# SUBMITTING SPRING UPDATE TO THE FY17 FIVE YEAR FORECAST

The Spring Update to the FY17 Five Year Forecast is due to ODE by Wednesday, May 31, 2017.
I recommend that you submit no later than Friday, May 26, 2017.

Once your worksheet is ready, follow the steps below.

1. Save the forecast tab of the spreadsheet as a .CSV file.
    a. No spaces in the file name, for example AD2017Forecast.csv
    b. NOTE: If you are using something other than the State Software spreadsheet Michelle and Sherry sent in email last fall, you may have a different method of creating the .CSV file.

2. Login to the Flat File Editor at https://ssdt.esu.k12.oh.us/emisffe2/
    a. You can also find this web page by going to www.noacsc.org , and under 'Fiscal Services', 'Fiscal Links', click on 'EMISFFE (Flat File Editor)'.
    b. If your password has expired, you can reset it on this web page by clicking on 'Forgot password?'.

3. Remove previously loaded forecast from the Flat File Editor
    a. Scroll to the bottom and click on 'Five-Year Forecast (QF)'.
    b. Click on 'Delete ALL FiveYearForecast', as shown below.
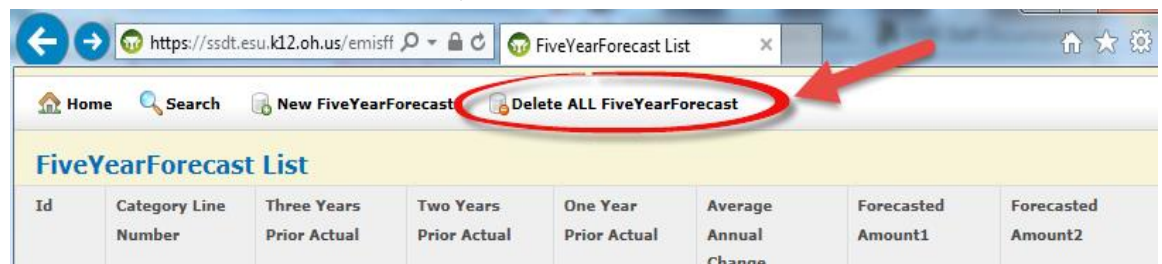
    c. 'Delete ALL FiveYearForecast records?'
        i. OK
    d. Click on 'Home'

4. Import .CSV file into EMISFFE (flat file editor)
   a. Click on 'Five Year Forecast Spreadsheet Import' (3rd bullet)
   b. Browse for the .csv file you created in step 1 above
   c. Setup the screen as shown below.
      i. NOTE: If you are using something other than the State Software spreadsheet Michelle and Sherry sent in email last fall, the settings recommended below will probably not work. You'll need to evaluate your file to determine the appropriate settings, or use settings as provided by your vendor.

   d. Click on 'Import CSV File'
   e. A message will display that your file has been processed.
      i. If any errors are generated, correct the spreadsheet and return to step 1.
   f. Click on 'Home'
   g. Scroll down, and click on 'Five-Year Forecast (QF)'. Spot check several lines to confirm the data is correct. Click on 'Id' to see all details for a line. If no problems, continue on.
   h. Click on 'Home'

5. Check if you already have the generic Note/Assumption in the Flat File Editor from a previous load.
    a. Scroll to the bottom and click on 'Forecast Assumptions (QN)'.
    b. If the screen is empty, go to step 6.
    c. If the screen already contains the generic 'Text Data' below, click on 'Home' and skip to step 7.

6. Forecast Notes/Assumptions
    a. Click on 'New ForecastAssumptions'.
    b. Type the following lines in the 'Text Data' box.
        Please visit the Ohio Department
        of Education website at
        ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/
    c. Click on Create.
    d. Click on Home

7. Email your full notes
    a. as a .PDF file
    b. to schoolfinance@education.ohio.gov
    c. with your filename in the format District_Name-IRN.pdf
    d. Do not send your notes to NOACSC. They go directly to School Finance.

