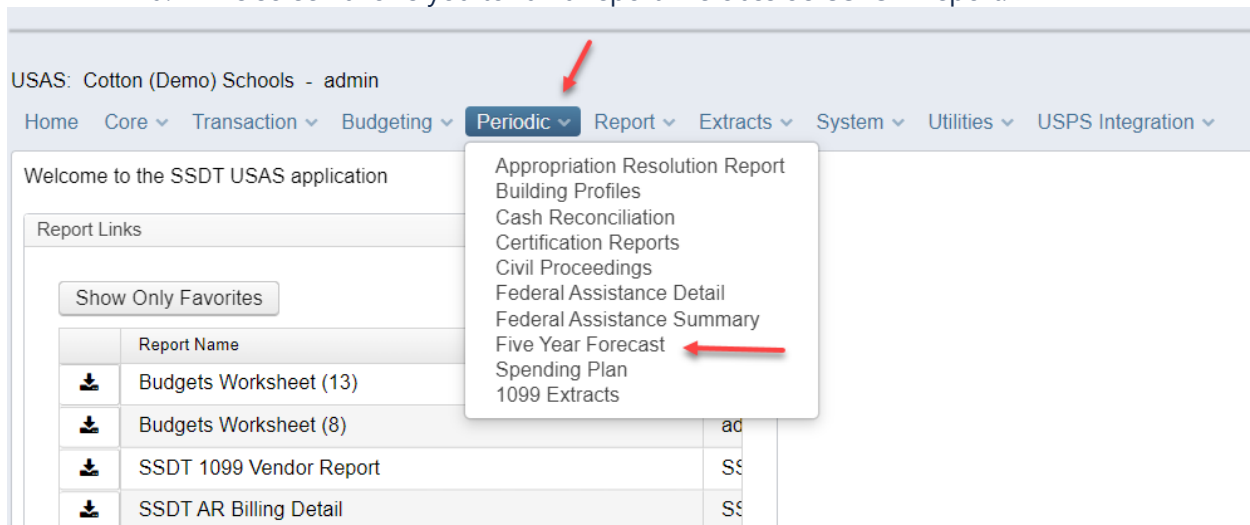


USAS-R Five Year Forecast Submission

If district does not use a third party vendor to aide with five year forecast, follow the below directions: If district uses a five year forecast third party vendor, please skip to step 5.

1. Go to **Periodic->Five Year Forecast**
 - a. This screen allows you to run a report like classic's USASFF report.



USAS: Cotton (Demo) Schools - admin

Home Core Transaction Budgeting **Periodic** Report Extracts System Utilities USPS Integration

Welcome to the SSDT USAS application

Report Links

Show Only Favorites

Report Name	
Budgets Worksheet (13)	
Budgets Worksheet (8)	ad
SSDT 1099 Vendor Report	SS
SSDT AR Billing Detail	SS

- Appropriation Resolution Report
- Building Profiles
- Cash Reconciliation
- Certification Reports
- Civil Proceedings
- Federal Assistance Detail
- Federal Assistance Summary
- Five Year Forecast**
- Spending Plan
- 1099 Extracts

2. Generate File for the "Excel" Format Type.



USAS: Cotton (Demo) Schools - admin

April 2023 (FY 2023) | 1 Messages

Home Core Transaction Budgeting Periodic Report Extracts System Utilities USPS Integration Help Log

