

EMIS Flat File Editor & SIF Data Collector

Directions for

Preparing your 5 Year Forecast using **EMISFFE** and the load instructions for the SIF Data Collector/
send to ODE for Reporting Period P.

1. Complete your Five Year Forecast Spreadsheet & Notes.
2. The Five Year Forecast must be a tab delimited file to load into EMISFFE. Save the Spreadsheet as a .CSV file on your desktop or a place of your chose.
"Caution" -Do not open the .CSV (Comma Delimited) file once you create it. (This may causes issues with the file.)

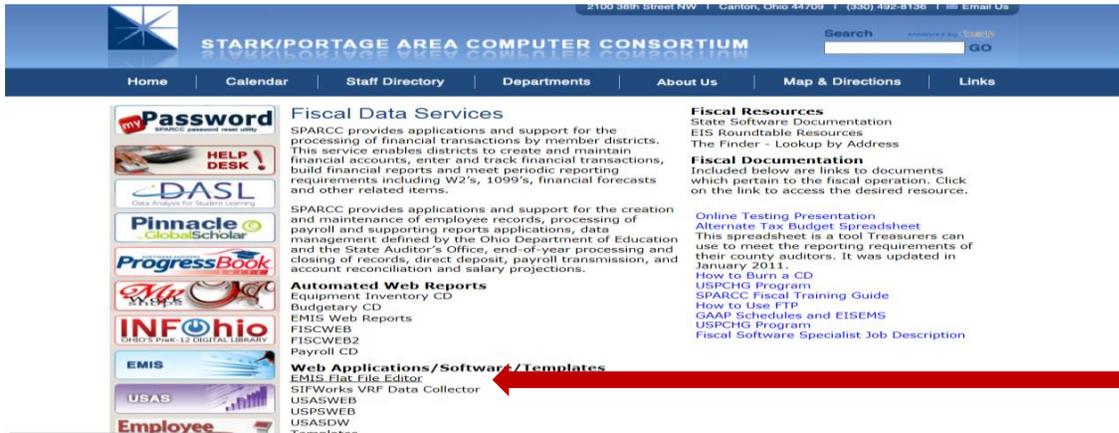
Log in to the EMIS Flat File Editor (see screen shots below)

EMISFFE requires users to have an account specific to EMISFFE. Contact SPARCC by email Fiscal_Help@email.sparcc.org to request an EMISFFE account. We will provide you with a username and instructions on how to set your own password.

If you forgot your password – use the forgot password? Link below sign in link

Enter your Username * i.e. first name last name

An email with your password will be sent



EMIS/FFE Version: 2.1-4

EMIS Flat File Editor

This application allows importing of EMIS Detail Records ("Chapter 5 Layouts"), add extraction to Detail format compatible with EMIS-R.

Please log in:

