

SUBMITTING FEBRUARY UPDATE TO THE FINANCIAL FORECAST

The February Update to the Financial Forecast is due to ODE by February 28, 2026.

We recommend that you **submit no later than February 20th.**

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.

2. **If you are using USAS Software, save the Output tab (last tab) of the workbook 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, you may also have a different method of creating the .CSV file.

3. **Load** your CSV file into Data Collector
 - a. Login to the Data Collector
 - i. <https://emisapp.noacsc.org/DCCConsoleJSP/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'.
 - b. Click on Data Sources
 - c. Click on Other Data Sources
 - d. Click on 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.

4. **Process** financial forecast through the Data Collector
 - a. Click on the Collection Requests tab

- b. Click on the 'Data Set' dropdown box and select 'P', look for the FY26 Required Collection
- c. Under the 'Budget and Three Year Forecast – Required 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 'Budget and Three Year Forecast – Required 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; 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 'Budget and Three Year Forecast – Required 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'**