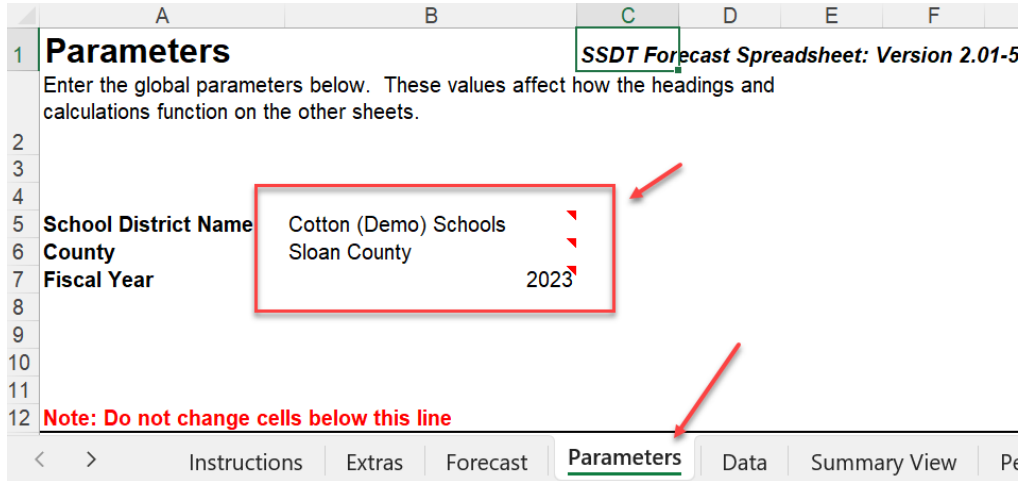
Five Year Forecast

Format Type

CSV Excel

Line	Description	Forecast Line#	Account	3 Years Ago	2 Years Ago	1 Year Ago	Ave % Change	Current Year
01.010	General Property (Real Estate)	01.010 General Property (Real Estate)	001-1111-0000-000000-001	2,733,455.86	3,036,971.41	536,642.00	-36%	0.00
01.010	General Property (Real Estate)	01.010 General Property (Real Estate)	001-1111-0000-000000-002	1,784,996.33	1,754,500.11	40,000.00	-50%	0.00
01.020	Tangible Personal Property Tax	01.020 Tangible Personal Property Tax	001-1122-0000-000000-001	530,010.20	699,211.84	0.00	-34%	0.00
01.020	Tangible Personal Property Tax	01.020 Tangible Personal Property Tax	001-1122-0000-000000-002	171,854.48	239,961.44	0.00	-30%	0.00
01.030	Income Tax	01.030 Income Tax	001-1130-0000-000000-000	1,973,359.46	1,828,311.81	688,738.56	-35%	0.00

3. Check the parameters tab to ensure that district name, county, and fiscal year are correct.

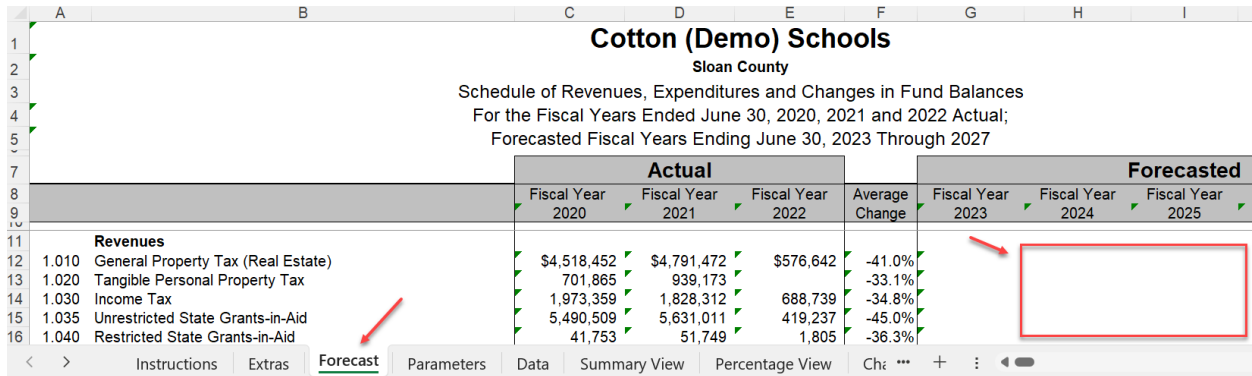


Parameters
 Enter the global parameters below. These values affect how the headings and calculations function on the other sheets.

School District Name: Cotton (Demo) Schools
 County: Sloan County
 Fiscal Year: 2023

Note: Do not change cells below this line

4. Next, enter forecast data into the forecast tab. You can use formulas using Excel. The "total" fields will have sums in them (blue and green highlighted rows), as well as the Cash Balance rows.



Cotton (Demo) Schools
 Sloan County
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 For the Fiscal Years Ended June 30, 2020, 2021 and 2022 Actual;
 Forecasted Fiscal Years Ending June 30, 2023 Through 2027

	Actual				Average Change	Forecasted		
	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023		Fiscal Year 2024	Fiscal Year 2025	
Revenues								
1.010 General Property Tax (Real Estate)	\$4,518,452	\$4,791,472	\$576,642	-41.0%				
1.020 Tangible Personal Property Tax	701,865	939,173		-33.1%				
1.030 Income Tax	1,973,359	1,828,312	688,739	-34.8%				
1.035 Unrestricted State Grants-in-Aid	5,490,509	5,631,011	419,237	-45.0%				
1.040 Restricted State Grants-in-Aid	41,753	51,749	1,805	-36.3%				

5. Save the forecast tab only as a .csv file. Suggested naming convention should be DISTRICTNAME_FF_0523.csv.

Note: Before saving the .csv file, on the data tab, there must be zeroes entered in all blank fields in the Forecasted area.


