

# FIVE YEAR FORECAST

Presented by:

ACCESS

May 22, 2018

# \*ODE Notes

- Five Year Forecast –Required Spring Update (FY18):  
April 03, 2018 – May 31, 2018
- ORC 5705.391: Each district is required to submit forecasts annually in both October & May
- Do NOT ignore error messages. Review reports generated.
- Once the window closes, no further corrections can be made.
- ODE will perform financial analysis against data submitted.
- ODE will process forecast data on each business day.
- Forecasts should be posted 1-3 business days after submission.

# \*Forecast Requirements

- Data must be provided for the following lines:

1.010 - 1.070	Total Revenue
2.010 - 2.080	Total Revenue and Other Financing Sources
3.010 - 4.500	Total Expenditures
5.010 - 5.050	Total Expenditure and Other Financing Uses
6.010	Excess Rev & Oth Financing Sources over(under) Exp & Oth Financing
7.010	Beginning Cash Balance
7.020	Ending Cash Balance
8.010	Estimated Encumbrances June 30
9.010 – 9.080	Reservation of Fund Balance
10.010	Fund Balance June 30 for Certification of Appropriations
11.010 – 11.300	Revenue from Replacement/Renewal Levies
12.010	Fund Bal June 30 for Cert of Contracts, Salary Sched, Oth Obligations
13.010 – 13.030	Revenue from New Levies
14.010	Revenue from Future State Advancements
15.010	Unreserved Fund Balance June 30

# Validations

- ODE will be moving towards stricter validations in the Data Collector.
- Rounding errors over \$0.50 will reject
- All required lines must have data. Enter zeros if line is not applicable.
- If rejected, validation reports will display error record on top line & list all other lines.
- Known issue 11.30 – at times, rejects line for future years. ODE fixing issue.

# Assumption

- Assumptions will no longer be emailed.
- The Data Collector will now provide the ability to add attachments during the “Certify and Submit” phase.
- Assumptions must be added as an attachment.
- The Data Collector will prevent the submission without an attachment.
- The attachment can be in PDF or TXT format.
- It can include graphs, charts, text, etc.

# Submission Requirements

- **Two records** are needed to submit a Five-year forecast
  1. **QF record** – This will be created when the forecast is processed through EMISFFE. Save the file to your desktop so that it can be loaded into the Data Collector.
  2. **Notes in PDF or TXT** – These are the assumptions saved in a format ready to upload.

# Let's Get Started!



# Step 1: Create the Forecast

- There are 3 ways to create a forecast.
  1. Reflection program – at the Menu prompt, type USASFF. Execute the report. 2 files are created. FTP the USASFF.CSV file from Reflection to your desktop.
  2. SSDT Spreadsheets – available at:  
<http://ssdt.oecn.k12.oh.us/content/five-year-forecast-spreadsheets>
  3. Use a third party program.

**\*\*Please note: The Average Change column is required.**

**\*\*Save the spreadsheet in CSV Comma Delimited format.**

CSV (Comma delimited) (\*.csv)

# Step 2: Create the Assumptions

- Five Year Forecast Assumptions (or Notes) are used to explain your forecast.
- These must be saved in either PDF or TXT formats.
- \*Per ODE draft:

“If you need assistance with developing your forecast or if you would like to discuss five-year forecast details, please contact a member of our fiscal consulting team listed here:

<http://education.ohio.gov/Topics/Finance-and-Funding/Finance-Related-Data/School-Finance-Area-Coordinators-Directory>

Or contact Kim Richard, assistant director of financial analysis and fiscal oversight at (614) 387-0295  
or [Kim.Richard@education.ohio.gov](mailto:Kim.Richard@education.ohio.gov).”

# Step 3: EMISFFE – Delete Forecast

- Log into EMISFFE:

<https://ssdt.esu.k12.oh.us/emisffe2/login/auth>

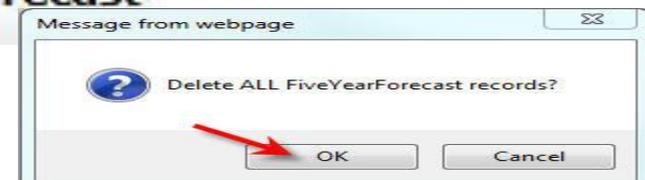
- Scroll down & Click on the Five-Year Forecast:
  - **Five-Year Forecast (QF)**

\*If figures are present, they need to be deleted.

