National Center for Education Statistics

USER GUIDE TO THE CROSSWALK SOFTWARE

FY 2002

The Xwalk System

U. S. Census Bureau

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USER GUIDE TO THE CROSSWALK SOFTWARE

SYSTEM REQUIREMENTS – WINDOWS 95 OR BETTER

Note: Windows2000, WindowsNT, or XP Operating Systems Require Administrative Rights

KNOW YOUR FILES

- Write down the name and path where your files are stored.
- The layout of all files must be in columns in the following order: Fund, Function, Object, and Dollar Amount.
- There should be 2 separate files, one for revenues and one for expenditures.
- Your files can be called anything you wish as long as you can distinguish between your revenue file and your expenditure file.
- **Text files** require record layout locations, so you will need to know the beginning location of each column and column length in characters for both the revenue and expenditure files.

GENERAL

All crosswalk (Xwalk) users are required to download and install the Xwalk98 software for FY02 processing. There have been major enhancements to the software that make it necessary to do a complete full installation of the software.

There is now a full search mechanism in place that allows for independent or group searches on fund, function, and object and any combination of the three. This feature, entitled "SEARCH" can be found on the main menu bar.

Safeguards have been put into place to prevent duplicate loading of files. Warnings are provided for each of the 4 load options that restrict the loading of duplicate data.

The xwalk "Edit" feature has been enhanced to allow for single record deletions.

The downloadable crosswalk software setup executable and state data files can be obtained from the NPEFS Website @ http://www.census.gov/govs/www/npefs.html.

Below are the instructions and procedures for preparation of FY02 processing.

SET-UP PROCEDURES FOR ALL XWALK USERS

DOWNLOAD THE CROSSWALK (XWalk) SOFTWARE

Listed below are detailed steps to access the Census Bureau Governments Division NPEFS Website to download the crosswalk software and your state-specific translation table (referred to as "State Data").

- Open your Internet browser (Netscape, Microsoft Internet Explorer) to access the Governments Division home page. In the address area of your toolbar type:
  www.census.gov/govs/www/npefs.html

You are now in the Census Bureau's NPEFS Website. Scroll down the page until you reach the Xwalk section. Look for the installation file called, "Xwalkinstall.exe."

1) Create a directory in c:**program files**\ called, "**xwalk98_FY02**."
This will be your target directory.

2) Download the software installation file "**Xwalkinstall.exe**" into the target directory.

a) Select the software installation file link.

b) A file download box will appear with "Save this program to disk" selected by default. Select the **OK** button.

c) A save as box will appear. Make sure the file you are

downloading will be saved in the **c:\Program Files\xwalk 98_FY02** directory and then select the **Save** button.

DOWNLOAD AND EXTRACT YOUR STATE DATA FILE

Note: This process is for ALL XWalk Users. If you have downloaded the XWalk98 software and installed it, then the directory the software uses has already been created - c:\Program Files\xwalk98_FY02. If you start with this download before the installation download you must create this directory.

Follow the "State Data" link for your state specific data file.

1) From the State Sata Files drop down list, select your state (only updated State Xwalks appear in the dropdown menu).

2) A file download box will appear with "Save this program to disk" selected by Default. Select the **OK** button.

3) A save as box will appear. Make sure the file you are downloading will be saved in **c:\Program Files\xwalk98_FY02** directory and then select the **Save** button.

The "State Data" is downloaded into the target directory as a zipped application file within the executable file. The zipped application file will be named ST02zip.exe where "ST" is your 2 digit state abbreviation and the 02 indicates the year.

To automatically extract the state data file:

1. From Windows Explorer select the ***c:\Program Files\xwalk98_FY02*** directory.

2. Double click on the application file ST02zip.exe.

3. The State data file, **ST_xwalk98.mdb**, will automatically self-extract.

This completes the installation of the ***State Data portion*** of the XWalk Software.

Install the XWalk98 Software (ALL Users)

If your computer is running WindowsNT, Windows2000 or WindowsXP, the installer MUST have administrative rights. If you do not have administrative rights, have the Xwalk software installed by your technical support staff. IMPORTANT - Close all other applications before attempting to do the following:

To automatically extract the files needed to install the software:

1. From Windows Explorer select the ***c:\Program Files\xwalk98_FY02*** directory.

2. Double click on the application file **Xwalkinstall.exe.**

   A window will appear with the following message:

   You are about to decompress and install the XWalk98 software. Please refer to the "Installation Instructions" for more information.

3. Select the **Setup** button. The Setup application will start to copy the files.

   You may or may not get a system message stating: [if you do not get this message skip to item #11]"

   Setup cannot continue because some system files are out of date on your system. Click ok if you would like setup to update these files for you now. You will need to restart Windows before you can run setup again. Click cancel to exit setup without updating system files.

4. Select the **OK** button.

5. Setup may or may not ask you the following question:

Do you want to restart Windows now? If you choose 'No' you will not be able to run setup again until after the system is rebooted at a later time.

6. Choose **Yes**.

7. Your system will automatically reboot at this time.

8. After the system has successfully rebooted, return to the ***c:\Program Files\xwalk98_FY02*** directory.

9. Double click on the application file **Xwalkinstall.exe**.

   A windows box will appear with the following message:

   You are about to decompress and install the Xwalk98 software. Please refer to the "Installation Instructions" for more information.

10. Select the **Setup** button. Again setup will start copying files, this time successfully.

11. The following message will appear: "Setup cannot continue unless all your applications are closed."

12. Choose **OK** to continue Setup.

13. By default Xwalk98 Setup will install the software in ***c:\Program Files\xwalk98_FY02.***

14. Click on the computer button to install the Xwalk98 software. Xwalk98 - choose program group screen will appear. Click the **Continue** button

15. "Installing Data Access Components" box will appear and it will automatically install Microsoft Data Access Components 2.1.

16. You may or may not get one or more Version Conflict boxes stating:

    A file being copied is older than the file currently on your system.
    It is recommended that you keep your existing file..,etc.
    Do you want to keep this file?

    ALWAYS respond, "YES" to this question.

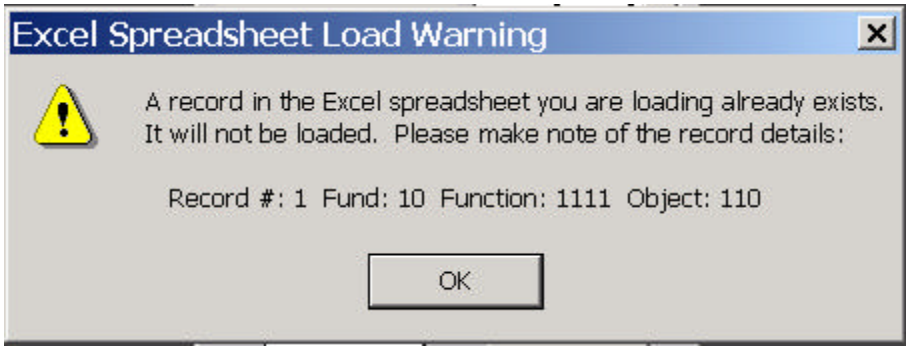
17. **Eventually** you will get a message that *Xwalk98 setup is complete*.

This completes the installation process for the Xwalk98 software.

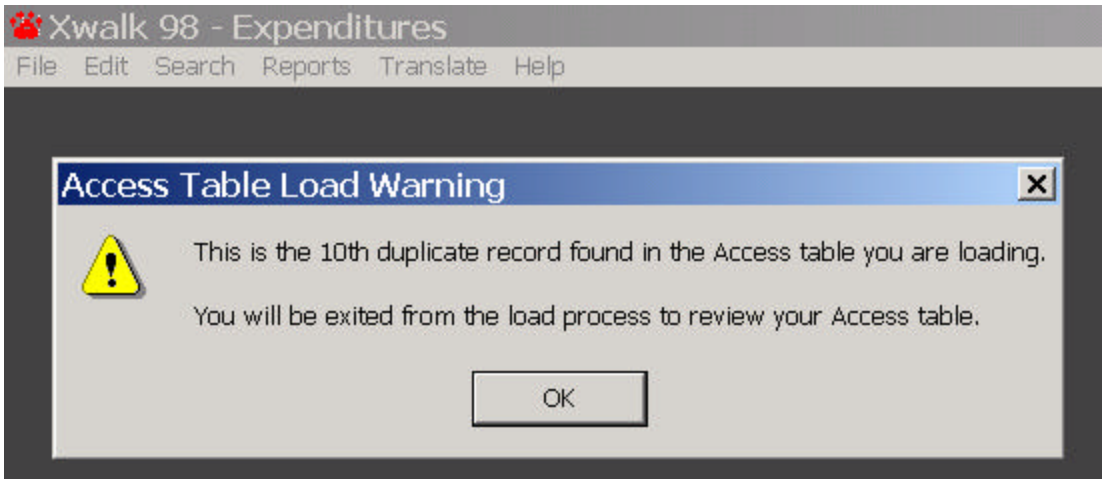
Double click on the "Xwalk98.exe" within the target directory and begin. You may also select the software from the **START** button on the Windows task bar.

LOAD YOUR DATA

All four load data options have been upgraded to safeguard against entering duplicate data records. The following example shows the "Load Warning" for duplicate data in an Excel spreadsheet. Similar load warnings are provided for the other three load options. The only difference between the various load-warning boxes will be, of course, the corresponding data type (i.e., text, database, single record load).



Caution: If you are loading a file and duplicate records are found, you will be shown a **warning box** on the 10th duplicate record suggesting the entire file maybe duplicated. Click "ok" and you will exit from the loading process and return to the main software screen. If the entire file is not a duplicate, remember all records that were not duplicates were loaded before reaching the 10th warning box.



Begin Loading:

Open the Xwalk98 program by double clicking on the application file **Xwalk98.exe** (with the tiger paw icon) in the **c:\Program Files\xwalk 98_FY02** directory or from the "Start" button on the Windows task bar.

It does not matter whether you load revenues or expenditures first.

1. Within the program, choose **File** from the main menu bar (the bar under the title "Xwalk98.")

2. From the drop-down menu choose **Toggle Rev/Exp.** Each time you click on this, the title toggles back and forth between revenues (Fig. 1) and expenditures (Fig. 2). Notice the title bar changes from "Xwalk98 Revenues" to "Xwalk98 Expenditures" (focus on the very top border).

Figure 1

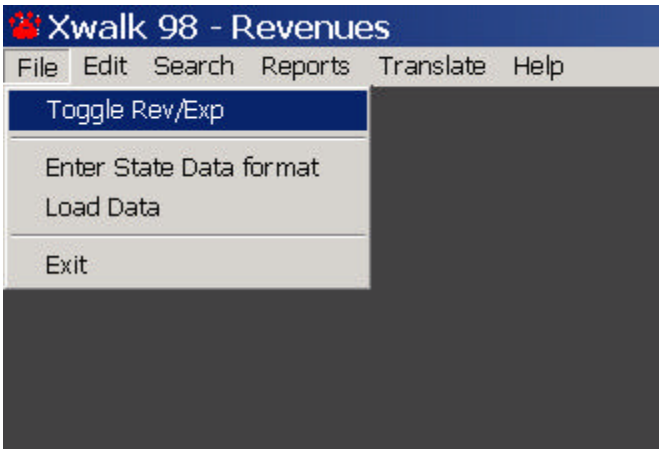
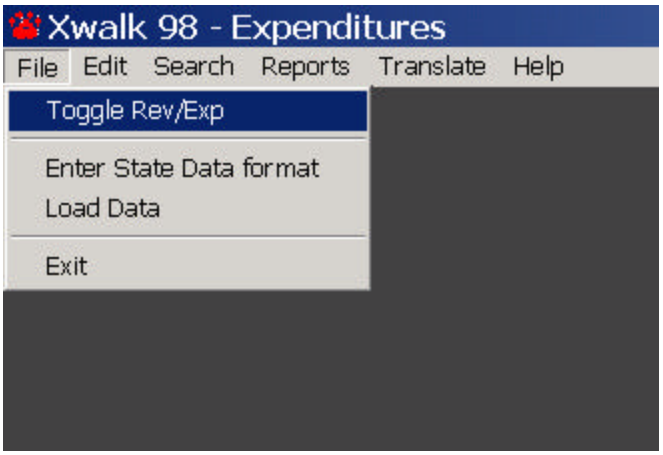


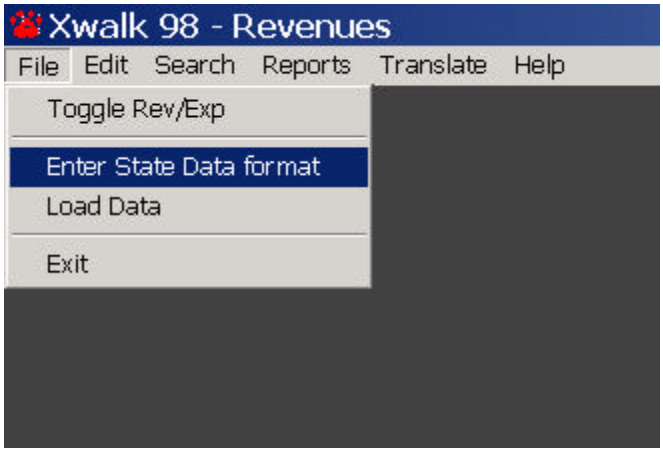
Figure 2



3. If you are loading a text file, choose **File, Enter your State Data Format** from the drop-down (Figure 3).

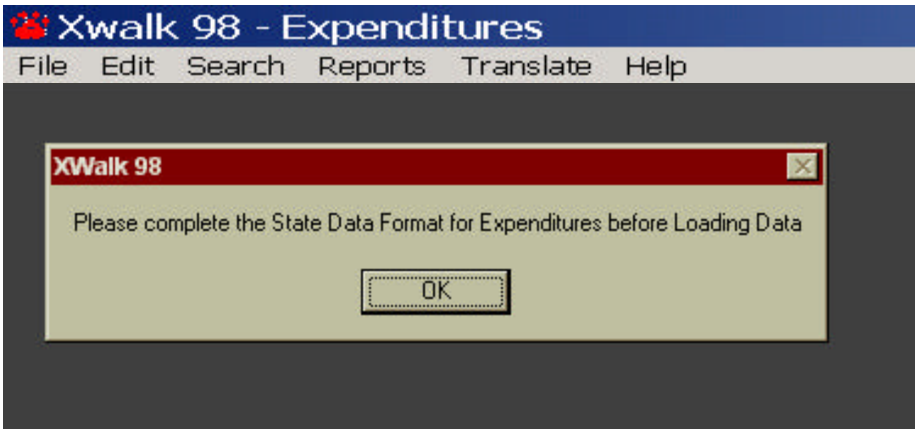
   If you are loading from a Microsoft Access database or a Microsoft Excel spreadsheet, skip to Figures 7 or 8.