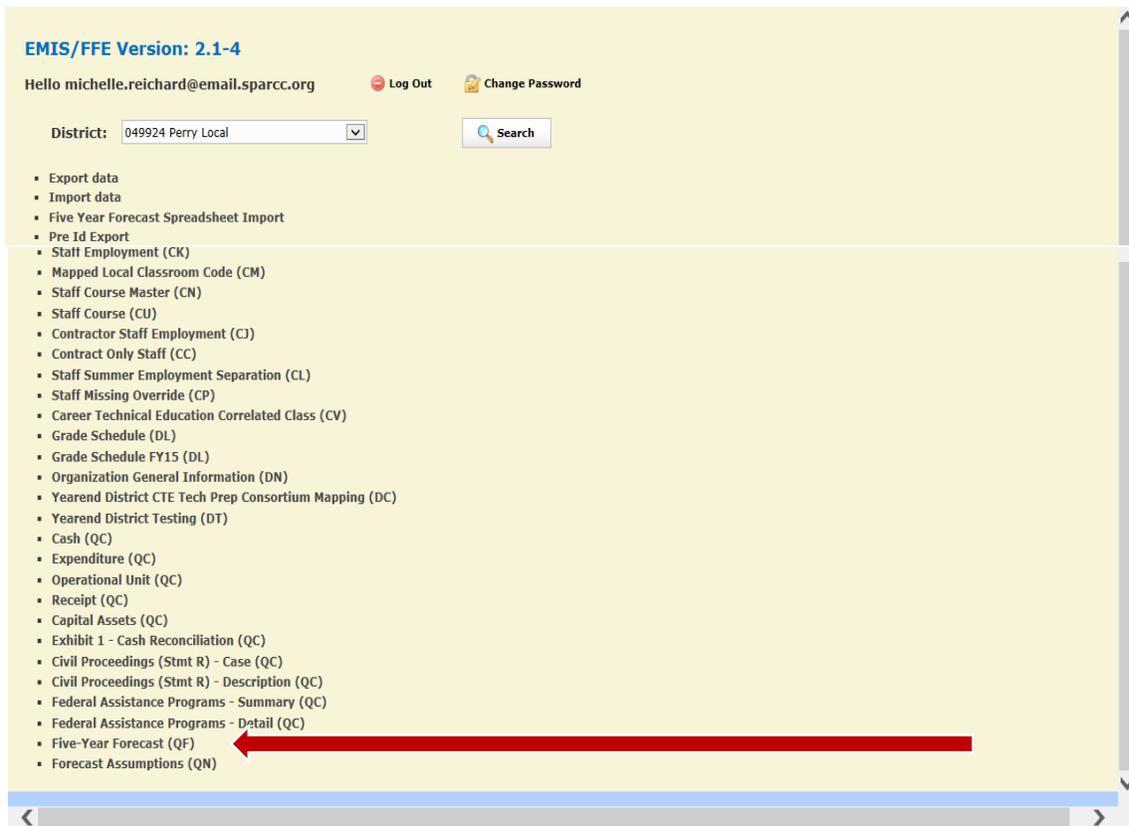
Member sign in

Username:

Password:

[Forgot password?](#)

Before you load your new Five Year Forecast REMOVE all records on the (QF) record by opening the Five-Year Forecast (QF) link.



Delete ALL FiveYearForecast – Answer ok on the Message “Delete All FiveYearForecast” records click OK.

Browser address bar: <https://ssdt.esu.k12.oh.us/emisffe2/fiveYearForecast/list>

Navigation bar: Home Search New FiveYearForecast **Delete ALL FiveYearForecast**

FiveYearForecast List

Id	Category Line Number	Three Years Prior Actual	Two Years Prior Actual	One Year Prior Actual	Average Annual Change
209,975	1.010	6,370,300	6,236,659	6,260,004	-0.9
209,976	1.020	211	0	1,379	0
209,977	1.030	1,372,090	2,378,833	2,883,933	47.3
209,978	1.035	8,515,880	8,488,490	8,565,886	0.3
209,979	1.040	3,845	0	89,284	0
209,980	1.045	169,209	0	0	0

From the Home Page choose Five Year Forecast Spreadsheet Import.

EMIS/FFE Version: 2.1-4

Hello michelle.reichard@email.sparcc.org Log Out Change Password

District: Search

- Export data
- Import data
- **Five Year Forecast Spreadsheet Import**
- Pre Id Export
- Student Demographic (GI)
- Student Demographic Race Detail (GJ)
- Student Effective Date Record (FD)
- Student Attributes No Date (FN)
- Student Standing (FS)
- Student Assessment (FA)
- Student Acceleration (FB)
- Student Special Education Graduation Requirement (FE)
- Student Discipline (GD)
- Student Special Education (GE)
- Student Gifted Education (GG)
- Student Course (GN)
- Student Program (GQ)
- Student Graduation CORE Summary (GC)
- Student Missing Override (FC)
- Student Summer Withdrawal (FL)
- Graduation Only (GP)
- CIE Workforce Development Follow-Up (GV)
- Student Contact (FF)
- Student Contact Address (FG)
- Staff Demographic (CI)
- Staff Employment (CK)
- Mapped Local Classroom Code (CM)
- Staff Course Master (CN)
- Staff Course (CU)
- Contractor Staff Employment (CJ)
- Contract Only Staff (CC)
- Staff Summer Employment Separation (CL)

Import the Five Year Forecast CSV file

Open your 5 Year Five Forecast Spreadsheet to get the information you will need below:

Example of spreadsheet to determine what to choose for Header rows and Line numbers are below this screen shot.

Home Search

Import Five Year Forecast CSV File

Number of Header rows at top	11
Column Contents	Column
Line Number	A
3 Years Prior Actual	C
2 Years Prior Actual	D
1 Year Prior Actual	E
Average Change	F
Forecast Year 1	G
Forecast Year 2	H
Forecast Year 3	I
Forecast Year 4	J
Forecast Year 5	K

Browse...

