National Center for Education Statistics

USER GUIDE TO THE CROSSWALK SOFTWARE

FY 2004

The Crosswalk System

USCENSUSBUREAU

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USER GUIDE TO THE CROSSWALK SOFTWARE

SYSTEM REQUIREMENTS – WINDOWS 95 OR BETTER

Note: Windows2000, WindowsNT, or WindowsXP 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 INFORMATION

It is not always necessary for Crosswalk users to download and install a full version of the Crosswalk software. Installing a Full version of the software is only necessary when there are major updates or completely new processes developed for the Crosswalk software. These modifications do not happen every year. In most cases, Current Crosswalk users can use a short cut method to setup and begin processing their NPEFS data. (Refer to the "Short-Cut Method" section below for step-by-step instructions.)

A **Highlights** page is developed each year, when applicable, that lists new features and enhancements for the new processing year. We strive to continually produce a better software product each year to make the NPEFS Crosswalk software one of the leading options available for NPEFS data submission.

Features Introduced in FY02

- Duplicate record entry eliminated for fund/function/object. Provides up to 10 warnings of record duplication and then suggests that the entire file is probably a duplicate and forces the user to re-evaluate the dataset.

- Single records "delete" option. This feature allows for easy deletion of one or several data records without having to delete the entire revenue or expenditure data set.

- Full feature search mechanism. This feature allows for the filtering of funds, functions, and objects to aid in identifying individual or group records and their corresponding dollar values.

Features Introduced in FY03

- An additional report (Load Duplicates) was added to the software that holds all duplicate data records that have the same fund, function, and object. With this report, the user will be able to evaluate the flagged records for possible adjustment and inclusion into the dataset. (The possibility does exist for a state to have the same fund/function/object record with a different dollar amount.)

- A "Frequently Asked Questions" section has been added to this manual for FY03. This is an increasingly popular method of finding answers to commonly asked questions. The FAQ section is very beneficial and we are confident it will substantially reduce phone/e-mail requests for help.

- "Understanding the allocation process" is another section that we have added for FY03. More respondents are asking more questions on how data distributions are setup and activated. The allocation process requires multiple tables to produce the desired result. This section delves into each table's structure and explains its layout and usefulness in distributing combined data into more than one function object category.

- The “Allocation Prep Program” was developed to safeguard against errors in setting up allocation tables. It includes descriptive error message boxes for help in resolving errors as well as status boxes to remind you of errors (or to ensure you that allocations ran without incident).

Features Introduced in FY04

- Version 4.5 of the Crosswalk software now includes a **transfer to server** option located in the software interface on the main menu bar under **FILE.** The feature allows the respondents to transfer their translated data submission to the Census Web server without any intervention from NPEFS staff. The respondent can then seamlessly access the Census Bureau’s Web site from the Crosswalk Hyperlink box that appears after clicking **transfer to server**.

- Online editing is now available for all NPEFS respondents for FY04. Previously Crosswalk respondents may only access their data online to sign-off on the digital confirmation process. Now with online editing, Crosswalk respondents will view, explain data differences, and troubleshoot data anomalies before submitting their data. The process will drastically cut down on time-consuming error solution e-mails and notes between respondent and NPEFS staff. Detailed instructions for online editing processes are available at: **http://www.census.gov/govs/www/npefs.html**.

- Crosswalk respondents still must FTP their state databases to the Crosswalk staff via the Census Web site. If for any reason a respondent is unable to transfer their data via the Crosswalk software, the NPEFS staff will complete the transfer.

- The Crosswalk software has been upgraded to accommodate the new special exhibit items for instruction. They are: 1) salaries paid to teachers in regular education programs, 2) salaries paid to special education teachers, 3) salaries paid to vocational education teachers, 4) salaries paid to teachers in other programs providing instruction, and 5) textbook expenditures for classroom expenditures.

SET-UP PROCEDURES FOR CURRENT CROSSWALK USERS
(Short-Cut Method)

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).

1) Create a new directory within "c:\Program Files" using the standard naming convention (e.g., "xwalk98_FYxx" – replacing "xx" with the correct two digit fiscal year. For FY2004 data, replace "xx" with "04").

2) Download the latest executable file (.exe) and related program file (.mdb) from the NPEFS Website to this new directory. The location of these files will be clearly marked within the Crosswalk section of the main NPEFS website page.

3) Download "your state's data" from the NPEFS Website. The location of the data will be clearly marked (under a drop down menu named "State Data Files") within the Crosswalk section of the main NPEFS Website page. If your state's data is not available, the database will not be found. (Your state's data includes an important translation table that converts state data into proper federal format).

Once these three procedures are complete, processing may begin.

New crosswalk respondents or current respondents running an older version of the Crosswalk software must install the latest version of the Crosswalk software. This process is quick and setup is automatic. The only drawback is that you must have "administrative rights" to complete a successful installation of the software with all Windows versions (except Windows95 and Windows98). The installation file is also located within the Crosswalk section of the main NPEFS Website page. Detailed installation instructions are also available there for your convenience.

Below are the instructions and procedures for preparation of FY04 processing.

SET-UP PROCEDURES FOR NEW CROSSWALK USERS

DOWNLOAD THE CROSSWALK SOFTWARE

Listed below are detailed steps for accessing the Census Bureau's NPEFS Web site to download the Crosswalk software and your state-specific translation table (referred to as "State Data").

- Open your Internet browser (Netscape or Microsoft Internet Explorer). In the address area of your toolbar type:
  www.census.gov/govs/www/npefs.html

You are now at the Census Bureau's NPEFS Web site. Scroll down the front page until you reach the Crosswalk section. Look for the installation file called "Xwalkinstall.exe."

1) Create a directory in c:**\program files\xwalk98_FY04.**
   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 (in the "New Crosswalk Users" section towards the bottom of the screen).

   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\xwalk98_FY04** directory and then select the **Save** button.

DOWNLOAD AND EXTRACT YOUR STATE DATA FILE

Note: This process is for ALL Crosswalk users. If you have downloaded the Crosswalk software and installed it, then the directory the software uses has already been created - C:\Program Files\xwalk98_FY04. If you start with this download before the installation download you must create this directory.

To download your state data file into the target directory:

1) From the **State Data Files** drop down list, select your state (only updated state crosswalks 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_FY04** directory and then select the **Save** button.

You state's data file is now downloaded into the target directory as a zipped application file within the executable file. The zipped application file will be named "ST04zip.exe" where "ST" is your 2 digit state abbreviation and "04" indicates the year.

To automatically extract your state data file:

1. From Windows Explorer, select the C***:\Program Files\xwalk98_FY04*** directory.

2. Double click on the application file "ST04zip.exe".

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

This completes the installation of the **State Data** portion of the Crosswalk software.

Install the Crosswalk Software

(New Users and Computers that have never had the Crosswalk software installed)

Important - If your computer is running WindowsNT, Windows2000 or WindowsXP, the installer MUST have administrative rights. If you do not have administrative rights, have the Crosswalk software installed by your technical support staff. You should 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_FY04*** directory.

2. 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 Crosswalk 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 the system message below: (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 the following:

   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 now automatically reboot.

8. After the system has successfully rebooted, return to the ***c:\Program Files\xwalk98_FY04*** 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 Crosswalk software. Please refer to the “Installation Instructions” for more information.

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

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

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

13. By default, Crosswalk Setup will install the software in ***c:\Program Files\xwalk98_FY04.***

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

15. An “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.

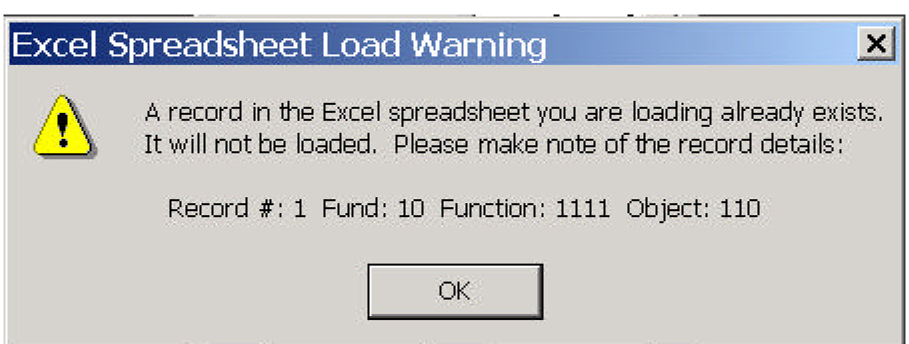
17. **Eventually** you will get a message stating that Crosswalk *setup is complete*.

This completes the installation process for the Crosswalk software.

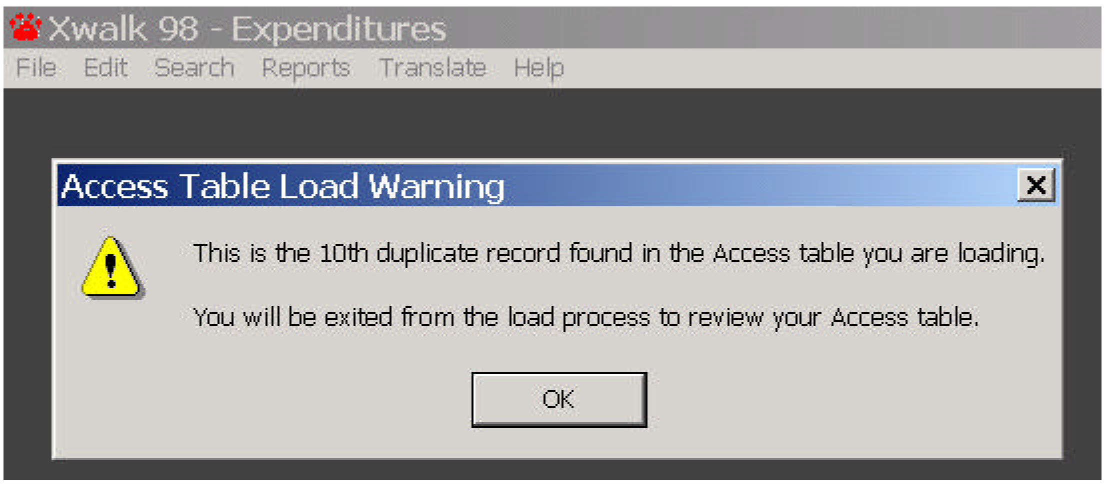
Double click on the “Xwalk98.exe” file within the target directory and begin. You may also select the software from the **START** button on the Windows task bar and navigating through the various applications on your computer).

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” message box 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, Excel spreadsheet or 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 that the entire file may be duplicated. By clicking **OK** after the 10th record you will be exited from the loading process and returned to the main screen of the Crosswalk application. If the entire file is not a duplicate, remember that all records that were not duplicates were loaded before reaching the 10th record warning box. Refer to the **Load Duplicates** report (under **Reports** from the main menu bar) for a complete log of all duplicate records.



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_FY04** 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 "Crosswalk – Revenues" or "Crosswalk - Expenditures").

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

Fig.1

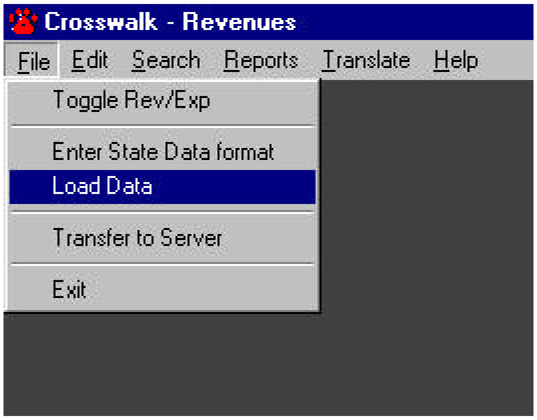
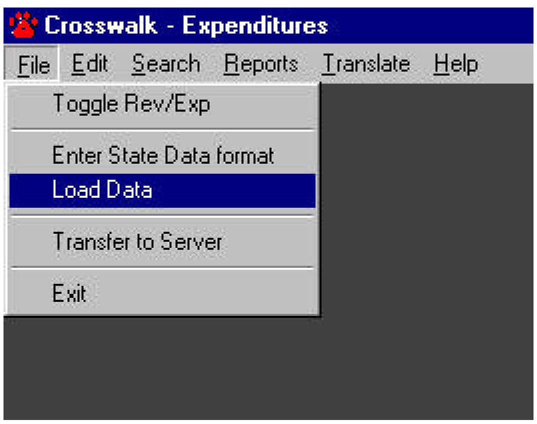


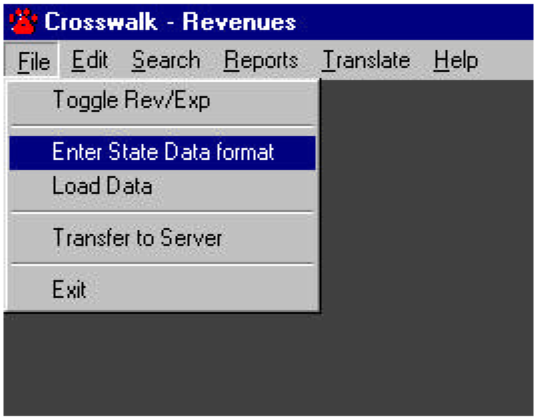
Fig. 2



3. If you are loading a text file, choose **File>Enter State Data format** from the drop-down menu (Fig. 3).

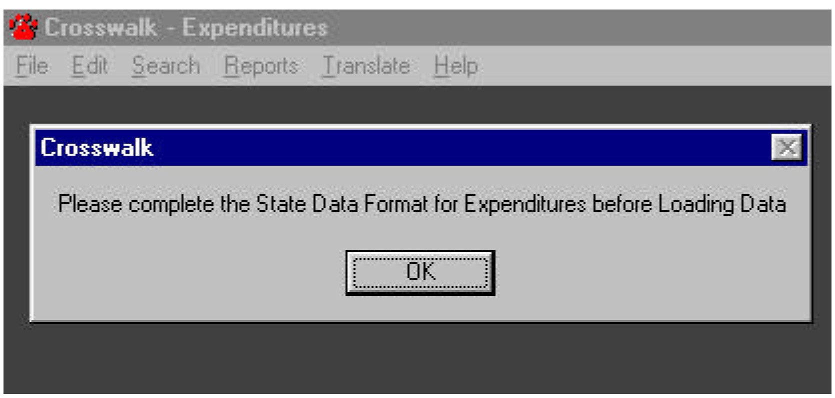
   (If you are loading data from a Microsoft Excel spreadsheet, skip to page 17. If you are loading data from a Microsoft Access database table, skip to page 19).

Fig. 3



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

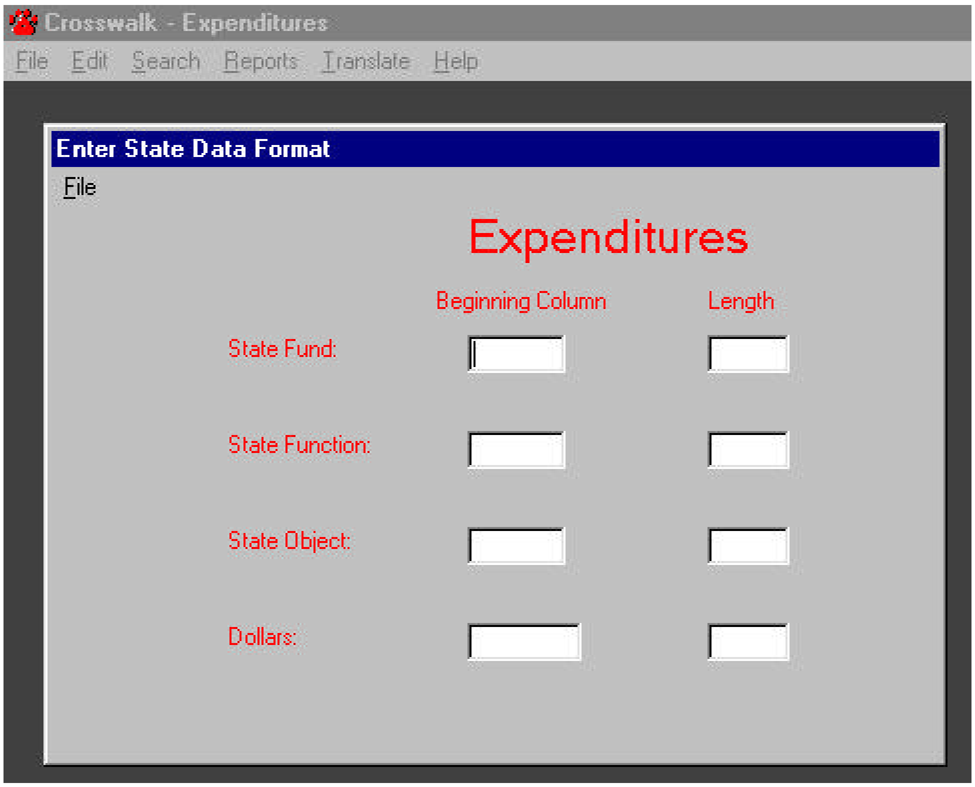
Fig. 3A



4. Fill in each item (Fig. 4) in accordance with the record layout of your file. Enter the beginning column and its length. Tab between entries. This procedure is identical for both the **Revenues** and **Expenditures** screens. Again, use **Toggle Rev/Exp** under the **File** menu of the main screen to switch between revenue and expenditure data.

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.

Fig. 4

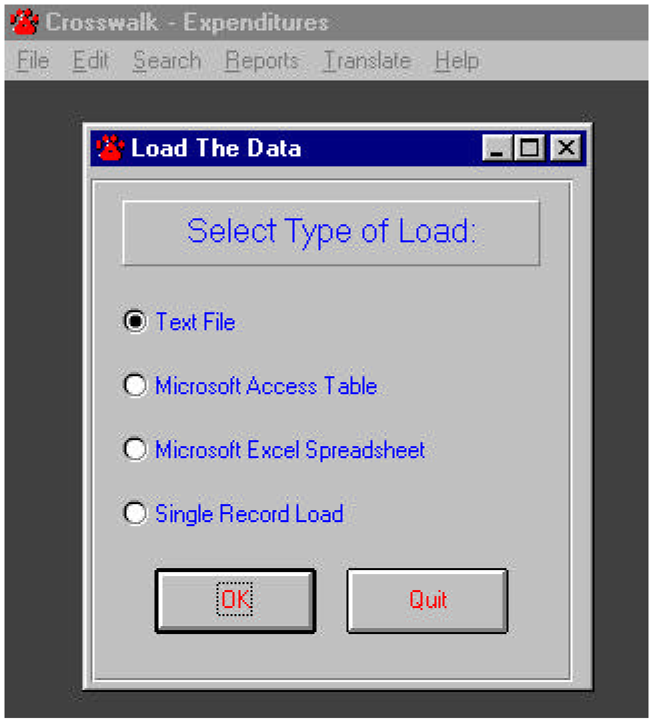


5. Within the record layout window click on the **File** menu in the upper left corner and select **Exit** to leave the record layout window.

