

National Public Education Financial Survey (NPEFS) What's New for Fiscal Year (FY) 2015

NPEFS home page: <https://surveys.nces.ed.gov/ccdnpefs>

NPEFS Staff and Contact List

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NEW FEATURES AND INFORMATION

Final Survey Submission Date

State Education Agencies (SEAs) are urged to submit accurate and complete data for FY 2015 (along with any FY 2014 revisions) by March 18, 2016. The mandatory deadline for the final submission of all data, including any revisions to previously submitted data for FY 2014 and FY 2015 is **Monday, August 15, 2016**. Please plan to have your FY 2015 NPEFS submitted by this date.

Any resubmissions of FY 2014 or FY 2015 data by State Educational Agencies (SEAs) in response to requests for clarification, reconciliation, or other inquiries by NCES or the Census Bureau must be completed by **Tuesday, September 6, 2016**. All outstanding data issues must be reconciled or resolved by the SEAs, NCES, and the Census Bureau prior to September 6, 2016. For more information about data collection, please see the Federal Register notice at: <https://www.gpo.gov/fdsys/pkg/FR-2015-12-23/pdf/2015-32266.pdf>

American Recovery and Reinvestment Act of 2009 (ARRA)

The NPEFS survey removed ARRA data in Section 7 starting in FY 2015. You will still be able to make corrections or updates to FY 2014 ARRA data. If your state still has ARRA expenditures please include them within the appropriate section of the NPEFS survey.

Financial Accounting Manual

The Financial Accounting for Local and State School Systems: 2014 Edition has been published and can be found at: <http://nces.ed.gov/pubs2015/2015347.pdf>. This edition contains guidance conforming Governmental Accounting Standards Board Statements, up to Statement 70. There are chapters on budgeting, governmental accounting and financial reporting. Account codes have been updated to reflect changes in the new reporting requirements and developments in technology and security. There are also special chapters on accounting student activity funds and a model for school level program cost accounting. See Exhibit A-1 for a Summary of Account Code Changes since 2009.

Shortened NPEFS Instructions

Have you ever felt that the NPEFS Instruction Booklet was just too long to read in entirety? Good news! The NPEFS Instruction Booklet has been replaced with basic NPEFS Reporting Instructions so that you can get a snapshot of the most important NPEFS reporting guidance more quickly. The NPEFS Reporting Instructions are located on the Resources Page and on your state Main Page as you complete the survey. Please feel free to contact NPEFS staff if you need additional information about any part of the NPEFS reporting process.

Fiscal Data Plan on the Crosswalk

Crosswalk states can now access the fiscal data plan within the Crosswalk application. Many state respondents prefer to complete the fiscal data plan prior to submitting their NPEFS data. However, until now, the fiscal data plan was only accessible after Crosswalk data was transferred to the NPEFS application. Now, the fiscal data plan resides on both the Crosswalk and NPEFS applications and states have the choice of completing the fiscal data plan in whichever order is preferred.

Crosswalk System Main Page

The Crosswalk application allows NPEFS respondents to report school finance amounts using their state's school system account codes. Using a database which maps state-specific account codes to the fund, function, and object account codes used by NCES (the standardized accounting structure used by NCES for school finance reporting is specified in detail within their *Financial Accounting for Local and State School Systems* handbook), the Crosswalk application systematically converts the amounts reported under the state's accounting format to the NPEFS format required by NCES.

The Crosswalk is web-based software that allows respondents to process their state account code data online within the NPEFS web application. The Crosswalk software is user-friendly and features numerous reports and functionality. For detailed information on the Crosswalk, review the Crosswalk User Guide or contact NPEFS staff.

Crosswalk System Status

| Process | Status | Action |
|-----------|-------------------------------|-----------------------|
| Data Load | Revenues - no data loaded | Load revenue data |
| | Expenditures - no data loaded | Load expenditure data |

FY 2014 Reports Section

There is now a new section of the state main page dedicated to prior year (PY) reports. Under this section, there are two new resources available:

1. PY Excel NPEFS form: This form is populated with FY 2014(PY) NPEFS data.
2. PY Fiscal Data Plan: The FY 2014(PY) data is viewable in a PDF document.

The screenshot below shows where this new section is located on your state main page. We hope that the addition of these PY reports will assist you in referencing, analyzing, and retaining PY data.

FY 2015

[Key 2015 Data](#)

[Upload Data](#)

[View Errors](#)

[Key Data Plan](#)

FY 2015 Reports

- [NPEFS Form](#)
- [CY/PY Data](#)

FY 2014

- [Revise Data](#)
- [Upload Data](#)
- [View Errors](#)

FY 2014 Reports

- [NPEFS Form](#)
- [PY/PPY Data](#)
- [View Data Plan](#)

MAIN PAGE

FY 2015 - Not yet submitted.
See 'View Errors' for more information.

FY 2014 - Unchanged from original FY 2014 submission.
Any changes will require a new submission and signature page.

