



# 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 you use a five year forecast third party vendor, please skip to step 5

1. Go to **Periodic > Five Year Forecast** – To create a report like classic’s USASFF report.

2. For the Format Type, select Excel. Then click Generate File.

Five Year Forecast  
Format Type  
 CSV  Excel

Line	Description
01.010	General Property (Real Estate)
01.020	Tangible Personal Property Tax
01.035	Unrestricted Grants-in-Aid

3. On the Parameters worksheet of the Excel file, ensure that school district name, county, and fiscal year are each 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 SAMPLE SCHOOL DISTRICT  
County HAMILTON  
Fiscal Year 2020

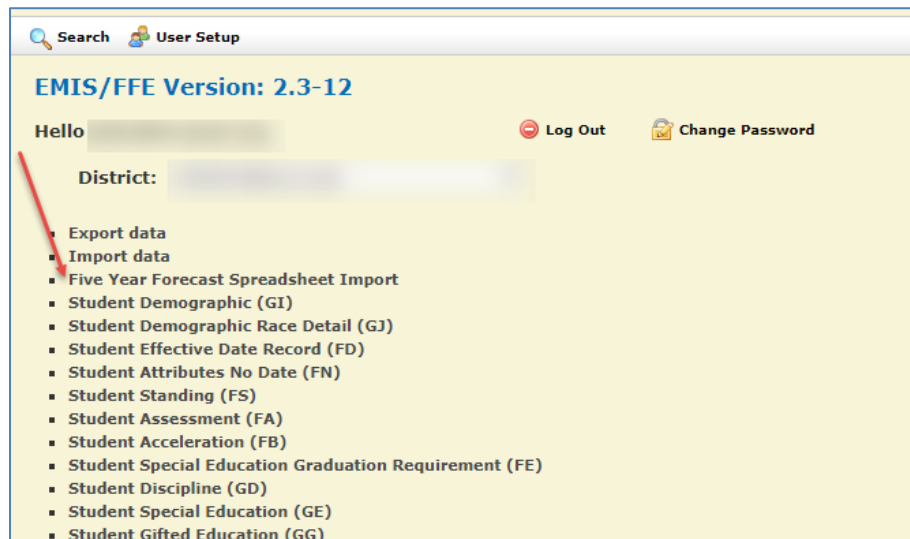
**Note: Do not change cells below this line**  
The cells below are scratch areas used to calculate amounts for use in the Charts sheet. If you remove or change any of these cells, the charts may not function.

4. Next, enter data on the Forecast worksheet.

**NOTE:** Ensure no data fields are blank. Enter zeroes into any blank fields.

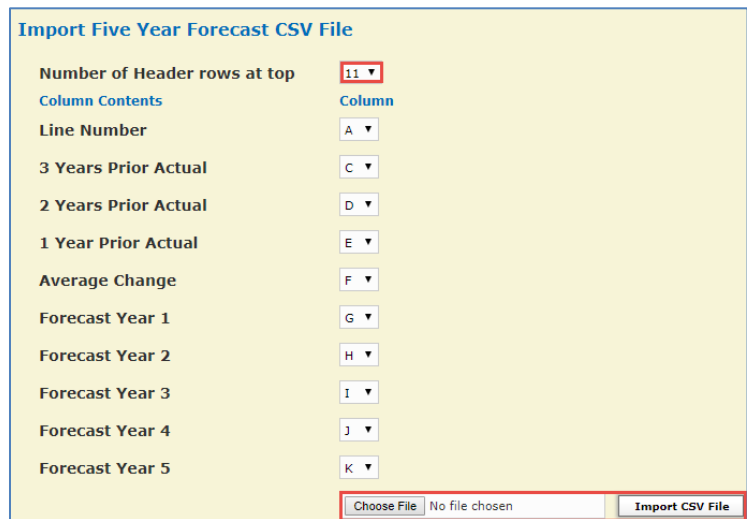
5. While still on the Forecast worksheet, save as a .csv file. Suggested naming convention should be: DISTRICTNAME\_FF\_1019.csv
6. Log into the EMIS Flat File Editor at <https://ssdt.esu.k12.oh.us/emisffe2/login/auth>

- Select 'Five Year Forecast Spreadsheet Import'

