

## USAS Financial Forecast Submission

The Five Year Forecast has been renamed as Financial Forecast. If the district does not use a third party vendor to aide with financial forecast, follow the directions below: If district uses a financial forecast third party vendor, please skip to step 5.

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



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



Note: The Ending Cash Balance 7.020 and Estimated June 30<sup>th</sup> Encumbrance 8.010 amounts will be based on actual values for the current period which the extract is generated in the .csv and data tab version. This may not be consistent with the estimated values of the other lines when generated for periods throughout the fiscal year.

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

**Parameters** SSDT Forecast Spreadsheet: Version 2.01-5

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

School District Name: ABC SCHOOL DISTRICT  
 School District IRN: 012345  
 County: HAMILTON  
 Fiscal Year: 2026

**Note: Do not change cells below this line**

The cells below are scratch areas used to calculate amounts for use in the Charts sheet. If you remove or change any of these cells, the charts may not function.

< > Instructions Extras Forecast **Parameters** Data Summary View Percen

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.

**ABC SCHOOL DISTRICT**  
 HAMILTON  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 For the Fiscal Years Ended June 30, 2023, 2024 and 2025 Actual;  
 Forecasted Fiscal Years Ending June 30, 2026 Through 2029

	Actual				Average Change	Forecasted			
	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026		Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	
<b>Revenues</b>									
1.010 General Property Tax (Real Estate)	\$27,554,252	\$32,580,502	\$35,862,454		14.2%				
1.020 Tangible Personal Property Tax									
1.030 Income Tax									
1.035 Unrestricted State Grants-in-Aid	25,424,212	25,372,672	25,415,331		0.0%				
1.040 Restricted State Grants-in-Aid	1,941,750	2,472,994	1,976,193		3.6%				
1.045 Restricted Federal Grants-in-Aid - SFSF									

< > Instructions Extras **Forecast** Parameters Data Summary View Percentage View Charts Output +

5. The "Output" tab contains a compilation of data from the "Data" and "Forecast" tab in the proper format to save as a .csv file for the data collection. 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.***

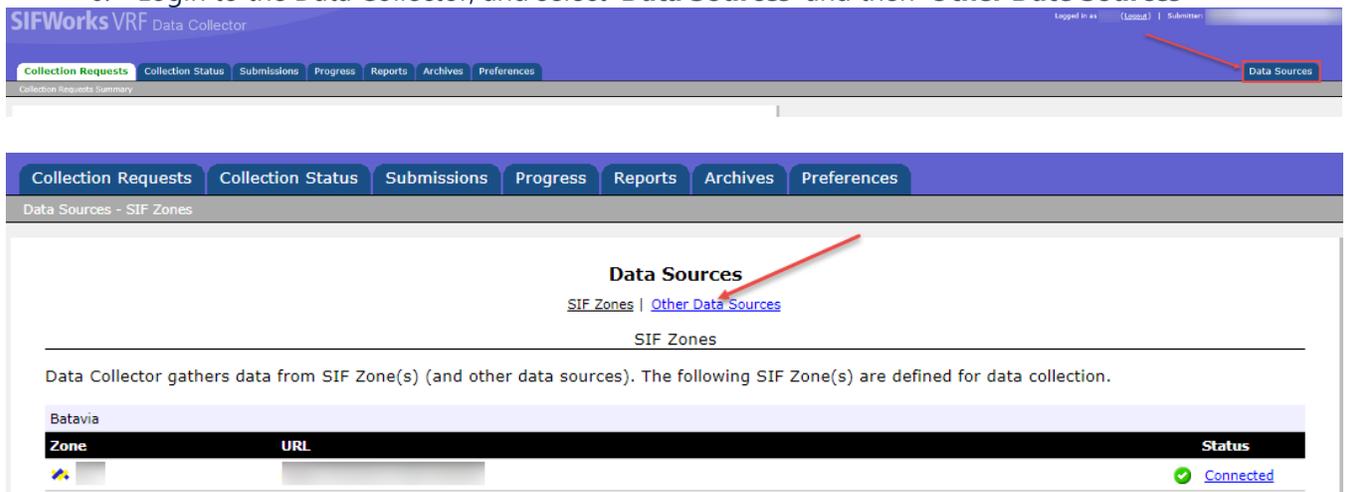
**Also make sure there are no percentages which exceed 999.99%, it can be changed to 999.00%**

