

How to Submit AFR files

Please follow the instructions below to submit your authority's Annual Financial Report (AFR).

Step 1: Format your data

- 1.1 Open the Excel spreadsheet template (AnnualFinancialReport).
- 1.2 Important things to keep in mind:
 - 1.2.1 All data is based upon the most recently completed calendar year.
 - 1.2.2 Enter information in all fields marked "REQUIRED". If the response is 0 there must be a 0 in those cells. If it's a required text field, be sure you enter not applicable, not available, etc. if you don't have information to enter in that field. Otherwise the system will reject your report.
 - 1.2.3 While entering data in the Excel spreadsheet do not add or delete: rows, columns, or sheets. This may result in an error and your report being rejected. There are notes fields on each tab for responses that may need to be commented on or to be clarified.
 - 1.2.4 Generally only enter data in the cells shaded blue.
- 1.3 Be certain to enter all data on the "authority tab", the email contact fields are especially important as this is how you will be notified if your report was accepted, or rejected, by the system.

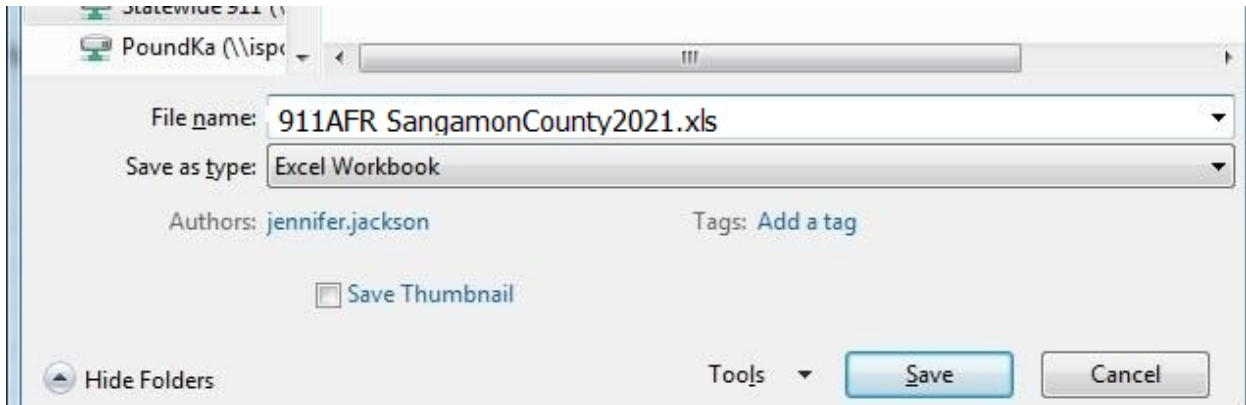
Report Prepared By:		REQUIRED
Email:		REQUIRED
Title:		REQUIRED
Phone:		REQUIRED
9-1-1 System Manager:		REQUIRED
Email:		REQUIRED
Title:		REQUIRED
Phone:		REQUIRED
Mailing Address: Street Name and Number		REQUIRED
Mailing Address: City		REQUIRED
Mailing Address: Zip Code		REQUIRED

Authority Tab | Tab1 RevenueExpenditure | Tab2 9-1-1 System Statistics | Tab3 Other Distributions | +

- 1.4 There is a total of 4 tabs requiring data to be input: the "Authority Tab", "Tab1 Revenue Expenditures", "Tab2 9-1-1 System Statistics" and "Tab 3 Other Distributions. Be sure to fill out the data on all four tabs.

