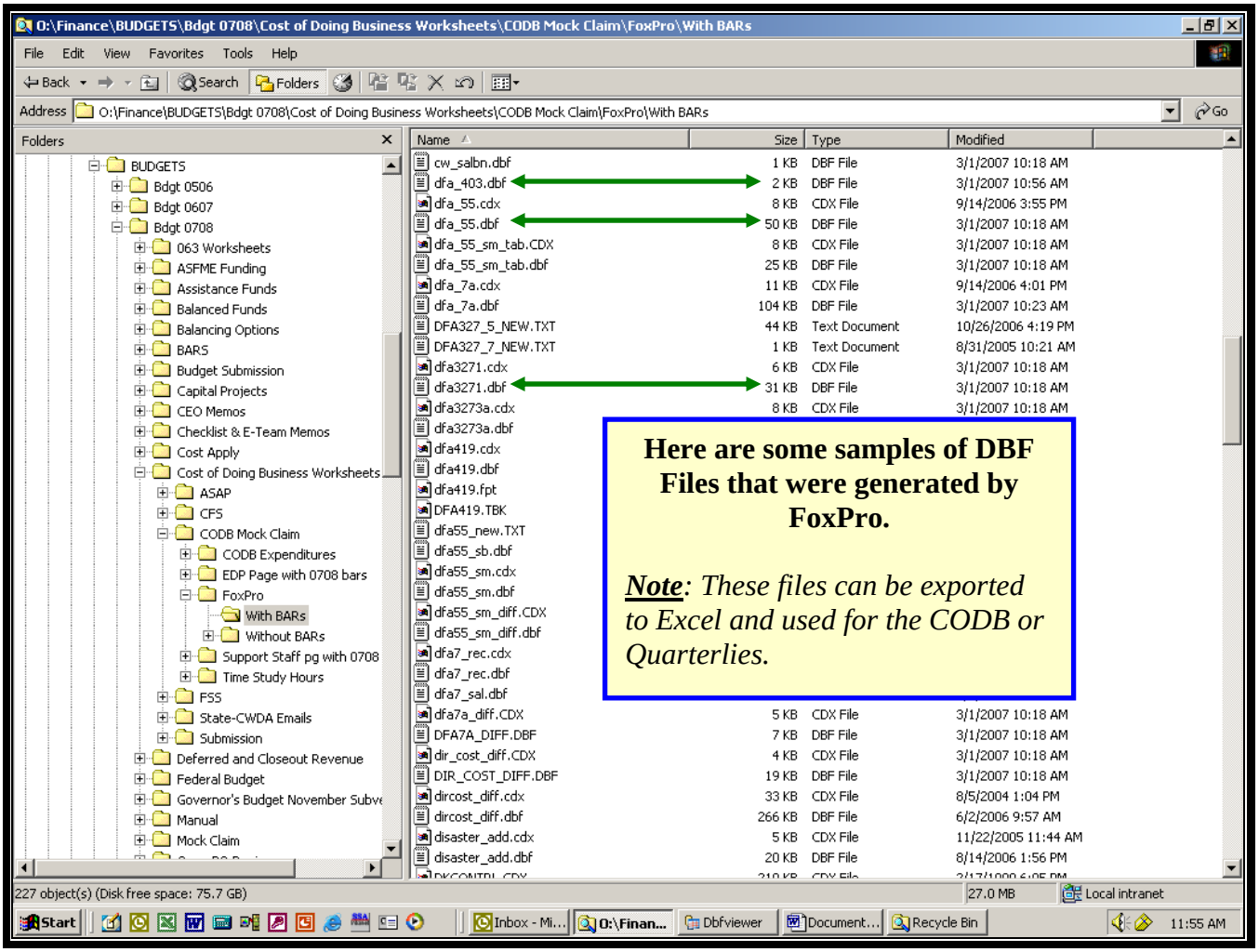
Converting FoxPro Files to Excel

Background:

FoxPro is a database program published by Microsoft. Information stored in its files is stored in .DBF format (Database) and can be converted to Excel with a DBF Viewer (see below).