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):

Fig. 5

Text File Example



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

   1) Text File

   2) Microsoft Access Table (*.mdb)

   3) Microsoft Excel Spreadsheet (*.xls)

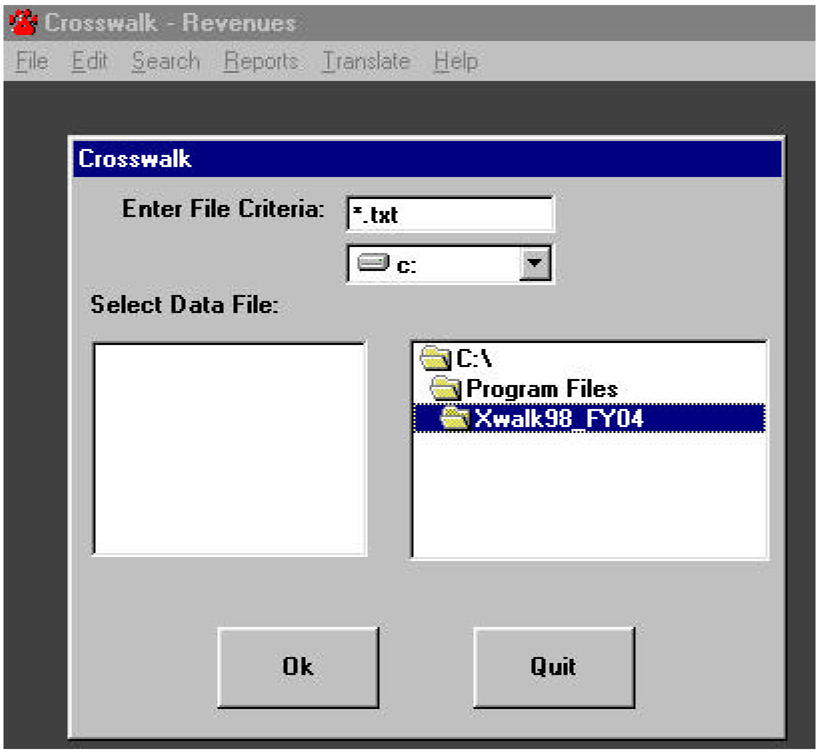
   4) Single Record Load

If your File is a text file (the default selection as shown in Fig. 5 above), click **OK**. Otherwise, select your file type by clicking the appropriate option. Then click **OK**.

The following window (Fig. 6) appears:

Fig. 6

Text File Example

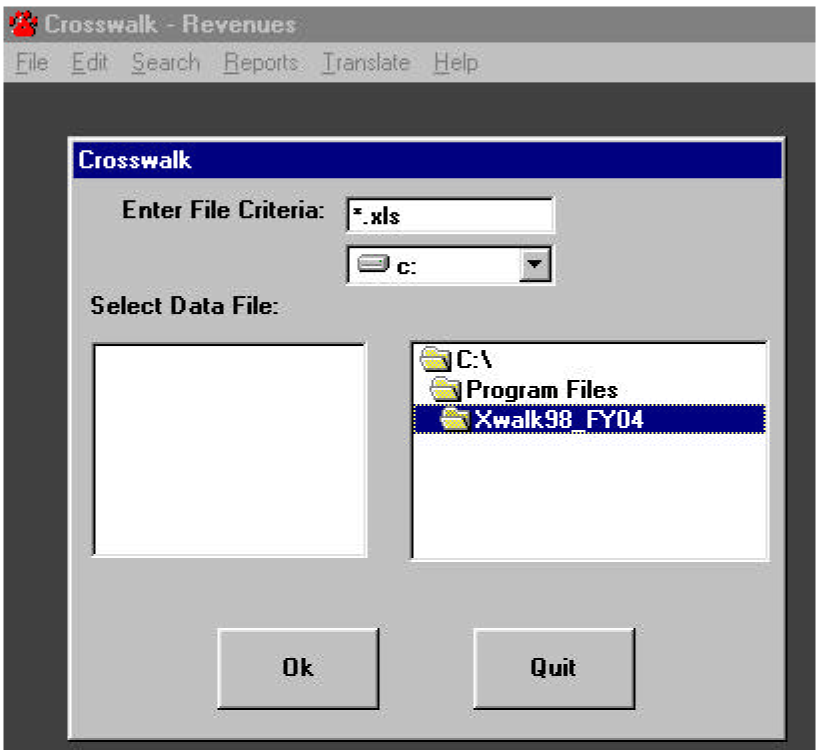


8. Notice that, by default, "*.txt" appears in the Enter File Criteria prompt box (if your text file has another extension change it in this box). This indicates you chose to load a text file. Directly below "*.txt" in the Select Data File prompt box is the letter denoting your current hard drive location (default to c:\). Access the drive where you saved the Crosswalk program and your state data file(s) (this will probably be the c:\ drive. Below the drive selection is a field that will show the directory paths indicating where you saved the Crosswalk program and your data files. Fig. 6 illustrates that our files are saved under C**:\Program Files\xwalk98_FY04**. The **Select Data File** window will show all files in the **Enter File Criteria** window (in this case, *.xls). Fig. 6 shows that no text files exist in the C**:\Program Files\xwalk98_FY04** directory.

Figure 7 (below) illustrates which Excel spreadsheet files reside in our **c:\Program Files\xwalk98_FY04** directory (since the extension "*.xls" appears in the **Enter File Criteria** window).

Fig. 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 prompt appears:

Fig. 7A

The program defaults to "Sheet1". Refer to the Excel spreadsheet example below (Fig. 7B). As you can see on the tabs at the bottom of the spreadsheet below, "Sheet1" is the default name for the first sheet of an Excel worksheet. You will need to change the worksheet name in the **Enter Worksheet Name** prompt box (Fig. 7A) if the data you wish to load is not on a sheet titled, "Sheet1".

Fig. 7B

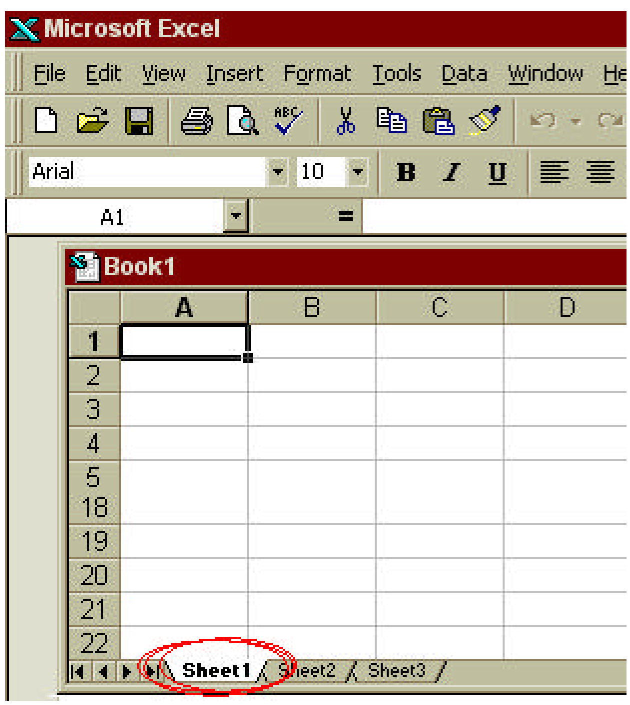
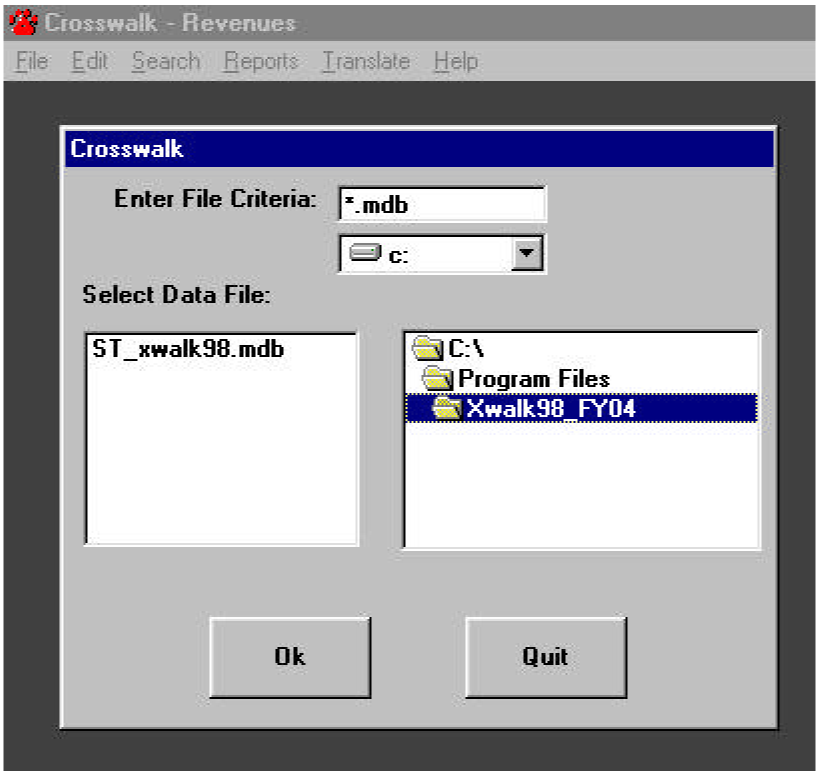


Figure 8 (below) illustrates which Access database files reside in our **C:\Program Files\xwalk98_FY04** directory (since the extension "*.mdb" appears in the **Enter File Criteria** window).

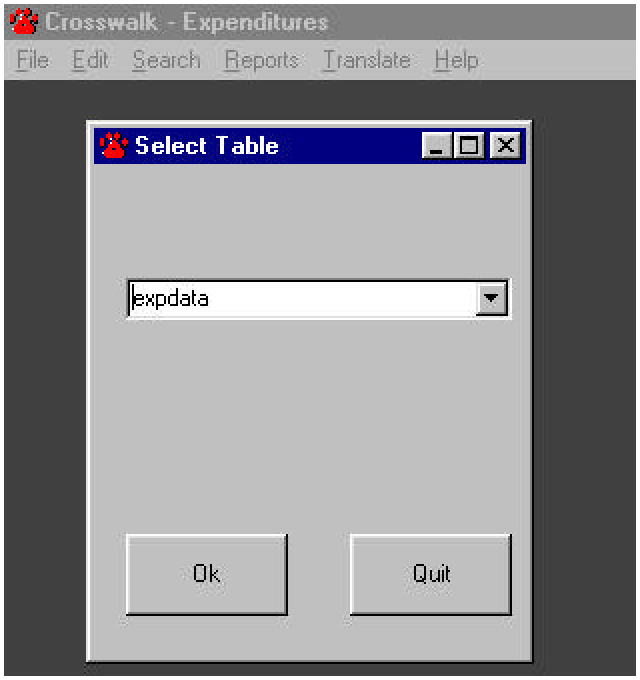
Microsoft Database Example

Fig. 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**. Fig. 9 shows an example of loading a table from an Access database file. Click on the down arrow in the **Select Table** window. A drop-down menu appears, which displays all the tables in the database file. Choose the table with your state data and click **OK**.

Fig. 9

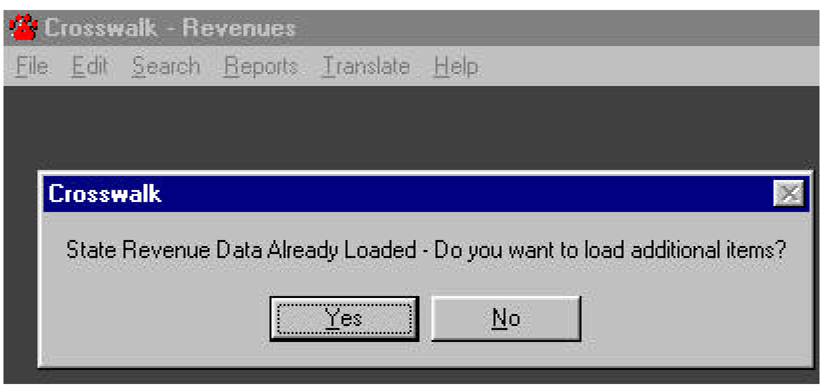


10. After loading your revenue (or expenditure) data, a message box (Fig. 10) appears confirms the successful load by displaying "Revenue Load Complete" (or "Expenditure Load Complete" in the case of expenditures).

Fig. 10

Note: You have the option of loading data more than once. This is a very convenient option if your data are located in multiple directories or files. 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: Suppose you have state revenue data files located into more than one file. You can append the additional revenue data files by selecting **Load Data** from the **File** menu on the main screen (if necessary, first use the **Toggle Rev/Exp** selection to switch to revenue data). After your initial successful data load, a message box appears stating, "Revenue Load Complete" (Fig. 10). To append additional revenue data to your initial data load, select **Load Data** again. A message box will appear stating, "State Revenue Data Already Loaded – Do you want to load additional items?" (Fig. 11). Choose **Yes**. The additional data will be appended to the data you loaded previously.

Fig. 11



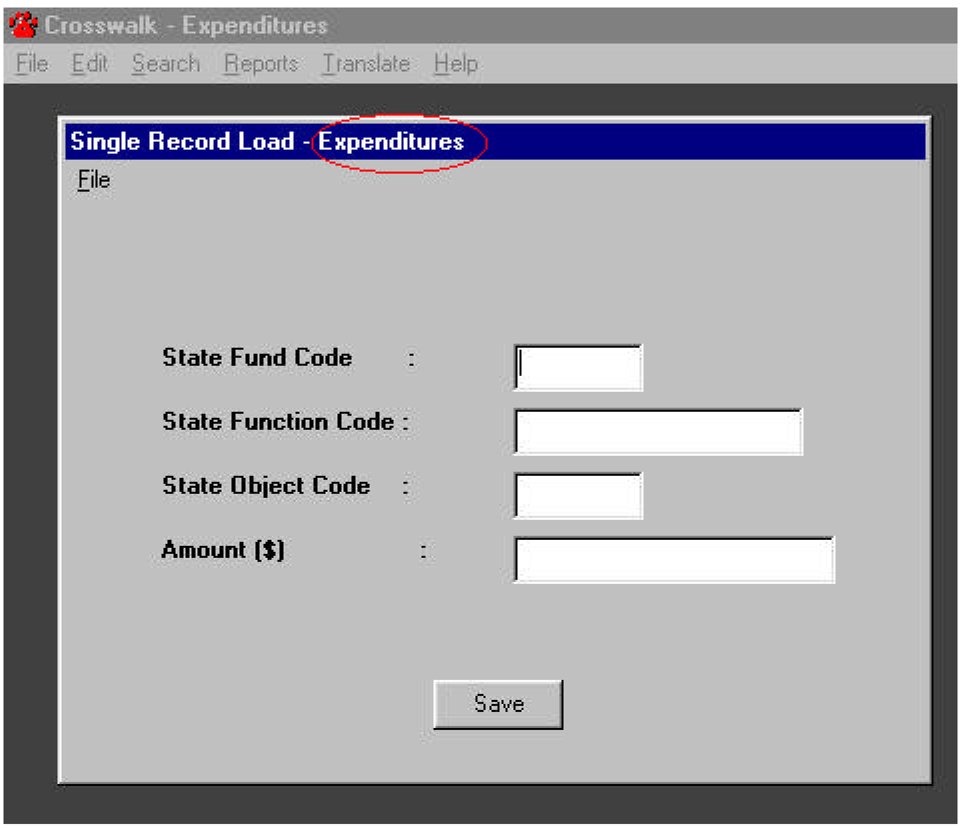
11. Figure 11a (page 22) illustrates the **Single Record Load** feature.

    This option is ideal for single records you wish to load without having to append the records to an existing data file. You may want to use this feature for Title I and Title V data entries. Enter the data in the proper format of fund, function, object and dollar amount by tabbing through the entries. Note that the **Amount** field is automatically formatted with commas once you press the Enter key. Click on the **Save** button when you are finished.

IMPORTANT

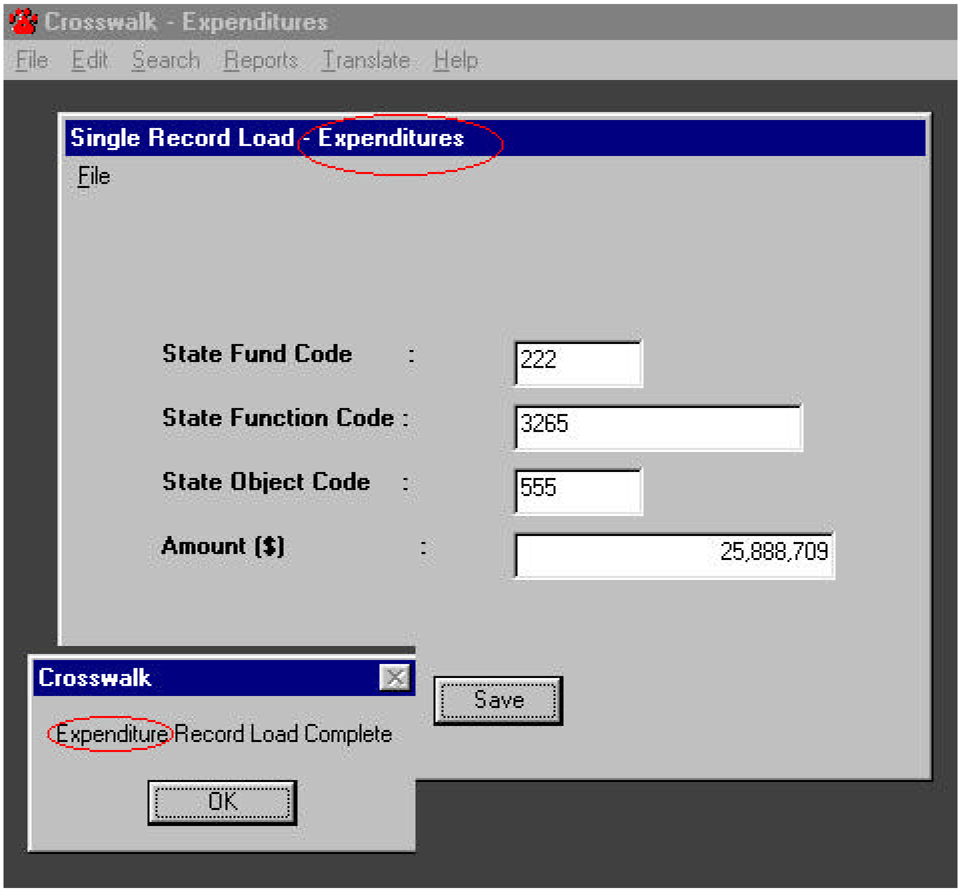
Please be aware of the types of data items you are loading (see Fig. 11b below). It is important to note that ***it is possible to load an expenditure record within a revenue table (and vice-versa)*** if you are not paying close attention to the title bar, which indicates whether you are loading "Revenues" or "Expenditures."

