

The following instructions have been developed to help assist you in the process of preparing your forecast and notes and uploading them to the SPARCC system for transmission of ODE. We will be using the SSDT's spreadsheet with our document.

Instructions

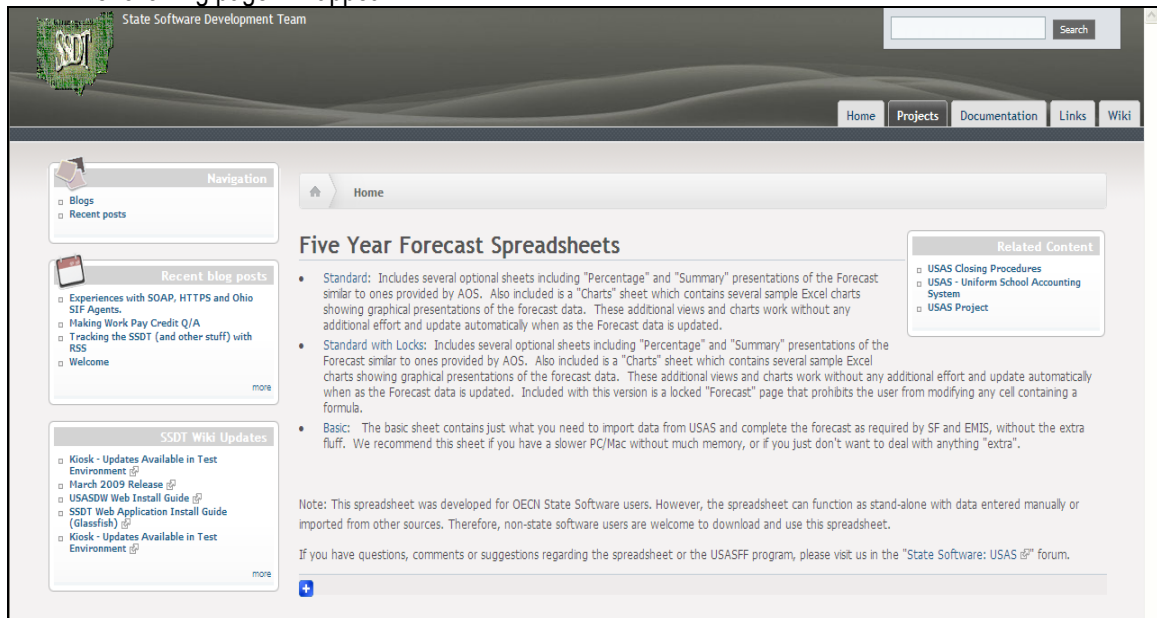
The SSDT developed a spreadsheet to assist school districts in preparing the Five Year Financial Forecast required by HB412 and EMIS.

The spreadsheet may be used alone (by hand entering the values) or in conjunction with the USASFF program provided by the SSDT with the USAS software. The USAFF program provides a CSV file which can be imported into this spreadsheet to provide the three prior year actual values as well as the expendable/receivable values for the current year estimate.

To download the five year forecast, we will first need to go to the SSDT's webpage:

<http://ssdt.oecn.k12.oh.us/content/five-year-forecast-spreadsheets>

1. The following page will appear:



The screenshot shows the website for the State Software Development Team (SSDT). The main heading is "Five Year Forecast Spreadsheets". There are three bullet points describing the spreadsheet options:

- Standard:** Includes several optional sheets including "Percentage" and "Summary" presentations of the Forecast similar to ones provided by AOS. Also included is a "Charts" sheet which contains several sample Excel charts showing graphical presentations of the forecast data. These additional views and charts work without any additional effort and update automatically when as the Forecast data is updated.
- Standard with Locks:** Includes several optional sheets including "Percentage" and "Summary" presentations of the Forecast similar to ones provided by AOS. Also included is a "Charts" sheet which contains several sample Excel charts showing graphical presentations of the forecast data. These additional views and charts work without any additional effort and update automatically when as the Forecast data is updated. Included with this version is a locked "Forecast" page that prohibits the user from modifying any cell containing a formula.
- Basic:** The basic sheet contains just what you need to import data from USAS and complete the forecast as required by SF and EMIS, without the extra fluff. We recommend this sheet if you have a slower PC/Mac without much memory, or if you just don't want to deal with anything "extra".

