

# Five Year Forecast

Complete Step-by-Step Independent Instructions

## Create the Five Year Forecast Spreadsheet

Log into PowerTerm. Select **State/USAS/USAS\_ANN/USASFF**

```
Five Year Forecast Report/Export
Output Report USASFF.TXT
Detail or Summary? D

The following funds are automatically included by this module:
001, 002, 016, 455, 494, 532, 504

For fund 002 only expenditures and revenues for SCC 8001 are included
automatically. Any other SCC's of Fund 002 are included if the
'Include on SM1/SM2' flag on the cash account record is set to 'Y'.

Source of projected amounts for current fiscal year A
(A)-USAS Accounts (S)-SM1 amounts (B)-Leave Blank

Actual Data For Five Year Forecast 1 of 1
PF1 Execute F10 Reset
F7 Help F11 Save/Recall
F8 Exit
F9 Cancel
```

1. Press **PF1**, which will generate both a txt and a csv file.
2. Go to your PTR and FTP the csv file to your destination folder of choice on your computer.
  - In the drop-down menu at the top of the screen, click **Communication/Run FTP**.
  - Click **Connect**.
  - Type in password (username is likely already saved here). This is the same username and password used in PowerTerm.
  - In the top left box of the FTP screen, navigate to your desktop.
  - In the bottom right box of the FTP screen (list of PTR files), locate your .csv forecast file.
  - Select the forecast file and click the left facing arrow. This copies the file from your PTR to your desktop.
  - Click disconnect. Click the red **X** in the top right corner of the FTP screen. Click **NO** when asked to Save Changes.
3. Open Excel and then open the csv file on your desktop.



4. Click the top left corner of the spreadsheet to highlight all cells, and then Copy.
5. Retrieve the **Five Year Forecast** template from SSDT's website: <http://ssdt.oecn.k12.oh.us/content/five-year-forecast-spreadsheets>
6. Choose a format: **Standard**, **Standard with Locks (recommended version)**, or **Basic**.

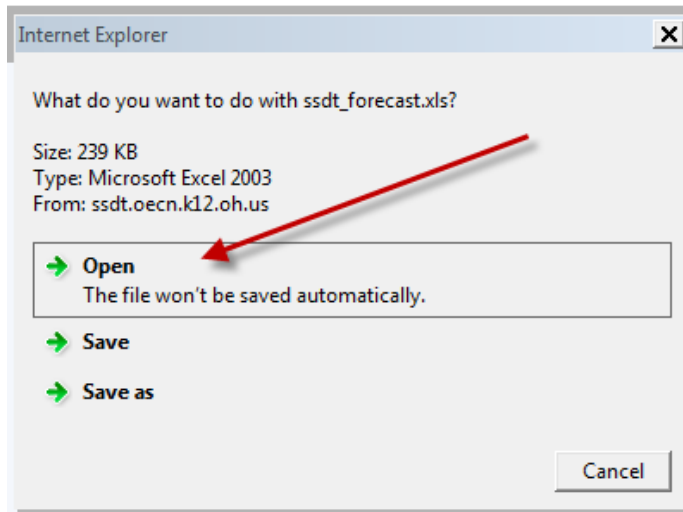
## Five Year Forecast Spreadsheets

- **Standard:** Includes several optional sheets including "Percentage" and "Summary" presentations of the Forecast similar to ones provided by AOS. Also included is a "Charts" sheet which contains several sample Excel charts showing graphical presentations of the forecast data. These additional views and charts work without any additional effort and update automatically when as the Forecast data is updated.
- **Standard with Locks:** Includes several optional sheets including "Percentage" and "Summary" presentations of the Forecast similar to ones provided by AOS. Also included is a "Charts" sheet which contains several sample Excel charts showing graphical presentations of the forecast data. These additional views and charts work without any additional effort and update automatically when as the Forecast data is updated. Included with this version is a locked "Forecast" page that prohibits the user from modifying any cell containing a formula.
- **Basic:** The basic sheet contains just what you need to import data from USAS and complete the forecast as required by SF and EMIS, without the extra fluff. We recommend this sheet if you have a slower PC/Mac without much memory, or if you just don't want to deal with anything "extra".