Fig. 11a



After the **Save** button is pressed, a message box appears stating that the data was loaded successfully. It will say either, "Revenue Record Load Complete" or "Expenditure Record Load Complete" (depending on which data type was loaded).

Fig. 11b



The load feature closes after you click **OK** acknowledging the "Expenditure/Revenue Record Load Complete" message box. You will not be prompted to load another single record. You must go through the process of selecting **File>Load Data>Single Record Load** each time you want to load a single record.

Translate

Translate is the fifth item on the main menu bar. It refers to the procedure that converts state codes (in fund, function, and object form) into codes that correspond to cells on the **National Public Education Financial Survey (NPEFS)** form and adhere to the **Financial Accounting for Local and State School Systems, 2003 Edition**. **Translate Data** is the only option under the **Translate** 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 even longer. During the translation process, there will be a flashing indicator (varying in color) indicating which part of the process is taking place: 1) Translating Revenues, 2) Translating Expenditures, or 3) Allocating Expenditures. As indicated the process first translates revenues, then expenditures, and finally allocates revenues and/or expenditures (if allocations are needed).

Fig. 12

Fig. 13

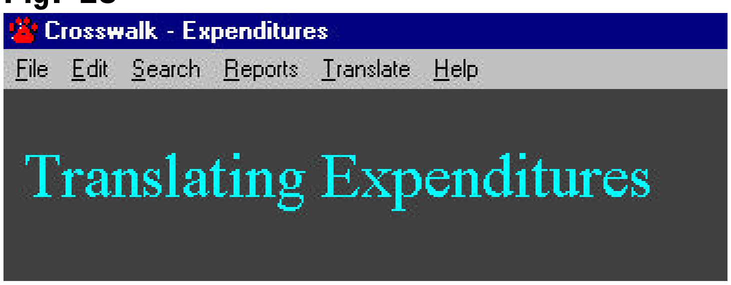


Fig. 14

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

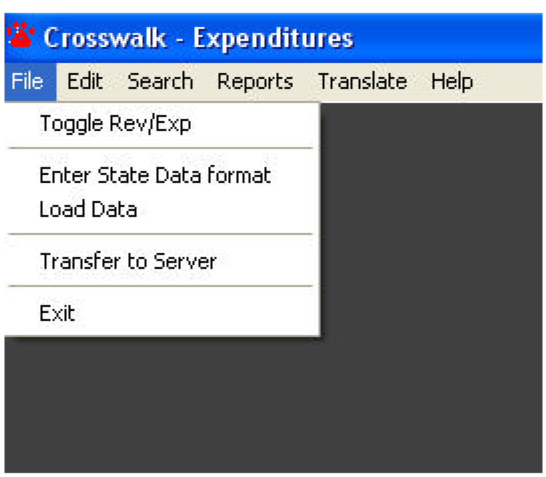
Transfer to Server

Version 4.5 of the Crosswalk software now includes a **transfer to server** option (**Fig. 11c**) located on the main menu bar under **File.** This feature allows the respondent to transfer their translated data submission to the Census Web server. Online editing processes have been incorporated into the Web application beginning with the FY04 data collection making it necessary for respondent control of getting the completed data file to the NPEFS Web application. Starting with this year's (FY04) data collection, edit checks have been integrated into the NPEFS Web application, making it necessary for the respondent to transfer their NPEFS data to the Census Bureau's server. After transferring their data to the Census server, respondents can begin the new editing process, which includes correcting (or explaining) possible data errors, before final submission of data.

This new editing process necessitated the development of a smooth process for data transfer and upload to the Census server. Below are the steps for transferring translated state data from the Crosswalk application to the NPEFS web application.

1) Select **Transfer to Server** from the **File** menu.
2) Click the **Census Bureau** link provided in the message prompt box.
3) Select **Web Form**.
4) Enter the 8-character password provided by the NPEFS staff. This will initiate the upload process, after which final editing of your data can begin.

Fig. 11c



Allocations

An allocation distributes one single state data item among multiple Federal functions and objects.

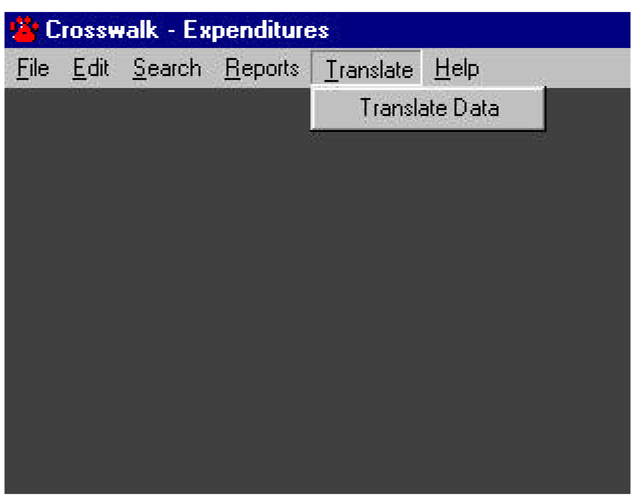
Allocations are often necessary because many states have categories that are combined. A good example of combined data is employee benefit amounts. Often states are not able to report this data by category (instruction, support services, food, etc.) because they only have one lump sum amount. An allocation could be set up to distribute this combined amount into appropriate function/object categories.

For a more detailed discussion of allocations and its processes, refer to the sections on **Allocation Status Message Boxes** (page 28) and also see the **Understanding the Allocation Process** section (page 54).

To **Translate** your data, follow these procedures:

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

Fig. 16

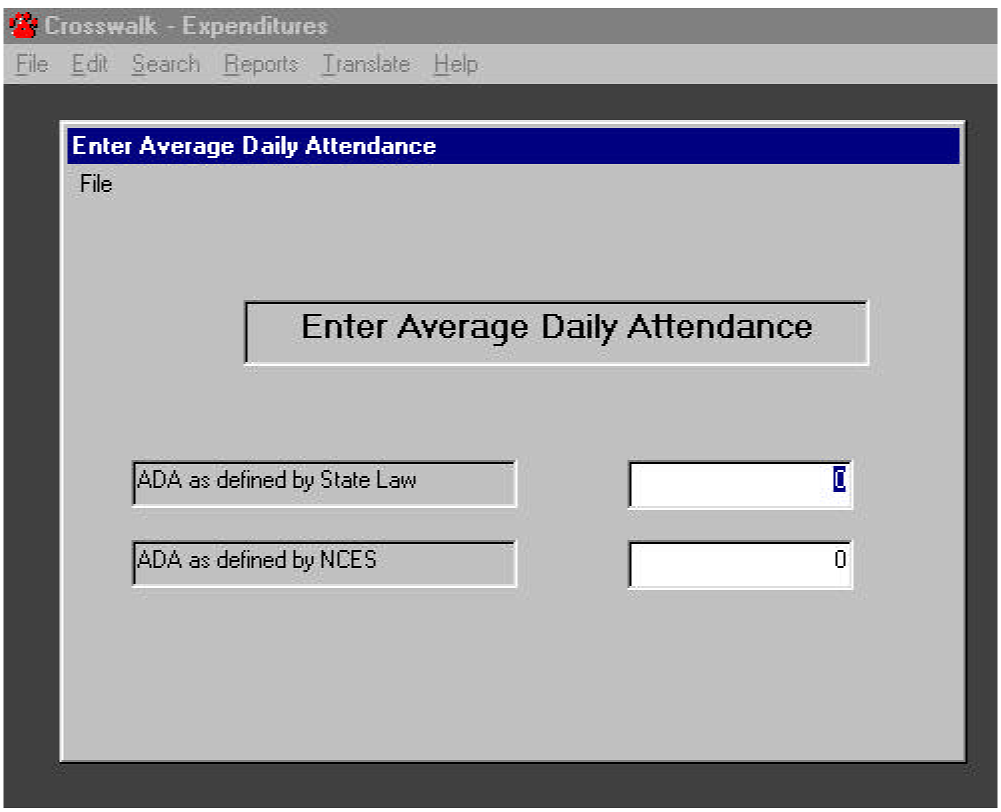


2. Click **Yes** to the message box that appears, asking, “Are you sure you want to translate state data?” (Fig. 17).

Fig.17

3. Enter your ADA (Average Daily Attendance) as defined by state law or NCES, (whichever method pertains to your state). (Fig. 18). Press the **Enter** button after each entry.

Fig. 18



4. The “translation” process has now begun. When the translation is complete, several message boxes appear in sequence. The first message box states either “no unmatched data records” or “the number of unmatched data records” (see Fig. 19 and Fig. 20 for examples). The second message box states “the number of data exclusions present” (Fig. 20a), and the third message box states the status of the allocation process (“allocations are complete”) (Fig. 20b).

Fig. 19

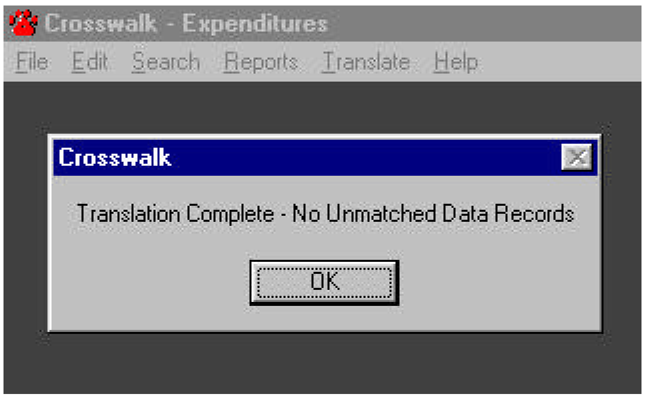


Fig. 20

Matched/Unmatched Data Records Message Box

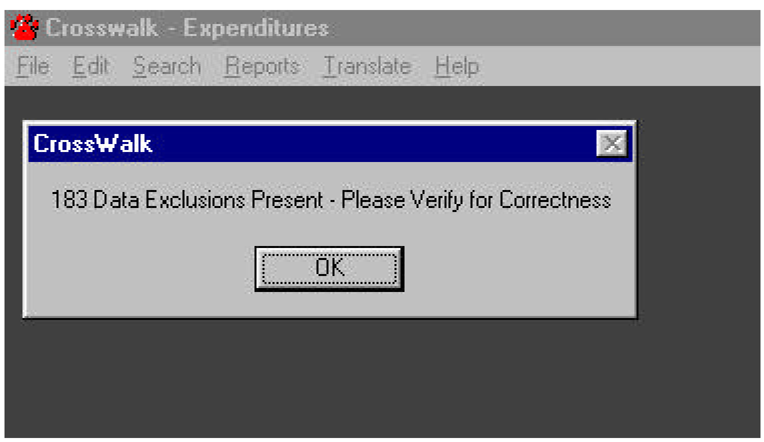
Data troubleshooting may be required if you have **unmatched** data records. Unmatched data records occur when there is a state data record (fund/function/object/amount) that does not have a translation record to direct the state record to the Federal category (function/object) it represents.

To view your unmatched data records, choose **Reports>Errors** from the main menu bar. The errors could be revenues, expenditures, or a combination of both. You may have to toggle between revenues and expenditures to locate all of the errors. For more explanation on the **Errors** report, see the "Errors" sub-section of this user guide (page 40).

Data Exclusions Message Box

Data Exclusions are data records that have not been aggregated to any category on the NPEFS form. Records are accumulated and presented in report display for review. These exclusions are usually by design but sometimes exclusions can mistakenly occur. It is highly recommended that this report be thoroughly examined for accuracy and corrections made to misdirected records. You can access this report from the main menu bar under **REPORTS>Data Exclusions**. For more explanation on the **Data Exclusions** report, see the "Data Exclusions" sub-section of this user guide (page 42).

Fig. 20a



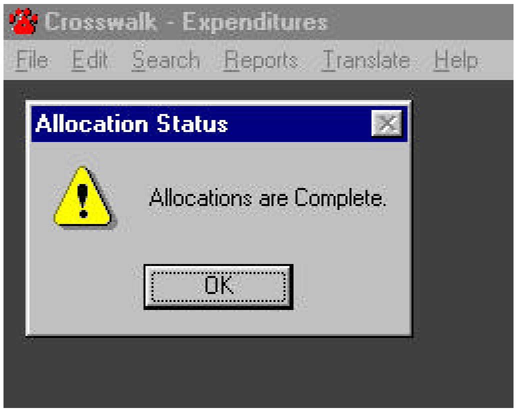
Allocation Status Message Boxes

The process of allocating data is an important part of the Crosswalk software. This process is invoked when there is a state data record amount earmarked for more than one Federal function/object category. The software is equipped to distribute percentages to those multiple categories through a complex process involving relationships between many Access tables and databases.

If your state has no allocations, the only flashing indicators during the translation process will be "Translating Revenues" and "Translating Expenditures." *The Allocation Status message box will appear at the end of all message boxes after translation even if your state doesn't have allocations.*

For more explanation on the **Allocation** process, refer to the sub-section "Understanding the Allocation Process" of this user guide (page 54).

Fig. 20b



Allocation Error Message Boxes

There are several allocation error message boxes to warn against incomplete setup of allocation tables. Allocation tables are always initially developed and set up by the Crosswalk staff (in conjunction with state respondents). However, respondents are welcomed and encouraged to perform annual maintenance of their state's allocation tables. Allocations can and often change from year-to-year. Some allocations are dropped while other are added careful and complete manipulation of allocation table records must be practiced. To avoid allocation problems from incomplete or inaccurate table setup, an Allocation Prep Program was instituted. This program has

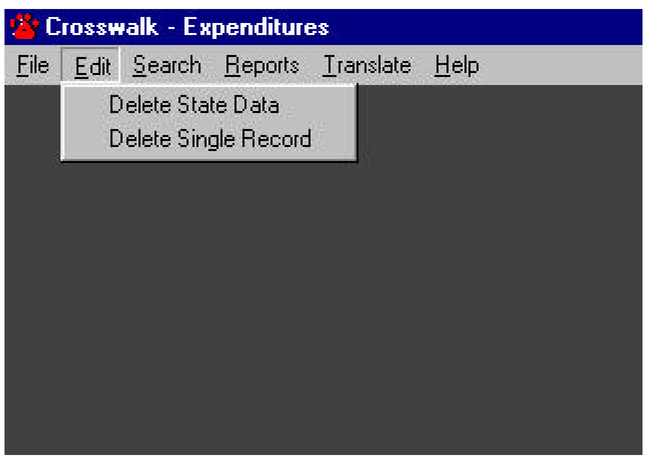
alleviated any possibility of unknown unallocated data records. For more discussion on the **Allocation Prep Program,** refer to the sub-section "Allocation Prep Program" of this user guide (page 64).

Edit State Data

The **Edit** menu on the main menu bar (Fig. 21) gives the user the option of deleting single or entire state data records.

1. Choose **File** from the main menu bar.
2. From the drop-down menu, select the type of data you would like to delete (revenue or expenditure) with the **Toggle Rev/Exp** option.
3. After you've selected the type of data you want to delete, go back to the main menu bar and click **Edit** (Fig. 20).

Fig. 21

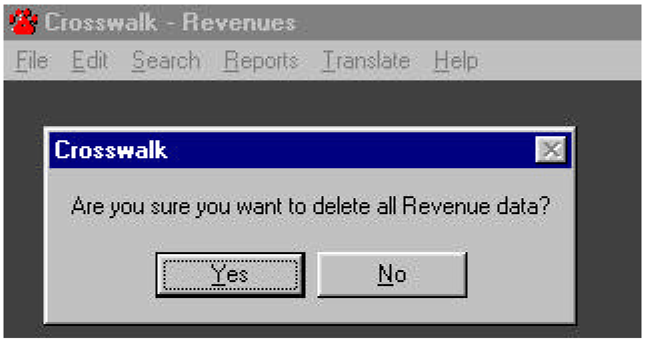


Delete State Data

You may want to delete all of your data records from the software. Maybe you were testing your input file, loaded your state data into the software program, and for whatever reason, now want that data removed. Fortunately, the Crosswalk software gives you the option of removing the data as quickly as you loaded it. Be aware, however, that you can only delete the entire data set for the data type indicated along the title bar of the top of the Crosswalk software. If, for example, the title bar indicates "revenues" (Fig. 22), then only the revenue records will be deleted.

From the main menu bar choose **Edit.** From the drop-down menu in **Edit** there are two choices: **Delete State Data** and **Delete Single Record** (see Fig. 21 above). Choose **Delete State Data.** If you've chosen to delete revenue data, the following warning screen appears (Fig. 22):

Fig. 22



Click **YES** and your State Revenue Data (or expenditure data if you are deleting expenditures) will be deleted from the software. Click **NO** to retain the data as you loaded it. **Note:** The same procedure applies for deleting expenditure data.

If you had already deleted your state's data, and try to delete it again, the following screen appears (in the case of revenue data):

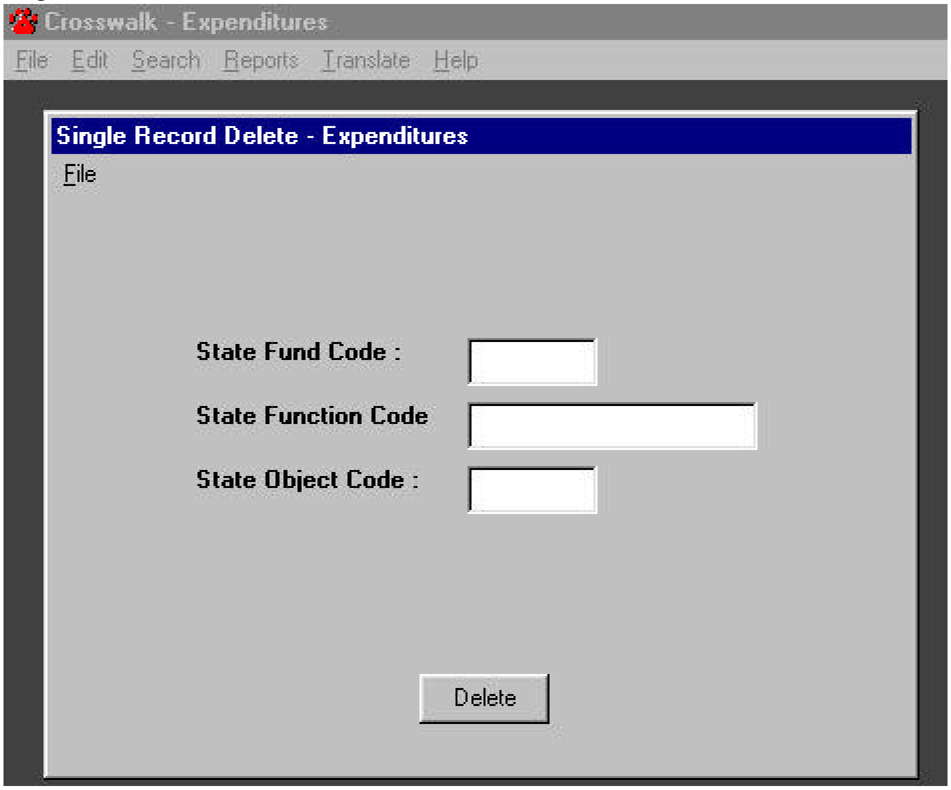
Fig. 22a

Note: A similar statement (referring to expenditures) would appear if you were trying to delete previously deleted expenditure data.