The Quarterly CECs are inputted into FoxPro and stored in a series of DBF files. Due to FoxPro's hardcode programming, only a limited number of useful files are downloadable. Locate where your files are stored. The files will look like this:

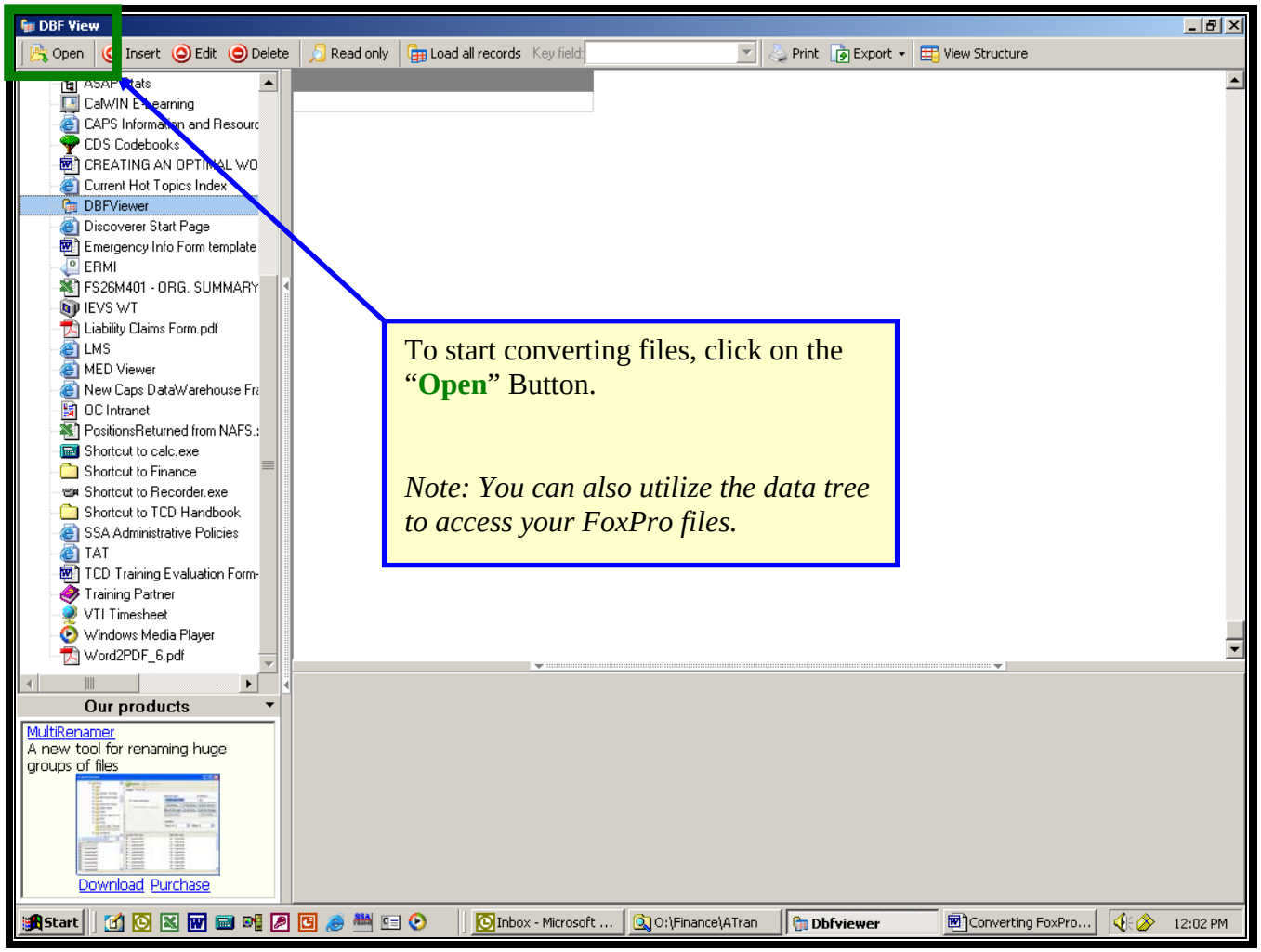


DBF Viewer

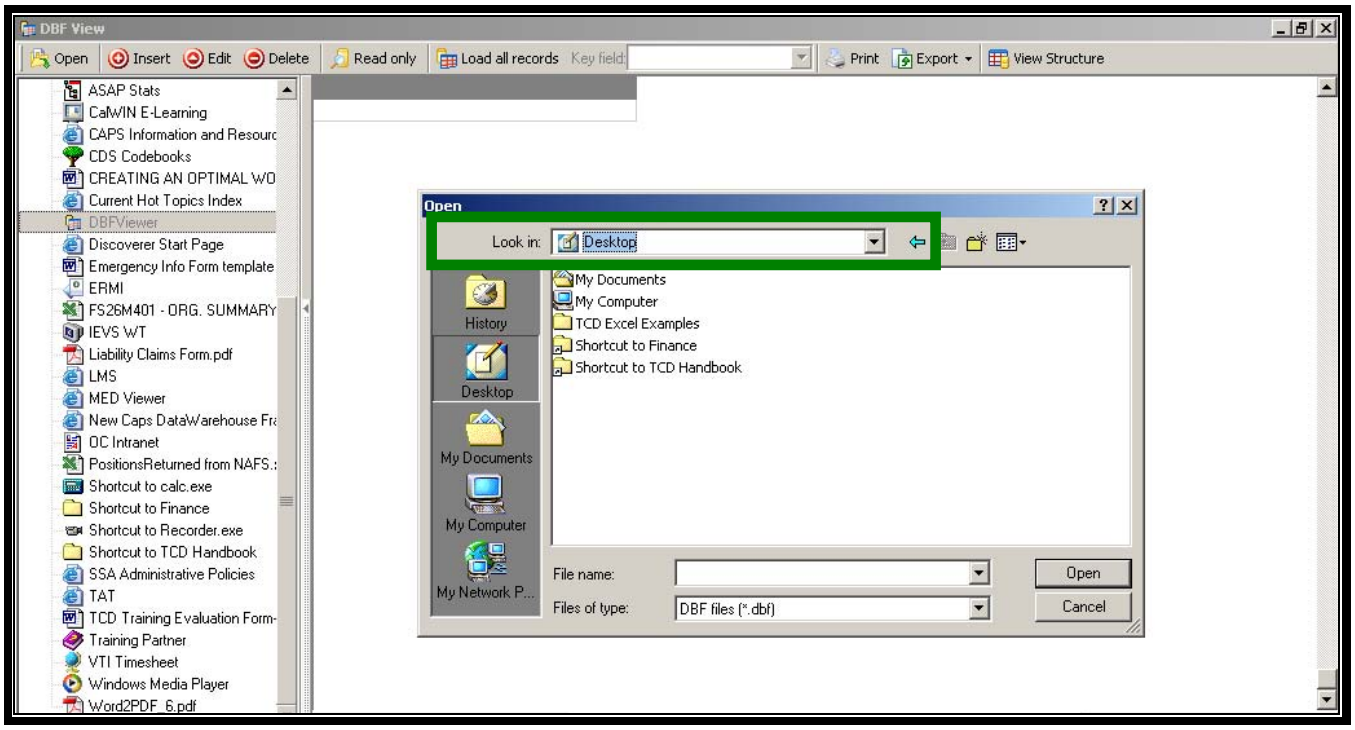
The viewer is a small (1.75 MB) program and can be copied onto your computer. It is a relatively easy program to navigate.