Make sure the previous Five Year Forecast has been deleted from the Flat File Editor. Also make sure there are no percentages which exceed 999.99%, it can be changed to 999.00%


6. Login to the Flat File Editor. This process changes the file from a .csv file to an .seq file (which is needed for the Data Collector. Scroll to the bottom of the selections on the Flat File Editor and select "Five Year Forecast".

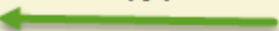
EMIS/FFE Version: 2.3-22

Your password was successfully updated

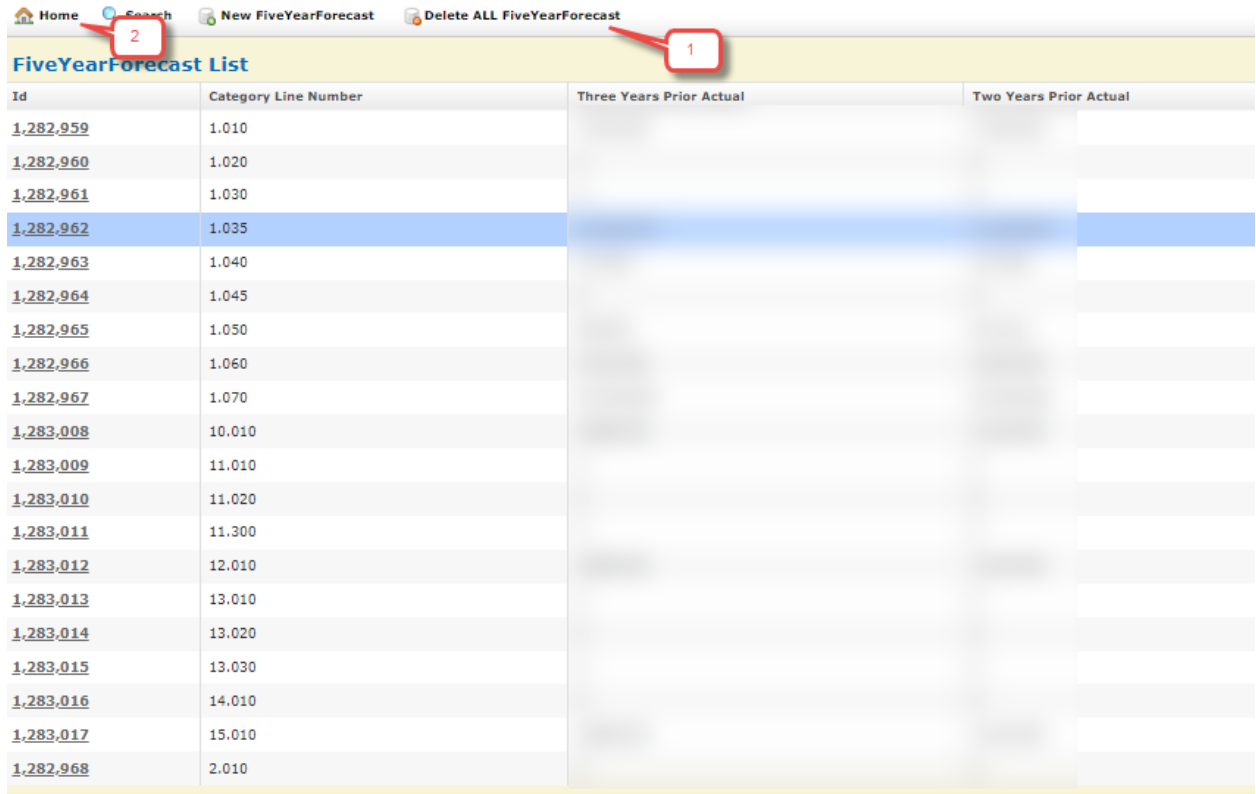
Hello [redacted]

 Log Out

District: [redacted] 