Import CSV File

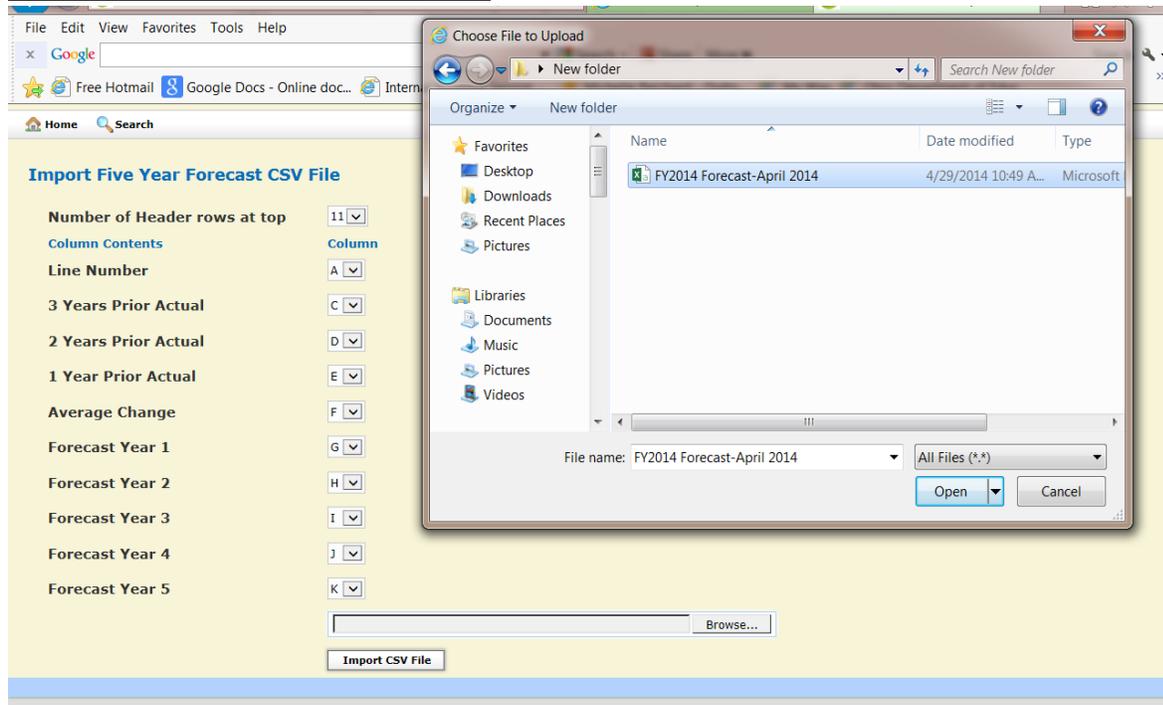
The "Number of Header Rows at the top" of the Forecast Spreadsheet. This would be all rows before the row that contains 1.010 in this example column A. (In our example there are 11 rows ahead of 1.010).

The "Columns Content" as seen in the example below are A B C D E G H I J K and have the data required * if you hide columns you will want to be sure that you have the correct count of "Columns" are entered in the Import Five Year Forecast columns as seen above.