**The Flat File Editor is no longer needed to convert the .csv file to an .seq file. It can be loaded directly into the Data Collector in .csv format.**

Please verify that your **.csv file** for loading to the data collector has the following formatting, **zeros have been input into any blank data fields, and the percentages do not exceed 999%**. Make sure your **IRN number is Custom formatted to six digits (i.e. 012345)**. The data collector will **not read a 5 digit IRN with a leading zero omitted**.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	QF	2026	P	IRN	1.01	1517643	1731861	1772201	8.2	1772201	0	0	0
2	QF	2026	P		1.02	286430	325530	210812	-10.8	210812	0	0	0
3	QF	2026	P		1.03	0	0	0	0	0	0	0	0

6. Login to the Data Collector, and select 'Data Sources' and then 'Other Date Sources'



SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Data Sources

Data Sources - SIF Zones

**Data Sources**

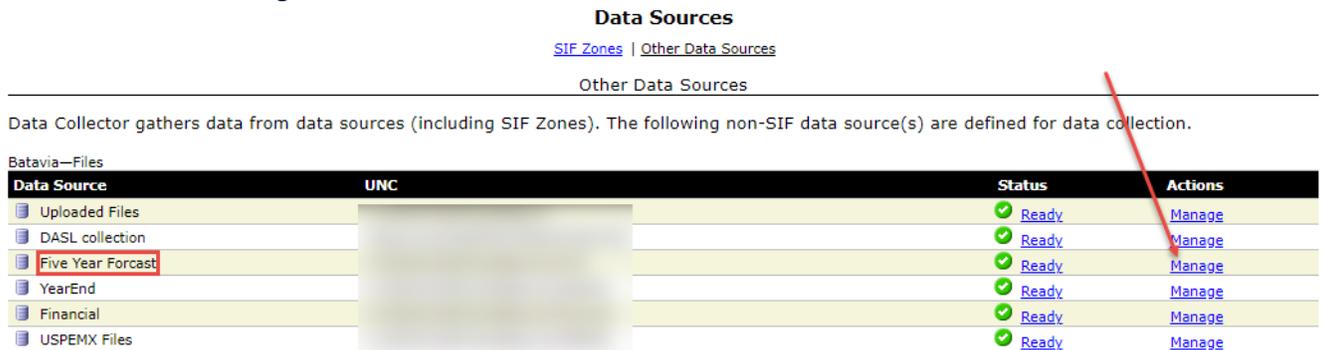
SIF Zones | [Other Data Sources](#)

SIF Zones

Data Collector gathers data from SIF Zone(s) (and other data sources). The following SIF Zone(s) are defined for data collection.

Zone	URL	Status
Batavia		Connected

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



**Data Sources**

SIF Zones | [Other Data Sources](#)

Other Data Sources

Data Collector gathers data from data sources (including SIF Zones). The following non-SIF data source(s) are defined for data collection.

Batavia—Files

Data Source	UNC	Status	Actions
Uploaded Files		Ready	Manage
DASL collection		Ready	Manage
<b>Five Year Forecast</b>		Ready	Manage
YearEnd		Ready	Manage
Financial		Ready	Manage
USPEM Files		Ready	Manage

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

**Manage Files**  
Other Data Sources — Five Year Forecast

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

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

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> [redacted].csv	September 22, 2025 08:00:52 AM	(3700 bytes)

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

**File Upload**  
Other Data Sources — Five Year Forecast

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

**Upload**

**Data Source Name:** Five Year Forecast

**Target UNC Location:** \\wrfdc02\FlatFiles\[redacted].Fivef

**File To Upload:**  No file chosen

[Upload](#) | [Cancel](#)

- 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.