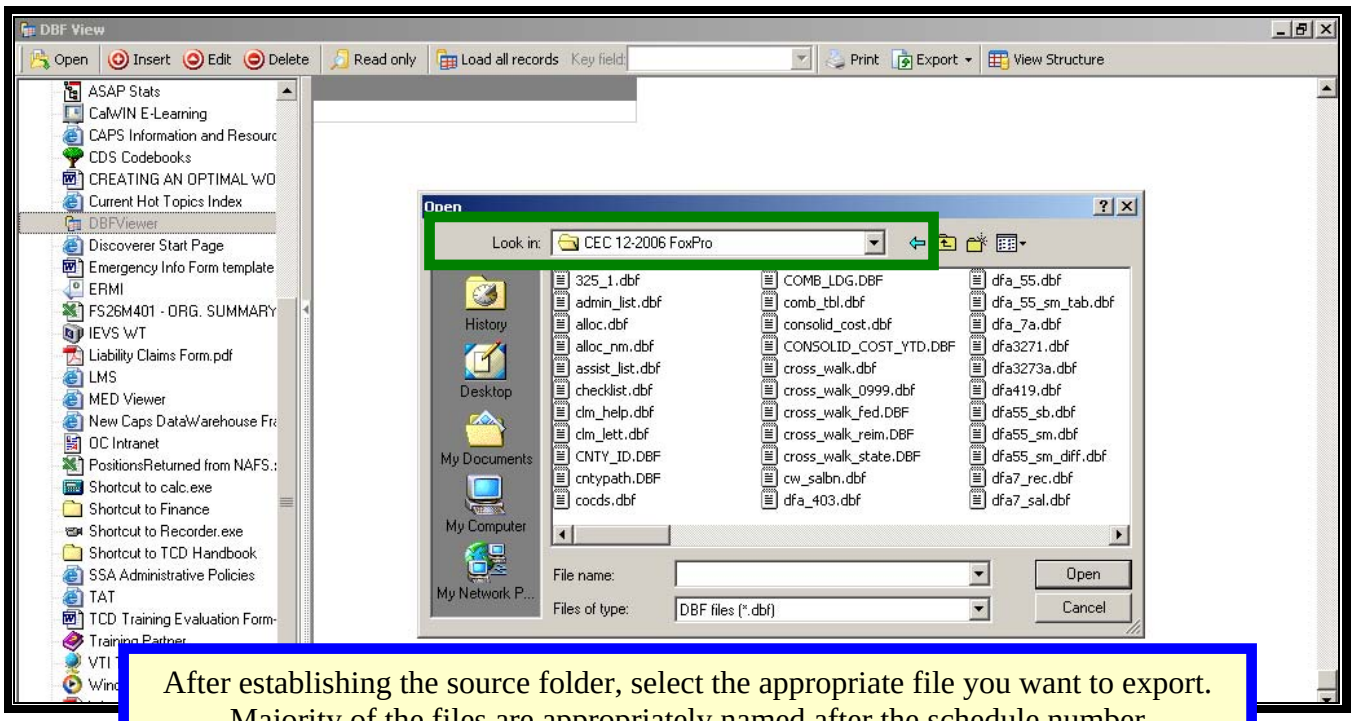
Using the DBF Viewer:

When the software is launched, the viewer will look like this:



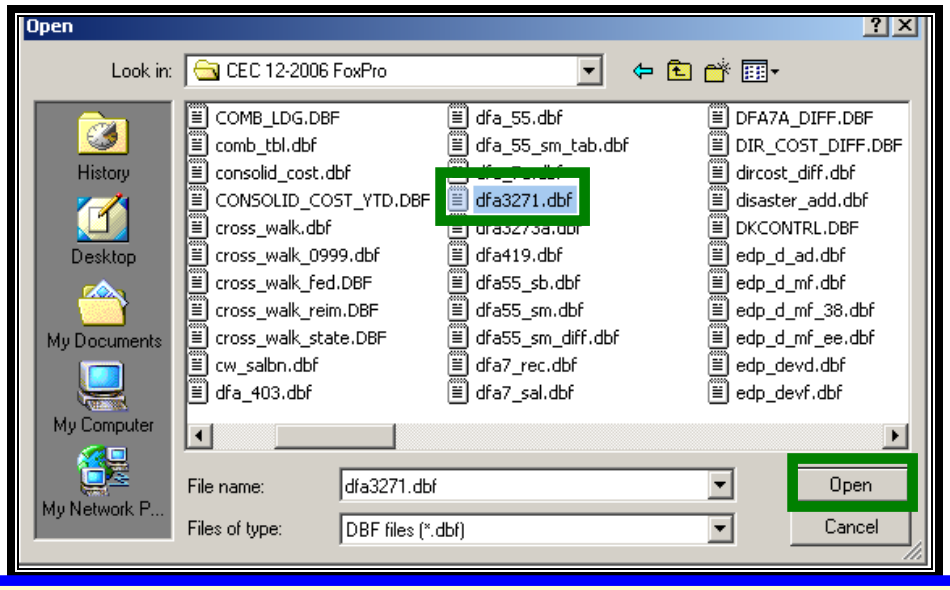
- Once you've clicked the "Open" Button, a pop-up menu will appear. Put in the appropriate pathway for the DBF file (FoxPro). This is the source folder where DBF Viewer will pull files.





