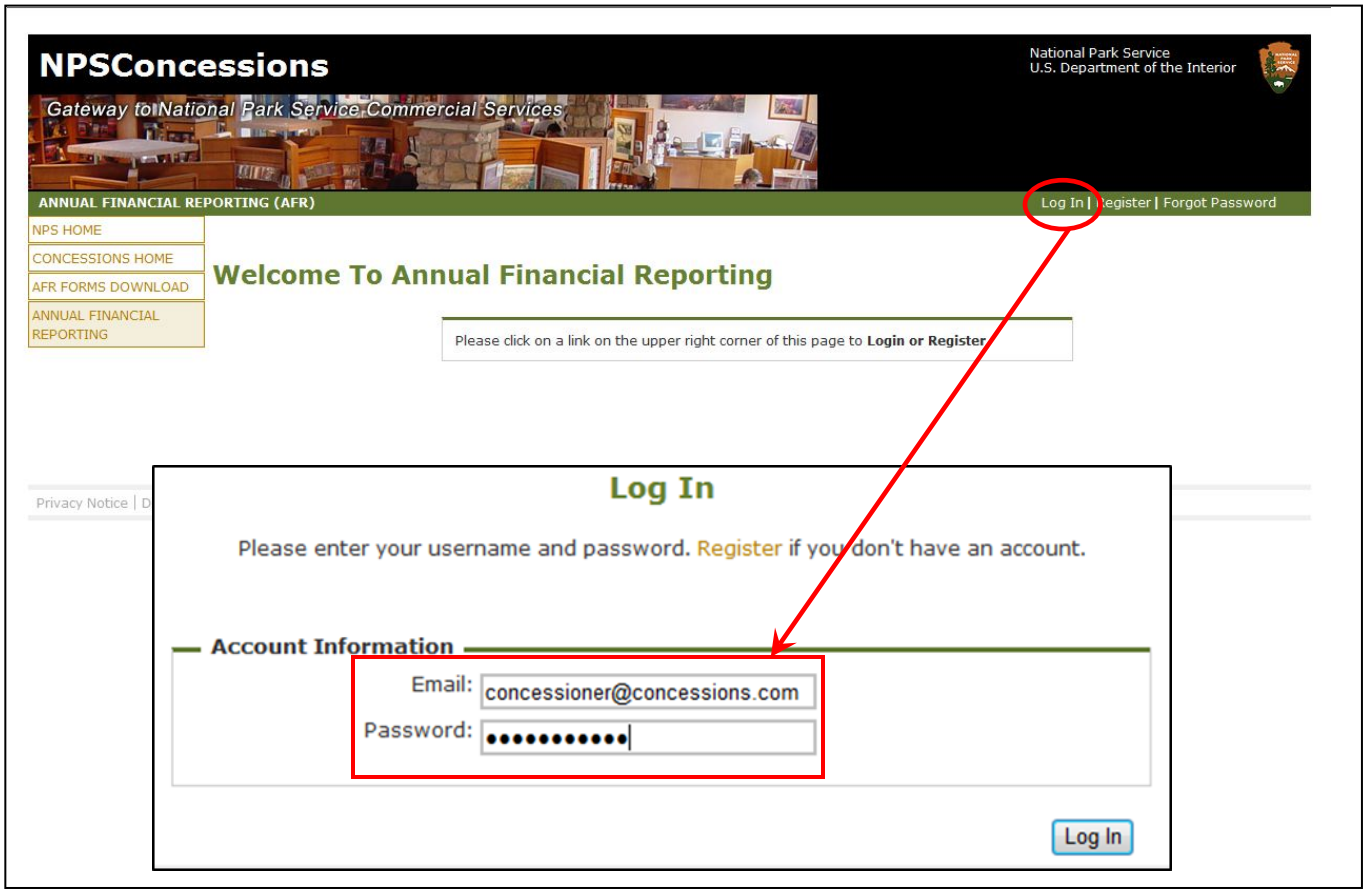
Now you are done with this section and are ready to upload to the AFR website.