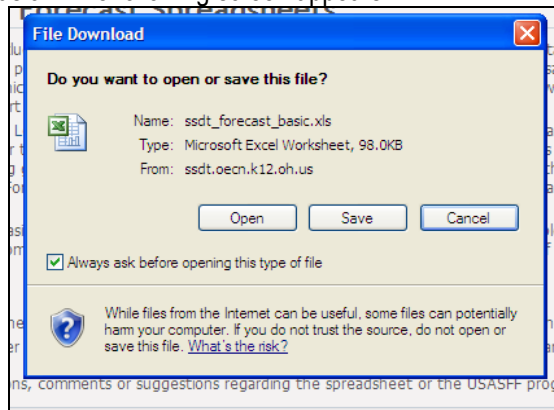
Below the list, there is a note: "Note: This spreadsheet was developed for OECS State Software users. However, the spreadsheet can function as stand-alone with data entered manually or imported from other sources. Therefore, non-state software users are welcome to download and use this spreadsheet." and a link to a forum: "If you have questions, comments or suggestions regarding the spreadsheet or the USASFF program, please visit us in the 'State Software: USAS' forum."

As you can see there are three spreadsheets. The "Basic" sheet contains just what you need to import data from USAS and complete the forecast as required by SF and EMIS, without the extra fluff. The basic sheet is recommended if you have a slower PC/Mac without much memory, or if you just don't want to deal with anything "extra".

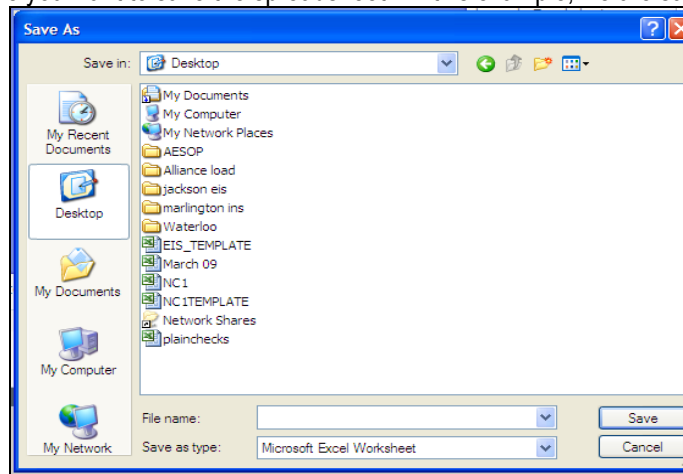
If you want to do the "Standard" spreadsheet this includes several optional sheets including "Percentage" and "Summary" presentations of the Forecast similar to ones provided by AOS. Also included is a "Charts" sheet which contains several sample Excel charts showing graphical presentations of the forecast data. These additional views and charts work without any additional effort and update automatically when as the Forecast data is updated.

For our purpose today, we are going to download the "Basic" spreadsheet.

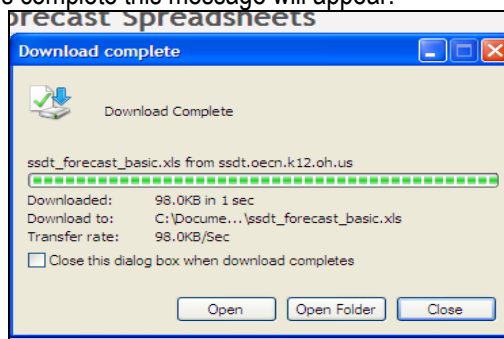
1. Click on the word "Basic". The following screen appears.