Figure 3



Note: Text files are the only files that require record layout locations. If you try loading a text file without completing the record layout locations, you will be prompted by this statement, "Please complete the State Data Format for Revenues before Loading Data." If you were loading expenditure data, the statement would say the same except reference would be made to expenditures rather than revenues.

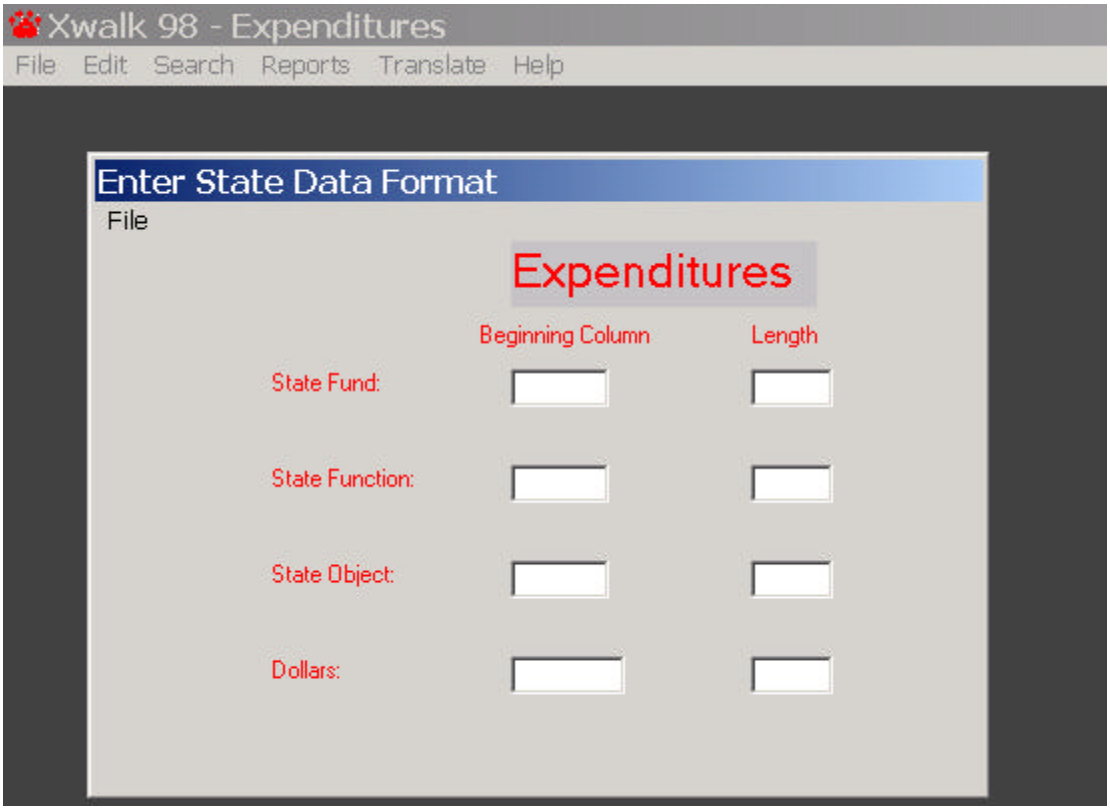
Figure 3A



4. Fill in each item (Fig. 4) according to your record layout. Enter the beginning column and its length. Tab between entries. This procedure is done for both the **Revenues** and **Expenditures**. Toggle ("File" menu) to change between Revenues and Expenditures.

   Note: There are two areas that indicate what type of data you are entering--the title bar and the record layout window. There should be no confusion as to where you are in the process.

Figure 4

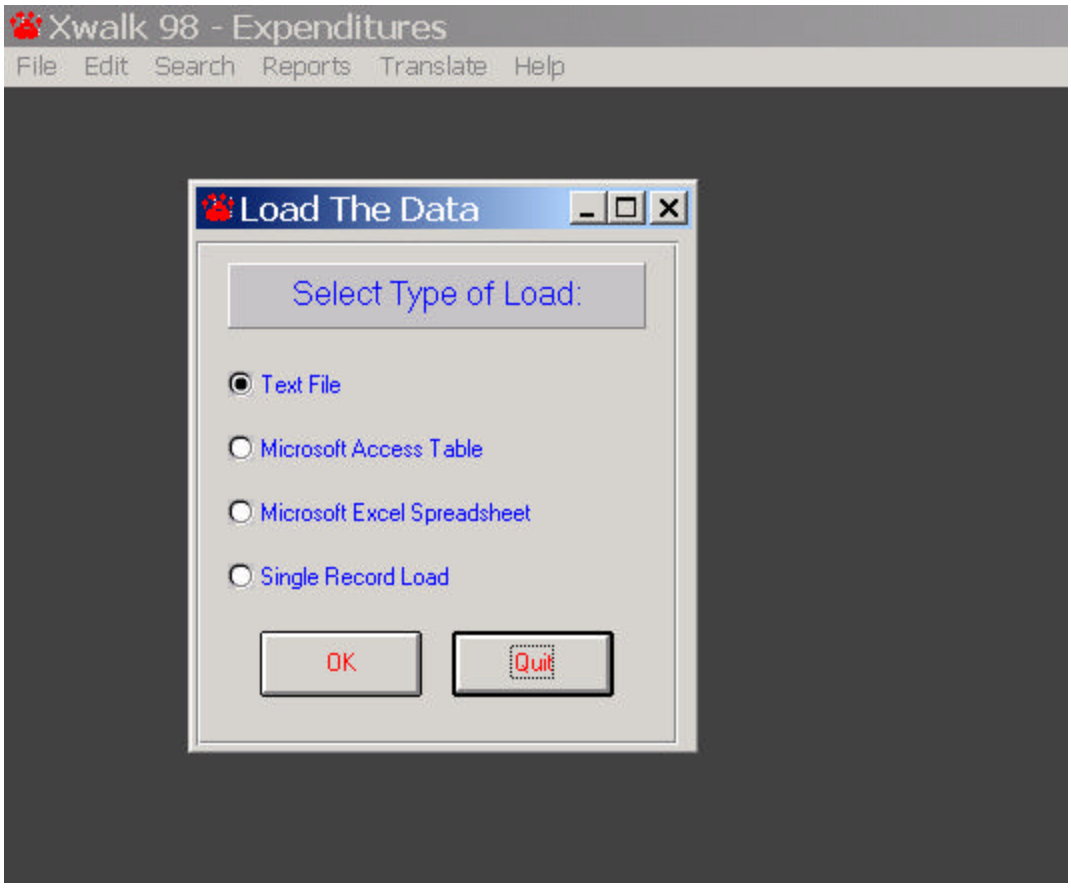


5. Within the record layout window click on **File** in the upper left corner. Click on **Exit** to leave the record layout window.

6. To load your data choose **File** from the main menu bar. From the drop down menu, choose **Load Data**. The following window appears (Fig. 5):

Figure 5

Text File Example



7. You will have four choices to load your data—

   A) Text File

   B) Microsoft Access Table (*.mdb)

   C) Microsoft Excel Spreadsheet (*.xls)

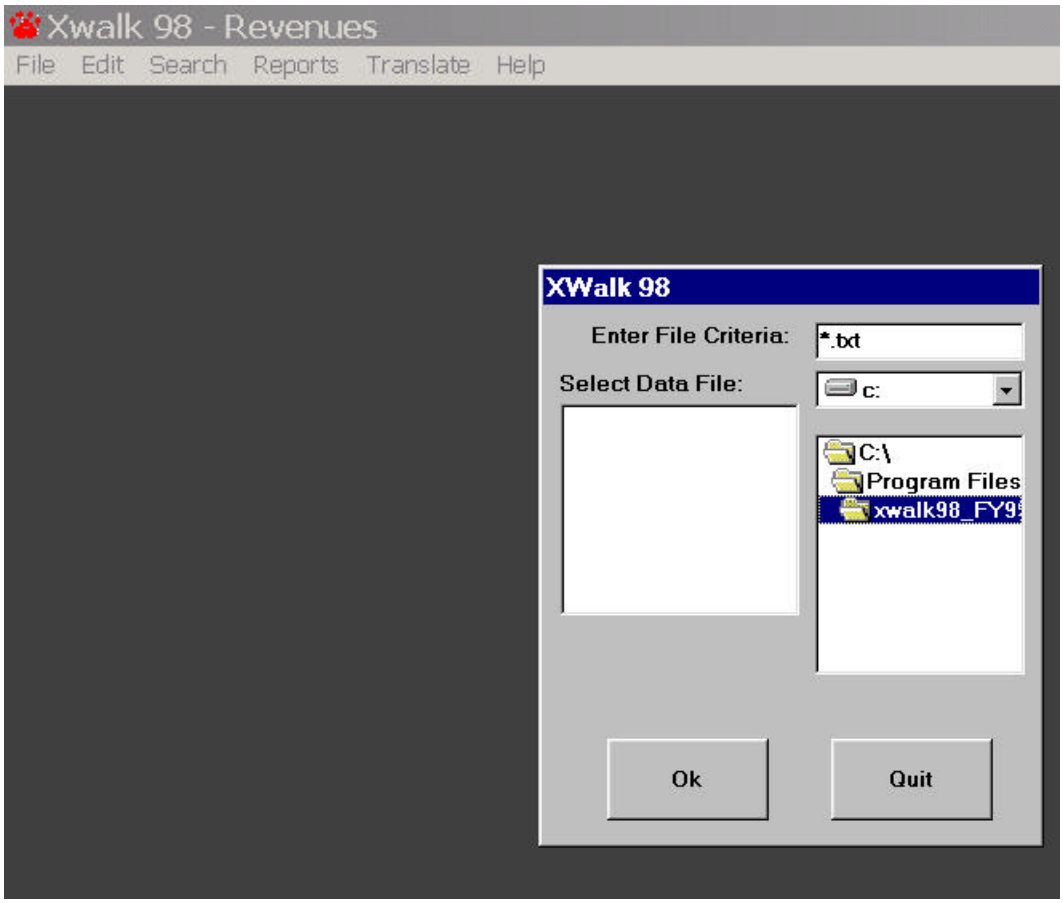
   D) Single Record Load

As in Figure 5, if your file is a text file, click **OK**. Otherwise, select your file type by clicking the appropriate option. Then click **OK**.