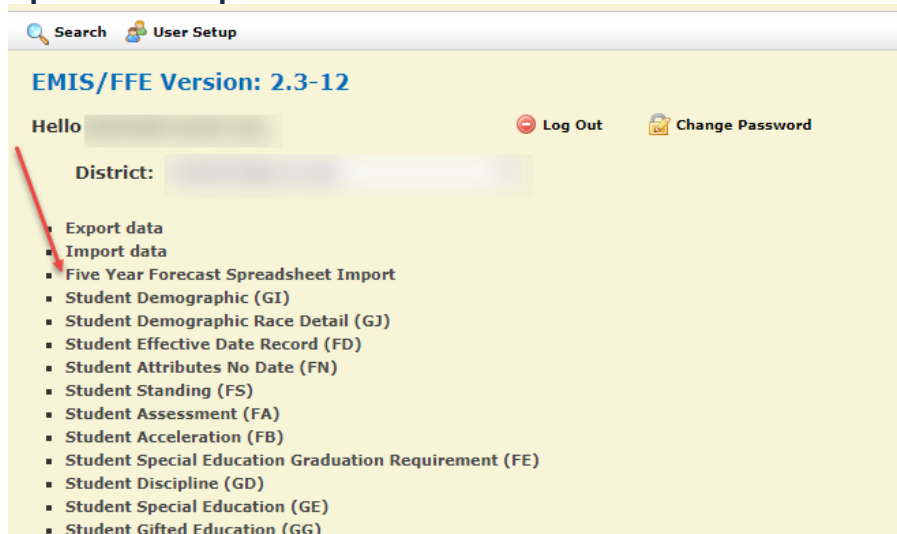
- Export data
- Import data
- Five Year Forecast Spreadsheet Import
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Student Course (GN)
- Student Course Grade (FR)
- Student Assessment (FA)
- Student Acceleration (FB)
- Student Special Education Graduation Requirement (FE)
- Student Discipline (GD)
- Student Special Education (GE)
- Student Gifted Education (GG)
- Student Program (GQ)
- Student Graduation CORE Summary (GC)
- Student Withdrawal Override (FC)
- Student Summer Withdrawal (FL)
- CTE Workforce Development Follow-Up (GV)
- Student Contact (FF)
- Student Contact Address (FG)
- Student Transportation (FP)
- Student Truancy and Excessive Absence (FT)
- Staff Demographic (CI)
- Staff Employment (CK)
- Mapped Local Classroom Code (CM)
- Staff Course Master (CN)
- Staff Course (CU)
- Contractor Staff Employment (CJ)
- Contract Only Staff (CC)
- Staff Summer Employment Separation (CL)
- Staff Missing Override (CP)
- Career Technical Education Correlated Class (CV)
- Grade Schedule (DL)
- Organization General Information (DN)
- Yearend District CTE Tech Prep Consortium Mapping (DC)
- Yearend District Testing (DT)
- Cash (QC)
- Expenditure (QC)
- Operational Unit (QC)
- Receipt (QC)
- Exhibit 1 - Cash Reconciliation (QC)
- Civil Proceedings (Stmt R) - Case (QC)
- Civil Proceedings (Stmt R) - Description (QC)
- Federal Assistance Programs - Summary (QC)
- Federal Assistance Programs - Detail (QC)
- Five-Year Forecast (QF) 

7. "Delete" your prior forecast out of the Flat File Editor (indicated by "1"). Select "Home" (indicated by "2"). You can proceed with Importing your Five Year Forecast.



Id	Category Line Number	Three Years Prior Actual	Two Years Prior Actual
1,282,959	1.010		
1,282,960	1.020		
1,282,961	1.030		
1,282,962	1.035		
1,282,963	1.040		
1,282,964	1.045		
1,282,965	1.050		
1,282,966	1.060		
1,282,967	1.070		
1,283,008	10.010		
1,283,009	11.010		
1,283,010	11.020		
1,283,011	11.300		
1,283,012	12.010		
1,283,013	13.010		
1,283,014	13.020		
1,283,015	13.030		
1,283,016	14.010		
1,283,017	15.010		
1,282,968	2.010		

8. Upload the .csv file to the EMIS Flat File Editor. Select **'Five Year Forecast Spreadsheet Import'**



Search User Setup

EMIS/FFE Version: 2.3-12

Hello [Name] [Log Out](#) [Change Password](#)

District: [District Name]

- Export data
- Import data
 - Five Year Forecast Spreadsheet Import
 - Student Demographic (GI)
 - Student Demographic Race Detail (GJ)
 - Student Effective Date Record (FD)
 - Student Attributes No Date (FN)
 - Student Standing (FS)
 - Student Assessment (FA)
 - Student Acceleration (FB)
 - Student Special Education Graduation Requirement (FE)
 - Student Discipline (GD)
 - Student Special Education (GE)
 - Student Gifted Education (GG)

If you need log in credentials for the EMIS Flat File Editor, please click [HERE](#).

