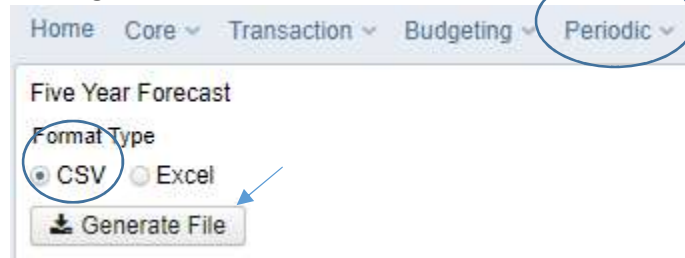


## Directions for financial forecast certify and submit

1. Create the 5 year forecast spreadsheet for the 3 prior years, average change and current year.

### Redesign:



### Classic:

- Run USASFF
  - File transfer the USASFF.CSV to a local drive
2. Complete the forecast years on the spreadsheet.
  3. Save as a csv.
  4. You (or someone at your district with submission rights) will login to the DC and select the “FY22-P-FYF 2 May”. This will bring the manifest to the top of the list.
  5. Then click Start Collection

A screenshot of a web application interface for the Ohio Department of Education. The top navigation bar includes tabs: 'Collection Requests', 'Collection Status', 'Submissions', 'Progress', 'Reports', 'Archives', 'Messages', 'Resources', and 'Preferences'. The 'Collection Requests' tab is active. Below the navigation bar, there is a 'Message Center' section with a list of messages. The 'Messages for All Users' section shows 1 unread message. Below the messages, there is a 'Collection Requests Summary' section. This section has a header 'Ohio Department of Education' and a sub-header 'Use the choices below to filter the list of collection requests shown'. The filter section includes a 'Collection Request' dropdown menu with 'FY22-P-FYF 2 May' selected (circled in red), a 'Data Set' dropdown menu with 'All' selected, a 'School Year' dropdown menu with 'All' selected, and a 'Last Activity Within' dropdown menu with 'All' selected. Below the filter section, there is a 'Sort Order' section with radio buttons for 'Submission Close Date', 'A-Z', 'Z-A', 'A-Z on Short Name', 'Z-A on Short Name', and 'Most recently active'. The 'A-Z' radio button is selected. Below the sort order section, there is a detailed view for the 'FY22-P-FYF 2 May' collection request. This view includes a title 'Five Year Forecast - Required Spring Update (FY22)', a description, and a list of actions: 'Start/Stop Collection', 'Prepare', 'Certify &amp; Submit', 'Cancel', and 'Add New Scheduled Collection'. There is also a 'Prepare Outputs' link with the text 'Preview Prepared Data'.

6. Optional: 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.

7. 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

8. 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](#)

9. Click Prepare and then OK when prepare completes.

Collection Requests

Collection Status

Submissions

Progress

Reports

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

▼

☐ 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. Five year forecast is a financial ...

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](#)

10. Click Preview Prepared Data

Collection Requests

Collection Status

Submissions

Progress

Reports

Archives

Preferences

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

▼Last Activity Within: 


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 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](#)

11. Click Generate Preview –

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

Collection Requests Summary > Preview

---

**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](#)

12. 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

---

**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](#)

File	Valid	Invalid	Total	Sub 0
<a href="#">Forecast Record.csv</a>	67	0	67	0
<b>Total counts:</b>	67	0	67	

**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...](#)

13. 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.

14. Add your pdf assumptions at this time. Browse to where they are saved and click Upload File. Do not email your assumptions to ODE.

**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 5yr4\chl\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

☐ I certify this collection

Certified By: Dinnen

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

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

15. 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:** [Remove File](#) **Browse...** **Required File Status:** **File Uploaded**

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

**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!!