**Manage Files**  
Other Data Sources — Five Year Forecast

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

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

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> [redacted].csv	September 22, 2025 08:00:52 AM	(3700 bytes)

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

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

# SIFWorks VRF Data Collector

- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports
- Archives
- Messages
- Resources
- Preferences

Collection Requests Summary

**Message Center** Click on the triangle to show the list of topics for each message type. Click on the topic link to see the message text. [Export messages to a .csv file](#)

My Messages (0 Unread Messages, 0 total)

Messages for My Organization Types (0 Unread Messages, 0 total)

Messages for All Users Statewide (0 Unread Messages, 0 total)

Show messages which are:  Expired  Hidden  Previously Seen

## Collection Requests Summary

### Ohio Department of Education & Workforce

[Refresh](#) | [Restore Defaults](#) | [Hide Message Center](#)

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

Collection Request: FY26-P-TYF 1 Req 

Data Set: All

School Year: All

Last Activity Within: All

Show closed collections

Sort Order

Order Collections By:  Submission Close Date  A-Z  Z-A  A-Z on Short Name  Z-A on Short Name  Most recently active



#### Budget and Three Year Forecast - Initial Required (FY26)

FY26-P-TYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Three year forecast is a financial... 

**Submissions:** September 01, 2025 - October 15, 2025 (21 days till close)

**Version:** 1

**Status:** This collection has never been submitted.

**Submission Number:** 1 (attempt 0)

**Actions:** [Start Collection](#) 

[Add New Scheduled Collection](#)

[Set Default Collection properties](#)

[Refresh](#) | [Restore Defaults](#)

11. Select the Financial Forecast under data sources and then select Start Data Collection.

**SIFWorks VRF Data Collector**

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources

Collection Requests Summary > Start Collection

### Budget and Three Year Forecast - Initial Required (FY26)

Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

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

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 checked="" 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
<input type="checkbox"/> PowerSchool Files	✔ Ready	Not Started