The following window (Figure 6) appears:

Figure 6

Text File Example



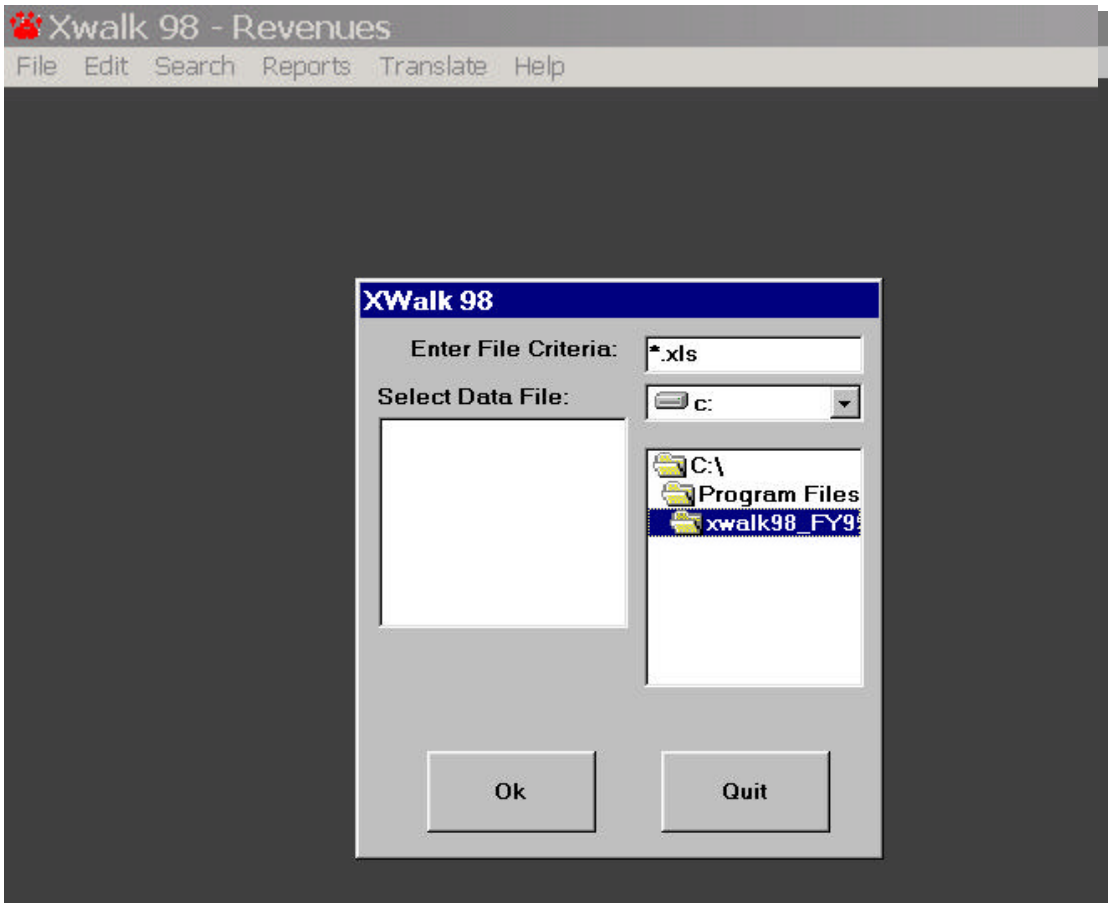
8. Beside the title "Enter File Criteria" *.txt appears. (if your text file has another extension change it in this box). This indicates you chose to load a text file. Directly under *.txt is a letter denoting your hard drive (defaults to c:\). Access the drive where you saved and set up the xwalk program and your state specific file(s)—this probably will

be c:\. Below the drive selection is the area that will show the directory paths indicating where you saved the program and your files. Figure 6 illustrates that our files are saved in **c:\Program Files\xwalk98_FY02**. The "Select Data File" window will show all files with the extension showing in the "Enter File Criteria" window (here, *.xls). Figure 6 shows that no text files exist in the **c:\Program Files\xwalk98_FY02** directory.

Figure 7 (below) illustrates what Excel spreadsheet files reside in our **c:\Program Files\xwalk98_FY02** directory because "*.xls" shows in the "Enter File Criteria" window.

Figure 7

Excel Spreadsheet Example



Highlight the name of the file you wish to load from the listing of files in the “Select Data File” window. Click OK. The following table appears:

Figure 7A

The program defaults to Sheet1. Refer to the Excel Spreadsheet (Figure 7B) example below. This will show you why the default is Sheet1 (focus on the tabs at the bottom the spreadsheet.) You will need to change the worksheet name in the XWalk98 box (Figure 7A) if the data you wish to load is not on Sheet1.

Figure 7B

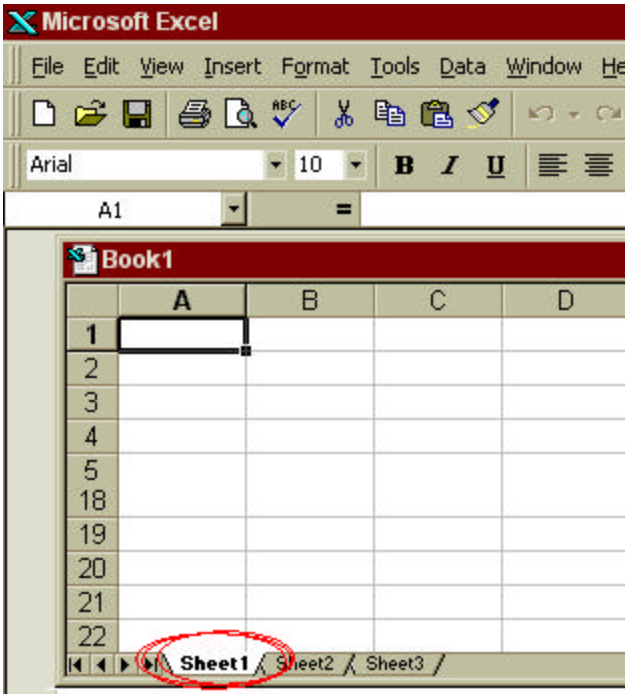
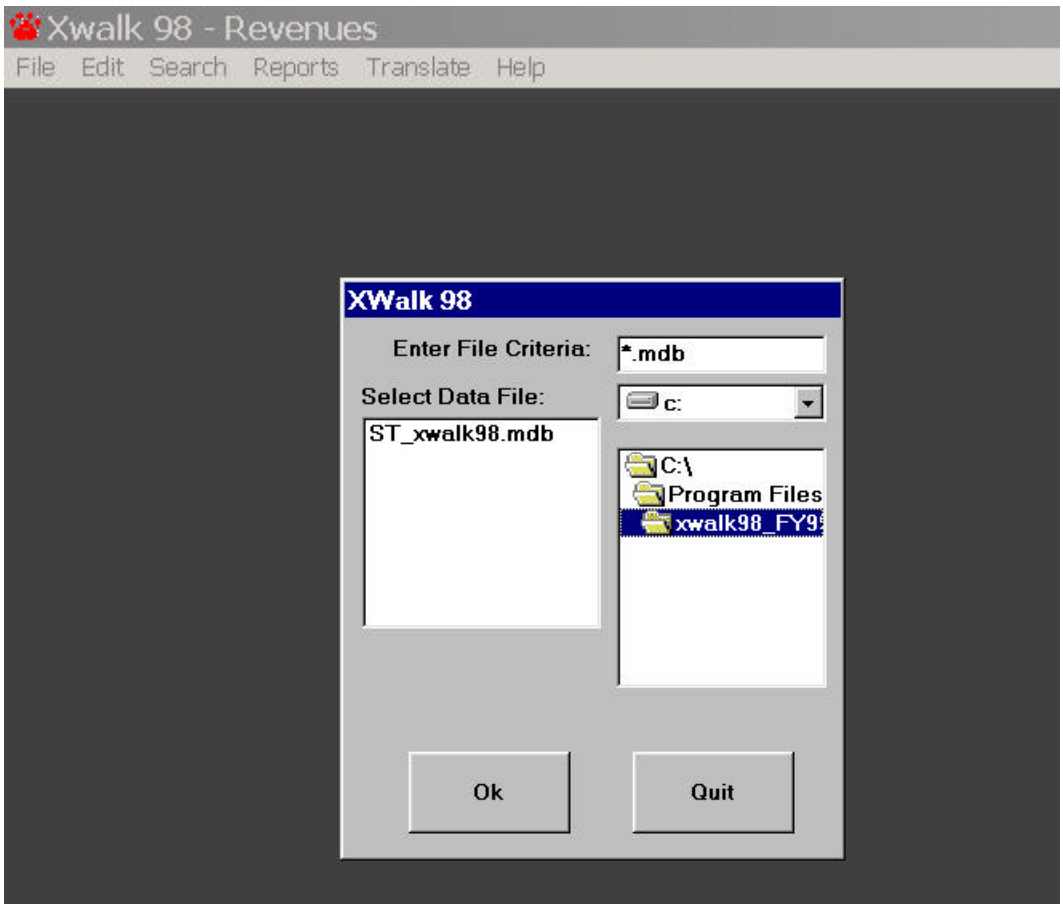


Figure 8 (below) illustrates what Access database files reside in our **c:\Program Files\xwalk98_FY02** directory because "*.mdb" shows in the "Enter File Criteria" window.

Microsoft Database Example

Figure 8



9. Highlight the name of the file you wish to load from the listing of files in the "Select Data File" window. Click OK. Figure 9 shows an example of loading a table from an Access database file. Click on the down arrow in the window (Fig. 9). A drop-down menu displays all tables in the database file. Choose the table with your state data to load and click OK.

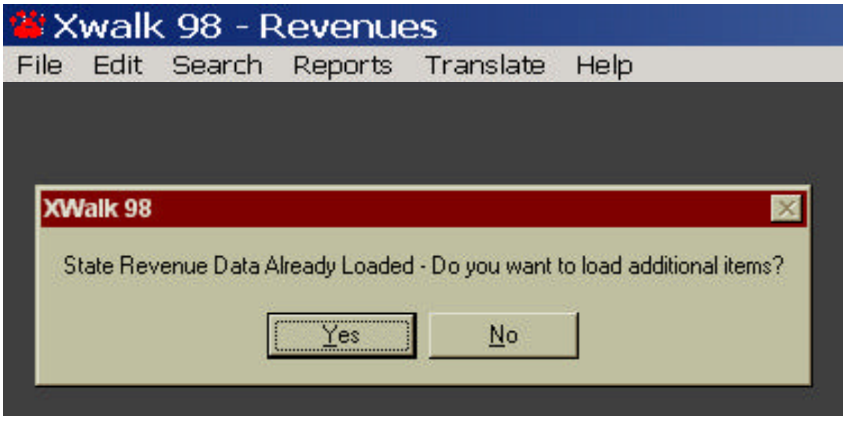
Figure 9

10. After loading your expenditure data and your revenue data, a dialog box confirms each load by displaying “Revenue Load Complete” or “Expenditure Load Complete” (Figure 10).

Figure 10

Note: You have the option to load data more than once. This is a very convenient option if your data are located in more than one directory and/or file. As long as the data are in the expected format (fund, function, object, amount) you can continue to load state data files until all files from all sources are loaded. Example: You have your state revenue data files located into more than one file. You can append the files by selecting **Load Data** from **File** in the main menu bar (toggle between **Rev/Exp** from the drop down menu within **File**). If you are loading revenue data, load that data. A dialog box appears stating, "Revenue Load Complete" (see Figure 10 above). Again, choose **Load Data**. A dialog box will appear stating, "State Revenue Data Already Loaded – Do you want to load additional items?" Choose **Yes**. The data will be **appended** to the data already loaded.

Figure 11



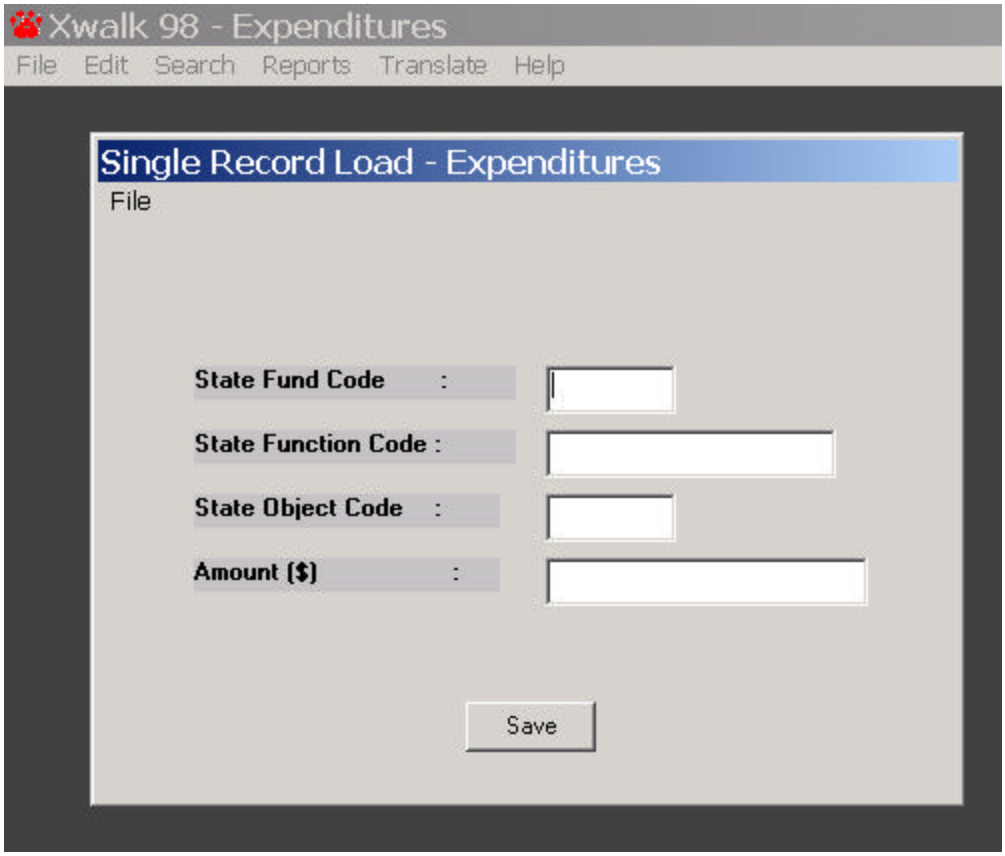
11. Figure 11a (below) illustrates the "Single Record Load" feature.

