

LOADING YOUR FIVE YEAR FORECAST USING THE EMIS-FFE and DATA COLLECTOR

DELETE CURRENT (20P OCT) Forecast Data before you begin

Before you begin, you will need:

1. Your username and password to access EMIS-ffe. Contact Connect if you do not have this information
2. Your username and password to access EMIS-R. Contact Connect if you do not have this information
3. In your Forecast spreadsheet that will be saved to a CSV, make sure:
 - a. There are no “-” in place of a zero in the spreadsheet (see example below) – **Do NOT use find and replace all to change the “-” to a zero. Replacing ALL “-” with a zero would also change negative numbers. Refer to the Five Year Forecast/EMIS-FFE Helpful Hints handout, page 1.**
 - b. Know the number of header rows in the spreadsheet. If you use the SSDT forecast spreadsheet, it contains 11 header rows (the number of rows before the actual data begins). You will need this for step 2 on page 4 of the instructions.
 - c. The Excel column letter that the forecast data appears in (Line number is in column A, 3 Years Prior Actual begins in column C, etc. – you will need this for step 2 on page 4 of the instructions):

	A	B	C	D	E	F	
1	TEST CITY SCHOOL DISTRICT -- TEST COUNTY						
2	12345						
3	Schedule of Revenues, Expenditures and Changes in Fund Balances						
4	ACTUAL AND FORECASTED OPERATING FUND						
5							
6							
7			Actual				Fore
8			Fiscal Year	Fiscal Year	Fiscal Year	3yr Avg	Fisc
9			2010	2011	2012	Change	
10							
11		Revenues					
12	1.01	General P	21,028,262	21,467,443	#####	1.10%	###
13	1.02	Tangible F	4,570,460	3,375,263	3,318,570	-16.00%	3,27
14	1.03	Income Ta	-	0	0		

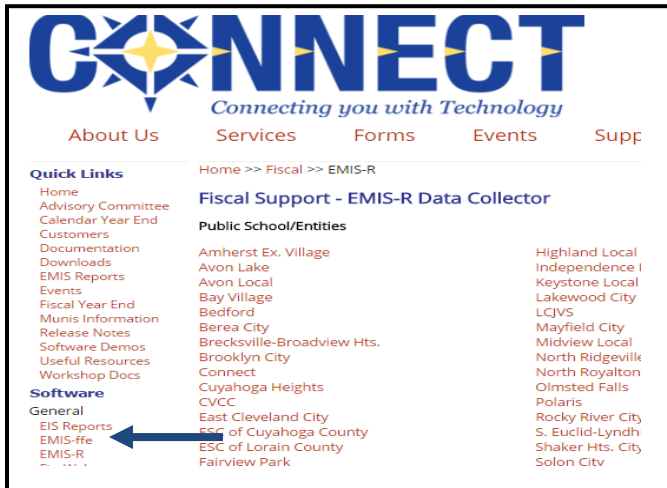
LOADING YOUR FIVE YEAR FORECAST - USING THE DATA COLLECTOR

There are (4) steps to submit your Five Year Forecast:

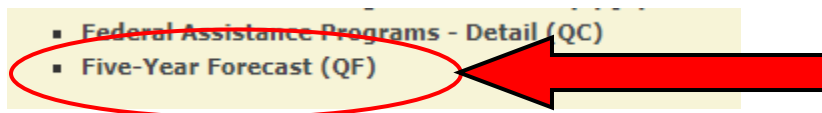
- DELETE Current (19P May) forecast
- Convert your spreadsheet (CSV) file to a Flat File Format (EMIS-ffe)
- Export the Flat File from EMIS-ffe and save it to your PC
- Load your Flat File using the Data Collector, collect, prepare, preview, certify/submit data to ODE

Part 1: Delete Current (20P OCT) FiveYear Forecast Spreadsheet in EMIS-ffe

1. Go to the CONNECT web site (www.ohconnect.org) -> Fiscal ->Fiscal Support ->EMIS-ffe:
2. Sign on using your EMIS-ffe login and password



3. Once you are logged in Scroll down to Five-Year Forecast (QF)
4. Click on “Five-Year Forecast (QF)”:

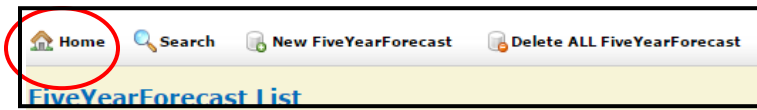


5. The screen below should appear. Click on “Delete ALL Five Year Forecast”

The image shows the 'FiveYearForecast List' page. The 'Delete ALL FiveYearForecast' button is circled in red, and a red arrow points to it from the right. The table below shows the forecast data.