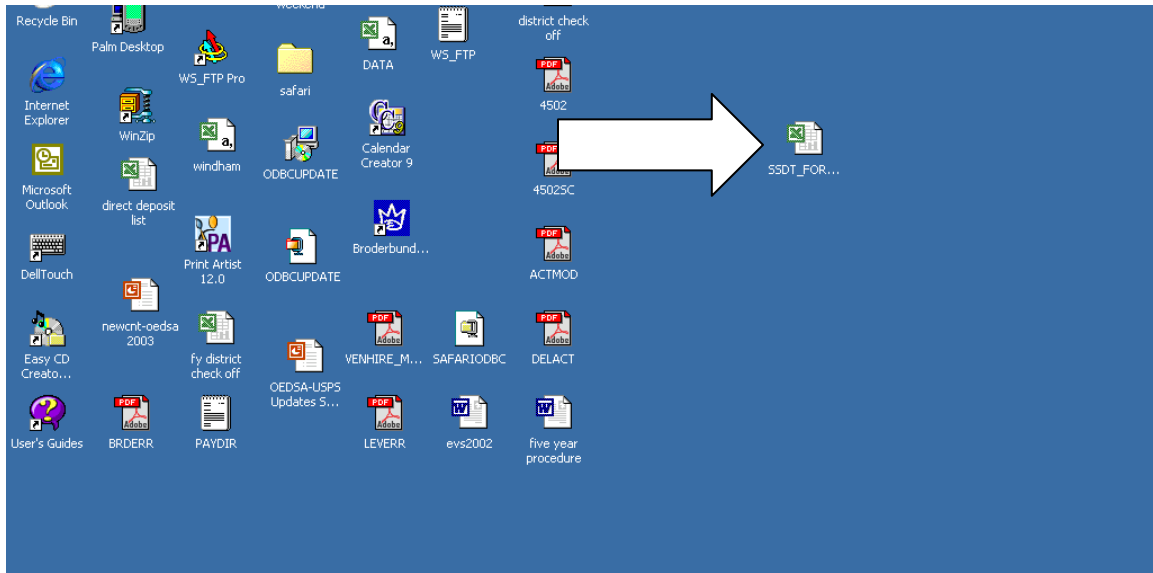
2. Click Save.
3. Decide where you want to save the spreadsheet. In this example, we are saving it to our desktop:



4. Click on Save.
5. Once the download is complete this message will appear:

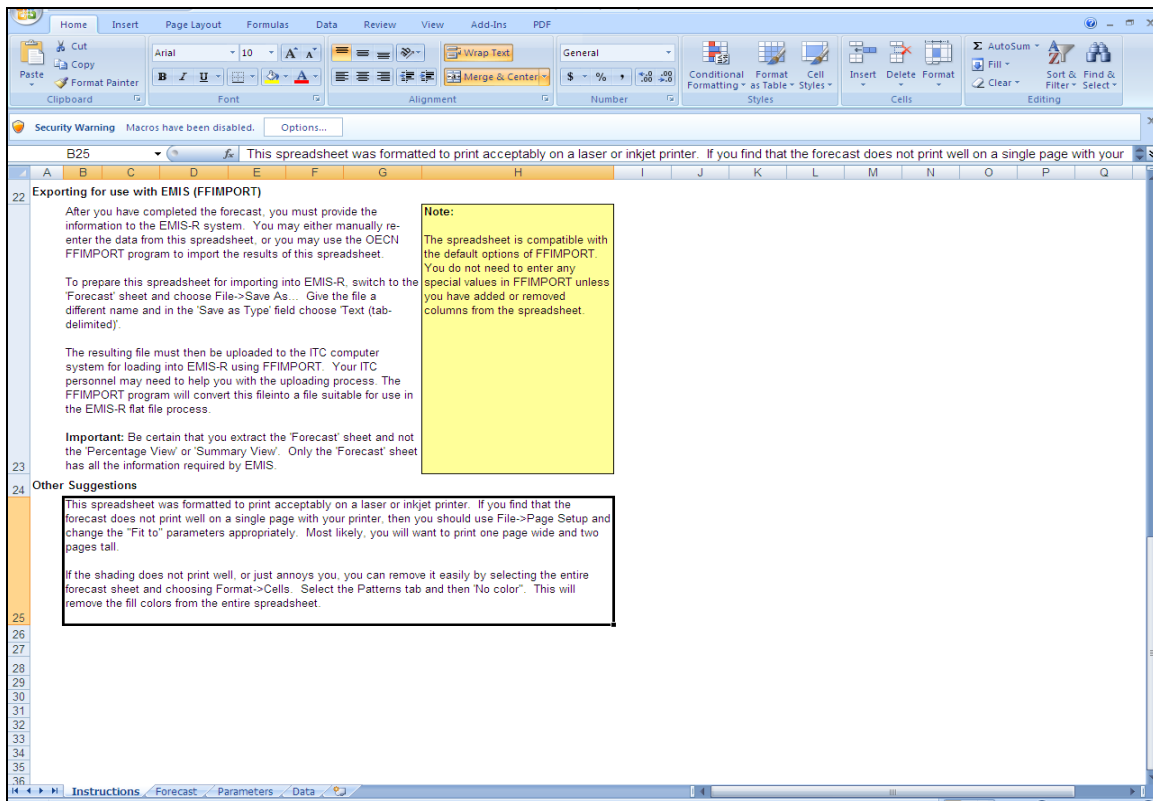


Once the file has been downloaded you should be able to see the file where you saved it. We saved ours to the desktop. This is what the file looks like on the desktop:



Double click on the file on your desktop or where you have saved the spreadsheet.

When you click on the spreadsheet, it automatically opens up into Excel. Below is the first page of the spreadsheet:



Getting Started

This spreadsheet is actually a 'workbook' which contains multiple "worksheets". You will need to switch between the various sheets while you prepare the forecast. Near the bottom of the spreadsheet are tabs which allow you to switch between the various sheets. You should see the following worksheets:

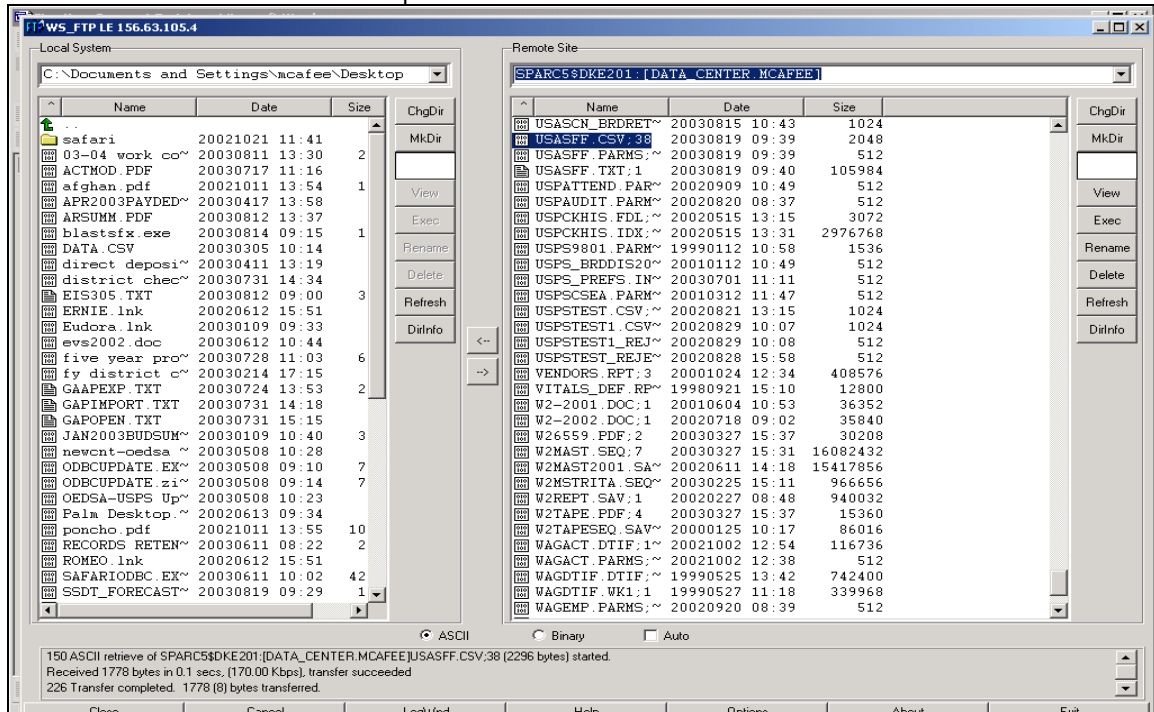
- 'Instructions'
- 'Forecast' contains the Five Year Forecast
- 'Parameters' contains global parameters (district name, FY)
- 'Data' may contain the information imported from USAFF.