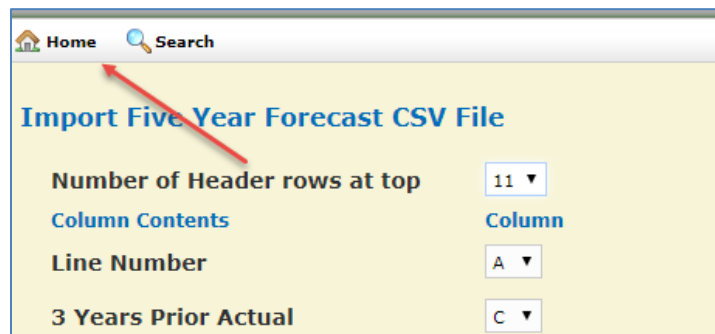


**NOTE:** Make sure the Five Year Forecast file you *last* uploaded to the Flat File Editor is removed.

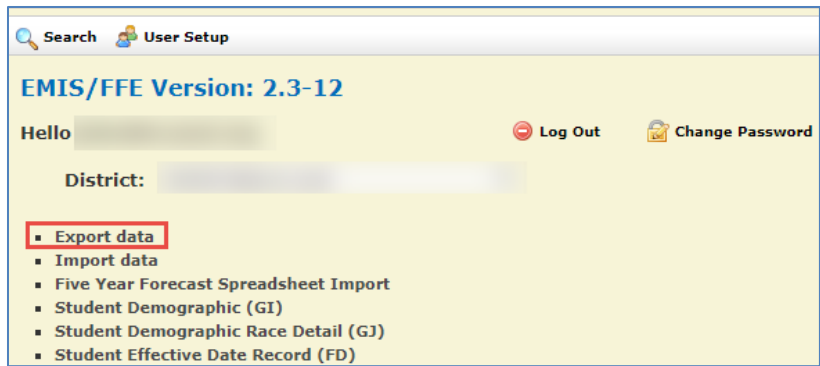
- On the upload options page, enter 11 in the 'Number of Header rows at top.' All other fields will be correct. Choose your forecast.csv File and click 'Import CSV File.'



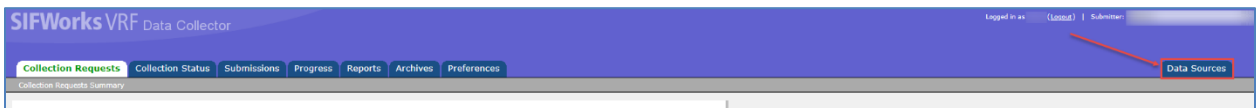
- After the file is imported, click Home to return to the main menu.



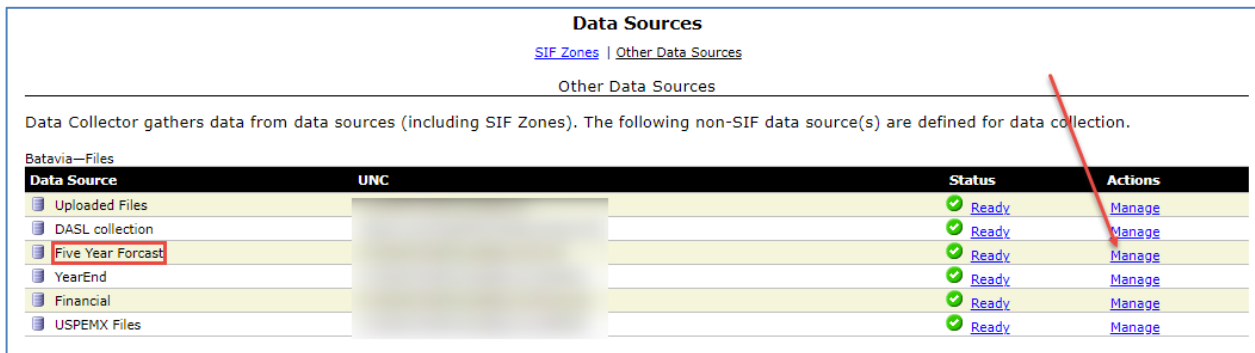
- Click 'Export Data.'  
A file will then download to include the district IRN in the name: IRN\_FFE.SEQ



- Log into the Data Collector. Click 'Data Sources' and then 'Other Data Sources'



- Click on 'Manage' for the Five Year Forecast.



- Click the Collection Requests tab. Find the forecast reporting period. Then click on Start Collection.

**Collection Requests Summary**

Ohio Department of Education

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

Collection Request: FY 19-P-FYF 2 May | Last Activity Within: -- | Data Set: -- | School Year: --

**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: This collection has never been submitted.  
 Submission Number: 1 (attempt 0)  
 Actions: [Start Collection](#)  
[Add New Scheduled Collection](#)

- Select the Five Year Forecast under Data Sources and then click Start Data Collection at the top.

**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