This linked form should be signed with the EMIS Flat File Editor role checked and emailed back to HCC at the email address on the form.

9. On the upload options page, most files use 11 in the 'Number of Header rows at top.' All other fields should be correct. Choose your forecast.csv saved file and select **'Import CSV File.'**

Import Five Year Forecast CSV File

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 ▼

Choose File No file chosen Import CSV File

10. After the file is imported, select home to return to the main menu. Once there, select 'export data.'

Home Search

Import Five Year Forecast CSV File

Number of Header rows at top 11 ▼

Column Contents **Column**

Line Number A ▼

3 Years Prior Actual C ▼

Search User Setup

EMIS/FFE Version: 2.3-12

Hello [redacted] Log Out Change Password

District: [redacted]

- **Export data**
 - Import data
 - Five Year Forecast Spreadsheet Import
 - Student Demographic (GI)
 - Student Demographic Race Detail (GJ)
 - Student Effective Date Record (FD)

11. Be sure that you have selected the correct reporting year and the correct reporting period.

 Home
 Search

Export Options

Fiscal Year: 2020 ▼

Data Set: P - Five Year Forecast ▼

Records to Export:

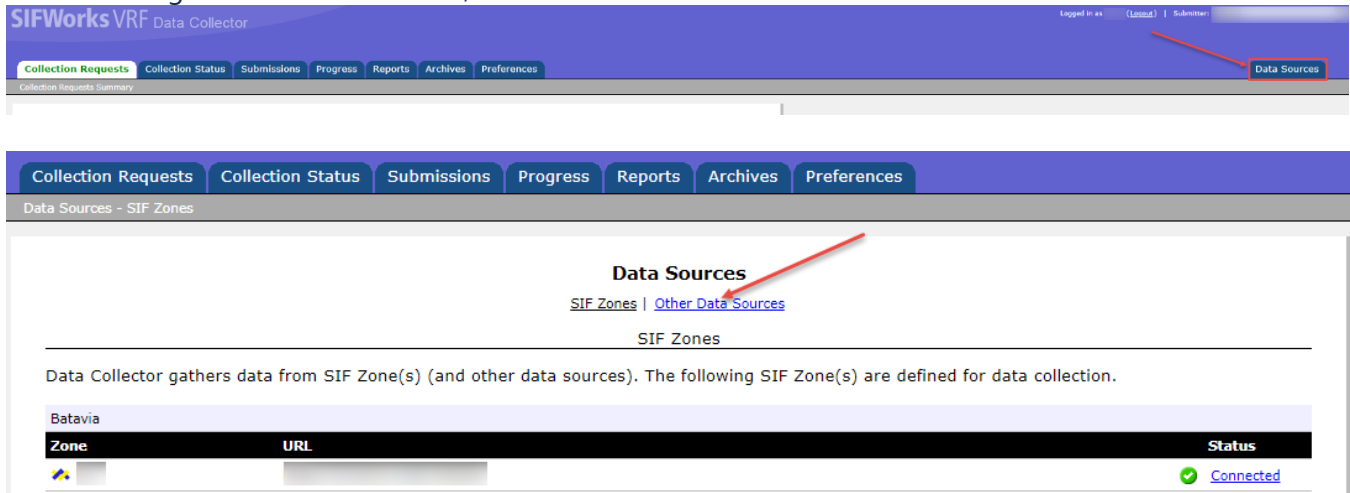
- GI - Student Demographic
- GJ - Student Demographic Race Detail
- FD - Student Attributes - Effective Date
- FN - Student Attributes - No Date
- FS - Student Standing
- FA - Student Assessment
- FB - Student Acceleration
- GN - Student Course
- GQ - Student Program
- GE - Student Special Education
- FE - Student Special Education Graduation Requirement
- GG - Student Gifted Education
- GD - Student Discipline
- GC - Student Graduation CORE Summary
- FC - Student Withdrawal Override
- FL - Student Summer Withdrawal
- FF - Student Contact
- FG - Student Contact Address
- FP - Student Transportation
- FT - Student Truancy and Excessive Absence
- GV - CTE Workforce Development Follow-up
- CI - Staff Demographic
- CK - Staff Employment
- CJ - Contractor Staff Employment
- CN - Staff Course Master
- CU - Staff Course
- CM - Local Classroom Code Mapping
- CC - Contract Only Staff
- CL - Staff Summer Employment Separation
- CP - Staff Missing Override
- CV - Career Technical Education Correlated Class
- DN - Organization General Information
- DL - Grade Schedule
- DT - Yearend District Testing
- DC - Yearend District CTE Tech Prep Consortium Mapping
- QC - Financial Data
- QF - Five-Year Forecast

Export File
Uncheck All

A file will then be downloaded in the following format: IRN_FFE.SEQ.