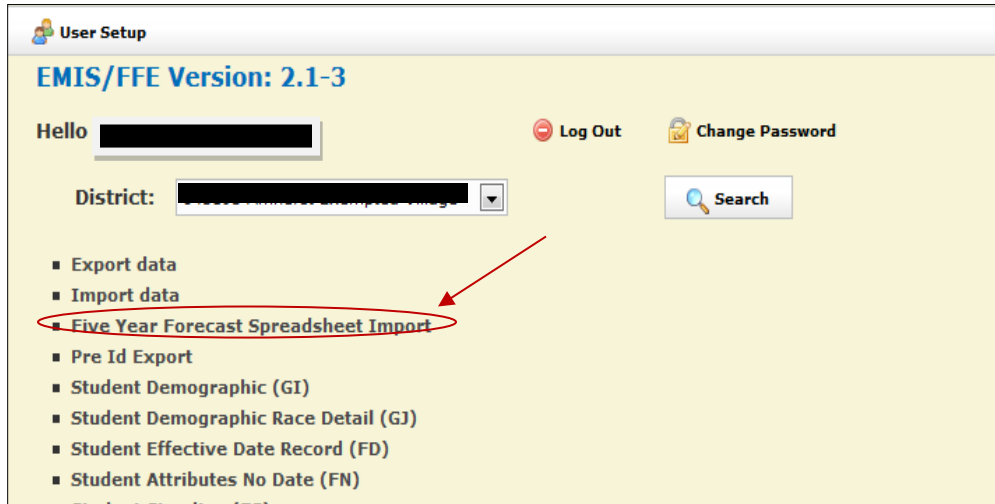
Id	Category Line Number	Three Years Prior Actual	Two Years Pr
130,149	1.010	10,413,689	10,737,717
130,150	1.020	123,927	0
130,151	1.030	0	0

6. After you have deleted your Five Year Forecast - go back to **Home**

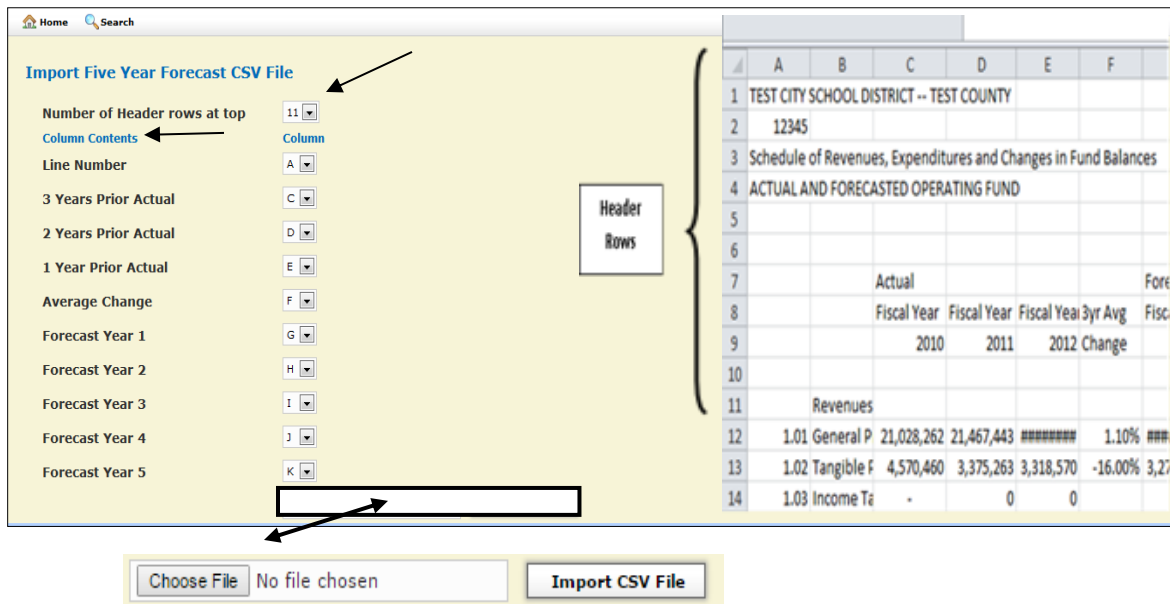


Part 2: Convert your spreadsheet (CSV) to a Flat File Format (EMIS-ffe)