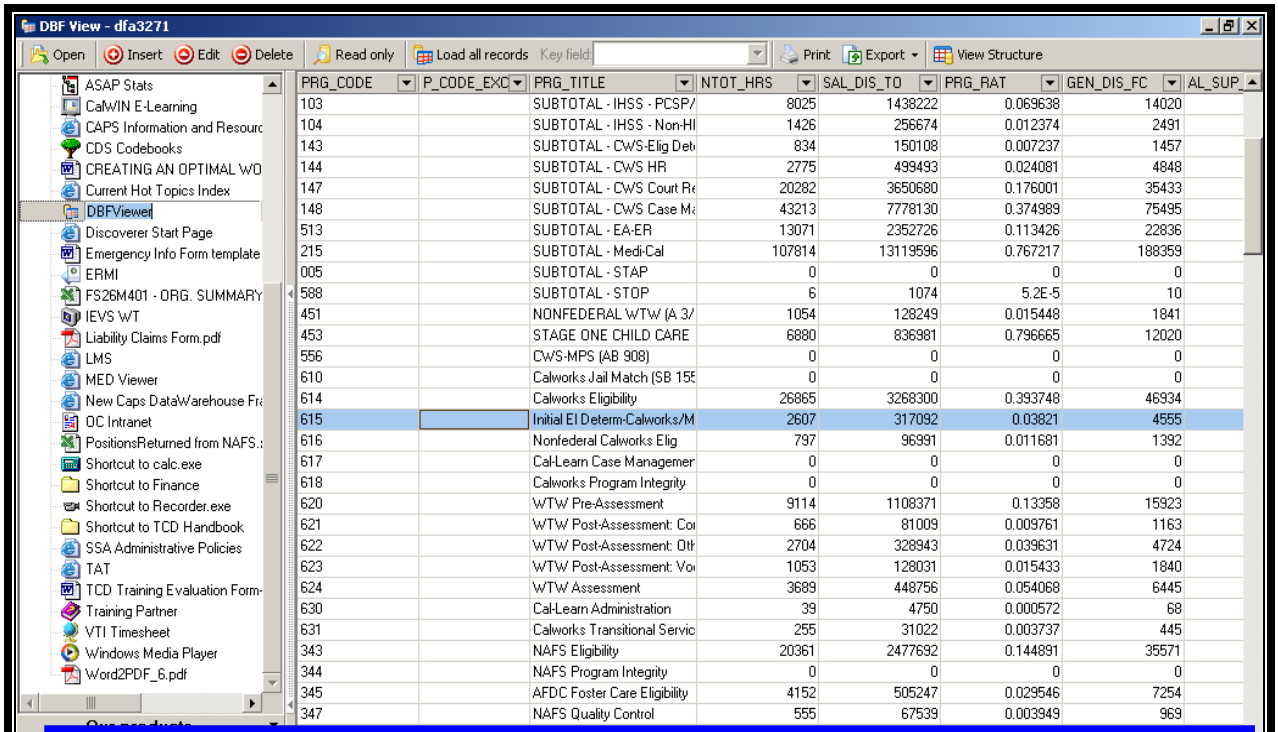
After establishing the source folder, select the appropriate file you want to export. Majority of the files are appropriately named after the schedule number ***(Example: DFA 327.1, DFA 55, etc).***

** See reference page for more information*



- **Select the file name**
- **Click "Open"**
-

In our example, we've selected a file titled "dfa3271.dbf". This is for report DFA 327.1 – Distribution of Salaries, Allocation and Operating Costs.

