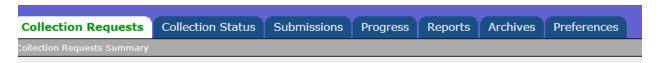
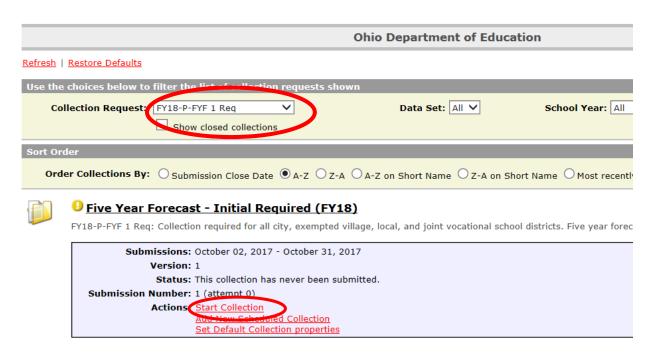
FY18 Change for financial forecast certify and submit

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.**

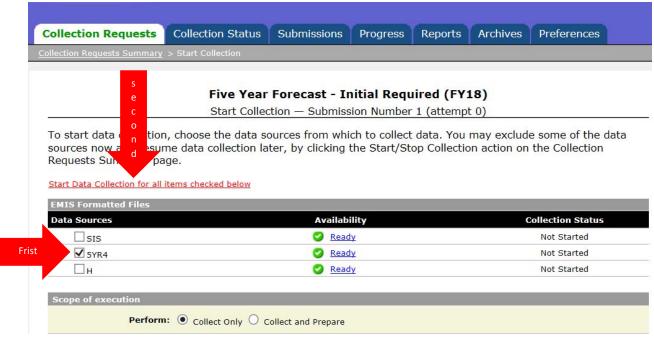
- You can still send your forecast to <u>helpfiscal@mveca.org</u>. We will convert your spreadsheet to the format required and upload it to the Data Collector (DC). We will send you an email that it's ready to be collected.
- 2. You (or someone at your district with submission rights) will login to the 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



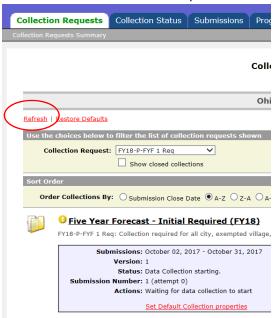
Collection Requests Summary



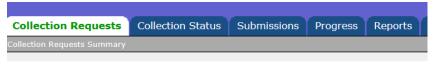
4. Check the 5YR4 Data Source and then click "Start Data Collection for all items checked below".



5. Click refresh to see additional options



6. Click Prepare and then OK when prepare completes.



Collection Requests

				Ohio Department of	
Refresh Restore Defaults					
Use the choices below to filter the list of collection requests shown					
Colle	ection Request:	FY18-P-FYF 1 Req	~	Data Set: All 🗸	
		Show closed collecti	ons		
Sort Order					
Order Collections By: O Submission Close Date O A-Z O Z-A O A-Z on Short Name O Z-					
Five Year Forecast - Initial Required (FY18)					
FY18-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocatio					
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 Sche Set Default Co			
		SSE Deladic Co	посстоть ргоро	100	

Refresh | Restore Defaults

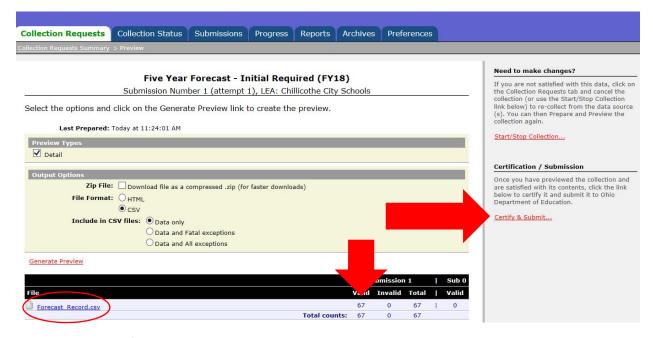
7. Click Preview Prepared Data



8. Click Generate Preview -

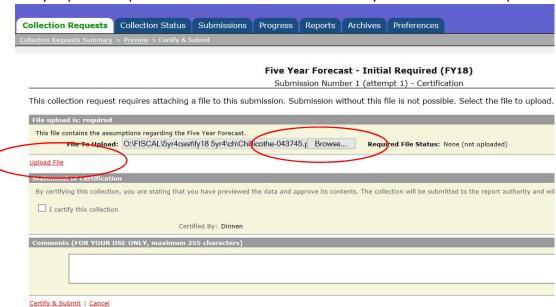


9. It will display a record count. Click on the csv file to open it. Confirm that we loaded the correct forecast.

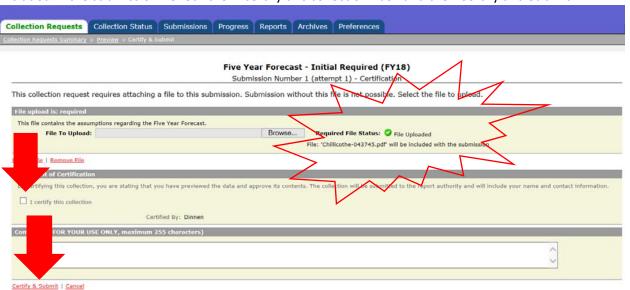


10. There is a Certify & Submit option on this page or you can click the Collection Request tab and certify and submit from the first page.

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



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.



Process complete!!