Note: This spreadsheet was developed for OECN State Software users. However, the spreadsheet can function as stand-alone with data entered manually or imported from other sources. Therefore, non-state software users are welcome to download and use this spreadsheet.

If you have questions, comments or suggestions regarding the spreadsheet or the USASFF program, please visit us in the "**State Software: USAS**" forum.

7. Click Open to open the template in Excel and Enable Editing.



8. On the Data tab of the workbook, right click inside cell A1, and Paste. This loads the USASFF.csv file into the template.
9. On the "Parameters" tab in the file, enter District and fiscal year.
10. On the "Forecast" tab, enter your projected Five Year figures.
11. **Save the Five Year Forecast template in .csv format on your computer.**

### Transfer the Five Year Forecast File

1. Go to your PTR and FTP the Five Year Forecast .csv file from your desktop.
  - In the top menu, click **Communication/Run FTP**.
  - Click **Connect**.
  - Type in password (username is likely already saved here). This is the same username and password used in PowerTerm.
  - In the top left box of the FTP screen, navigate to your desktop.
  - Then, in the bottom left box of the FTP screen (shows all desktop files), locate your .csv forecast file.
  - Select the forecast file and click the right facing arrow. This copies the file from your desktop to your PTR.
  - Click disconnect. Click the red **X** in the top right corner of the FTP screen. Click **NO** when asked to Save Changes.
2. Copy the Five Year Forecast .csv to your District directory
  - Press **S** to send, then **D** to copy.
  - Enter the item number from the PTR list of the .csv file.
  - Type **Y** for yes to send to district PTR.

- Type 2 to view the district PTR. The updated .csv file should appear there and will look like this example:

```

██████████ School District,.....
IRN: ██████,.....
"Schedule of Revenues, Expenditures and Changes in Fund Balances".....
ACTUAL AND FORECASTED OPERATING FUND,.....
.....
.....
,,Actual,,,Forecasted,.....
,,Fiscal Year ,Fiscal Year,Fiscal Year,3yr Avg,Fiscal Year,Fiscal Year,Fiscal Year,Fiscal Year,Fiscal Year,.....
,,2013,2014,2015,Change,2016,2017,2018,2019,2020,.....
.....
,Revenues,.....
1.010,General Property Tax (Real Estate),"2,850,321", "2,875,943", "2,883,795", 0.2%, "2,888,268", "2,860,889", "2,888,497", "2,920,393", "
1.020,Tangible Personal Property Tax,"148,394", "175,105", "172,273", 11.6%, "171,148", "185,669", "190,431", "195,064", "200,067",.....
1.030,Income Tax,0,0,0,0.0%,0,0,0,0,0,.....
1.035,Unrestricted State Grants-in-Aid,"9,067,031", "9,107,664", "9,208,253", 0.2%, "9,137,339", "9,406,072", "9,638,210", "9,684,209", "9,
1.040,Restricted State Grants-in-Aid,"76,473", "188,358", "447,451", 92.1%, "310,700", "281,000", "281,000", "281,000", "281,000",.....
1.045,Restricted Federal Grants-in-Aid - SFSF , "81,234", 0,0, -91.6%, 0,0,0,0,.....
1.050,Property Tax Allocation,"487,126", "490,581", "487,318", 0.5%, "481,930", "481,672", "484,928", "490,037", "495,184",.....
1.060,All Other Revenues,"1,166,538", "1,383,664", "1,443,665", 3.4%, "1,647,654", "1,647,654", "1,647,654", "1,647,654", "1,647,654",.....
1.070,Total Revenues,"13,877,117", "14,221,315", "14,642,756", 0.3%, "14,637,039", "14,862,957", "15,130,720", "15,218,358", "15,251,320",
.....

```

- Press E to exit PTR and then press Enter (or type OECN) to return to the main OECN menu.
- Select EMISFF. Enter file names for both Import File and Notes File. Both are required. Make sure the Fiscal Year is the current fiscal year.