Your School District										
District County										
Schedule of Revenues, Expenditures and Changes in Fund Balances										
For the Fiscal Years Ended June 30, 2011, 2012 and 2013 Actual;										
Forecasted Fiscal Years Ending June 30, 2014 Through 2018										
	Actual				Average Change	Forecasted				
	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014		Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	
Revenues										
1.010 General Property Tax (Real Estate)	\$18,061,459	\$17,586,124	\$18,319,772	0.8%	\$18,111,909	\$18,111,909	\$18,111,909	\$18,111,909	\$18,111,909	
1.020 Tangible Personal Property Tax	23,259	3,598	9,166	35.1%						
1.030 Income Tax										
1.035 Unrestricted State Grants-in-Aid	13,435,018	14,265,852	13,988,343	2.1%	14,884,346	16,384,346	16,384,346	16,384,346	16,384,346	
1.040 Restricted State Grants-in-Aid	355,990		355,990		373,550	373,550	373,550	373,550	373,550	
1.045 Restricted Federal Grants-in-Aid - SFSF	1,909,161	111,501	23,348	-86.6%						
1.050 Property Tax Allocation	5,356,724	4,597,649	3,857,341	-15.1%	3,857,062	3,857,062	3,857,062	3,857,062	3,857,062	
1.060 All Other Revenues	2,628,544	3,004,665	2,799,391	3.7%	2,911,000	2,886,000	2,876,000	2,826,000	2,796,000	
1.070 Total Revenues	41,770,155	39,569,389	39,353,351	-2.9%	40,137,867	41,612,867	41,602,867	41,552,867	41,522,867	
Other Financing Sources										
2.010 Proceeds from Sale of Notes										
2.020 State Emergency Loans and Advancements (Approved)										
2.040 Operating Transfers-In	15,167		150,000							
2.050 Advances-In	18,000									
2.060 All Other Financing Sources	37,494									
2.070 Total Other Financing Sources	70,661		150,000							
2.080 Total Revenues and Other Financing Sources	41,840,816	39,569,389	39,503,351	-2.8%	40,137,867	41,612,867	41,602,867	41,552,867	41,522,867	
Expenditures										
3.010 Personal Services	25,443,797	25,199,304	25,696,475	0.5%	25,960,428	26,479,637	27,009,229	27,549,414	28,100,402	
3.020 Employees' Retirement Insurance Benefits	12,453,609	8,625,575	7,608,562	-21.3%	8,703,180	9,388,508	9,670,786	9,962,570	10,264,204	
3.030 Purchased Services	3,473,680	4,138,790	3,838,298	5.9%	4,294,537	4,243,243	4,328,108	4,414,670	4,502,963	
3.040 Supplies and Materials	1,409,267	1,654,922	1,743,338	11.4%	2,161,174	1,705,655	1,560,368	1,585,575	1,611,287	
3.050 Capital Outlay	388,332	1,133,327	359,748	61.9%	818,816	500,000	500,000	500,000	500,000	
3.060 Intergovernmental										
Debt Service:										
4.010 Principal-All (Historical Only)										
4.020 Principal-Notes										
4.030 Principal-State Loans										
4.040 Principal-State Advancements										
4.050 Principal-HB 264 Loans		214,390	325,000		330,000	335,000	345,000	350,000	360,000	
4.055 Principal-Other										
4.060 Interest and Bond Charges										

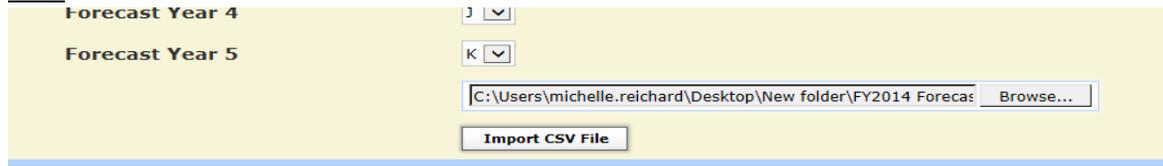
1. Once you have filled in the fields with the information from Spreadsheet.CSV. Ex: 1 Click on Browse at the bottom of the “Import Five Year Forecast CSV file”. Browse to find the Five Year Forecast.CSV file and in this example click open to place the file in the browse field to load once found the file. Ex: 2 Choose Open to load it.
2. Ex:3 Click on Import CSV file.
3. Ex: 4 If there are no errors found the message will state the file has been processed as seen below. If you receive errors try to see why the fields did not load or contact the fiscal team at SPARCC.