NAME OF STATE

CONTACT

TELEPHONE - - EXT

FAX - -

E-MAIL

AUTHORIZED OFFICIAL

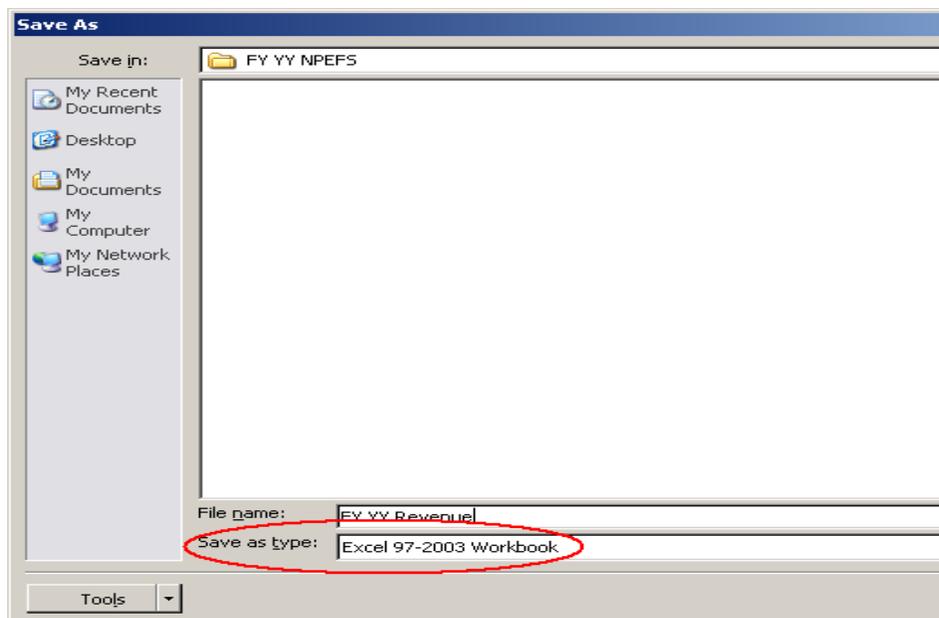
TITLE

TELEPHONE - - EXT

Saving Excel Input Files

You are only allowed to load Excel files in the Crosswalk System that are compatible with Excel 97-2003 at this time. If you are using Excel version 2007 or greater, you **must** ensure that the file contains an *.xls extension and NOT *.xlsx. To convert version 2007 or greater Excel files:

- 1) Select **File** for all versions of Excel except users of Excel version 2007. Excel version 2007 users will select the circular multicolored office button located in the upper left hand corner of the spreadsheet (see arrow in illustration below).
- 2) A menu will open that will display several **Save As** formatting options.
- 3) Select **Excel 97-2003 Workbook**.
- 4) You will then be able to name the file and **save as an .xls file**.



IMPORTANT REMINDERS

NPEFS Data Item Codes

Data item codes are now present throughout the NPEFS web application to make identifying NPEFS categories and amounts easier. The data item codes are based on the NPEFS record layout assemble at <http://nces.ed.gov/ccd/data/txt/stfis121alay.txt>. Data item codes can be found in the following locations:

Edits: You are now able to correct your data more easily with the addition of item codes listed in each edit notification. No more searching for the field – the edit will tell you exactly which fields are affected.

NPEFS Web form: While you key your data, your data items are available within the web form to quickly reference.

NPEFS Excel Form: Data that you submit is populated in a Microsoft Excel version of the NPEFS form. The form now contains data item codes. View the updated NPEFS Web Form when you complete your survey online or on the Resources section of the website- <https://surveys.nces.ed.gov/ccdnpefs/xls/npefsform.xls>.

Prior Year Digital Signatures Required

Reminder - All prior year revisions require a digital signature from the authorizing official just as is required for current year (fiscal year 2015) submission.

Once all errors have been cleared and prior year revisions have been successfully submitted, a Digital Signature link will appear under the FY 2014 (prior year) menu. The authorizing official will need to enter in their current 15-digit password to digitally sign the prior year resubmission.

MAIN PAGE

FY 2015 - Not yet submitted.
See 'View Errors' for more information.

FY 2014 - Resubmitted. Not yet signed.
You may still make changes and resubmit.

NAME OF STATE

CONTACT

TELEPHONE - - **EXT**

FAX - -

E-MAIL

AUTHORIZED OFFICIAL

TITLE

TELEPHONE - - **EXT**

FAX - -

Navigation Menu:

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 - FY 2014 Reports
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 - View Data Plan
- NPEFS Reporting Instructions (168KB)

Update on Awards Criteria

Awards presented at the 2016 Summer Data Conference are based on the submission of your fiscal year 2014 survey and fiscal data plan in 2014. See [Awards Criteria](#) (<https://surveys.nces.ed.gov/ccdnpefs/pdf/npefsawardscriteria.pdf>) for additional details