Import Five Year Financial Forecast			
District IRN	123456	Fiscal Year	20██
Import File	FORECAST5YR.CSV; 1	File type	CSV
Notes File	PROGRAM:NOTES.TXT		
Error Report File	FFIMPORT.TXT		

- The screen should automatically populate with your District info. Make sure the IRN, fiscal year, and file type (.csv) are correct.  
**NOTE:** Make certain that the Import File name is the EXACT name of the .csv spreadsheet you are sending to ODE and that "Notes File" field is completed, as shown above.
- Hit PF1 to execute.
- This will create two files, an .emis file and a .seq file. If errors exist, these files will not be created. An error report (likely named fimport.txt) will appear in the PTR. Go to the PTR, review it and correct errors. This process converts your updated .csv forecast spreadsheet into the Chapter 5 format necessary for EMIS reporting.
- Press Enter or type OECN to return to the OECN menu.



9. Page down and select **OECD\_LCL**.

10. Choose **1** for Forecast, the process to transfer the EMIS file to the data collector.

```
OECD_LCL          Locally Defined Programs and Utilities
May 18 16          Local Menu
-----
1. FORECAST      Transfer Forecast

                This menu may be defined by individual OECD site managers
                to provide access to locally written utilities, programs
                and DTR procedures.

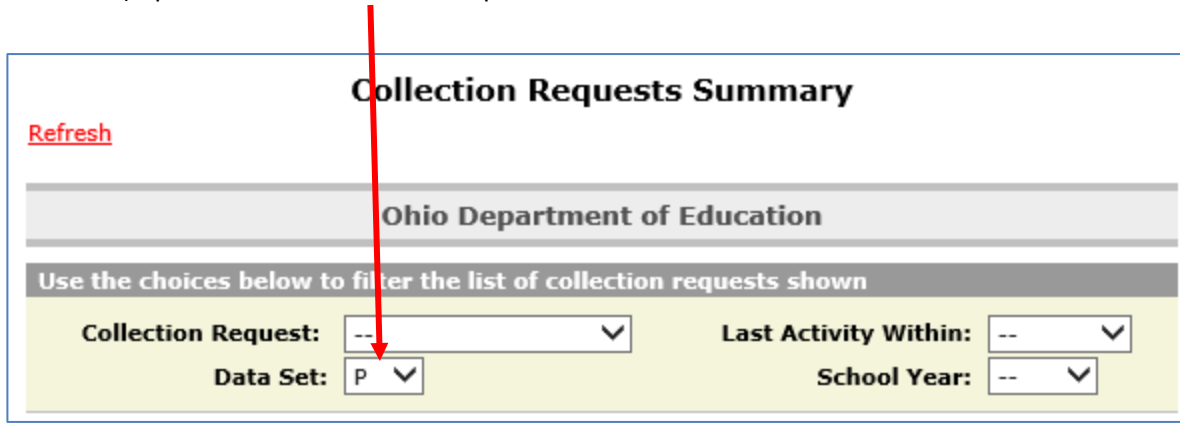
                No options are currently defined for this menu.
```

## Submit the Five Year Forecast

11. Open a web browser and log into the Data Collector:

<https://emis.hccanet.org:7446/DCCConsoleJSP/dc/Login.jsp>

Once you have logged in, choose the appropriate FY Selection (“P” for the initial Fall submission, “H” for the Spring submission) option from the Data Set drop down.



**Collection Requests Summary**

[Refresh](#)

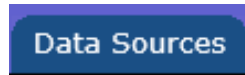
Ohio Department of Education

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

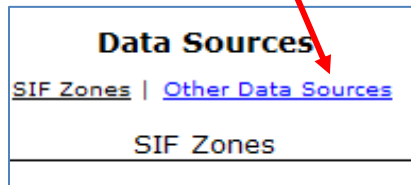
Collection Request:	--	▼	Last Activity Within:	--	▼
Data Set:	P	▼	School Year:	--	▼

Then, you will see the **Five Year Forecast – Initial Required (FYXX)** manifest.

12. Click the **Data Sources** tab in the top right of the screen.



13. In the center of the screen, click the blue link titled **Other Data Sources**.



The order of the Data Sources may change, periodically. Look for the Five Year Forecast option under the data source and click on **Manage**.