Delete Single Record

If you want to delete a single record, select **Edit** from the main menu bar and select **Delete Single Record** from the dropdown menu. You will then be prompted for the fund, function, and object of the record you want to delete. Enter the appropriate information and click the **Delete** button at the bottom of the "Single Record Delete" prompt box. If you wish to exit this selection, without making any changes, choose **File**, then **Exit** from the upper left corner of the prompt box.

Fig. 22b



Single Record Delete Error

If the single record entered does not match any of the records loaded into the Crosswalk system, you will receive an error message (Fig. 22c) 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 **Single Record Delete** prompt box to re-enter the correct information.

Fig. 22c

Single Record Delete Confirmation

After all of the data fields are entered correctly press the Delete button. You are then asked to confirm deletion of the keyed revenue (or expenditure) record (Fig. 22d). Click **Yes** to confirm deletion.

Fig. 22d

If you choose **Yes**, a prompt box appears, confirming that the record was deleted (Fig. 22e). The exact deletion confirmation statement would obviously depend on the data type being deleted.

Fig. 22e

If you choose **No** you are taken back to the "Single Record Delete" prompt 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 "Single Record Delete" prompt box.

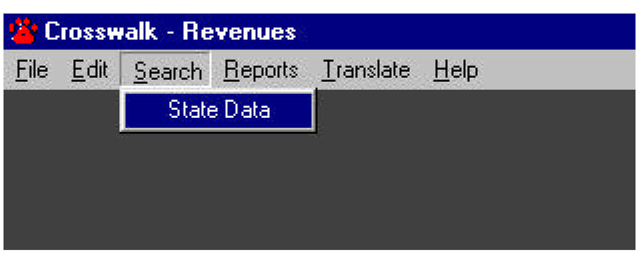
If you click **Delete** while in the “Single Record Delete” prompt box without entering any record data you will receive a “Single Record Delete Warning” message box stating that the “Fund, Function, and Object cannot be blank!” (Fig. 22f). Click **OK** to return back to the “Single Record Delete” prompt box so that you can either enter the correct record data to delete or exit from the box altogether by selecting **File>Exit** from the upper left corner of the “Single Record Delete” prompt box.

Fig. 22f

Search

A **Search** feature is located on the main menu bar. This search feature is available to filter through funds, functions, and/or objects and helps you quickly isolate individual (or a subset of) records and their corresponding dollar values (see Fig. 23b below). You can view and print the entire loaded data set by selecting **State Data** from the **Reports** menu.

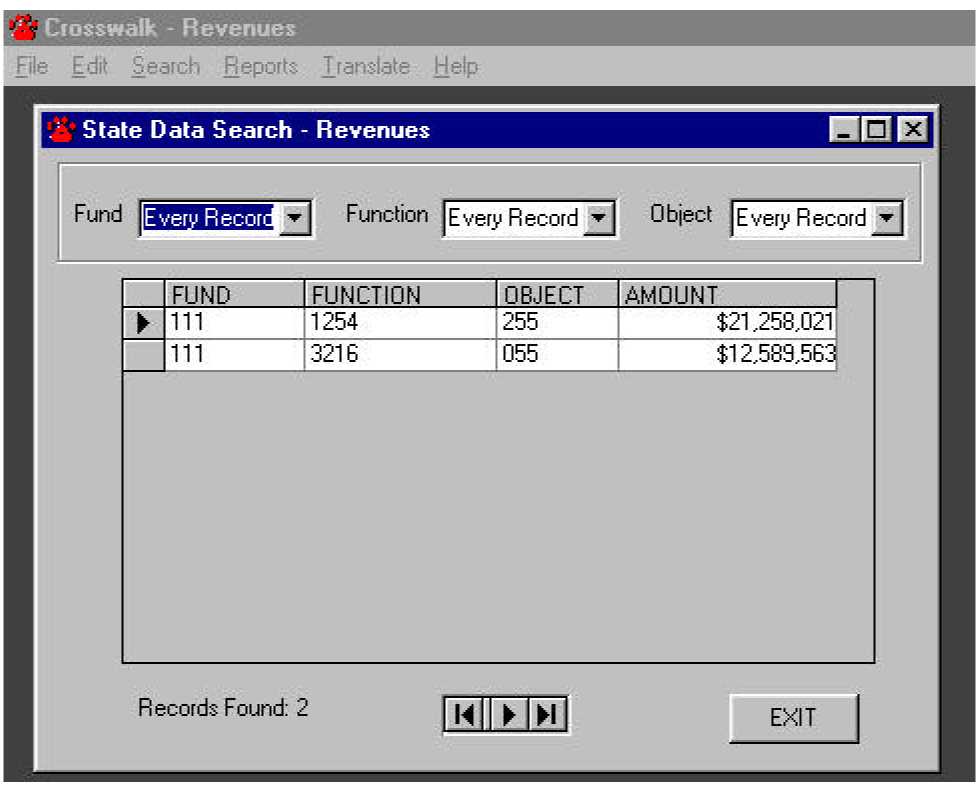
Fig. 23a



Here (in Figure 23b) we have the Search mechanism that displays the entire revenue data set. Notice that the data type shown in the title bar of the Crosswalk application (above the main menu bar) is "Revenues". "Revenues" is also shown in the title bar of the "State Data Search" prompt box itself. Likewise, if the data type were "Expenditures," (instead of "Revenues") 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 two 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 navigation 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 same box.

Fig. 23b



REPORTS

The Crosswalk software contains 11 reports to help you review your data. They are:

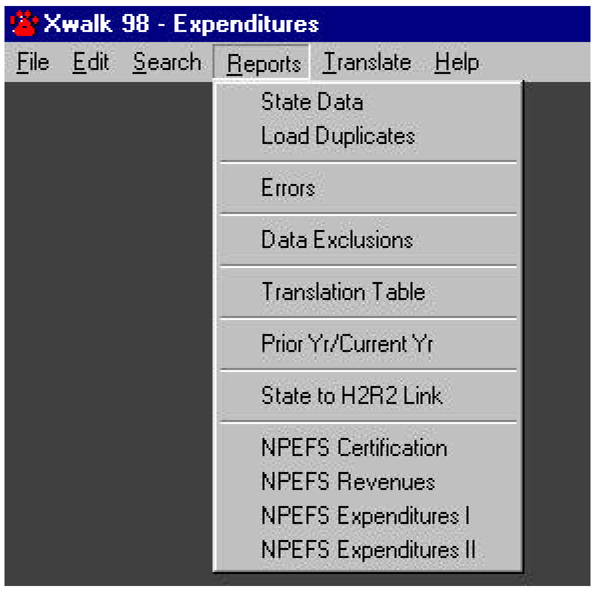
1. State Data
2. Load Duplicates
3. Errors
4. Translation Table
5. Prior Yr./Current Yr.
6. Data Exclusions
7. State to H2R2 Link
8. NPEFS Certification
9. NPEFS Revenues
10. NPEFS Expenditures I
11. NPEFS Expenditures II

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 merely an exhibit of your loaded state data. Your translation table is also always available. You can view your prior year data before "translating" your current year data by opening the "Prior Yr/Current Yr. report." If you open report 9, (NPEFS Revenues) 10, (NPEFS Expenditures I) or 11 (NPEFS Expenditures II) before translating your data, they will all show zeros in the amount columns (since the data has not yet been translated to the item codes).

Generally, revenue reports are displayed separately from expenditure reports. Look at the title bar of the Crosswalk application before choosing a report to view. If it reads "Crosswalk – 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 switch to expenditure data. The "Prior Yr/Current Yr" and "Data Exclusions" reports do not change by data type. They are presented as one combined report. Both of these reports list all revenue data 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 red paw icon in the upper left corner of the report window and select **Close** from the drop-down menu.

You can export any of the following reports to File by clicking on the disk icon in the upper left hand corner of the report window: State Data, Errors, Data Exclusions, Translation File, Prior Yr/Current Yr, State to H2R2 Link. You can also print any report by clicking on the printer icon. **Note**: The NPEFS Certification, NPEFS Revenues, etc. reports can only print one page at a time. A “Print page” icon appears on each page of the report. Simply click this icon on each page you want to print.

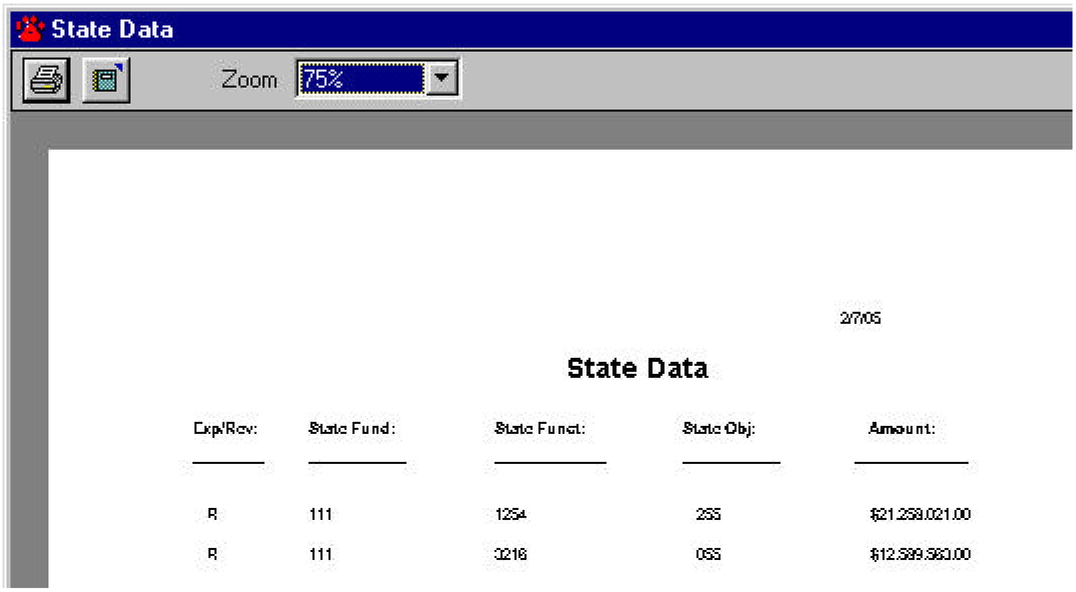
Fig. 24



1. State Data

The “State Data” report displays your state data as it was loaded into the Crosswalk application (Fig. 25). There are 5 columns for each account code, indicating type of data loaded, (revenues or expenditures) fund, function, object and amount.

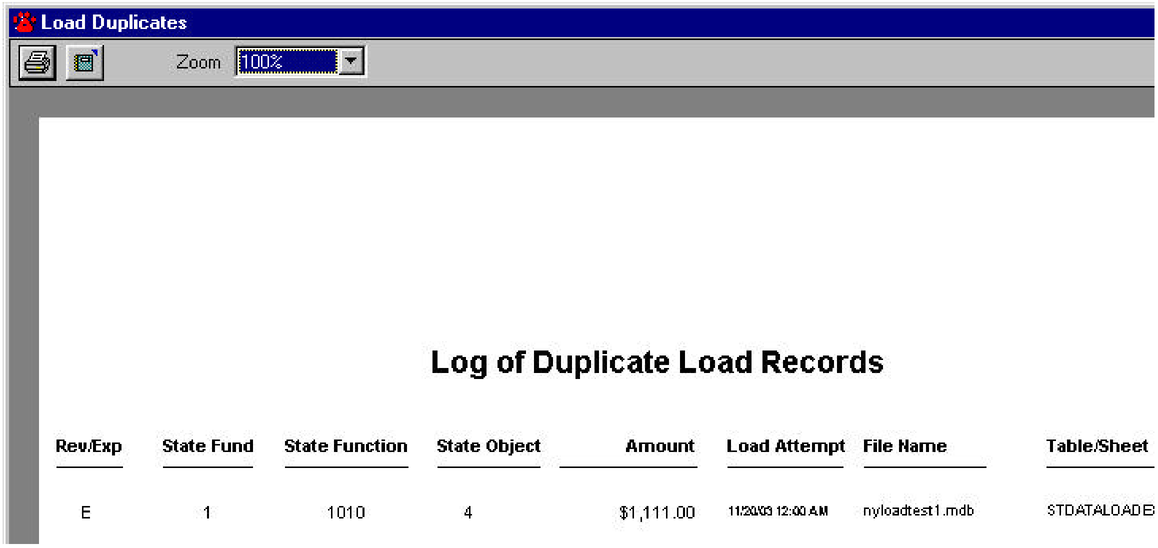
Fig. 25



2. Load Duplicates

The “Load Duplicates” report displays a list of duplicate load records (see Fig. 25a below). We have provided the standard information to identify the duplicate record data type (revenue or expenditure), fund, function, object, and dollar amount. Also displayed are the date (and time) of the load attempt, along with the file name and whether the data loaded was in table or spreadsheet format. This additional information should help you identify multiple duplicate data entries from the same file name.

Fig. 25a



3. Errors

The “Errors” report displays one of two messages after the translation and allocation processes have completed: a list of unmatched data records (Fig. 26) or a prompt box stating “No Error Data to View” (Fig. 27). Unmatched data records are records in your state data for which there are no corresponding records in your state’s translation table (the translation table directs specific state account codea to our standardize Federal account codes and places the aggregate total to the corresponding category).

The translation table is the heart of the Crosswalk process. Keeping the translation table up to date is very important. Annual maintenance of this table will help keep the translation process free of errors. This maintenance can be preformed by either the state coordinator or by NPEFS staff working with the state coordinator. ***Census does require, however, all state coordinators keep them abreast of all changes to the translation table, indicating the date (in the date stamp column of the “Xlate” table) for each record that was last revised.***

For assistance from the Census Bureau in resolving any errors, you can obtain contact information by choosing **HELP>Contacts** from the main menu bar.

Fig. 26

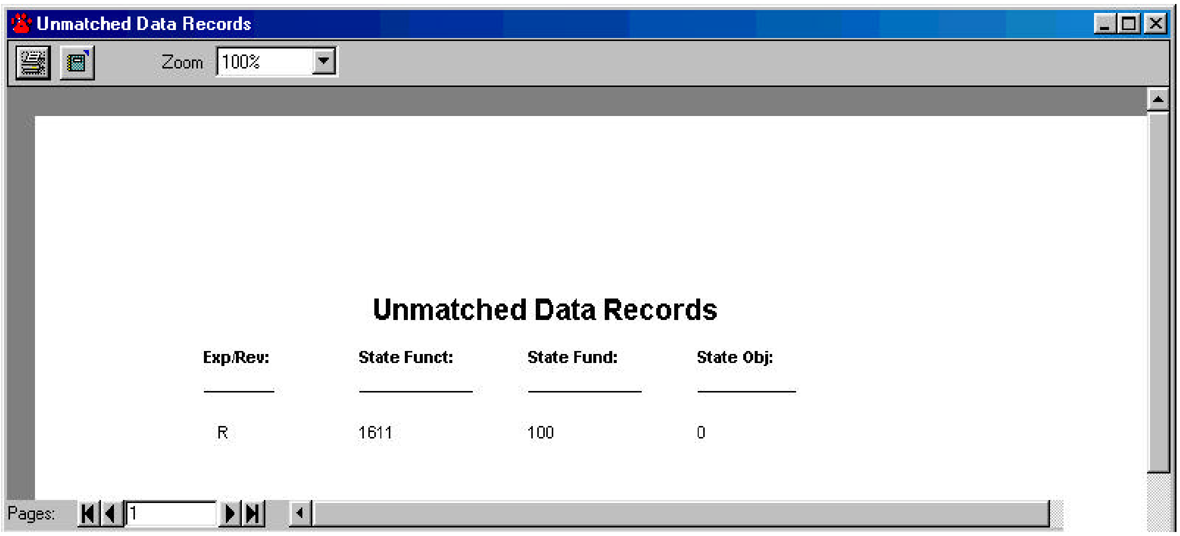


Fig. 27

4. Data Exclusions

The “Data Exclusions” report is a list of extraneous state data records that are not to be included with the final NPEFS data reported (Fig. 27a). This report should be reviewed carefully to confirm that this data is not to be included on the NPEFS report. This review will also help you to, if needed, “re-direct” certain state data items to their appropriate Federal account codes (by modifying the translation table). Finally, this report could serve as a troubleshooting tool if a certain category’s aggregated total doesn’t match the aggregated total you were expecting.

After the translation process is completed, several message boxes will appear in a sequence. There are 3 message boxes, 1) no unmatched data records or the number of unmatched data records, 2) no data exclusions or the number of data exclusions included, and 3) the announcement that the allocation process is completed. Figure 27a is notifying you of the number of data exclusions present and request that you review them for accuracy. To access the "Data Exclusions" report, select **REPORTS>DATA EXCLUSIONS** from the main menu bar.

Both revenue and expenditure exclusions are combined into a single report (Fig. 27b) so it is not necessary to toggle between revenues and expenditures. Revenues are listed first, followed by expenditures.