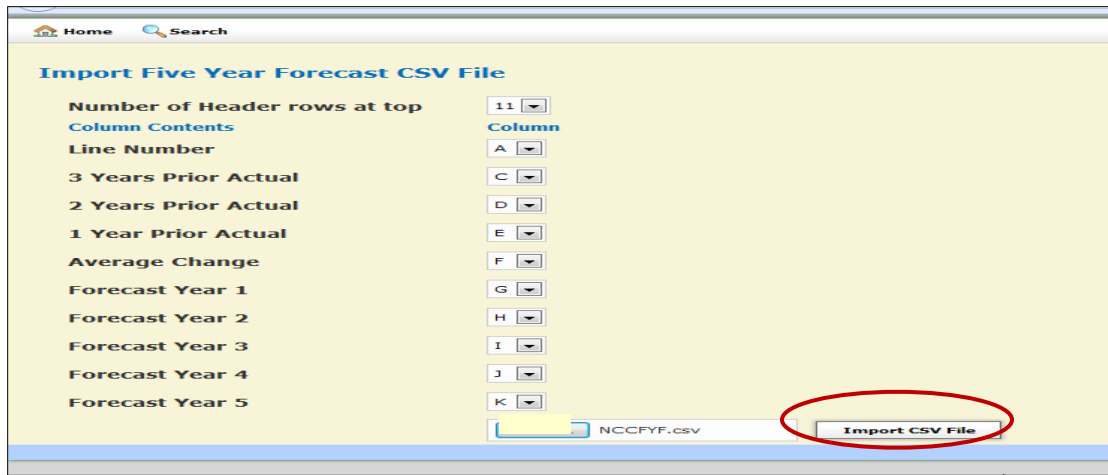
1. Click on the “Five Year Forecast Spreadsheet Import “ (DO NOT select the generic “Import”):



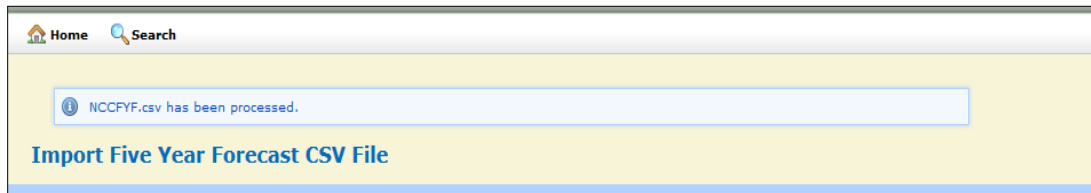
2. Supply the “Number of Header rows at top” (the number of rows before the actual data begins) and “Column Contents” (see **Notes** below):