This option is ideal for those single records that you wish to load without having to append the records to an existing data file. For example, you may want to use this feature forTitle I and VI data entries. Enter the data in the proper format of fund, function, object and dollar amount by tabbing through the entries. Note that comma's are automatically entered in the dollar field once you press the enter key. Click the "Save" button when you are finished.

IMPORTANT

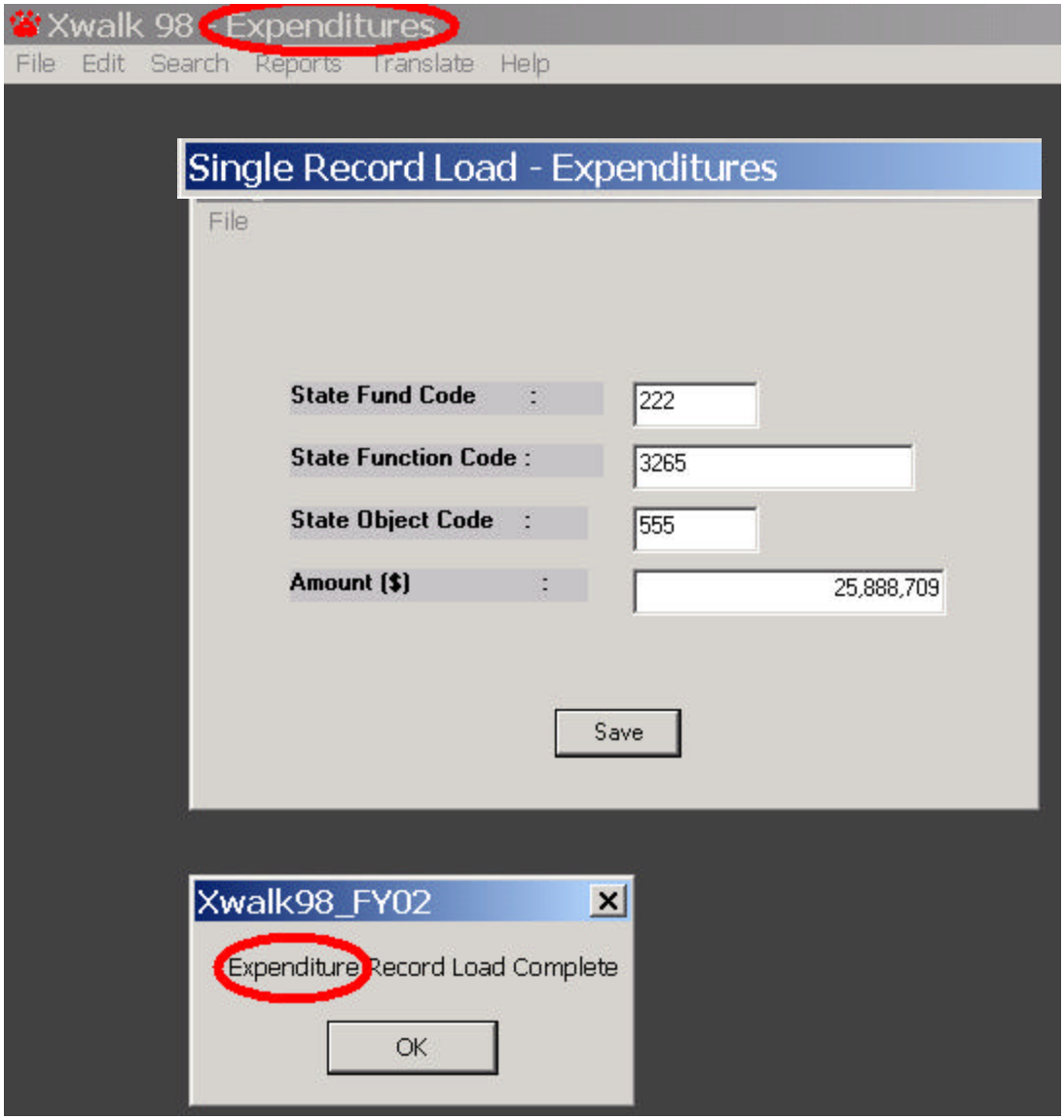
Please be cognizant of the type of data items you are loading (see figure 11b below). It is important to note that ***it is possible to load an expenditure record within a revenue table and vice-versa*** if you are not paying close attention to the top line of the software indicating **Revenues** or **Expenditures**.

Figure 11a



After the "Save" button is pressed a dialog box appears that states which data type has been loaded successfully. It will say either, "Revenue Record Load Complete" or "Expenditure Record Load Complete."

Figure 11b



The load feature closes after you click "OK" acknowledging the "Expenditure/Revenue Record Load Complete." You will not be prompted to load another single record. You must go through the process of selecting **File, Load Data, Single Entry Record Load** after each record is loaded.

Translate

This is the 5th item on the main menu bar. "Translate" refers to a procedure which converts state codes (fund, function, and object) into codes that correspond to cells on the National Public Education Financial Survey (NPEFS) form and adhere to the 1990 Handbook, Revised (H2R2) standards. "Translate" is the only option in this menu. The amount of time it takes to translate the state data to H2R2 codes varies according to how many records there are to be translated. If allocations are required it will take longer. During the translation process, there will be a flashing indicator (varying in color) showing which part of the process is taking place: TRANSLATING REVENUES, TRANSLATING EXPENDITURES, or ALLOCATING EXPENDITURES. The process first translates revenues, then expenditures, and finally allocates revenues and/or expenditures if allocations are needed.

Figure 12

Figure 13

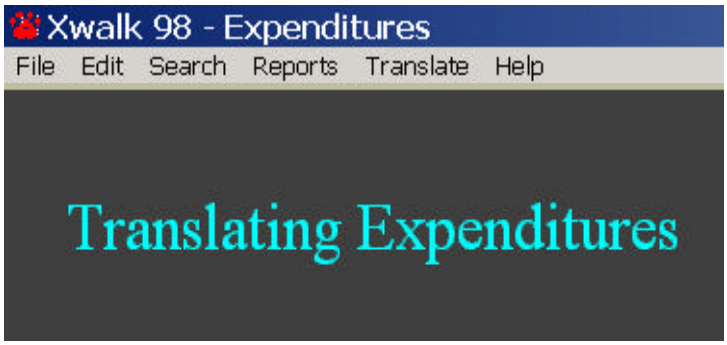


Figure 14

Note: If you need to rerun the translation, just select "Translate" again. Each translation will override the previous translation.

Allocations

An allocation is the process by which the total dollar amount from one state account is divided, and percentages of the total are placed in several different H2R2 accounts.

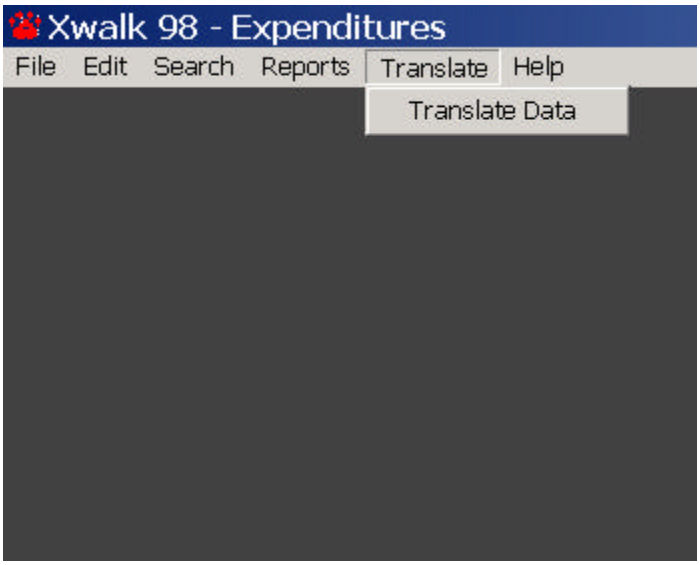
Allocations are necessary because some states include several types of revenues or expenditures in a single account. It is, therefore, necessary to distribute these revenues or expenditures from the one state account into the appropriate H2R2 accounts to provide the most accurate National Public Education Financial Survey (NPEFS) submission possible.

If your state has no allocations, the only flashing indicators will be "Translating Revenues" and "Translating Expenditures."

To "Translate" your data, follow these procedures:

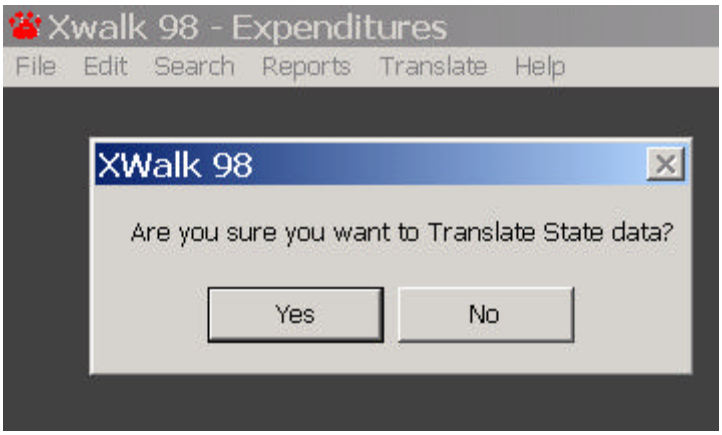
1. Select "**Translate**" from the main menu bar and also from the drop-down menu.

Figure 16



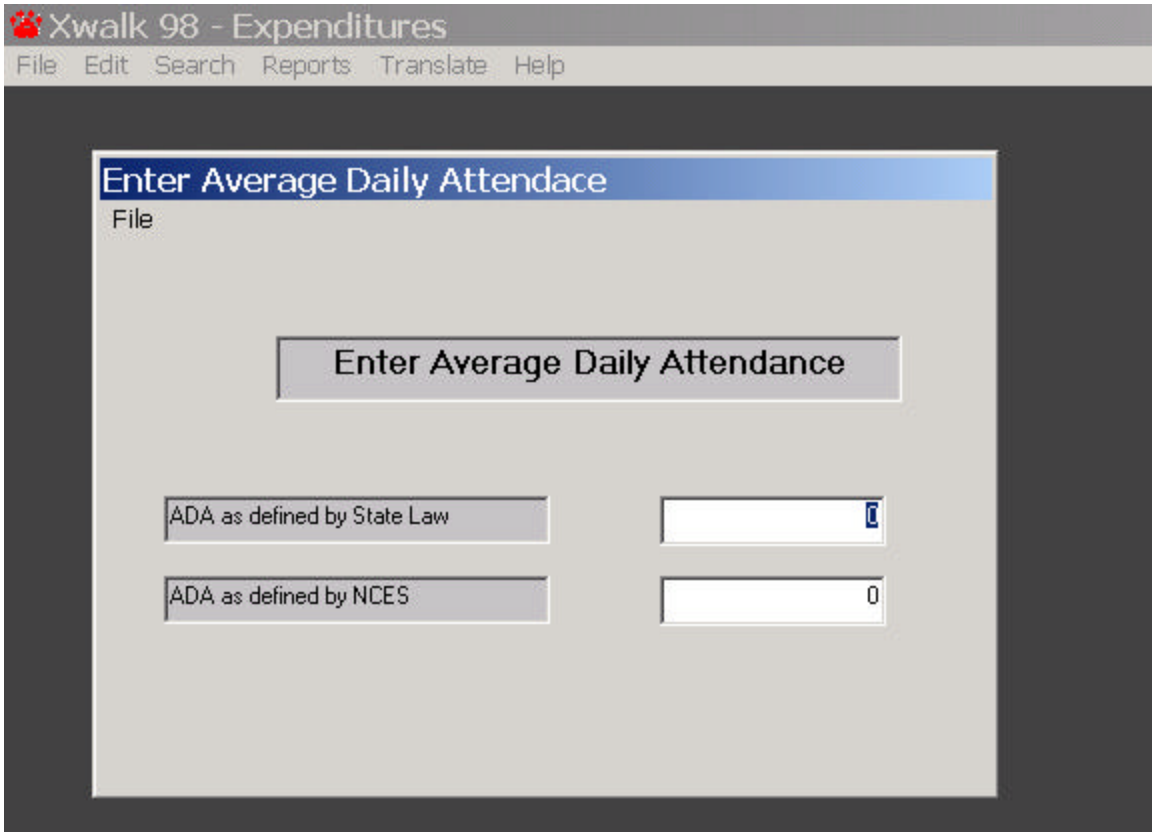
2. Click **yes** to the dialog box that appears, asking, “Are you sure you want to translate state data?”

