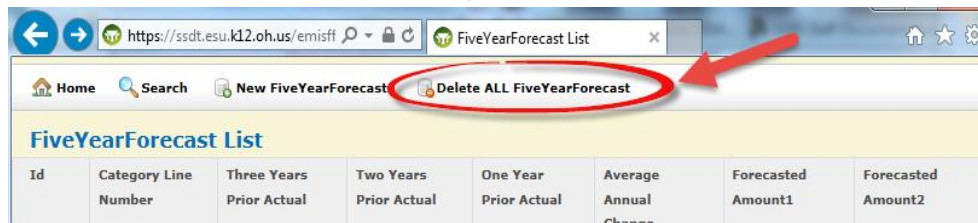


## SUBMITTING SPRING UPDATE TO THE FIVE-YEAR FORECAST

The Spring Update to the Five-Year Forecast is due to ODE by May 31.

We recommend that you **submit no later than May 23.**

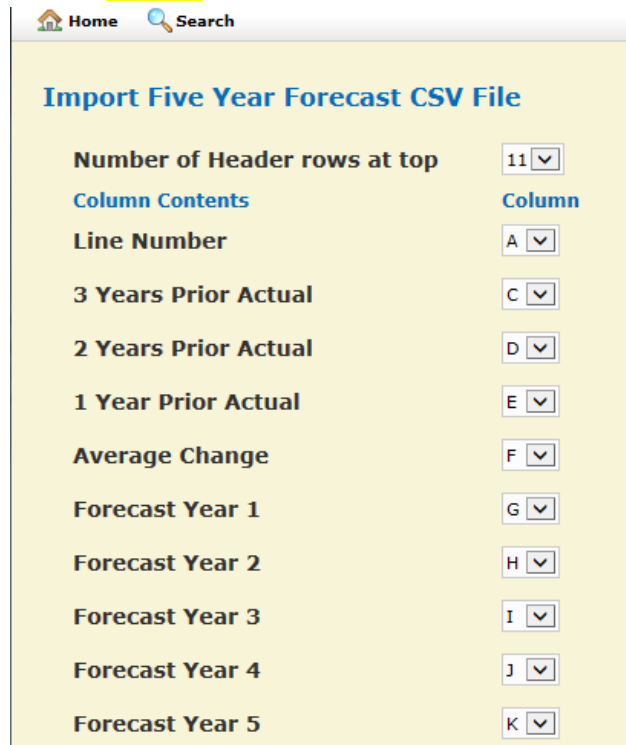
1. Once your spreadsheet is ready/updated, review it for the following.
  - a. Dollar amounts should not be formatted to include \$ and shouldn't have decimal places.
  - b. If you have a single dash with nothing else in any amount columns, replace it with zero.
  - c. The maximum amount in the Average Annual Change column is 999.99%. If you have an amount higher than this, change it to 999.99% and put the exact amount in your notes/assumptions.
  - d. All required forecast line numbers without an amount must be submitted with a zero (0). The amounts *cannot* be left blank. Even if a line number is not applicable to your district, it still must be included (with zeroes) in the submission.  
NOTE: if you are using something other than the State Software spreadsheet from last fall (In Redesign, this is created under Period > Five Year Forecast), your file could be missing forecast lines. Contact your third-party source for assistance.
2. Save the forecast tab of the spreadsheet as a .CSV file.
  - a. No spaces in the file name, for example XX20yyForecast.CSV, where XX is the 2-letter code for your district.
  - b. NOTE: If you are using something other than the State Software spreadsheet from last fall, you may also have a different method of creating the .CSV file.
3. Login to the Flat File Editor at <https://ssdt.esu.k12.oh.us/emisffe2/>  
*Microsoft Edge is recommended when using the Flat File Editor*
  - a. You can also find this web page by going to [www.noacsc.org](http://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'.
4. 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?' Choose OK.
- d. Click on 'Home'

5. **Import** .CSV file into EMISFFE (Flat File Editor)
  - a. Click on 'Five Year Forecast Spreadsheet Import' (3<sup>rd</sup> bullet)
  - b. Browse for the .CSV file you created in step 2 above
  - c. Setup the screen as shown below.

**i. NOTE: If you are using something other than the State Software spreadsheet, the settings recommended below may not work. You'll need to evaluate your file to determine the appropriate settings, or use settings as provided by your vendor.**



Setting	Value
Number of Header rows at top	11
Column Contents	Column
Line Number	A
3 Years Prior Actual	C
2 Years Prior Actual	D
1 Year Prior Actual	E
Average Change	F
Forecast Year 1	G
Forecast Year 2	H
Forecast Year 3	I
Forecast Year 4	J
Forecast Year 5	K

- 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)' (Last bullet). Spot check several lines to confirm the data is correct. Click on 'Id' to see all details for a line.
  - h. Click on 'Home'
6. **Export** data from Flat File Editor
  - a. Click on 'Export data' (1<sup>st</sup> bullet on the home screen)
    - i. Set Fiscal Year to FY updating**
    - ii. Set Reporting Period to P
      - o The only box checked should be QF - Five-Year Forecast
  - 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.
7. **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](http://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'.
  - b. Data Sources
  - c. Other Data Sources
  - d. Manage
  - e. Click on 'Upload File'
  - f. Browse for the file you created in step 6 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.
8. **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 'FYyy-P-FYF 2 May'
  - c. Under the 'Five Year Forecast – Required Spring Update', click on 'Start Collection'
    - i. If you don't have 'Start Collection' as an option, click on 'Cancel' first.
  - 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' at the top of the list
  - i. When status is 'Data Collection completed successfully today at ...', you will have additional Actions options.
  - j. Click on Prepare
  - k. Wait for message '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 the QF record will show a dependency error.
    - ii. View level 1 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 Collection Requests tab
- n. For the 'Five Year Forecast – Required Spring Update' manifest, click on 'Preview Prepared Data'
- o. Check Detail box, and CSV
- p. Click on 'Data and All exceptions'
- q. Click on Generate Preview
- r. 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 (columns B, C, D and E); if corrections need to be made, make those in the spreadsheet and start again at step 1.
- s. Click on the Collection Requests tab
- t. For the 'Five Year Forecast – Required Spring Update' manifest, click on Certify & Submit
- u. This is where you will upload your assumptions/notes in .PDF format with your filename in the format District\_Name-IRN.pdf, example - Lima\_City\_Schools-044222.pdf**
- v. Click on Browse and select the .pdf file that contains the notes for your district**
- w. Click on 'Upload File'**
- x. Click on 'I certify this collection'**
- y. Click on Certify & Submit**
- z. Click on the Collection Requests tab**
- aa. Click Refresh as needed. Looking for Status to say 'The collection was submitted today at...' and Submission Status to say 'Pending Processing (today at...)'
- bb. Logout of Data Collector
- 9. ODE will process daily
- 10. Look for the forecast on ODE's web page the day after your submission is processed.
  - a. <https://reports.education.ohio.gov/report/finance-forecast-submissions>
  - b. Confirm that the data is what you submitted.
- 11. Log into Data Collector
  - a. Click on the 'Collection Request' dropdown box and select 'FYyy-p-FYF 2 May'
  - b. OR choose Data Set: P to bring the Collection to the top of the list.
  - c. If the collection shows it has processed, Print Screen for your records  
NOTE: We've been informed Auditors have been asking for proof of Five-Year Forecast Submission