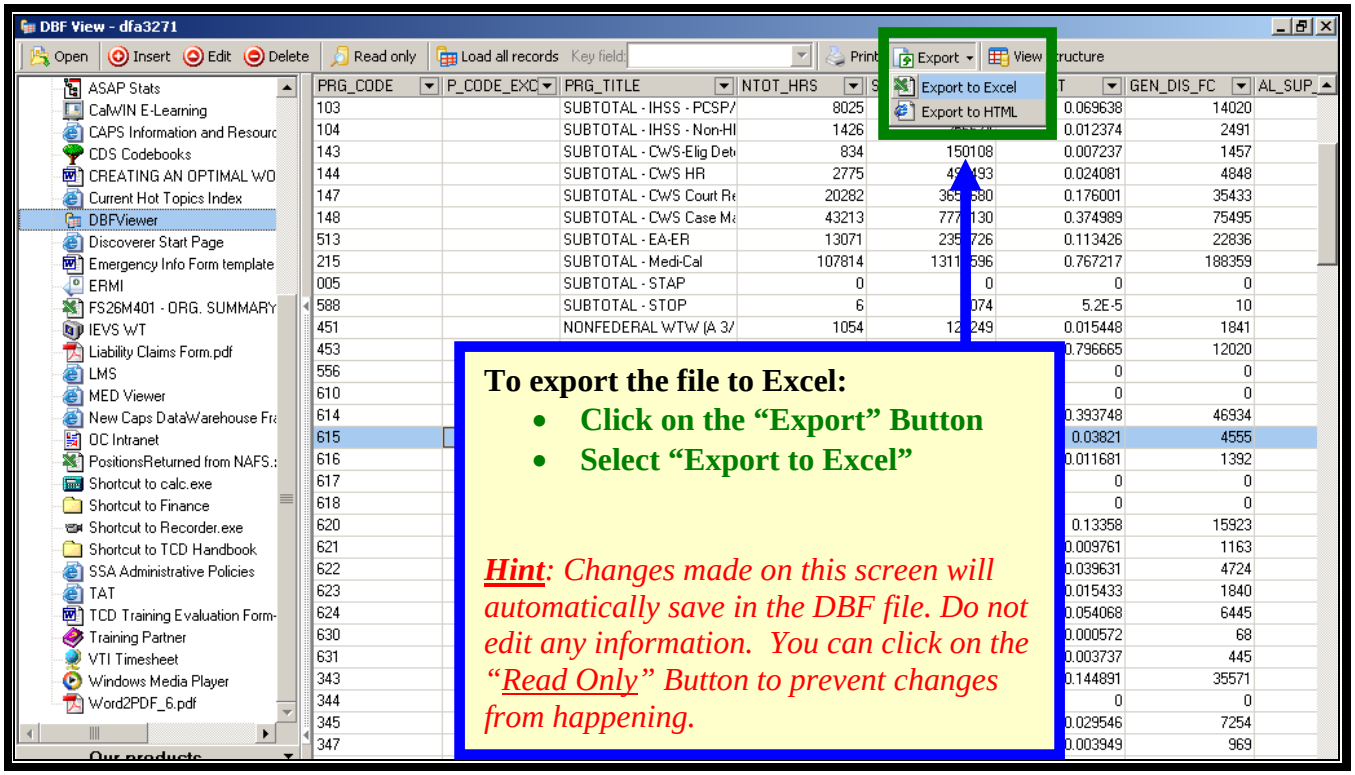


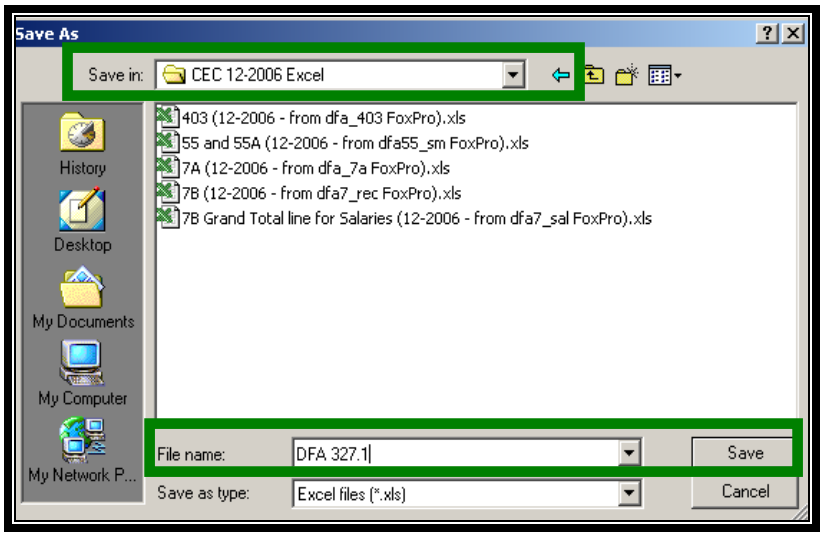
PRG_CODE	P_CODE_EXC	PRG_TITLE	NTOT_HRS	SAL_DIS_TO	PRG_RAT	GEN_DIS_FC	AL_SUP
103		SUBTOTAL - IHSS - PCSP/	8025	1438222	0.069638	14020	
104		SUBTOTAL - IHSS - Non-HI	1426	256674	0.012374	2491	
143		SUBTOTAL - CWS-Elig Det	834	150108	0.007237	1457	
144		SUBTOTAL - CWS HR	2775	499493	0.024081	4848	
147		SUBTOTAL - CWS Court Re	20282	3650680	0.176001	35433	
148		SUBTOTAL - CWS Case Ma	43213	7778130	0.374989	75495	
513		SUBTOTAL - EA-ER	13071	2352726	0.113426	22836	
215		SUBTOTAL - Medi-Cal	107814	13119596	0.767217	188359	
005		SUBTOTAL - STAP	0	0	0	0	
588		SUBTOTAL - STOP	6	1074	5.2E-5	10	
451		NONFEDERAL WTW (A 3/	1054	128249	0.015448	1841	
453		STAGE ONE CHILD CARE	6880	836981	0.796665	12020	
556		CWS-MPS (AB 908)	0	0	0	0	
610		Calworks Jail Match (SB 155	0	0	0	0	
614		Calworks Eligibility	26865	3268300	0.393748	46934	
615		Initial El Determ-Calworks/M	2607	317092	0.03821	4555	
616		Nonfederal Calworks Elig	797	96991	0.011681	1392	
617		Cal-Learn Case Managemer	0	0	0	0	
618		Calworks Program Integrity	0	0	0	0	
620		WTW Pre-Assessment	9114	1108371	0.13358	15923	
621		WTW Post-Assessment: Co	666	81009	0.009761	1163	
622		WTW Post-Assessment: Oth	2704	328943	0.039631	4724	
623		WTW Post-Assessment: Vo	1053	128031	0.015433	1840	
624		WTW Assessment	3689	448756	0.054068	6445	
630		Cal-Learn Administration	39	4750	0.000572	68	
631		Calworks Transitional Servic	255	31022	0.003737	445	
