Directions for financial forecast certify and submit

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



- 2. Complete the forecast years on the spreadsheet.
- 3. Save as a csv.
- Send an email to <u>helpfiscal@mveca.org</u> to request we convert the CSV file to a .SEQ file or convert the CSV to a .SEQ file using the flat file editor Once MVECA has sent the SEQ file to you:
- 5. Click on the Data Sources Tab in the data collector
 Collecton Requests Collection Status Submissions Progress Reports Archives Messages Resources Preferences
 Data Sources Other Data Sources
- 6. Click on Other Data Sources

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4	<i>'</i> .	

	Data Sources SIF Zones Other Data Source		
ata Collector gathers	s data from data sources (including SIF Zones). The following n	on-SIF data source(s) are defined for dat	a collection.
Select All Select None			
Select All Select None airborn City Schools—Files Data Source	UNC	Status	Actions
Select All Select None airborn City Schools—Files Data Source	UNC E:\Pearson\EMISUpload\FB	Status Status	Actions Manage
Select All Select None airborn City Schools—Files Data Source SIS SIS SYR4	UNC E:\Pearson\EMISUpload\FB E:\Pearson\EMISUpload\FB\SYR4	Status Ready Ready	Actions Manage Manage
Select All Select None sirborn City Schools—Files Data Source SIS SYR4 SYR4 H	UNC E:\Pearson\EMISUpload\FB E:\Pearson\EMISUpload\FB\SYR4 E:\Pearson\EMISUpload\FB\H	Status © <u>Ready</u> © <u>Ready</u> © <u>Ready</u>	Actions Manage Manage Manage

Data So

- 8. Then click on manage under 5YR4, see above
- 9. Click on Upload Files, then browse to find your 5 year forecast CSV file

	Manage Files	
	Other Data Sources — 5YR4	
Use the options below to manage files for this data s	source.	
Select All Select None Upload File(s)		
Currently Uploaded File(s)		
File Name	Upload Date	Size
Upload File(s) Delete Selected Cancel		

File Upload

order bata boardeb britti	Othe	er Data	Sources	- 5YR4
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Use the form below to upload files to the data source.

Upload		
Data Source	Name: 5YR4	
Target UNC L	cation: E:\Pearson\EMISUpload\FB\5YR4	
File To	Upload Choose File No file chosen	
Upload Cancel		
		

- 10. Click Upload once you have Choosen the CSV file
- 11. Go to the Collection Requests tab and select the "FY23-P-FYF 1 Req". This will bring the manifest to the top of the list.

Collection Requests	Collection Status	Submissions	Progress	Reports	Archives	Messages	Resources	Preferences	
Collection Requests Summary									
Message Center Click	on the triangle to show t	he list of topics for (each message I	type. Click on	the topic link t	o see the messa	ige text. <mark>Export r</mark>	nessages to a .csv file	
My Messages (0 Unread	Messages, 0 total)								
Messages for Organizations	s (0 Unread Messages,	0 total)							
▶ 🧿 Messages for All U	lsers (1 Unread Mess	ages, 1 total)							
Show messages which are:	🗆 Expired 🛛 Hidd	en							
			Collection	Poques	Cumme	P1/			
			Conection	Reques	is Summa	TY			
			Ohio Dep	artment o	f Educatio	n			
Refresh Restore Defaults	<u>Hide Message Center</u>								
Use the choices below t	o filt ene list or com	tion requests sho	own						
Collection Request	FY22-P-FYF 2 May		D	ata Set: All	~	School Year:	All 🗸	Last Activity Within:	All
		tions							
Sort Order									
Ouder Collections B			0	0		0			
Order Collections By	Close I Submission Close I	Date 🔍 A-Z 🔾 Z-A	A O A-Z on SI	nort Name	Z-A on Short	Name O Most i	ecently active		
Five Year Fo	orecast - Required	Spring Update	e (FY22)						
FY22-P-FYF 2 Ma	y: Collection required for	all city, exempted	village, local, a	nd joint vocat	ional school dis	stricts. Five year	forecast is a fina	incial 🞐	
Sub	missions: April 01, 2022	- May 31, 2022 (2)	5 davs till close)					10
	Version: 1	,		, ,					
Outputeries	Status: Data Collection	n has been prepare	d today at 08:3	8:20 AM and	is available for	preview or cert	ification.		
Submission	Actions: Start/Stop Col	llection				Prepare	Outputs: Previo	ew Prepared Data	
	Prepare Certify & Subr	nit				1. Alexandre	111 111		
	Cancel								
	Add New Sche	duied Collection							

- 1. Then click Start/stop Collection
- 2. Check the 5YR4 Data Source and then click "Start Data Collection for all items checked below".