Fig. 27a

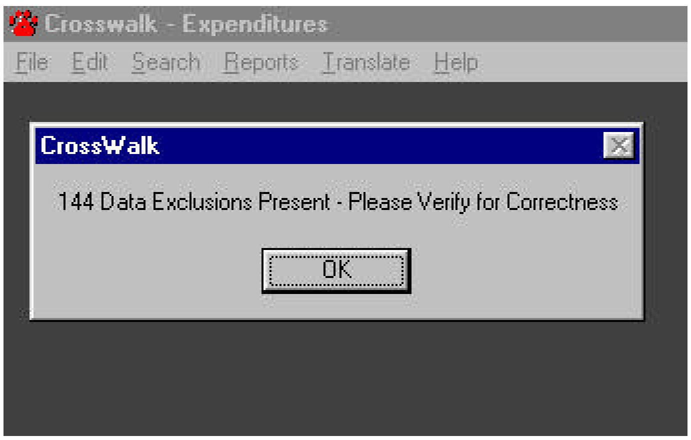
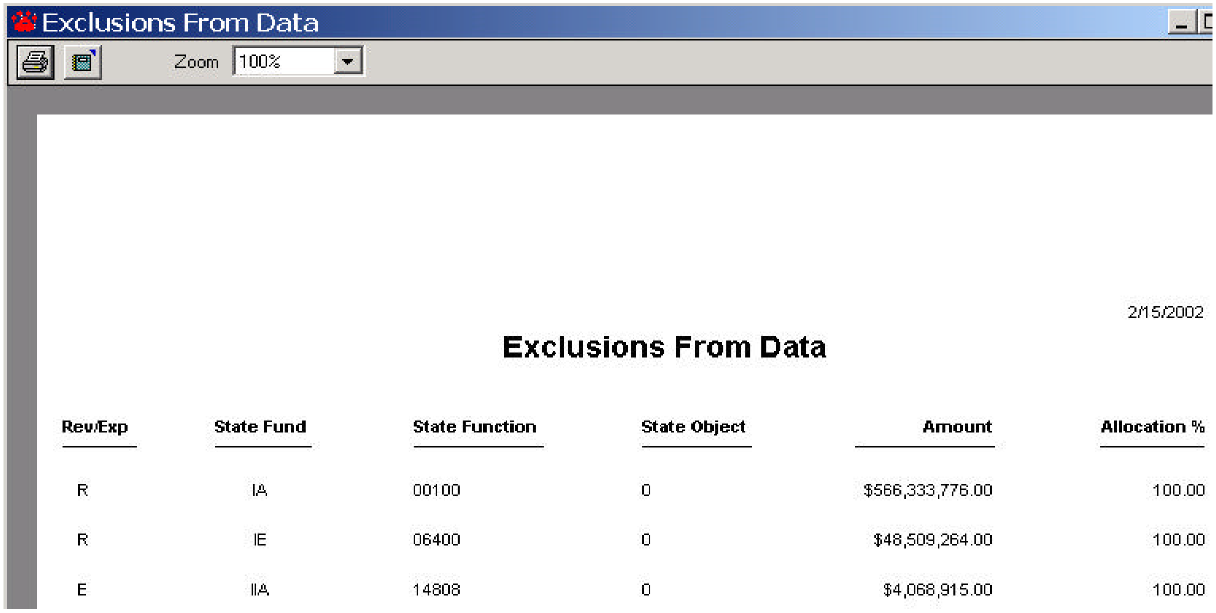


Fig. 27b



Exclusions From Data

Zoom 100%

2/15/2002

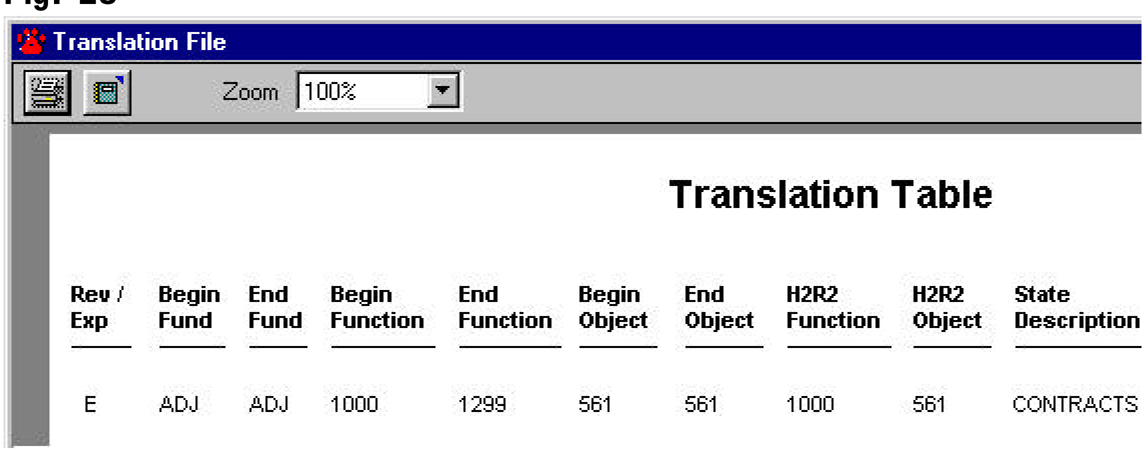
Exclusions From Data

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

5. Translation Table

The "Translation Table" report shows the path your data took when it was re-coded from your state's account codes to the standardized H2R2 codes. The data are displayed by state codes, (beginning and ending fund, function, and object codes respectively) the corresponding Federal Codes, (fund and object) as well as the general description of the Federal codes (Fig. 28).

Fig. 28



Translation File

Zoom 100%

Translation Table

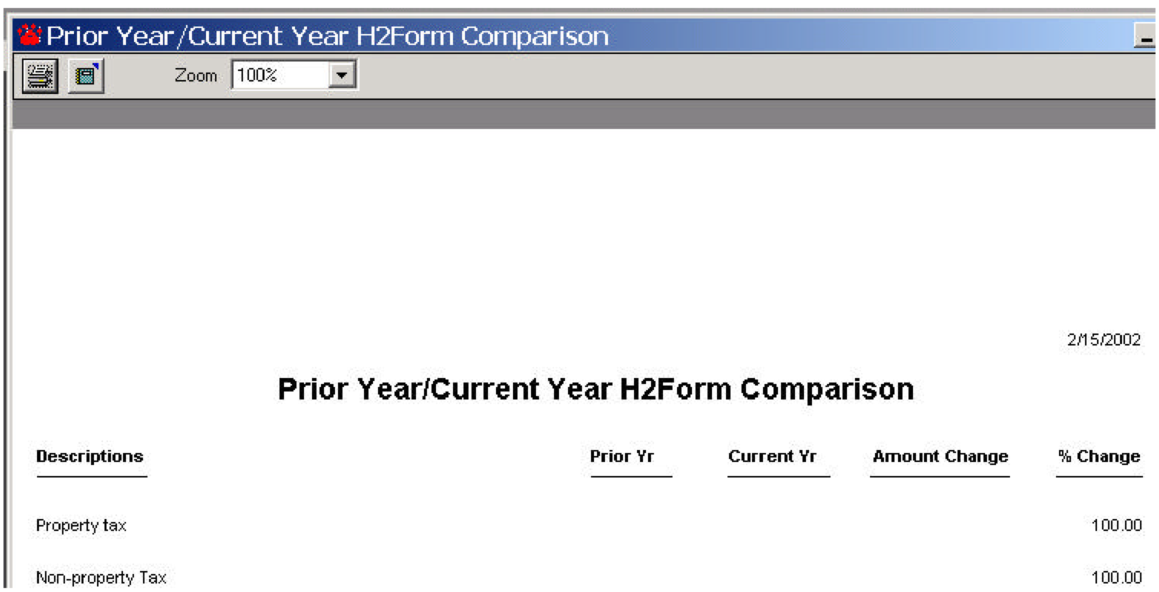
Rev / Exp	Begin Fund	End Fund	Begin Function	End Function	Begin Object	End Object	H2R2 Function	H2R2 Object	State Description
E	ADJ	ADJ	1000	1299	561	561	1000	561	CONTRACTS

6. Prior Yr/Current Yr

The “Prior Yr/Current Yr” report displays your state’s prior year data, current year data, and the difference between the two - both in dollars and as a percentage (Fig. 29). With the side-by-side comparison of current and prior year data, this report can be very helpful in resolving data discrepancies in the early stages of data preparation.

You do not have to toggle between revenues and expenditures for this report. Both revenues and expenditures are displayed in this report (revenues are listed first, then expenditures).

Fig. 29



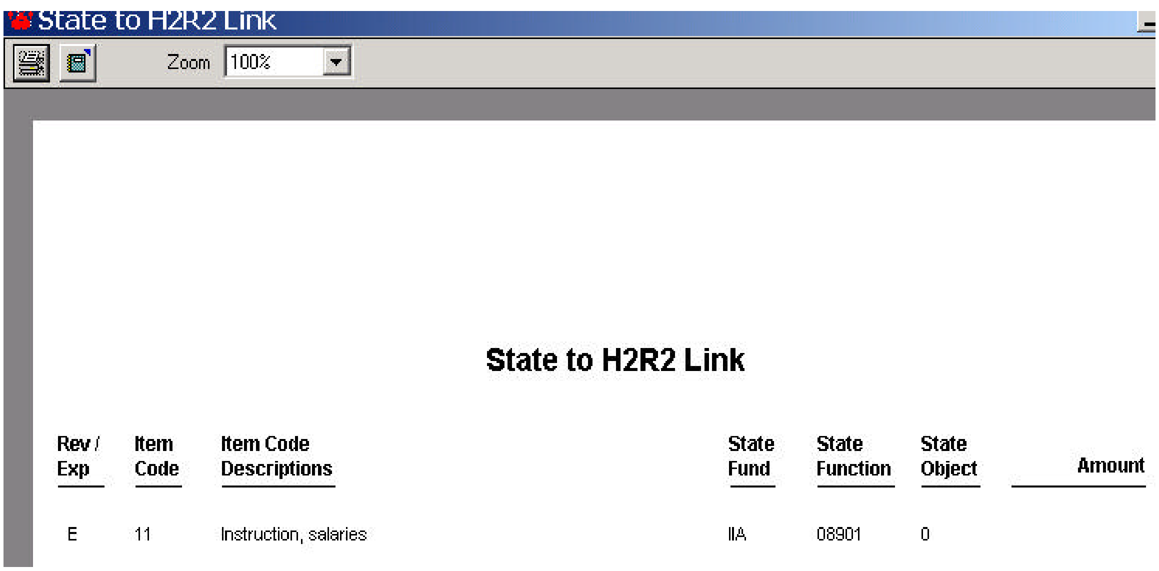
7. State to H2R2 Link

The “State to H2R2 Link” report (Fig. 30 below) displays the amount of money in each unique state data record (each represented by a different fund, function, and object code) on your state data file and matches it to its corresponding category on the NPEFS form represented by “Item Code” and “Item Code Descriptions.”

Item Code sorts this table in order so that you can quickly view all of the “like” Item Code dollar amounts together. The aggregate total for each Item Code will be the amount displayed for the corresponding item category on your state's final NPEFS form.

There are two separate reports for revenue and expenditure data. You must toggle between revenues and expenditures **(FILE>Toggle Rev/Exp** from the main menu bar) to view both reports.

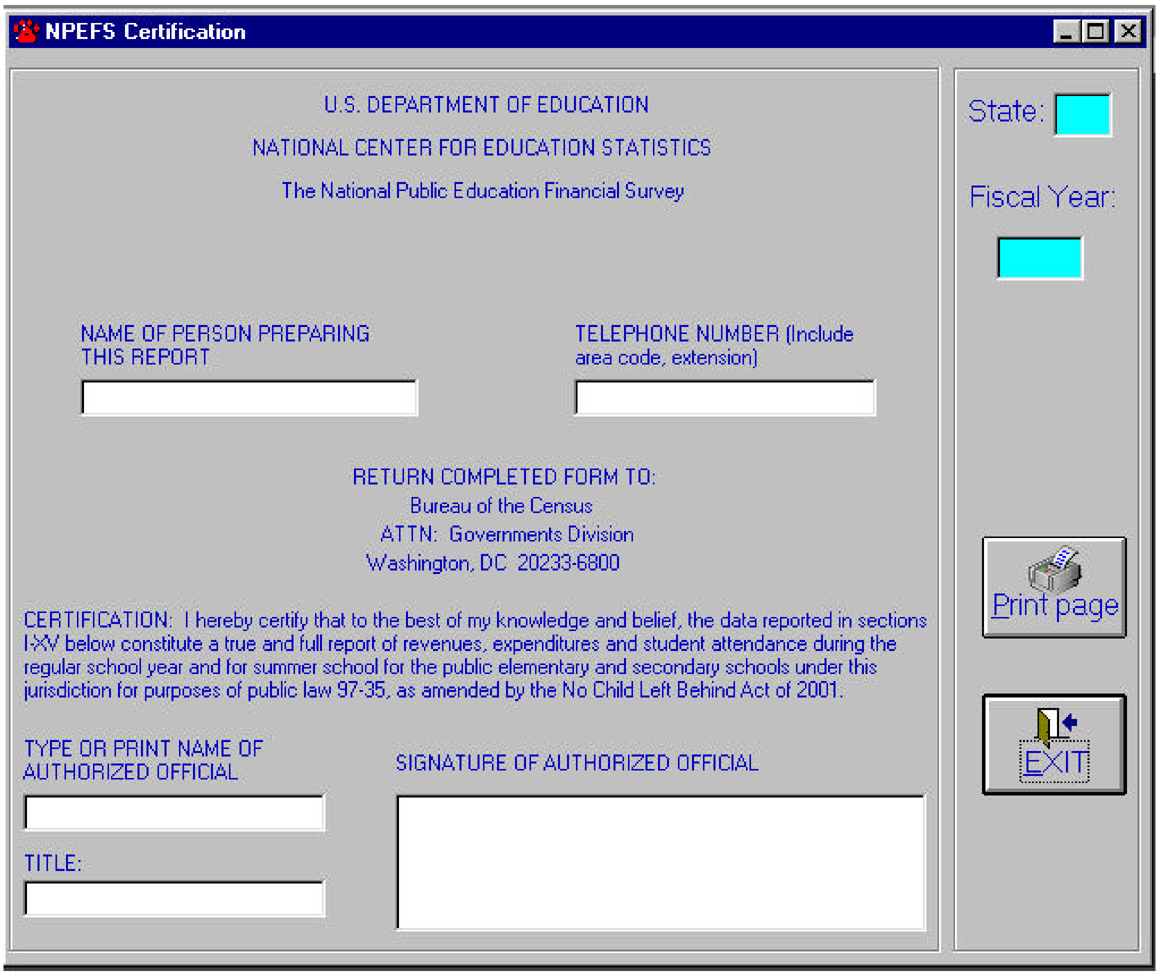
Fig. 30



8. Certification Page

The "NPEFS Certification" page must be signed by the designated authorizing official and submitted no more than **5 business days** after the NPEFS form has been submitted. **Your submission will not be considered official without this certification** (for more information, please refer to this year's NPEFS Instruction Booklet).

Fig. 31


NPEFS Certification

U.S. DEPARTMENT OF EDUCATION

NATIONAL CENTER FOR EDUCATION STATISTICS

The National Public Education Financial Survey

State:

Fiscal Year:

NAME OF PERSON PREPARING THIS REPORT

TELEPHONE NUMBER (Include area code, extension)

RETURN COMPLETED FORM TO:
Bureau of the Census
ATTN: Governments Division
Washington, DC 20233-6800

Print page

CERTIFICATION: I hereby certify that to the best of my knowledge and belief, the data reported in sections I-XV below constitute a true and full report of revenues, expenditures and student attendance during the regular school year and for summer school for the public elementary and secondary schools under this jurisdiction for purposes of public law 97-35, as amended by the No Child Left Behind Act of 2001.

TYPE OR PRINT NAME OF AUTHORIZED OFFICIAL

SIGNATURE OF AUTHORIZED OFFICIAL

EXIT

TITLE:

Digital Certification

(This certification constitutes a true and full report of revenues, expenditures, and student attendance as stated by the Elementary and Secondary Act of 1965 and as amended by the No Child Left Behind Act of 2001.)

Digital certification is a relatively new process that allows the NPEFS designated authorizing official to electronically sign off on their NPEFS submission. This new feature will be useful for all NPEFS authorizing officials because it is easy to use and has the added dividend of providing an electronic return receipt to both the designated authorizer and NPEFS staff. Digital certification is not required, however, the authorizing official may still certify the NPEFS submission by paper certificate through the mail. 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 digital certification password 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 8-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:

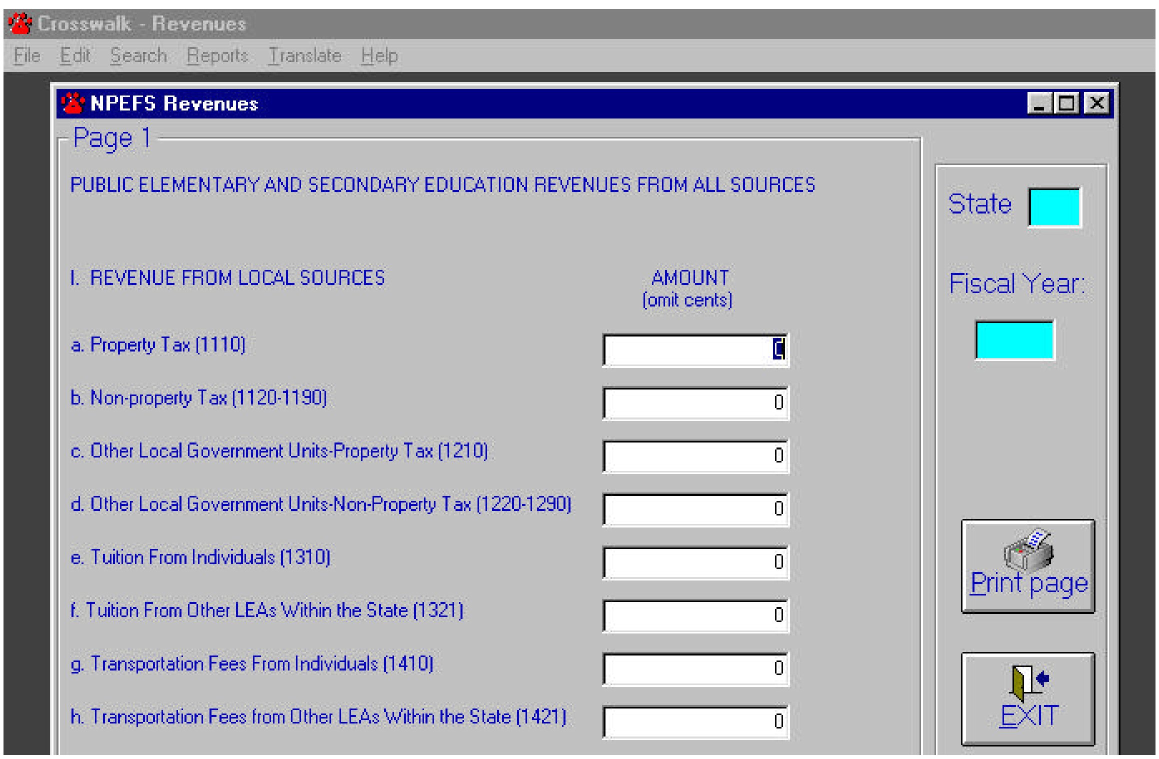
1) The official enters the 8-character entry password through the Census Web application (http://www.census.gov/govs/www.npefs.html)
2) Perform the on-line editing process, and reviews the data for thoroughness and completeness.
3) Submit the NPEFS report.
4) Navigate to the "Signature" page. (The official has the option of viewing the completed data, viewing the fiscal data plan, or certifying the data submission).
5) Follow the **Signature** LINK.
6) Enter the 15-character password appropriately, and click **Submit**.

You will then receive confirmation of the digital signature and be taken back to the password page. **Note: You will not be able to use the digital confirmation application again unless you contact the NPEFS staff so that the form can be reset to accept a new signature.** Contact us by E-mail at govs.npefs@census.gov or by phone at (800) 437-4196.

9. NPEFS Revenues

The "NPEFS Revenues" report displays the amount of money in each revenue item on the NPEFS form (Fig. 32). This report, as well as the two expenditure reports (10 and 11 below), mimics the NPEFS paper form exactly.

