

## FY18 Change for financial forecast certify and submit

There are some changes to the submission process for FY18 P – 5 Year Financial Forecast. Both the forecast and assumptions will be submitted through the Data Collector. **DO NOT SEND YOUR ASSUMPTIONS THROUGH EMAIL to ODE.**

1. You can still send your forecast to [helpfiscal@mveca.org](mailto:helpfiscal@mveca.org). We will convert your spreadsheet to the format required and upload it to the Data Collector (DC). We will send you an email that it's ready to be collected.
2. You (or someone at your district with submission rights) will login to the DC and select the "FY18-P-FYF 1 Req". This will bring the manifest to the top of the list.
3. Then click Start Collection

[Collection Requests](#) [Collection Status](#) [Submissions](#) [Progress](#) [Reports](#) [Archives](#) [Preferences](#)

Collection Requests Summary

### Collection Requests Summary

Ohio Department of Education

[Refresh](#) | [Restore Defaults](#)


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

Collection Request: FY18-P-FYF 1 Req Data Set: All School Year: All

☐ 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 recent

 **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

**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](#)

4. Check the 5YR4 Data Source and then click “Start Data Collection for all items checked below”.

**Collection Requests** | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary > Start Collection

### Five Year Forecast - Initial Required (FY18)

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"/> SIS             | ✓ <a href="#">Ready</a> | Not Started       |
| <input checked="" type="checkbox"/> 5YR4 | ✓ <a href="#">Ready</a> | Not Started       |
| <input type="checkbox"/> H               | ✓ <a href="#">Ready</a> | Not Started       |

**Scope of execution**

Perform: ☒ Collect Only ☐ Collect and Prepare

5. Click refresh to see additional options

**Collection Requests** | Collection Status | Submissions | Progress

Collection Requests Summary

**Collection Requests**

[Refresh](#) | [Restore Defaults](#)

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

Collection Request:  ☐ Show closed collections

**Sort Order**

Order Collections By: ☐ Submission Close Date ☒ A-Z ☐ Z-A ☐ A-

**Five Year Forecast - Initial Required (FY18)**

FY18-P-FYF 1 Req: Collection required for all city, exempted village,

**Submissions:** October 02, 2017 - October 31, 2017

**Version:** 1

**Status:** Data Collection starting.

**Submission Number:** 1 (attempt 0)

**Actions:** Waiting for data collection to start

[Set Default Collection properties](#)

6. Click Prepare and then OK when prepare completes.

**Collection Requests** | Collection Status | Submissions | Progress | Reports

Collection Requests Summary

**Collection Requests**

Ohio Department of Education

[Refresh](#) | [Restore Defaults](#)


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

Collection Request:  Data Set:

☐ 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

 **Five Year Forecast - Initial Required (FY18)**

FY18-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts.

Submissions: October 02, 2017 - October 31, 2017

Version: 1

Status: Data Collection completed successfully today at 11:19:16 AM.

Submission Number: 1 (attempt 0)

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

[Refresh](#) | [Restore Defaults](#)

7. Click Preview Prepared Data

**Collection Requests** | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary

**Collection Requests Summary**

Ohio Department of Education

[Refresh](#) | [Restore Defaults](#)


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 (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: Data Collection has been prepared today at 11:24:01 AM and is available for preview or certification.

Submission Number: 1 (attempt 1)

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

Prepare Outputs: [Preview Prepared Data](#)

[Refresh](#) | [Restore Defaults](#)

8. Click Generate Preview –

**Collection Requests** | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary > Preview

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**Five Year Forecast - Initial Required (FY18)**  
Submission Number 1 (attempt 1), LEA: Chillicothe City Schools

Select the options and click on the Generate Preview link to create the preview.

**Last Prepared:** Today at 11:24:01 AM

**Preview Types**

☒ Detail

**Output Options**

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

**File Format:** ☐ HTML ☒ CSV

**Include in CSV files:** ☒ Data only  
☐ Data and Fatal exceptions  
☐ Data and All exceptions

[Generate Preview](#)

9. It will display a record count. Click on the csv file to open it. Confirm that we loaded the correct forecast.

**Collection Requests** | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary > Preview

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**Five Year Forecast - Initial Required (FY18)**  
Submission Number 1 (attempt 1), LEA: Chillicothe City Schools

Select the options and click on the Generate Preview link to create the preview.

**Last Prepared:** Today at 11:24:01 AM

**Preview Types**

☒ Detail

**Output Options**

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

**File Format:** ☐ HTML ☒ CSV

**Include in CSV files:** ☒ Data only  
☐ Data and Fatal exceptions  
☐ Data and All exceptions

[Generate Preview](#)

**Need to make changes?**

If you are not satisfied with this data, click on the Collection Requests tab and cancel the collection (or use the Start/Stop Collection link below) to re-collect from the data source (s). You can then Prepare and Preview the collection again.

[Start/Stop Collection...](#)

**Certification / Submission**

Once you have previewed the collection and are satisfied with its contents, click the link below to certify it and submit it to Ohio Department of Education.

[Certify & Submit...](#)

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

10. There is a Certify & Submit option on this page or you can click the Collection Request tab and certify and submit from the first page.

11. Add you pdf assumptions at this time. Browse to where they are saved and click Upload File.

**Collection Requests** | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary > Preview > Certify & Submit

### Five Year Forecast - Initial Required (FY18)

Submission Number 1 (attempt 1) - Certification

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:** O:\FISCAL\5yr4cast\fy18 5yr4ch\Chillicothe-043745.pdf **Browse...** **Required File Status:** None (not uploaded)

[Upload File](#)

**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: Dinnen

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

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

12. The Required File Status will change to show that the file was uploaded successfully and will be included in the submission. Check the "I certify this collection" box and then Certify and Submit.

**Collection Requests** | Collection Status | Submissions | Progress | Reports | Archives | Preferences

Collection Requests Summary > Preview > Certify & Submit

### Five Year Forecast - Initial Required (FY18)

Submission Number 1 (attempt 1) - Certification

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:** O:\FISCAL\5yr4cast\fy18 5yr4ch\Chillicothe-043745.pdf **Browse...** **Required File Status:** File Uploaded

File: 'Chillicothe-043745.pdf' will be included with the submission

[Remove File](#)

**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: Dinnen

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

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

Process complete!!