Scope of execution

Perform:  Collect Only  Collect and Prepare

- 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

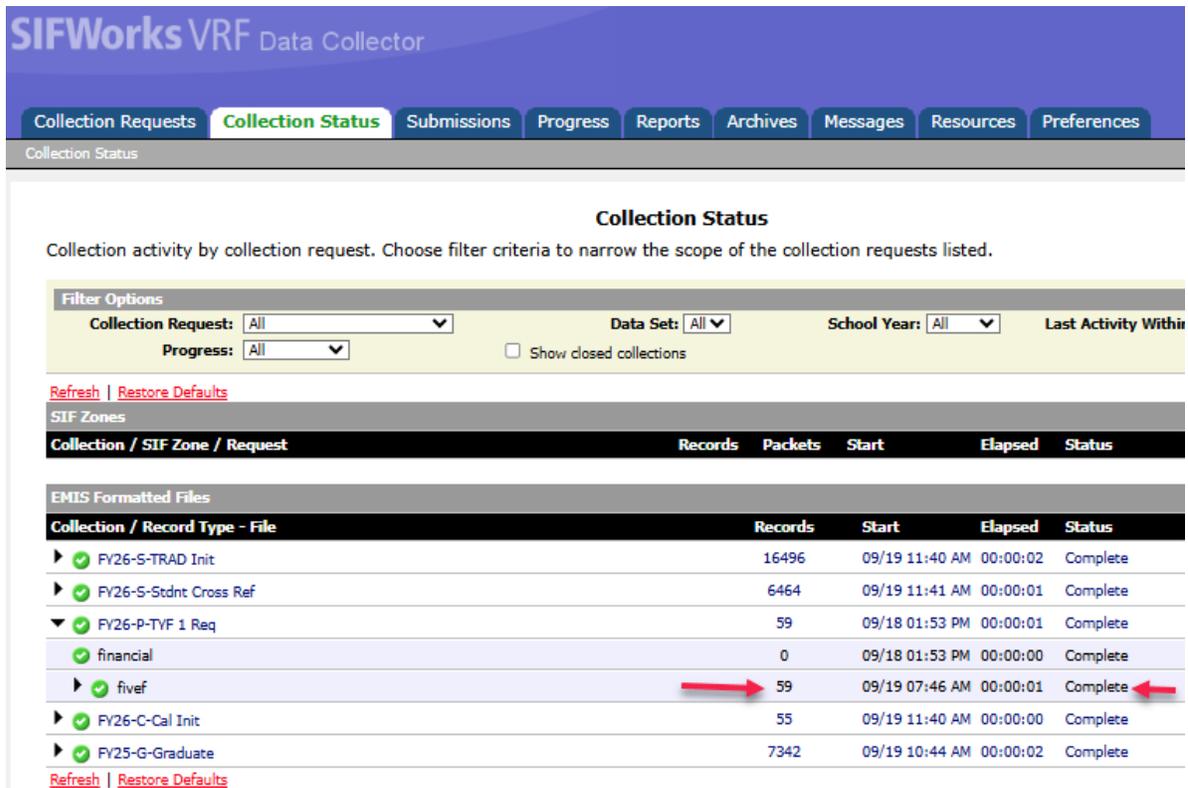


Preparation Complete (Elapsed Total Time: 00:00:03)

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

OK

- 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.



**SIFWorks VRF Data Collector**

Collection Requests | **Collection Status** | Submissions | Progress | Reports | Archives | Messages | Resources | Preferences

Collection Status

**Collection Status**

Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.

Filter Options

Collection Request: All | Data Set: All | School Year: All | Last Activity Within: | Progress: All |  Show closed collections

[Refresh](#) | [Restore Defaults](#)

SIF Zones

Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
<b>EMIS Formatted Files</b>					
<b>Collection / Record Type - File</b>	<b>Records</b>		<b>Start</b>	<b>Elapsed</b>	<b>Status</b>
▶ <input checked="" type="checkbox"/> FY26-S-TRAD Init	16496		09/19 11:40 AM	00:00:02	Complete
▶ <input checked="" type="checkbox"/> FY26-S-Stdnt Cross Ref	6464		09/19 11:41 AM	00:00:01	Complete
▼ <input checked="" type="checkbox"/> FY26-P-TYF 1 Req	59		09/18 01:53 PM	00:00:01	Complete
<input checked="" type="checkbox"/> financial	0		09/18 01:53 PM	00:00:00	Complete
▶ <input checked="" type="checkbox"/> fivef	59		09/19 07:46 AM	00:00:01	Complete
▶ <input checked="" type="checkbox"/> FY26-C-Cal Init	55		09/19 11:40 AM	00:00:00	Complete
▶ <input checked="" type="checkbox"/> FY25-G-Graduate	7342		09/19 10:44 AM	00:00:02	Complete

[Refresh](#) | [Restore Defaults](#)

- When the process shows complete for '**Budget and Three 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**.'

- 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.



**Budget and Three Year Forecast - Initial Required (FY26)**

FY26-P-TYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Three year forecast is a financial... 

**Submissions:** September 01, 2025 - October 15, 2025 (21 days till close)

**Version:** 1

**Status:** Data Collection has been prepared yesterday at 10:11:41 AM and is available for preview or certification.

**Submission Number:** 1 (attempt 2)

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

**Prepare Outputs:** [Preview Prepared Data](#) 

[Refresh](#) | [Restore Defaults](#)

### Budget and Three Year Forecast - Initial Required (FY26)

Submission Number 1 (attempt 2), LEA: [REDACTED]

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Yesterday at 10:11:41 AM

**Preview Types**

Detail

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**Output Options**

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

**File Format:**  HTML  
 CSV

**Include in CSV files:**  Data only  
 Data and Fatal exceptions  
 Data and All exceptions

You need to re-Generate Preview after changing any of the above radio buttons

[Generate Preview](#)

File	In Progress Submission (1)			Prior Submission (0)		
	Valid	Invalid	Total	Valid	Invalid	Total
<a href="#">Excluded_Records.csv</a>			0			0
<a href="#">Forecast_Record.csv</a> ←	61	0	61	0	0	0
<b>Total counts:</b>	<b>61</b>	<b>0</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>0</b>

17. 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.