12. Move downloaded file to your desktop.

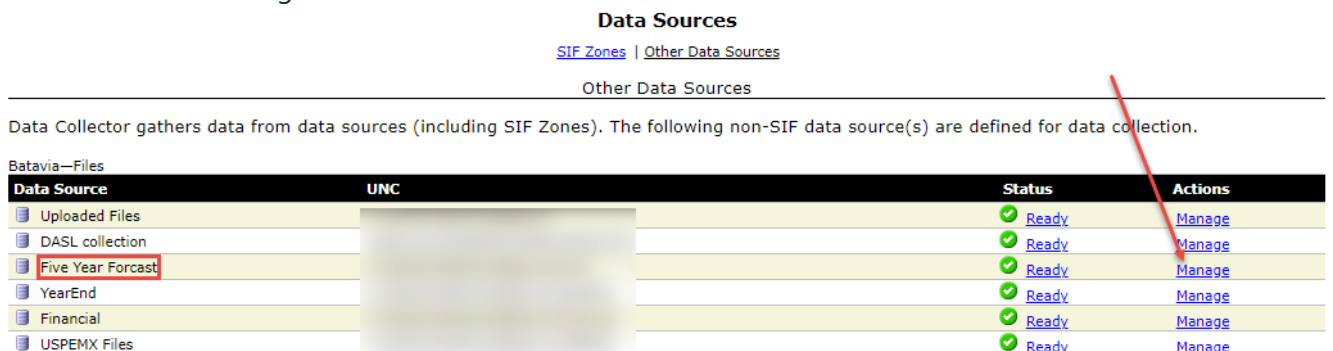
13. Login to the data collector, and select 'Data Sources' and then 'Other Date Sources'



The screenshot shows the SIFWorks VRF Data Collector interface. At the top, there is a navigation bar with tabs for 'Collection Requests', 'Collection Status', 'Submissions', 'Progress', 'Reports', 'Archives', and 'Preferences'. A red box highlights the 'Data Sources' link in the top right corner. Below the navigation bar, the page title is 'Data Sources - SIF Zones'. The main content area is titled 'Data Sources' and contains a sub-link for 'Other Data Sources'. Below this, it says 'SIF Zones' and 'Data Collector gathers data from SIF Zone(s) (and other data sources). The following SIF Zone(s) are defined for data collection.' A table lists one SIF Zone: 'Batavia' with a status of 'Connected'.

Zone	URL	Status
Batavia		Connected

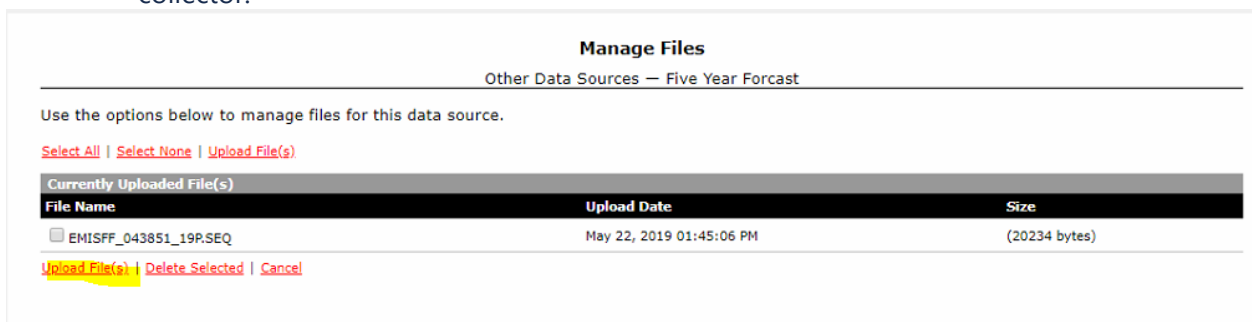
14. Select 'manage' under the Five Year Forecast data source.



The screenshot shows the 'Other Data Sources' page. It lists several data sources for 'Batavia--Files'. A red box highlights the 'Five Year Forecast' data source, and a red arrow points to the 'Manage' link in the 'Actions' column for that source.