Fig. 32



10. NPEFS Expenditures I

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

11. NPEFS Expenditures II

The "NPEFS Expenditures II" report displays the expenditures in 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 Expenditures for Education
Part XII	Exclusions From Current Expenditures for State Per Pupil Expenditure (SPPE)
Part XIII	Net Current Expenditure
Part XIV	Average Daily Attendance (ADA)
Part XV	State Per Pupil Expenditure

For the "Certification," "Revenues," "Expenditures I," and "Expenditures II" reports, the panel 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) red arrow. The red arrow allows you to move forward through the report one page at a time. On the following pages, there is also a back (left facing) arrow that allows you to navigate previous pages. Click **EXIT** to leave the report.

Print a Report

Follow these steps to print the following reports:

State Data
Load Duplicates
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 the type of data you wish to print (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 Windows **Print** box opens. You can choose to print one, several, or all pages of the report, single or multiple copies, and also choose a printer to print the report.

4. Choose the print option you desire and then click on **Print** to print the report.

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 on it to open.

3. Click on the **Print page** icon located on the right side of the report just below the fiscal year (refer to Fig. 31 above). This will print the first page of the selected report.

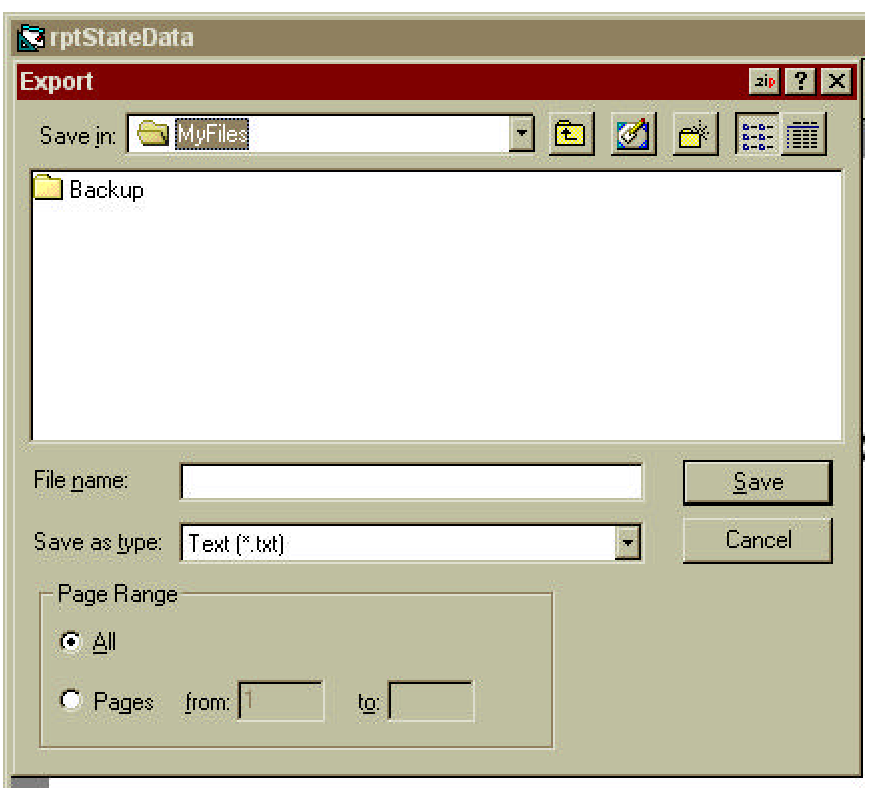
4. Repeat step 3 for each page of the report you wish to print. Use the red arrow icon to navigate between the pages. Select **Reports** from the main menu bar to if you wish to select another report to print.

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 format (Figure 33).

Fig. 33



View a Report in Larger or Smaller Fonts

(This section does not apply to the Certification, NPEFS Revenues, NPEFS Expenditures I, or NPEFS Expenditures II reports as these reports do not have Zoom functionality).

1. Select a report data type by clicking on **File** on the main menu bar. Click on **Toggle Rev/Exp** to the type of data you wish to look at (revenues or expenditures). From the **Reports** drop down menu, select the desired report.

2. To the right of the export icon, there is a **Zoom** drop down menu. Click on the down arrow in the window to the right of the word "Zoom." You can adjust the font size of the report by changing the zoom percentage (the higher the percentage, the higher the zoom size).

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 current page. Click and hold the left mouse button to drag the scroll bar up or down. To scroll up (or down) one line at a time, click once on the up (or down) arrows above (or below) the scroll bar on the right side of the screen to move to the next (or previous) line.

Help

The items found under "Help" are **Contacts** and **About**. **Contact** lists the Crosswalk application contact name, phone number, fax number, and e-mail address (Fig. 35). **About** displays the current version of the Crosswalk software and brief licensing information (Fig. 34).

Fig. 34

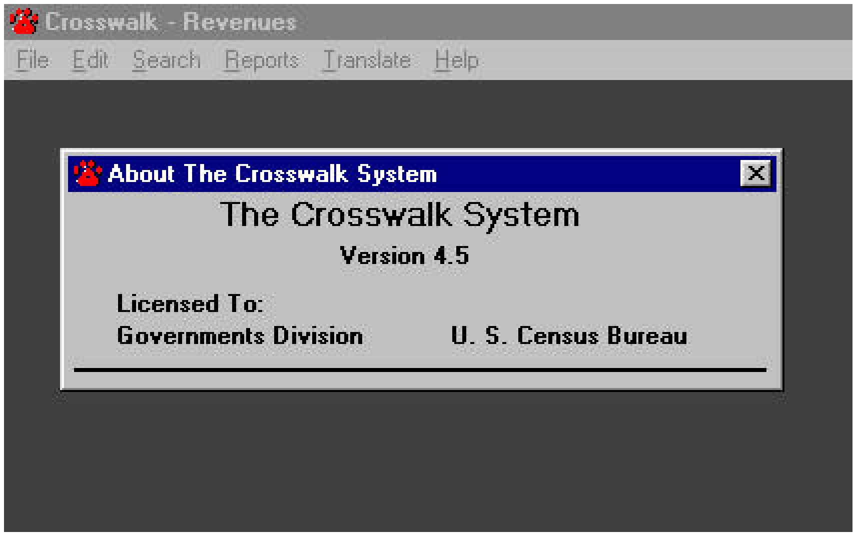
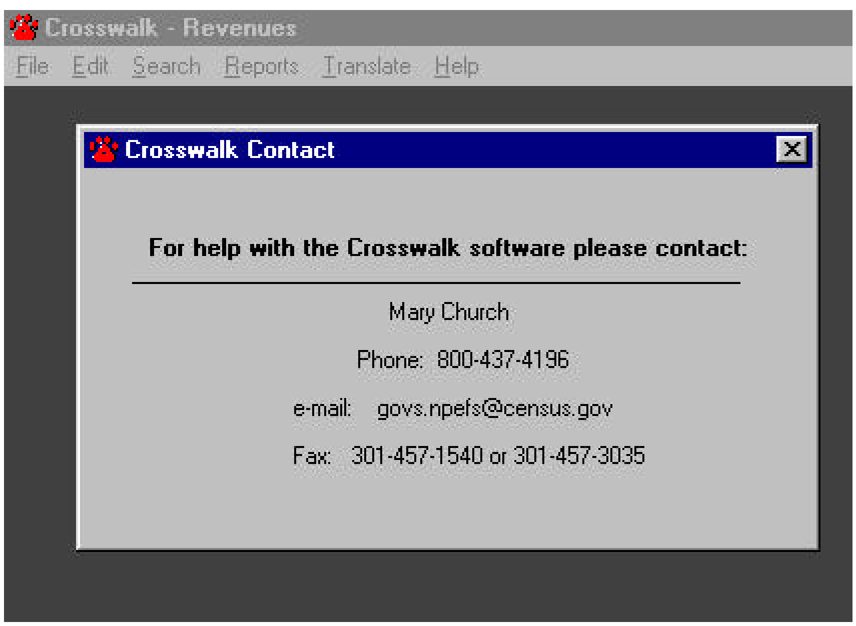

Crosswalk - Revenues
File Edit Search Reports Translate Help
About The Crosswalk System
The Crosswalk System
Version 4.5
Licensed To:
Governments Division
U. S. Census Bureau

Fig. 35


Crosswalk - Revenues
File Edit Search Reports Translate Help
Crosswalk Contact
For help with the Crosswalk software please contact:
Mary Church
Phone: 800-437-4196
e-mail: govs.npefs@census.gov
Fax: 301-457-1540 or 301-457-3035

Special Exhibit Items

The processing of the special exhibit items requires unique labeling of state records to identify and allow for these items to be included in the cumulative state Instruction (Function 1000) total but also as separate amounts for special exhibit item display.

Two-letter abbreviations are used to identify the teacher's salaries and textbook expenditure records (refer to **Appendix E** for the state fund legend). These abbreviations will replace the corresponding state fund for each record we wish to include as a special exhibit item. We will keep the function and object of each special exhibit item record the same as they are in the original state record so as not to drastically change the identity of the record. This labeling process allows us to easily tabulate the funds, which are being broken out into special exhibit items. (**Note**: The sum of the special exhibit items should never exceed the total state Instruction amount).

Appendix D displays the new special exhibit items, along with the corresponding item codes and H2R2 functions and objects.

(Allocations may be required to calculate special exhibit items if records for teacher's salaries and/or textbook expenditures are not broken out within the state's data. If this is the case, please contact the Crosswalk staff for assistance).

Below is an example of state data records for Instruction (along with the corresponding translation table layout of those records) for state X. State X knows that three of these records correspond perfectly to certain special exhibit items and they can be broken out and translated for exhibit item display. With this data, state X breaks out and displays special exhibit items for vocational teacher's salaries and textbook expenditures. These three records are marked in the **State Data Records** table below (with asterisks).

Example: State X

State Data Records
(For Instruction-related items)

Fund	Function	Object	Amount
100	5420	150	50,000
100*	5550	151	20,000
100	5560	155	25,000
100*	5570	160	30,000
100	6510	175	75,000
100*	6520	110	10,000
100	4650	101	15,000

Translation Table
(For Instruction-related items)

BegFund	EndFund	BegFunc	EndFunc	BegObj	EndObj	H2R2Func	H2R2Obj
100	100	4650	6520	101	175	1000	100
VE	VE	5550	5550	151	151	1003	111
TB	TB	6520	6520	110	110	1005	640
VE	VE	5570	5570	150	150	1003	111

In this example, the first record in the **Translation Table** directs all expenditure records within a specified range (fund 100; functions 4650-6520; objects 101-175) to the H2R2 function and object code for Instruction salaries (function 1000; object 100). Also notice, singled out for special exhibit item display are two records for (salaries paid to vocational education teachers) and one record for (textbook expenditures for instruction). Notice that the next three records in the **Translation Table** are included within the range specified in the first record (meaning these records will be included within the Instruction salaries total in the final NPEFS data). But item codes, (specifically, salaries paid to vocational education teachers (VE) and textbook expenditure for instruction (TB)) within these records will also be directed to the appropriate special exhibit item category.

Understanding the Allocation Process

Brief

Allocations are an integral part of the NPEFS report. All states (Crosswalk and non-Crosswalk) have "combined" data items that must be distributed among more than one function and object. Some of the more common problems are:

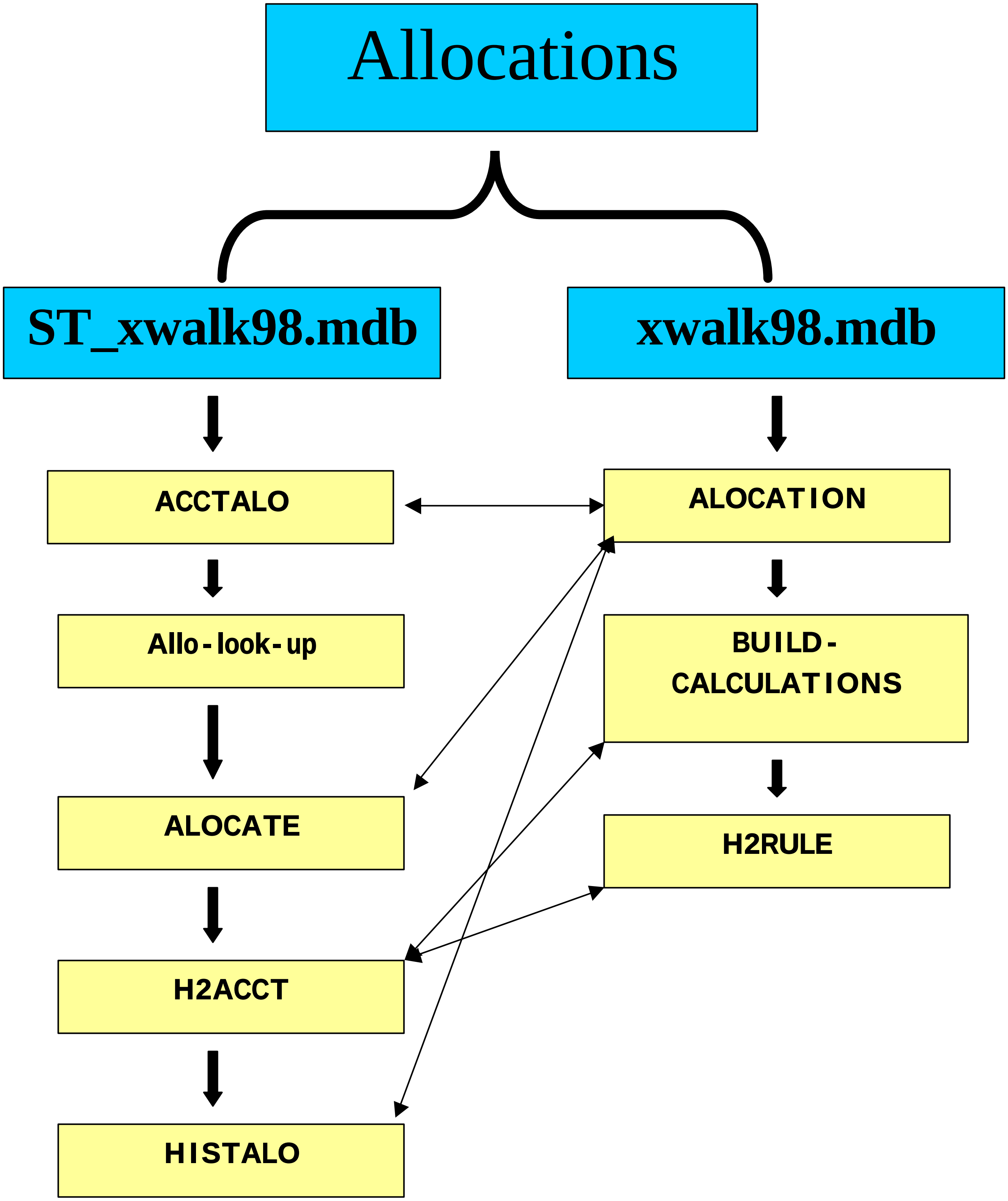
- Amounts reported as a lump sum and not in their appropriate functions.
- Expenditures reported for employee benefits.
- Tuition payments to other school districts that cannot be separated between in-state and out-of-state.

The method for making these distributions may differ from state to state. However, most states have some type of allocation issue we must resolve. The Crosswalk was designed to make these distributions through a systematic process and this design does not differ among states using the software. It is important to note that the methods used to crosswalk "problem" data are, in some cases, merely a satisfactory solution to the problem, and in others, an interim solution at best. When the problem represents a relatively small amount of money, prorating this combined data is usually the most efficient method of distribution. When combined data represents a relatively large percentage of reported funds, and impacts particularly important functions (such as instruction and administrative functions), modifications in state accounting systems are usually needed to resolve the problem.

Methodology

There are several tables in two different databases that work together to process allocations. The main database (Fig. 36a) houses the majority of the allocation tables and is presented as "*T_xwalk98.mdb"* (where ST refers to your two-letter state abbreviation) and is referred to as the *State database*. The other database houses various tables, (some are used for allocations, and some are used as look-up tables), and is saved as "*xwalk98.mdb"* and referred to as the *Program Database*. The order in which the databases are listed does not reflect the order to which the databases are used in the allocation process. A visual display of all the tables involved in the allocation process appears below (Fig. 36).

Fig. 36


Allocations
ST_xwalk98.mdb
xwalk98.mdb
ACCTALO
ALOCATION
Allo-look-up
BUILD-
CALCULATIONS
ALOCATE
H2RULE
H2ACCT
HISTALO

The actual programming portion of the allocation process is complex and the allocation process involves complicated relationships between many Access tables and databases. The process is far too technical for general understanding and too cumbersome to list its intricate processes. The intent here is simply to provide a general overview of the allocation process and to provide a detailed description and function of each of the applicable tables.

General Overview of the Allocation Process:

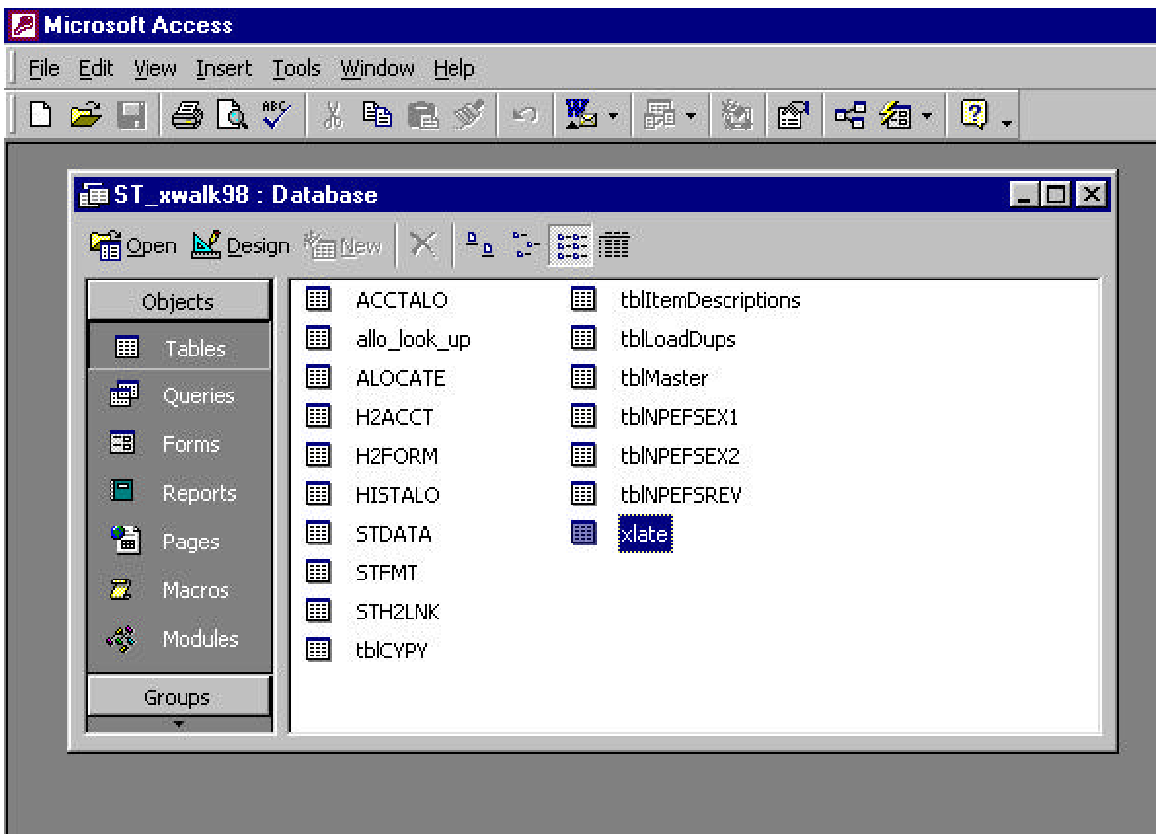
- When you translate your data there is an interaction between the state data (original input file) records you loaded into the software and the ***Xlate*** table that matches all of your state data records to a corresponding federal function and object. One part of this interaction is to locate the records that are to be allocated. A checked box in the "ALLOCATION" column of those records determines whether or not allocations will be performed for a particular record.
- The **allo-look-up** table is built from the **Xlate** table to show just those allocation records. Each allocation record is given a name (referred to the table as an *allotype*.
- The ***ACCTALO*** table lists the H2R2 function, object, and "ToH2R2" object to be distributed as well as the percentage of combined data applied. (Zero is given as a percentage if not known. The Crosswalk software will then determine the allocation percentages through use of the build-calculations table (discussed in the user guide).
- The ***ALOCATE*** table lists the order in which allocations will be made.
- The ***HISTALO*** table lists the distributed records by *allotype* and dollar amount applied based on the directive provided in the ***ACCTALO*** table. Notice that all of the like *allotype* records in the ***HISTALO*** table added together equal 100% ("PCTBASE" column). Notice that the dollar amounts for all like *allotype* records equal the amounts from the *STATE DATA* (**STDATA**) table records that required an allocation. Be aware that more than one *STATE DATA* record can be part of an allocation. Often, several like records are directed (from the ***Xlate*** table) and assigned the same *allotype* to make the distribution percentages between the like records equal. (A good example of this would be records associated with the employee benefits).