3. Click on **CHOOSE FILE** and select your CSV/spreadsheet. Once the filename appears, click **“Import CSV File”**:



4. If the CSV/spreadsheet loaded with **NO** errors, the following screen will appear:

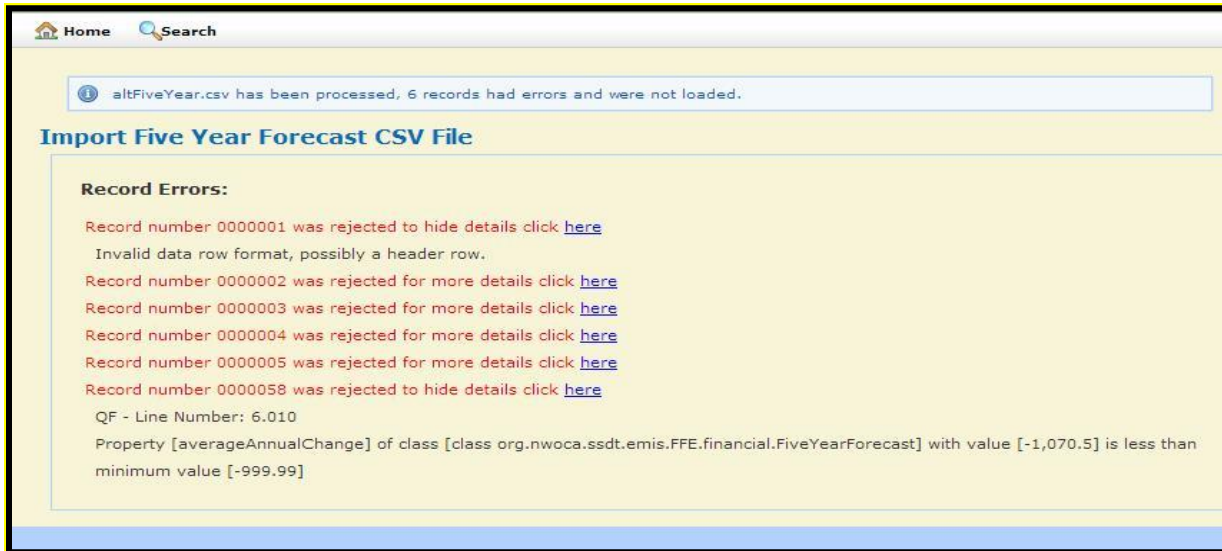


NOTE:

- *The default values provided for the spreadsheet columns are based on the [SSDT Forecast templates](#). If your district utilizes another format, the appropriate values for the various columns will need to be entered.*
- *The SSDT forecast spreadsheet contains 11 header rows. If you don't use the SSDT forecast, you will want to note the number of header rows in the forecast/CSV while you have it open.*
- *If your district places a blank column between the various AMOUNT columns on your spreadsheet to provide a visual separation between the columns; those **blank** columns need to be taken into account when lining up your column contents. Only the columns containing actual data should be specified. If a blank column is indicated, it will result in all zeroes being loaded for the element that was specified.*

Sample ERRORS

If header rows are not supplied you will see record errors such as these below:



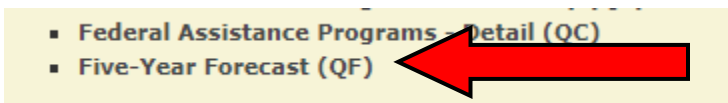
NOTE:

- *The first five errors shown here were generated from header rows in the spreadsheet. These errors may be corrected by supplying the appropriate value for the number of header rows at the top of the spreadsheet.*
 - *The last error shown in the example above shows a data row that was rejected due to an invalid value in the "Average Annual Change" element. That data row, for line item 6.010, was not loaded into the Forecast (QF) data. The rest of the spreadsheet rows were successfully imported into the Forecast (QF) data. Upon completion of the Import, the data may be reviewed by going to the Five Year Forecast (QF).*
5. If there are errors on your spreadsheet and you need to correct and reload your spreadsheet refer to “**Reloading Your Forecast**” section at the end of this document

6. Once the spreadsheet is imported with no errors, click on Home:



7. Scroll to the bottom of the menu selections and select **Five-Year Forecast (QF)** to review the data that was loaded:



8. You will see **FiveYearForecast List**; keep in mind there is more than “1” page of details:

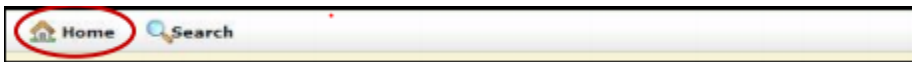
FiveYearForecast List							
Id	Category Line Number	Three Years Prior Actual	Two Years Prior Actual	One Year Prior Actual	Average Annual Change	Forecasted Amount1	Forecasted Amount2
61.173	1.010	10,806,219	10,630,232	10,859,917	0.3	10,853,336	10,812,683
61.174	1.020	671,304	626,549	490,688	-14.2	21,402	6,402
61.175	1.035	1,801,073	1,803,714	1,812,246	0.3	1,823,446	1,814,581
61.176	1.050	1,836,185	2,174,457	2,421,763	14.9	2,440,935	2,117,518
61.177	1.060	793,060	378,857	207,024	-48.8	155,006	131,755
61.178	1.070	15,907,841	15,613,809	15,791,638	-0.4	15,294,125	14,882,940
61.199	10.010	14,728,881	13,086,746	13,762,086	-3	13,999,897	13,272,387
61.200	12.010	14,728,881	13,086,746	13,762,086	-3	13,999,897	13,272,387
61.201	14.010	0	0	0	0	0	0
61.202	15.010	14,728,881	13,086,746	13,762,086	-3	13,999,897	13,272,387
61.179	2.050	48,465	34,202	79,889	52.1	31,254	150,000
61.180	2.060	130,593	58,817	20,688	-59.9	17,752	20,000
61.181	2.070	179,058	93,019	100,577	-20	49,016	170,000
61.182	2.080	16,086,899	15,706,828	15,892,215	-0.6	15,343,141	15,052,940
61.203	20.010	0	0	0	0	0	0
61.204	20.015	0	0	0	0	459	480
61.205	21.010	0	0	0	0	0	0
61.206	21.020	0	0	0	0	0	0
61.207	21.030	0	0	0	0	0	0
61.208	21.040	0	0	0	0	0	0