Data Source	UNC	Status	Actions
Uploaded Files		Ready	Manage
DASL collection		Ready	Manage
Five Year Forecast		Ready	Manage
YearEnd		Ready	Manage
Financial		Ready	Manage
USPEMX Files		Ready	Manage

15. Delete the prior file, then upload the new FYF file from your desktop into the data collector.



The screenshot shows the 'Manage Files' page for the 'Five Year Forecast' data source. It provides options to 'Select All', 'Select None', and 'Upload File(s)'. Below, a table lists the currently uploaded file: 'EMISFF_043851_19P.SEQ' with an upload date of 'May 22, 2019 01:45:06 PM' and a size of '(20234 bytes)'. A red box highlights the 'Upload File(s)' link.

File Name	Upload Date	Size
EMISFF_043851_19P.SEQ	May 22, 2019 01:45:06 PM	(20234 bytes)

File Upload

Other Data Sources — Five Year Forecast

Use the form below to upload files to the data source.

Upload

Data Source Name: Five Year Forecast

Target UNC Location: \\wrfdc02\FlatFiles\...Fivef

File To Upload: No file chosen

|

16. Verify on the "Other Data Sources" screen that the **only** file is the current file which needs to be loaded. The box does not need to be checked next to the file name.

Data Sources - Other Data Sources > Manage Files

Manage Files

Other Data Sources — Five Year Forecast

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

Currently Uploaded File(s)	Upload Date	Size
<input type="checkbox"/> ..._FFE.SEQ	October 24, 2019 03:44:38 PM	(26065 bytes)

[Upload File\(s\)](#) | [Delete Selected](#) | [Cancel](#)

17. Select the Collection Requests tab. Find the forecast reporting period. Then select 'Start/Stop Collection.'

Collection Requests | [Collection Status](#) | [Submissions](#) | [Progress](#) | [Files](#) | [Archives](#)

Collection Requests Summary

[Refresh](#)

Ohio Department of Education

Use the choices below to filter the list of collection requests shown

Collection Request: FY █-P-FYF 2 May ▾ **Last Activity Within:** -- ▾

Data Set: -- ▾ **School Year:** -- ▾

Five Year Forecast - █ (FY █)

Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial projection which consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast, and a summary of key assumptions. This collection request is for updating the initial school year submission, and will meet the requirement to submit during the mandatory spring window. Source file(s) for the QF and QN record types must be uploaded in EMIS Section 7 format through the Data Collector Data Sources tab.

Submissions: April 29, 20█ - May 31, 20█

Expiration Date: May 31, 20█ (in 7 days)

Collection Request: 1

Status: This collection has never been submitted.

Submission Number: 1 (attempt 0)

Actions: [Start Collection](#)
[Add New Scheduled Collection](#)


18. Select the Five Year Forecast under data sources and then select Start Data Collection.

[Start Data Collection for all items checked below](#)

All EMIS Formatted Files		
Data Sources	Availability	Collection Status
<input type="checkbox"/> Uploaded Files	✔ Ready	Not Started
<input type="checkbox"/> DASL collection	✔ Ready	Not Started
<input type="checkbox"/> Five Year Forecast	✔ Ready	Not Started
<input type="checkbox"/> YearEnd	✔ Ready	Not Started
<input type="checkbox"/> Financial	✔ Ready	Not Started
<input type="checkbox"/> USPEMS Files	✔ Ready	Not Started

19. Then the data needs to be prepared. Select "Prepare" under actions. After the data has been prepared, select "OK" then view the Level 1 Validation Report.

Preparation Status



Complete

Preparation Complete (Elapsed Total Time: 00:00:03)

Found some validation exceptions: [View Level 1 Validation Report](#)

20. After data has been prepared, select the Collection Tab and look for the status of the Five Year Forecast. It should state 'complete.' This process can take several minutes to complete, and may require you to refresh your browser.

▶ ✔ Final Staff and Course Collection (FY■)	17411	12/08 09:37 AM	00:00:01	Complete
▶ ✔ Financial (H) FY■ Reporting Period	61	09/29 09:16 AM	00:00:00	Complete
▶ ✔ First Staff and Course Collection (FY■)	15063	04/12 09:28 AM	00:00:03	Complete
▼ ✔ Five Year Forecast - Initial Required (FY■)	67	10/29 09:51 AM	00:00:00	Complete
✔ QF / EMISFF_046318_■P.SEQ	65	10/29 09:51 AM	00:00:00	Complete
✔ QN / EMISFF_046318_■P.SEQ	2	10/29 09:51 AM	00:00:00	Complete
▶ ✔ Five Year Forecast - Required Spring Update (FY■)	67	05/24 02:41 PM	00:00:00	Complete

- When the process shows complete for '**Five Year Forecast**,' select the '**Collections Requests**.' You can then view the Level 1 Validation Report here as well, by selecting the link and then generating the report.
- View the validation records on the table seen below. If desired, select '**Generate Full Validation Report**.'