The common thread "among" each of the allocation tables explained above is the allotype (name).

Detailed Makeup of Allocation Tables

There are 5 tables in the database below that are used in the allocation process. They are: ACCTALO, allo-look-up, ALOCATE, H2ACCT and HISTALO. Shown below in (Fig. 36a) is a screen shot of all the tables within the *STATE DATA* (ST_xwalk98.mdb).

Fig. 36a



ACCTALO

The ***ACCTALO*** table is composed of the following significant columns.

- ST (State)
- EXPREV (Expenditure/Revenue)
- FY (Fiscal Year)
- ALLOTYPE (Allocation Type)
- H2R2 FUNCT (H2R2 Function)
- H2R2 OBJ (H2R2 Object)
- ToH2R2OBJ (TOH2R2 Object)
- ALLPCT (Allocation Percent)

The primary function of the ***ACCTALO*** table is to house all records (along with their allocation percentages) that require distribution to more than one function and/or object. The "ALLOTYPE" column is critical in that it provides a label to each record that makes it unique.

If a record is to be distributed but a percentage amount is not known a "0" will be entered as the allocation percentage for that record. The Crosswalk software is designed to calculate an allocation percentage for each record in the **ACCTALO** table by "building" a calculation-based denominator and dividing the aggregate total of like records into that denominator. This is discussed in more detail in the section titled, "Build-Calculations" (page 63).

ALLO-LOOK-UP

The ***allo-look-up*** table is composed of the following significant columns:

- ST (State)
- EXPREV (Expenditure/Revenue)
- FY (Fiscal Year)
- STATEFUND (State Fund)
- STATEFUNCT (State Function)
- STATEOBJ (State Object)
- ALLOTYPE (Allocation Type)

The primary function of the ***allo-look-up*** table is to list all records that were checked in the "ALLOCATION" column of the **Xlate** table (which indicates that the record requires an allocation). The "ALLOTYPE" column in the allo-look-up table indicates the name of each record. This column field is a text field, which can hold up to 5 characters. In naming each record, we often use words (or labels) that remind us of the kind of distribution this field represents. For example, we might use the label "EB" if the distribution were for employee benefits. We also use number (1, 2, 3, 001, 002, 003 etc.) or letters (A, B, C, etc.) to name records. There is no set way to name a record as long as the records name does not exceed 5 characters.

ALOCATE

The ***ALOCATE*** table is comprised of the following significant columns:

- ST (State)
- EXPREV (Expenditure/Revenue)
- FY (Fiscal Year)
- ALLOORDER (Allocation Order)
- ALLOTYPE (Allocation Type)
- ALLODESC (Allocation Description)

The primary function of the ***ALOCATE*** table is to specify the order in which allocations are processed. The order is simply a number assigned to each record in ascending order. You don't necessarily have to start with the number "1", but whatever number you start with, the next number must be in ascending order. An allocation description field is included if the *allotype* is not descriptive enough for identification purposes.

NOTE: Changing the order in which the allocations are processed can effect how combined data are distributed. Depending on the relative "weight" (dollar amount) of a record, order changes can have a profound effect on the final allocation percentages if the same record is used in multiple allocations.

H2ACCT

The ***H2ACCT*** table us composed of the following significant columns:

- EXPREV (Expenditure/Revenue)
- FY (Fiscal Year)
- H2R2FUNCT (H2R2 Function)
- H2R2OBJ (H2R2 Object)
- DOLLARS

The primary function of the ***H2ACCT*** table is to list each state record (whether allocated for not) in its corresponding H2R2 format. This table displays aggregate dollar totals of these records (in H2R2 format) and is referenced during the allocation process.

Note: An H2R2 function and/or object is made up of multiple state records.

The ***build-calculation*** process (see the section on the **Build-Calculation** table later in this users guide) produces and applies percentage amounts to the aggregated records listed within the **H2ACCT** table. The H2R2 dollar amounts in the **H2ACCT** table are not easily traced back to the state dollar amounts because the build-calculation process only holds and displays the last completed allocation. Each previous allocation result is cleared to make way for the next allocation percentage to be derived.

HISTALO

The ***HISTALO*** table is composed of the significant following columns:

- EXPREV (Expenditure/Revenue)
- FY (Fiscal Year)
- STATEFUNCT (State Function)
- STATEOBJ (State Object)
- ALLOTYPE (Allocation Type)
- H2R2FUNCT (H2R2 Function)
- H2R2OBJ (H2R2 Object)
- TOH2R2OBJ (To H2R2 Object)

- DOLALLOED (Dollars Allocated)
- DENOMINAT (Denominator)
- PCTBASE (Percentage Base)

The HISTALO table lists the final allocated dollar amounts and how they were allocated. To fully understand the tabulated results of the **HISTALO** table you must also use the **ACCTALO** table in conjunction. The common thread between these two tables is the **ALLOTYPE** column. The **ACCTALO** table directs the records to be distributed to their prospective H2R2 function and object along with the same **ALLOTYPE** assignment for each of those records and, if known, the percentage amount to be applied to that record. (**Note:** If a percentage is not known for that record, then a "0" is applied and the software will produce a percentage to be applied to that record).

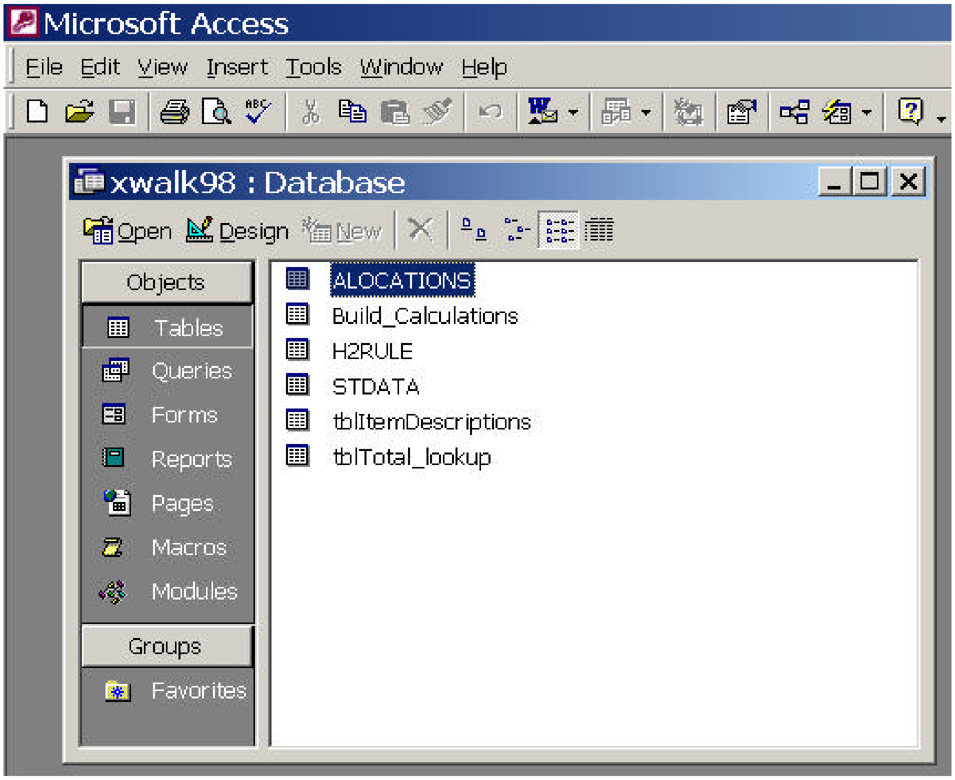
This information is essential to the **HISTALO** table because this table applies the distributed amounts based on the percentages listed in the **ACCTALO** table to those H2R2 functions and objects. If you group together the "like" allotypes, and add together the allocated dollar amounts for the records that total 100%, you can trace back the original amount listed in the state data (with the assistance of the **Xlate** table with the column marked "ALLOCATION").

Also notice that the **ALOCATIONS** table located in the program database (xwalk98.mdb) list the aggregated total, by allotype, of the allocated dollars found in the **HISTALO** table. (The generic database is discussed further below.)

Program Database

Shown below in (Fig 36b) is a screen shot of all tables within the program database (xwalk98.mdb). There are 3 tables in the program database below that are used in the allocation process: the ALOCATIONS, BUILD-CALCULATIONS, and H2RULE tables.

Fig. 36b



The ***ALOCATIONS*** table is composed of the following significant columns:

- EXPREV (Expenditure/Revenue)
- STATEFUND (State Fund)
- STATEFUNCT (State Function)
- STATEOBJ (State Object)
- ALLOTYPE (Allocation Type)
- ALLOORDER (Allocation Order)
- DOLLARS

The primary function of the ***ALOCATIONS*** table is to list each state record to be allocated, along with its corresponding dollar value. Notice that the allotype and alloOrder have also been assigned for each record. If more than one of the same allotype is present, add all like allotypes together for a total allocation amount of that allotype. This table works in conjunction with the ***ACCTALO, ALOCATE,*** and ***HISTALO*** tables in the state database.

Build_Calculations

The ***Build_Calculations*** table is composed of the following significant columns:

- H2R2FUNCT (H2R2 Function)
- H2R2OBJ (H2R2 Object)
- TOH2R2OBJ (To H2R2 Object)
- ITEM_CODE (Item Code)
- DOLLARS

The ***Build_Calculations*** table sums all dollar amounts marked for allocation by item code. This table calculates the percentages that will be applied by first adding together all the item code amounts (which forms the denominator for this calculation). Each individual item code amount is then divided into this denominator and an allocation percentage for that specific item code is determined. This percentage is then applied to the corresponding H2R2Funct and to H2R2Obj record listed in the **ACCTALO** table within the state database. The results of this calculation can be viewed in the ***HISTALO*** table (grouped by like allotype).

Note:

- The **Build_Calculations** table is used only when percentages to distribute data are not known.
- This table only displays the last group of allocations (as determined by the **ACCTALO** table in the state database). Allocations are performed in order - revenues first, then expenditures.
- Item codes are assigned to each record by the **H2RULE** table (discussed below).

H2RULE

The ***H2RULE*** table is composed of the following significant columns:

- EXPREV (Expenditure/Revenue)
- FY (Fiscal Year)
- Item_Code (Item Code)
- DESC (Description)

- BH2R2FUNCT (Beginning H2R2 Function)
- EH2R2FUNCT (Ending H2R2 Function)
- BH2R2OBJ (Beginning H2R2 Object)
- EH2R2OBJ (Ending H2R2 Object)

H2Rule is a static table, which is used only as a "matching" tool for assigning item codes (specifically, matching item codes to their corresponding H2R2 functions and objects).

Allocation Prep Program

The ***Allocation Prep Program*** was developed to safeguard against errors in setting up allocation tables. Allocation tables are always initially developed and set up by the Crosswalk staff (in conjunction with the state respondent). However, some respondents perform a yearly "maintenance" of their allocation tables, which could include changing allocation percentages, adding additional functions (and/or objects) for distribution, and deleting records, which are no longer applicable to the NPEFS survey. Because multiple persons are working with these complex allocation tables, it was decided to incorporate an allocation checking method within the Crosswalk software.

The allocation prep program runs without notice by the user until a problem with the allocation set up is detected or when the translation process is complete. There are four possible warning boxes - two warning boxes each for **Allotype Mismatch** and **State Data Allocation** errors. The warnings will indicate where the error resides.

The three main allocation tables are located within the state database (Fig. 36a) and are called ***ACCTALO***, ***allo-look-up,*** and ***ALOCATE***. All three tables have a common link – the ALLOTYPE column indicating the name of each record.

- The ***ACCTALO*** table lists each record (and the percentage to be distributed) along with its corresponding H2R2 function and object destinations.
- The ***allo-look-up*** table lists all records **from** the ***Xlate*** table that are marked for allocation in the **Xlate** table (indicated by a checked box in the "ALLOCATION" column of this table). The number of records in

the allo-look-up table varies depending on how many allocations are to be performed.

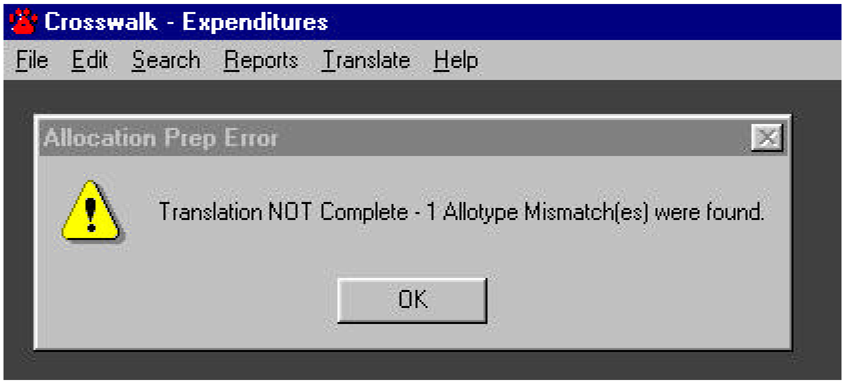
- The ***ALOCATE*** table lists, in ascending order, (referred to in the table as alloOrder) the order in which the allocations are performed.

The error message in Figure 37 (below) is displayed when an **Allotype Mismatch** error is detected. The allotype assigned to a record in the **allo-look-up** table is different or does not exist for the same record in the **ACCTALO** table. The error message provides the name of the allotype for easy error resolution.

Fig. 37

The following error message (Fig. 38) will appear after the **Allotype Mismatch** error box is closed as a reminder that translation is not yet complete and shows the number of allotype mismatches to be reviewed.

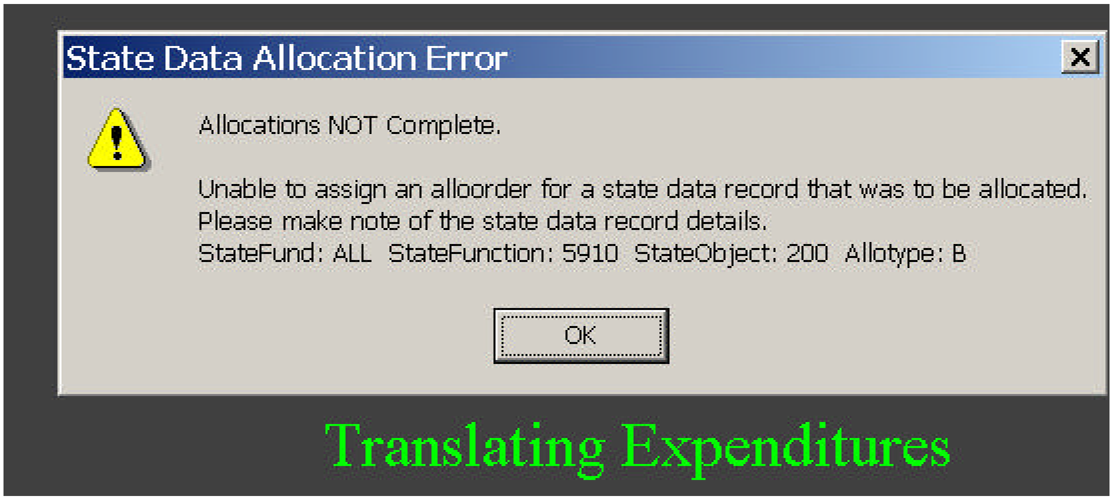
Fig. 38



The error message in Figure 39 (below) is displayed when a **State Data Allocation** error is detected. Notice the phrase "Translating Expenditures," (in green at the bottom of the screen) indicating that these errors were detected during an expenditure allocation. This error will arise anytime there is a conflict with assigning an alloOrder. The ***ALOCATE*** table is where the alloOders are assigned. If there is a conflict or inconsistency between the allotypes in the **ALOCATE** table and the allotypes in the **allo-look-up** table then an alloOrder cannot be assigned and the allocation cannot be completed. This problem, however, can be easily and quickly resolved since the record(s) in error are provided in the error message box.

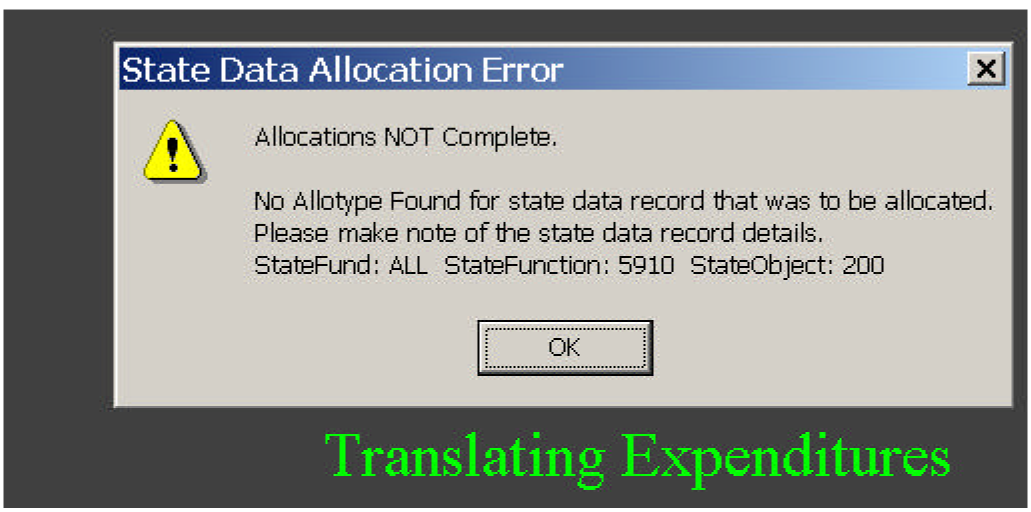
NOTE: The error warning in Figure 38 differs from the error warning in Figure 37 because the error message in Figure 38 appears during the state data translation process, whereas the error message in Figure 37 appears before the translation process has begun. By the time the error message in Figure 38 appears, some state data records have already been translated to their corresponding H2R2 functions.