**Data Sources**  
[SIF Zones](#) | [Other Data Sources](#)

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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](#)

Batavia—Files

Data Source	UNC	Status	Actions
<input type="checkbox"/> <a href="#">Data collector</a>	\\VRFDC01\FlatFiles\Batavia	✓ Ready	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">October</a>	\\VRFDC01\FlatFiles\Batavia\October	✓ Ready	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">DASL collection</a>	\\daslapp\daslfiles\DataCollector\E1	✓ Ready	<a href="#">Manage</a>
<input type="checkbox"/> <a href="#">Five Year Forecast</a>	\\VRFDC01\FlatFiles\Batavia\Fivef	✓ Ready	<a href="#">Manage</a>

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

14. Verify that the .seq forecast file you just transferred appears on the **Manage Files** list. It should be time stamped with the date and time of when it was transferred to the Data Collector. You do not need to checkmark this file name.

Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> EMISFF_044693_16P.SEQ		(20234 bytes)

15. Click the **Collection Requests** tab in the top left corner of the screen. Find the current forecast reporting period, by selecting from either the “Collection Request” or the “Data Set” drop down menus. Then, next to **Actions**: choose the **Start/Stop Collection** option.

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

Collection Requests Summary


### 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](#)



16. Under the reporting period listing, checkmark the Five Year Forecast Box and then choose the **Start Collection** option for all items.....

**Start Data Collection for all items checked below**

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

17. On the **Collection Status** tab, scroll down to find the five year forecast reporting period and look to see if the status on the right states **Complete**. If not, refresh your screen. This may take several tries (and several minutes). Clicking the black triangle icon at the left of the Five Year Forecast... line will display if/when each file collection is complete.

▶ ✔ 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


18. Once complete, click the **Collection Requests** tab again, and then click **Prepare** under the **Five Year Forecast** ...

**Five Year Forecast - [REDACTED] (FY [REDACTED])**

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[REDACTED] - May 31, 20[REDACTED]  
**Expiration Date:** May 31, 20[REDACTED] (in 7 days)  
**Collection Request:** 1  
**Status:** Data Collection completed successfully today at 02:41:28 PM.  
**Submission Number:** 2 (attempt 0)

**Actions:** [View Submission Results](#)  
[Start/Stop Collection](#)  
[Prepare](#)  
[Cancel](#)  
[Add New Scheduled Collection](#)



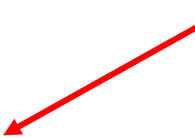
19. Click the red link **Level 1 Validation Report**, then click on **Generate Full Validation Report**. Exit as you would any other document on the web. Then, click on the **Collection Request** tab to return to the Forecast Manifest.

**Preparation Status**

  
**Complete**

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

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



20. The following table will be displayed and should show “Valid Recs (records).”

**Five Year Forecast - [REDACTED] (FY [REDACTED])**  
 Submission Number 2 (attempt 1)

---

Validation exceptions are listed by record type and exception severity.  
 To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

**Last Prepared:** Today at 02:48:08 PM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er	Depnd Invalid	Valid Recs
<a href="#">Forecast Notes</a>	0	0	0	0	0	0	2
<a href="#">Forecast Record</a>	0	0	5	0	5	0	65
<b>Total Counts:</b>	0	0	5	0	5	0	67

[Generate Full Validation Report](#)

21. Click the [Collection Request](#) tab to return to the Forecast Manifest. Click [Preview](#), choose HTML and then click on [Generate Preview](#) to see the following. Two files should appear at the bottom, [Forecast\\_Notes](#) and [Forecast\\_Record](#). To preview either click on the actual file.

**Preview Types**

Detail

---

**Output Options**

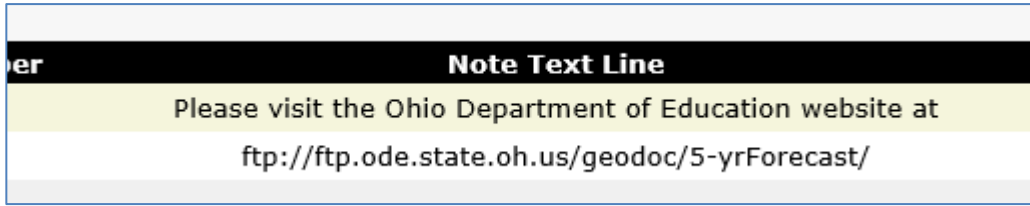
**Zip File:**  Download file as a compressed .zip (for faster downloads)

**File Format:**  CSV  
 HTML

[Generate Preview](#)

File	Submission 1			Sub 0
	Valid	Invalid	Total	Valid
<a href="#">Forecast_Notes.html</a>	2	0	2	0
<a href="#">Forecast_Record.html</a>	67	0	67	0
<b>Total counts:</b>	69	0	69	

22. You should see the following after clicking on the [Forecast\\_Notes.html](#) link:



After viewing both html files, close the preview window, and click on the [Collection Request](#) tab once again.