Ex:1



Ex:2

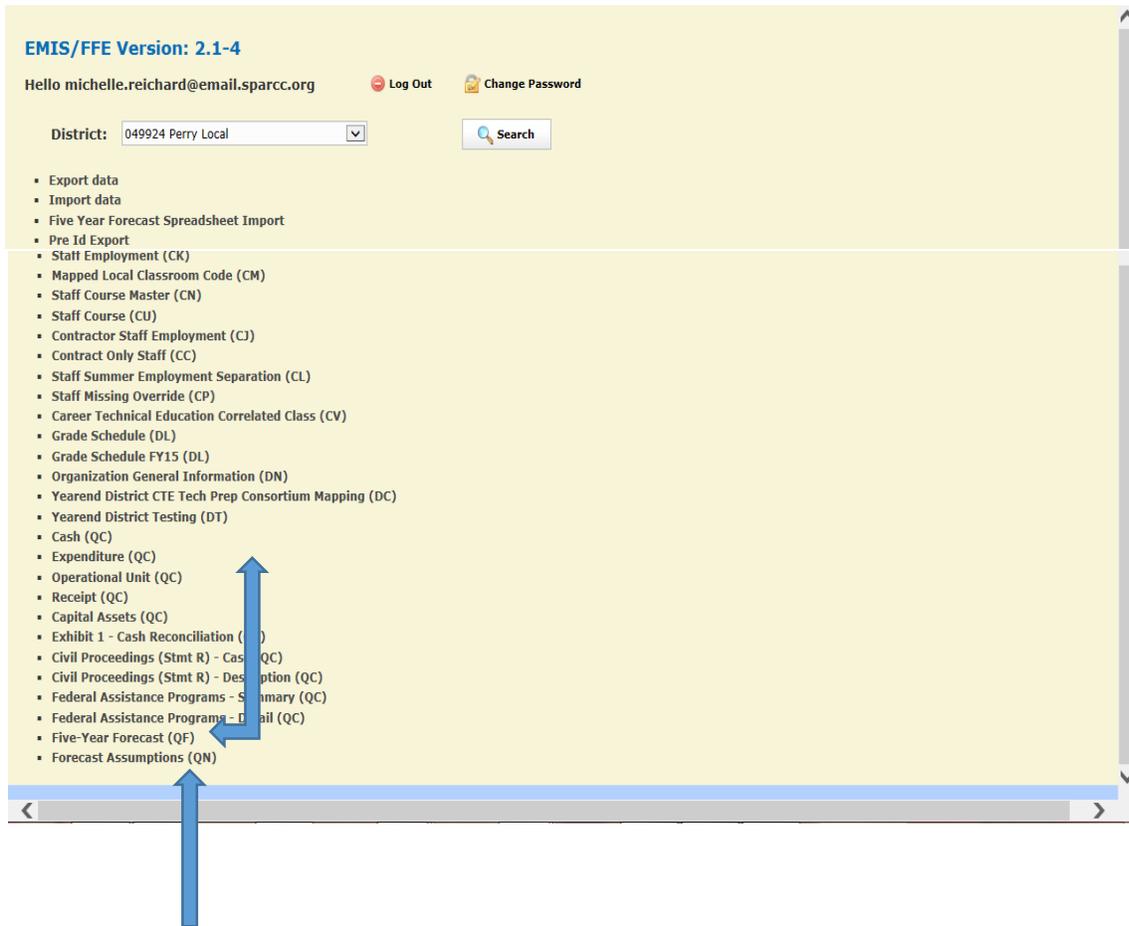
Ex: 3



Ex:4



View the 5 Year Forecast (QF) and check against your 5 Year Forecast Spreadsheet.



Next choose Forecast Assumptions (QN).

- Note – if you are loading your actual notes delete any (QN) records before loading your notes.

Click on New ForecastAssumptions and when finished click the create button.

If you are emailing your notes to ODE and do not see the following line in the (QN) record– add this line

- "Please visit the Ohio Department of Education website at ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/." and click create. (Note: This information provided by ODE is as of May 2015)



From the home Screen choose Export Data:

Choose Fiscal Year: from the drop down

Choose the Reporting Period: P-Five Year Forecast

(QN & QF are checked automatically when the above are choose)

Choose to: Export File

Home Search

Export Options

Fiscal Year: 2014

Reporting Period: P - Five Year Forecast

Records to Export:

- GI - Student Demographic
- GJ - Student Demographic Race Detail
- FD - Student Attributes - Effective Date
- FN - Student Attributes - No Date
- FS - Student Standing
- FA - Student Assessment
- FB - Student Acceleration
- GN - Student Course
- GQ - Student Program
- GE - Student Special Education
- FE - Student Special Education Graduation Requirement
- GG - Student Gifted Education
- GD - Student Discipline
- GP - Graduation Only
- GC - Student Graduation CORE Summary
- FC - Student Missing Override
- FL - Student Summer Withdrawal
- FF - Student Contact
- FG - Student Contact Address
- GV - CTE Workforce Development Follow-up
- CI - Staff Demographic
- CK - Staff Employment
- CJ - Contractor Staff Employment
- CN - Staff Course Master
- CU - Staff Course
- CM - Local Classroom Code Mapping
- CC - Contract Only Staff
- CL - Staff Summer Employment Separation
- CP - Staff Missing Override
- CV - Career Technical Education Correlated Class
- DN - Organization General Information
- DL - Grade Schedule
- DT - Yearend District Testing
- DC - Yearend District CTE Tech Prep Consortium Mapping
- QC - Financial Data
- QF - Five-Year Forecast
- QN - Five-Year Forecast Notes/Assumptions