\*At the top, click “Delete ALL Five Year Forecast”



\*Click “OK” to popup



\*Message should display in top bar:



# STEP 4: EMISFFE - Import

In the top bar, click on “Home”

- On the Main Menu, Select the third line item: “Five Year Forecast Spreadsheet Import”.

- Export data
  - Import data
  - Five Year Forecast Spreadsheet Import
- 

# STEP 5: EMISFFE – Import Mapping

- This screen needs to be mapped to correspond to your spreadsheet.
- **Number of Header rows at top** = Number of rows before 1.01 on spreadsheet.
- **Line Number** = Which column contains the row numbers. (1.01, 1.02, etc)
- **\* Years Prior Actual** = Columns where actual figures are.
- **Average Change** = Column where Average Change is.
- **Forecast Year 1-5** = Columns which hold forecasted year figures.



## Import Five Year Forecast CSV File

Number of Header rows at top

Count the number of rows on the spreadsheet that are blank or contain header information.

See example

Column Contents

Column

Line Number

What column are the line numbers located in? Exp: 1.01

3 Years Prior Actual

2 Years Prior Actual

Which columns are the Actual Fiscal Years located in?

1 Year Prior Actual

Average Change

Which column houses the Average Change values?

Forecast Year 1

Forecast Year 2

Forecast Year 3

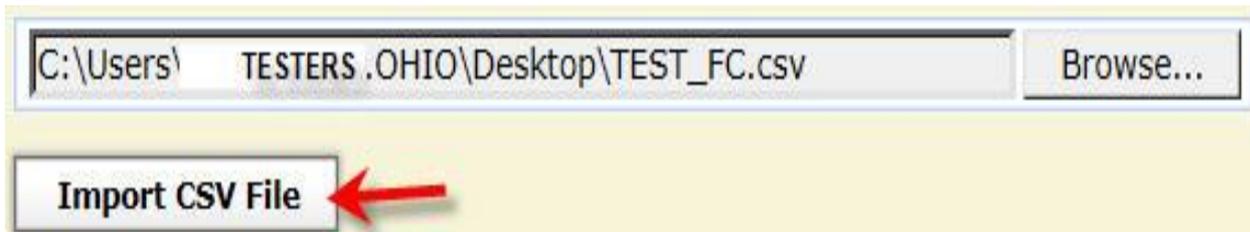
Which columns hold the Forecasted Fiscal Years for the next five years?

Forecast Year 4

Forecast Year 5

## Step 6: Import CSV File

- Once the forecast is mapped for import, at the bottom of the page, “Browse” & find the forecast which was saved in CSV format. “Open” to pull into the field.
- Click on “Import CSV File” button.



# Import Results

Message will display once file has loaded.

Review message.



TEST\_FC.csv has been processed, 1 records had errors and were not loaded.

### Import Five Year Forecast CSV File

**Record Errors:**  
Record number 0000016 was rejected for more details click [here](#)  
QF - Line Number: 2.060

A red arrow points to the word "here" in the error message.

Line 2.060 – Average Change – Exceeds maximum value of 999.99. Reduce % & notate change in assumptions.



**Record Errors:**  
Record number 0000016 was rejected to hide details click [here](#)  
QF - Line Number: 2.060  
Property [averageAnnualChange] of class [class org.nwoca.ssdt.emis.FFE.financial.FiveYearForecast] with value [1,508.7] exceeds maximum value [999.99]

Two red arrows point to the line number "2.060" and the value "1,508.7".

# Review Import Results

- If you were to go back to the Five Year Forecast in EMISFFE, you would see that line 2.060 did not load.

<u>536,077</u>	2.050
<u>536,078</u>	2.070

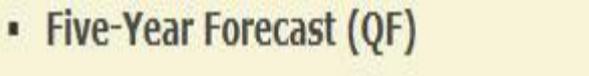


- To correct, you could either add the line in EMISFFE, or go back & correct your spreadsheet.
- Repeat steps after correcting spreadsheet.

# Successful Import

- Once the spreadsheet passes EMISFFE import validations, this message will display:



- Click on “Home”
- Forecast can be reviewed by scrolling to the bottom & selecting: 
- Note: The numbering is in a different order than what is on the spreadsheet. Take this into account for error messages.