Collection Requests S	Summary	> Start Collection					
	s						
	e	Five Yea	r Forecast - II	nitial Requ	ired (FY:	18)	
	С	Start Colle	ection — Submise	sion Number	1 (attemp	t 0)	
sources now a Requests Sun	d pag	ne data collection la ge.	ater, by clicking	the Start/St	op Collectic	on action on	the Collection
<u>Start Data Collecti</u> EMIS Formatted	<u>on for all it</u> I Files	tems checked below					
<u>Start Data Collecti</u> EMIS Formatted Data Sources	on for all il I Files	tems checked below	Availab	ility	_	C	Collection Status
Start Data Collecti EMIS Formatted Data Sources	on for all it	tems checked below	Availab 🥝 <u>Reac</u>	ility dy	_	c	Collection Status Not Started
Start Data Collecti EMIS Formatted Data Sources □ SIS ☑ SYR4	on for all it	tems checked below	Availab Reac Reac	ility dy dy		c	Collection Status Not Started Not Started

3. Click refresh to see additional options

Collection Requests	Collection Status	Submissions	Prog
Collection Requests Summary			
			Colle
\frown			Ohi
Refresh Restore Defaults			
Use the choices below t	o filter the list of colle	ction requests sh	own
Collection Request	FY18-P-FYF 1 Reg	~	
5	Show closed collec	tions	
Sort Order			
Order Collections By	: O Submission Close (Date 🖲 A-Z 🔾 Z-	a O a-
Five Year	Forecast - Initial	Required (FY)	18)
FY18-P-FYF 1 Re	eq: Collection required for	all city, exempted	village,
Sub	missions: October 02, 2	017 - October 31, 3	2017
	Version: 1		
	Status: Data Collectio	n starting.	
Submission	Number: 1 (attempt 0)		
	Actions: Waiting for da	ata collection to sta	rt
	Set Default C	ollection properties	

4. Click Prepare and then OK when prepare completes.

Collection Requests	Collection Status	Submissions	Progress Reports
Collection Requests Summary			
			Collection Requests
			Ohio Department of
Refresh Restore Defaults			
Use the choices below to	filter the list of colle	ction requests sh	own
Collection Request:	FY18-P-FYF 1 Req	✓	Data Set: All 🗸
Sort Order			
Order Collections By:	O Submission Close	Date 🖲 A-Z 🔾 Z-	A OA-Z on Short Name OZ
O Five Year FY18-P-FYF 1 Rec	Forecast - Initial	Required (FY1	L 8) village, local, and joint vocatio
Subn	nissions: October 02, 2 Version: 1	2017 - October 31, :	2017
Submission	Number: 1 (attempt 0))	ssiuny today at 11:19:16 AM.
4.4464.44994 ⁴⁷ 14631933863	Actions: <u>Start/Stap</u> C Prepare <u>Cancel</u> Add New Sch Set Default C	ollection eduled Collection Collection properties	

Refresh | Restore Defaults

5. Click Preview Prepared Data

Collection Requests	Collection Status	Submissions	Progress	Reports	Archives	Preferences
Collection Requests Summary						
			Collection	n Request	ts Summa	ry
			concettor	ricquest	5 Summa	.,

	Ohio Department of Education
Refresh	1 Restore Defaults
Use ti	he choices below to filter the list of collection requests shown
(Collection Request: FY18-P-FYF1 Reg V Data Set: All V School Year: All V Last Activity Within: All V Show closed collections
Sort (Drder
o ()	rder Collections By: Osubmission Close Date OA-Z OZ-A OA-Z on Short Name OZ-A on Short Name OMost recently active
	FY18-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial 🌖
	FY1B-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial 🎐
	FY1B-P-FYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial 9 Submissions: October 02, 2017 - October 31, 2017 Version: 1
	FY1B-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.

