

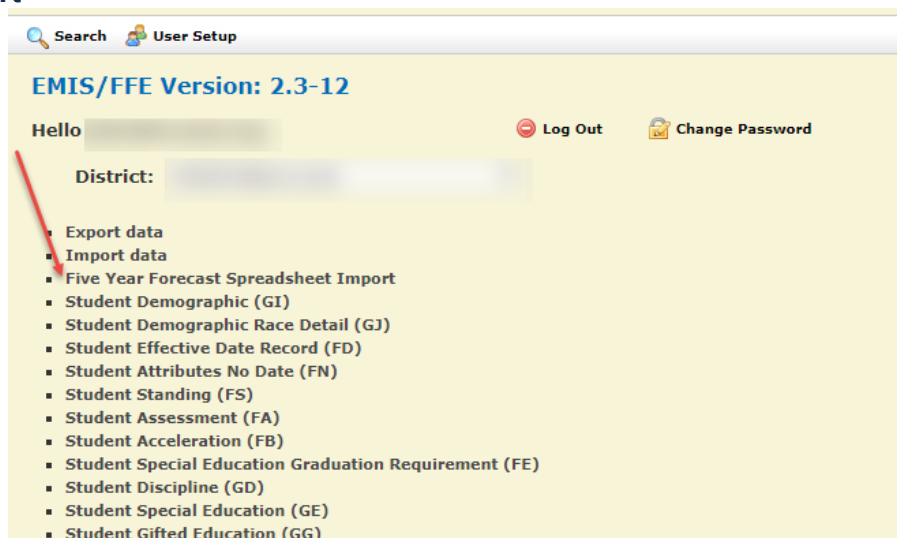
USAS-R Five Year Forecast Submission

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.
2. Download the excel format type.
3. Check the parameters tab to ensure that district name, county, and fiscal year are correct.
4. Next, enter forecast data into the forecast tab.
5. Save the forecast tab as a .csv file. Suggested naming convention should be DISTRICTNAME_FF_519.csv.

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

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



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.

- On the upload options page, please use 11 in the 'Number of Header rows at top.' All other fields will be correct. Choose your forecast.csv and select '**Import CSV File.**'

Import Five Year Forecast CSV File

Number of Header rows at top:

Column Contents:

Line Number:

3 Years Prior Actual:

2 Years Prior Actual:

1 Year Prior Actual:

Average Change:

Forecast Year 1:

Forecast Year 2:

Forecast Year 3:

Forecast Year 4:

Forecast Year 5:

Choose File No file chosen

- 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:

Column Contents:

Line Number:

3 Years Prior Actual:

Search User Setup

EMIS/FFE Version: 2.3-12

Hello

District:

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

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

9. A file will then be downloaded in the following format: IRN_FFE.SEQ.
10. In the data collector, 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

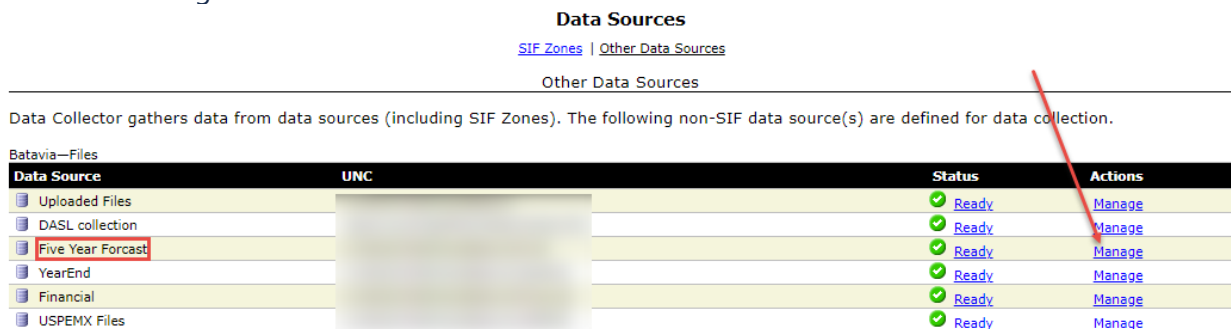
[SIF Zones](#) | [Other Data Sources](#)

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

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



Data Sources

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

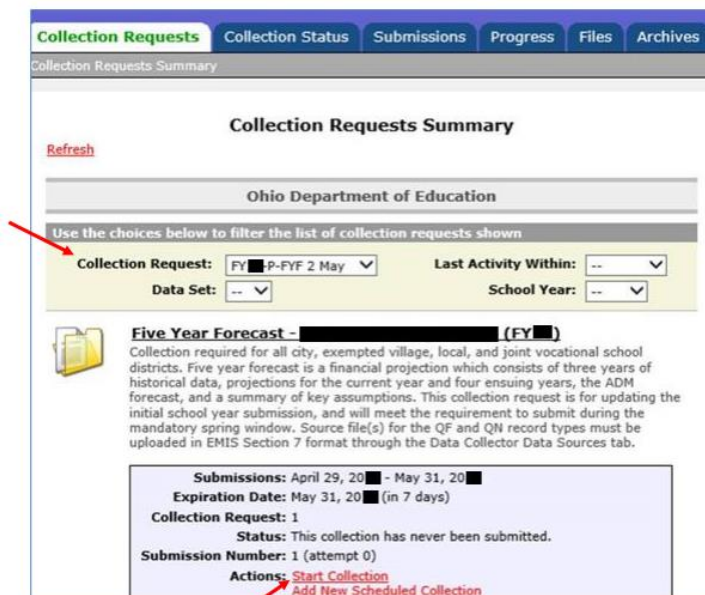
Other Data Sources

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
Five Year Forecast		Ready	Manage
YearEnd		Ready	Manage
Financial		Ready	Manage
USPEMX Files		Ready	Manage

12. 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

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](#)

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

Start Data Collection for all items checked below

<input type="checkbox"/> 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

14. After starting the data collection, 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

15. When the process shows complete for '**Five Year Forecast**,' select the '**Collections Requests**' tab and then select prepare. You can then view the Level 1 Validation Report by selecting the link and then generating the report. Once done viewing, close that window/tab and then select '**OK**' on the preparation status window.