If you switch to the 'Parameters' sheet, enter your districts name, county and fiscal year. After you enter these values, switch to the 'Forecast' sheet to see that your district name and fiscal year appear in the headings.

Importing Data From USAFF

If you choose to import data using USASFF, you should follow these basic steps:

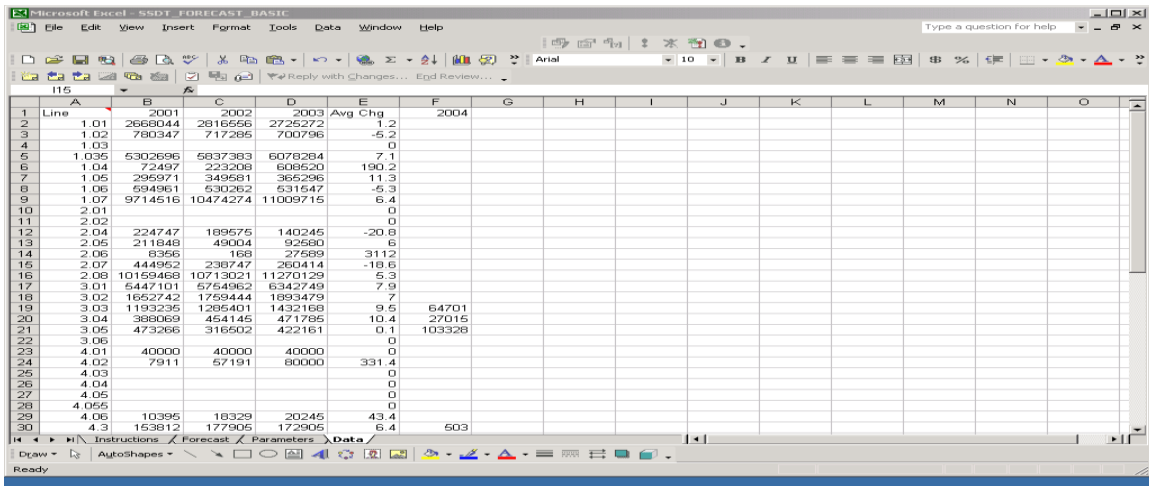
1. Run USASFF and review the report. The text report includes the detail budget/revenue accounts which are included in each line.
2. Download the CSV file (USASFF.CSV) produced by USASFF to your PC or Mac. SPARCC can assist you with this step. This can be done by using your FTP product and moving the file from SPARCC to your desktop. Here is an example of how the FTP screen looks when moving the file from SPARCC to the desktop.