Export File Uncheck All

The file that is exported is DistirictIRN_FFE.SEQ save the file to your desk top/or somewhere you can find it.

Choose Home at the top of the page .**Log Out** of the EMISFFE and log into the SIF Data Collector to send your Five Year Forecast (QF) and (QN) Notes/Assumptions to ODE.

SIFWorks VRF Data Collector

Submitting the Five Year Forecast to ODE:

Note: (This process is completed after you have created your forecast. Saved it as a .CSV file and completed the EMISFFE and export the 09999_FFE.seq file.)

1. Create the DISTRICTIRN_FFE.SEQ via the EMISFFE instructions above.
2. Select the SPARCC webpage, select Departments, select Fiscal Data Services Team.

. From this tab selected above, select SIFWorks VRF Data Collector Link.

2100 38th Street NW | Canton, Ohio 44709 | (330) 492-8138 | Email Us

STARK/PORTAGE AREA COMPUTER CONSORTIUM

Search GO

Home | Calendar | Staff Directory | **Departments** | About Us | Map & Directions | Links

Password
SPARCC password reset utility

HELP DESK

DASL
Data Analysis for Student Learning

Pinnacle
GlobalScholar

ProgressBook
ePortfolio

My Works

INFOhio
OHIO'S First 12 DIGITAL LIBRARY

EMIS

USAS

Employee Kiosk

WebMail

Fiscal Data Services
SPARCC provides applications and support for the processing of financial transactions by member districts. This service enables districts to create and maintain financial accounts, enter and track financial transactions, build financial reports and meet periodic reporting requirements including W2's, 1099's, financial forecasts and other related items.

SPARCC provides applications and support for the creation and maintenance of employee records, processing of payroll and supporting reports applications, data management defined by the Ohio Department of Education and the State Auditor's Office, end-of-year processing and closing of records, direct deposit, payroll transmission, and account reconciliation and salary projections.

Automated Web Reports
Equipment Inventory CD
Budgetary CD
EMIS Web Reports
FISCWEB
FISCWEB2
Payroll CD

Web Applications/Software/Templates
EMIS Flat File Editor
SIFWorks VRF Data Collector
USASWEB
USPSWEB
USASDW
Templates
Five Year Forecast SSDT Spreadsheet
GASB34 Reporting System

Meeting Documentation

Fiscal Resources
State Software Documentation
EIS Roundtable Resources
The Finder - Lookup by Address

Fiscal Documentation
Included below are links to documents which pertain to the fiscal operation. Click on the link to access the desired resource.

[Online Testing Presentation](#)
[Alternate Tax Budget Spreadsheet](#)
This spreadsheet is a tool Treasurers can use to meet the reporting requirements of their county auditors. It was updated in January 2011.
[How to Burn a CD](#)
[USPCHG Program](#)
[SPARCC Fiscal Training Guide](#)
[How to Use FTP](#)
[GAAP Schedules and EISEMS](#)
[USPCHG Program](#)
[Fiscal Software Specialist Job Description](#)

3. Enter in the username and password (PW is case sensitive) and click login: (your active directory username) if you don't remember username or password please email us at accounts@sparcc.org .

SIFWorks® VRF® Data Collector

User Name:
Password:

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The "SIF Certified" Logo is a trademark of the Schools Interoperability Framework Association

The SIFWorks® Vertical Reporting Framework is a Certified Product and meets the conformance requirements for a SIF 2 Enabled Application.



4. Go to the Data Sources tab.

SIFWorks VRF Data Collector | Logged in as michelle.reichard (Logout) | Submitter: Drace

Collection Requests Summary

Collection Requests Summary

[Refresh](#)

Ohio Department of Education

Five Year Forecast FY12 (P) Reporting Period

Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial projection which consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast, and a summary of key assumptions. This collection request is for the initial school year submission, required by October 31 each year. Source file(s) for the QF and QN record types must be uploaded in EMIS Chapter 5 format through the Data Collector Data Sources tab.