Preparation Status

Complete

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

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

OK

16. View the validation records on the table seen below. If desired, select '**Generate Full Validation Report.**'
17. 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

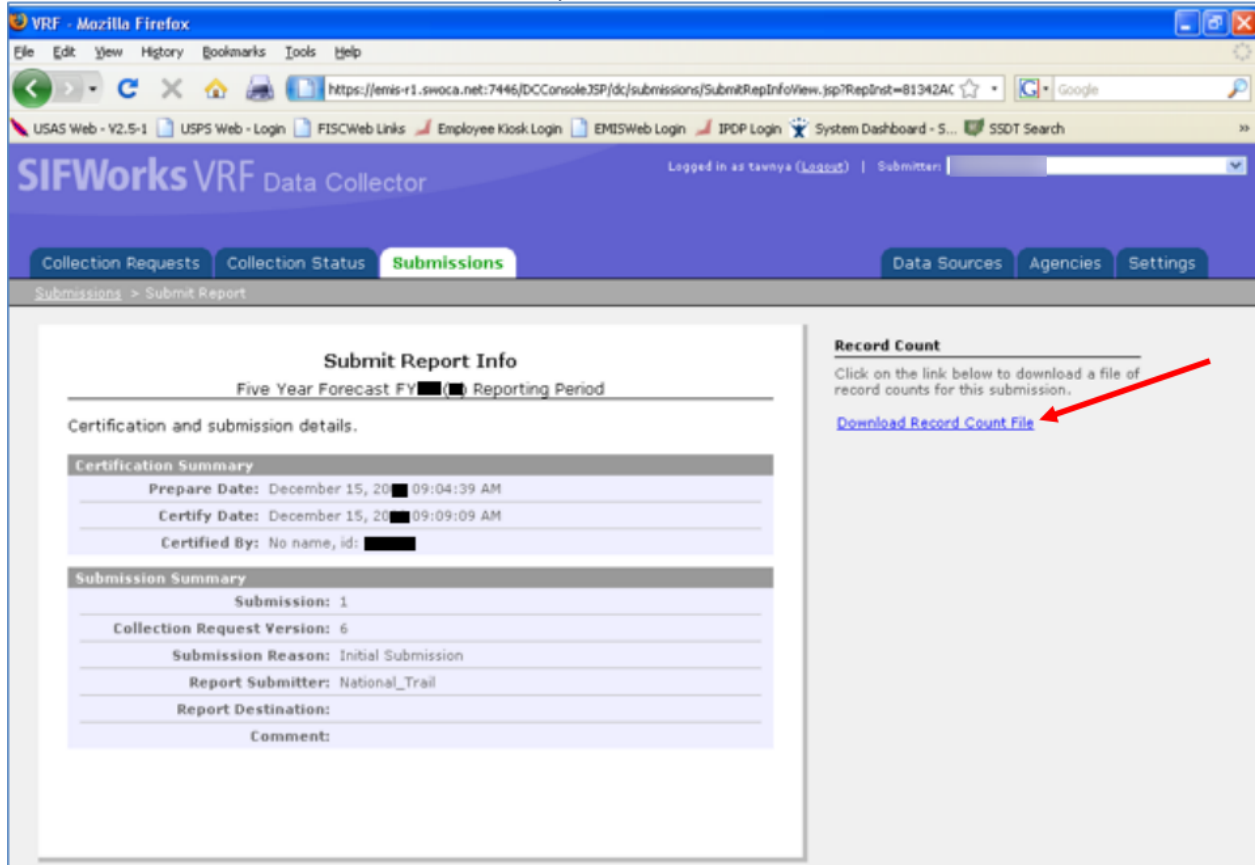
[Generate Preview](#)

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

18. 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)

19. Select the **Submission 1** link to view the certification timestamps. Select **Download Record Count File** to confirm submission is complete.



The screenshot shows the SIFWorks VRF Data Collector interface in a Mozilla Firefox browser. The page title is "VRF - Mozilla Firefox" and the address bar shows the URL: <https://emis-r1.swoca.net:7446/DCConsoleJSP/dc/submissions/SubmitRepInfoView.jsp?RepInst=81342AC>. The browser's bookmark bar includes links for "USAS Web - V2.5-1", "USPS Web - Login", "FISCWeb Links", "Employee Kiosk Login", "EMISWeb Login", "IPDP Login", "System Dashboard - 5...", and "SSDT Search".

The application header displays "SIFWorks VRF Data Collector" and indicates the user is logged in as "tawnya (Logout)". The "Submissions" tab is active, and the breadcrumb trail shows "Submissions > Submit Report".

The main content area is divided into two sections:

- Submit Report Info**:
 - Five Year Forecast FY [redacted] Reporting Period
 - Certification and submission details.
 - Certification Summary**:
 - Prepare Date: December 15, 20[redacted] 09:04:39 AM
 - Certify Date: December 15, 20[redacted] 09:09:09 AM
 - Certified By: No name, id: [redacted]
 - 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](#) (indicated by a red arrow)

20. 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, m exempted village, JVS, etc.) should not be part of the file name.