Fig. 39



The error message in Figure 40 (below) displays a second type of state data allocation error. Again, notice the phrase "Translating Expenditures" at the bottom of the screen, indicating that errors were detected during an expenditure allocation.

Fig. 40



This error will often arise when there is a problem with an allotype for a record in the ***allo-look-up*** table. The probable cause is that some portion of that record in the ***allo-look-up*** table has been keyed incorrectly. As with the state data allocation error discussed on the previous page, this problem can be easily and quickly resolved since the record(s) in error are provided in the error message box.

Allocation Status

Figure 41 (below) is the **Allocation Status** box that appears at the end of the translation process when no allocation errors have occurred, indicating that the allocation process is complete. Figure 42 is the Allocation Status box that is displayed when allocation errors have occurred.

Fig. 41

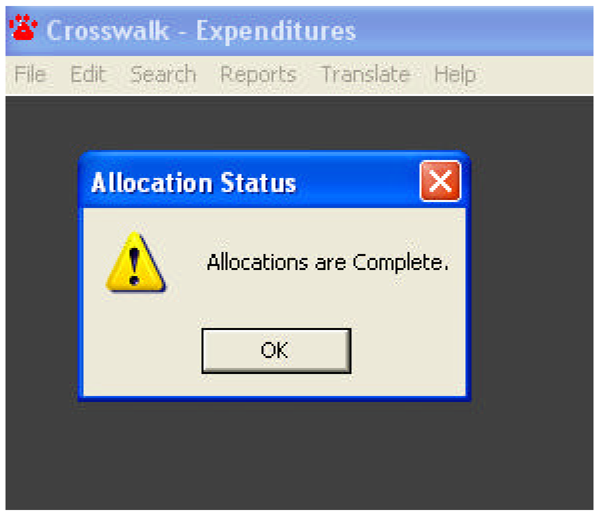
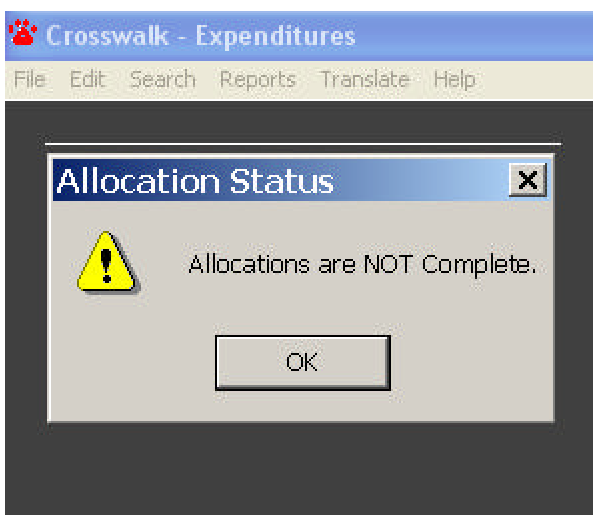


Fig. 42



Appendix A

Frequently Asked Questions

General

1) How can I determine if my state is a candidate for the Crosswalk program?

   Answer:

   This could be a tough question to answer. First, you must ask yourself if there is really a need to change the way you produce your NPEFS report. If the method you use now is convenient, and produces the report in an accurate and timely fashion, there is no need to switch to another method. If you were a state that is constantly changing your reporting instrument or your state's chart of accounts, you would not be a good candidate for this program. If you would like to discuss the pros and cons of the Crosswalk program with an NPEFS staff member we will gladly provide assistance to help you decide.

2) How do I become a Crosswalk state?

   Answer:

   Simply contact the NPEFS staff and tell them you want to become a Crosswalk state.

   E-mail: govs.npefs@census.gov
   Toll Free: 800-437-4196

3) When I become a Crosswalk state, can I use the Crosswalk program that same fiscal year to report data for the NPEFS survey?

   Answer:

   Usually the answer is no. We cannot guarantee that we can develop, and test your state's software that quickly. We must develop, among other things, a translation table that "translates" each of the applicable records within your state's chart of accounts to a matching

NPEFS category on our survey form. That usually takes months to complete.

4) What maintenance is involved, if any, to prepare for the next fiscal years processing?

   Answer:

   Your state's translation table must be updated to add (or delete) any changes in records in your state's chart of accounts. Either the respondent or a Crosswalk staff member can complete this task.

5) What are the advantages to becoming a Crosswalk state?

   Answer:

   a) The Crosswalk program promotes timeliness, accuracy, consistency, and comparability of data across functions and among states.
   b) A specific contact person is available to resolve any data placement uncertainties.
   c) Editing tools and reports are built in the Crosswalk software to detect data anomalies.

Troubleshooting

1) The software is translating my data, it processes the revenue translations (I know this because the revenues stopped blinking and expenditures started blinking) but during the expenditure translation portion I receive an error and the translation stopped. The error reads, "Error 94, invalid use of Null." I clicked **OK** and the software just shuts down. What is "Error 94"? How do I fix it and get started again?

Answer:

"Error 94, invalid use of null" simply means that there is at least one blank cell located in either the expenditure ***input file*** or the expenditure portion of the ***translation table***. Notice that the error didn't occur during the revenue portion of the translation, indicating that no problems existed in the revenue input file or translation table.

You can fix this problem by finding out where these blank cells are located. Open the "State Data" report for expenditures. Carefully check each field as you review the entire file until you find a blank. It is more likely that the blank is located in the original state data file than in the translation table. If you locate the blank, take notice of your position. If, for example, you find a blank field in the 56th record on the second page, remember that all the state data has already been loaded into the Crosswalk softer and that you will have to go back to this same position in the original input file, fix the blank field, and reload your state's data. The best solution:

1) Go back to your original input file and fill in the blank cell(s) with the appropriate data.
2) Delete the data that has already been loaded (**Delete State Data**)
3) Reload the data (**Load Data**)
4) Re-translate the newly loaded data (**Translate Data**)

If you locate blank cells in the translation table, please contact the Crosswalk staff and we will assist you.

2) When I load my data file, I get a message box stating, "State Revenue (or Expenditure) Data is Already Loaded – Do you want to load additional items?" What does this mean?

Answer:

The Crosswalk software was developed to accommodate the loading of multiple files from multiple sources. If you have a single file to load and you have loaded it and you try to load the same file again, this is simply a reminder that you have already loaded this exact file. In this case, you should obviously select **No** as you don't want to load the same file twice. If you have multiple files to load and you know you haven't loaded them all, select **Yes** as you do want to load additional items.

3) Does it matter if I load revenues or expenditures first?

Answer:

No. You can load any combination of files in any order you wish. Please be aware, however, of the type of data you are loading. It is very possible, for example, to load revenue files onto an expenditure load screen (and vice versa) if you are not careful. Always look at the upper title bar of the crosswalk software to determine the type of data your current Crosswalk screen accepts (revenues or expenditures).

4) Can anyone install the Crosswalk software in my office?

Answer:

If your computer is operated under Windows2000, WindowsNT, or WindowsXP, you must have "administrative rights" to perform installation of the Crosswalk software. Since many, if not all of us, are using one of these operating systems, you will probably need a LAN staff person to install this software.

5) I'm loading my data file into the Crosswalk software using an Excel spreadsheet. I use the "Browse" box to locate and select my file. I then get an "Enter Worksheet Name" prompt box that defaults to "Sheet1." What does "Sheet1" mean? If I click "OK" everything seems to load just fine.

Answer:

Excel files usually have multiple spreadsheets within one file (workbook) so you must tell the Crosswalk software the name of the spreadsheet you are loading (usually different from the name of the Excel file you are loading). The default name of the first Worksheet in an Excel File is always "Sheet1" but if you have named your spreadsheet something other than "Sheet1," you must type in the correct name of the spreadsheet in this prompt box or your spreadsheet will not load.

6) I read in the Crosswalk User Guide that the Crosswalk software uses Microsoft Access as its underlying database in the Crosswalk application. We don't use Access in our office. Can I still use the Crosswalk software?

Answer:

Yes. It doesn't matter whether or not you have Access loaded on your PC because, during the software installation process, Microsoft Data Access Components are installed onto your PC allowing you full access.

7) As my data was translating, I received an error that read, "Overflow Error on record____field____?" All I could do was click **OK** within the error box and the software immediately shut down. What is this error and how can I fix it?

Answer:

This error is letting you know that the Crosswalk software detected a formatting error at the record and field position that was indicated in the error message. This error message appears whenever you append data items to an existing Excel Spreadsheet (even if the formatting appears to be fine). Usually, the only way to fix this problem is to make a new spreadsheet of these records. Importing this spreadsheet into Access can also usually fix any of these formatting problems. Please note that all data records prior to the record number stated in the error message did load correctly. Keep this in mind! We have safeguards in the software to prevent you from loading duplicate records. However, if you are unsure of what data you have loaded and what data you have not loaded, it is best to delete all state data for that data type (revenues or expenditures) and load the data again.

8) I know that I correctly adjusted the unmatched data records in the translation table, however, I still get the same unmatched data record error message. What else can I do?

Answer:

There is a good chance these records are being picked up in another aggregated total. Notice that for each record we have ranges in the translation table for fund, function, and object. Look closely at the record you are adding or adjusting to confirm this record isn't included within the range of another record. In all likelihood, this is your problem.

APPENDIX B

CROSSWALK ITEM CODES AND DESCRIPTIONS

ITEMCODE	Descriptions	ITEMCODE	Descriptions
	REVENUE	261	Student Supp Svcs, other
R11	Property tax	262	Instruction Supp Svcs, other
R12	Non-property Tax	263	Gen Admin Supp Svcs, other
R13	Other Local Government Units-Property Tax	264	Sch Admin Supp Svcs, other
R14	Other Local Govern Units-Non-property Tax	265	Oper & Maint Supp Svcs, other
R15	Tuition from Individuals	266	Stu Transp Supp Svcs, other
R16	Tuition from Other LEAs within the State	267	Other Supp Svcs, Other
R17	Transportation Fees from Individuals	**26Y**	**TOTAL SUPP SVCS, OTHER**
R18	Transport Fees from Other LEAs within the State	**2Y1**	**TOTAL STU SUPP SVCS**
R19	Earnings on Investment	**2Y2**	**TOTAL INSTRUCTION SUPP SVCS**
R1A	Food Service (excluding Federal reimbursement)	**2Y3**	**TOTAL GEN ADMIN SUPP SVCS**
R1B	District Activities	**2Y4**	**TOTAL SCH ADMIN SUPP SVCS**
R1C	Other Revenue from Local Sources	**2Y5**	**TOTAL OPER & MAIN SUPP SVCS**
R1D	Textbook Revenues	**2Y6**	**TOTAL STU & TRANSP SUPP SVCS**
R1E	Summer School Revenues	**2Y7**	**TOTAL OTHER SUPP SVCS**
R1Y	**LOCAL SOURCES OF REVENUE SUBTOTAL**	**2YY**	**TOTAL – TOTAL SUPP SVCS**
R2	Revenue from Intermediate Sources	311	Food Svcs, salaries
R3	Revenue from State Sources	312	Enterprise Operations, salaries
R41	Grants-in-Aid Direct from the Fed Govt	321	Food Svcs, employee benefits
R42	Grants-in-Aid from the Fed Govt thru the State	322	Enterprise Operations, empl bene
R43	Grants-in-Aid fr Fed Govt thru Other Inter Agency	331	Food Svcs, purch svcs.
R44	Other Revenue from Fed Sources	332	Enterprise Operations, purch svcs.
R4Y	**FEDERAL SOURCES OF REVENUE SUBTOTAL**	341	Food Svcs, supplies
R5	Other Sources of Revenue	342	Enterprise Operations, supplies
R6Y	**TOTAL REVENUE FROM ALL SOURCES**	351	Food Svcs, property
ZZZZZZZZ	* Excluded from Survey	352	Enterprise Operations, property
	EXPENDITURE	361	Food Svcs, other
11	Instruction, salaries	362	Enterprise Operations, other
11a	**Salaries paid to teachers in reg. educ. prog**	**3Y1**	**TOTAL FOOD SERVICE**
11b	**Salaries paid to special education teachers**	**3Y2**	**TOTAL ENTERPRISE OPERATIONS**
11c	**Salaries paid to vocational education teachers**	411	Dir Supp - Textbooks for Pub Sch Children
11d	**Salaries paid to teachers in other programs**	412	Dir Supp - Textbooks, Property
2	**Textbook exp. for classroom instruction**	421	Dir Supp - Transport for Pub Sch Children
11	Instruction, salaries	422	Dir Supp - Transport, Property
12	Instruction, employee benefits	431	Dir Supp - Employee Benefits
13	Instruction, purchased services	432	Dir Supp - Employee Benefits, Property
14	Tuition payments outside the state and to private	44	Dir Supp - Private School Students
15	Tuit/voucher paymts to other LEAs charter within	451	Dir Supp - Other - Pub Sch Students
16	Instruction, supplies	452	Dir Supp - Other - Pub Sch Students, Prop
17	Instruction, property	**4Y1**	**TOTAL DIRECT PROGRAM SUPPORT**
18	Instruction, other	**5Y**	**CURRENT EXPENDITURES**

1Y	**TOTAL INSTRUCTION EXPENDITURES**	61	FACS Non-Property Expenditures
211	Student Supp Svcs, salaries	62	FACS Property Expenditures
212	Instruction Supp Svcs, salaries	63	FACS Equipment
213	General Admin Supp Svcs, salaries	711	Debt Service, Interest
214	Sch Admin Supp Svcs, salaries	712	Debt Service, Principal
215	Oper & Maint Supp Svcs, salaries	**71Y**	**TOTAL OTHER USES**
216	Stu Transp Supp Svcs, salaries	81	Community Services-Non-property
217	Other Supp Svcs, salaries	82	Community Services-property
21Y	**TOTAL SUPP SVCS SALARIES**	911	Direct Cost – Non-Pub Sch Prog
221	Student Supp Svcs, employee benefits	912	Direct Cost – Adult Education
222	Instruction Supp Svcs, employee benefits	913	Direct Cost – Community Colleges
223	Gen Admin Supp Svcs, employee benefits	914	Direct Cost – Other
224	Sch Admin Supp Svcs, employee benefits	**91Y**	**DIRECT COST PROG SUBTOTAL**
225	Oper & Main Supp Svcs, employee benefits	**92Y**	**DIRECT COST PROG – PROPERTY**
226	Stu Transp Supp Svcs, employee benefits	**AY**	**PROPERTY TOTAL**
227	Other Supp Svcs, employee benefits	**BY**	**TOTAL EXPENDI FOR EDUCATION**
22Y	**TOTAL SUPP SVCS, EMPLOYEE BENEFITS**	C1	Tuition paid by individuals
231	Student Supp Svcs, purch svcs.	C2	Transportation fees paid by individ
232	Instruction Supp Svcs, purch svcs.	C3	Title I Expenditures
232	Gen Admin Supp Svcs, purch svcs.	C4	Title I carryover expenditures
234	Sch Admin Supp Svcs, purch svcs.	C5	Title V, Part A expenditures
235	Oper & Maint Supp Svcs, purch svcs.	C6	Title V, Part A carryover expend
236	Stu Transp Supp Svcs, purch svcs.	C7	Food service revenues
237	Other Supp Svcs, purch svcs.	C8	District activities revenues
23Y	**TOTAL SUPP SVCS, PURCH SVCS**	C9	Textbook revenue exclusions
241	Student Supp Svcs, supplies	CA	Summer school rev exclusions
242	Instruction Supp Svcs, supplies	**CY**	**TOTAL EXCLUSIONS**
243	Gen Admin Supp Svcs, supplies	**DY**	**NET CURRENT EXPENDITURE**
244	Sch Admin Supp Svcs, supplies	**E1**	**ADA – STATE DEFINITION**
245	Oper & Maint Supp Svcs, supplies	**E2**	**ADA – NCES DEFINITION**
246	Stu Transp Supp Svcs, supplies	**F1**	**SPPE – USING STATE DEF**
247	Other Supp Svcs, supplies	**F2**	**SPPE – USING NCES DEF**
24Y	**TOTAL SUPP SVCS, SUPPLIES**		
251	Student Supp Svcs, property		
252	Instruction Supp Svcs, property		
253	Gen Admin Supp Svcs, property		
254	Sch Admin Supp Svcs, property		
255	Oper & Maint. Supp. Svcs, property		
256	Stu Transp Supp. Svcs, property		
257	Other Supp Svcs, property		
25Y	**TOTAL SUPP SVCS, PROPERTY**		

Appendix C

SPECIAL CROSSWALK H2R2 FUNCTION CODES

I. Revenue from Local Sources

n. Summer School Revenue	1360

IV. Direct Program Support

a) Textbooks for Public School Children	7100
b) Transportation for Public School Children	7200
c) Employee Benefits for Public School Employees	7300
d) Direct Program Support for Private Sch Students	7400
e) Direct Program Support for Public School Students	7500

IX. Direct Cost Programs

a) Non-Public School Programs	3600
b) Adult Education	3400
c) Community College	3700
d) Other (Specify)	3800

XII. Exclusions from Current Expenditures for State Per Pupil Expenditures (SPPE)

Title I expenditures	8100
Title I Carryover expenditures	8200
Title V, Part A expenditures	8300
Title V, Part A Carryover expenditures	8400

Appendix D

CROSSWALK ITEM CODES AND H2R2 FUNCTION/OBJECT CODES FOR SPECIAL EXHIBIT ITEMS

ITEMCODE	DESC	BH2R2FUNCT	EH2R2FUNCT	BH2R2OBJ	EH2R2OBJ
11a	Salaries paid to teachers in regular ed	1001	1001	111	113
11b	Salaries paid to special education teachers	1002	1002	111	113
11c	Salaries paid to vocational education teachers	1003	1003	111	113
11d	Salaries paid to teachers in other programs	1004	1004	111	113
2	Textbook expenditures for classroom instruction	1005	1005	640	640

Appendix E

State Fund Legend for Special Exhibit Items

FUND	DESCRIPTION
RE	Salaries paid to teachers in regular education programs
SE	Salaries paid to special education teachers
VE	Salaries paid to vocational education teachers
OE	Salaries paid to teachers in other programs
TB	Textbook expenditures for classroom instruction