23. Click [Certify & Submit](#) in the **Actions** box on the Collections Request page.

24. Checkmark the “**I certify this collection**” box (your last name will display as Certified by) and click the red link at the bottom to [Certify & Submit](#).

**Five Year Forecast - [redacted] (FY [redacted])**  
Submission Number 2 (attempt 1) - Certification

Select the check box and click the link, to submit.

**Submission Details**

**Collection Requests:** Five Year Forecast - Required Spring Update (FY [redacted])

**Date & Time:** May 24, 20[redacted] 03:06:24 PM

**Statement of Certification**

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: [redacted] ★

**Comments (FOR YOUR USE ONLY, maximum 255 characters)**

[Empty text box]

[Certify & Submit](#) | [Cancel](#)

25. Click the **Submissions** tab at the top. Click the arrow next to Five Year Forecast.

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

Your Submissions table should list have many Collections and may look slightly different than this screen shot. Click on the black triangle icon at the left to view the status. Your Submission status should show Transmission Completed.

26. Click the blue link [Submission 1](#) to view the certification timestamps. On the page below, click “[Download Record Count File](#)” to confirm the submission looks complete.

The screenshot shows the SIFWorks VRF Data Collector interface in a Mozilla Firefox browser. The page title is "Submit Report Info" for a "Five Year Forecast FY██ (██) Reporting Period". The page is divided into two main sections: "Certification and submission details" and "Record Count".

**Certification Summary**

Prepare Date:	December 15, 20██ 09:04:39 AM
Certify Date:	December 15, 20██ 09:09:09 AM
Certified By:	No name, id: █████

**Submission Summary**

Submission:	1
Collection Request Version:	6
Submission Reason:	Initial Submission
Report Submitter:	National_Trail
Report Destination:	
Comment:	

**Record Count**

Click on the link below to download a file of record counts for this submission.

[Download Record Count File](#)

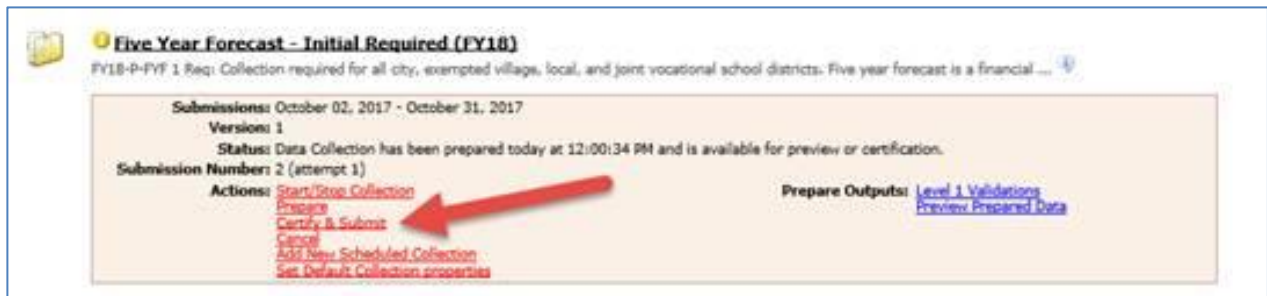
A red arrow points to the "Download Record Count File" link.

The data for your Five Year Forecast is now submitted!

## Submit Assumptions/Notes to ODE

Save your assumptions/notes as a PDF.

27. HCC recommends using the same naming convention as in past years, though that no longer appears to be required: District\_Name-IRN.
  - All parts of the district's name are separated with an underscore, followed by a dash and then the six digit IRN, containing NO spaces.
  - 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.
28. Once your submission of your Five Year Forecast is complete (collected, prepared & previewed), you'll see an option to "Certify & Submit".



29. Select that option and you'll then be presented with a new screen. Upload your pdf file, and then certify and submit as usual.