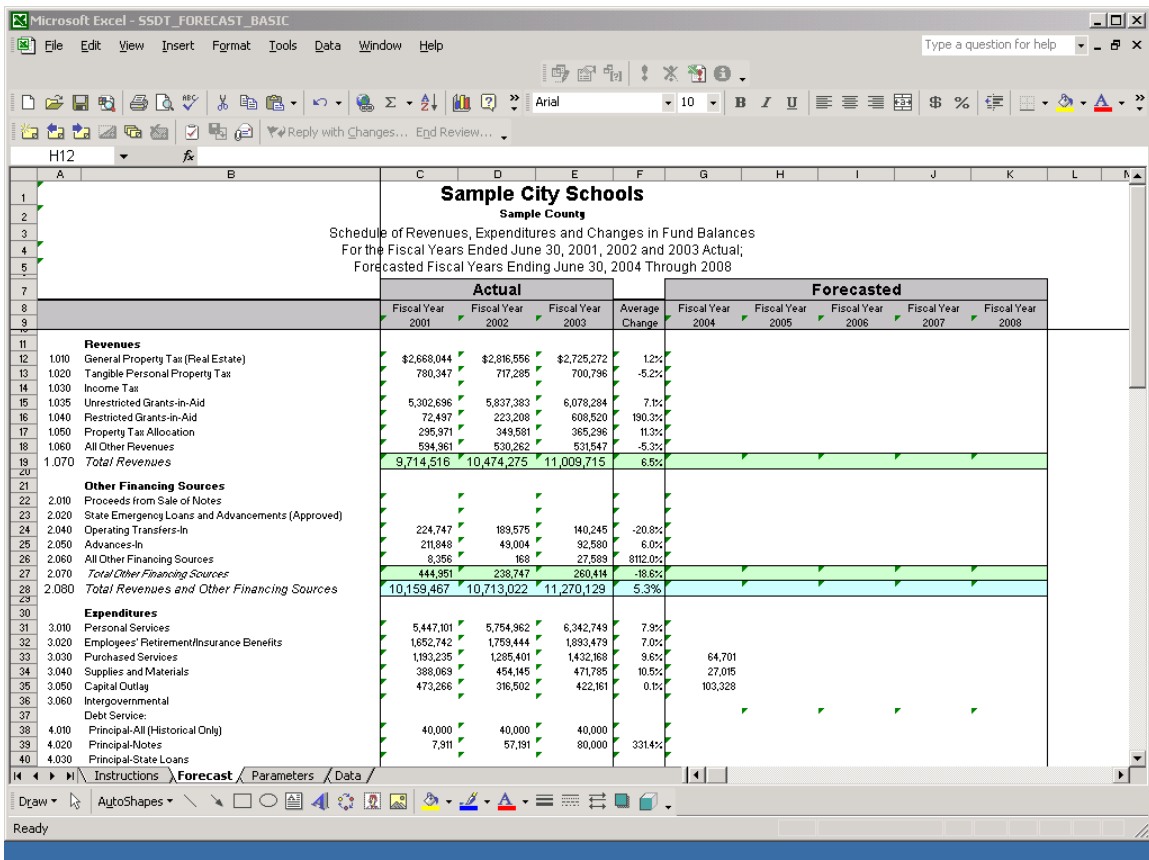
3. You should now have both this forecast spreadsheet and the CSV file open in Excel. Now do the following:
 - a. Switch to the CSV file and select the entire worksheet. The easiest way to do this is to click on the upper left corner of the sheet (in the corner adjacent to the column A and row 1 labels.). Alternately, you may click-drag from cell A1 through F56 to select the appropriate cells (A1 through F56 is an example – it may differ on your actual spreadsheet).
 - b. On the menu bar, choose Copy (depending on what version of Excel you are using). A dashed box should appear around the copied cells.

Line	2001	2002	2003	Avg Chg	2004
1.01	2668044	2816556	2725272	1.2	
1.02	780347	717285	700796	-5.2	
1.03				0	
1.035	5302696	5837383	6078284	7.1	
1.04	72497	223208	608520	190.2	
1.05	295971	349581	365296	11.3	
1.06	594961	530262	531547	-5.3	
1.07	9714516	10474274	11009715	6.4	
2.01				0	
2.02				0	
2.04	224747	189575	140245	-20.8	
2.05	211848	49004	92580	6	
2.06	8356	168	27589	3112	
2.07	444952	238747	260414	-18.6	
2.08	10159468	10713021	11270129	5.3	
3.01	5447101	5754962	6342749	7.9	
3.02	1652742	1759444	1893479	7	
3.03	1193235	1285401	1432168	9.5	64701
3.04	368069	454145	471785	10.4	27015
3.05	473266	316502	422161	0.1	103326
3.06				0	
4.01	40000	40000	40000	0	
4.02	7911	57191	80000	331.4	
4.03				0	
4.04				0	
4.05				0	
4.055				0	
4.06	10395	18329	20245	43.4	
4.3	153812	177905	172905	6.4	503

- c. Switch back to the 'Data' sheet in the Forecast workbook and click on cell A1.
- d. From the menu bar, choose Paste (depending on what version of Excel you are using). The data from the CSV file should now appear in the 'Data' sheet.



If you completed the above steps successfully, the data from the CSV file should be in the 'Data' sheet of the workbook. If you switch to the 'Forecast' sheet, you should see that the values from the 'Data' sheet have been automatically placed in the correct locations of the forecast.



If you see any error values (e.g. #VALUE, #N/A, etc) then something went wrong during the import. If this occurs, it is recommended that you start over with a fresh copy of the spreadsheet. (If you have already done a significant amount of work in the forecast and do not want to start over, see "Correcting Common Problems" below.

After the data is loaded, you can proceed with the completing the forecast.