Review all details on the spreadsheet for accuracy of the imported data

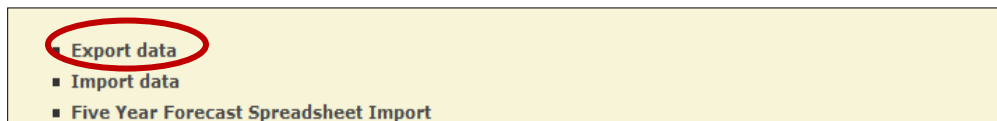
9. The QN notes NO LONGER appears in the EMIS-ffe, INSTEAD the information must be documented in a TXT or PDF file format document and upload as part of the CERTIFY & SUBMIT process in EMIS-R.

Part 3: Export the Flat File from EMIS-ffe to your PC

1. If you are not already at the **Home** menu, click on “**Home**”:



2. Select “**Export Data**”:



3. After selecting the appropriate fiscal year (**2020**) and Reporting Period: **P – Five Year Forecast**, the export records will auto populate with QF (see below) and will be extracted into the flat file. Click on “**Export File**” and save the export file to your PC (**make a note of the name of the file and where you are saving the file to**):

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

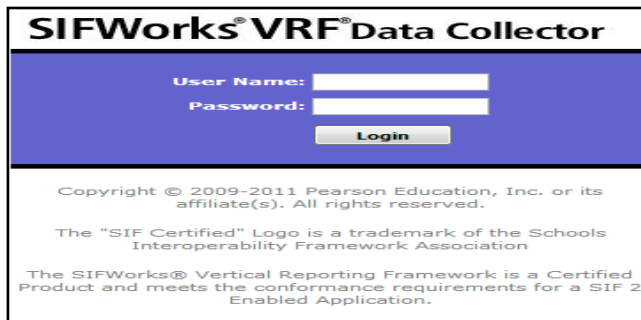
4. Click on “Home” to return to the Home menu:

- Logout of EMIS-ffe by clicking on “Log Out:

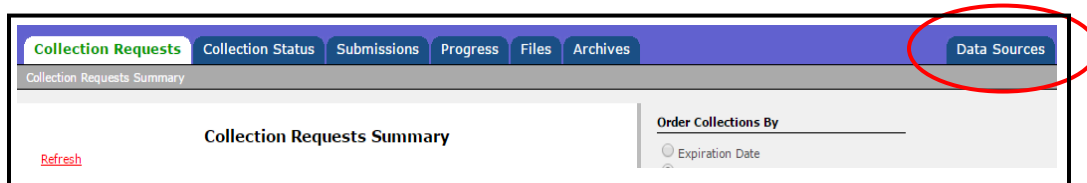


Part 4: Load your EMIS-ffe Flat File using the Data Collector and submitting to ODE

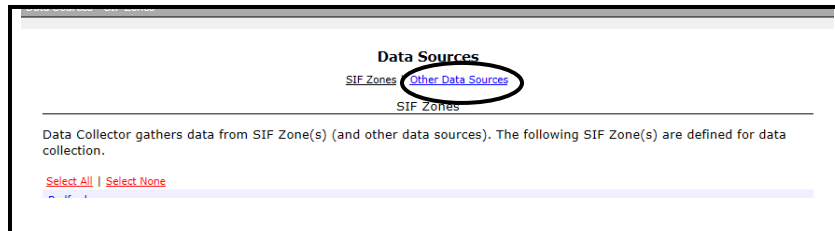
- Go to the CONNECT web site -> Fiscal ->Fiscal Support ->EMIS-R
- Sign on using your DASL or Powerschool (eSIS) username and password:



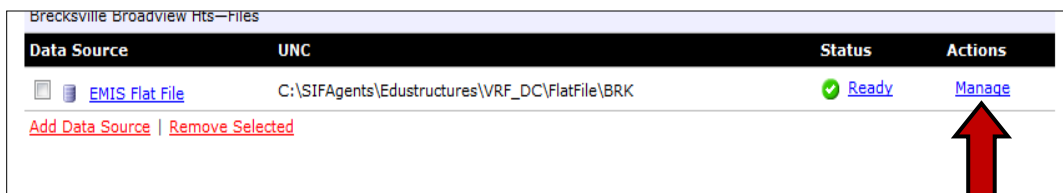
- Click on the “Data Sources” tab:



- Click on “Other Data Sources”:




- 4A. EAST Districts -Click on “Manage” to the right of the EMIS Flat File:



Click on "Upload File":

<input type="checkbox"/>	043562_FFE_GP.SEQ	March 08, 2012 01:52:49 PM	(401 bytes)
<input type="checkbox"/>	BEDFORD FC student override spreadsheet October K.prn	February 24, 2012 11:20:36 AM	(341 bytes)

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



4B –WEST Districts - Click on Manage in the Five Year Forecast FY20 line

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.

[Select All](#) | [Select None](#)

Amherst Exempted Village—Files

Data Source	UNC	Status	Actions
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	Five Year Forecast FY20	d:\districts\amherst\financial-p-2019-2020	 Ready Manage
	End of Year Financial FY20	d:\districts\amherst\financial-h-2019-2020	 Ready Manage

[Add Data Source](#) | [Remove Selected](#)

Click on "Upload File":

<input type="checkbox"/>	043562_FFE_GP.SEQ	March 08, 2012 01:52:49 PM	(401 bytes)
<input type="checkbox"/>	BEDFORD FC student override spreadsheet October K.prn	February 24, 2012 11:20:36 AM	(341 bytes)

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



5. Click on "Browse" to locate the .SEQ file that was exported from EMIS-ffe (refer to step 3 on page 8):


File Upload

Other Data Sources — EMIS Flat File

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

Upload	
Data Source Name: EMIS Flat File	
Target UNC Location: C:\SIFAgents\Edustructures\VRFC_DC\FlatFile\BED	
File To Upload:	<input type="text"/> Browse...

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



6. Once you locate click **“Upload”**:

File Upload
Other Data Sources — EMIS Flat File

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

Upload

Data Source Name: EMIS Flat File
Target UNC Location: C:\SIFAgents\Edustructures\VRF_DC\FlatFile\BED
File To Upload: C:\Users\teresa\Desktop\test\test.docx

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

7. Verify the file you just uploaded is there:

****YOUR FILE NAME WILL BE HERE****

Manage Files
Other Data Sources — Five Year Forecast 2020

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

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

File Name	Upload Date	Size
045195_FFE.SEQ	May 28, 2019 02:18:35 PM	(26130 bytes)

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

8. Once the file is uploaded, return to the **“Collection Requests Tab”**

Collection Requests | Collection Status | Submissions | Progress | Files | Archives

Collection Requests Summary

Collection Requests Summary

[Refresh](#)

Ohio Department of Education

9. Select Collection Request: **FY20-P-FYF 1 Req** -

Collection Requests Summary

Ohio Department of Education

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

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

Collection Request: Data Set: School Year: Last Activity Within:

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



Five Year Forecast - Initial Required (FY20)

FY20-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ... [?](#)

Submissions: October 01, 2019 - November 30, 2019 (44 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](#)

10. Then Click on “Start” Collection (EAST)

Five Year Forecast - Required Spring Update (FY 2020)

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"/> EMIS Flat File	✔ Ready	Not Started

Scope of execution

Perform: Collect Only Collect and Prepare

Start Collection (WEST)

<input type="checkbox"/> End of Year Student Collection FY20	✔ Ready	Not Started
<input type="checkbox"/> Graduation FY20	✔ Ready	Not Started
<input type="checkbox"/> Retention FY20	✔ Ready	Not Started
<input checked="" type="checkbox"/> Five Year Forecast FY20	✔ Ready	Not Started
<input type="checkbox"/> End of Year Financial FY20	! Not Ready	Not Started