Refresh | Restore Defaults

6. Click Generate Preview -

Collection Requests	Collection Status	Submissions	Progress	Reports	Archives	Preferences
ollection Requests Summary	> Preview					
	Five Year	Forecast - II	nitial Requ	ired (FY:	18)	
2	Submission Num	ber 1 (attempt	1), LEA: Chi	llicothe City	y Schools	
Select the options and	click on the Genera	te Preview link	to create the	e preview.		
Last Prepared:	Today at 11:24:01 AM					
Preview Types						
Detail						
Output Options	. 🗆	1.1.16		1.2		_
zip rite	Download file as a	compressed .zip (foi	r faster downio	ads)		
File Format						
1000000000	€ CSV					
Include in G	SV files: Data only					
	Data and I	atal exceptions				

7. 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 Ar	chive	Pref	eren <u>ces</u>			
Collection Requests Summary > Preview						
					- 1	Need to make changes?
Five Year Forecast - Initial Required (FY18)	If you are not satisfied with this data, click on					
Submission Number 1 (attempt 1), LEA: Chillicothe City Sch Select the options and click on the Generate Preview link to create the preview.	IOOIS					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.
Preview Types						Start/Stop Collection
☑ Detail						
	_	_	_			Certification / Submission
Zip File: Download file as a compressed zin (for faster downloade)						Once you have previewed the collection and
File Format: OHTML						below to certify it and submit it to Ohio
● csv						Department of Education.
Include in CSV files: Data only						Certify & Submit
O Data and Fatal exceptions						
O Data and All exceptions						
Generate Preview						
		omission	1	s	ub O	
File	Vd	Invalid	Total	IV	alid	
Erecast Record.csv	67	0	67	1	0	
Total counts:	67	0	67			

8. 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.

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

	Five Year Forecast - Initial Required (FY18)
3	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 up
File upload is: required	
This file contains the assu	mptions regarding the Five Year Forecast.
File to upioau	: O:\FISCAL\byr4cast\fy18 byr4\ch\Chitticothe-043/45.r Browse Required File Status: None (not uploaded)
Unland File	: O:\FISCAL\byr4cast\fy18 byr4\ch\Chilicothe-043745.r Browse Required File Status: None (not uploaded)
Upload File	: O:\F\SCAL\byr4cast\fy18 byr4\ch\Chilicothe-043745.t Browse Required File Status: None (not uploaded)
Upload File Statement of certification	Required File Status: None (not uploaded)
Upload File Statement of certification By certifying this collection	C:\FISCAL\byr4cast\fy18 byr4\ch\Chillcothe-043745.f Browse Required File Status: None (not uploaded) n n, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority
Upload File Statement of certification By certifying this collection I certify this collection	C:\FISCAL\byr4cast\fy18 byr4\ch\Chillcothe-043745.f Browse Required File Status: None (not uploaded) n n, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority
Upload File Statement or certificatio By certifying this collection I certify this collection	CONFISCAL byr4castify18 byr4/ch/Chillcothe-043/45.r Browse Required File Status: None (not uploaded) Required File Status: None (not uploaded)
Upload File Staticancuit of certificatio By certifying this collection I certify this collection	Certified By: Dinnen Certified By: Dinnen Certified By: Dinnen Certified By: Dinnen
Upload File Stotement of Certificatio By certifying this collectio I certify this collection Comments (FOR YOUR L	Certified By: Dinnen SE ONLY, maximum 255 characters) Required File Status: None (not uploaded)
Upload File Stotement of certificatio By certifying this collectio I certify this collection Comments (FOR YOUR to	Certified By: Dinnen SE ONLY, maximum 255 characters) Required File Status: None (not uploaded) Required File Status: None (not uploaded) Required File Status: None (not uploaded)
Upload File Stotement of certificatio By certifying this collectio Comments (FOR YOUR L	Certified By: Dinnen SE ONLY, maximum 255 characters) Required File Status: None (not uploaded)

10. 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 uplead.
File upload is: required
This file contains the assumptions regarding the Five Year Forecast. File To Upload: File To Upload: File 'Chillicothe-043745.pdf' will be included with the submission
L Le Remove File
rtifying 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.
Certified By: Dinnen
Con FOR YOUR USE ONLY, maximum 255 characters)
Certify & Submit Cancel

Process complete!!

Forecast will be available in a few days at <u>https://education.ohio.gov/Topics/Finance-and-</u> <u>Funding/Five-Year-Forecasts/Five-Year-Forecast-Traditional-Districts-and-JVSDs</u>.