### *7.3 Accessing NPS AFR Website*

There are 3 ways to access the AFR Website:

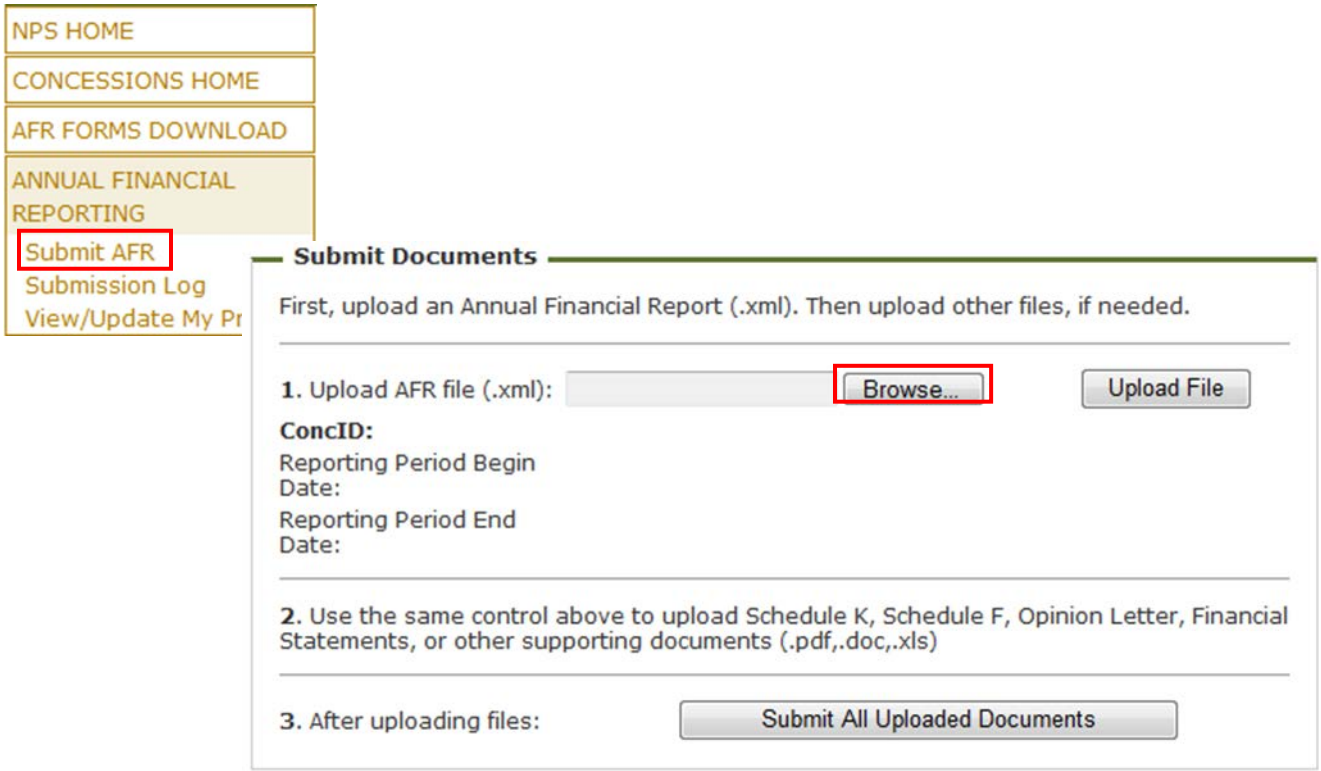
1. Click on the blue link at the bottom of the submit page in your AFR
2. Use your web browser to access the NPS AFR website using this link https://afrsubmission.nps.gov
3. Click on the "Login" link from the Concessions AFR webpage where you downloaded your forms.

In the menu on the upper right, click "Log In." 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. Enter your email address and password to login; see below.