23. Select the 'Collection Request' tab, and then choose preview. Once this has been selected, choose html, and select '**Generate Preview.**' View either of the desired records.

Preview Types

Detail

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

File Format: CSV
 HTML

Generate Preview

	Submission 1			Sub 0
File	Valid	Invalid	Total	Valid
Forecast_Notes.html	2	0	2	0
Forecast_Record.html	67	0	67	0
Total counts:	69	0	69	

24. On the '**Collection Request**' tab, select '**Certify and Submit.**' Browse for the assumption/forecast notes and then select 'upload file' below the browse window. Certify the collection by checking the box, and then choose '**Certify and Submit.**' Your district's Five Year Forecast is now submitted. *Note: assumption/forecast notes must have a .pdf file extension.*

- Assumption/Notes naming convention should use the following convention: District_Name-IRN.
- No spaces should be utilized in the file name.
- Newton Falls Exempted Village would be named NEWTON_FALLS-012345
- Newton Local would be named NEWTON-234567
- The school district type (city, local, exempted village, JVS, etc.) should not be part of the file name.

Five Year Forecast - Initial Required (FY:)

FY18-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

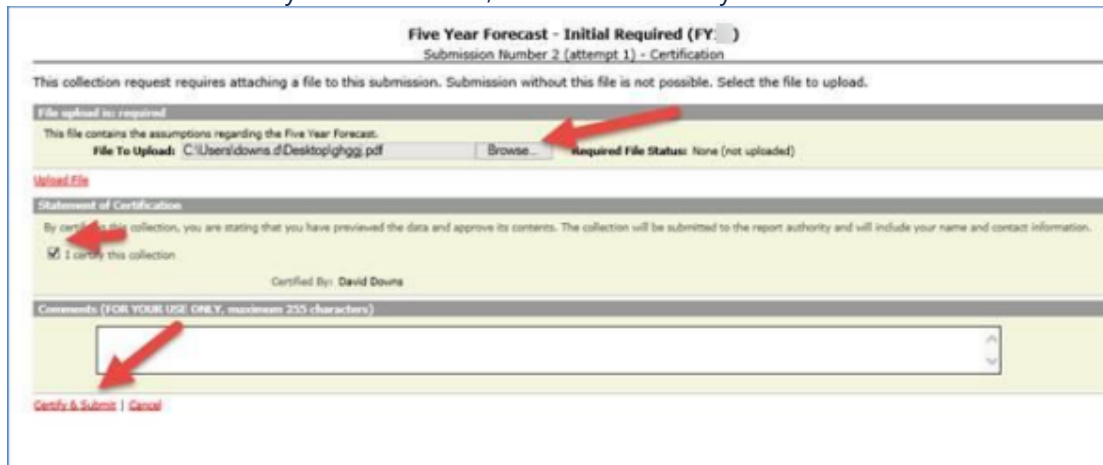
Submissions: 1
Version: 1
Status: Data Collection has been prepared today at 12:00:34 PM and is available for preview or certification.
Submission Number: 2 (attempt 1)

Actions: [Start/Stop Collection](#)
[Change](#)
[Certify & Submit](#) ← ←
[Cancel](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

Prepare Outputs: [Level 1 Validations](#)
[Preview Historical Data](#)

25. Load your assumptions in **.pdf** format using the “Browse” button at the top of the screen. Then click on Upload File.

26. Click on “I certify this collection”, then select “Certify & Submit”.



27. Select the Submissions tab at the top of the screen. Select the arrow next to Five Year Forecast.

▶	First Staff and Course Collection (FY██)	(8 submissions)
▶	Five Year Forecast - Initial Required (FY██)	(1 submissions)
▼	Five Year Forecast - Required Spring Update (FY██)	(1 submissions)
✔	Submission 1	05/24/20██ Transmission completed on May 24, 20██ (certified by ███)
▶	Graduation Collection (FY██)	(2 submissions)
▶	Midyear Student Collection (FY██)	(11 submissions)

28. On <https://reports.education.ohio.gov/report/finance-forecast-submissions> website, then you can check your submission by district name. You can generate the forecast to confirm everything you submitted is correct.