Entering or Correcting Data Manually

If you choose not to use the data from USASFF, then you must enter the actual values manually. You may do this by simply switching to the 'Forecast' sheet and enter the values in the appropriate row and column. There will be formulas in the cells. You may simply type the numeric values over the formulas. (Note: Once this is done, you may not load the USASFF CSV file later. If you type over the formulas then the link between the 'Forecast' and 'Data' sheets will be broken.)

Even if you loaded the data from USAFF, you will probably need to make changes to correct errors or reclassify revenues or expenditures. In this case, you have two choices. You may correct the values in the 'Data' sheet or you can replace the formulas on the 'Forecast' sheet as described above. If you make the changes in the 'Data' sheet, then the values will be automatically updated in the 'Forecast' sheet.

When entering manual data, you should not enter any values in lines which sub-totals (i.e., cells that contain a SUM formula). The subtotals will be adjusted automatically when you change the detailed data.

Completing the Forecast

After importing or entering the actual values, you must complete the forecast. USASFF cannot supply all of the information necessary so you must enter the appropriate values in the 'Forecast' sheet. For example, you must enter values for 'New Levies', and 'Reserve' balances. It is left to the Treasurer to determine which values are needed to produce a valid and complete forecast.

The spreadsheet does not attempt to calculate values for the forecasted columns of the forecast. You may either calculate the numbers manually and enter the values in the appropriate column and row or you devise your own formulas for the forecasted amounts.

Correcting Common Problems

Running out of memory

If Excel complains that it is 'out of memory', it's likely that the "Instructions" sheet is too large. Print the "Instructions" sheet and then delete the instructions (right click on the 'Instructions' tab and choose Delete).

Damaged Formula

If you accidentally delete or type over a formula, don't panic. The formulas in the spreadsheet were constructed to be easy to fix. A given formula on the spreadsheet can be recreated very easily. Simply select a formula from a similar cell that is still working and choose Edit->Copy. Then move to the cell with the damaged formula and choose Edit->Paste Special. In the dialog box, choose the 'Formulas' radio button and click OK.

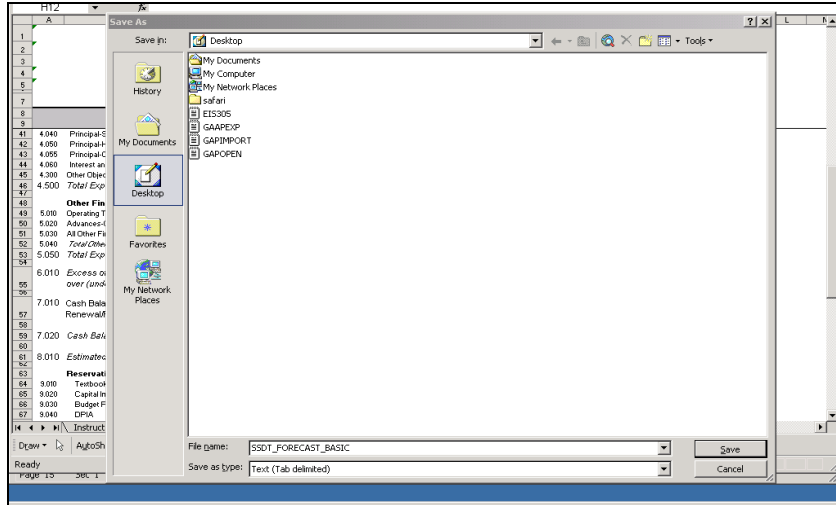
Excel will automatically adjust the formula you copied to have the correct references.

Loading the 5 year projection into the Database

You can load the 5 year projection data for reporting to ODE by using the EMISFF. The path to access the EMISFF is OECN/EMISFF(type OECN at the menu and press enter. The EMISFF option will be on the OECN menu).