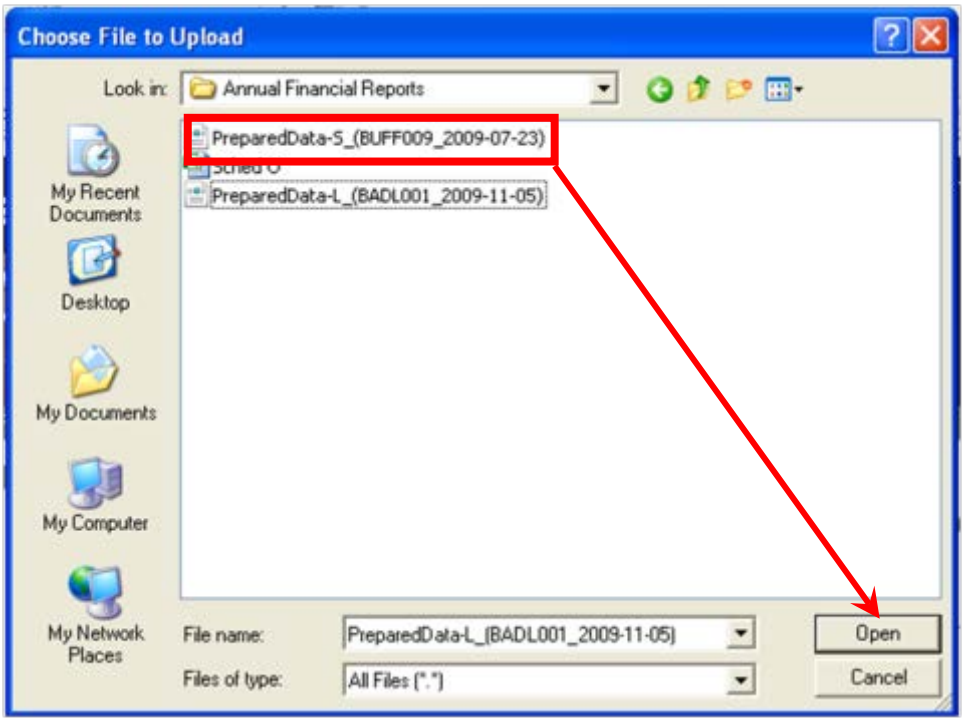


### *7.4 Uploading the AFR Report and Supplemental Files*

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, click "**Submit AFR**" on the left.




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

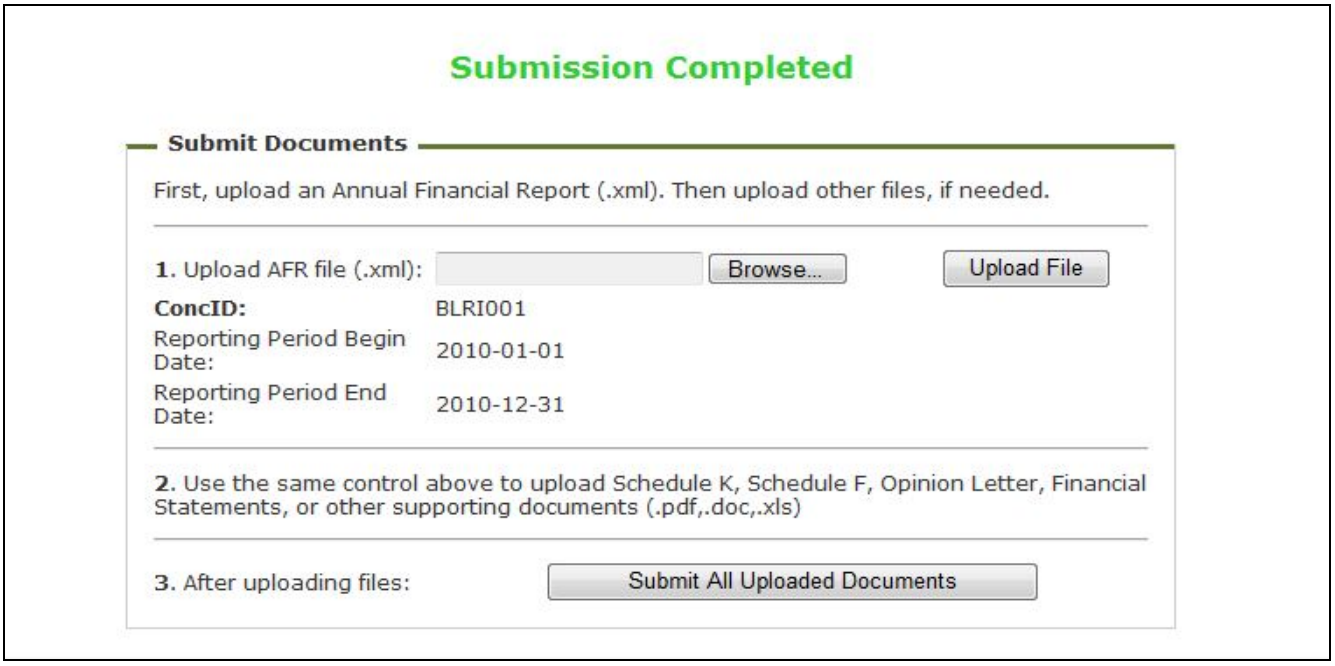



3. Open the folder, select the prepared data file looks like "PreparedData-S_(BUFF009_2012-01-23).xml", and click **"Open."**