Figure 17



3. Enter your ADA (Average Daily Attendance) as defined by State law or NCES, whichever one pertains to your state.

Figure 18



4. “Translation” begins. When complete, one of the following dialog boxes appears.

Figure 19

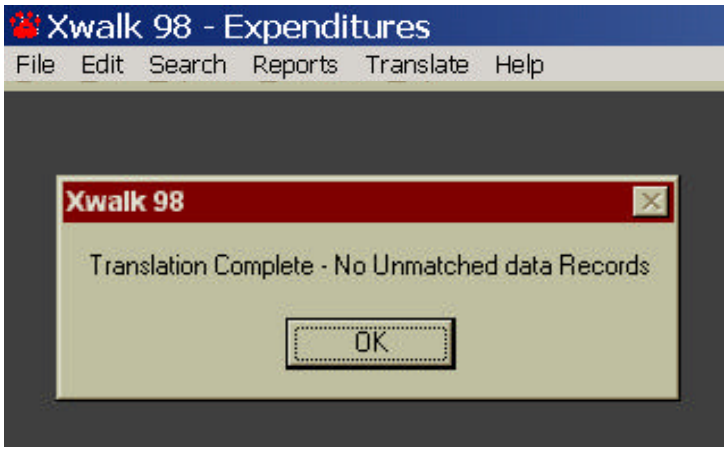
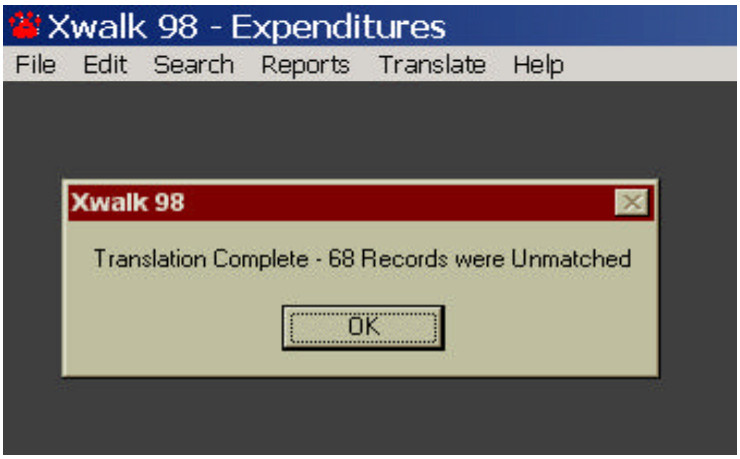


Figure 20



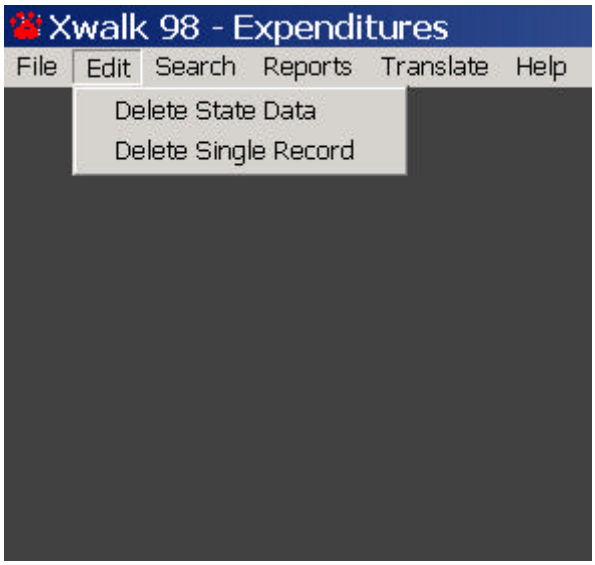
Data troubleshooting may be required if you have **unmatched** records. To view the errors, choose **Reports** from the main menu bar, and select **Errors**. The errors could be just revenues, just expenditures, or a combination of both. You may have to toggle between revenues and expenditures to locate the errors. For more detail refer to the “Reports” section of the manual, Figure 26.

Edit State Data

Editing your state data will delete the entire revenue or expenditure data set or delete individual data records (see Figure 20 below).

1. Choose **File** from the main menu bar.
2. From the drop-down menu, choose **Toggle Rev/Exp** (Figure 1 or 2).
3. From the main menu bar choose **Edit** (Figure 20 below).

Figure 20

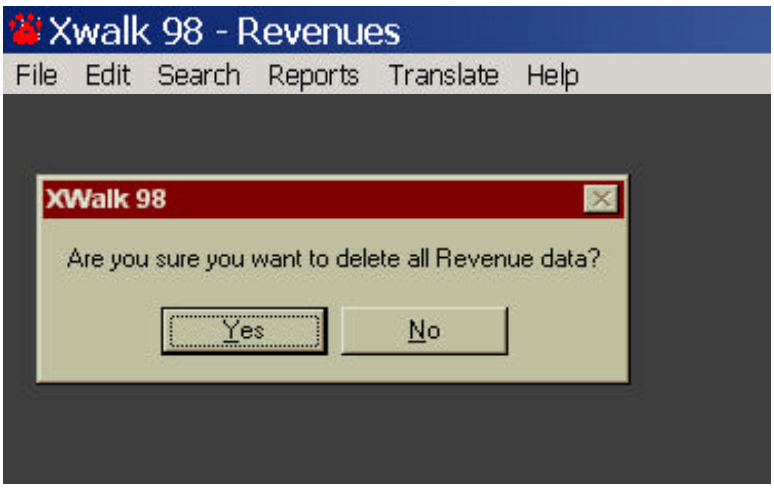


Delete State Data

You may want to delete your state data from the software. Maybe you are testing your input file and you have loaded your state data into the software program, and for whatever reason, you now want to remove it. The software removes the data as quickly as you loaded it. Be aware, however, you can only delete the entire data set for the data set type indicated along the very top of the xwalk software. If it says "Revenues" (Figure 22 below) then all of the revenue records will be deleted.

From the main menu bar choose **Edit** (along the main menu bar, second from the left)**.** From the drop-down menu in "Edit," there are two choices: **Delete State Data** and **Delete Single Record** (see Fig. 20 above). Choose **Delete State Data.** The following warning screen appears (Fig. 22):

Figure 22



Click **YES** and your "State Revenue Data" will be deleted from the software. Click **No** to retain the data as you loaded it. Note: The same procedure applies for the expenditure data. If you want to delete the "State Expenditure Data," the warning would say, "Are you sure you want to delete all Expenditure Data?" Just respond accordingly….**yes** or **no**.

If you have already deleted the revenue data, and you tried to delete it again, the following screen appears:

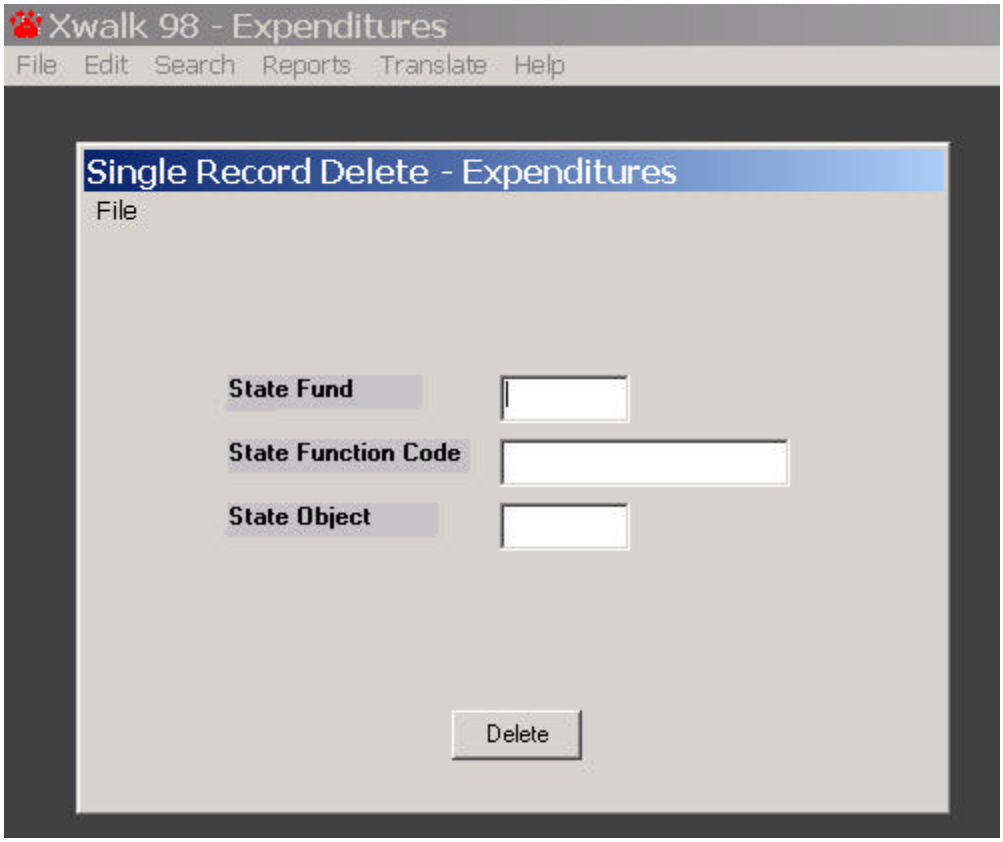
Figure 22a

Note: A corresponding statement would appear if you were deleting expenditures.

Delete Single Record

If at anytime you wish to delete a single record, select **Edit** from the main menu bar and select **Delete Single Record** from the dropdown menu. The example below prompts you for the fund, function, and object of the record you wish to delete. Enter the appropriate information and click the **Delete** button at the bottom of the Single Record Delete box. If you wish to exit this selection, choose **File**, **Exit** from the upper left corner of the Single Record Delete box.

Figure 23b



Single Record Delete Error

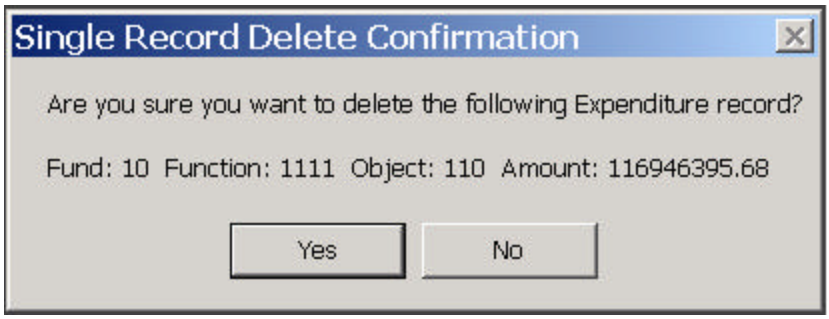
If any part of the record information entered is incorrect (including one or more blank fields) and you press the "Delete" button you will receive a warning box (see Figure 23c) stating, "Nothing To Delete!!! No record found matching the Fund, Function, and Object you specified." Select **OK** and you will be taken back to the Delete Single Record option box to re-enter the appropriate information.

Figure 23c

Single Record Delete Confirmation

If all the record information is entered correctly and you press the **Delete** button you are presented with a Single Record Delete Confirmation box stating, "Are you sure you want to delete the following Revenue/ Expenditure record?" Below the warning are the specifics of that data report (Fund, Function, Object, and Amount). Choose "Yes" or "No" accordingly.

Figure 23d



If you choose “Yes” the record is deleted and you are given confirmation that the record was deleted. Depending on the data type (revenue or expenditure) you will receive a corresponding confirmation statement.

Figure23e

If you choose “No” you are taken back to the “Single Record Delete” box. You can then either enter data information for a new record or exit by choosing **File**, **Exit** from the upper left corner of the box.

Search

The search feature is located on the main menu bar. The complete search feature is available to filter through funds, functions, and objects to help you identify individual or group records and their corresponding dollar values (see Figure 23b below). You can view and print the entire loaded data set by selecting **State Data** from the **Reports** menu.