343		NAFS Eligibility	20361	2477692	0.144891	35571	
344		NAFS Program Integrity	0	0	0	0	
345		AFDC Foster Care Eligibility	4152	505247	0.029546	7254	
347		NAFS Quality Control	555	67539	0.003949	969	

The DBF File will now be extracted into a spreadsheet.

In this example (DFA 327.1), we can see the Program Codes, the Program Titles, program ratios and salary distributions associated with each PIN.

***Note**: The Columns may not appear in the exact order as on the hard copies of the CEC.*





Select a folder to export the file:

- **Choose a name for the file**
- **Press "Save"**

Note: *Once the file is saved, you can open it up with Excel. Formatting may be required to ensure that the report is user-friendlier.*

Reference

Reports needed for Quarterlies:

327.1	Distribution of Salary, Allocation and Operating Costs
327.3	Program Cost Summary
327.5 P1	Welfare Program Adjustment and Fiscal Incentive
327.4	Staff Development Cost Summary and Funding
327.5	Welfare Program Funding

Reports needed for CODB:

7A	Support Staff Summary
7B	Reconciliation of General Admin, Prog Admin, Clerical Support and FTE
55	Casework Time Study and Salary Distribution by Cost Pool/Program
325.1	CEC Expenditure Schedule
327.1	Distribution of Salary, Allocation and Operating Costs
327.2	EDP - Cost Schedule
327.3	Program Cost Summary
403	FTE Calculation
325.1B	Direct Cost Input Schedule

FoxPro Files Equivalents (*based FY 06-07 Quarters*):