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

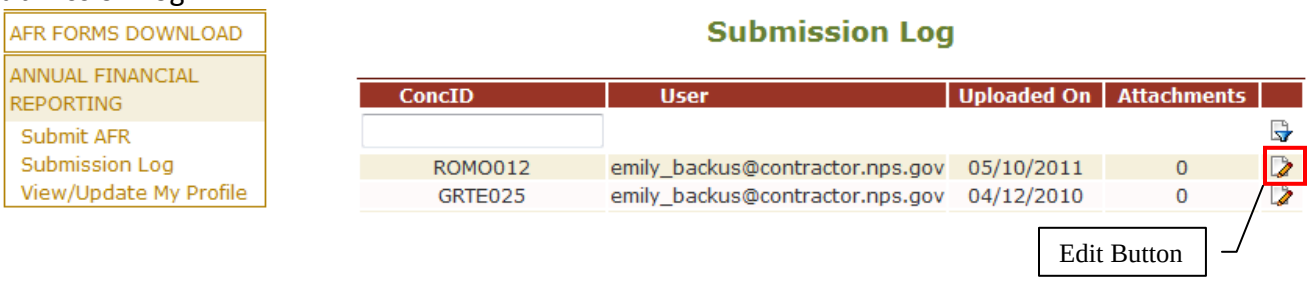
5. If there are additional files that you would like to upload, repeat steps 2 through 4 until you have uploaded all of the files you would like to submit.

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.

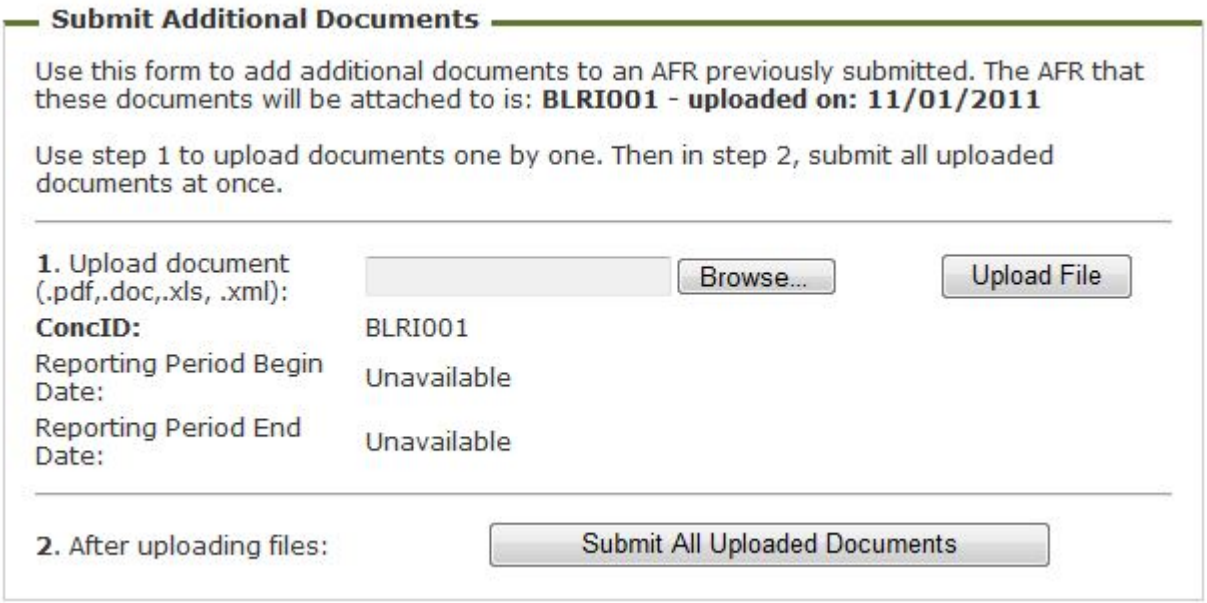



### *7.5 Submitting Additional Files After the AFR Upload is Complete*

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. To do so, first login to the AFR website as detailed in section 7.3 above. You will see the Submission Log:




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.




# 8 Wrap Up

Once you have saved and submitted your completed AFR Short 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 Short Form. Generally, you simply connect the drive via USB or insert the diskette/CD and save the AFR Long Form or 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 Short 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.