# Step 7: Export Forecast

- In EMISFFE, on the main page, select the first item on the list: 

- On Export Options, change the Fiscal Year & Data Set:

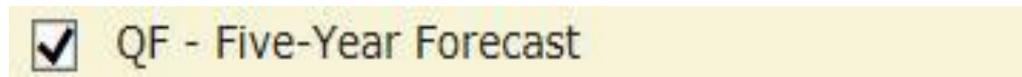


**Export Options**

Fiscal Year:

Data Set:

- One checkmark will default in on the QF file



QF - Five-Year Forecast

- Click on “Export File”

# Step 7: Export (con't)

- File name will be DistrictIRN#\_FFE.SEQ  
Exp: 012345\_FFE.SEQ
- Save this file to an area you can access later.



\*May display option to “Show in Folder” – depending on computer settings.

- Click on “Home” then “Log Out”

A yellow rectangular button with a red circular icon containing a white minus sign, followed by the text "Log Out".

# Step 8: Check Notes/Assumptions

- If changes had to be made to the Forecast which would impact the notes & assumptions, make those corrections in the appropriate area now.

For example: EMISFFE will only allow the Average Change column to reach 999.99%. If averages were changed on the forecast due to constraints in EMISFFE, those should be explained.

# **\*\*Future Data Collector**

ODE is moving security into district hands.

Users will log in with SAFE account based on privs granted. May be link within SAFE for SIF - TBD

Districts will be notified when this change takes place.

## **Data Collector**

Log in with your ODE SAFE account.

[Click here](#) to manage your SAFE account on ODE's website.

### **SIFWorks® VRF® Data Collector**

User Name:

Password:

Login

# Step 9: Data Collector

- Log into the Data Collector using your email alias & email password.

<http://emisr.access-k12.org:7006/DCCConsoleJSP/dc/Login.jsp>

**SIFWorks® VRF® Data Collector**

User Name:	<input type="text" value="smith"/>	<b>Use email alias (everything before @) Use email password</b>
Password:	<input type="password" value="email password"/>	
	<input type="button" value="Login"/>	

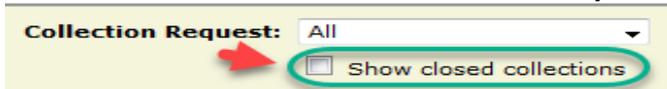
# \*\*New Features – Collection Request

- Collection Request Tab:

\*Blue background= Needs attention. Re-collect. Re-Prepare.

**Status:** Data Collection has been prepared on June 27, 2017 at 03:04:50 PM and is available for preview. You need to re-prepare to make it available for certification.

- Show closed collections option. Click on name for details.



- Minimized Manifest Notes:

## Five Year Forecast - Initial Required (FY18)

FY18-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 02, 2017 - October 31, 2017  
**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](#)

projection which consists of three years of historical data, projections for the current year and four ensuing years, and the ADM forecast. This collection request is for the initial school year submission, required by October 31 each year. Source file for the QF record type must be uploaded in EMIS Manual Section 7 format through the Data Collector Data Sources tab.

- Actions separated from Results:

**Submissions:** September 01, 2017 - December 22, 2017  
**Version:** 2  
**Status:** The collection was submitted yesterday at 03:41:31 PM by [redacted].  
**Submission Status:** Pending Processing (yesterday at 03:41:19 PM)  
**Submission Number:** 10 (attempt 1)  
**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

**From ODE:** [Level 2 Reports](#)

**Prepare Outputs:** [Level 1 Validations](#)  
[View submission 9 Data](#)

# **\*\*New Features**

- **Submissions Tab** – View revised.
- **Reports Tab** – This is where rights will be granted to view – Exp: Principals

## **Reports**

[Level 1 Reports](#) | [Level 2 Reports](#) | [Received Files](#)

- \*Level 1 – created by collection
- \*Level 2 – returned by ODE
- \*Received Files – files received by ODE

## **\*\*New Features - Tabs**

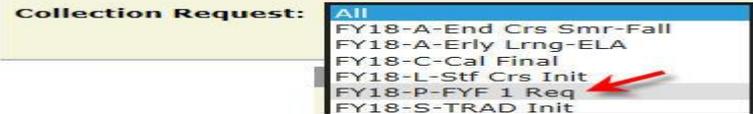
- **Preferences tab** – allows user to customize defaults.
- **Authorizations Tab** – \*Future tab. Will be activated when security is turned over to district through SAFE. Must have Data Collection Administration Role to see tab. Roles & rights will be granted through this tab.