CEC Report	FoxPro DBF File Equivalent
7A	DFA_7a
7B	DFA7_rec
55	DFA55_sm (don't use DFA_55.dbf)
325.1	325_1
325.1B	progidcd
327.1	DFA3271
327.2	EDP_totl
327.3	DFA3273a
327.4	stf_dev
327.5 and 327.5P	WELFARE
403	DFA_403
Ledger	COMB_LDG

Additional Useful Information:

DFA 325.1 (line AC, columns AA - AE)

CEC Hard Copies	FoxPro Converted File
Social Services Casework Ratios	SS_CW_RAT
CalWORKS Casework Ratios	CW_CW_RAT
Other Public Welfare Casework Ratios	OP_CW_RAT
Child Care Casework Ratios	CC_CW_RAT
NonWelfare Casework Ratios	NW_CW_RAT

DFA 55

CEC Hard Copies	FoxPro Converted File
Program Code (4-digit). Can filter out all PIN ending with "A" since they are the totals. However, these will not affect VLOOKUP formulas.	PRG_CODE
Social Worker Time Study Hours	TS_HRS_SW
Employment Service Workers Time Study Hours	TS_HRS_ES
Eligibility Determination Workers Time Study Hours	TS_HRS_ED
Fraud Investigators Time Study Hours	TS_HRS_FR
Program Ratio (Social Worker)	PRG_RAT_SW
Program Ratio (Employment Services Workers)	PRG_RAT_ES
Program Ratio (Eligibility Determination Workers)	PRG_RAT_ED
Program Ratio (Fraud Investigators)	PRG_RAT_FR

DFA 7B

CEC Hard Copies	FoxPro Converted File
Benefiting Level *(Note: Generic is out of order)*	FUNC_TITLE
General Admin Support Staff – Salaries	GS_ADM_DS
General Admin Support Staff – Ratio	GS_ADM_RAT
General Admin Support Staff – FTE	GS_FTE
Program Admin Support Staff – Salaries	PG_ADM_DS
Program Admin Support Staff – Ratio	PG_ADM_RAT
Program Admin Support Staff – FTE	PG_FTE
Clerical Support Staff – Salaries	CLER_DS
Clerical Support Staff – Ratio	CLER_RAT
Clerical Support Staff – FTE	CLER_FTE

DFA 327.1

CEC Hard Copies	FoxPro Converted File
Function Can use this to sort: **1** = Social Services, **2** = CalWORKS, **3** = Other Public Welfare, **4** = Child Care, **5** = NonWelfare	FUNC
Program Code	PRG_CODE
Time Study Hours	NTOT_HRS
Distribution of Salary Costs	SAL_DIS_TO
Ratio	PRG_RAT
Generic Salary Cost	GEN_DIS_FC
Allocable Support Staff Costs	AL_SUP_COS
Direct-to-Program Support Staff Costs	DTP_COS
Allocable Support Operating Cost	AL_OP_COS
Adjustments	TOT_ADJ

DFA 327.2

CEC Hard Copies	FoxPro Converted File
Program Code	EDP_CODE
M & O Direct Cost	TOT_EDP
M & O Allocable Cost	ALLOC_AMT
Developmental Direct Cost	TOT_DIR
Multi-Function Develop SACWIS/Non-SACWIS	TOT_DEV_MF
EDP Adjustment Allocable Cost	TOT_ADJ

DFA 325.1B

CEC Hard Copies	FoxPro Converted File
Program ID # *(Note: All program costs will be listed regardless of 0 value. You can sort and delete these rows of data prior to pasting into the Data Spreadsheet)*	PROGID
Program Title	TITLE_325
Type of Expense	XTENM
Direct Costs	DIR_COST

DFA 327.3

CEC Hard Copies	FoxPro Converted File
Program Code	PRG_CODE
Total EDP Cost	TOT_EDP_CO
Casework & Allocable Support Cost	TOT_CW_COS
Direct Costs	DIR_SUB
EA Cost Eligible	EA_ADJ
PAFS Shifts	PAFS_ADJ
AFDC/TANF Adjustment	AFDC_ADJ
Non Fed Costs	NON_FED
CFAP/2 Parent Families	CFAP_MINOR
CFAP Singles	CFAP_AGED