1.5 When saving your file, it is important to use the following naming convention:

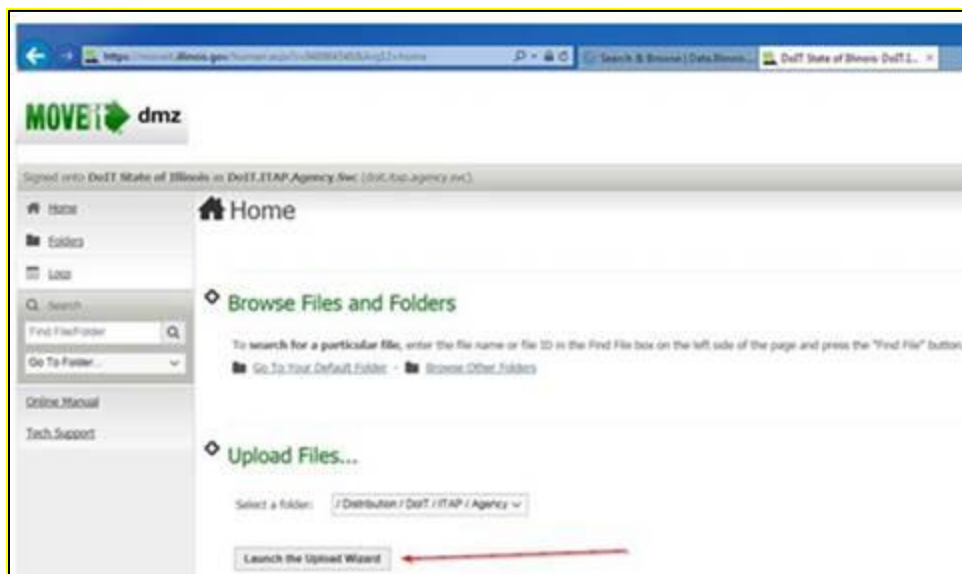
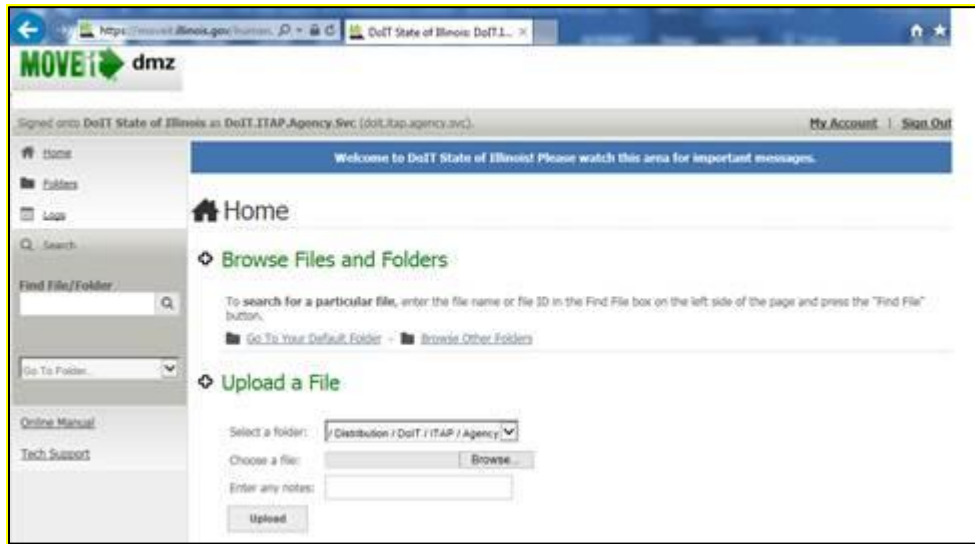
- 1.5.1 The first 6 characters must be: **911AFR**. This is **CRITICAL**, as this is how the system knows you are trying to upload the annual report.
- 1.5.2 Then followed by: A space and then the name of your 911 authority
- 1.5.3 Then followed by: The calendar year of the report
- 1.5.4 Finally save the report in one of Microsoft Excel's default formats that ends with .xlsx or .xls.
- 1.5.5 For example, Sangamon County's file would be named: **911AFRSangamonCounty2021.xls**.
See below:



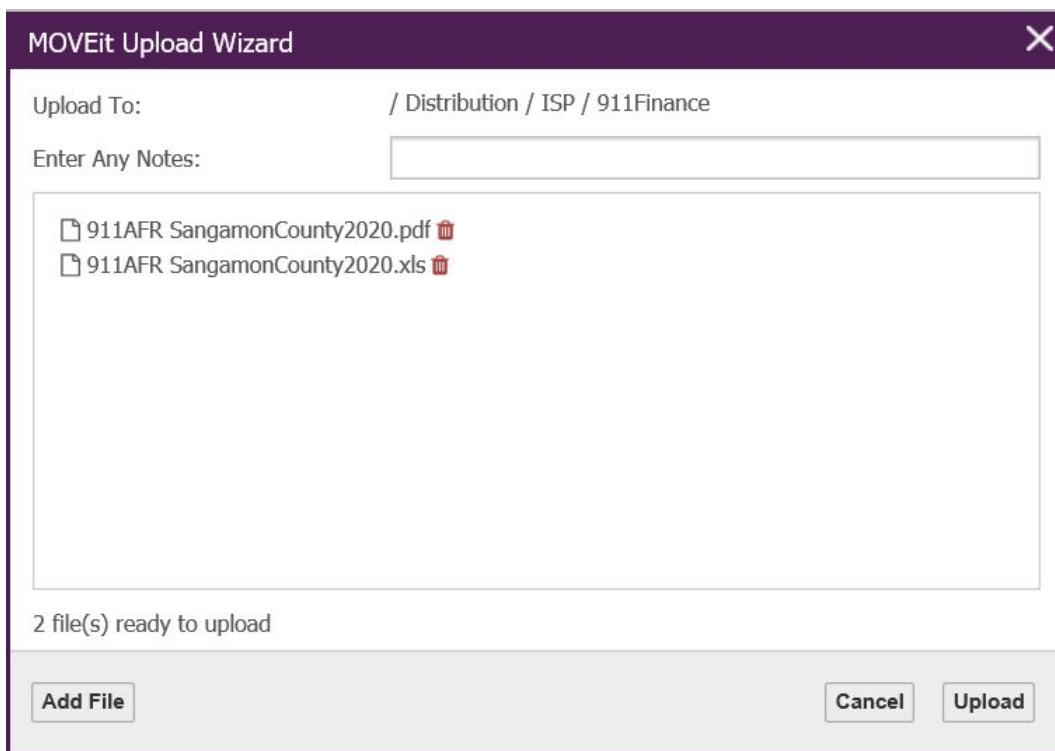
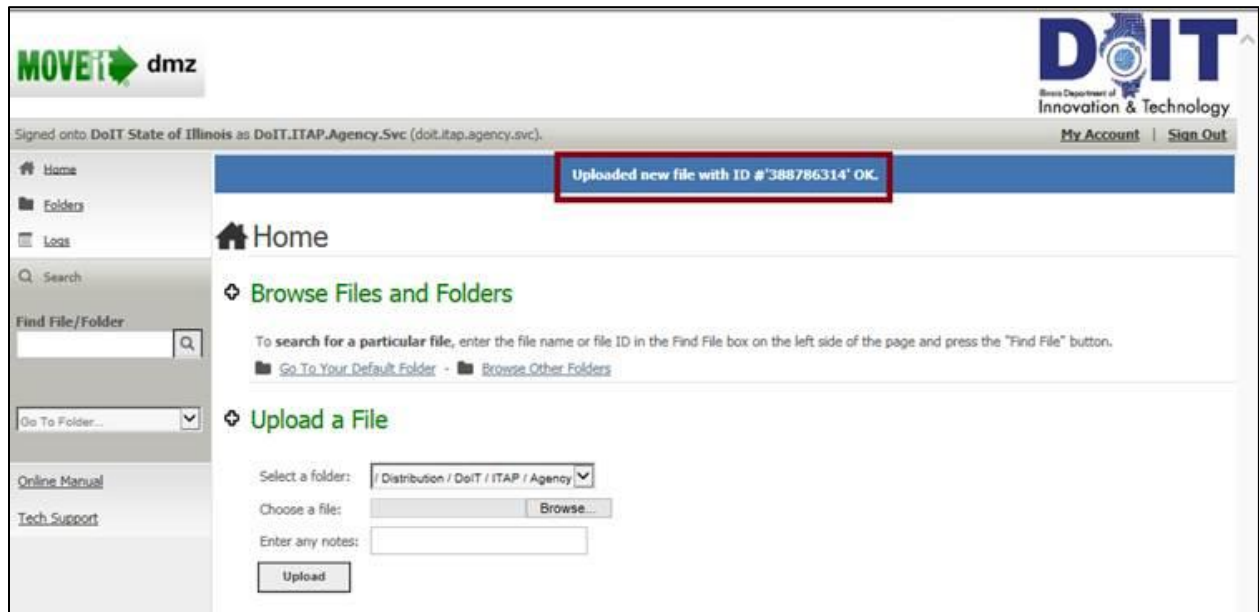
- 1.6 All supplemental scanned documents are combined in to a single PDF file and include things such as the Financial Verification Form, Current 9-1-1 System Network Diagram, Annual Notifications of Continuing Agreements for Participating Agencies and Adjacent 9-1-1 Authorities, or Current List of All Participating Agency and Adjacent 9-1-1 Authorities. The same naming convention used for the spreadsheet is used for the PDF file. The only difference is the PDF file will have a .PDF on the end of the file name versus .xlsx or .xls. For the example above the PDF file would be named **911AFR SangamonCounty2021.pdf**.

Step 2: Submit your file through MOVEIT

- 2.1 Launch your Internet Browser and go to <https://moveit.illinois.gov>
- 2.2 Enter the username and password that will be provided by email to the 9-1-1 Authority's Contact. If you did not receive that email or need further assistance email ISP.911Tech@illinois.gov.
- 2.3 Upload your file by clicking **Launch the Upload Wizard** and then selecting **add file** and then find your file on your computer and click on it. Once your file appears on the screen click **upload**.



2.4 When your file has been successfully received by the MOVEit process you will see a message in the blue ribbon that states “Upload Succeeded” in the MOVEit upload wizard box. This indicates that MOVEit has received your file; however, your file still needs to be processed by the AFR system. Within an hour, you will either receive a successful submission email or an email highlighting errors in the file that need to be corrected. See Step 3 for more details.



Step 3: Receive successful submission email or error email

- 3.1 If you submitted your file correctly, you will receive an email noting your successful submission.
- 3.2 If you submitted your file **with errors**, you will receive an email message documenting the errors that need to be updated. **This requires you to correct your data according to the error messages that were documented in the email and then to resubmit the spreadsheet using the process defined above.**