8. Export data from Flat File Editor
    a. Click on 'Export data'
        i. Set Fiscal Year to 2017
        ii. Set Reporting Period to P
            o The only boxes checked should be QF (Five-Year Forecast) and QN (Five-Year Forecast Notes/Assumptions)
    b. Click on 'Export File'
    c. Save As; save this file to your desktop. It will be named 999999_FFE.SEQ where 999999 = your district IRN
    d. Logout of the Flat File Editor.

9. Load Flat File Editor export file into Data Collector
   a. Login to the Data Collector
      i. https://emisapp.noacsc.org/DCConsoleJSP/dc/Login.jsp
      ii. You can also find this web page by going to www.noacsc.org , and under 'Fiscal Services', 'Fiscal Links', click on 'Data Collector'.
      iii. Your Data Collector username begins with 'DC.' followed by your district code. For example DC.XX.treas
      iv. If you forgot your Data Collector password, go to https://dcpassword.noacsc.org/change/ and click on 'Reset DataCollector Password'. NOTE: Your Email Address for this process is xx_treas@noacsc.org, where xx is the two letter code for your district. Ex: pg_treas@noacsc.org
   b. Data Sources
   c. Other Data Sources
   d. Manage
   e. Click on 'Upload File'
   f. Browse for the file you created in step 8 above
   g. Click on 'Upload'
   h. Confirm that the file has the appropriate date, time and that the file size is greater than zero.
      i. If the file has an old date, or the size is zero, contact NOACSC.
      ii. If the file is correct, there is nothing further to do on this step. Continue with the next step.

10. Process 5 year forecast through the Data Collector
    a. Click on the Collection Requests tab
    b. Click on the 'Collection Request' dropdown box and select 'FY17-P-FYF 2 May'
    c. Under the 'Five Year Forecast – Required Spring Update (FY17)', click on 'Start Collection'
    d. Click on the box for 'EMIS Formatted Files'
    e. Click on 'Start Data Collection for all items checked below'
    f. Automatically returns you to Collection Requests Summary screen.
    g. Status will say 'Data Collection starting'
    h. Click on refresh near the top of the list
    i. When status says 'Data Collection completed successfully today at …', you will have additional Actions options.
    j. For the 'Five Year Forecast – Required Spring Update (FY17)' manifest, click on Prepare
    k. Wait for message that says 'Preparation Complete'.
    l. Validation errors
       i. All Level 1 'Fatal' errors are required to be cleared before records can be submitted to ODE. If any fatal errors exist, then all other rows of data on both the QF and QN records will show a dependency error. If either record type is not included in the collection, then all rows of the other record type will generate a fatal error.

- ii. Review validation errors. If corrections need to be made, make those on the spreadsheet and start again at step 1.
  - iii. Can continue on with process if there are no Fatal errors
- m. Click on OK, which returns you to the Collection Requests Summary screen.
- n. For the 'Five Year Forecast – Required Spring Update (FY17)' manifest, click on Preview
- o. Check Detail box, and CSV
- p. Click on Generate Preview
- q. Notice the number of Valid/Invalid/Total records for each file.
  - i. If you have zeroes for Valid, Invalid and Total, nothing was processed. Contact NOACSC.
  - ii. If the Invalid column shows a number greater than zero, look at those records.
  - iii. Forecast_Record is your QF records.
    - o Click on the filename to review. Spot check to confirm that it is the data you submitted. Look at any invalid records (last column); if corrections need to be made, start again at step 1.
  - iv. Forecast_Notes is your QN records.
    - o Click on the filename to review. This should be the generic note.
- r. Click on the Collection Requests tab
- s. For the 'Five Year Forecast – Required Spring Update (FY17)' manifest, click on Certify & Submit
- t. Click on 'I certify this collection'
- u. Click on Certify & Submit
- v. Click on the Collection Requests tab
- w. Click Refresh as needed. Looking for Status to say 'The collection was submitted today at…' and Submission Status to say 'Pending Processing (today at…)'
- x. Logout of data collector
11. ODE will process daily
12. Look for the forecast on ODE's web page the day after your submission is processed.
    - a. http://fyf.oecn.k12.oh.us/
    - b. Confirm that the data is what you submitted.