

Spreadsheet Upload Instructions

1) Go to:

http://surveys.nces.ed.gov/ccdnpefs/xls/npefs_spreadsheet.xls.

Depending on your web browser settings, the spreadsheet template (NPEFS_SPREADSHEET.xls) will either open directly within your browser or a message box will appear asking you whether you want to open or save the spreadsheet. Save the spreadsheet to any desired location on your computer.

2) Open NPEFS_SPREADSHEET.xls.

Contents of spreadsheet template:

A	B	C
XX	1A	Local gov-property tax
XX	1B	Local health property tax
XX	1C	Local health govt prop tax
XX	1D	Local health govt non-prop tax
XX	1E	Local retirement tuition
XX	1F	Local education fee tax
XX	1G	Local retirement fees-incl
XX	1H	Local re-transport fees tax
XX	1I	Local re-workings on-incl
XX	1J	Local re-food services
XX	1K	Local re-dist of activities
XX	1L	Local health care
XX	1M	Local health care fees
XX	1N	Local re-sunshine school
XX	1O	Local re-substate
XX	1P	Intermed revenues

3) Replace the “XX” placeholders in column A of the spreadsheet with your two-letter state abbreviation (in caps). The easiest way to do this is to highlight column A (by clicking on the column heading) and using the **Replace** function in Excel to replace all instances of “XX” with your two-letter state abbreviation. As shown in the diagram below, the two-digit state abbreviation is immediately followed by the four-digit fiscal year.

A	B	C
VT2007	1A	Local gov-property tax
VT2007	1B	Local health property tax
VT2007	1C	Local health govt prop tax
VT2007	1D	Local health govt non-prop tax
VT2007	1E	Local retirement tuition
VT2007	1F	Local education fee tax
VT2007	1G	Local retirement fees-incl
VT2007	1H	Local re-transport fees tax
VT2007	1I	Local re-workings on-incl
VT2007	1J	Local re-food services
VT2007	1K	Local re-dist of activities
VT2007	1L	Local health care
VT2007	1M	Local health care fees
VT2007	1N	Local re-sunshine school
VT2007	1O	Local re-substate
VT2007	1P	Intermed revenues

Example: For fiscal year 2007, Vermont should have VT2007 for each cell in column A of the spreadsheet.

4) The second column (column B) lists all NPEFS item codes for fiscal year 2007.

A	B	C
VT2007	1A	Local gov-property tax
VT2007	1B	Local health property tax
VT2007	1C	Local health govt prop tax
VT2007	1D	Local health govt non-prop tax
VT2007	1E	Local retirement tuition
VT2007	1F	Local education fee tax
VT2007	1G	Local retirement fees-incl
VT2007	1H	Local re-transport fees tax
VT2007	1I	Local re-workings on-incl
VT2007	1J	Local re-food services
VT2007	1K	Local re-dist of activities
VT2007	1L	Local health care
VT2007	1M	Local health care fees
VT2007	1N	Local re-sunshine school
VT2007	1O	Local re-substate
VT2007	1P	Intermed revenues

5) In the third column (column C), enter the fiscal year 2007 amount for the NPEFS item code in column B. Report your data in whole amounts and omit all commas, dollar signs, and decimal points.

A	B	C
VT2007	1A	
VT2007	1B	
VT2007	1C	
VT2007	1D	
VT2007	1E	
VT2007	1F	
VT2007	1G	
VT2007	1H	
VT2007	1I	
VT2007	1J	
VT2007	1K	
VT2007	1L	
VT2007	1M	
VT2007	1N	
VT2007	1O	
VT2007	1P	

6) For your convenience, the fourth column (column D) contains descriptions of the item codes in column B.

A	B	C	D
VT2007	1A		Local gov-property tax
VT2007	1B		Local health property tax
VT2007	1C		Local health govt prop tax
VT2007	1D		Local health govt non-prop tax
VT2007	1E		Local retirement tuition
VT2007	1F		Local education fee tax
VT2007	1G		Local retirement fees-incl
VT2007	1H		Local re-transport fees tax
VT2007	1I		Local re-workings on-incl
VT2007	1J		Local re-food services
VT2007	1K		Local re-dist of activities
VT2007	1L		Local health care
VT2007	1M		Local health care fees
VT2007	1N		Local re-sunshine school
VT2007	1O		Local re-substate
VT2007	1P		Intermed revenues

7) After entering your state’s fiscal data in column C, save the spreadsheet template as a comma-delimited (*.csv) file:

a) Click **File**, then **Save As**.

b) In the “File name” field, type the name of your submission file. Use your two-digit state abbreviation followed by the two-digit fiscal year as the naming convention (e.g., for fiscal year 2007, Tennessee should name its submission file **TN07**).

c) Choose “CSV (Comma delimited) (*.csv)” in the “Save as type” field and click **Save** to save your spreadsheet as

8) To upload the comma-delimited file into the NPEFS web application:

a) Go to: <http://surveys.nces.ed.gov/ccdnpefs>.

b) Enter your username and password and click **SIGN IN**.

c) Choose **UPLOAD DATA** from the menu on the left-hand side of the screen.

d) Click **Browse** and select the comma-delimited file you saved in Step 7 for upload.

e) Click **Submit**. Your upload is now complete.

NOTE: The upload process does not include flags. Please indicate any missing (M) or not applicable (N) data items within the **FLAG** field of the web form.