

SOFTWARE INSTRUCTIONS
Group Adult Foster Care Cost Report
For FY 2014 Filing

Minimum System Requirements

Computer/Processor: Any computer with Microsoft Windows XP or higher operating system

Memory: 4 GB RAM

Hard Disk: 4 MB Available for a typical installation

Software: Microsoft Excel 2007 or higher.

Files Needed.

You need to download multiple files:

1 Microsoft Word file containing an electronic copy of this document.

[group-afc-cost-report-software-instructions-fy14.doc](#)

1 Microsoft Word file containing an electronic copy of the preparation instructions.

[group-afc-cost-report-directions-fy14.doc](#)

A Microsoft Excel file containing the cost report workbook.

[group-afc-cost-report-fy14.xlsx](#)

If you are running Windows XP, Windows 7, Windows 8.

Create a folder called CostReport and copy the required files there.

Open the file from Excel.

Open the appropriate workbook file and **IMMEDIATELY SAVE** the file as an *.XLSX file named GAFCCRNN.XLSX where NN represents the last two digits of the fiscal year of the filing.

Example: You are filing a report with a fiscal year end of 06/30/**2014**, The file name should be GAFCCR14.XLSX.

Save the GAFCCR14.XLSX file to the CostReport folder you just created. Use only the GAFCCR14.XLSX file and you will always have a clean workbook file as a starting point.

Save Your Work

When you are done entering data for a session, save the *.XLSX file.

YOU must save your work! Save your work frequently to avoid re-work.

Getting Help

Questions regarding the cost report should be directed to CHIA's Pricing Cost Report Help desk at (617) 701-8297.

Submitting your Report

When you are ready to submit your report to CHIA, rename the GAFCCR14 file with your agency name as a prefix, i.e.: AgencyName_GAFCCR14.xlsx, Email the AgencyName_GAFCCR14.xlsx file to us as an email attachment.

Be sure your email contains your organization's name, the filing FYE, and the filename **AgencyName_GAFCCRNN.XLSX where NN is the last two digits of the fiscal year.**

Email your filing as an email attachment to CHIA.Data@state.ma.us