11. You will be sent back to the “Collection Requests” summary tab

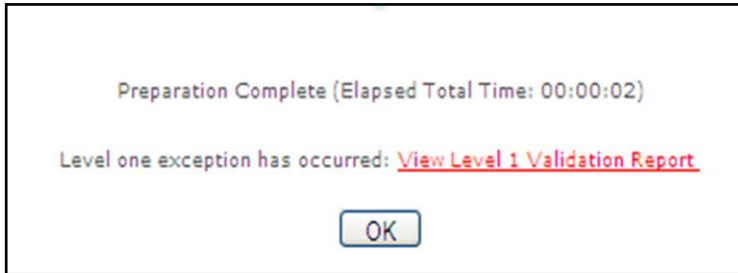
12. Click on red **“Refresh”** near the top of the screen

13. When **“Prepare”** appears under actions, the collection is finished

14. Click on **“Prepare”**

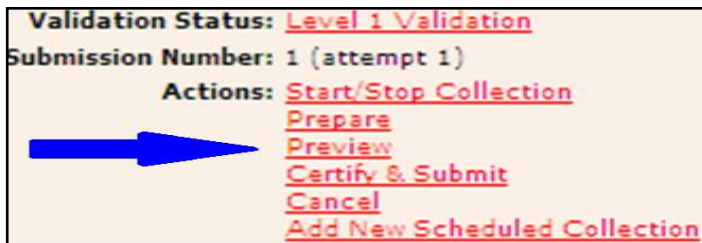


16. If you see **“Level one exception has occurred:”** Then you have errors. Click on **“View Level 1 Validation Report”**

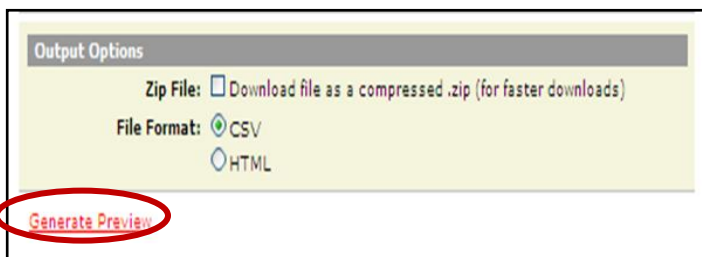


17. An error report **may** appear. You can correct your errors on the original spreadsheet and begin the process again. If you **do not** have a Validation Report - click on **OK** and skip to the next item. **If** there are warnings please review; if no action is necessary you may choose to ignore the WARNINGS. **Errors** need to be corrected.

18. Click on **“Preview”**



19. Click on **“Generate Preview”**



20.

File	Valid	Invalid	Total
Forecast Notes.csv	2	0	2
Forecast Record.csv	67	0	67
Total counts:			69

Make sure the **Valid** column contains a number other than 0. If a 0 appears in the **Valid** column, no records were loaded. The **Invalid** column should be 0. If the **Invalid** column is **NOT** 0, there are possible errors. It is important to review the data prior to sending to ODE.

21. Open or Save the file (Review your submitted data)

22. *****If you are awaiting Board approval, you may stop here and *Certify and Submit* at a later time*** However, *IF it has been over 24 hours since you collected and prepared your forecast you will need to repeat steps 11-22 PRIOR to certifying and submitting. You will NOT need to upload your forecast again unless there were changes made.***

23. When you have no errors, you can click on *“Certify & Submit”*

The NOTES must be submitted in a TXT or PDF file format during Certify & Submit step.

This collection request requires attaching a file to this submission. Submission without this file is not possible. Select the file to upload.

File upload is: required

This file contains the assumptions regarding the Five Year Forecast.

File To Upload: No file selected. **Required File Status:** File Uploaded

File: '2018P_test_sub2.pdf' will be included with the submission

[Upload File](#) | [Remove File](#)

24. Check the “I certify... Box, add any comments you wish and click on *“Certify and Submit”*

By certifying this collection, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority and will include your name and contact information.

I certify this collection

Certified By: Kay

Comments (FOR YOUR USE ONLY)

25. Your forecast has now been submitted

26. The next business day check the ODE website to make sure your forecast was loaded accurately

Timing for ODE posting the Forecast is usually between 24 to 48 hours, depending how late in the period you submit.

Meaning, if you submit the last week the period is open, many districts in the STATE are doing the same, it may take ODE longer to get the forecast on the website.