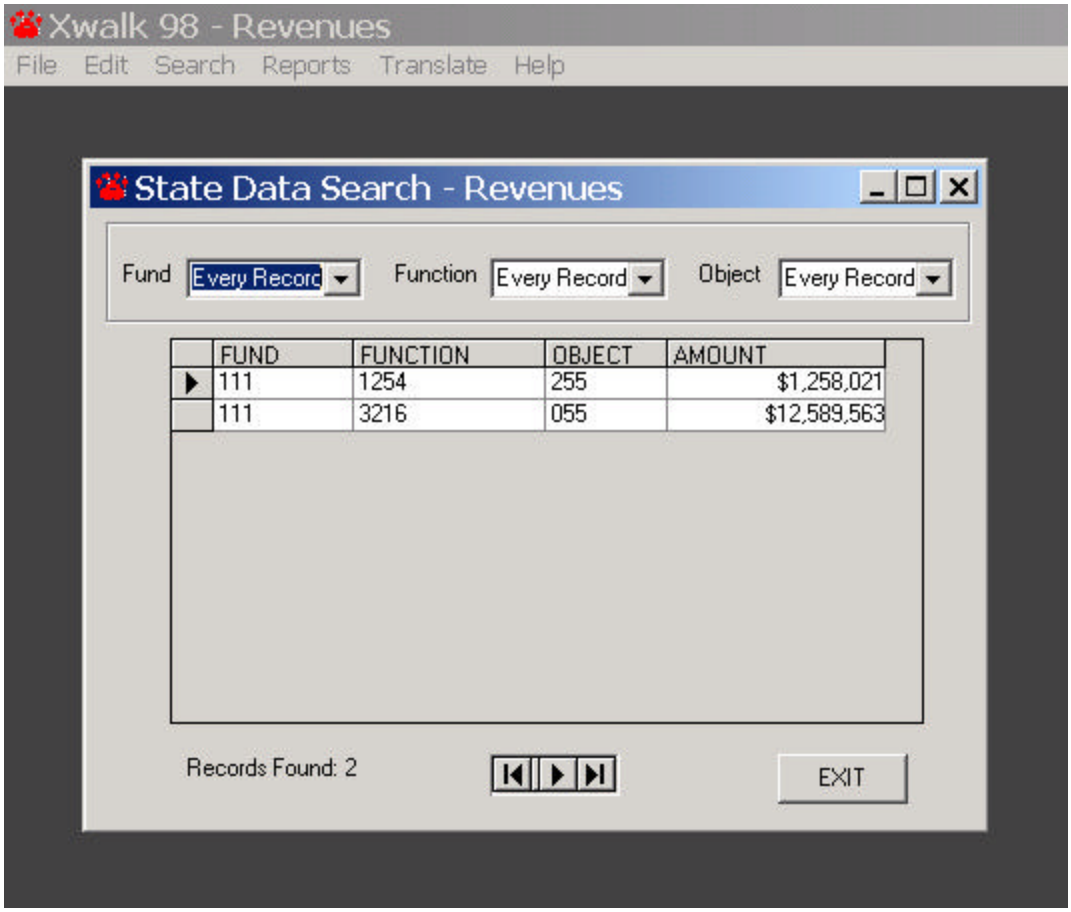
Figure 23a

Here in Figure 23b we have the Search mechanism that displays the entire Revenue data set. Notice that the data type shown in the top line

above the main menu bar is “Revenues”. This is also shown in the top line of the “Search” box itself. Likewise if the data type were Expenditures” these same areas would indicate that data type.

The default setting for each fund, function, and object is “Every Record.” Each of the dropdown menus provides the opportunity to view all of the records within that selection. For this example, we have only 2 revenue records as referenced at the bottom left corner of the **Search** box. Move through each page or the beginning and end of the entire data set using of the data control arrows located in the bottom center of the “Search” box. You can exit the Search feature by pressing the “Exit” button at the bottom right corner of the Search box or by pressing the **X** in the upper right hand corner of the “Search” box.

Figure 23b



REPORTS

The XWalk98 software contains 10 reports to help you review your data. They are:

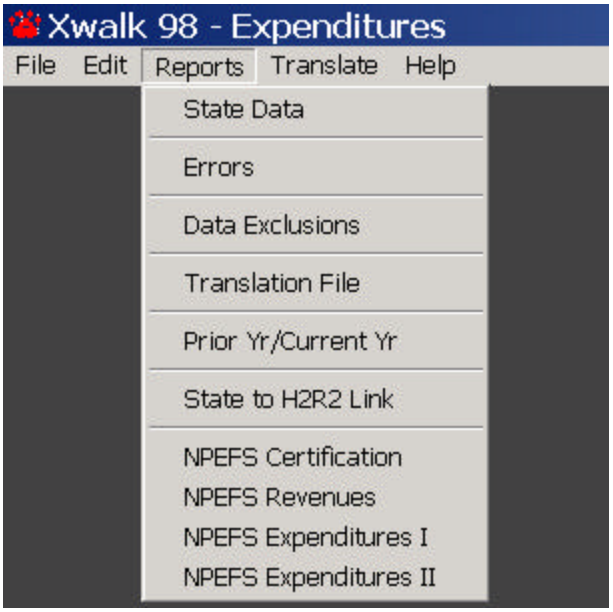
1. State Data
2. Errors
3. Translation Table
4. Prior Yr./Current Yr.
5. Data Exclusions
6. State to H2R2 Link
7. Certification
8. NPEFS Revenues
9. NPEFS Expenditures I
10. NPEFS Expenditures II

Viewing of the reports before and after translating your state data. You can view the "State Data" report before translating the data because this is a report of your loaded state data. Your translation table is always available. You can also view your prior year data before translating by opening the Prior Yr/Current Yr. report. If you open reports 8, 9 or 10 before translating your data, they will show all zeros in the amount column.

Generally revenue reports are displayed separately from expenditure reports. Look at the title bar before choosing a report to view. If it reads "XWalk98 – Revenues" the software is set to read the revenue reports. If you want to view expenditure reports, click on **File** in the main menu bar. and then click on **Toggle Rev/Exp** to toggle to expenditures. "Prior Yr/Current Yr" and the "Data Exclusions" reports do not change by data type. They are presented as one complete report. Both of these reports list revenues first, then expenditures. You can go directly to these reports without having to toggle between revenues and expenditures. To exit any of the reports, click on the **X** in the upper right corner of the report window or click on the **paw icon** in the upper left corner of the report window and then click on **Close**.

You can export any of these reports: State Data, Errors, Data Exclusions, Translation File, Prior Yr/Current Yr, State to H2R2 Link. You can also print all NPEFS reports. The NPEFS Certification, NPEFS Revenues, NPEFS Expenditures I, and NPEFS Expenditures II reports can only be printed one page at a time. A print button icon is on each page of the report. Simply click the icon.

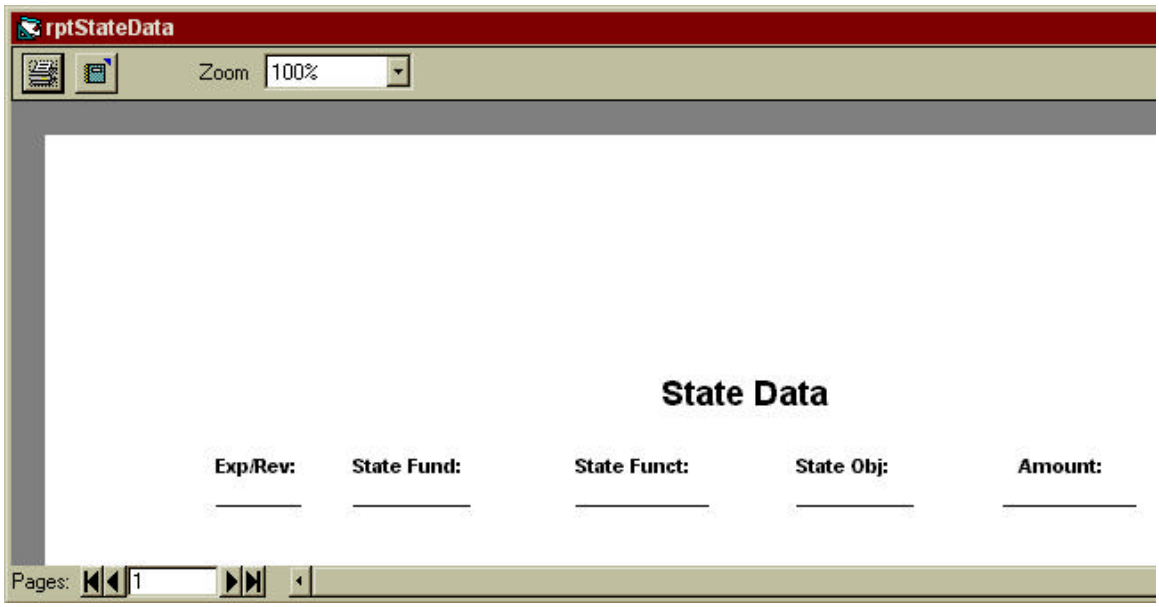
Figure 24



1. State Data

The “State Data” report displays your state data by state account codes (Figure 25).

Figure 25



2. Errors

The "Errors" report displays one of two messages after the translation and allocation processes: a list of Unmatched Data Records (Figure 26) or a dialog box stating "No Error Data to View" (Figure 27). Unmatched Data Records are records in the state data table for which there are no matching translation records.

The translation table is the heart of the xwalk process. Keeping the translation table up-to-date is very important. Annual maintenance of this table will keep the translation process clean of errors. The maintenance can be preformed either by the State coordinator or by NPEFS staff working with the State coordinator. ***Census does require that all state coordinators keep them abreast of all changes to the translation "xlate" table by entering a date in the date field of the "xlate" table.***

For assistance from the Census Bureau in resolving any errors, choose **HELP** from the main menu bar, then **Contacts** from the drop-down menu.

Figure 26

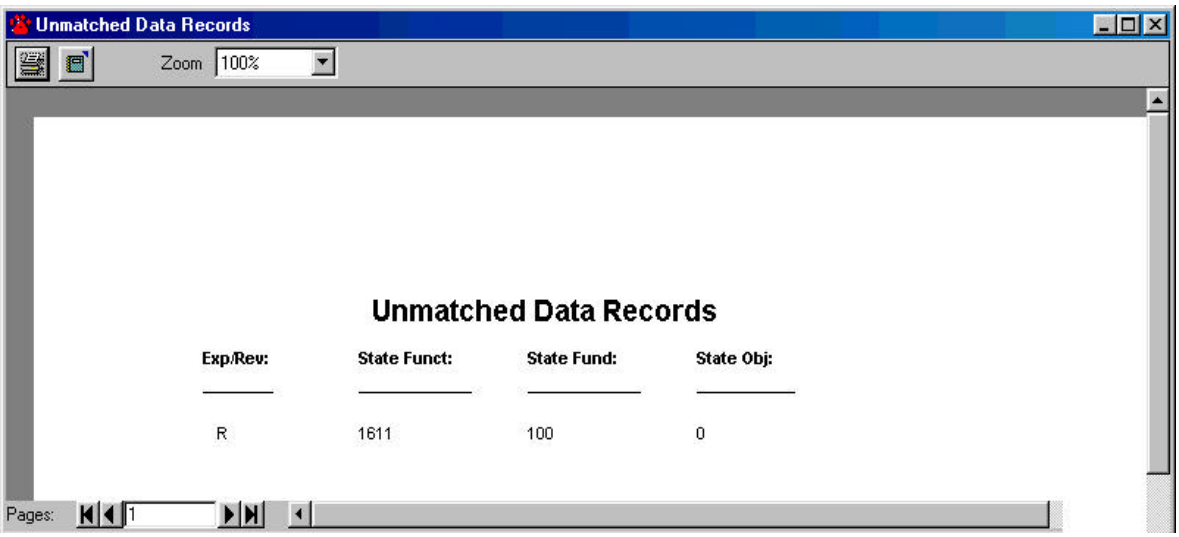


Figure 27

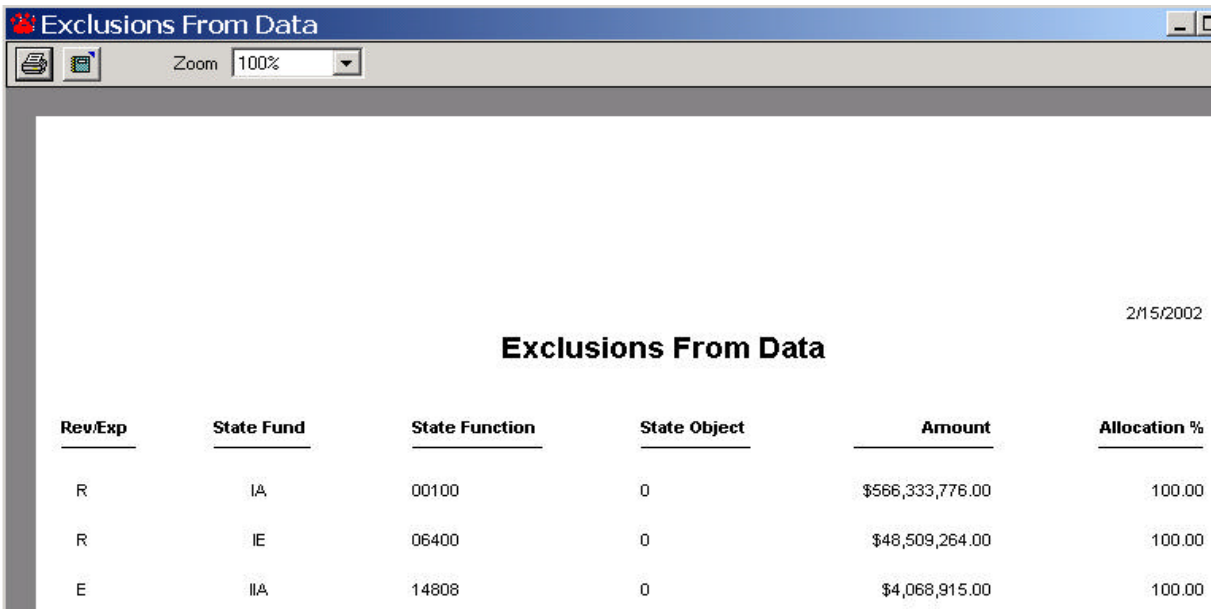
3. Data Exclusions

The "Data Exclusions" report will identify exclusions of state data that are not part of the reported data file (Figure 27A below). This report should be looked at carefully to double check that the exclusions from data are appropriate. This will help you to appropriately redirect (by changing the translation record) the state data item(s) in question. This report could also serve as a troubleshooting tool if a category aggregated total doesn't reflect the aggregated total you were expecting.