Submissions: October 03, 2011 - October 31, 2011
Expiration Date: October 31, 2011 (in 26 days)
Collection Request: 2
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

Order Collections By

Expiration Date
 A-Z

Built-In Collections

Use built-in collections for end-to-end testing of VRF, prior to a production data collection and submission.

Don't show built-in collections

Manage Scheduled Collections

Click the option below to manage the current list of scheduled collections for the current submitter.

[Manage scheduled collections](#)

Questions?

If you have questions, you may contact:
[SPARCC EMIS Team](#)

5. Click on Other Data Sources.

SIFWorks VRF Data Collector | Logged in as michelle.reichard (Logout) | Submitter: Perry

Data Sources - SIF Zones

Data Sources

[SIF Zones](#) | [Other Data Sources](#)

SIF Zones

Data Collector gathers data from SIF Zone(s) (and other data sources). The following SIF Zone(s) are defined for data collection.

[Select All](#) | [Select None](#)

[Perry](#) (1 zones)

Zone	URL	Status
<input type="checkbox"/> PER	https://10.1.4.36:7443/PER	<input checked="" type="checkbox"/> Connected

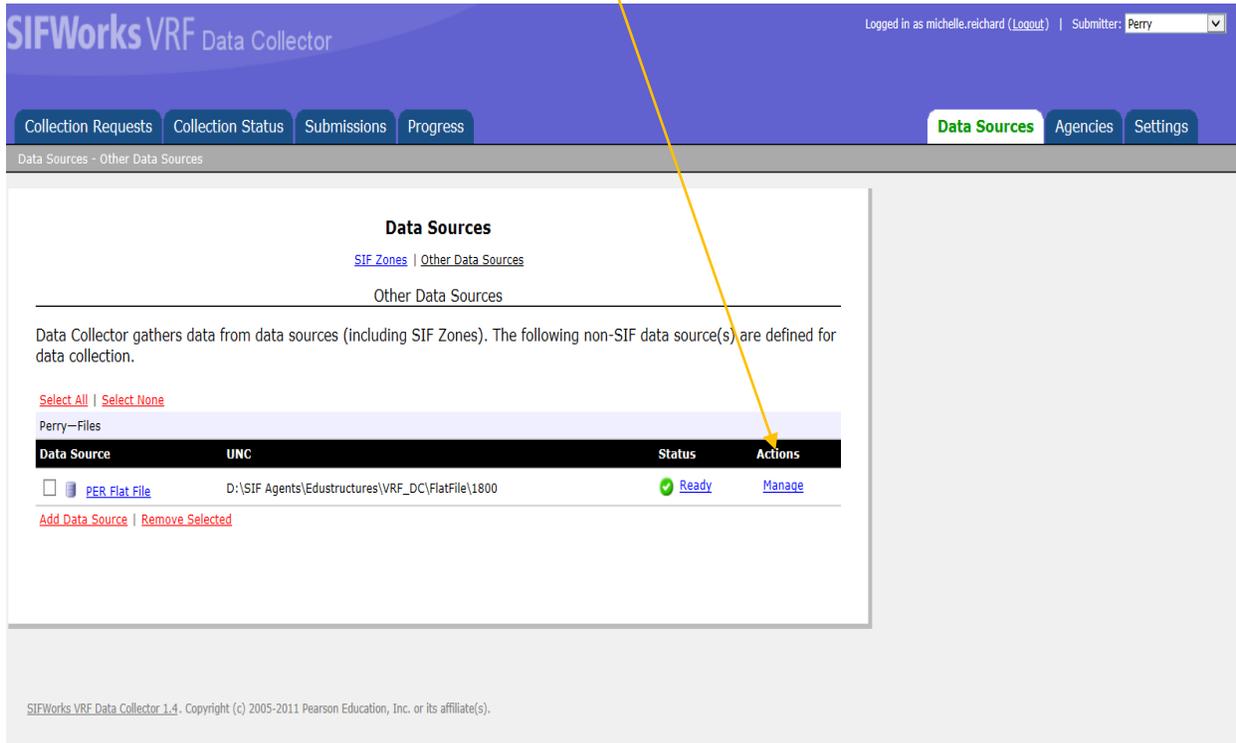
[Add Zone](#) | [Remove Selected](#)

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6. On the Data Sources page click on *Manage* under actions.