#### Budget and Three Year Forecast - Initial Required (FY26)

FY26-P-TYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Three year forecast is a financial... 

**Submissions:** September 01, 2025 - October 15, 2025 (21 days till close)

**Version:** 1

**Status:** Data Collection has been prepared yesterday at 10:11:41 AM and is available for preview or certification.

**Submission Number:** 1 (attempt 2)

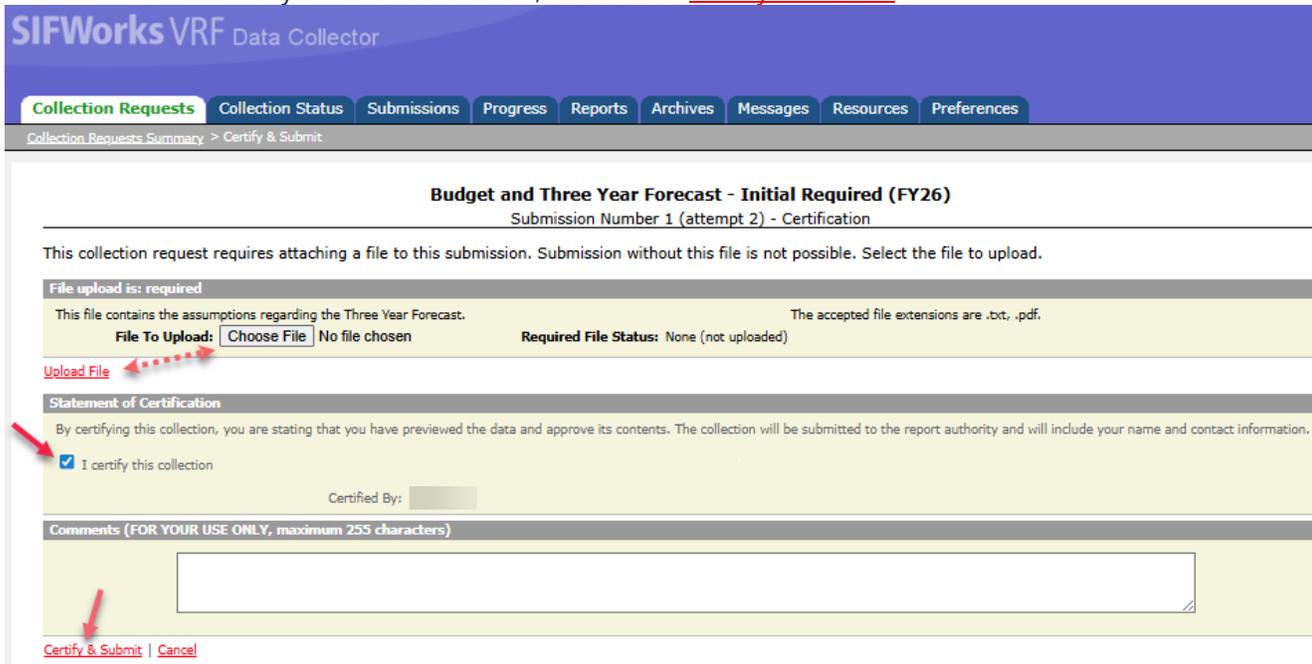
**Actions:** [Start/Stop Collection](#)  
[Prepare](#)  
[Certify & Submit](#) ←  
[Cancel](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