# Step 10: Data Sources

- To the right, click on the Data Sources. 
- Click on “Other Data Sources”. 
- Click on “Manage”. 
- \*May see Oct Forecast in list. Can delete.
- Click on “Upload Files”. 
- Browse to find IRN\_FFE.SEQ. 
- Click on “Open” to pull into field.
- Click on “Upload”.  Will see file in list.

Currently Uploaded File(s)	
File Name	
<input type="checkbox"/>	IRN _FFE.SEQ

# Step 11: Start Collection

- Click on “Collection Requests Tab”. 
- Either select the manifest from the list or scroll down to locate. 
- Click on “Start Collection” 
- Check the XXXX Flatfile box & Click on “Start Data Collection for all items checked below”

Start Data Collection for all items checked below



EMIS Formatted Files	
Data Sources	
<input checked="" type="checkbox"/>	DIST Flatfile

# Step 12: Prepare

- Check Status Message.
- Click “Prepare”

**Five Year Forecast - Initial Required (FY18)**  
FY18-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational

**Submissions:** October 02, 2017 - October 31, 2017  
**Version:** 1  
**Status:** Data Collection completed successfully today at 08:59:14 AM.  
**Submission Number:** 1 (attempt 0)  
**Actions:** [Start/Stop Collection](#)  
[Prepare](#)  
[Cancel](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)



- Click “OK” on Preparation Status.
  - Check Status message.
- Status:** Data Collection has been prepared today at 09:01:57 AM and is available for preview or certification.
- \*\*If any Level 1 Validations report generate, review.

# Step 13: Preview

- Click on “Preview Prepared Data” Prepare Outputs: [Preview Prepared Data](#)
- Click on “Generate Preview”. Verify.

File	Valid	Invalid	Total		Valid
 <a href="#">Forecast_Record.csv</a>	67	0	67		0
Total counts: 67 0 67 <a href="#">Last</a>					

- Should show all records as Valid.
- Invalid should = 0.
- Valid (last column) shows the number of records submitted previously.
- Can Click on “Forecast Record.csv” to see figures.

# Step 14: Certify & Submit

- Click on “Certify & Submit”. Found either to the right of the Preview or on the Collection Requests tab.

[Certify & Submit...](#)

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

-  Attach Assumptions here!! Required!

**File upload is: required** ←

This file contains the assumptions regarding the Five Year Forecast.

File To Upload:   **Required File Status:** None (not uploaded)

- Browse to find your assumptions in PDF or txt format.
- Click on “Upload File” [Upload File](#)

# Step 14: Certify & Submit (con't)

- Check the box to certify the collection.

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.

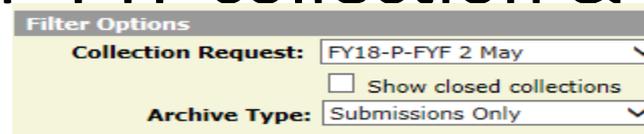
I certify this collection

- Click on “Certify & Submit”. [Certify & Submit](#)
- Check the Status on the Collection Request tab for the notification that the collection has been sent.
- In 3-5 days, verify ODE’s forecast posting.

<http://fyf.oecn.k12.oh.us/default.asp>

# Step 15: Verify

- Once your forecast has been submitted, ODE has provided the ability to see what they are receiving.
- Click on the “Archives” Tab (at the top)
- Filter on the FY18-P-FYF collection & submissions only
- Click on “List Archives”. A zip file will display. Click on line to open files. Three files should display.

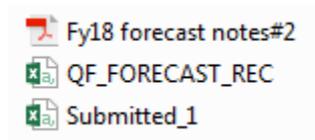


Filter Options

Collection Request: FY18-P-FYF 2 May

Show closed collections

Archive Type: Submissions Only



Open each & verify.

# \*Review Forecast on ODE Website

Please verify the following:

- There are no missing lines.
- The information is complete – verify sub-totals. There have been instances where the detailed lines don't add up because a line was missing.
- The proper forecast has been posted.
- The proper amounts are reported on the proper lines.

Whew!!  
You're done.