The report is presented as one report (including both revenues and expenditures) and can be located in the dropdown menu under **Reports**. You do not have to toggle between revenues and expenditures for this report. Its presentation is ordered with revenues first and then expenditures with fund, function, object, dollar, and allocation percentage order.

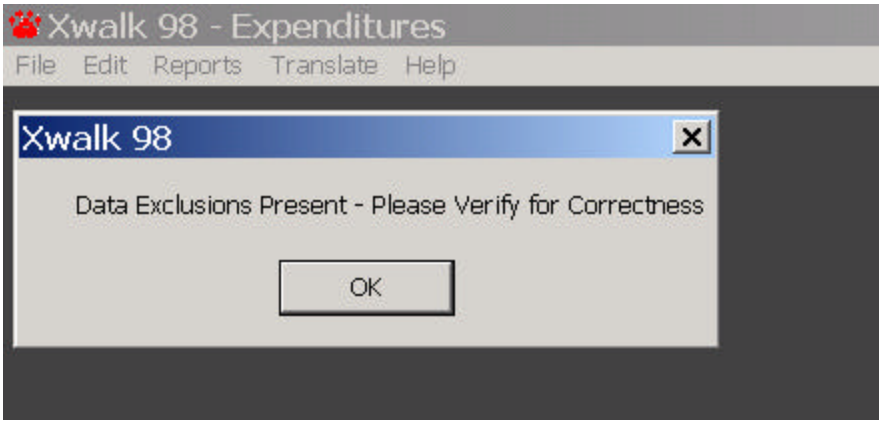
You will be made aware of any Data Exclusions after the translation process through the **Unmatched Data Records** warning. A warning box (Figure 27B below) will appear stating, "# Data Exclusions Present. Please verify for Correctness." Note: # = the number of Data Exclusions.

Figure 27A



Rev/Exp	State Fund	State Function	State Object	Amount	Allocation %
R	IA	00100	0	$566,333,776.00	100.00
R	IE	06400	0	$48,509,264.00	100.00
E	IIA	14808	0	$4,068,915.00	100.00

Figure 27B



4. Translation File

The "Translation File" report shows the path your data took when re-coded into H2R2 codes. The data are displayed by state codes (beginning and ending fund, function, object codes) and the corresponding H2R2 codes (fund, object and description). (Figure 28).

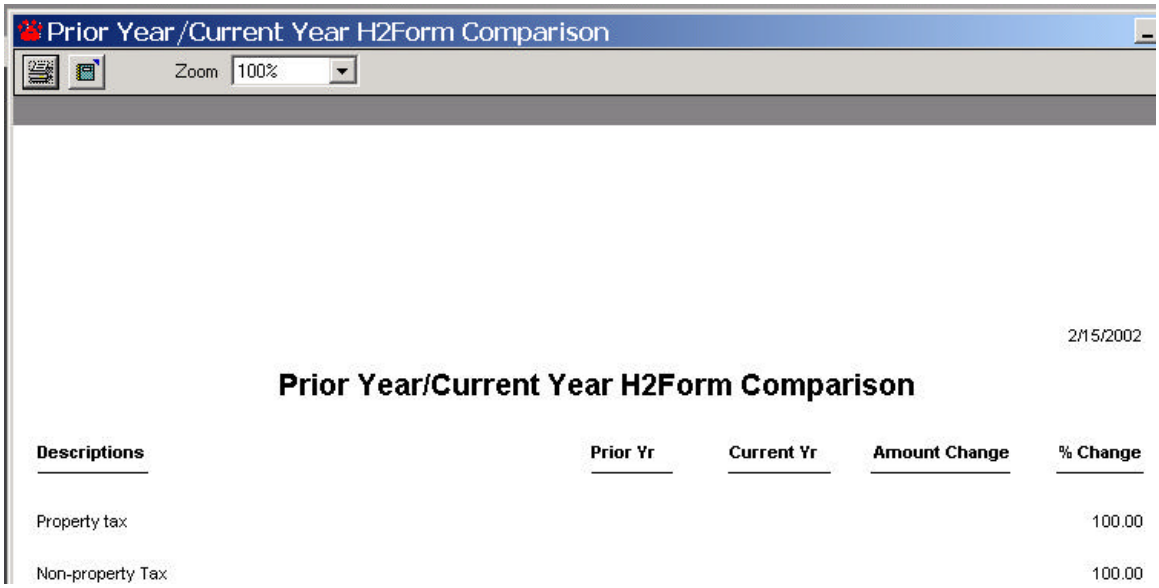
Figure 28

5. Prior Yr/Current Yr

The "Prior Yr/Current Yr" report displays of your prior year data, your current year data, and the difference between the two in dollars and as a percentage (Figure 29). This report can be very beneficial in trouble-shooting data discrepancies in the early stages of data preparation.

You do not have to toggle between revenues and expenditures for this report. The data is presented in revenues then expenditures order.

Figure 29



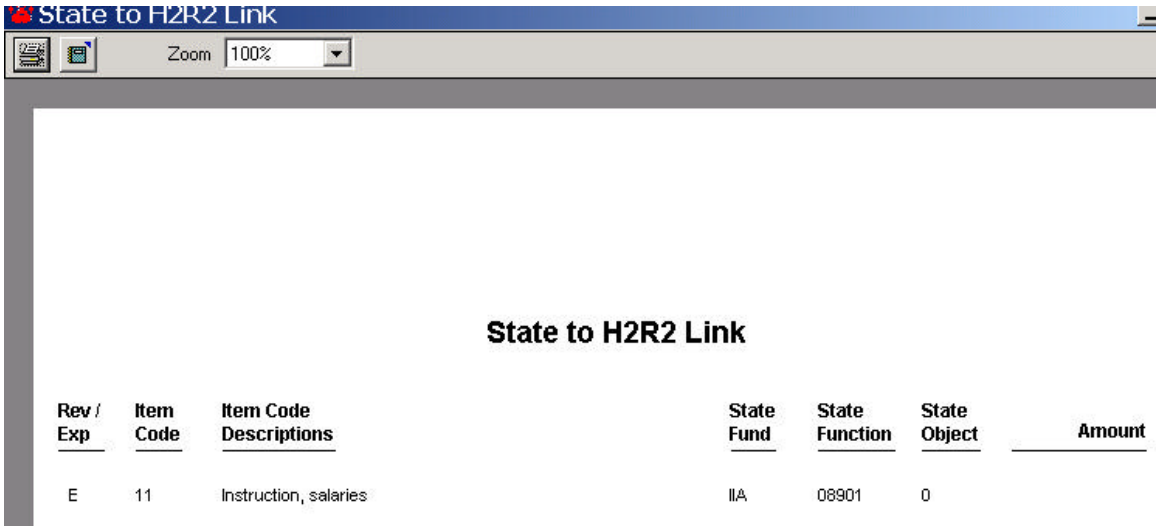
6. State to H2R2 Link

The "State to H2R2 Link" report (Figure 30 below) displays the amount of money in each state record (fund, function, and object) on your state data file and relates it to each item on the NPEFS form (Item Code/Item Code Description).

The table is presented in Item Code order so that you can quickly view all like Item Code dollar amounts together. This detail is what makes-up an aggregated category amount.

This report is viewed separately between revenues and expenditures. You must toggle between them to view the entire report.

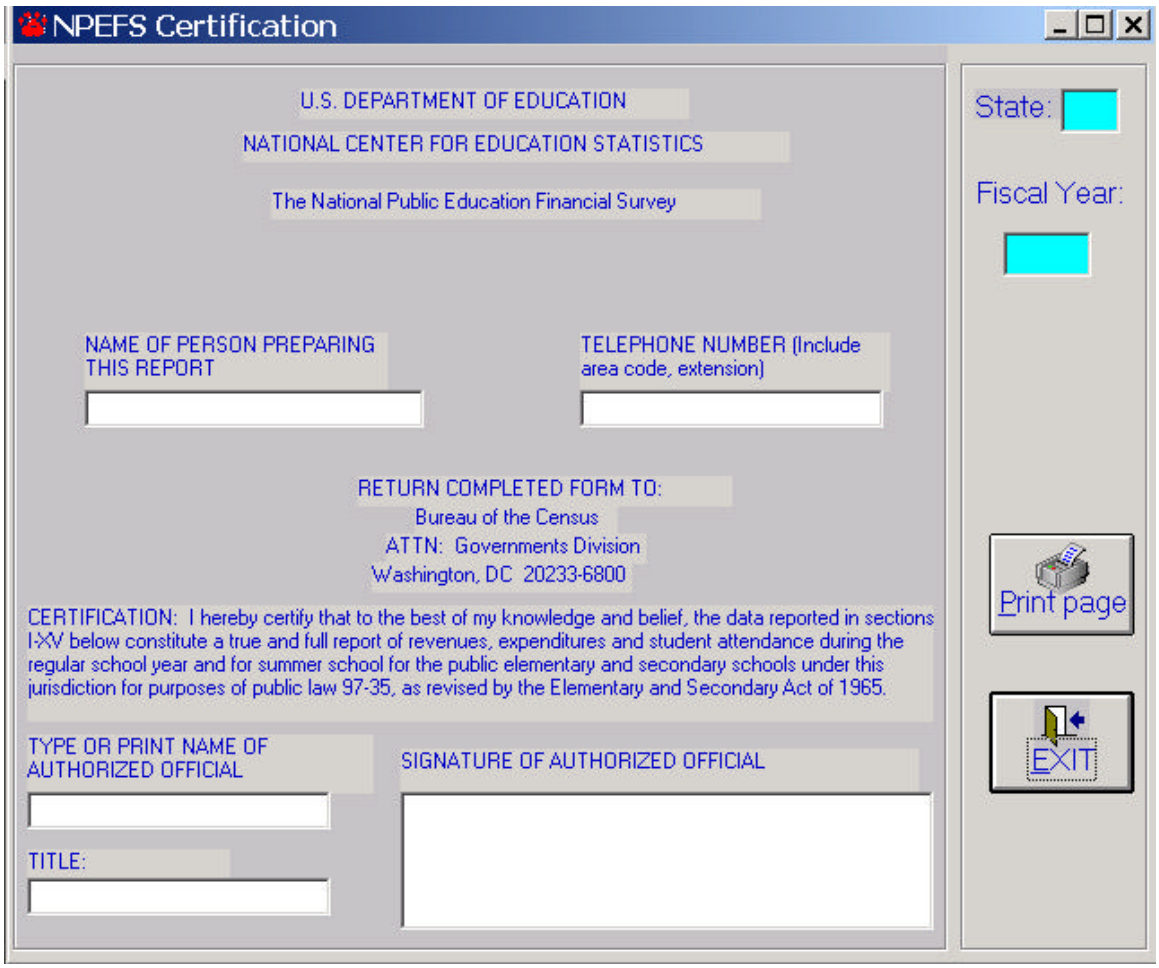
Figure 30



7. Certification Page

This certification, signed by the designated authorizing official, must follow the NPEFS submission within 5 working days. Without the certification, the submission will not be treated as official. For more information, please refer to the NPEFS Instruction Manual.

Figure 31



Digital Confirmation

(The certification constitutes the true and full report of revenues, expenditures and student attendance as stated by the Elementary and Secondary Act of 1965.)

Digital certification is a new process for FY02 that allows the NPEFS designated authorizing official to sign off on the submission transmitted electronically to the Census Bureau via Internet. This new feature will be useful for all NPEFS authorizers because it is easy to use and has the added dividend of providing a concurrent electronic return receipt to the authorizer and notification to the NPEFS staff. It is not a requirement, however. You may still certify the NPEFS data by letter or paper certificate. Please see this year's Instruction Booklet for instructions for paper certification in the section entitled, "Instructions for Submitting Fiscal Data (Paper and Electronic)."

The actual digital certificate is a set of 15 characters that is provided to the official who certifies the data submission. This set of characters is provided to the authorizer only and should not be given to anyone else so as not compromise the integrity of the electronic certification process. The authorizer also receives an eight-character password used for entry into the web application. The person preparing the report for the web form also uses this password.

The procedure for electronic certification is outlined below:

- Send in the Xwalk database (preferred FTP method OR email) . The database is the **ST_xwalk98.mdb** database (**ST** = your states two letter abbreviation) located in the directory called, "c:\Program Files\Xwalk98_FY02. "

- A Xwalk staff member will upload this database into the web application by close of business the next business day. The official certifying the data can perform the certification anytime after the data is uploaded.