**Prepare Outputs:** [Preview Prepared Data](#)

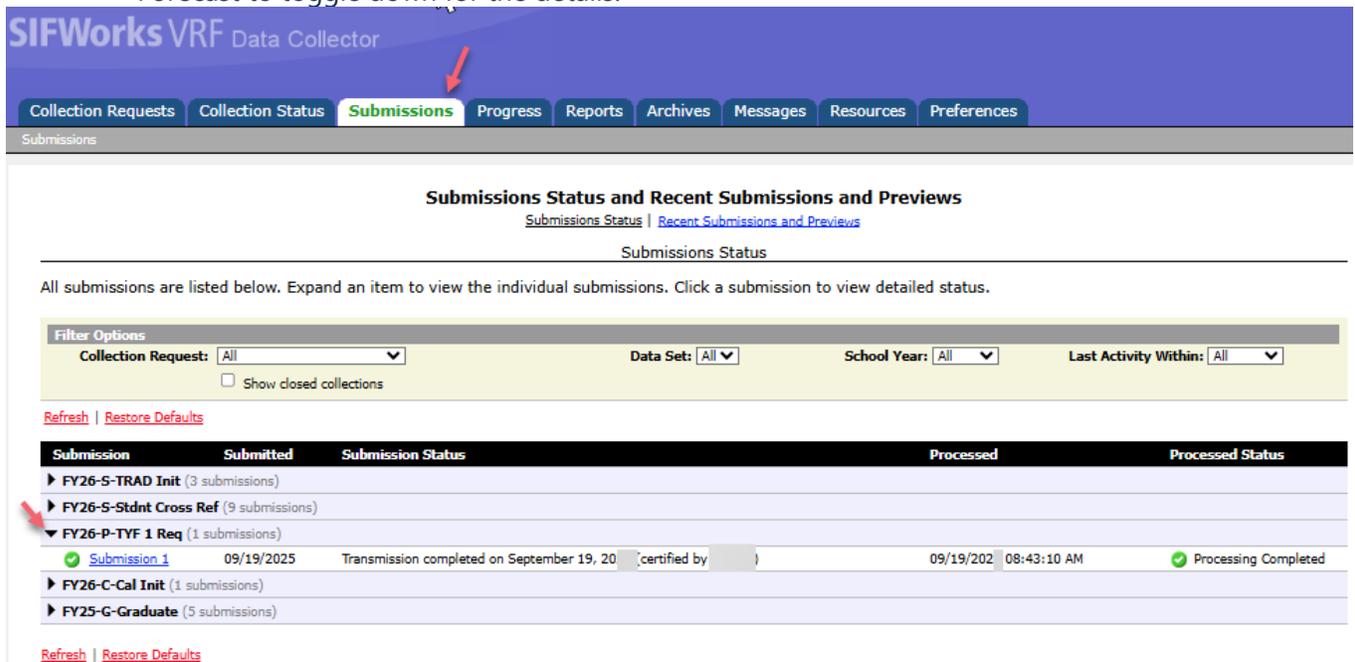
[Refresh](#) | [Restore Defaults](#)

18. Load your assumptions in **.pdf** format using the **File To Upload:** Choose File button near the top of the screen. Then click on [Upload File](#).

19. Click on "I certify this collection" box, then select [Certify & Submit](#).



20. Select the Submissions tab at the top of the screen. Select the arrow next to Five Year Forecast to toggle down for the details.



Submission	Submitted	Submission Status	Processed	Processed Status
▶ FY26-S-TRAD Init (3 submissions)				
▶ FY26-S-Stdnt Cross Ref (9 submissions)				
▼ FY26-P-TYF 1 Req (1 submissions)				
<input checked="" type="checkbox"/> Submission 1	09/19/2025	Transmission completed on September 19, 2025 (certified by [redacted])	09/19/2025 08:43:10 AM	<input checked="" type="checkbox"/> Processing Completed
▶ FY26-C-Cal Init (1 submissions)				
▶ FY25-G-Graduate (5 submissions)				

21. 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.