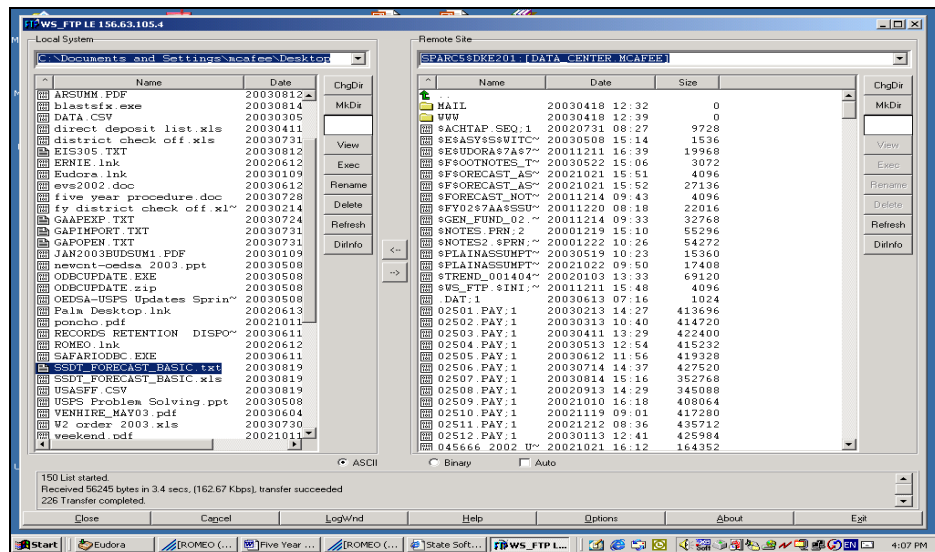
To use EMISFF to import data from a spreadsheet do the following:

When the spreadsheet is completed, save or export the file as a CSV (Comma Separated Values) .



If the file was prepared on a PC or MAC, then the file must be transferred to SPARCC. This is done by using WS_FTP (in ASCII mode) on the PC or by using FETCH on the MAC. The following is an example of how you would use your FTP product to move your spreadsheet to your SPARCC account.

Remember the file must be sent in ASCII mode.



The forecast notes can either be processed in Word, making certain that no line is greater than 80 characters and spaces combined, then saved as a plain text format and uploaded (FTP-d) to the Alpha OR you can convert the notes to a PDF file. If you choose the latter, ODE has a set of instructions you must follow to submit that file to them. This does NOT eliminate your need to provide SPARCC with a file for your notes. However, the file you provide us only needs to contain the generic text provided by ODE staff:

Please visit the Ohio Department of Education website at <ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/>

After the file is uploaded to the ALPHA computer, select the following to receive the forecast data:

1. Type MENU and follow the path OECN/EMISFF (type or select OECN from the main menu and select the EMISFF option from the OECN menu).
2. The following screen will appear (the information contained in some of the fields may differ – this is just an example):

```

                                Import Five Year Financial Forecast

District IRN          _____      Fiscal Year _____
Import File          _____      File type  CSV
Notes File           _____
Error Report File    FFIMPORT.TXT

For each field in the forecast, indicate which column of
your import file contains the field.  If using the spreadsheet
provided by the SSDT, use the default values.  If using
another spreadsheet, you must indicate the correct column(s) for
each field.

Forecast Fields      Column Number(s)
Line Number          1
Prior Year Actual    3,4,5
Average Change       6
Forecasted Year Amounts 7,8,9,10,11

1 of 1
(Re) Execute        F10 Reset
F7 Help             F11 Save/Recall
F8 Exit
F9 Cancel
  
```

3. You will need to enter the following information:

-District IRN

-Fiscal Year

- Import file – file containing forecast data, in csv or tab-delimited format (same as in prior years)

-File Type – CSV or TAB

-Notes File – File containing forecast notes. Must be plain text format and no more than 80 characters per line. (Notes may also be submitted separately in .pdf format directly to ODE as allowed in prior years)

Error Report File – name of error report if one is created.

Column numbers from spreadsheet for each required field (same as in prior years).

If any fatal errors are found, an error report will be generated and no other output files will be created. Errors will need to be fixed and the EMISFF process re-run until it is free of fatal errors.

If no fatal errors are found, then an error report may be generated if there are any warnings, and two output files will be created. The output files will both be named in the form EMISFF_districtirn_*.extension (* will be replaced with the current fiscal year).

You (or your users) will need to have either the OECN_OECN identifier or system manager access to be able to access the EMISFF option.

Send email to FISCAL_HELP@email.sparcc.org when the 5-Year Forecast has been loaded and ready for transmission.