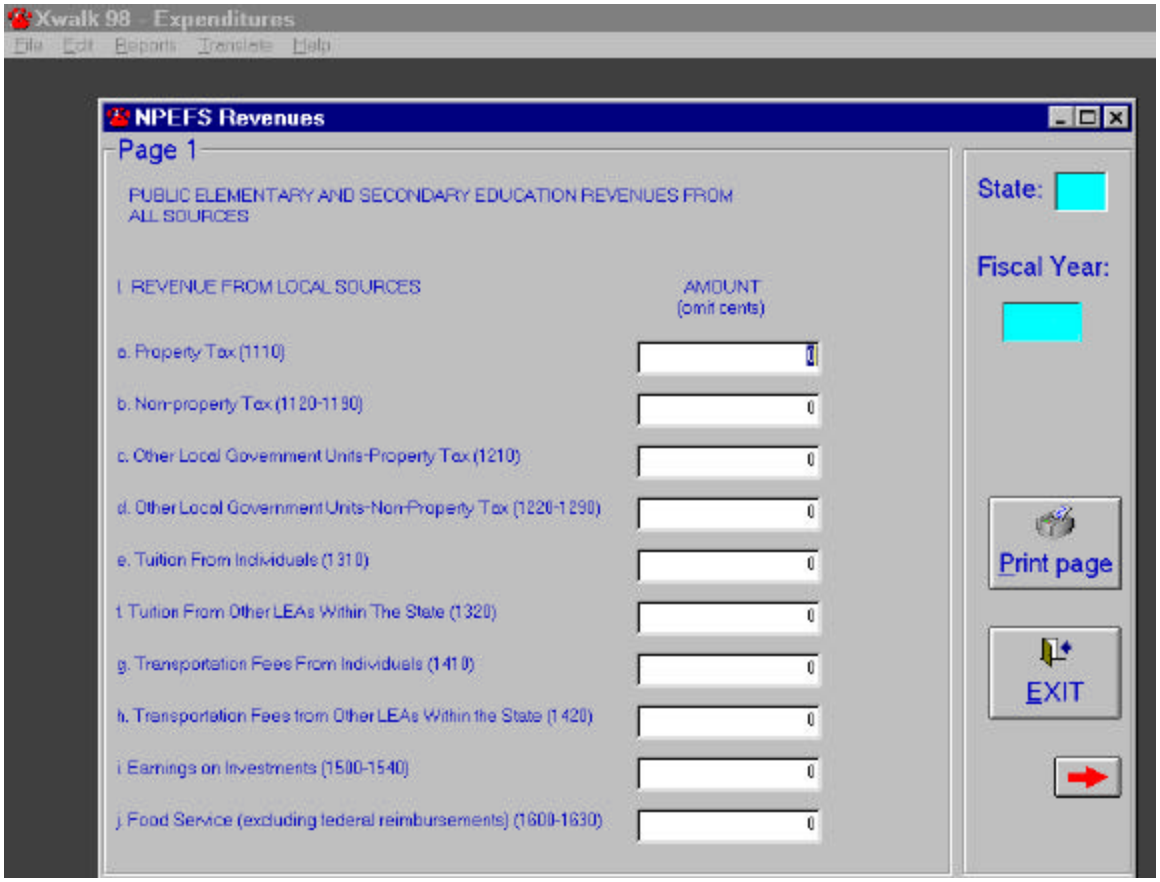
- The official enters the 8-character entry password and clicks to go to the "Signature" page. The official has the option of viewing the completed data, viewing the data plan, and certifying the submission.

Follow the link **Signature**. Enter the 15-characters appropriately, and click **Submit**. You will receive confirmation of the signature and be taken back to the password page. **Note: You will not be able to re-sign again until you contact the Census Bureau so that the form can be reset to accept the signature. Contact us through Email at npefs.govs@census.gov or 800-437-4196.**

8. NPEFS Revenues

The "NPEFS Revenues" report displays the amount of money in each revenue cell on the NPEFS form (Figure 32).

Figure 32



9. NPEFS Expenditures I

The "NPEFS Expenditures I" displays the amount of money in each expenditure cell on Part I (Instruction) and Part II (Support Services) of the NPEFS form.

10. NPEFS Expenditures II

The "NPEFS Expenditures II" report displays the amount of money on Parts III through XV of the NPEFS report as follows:

Part III	Operation of Non-Instructional Services
Part IV	Direct Program Support
Part V	Current Expenditure
Part VI	Facilities Acquisition and Construction Services
Part VII	Other Uses-Debt Services
Part VIII	Community Services
Part IX	Direct Cost Program
Part X	Property
Part XI	Total Expenditure
Part XII	Exclusions from Current Expenditure for Purposes of P.L. 100-297
Part XIII	Net Current Expenditure
Part XIV	Average Daily Attendance (ADA)
Part XV	State Per Pupil Expenditure

On each of these NPEFS reports, the pane on the far right displays the state two-digit abbreviation and the current fiscal year. It also contains an **EXIT** button and a forward (right facing) arrow. The forward arrow allows you to move forward one page at a time. On the second and third pages, there is also a back (left facing) arrow to allow you to go back one page. Click on **EXIT** to leave the report.

Print a Report

Follow these steps to print the following reports:

State Data
Errors
Data Exclusions
Translation File
Prior Yr/Current Yr
State to H2R2 Link

1. Click on **File** on the main menu bar. Click on **Toggle Rev/Exp** to choose revenues or expenditures. You do not have to Toggle between revenues and expenditures for the "Data Exclusions" or "Prior Yr/Current Yr" reports.

2. Select a report by clicking on **Reports** on the main menu bar. Highlight your selection and click on it to open the report.

3. Click on the printer icon in the upper left corner of the window that contains the report you selected. A dialog box opens. You can choose to print one; several, or all pages of the report, single or multiple copies, and also select a printer to print the report.

4. Choose the print option you desire and then click on **OK**.

Follow these steps to print the following reports:

Certification
NPEFS Revenue
NPEFS Expenditures I
NPEFS Expenditures II

1. Click on **Reports** on the main menu bar.

2. Highlight your selection from the drop down menu and click to open.

3. Click on the printer icon located on the right side of the report just below the fiscal year (refer to figure 31 above).

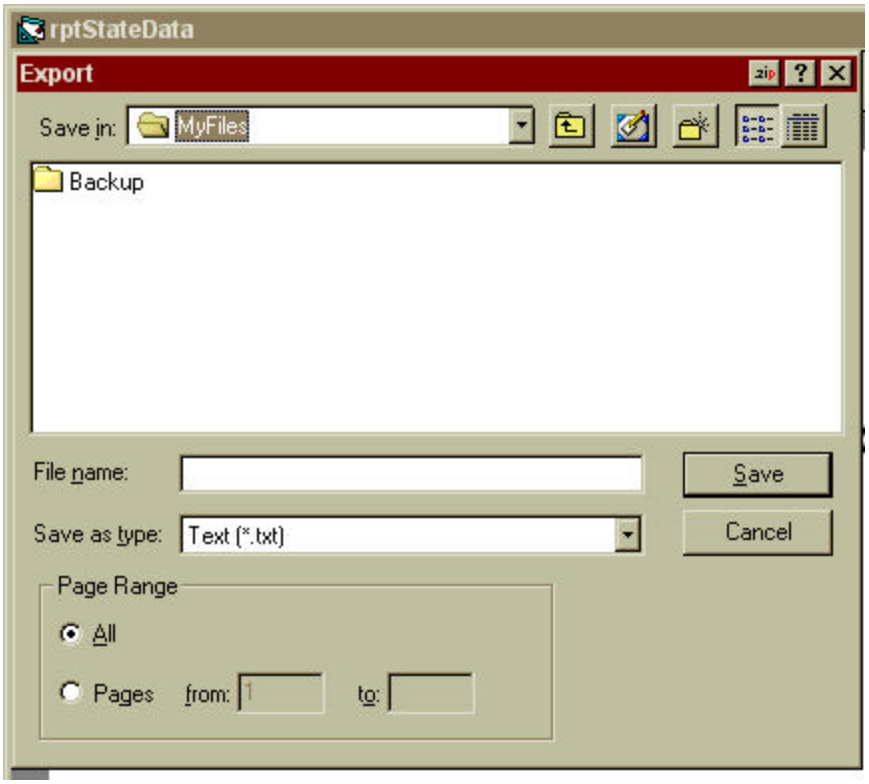
4. Continue printing each page. Use the arrow icon to move from page-to-page. Select **Reports** from the main menu bar to move from report-to-report.

Export a Report

1. Select a report by clicking on **File** on the main menu bar. Click on **Toggle Rev/Exp** to choose revenues or expenditures.

2. Click on the export icon (the icon to the right of the printer icon on the left corner of the page). A dialog box opens. From there you can choose where to save (export) the report and in what type of format (Figure 23).

Figure 33



View a Report in Larger or Smaller Fonts

1. Select a report by clicking on **File** on the main menu bar. Click on **Toggle Rev/Exp** to choose revenues or expenditures.

2. To the right of the export icon, there is a **Zoom** window. Click on the down arrow in the window to the right of the word "Zoom." Choose the percentage size you desire from the Fit option to 200%.

3. You can view each report page-by-page by using the arrows at the bottom of the window. The outer left and right arrows will move you to the first and last record, respectively. The inner arrows will move you one record forward (right) or backward (left). The scroll bar to the right of the report window will move you from the top to the bottom of the page. Click and hold left mouse button to drag scroll bar up or down. To scroll up or down one line at a time, click on the up or down arrows above or below the scroll bar on the right side of the screen.

Help

The items found under "Help" are **Contacts** and **About**. Contacts lists the Census Bureau contact name, phone number, fax number and Email address Figure 34). **About** displays the latest version of the software, its developer and license information (Figure 35).

Figure 34

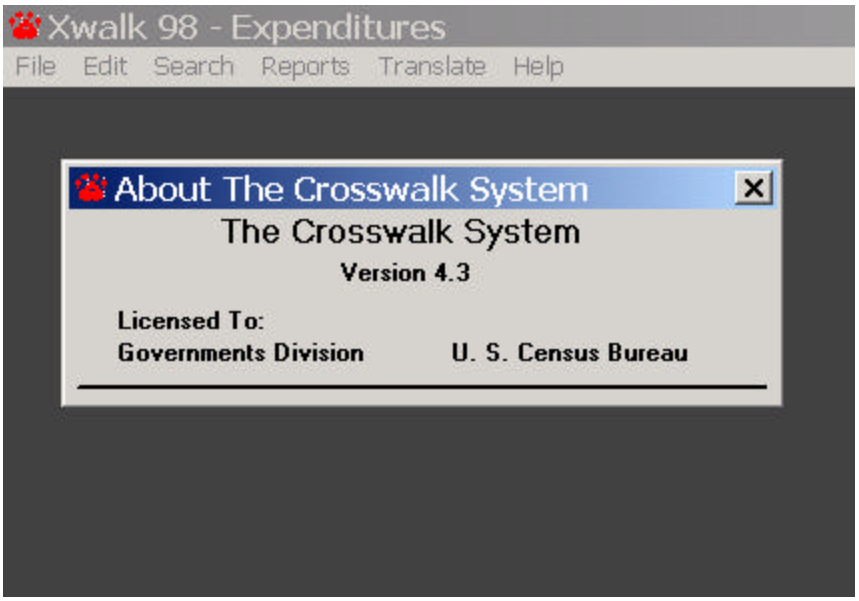
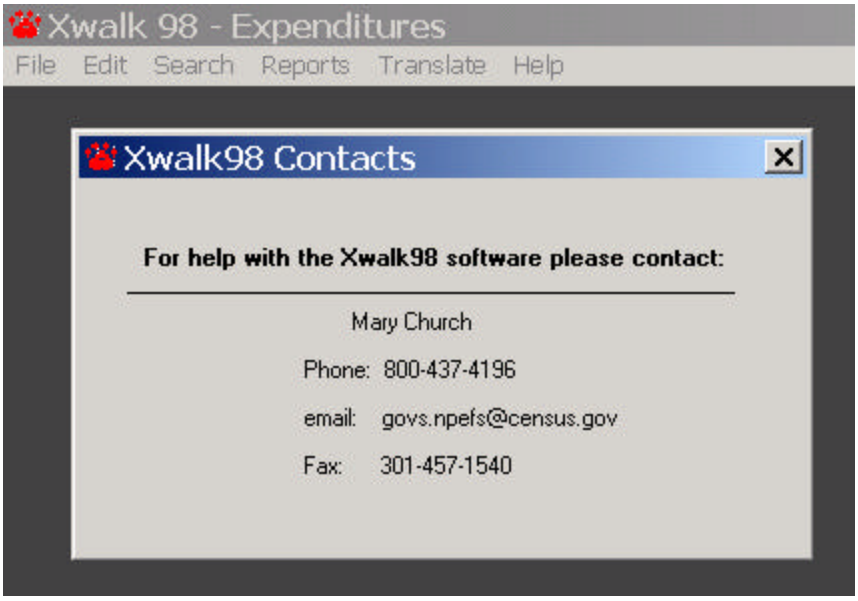



Figure 35