**Note: If an old district IRN_FFE.SEQ file is seen please remove that file before you proceed to upload the new one. Verify by date: approx. date should be May or Sept/Oct.*

On the Manage Files tab click the upload File at the bottom of the page.



The screenshot shows the SIFWorks VRF Data Collector interface. The top navigation bar includes 'Collection Requests', 'Collection Status', 'Submissions', 'Progress', 'Data Sources', 'Agencies', and 'Settings'. The 'Data Sources' page is active, displaying a table of data sources. A yellow arrow points to the 'Manage' link in the 'Actions' column of the table.

Data Sources
[SIF Zones](#) | [Other Data Sources](#)

Other Data Sources

Data Collector gathers data from data sources (including SIF Zones). The following non-SIF data source(s) are defined for data collection.

[Select All](#) | [Select None](#)

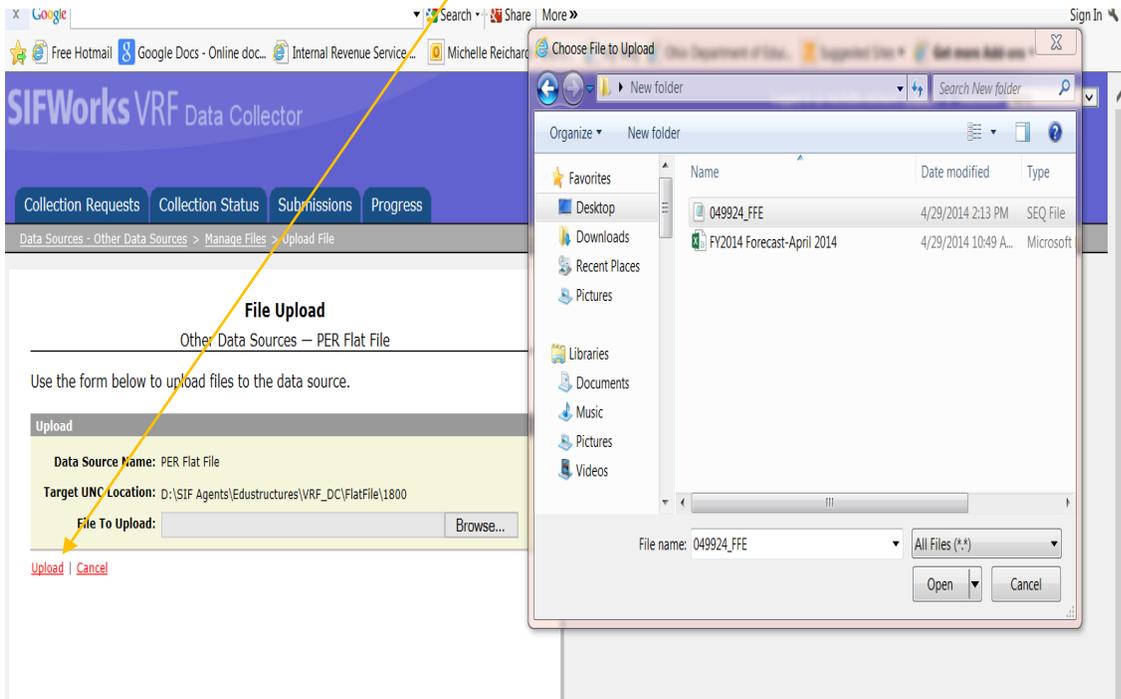
Perry—Files

Data Source	UNC	Status	Actions
<input type="checkbox"/> PER_Flat File	D:\SIF Agents\Edustructures\VRF_DC\FlatFile\1800	✔ Ready	Manage

[Add Data Source](#) | [Remove Selected](#)

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7. Browse and find the file then upload.



8. Open the Collection Requests tab:

Click on Actions: [Start Collection](#) in the **Five Year Forecast FY** (P) Reporting Period**.

CAUTION: *It is very important that you choose the correct reporting period. If you choose any other reporting period you could adversely affect your data for that reporting period. If you start a collection for the wrong reporting period please contact the SPARCC Fiscal Service Team as soon as possible.*

The screenshot shows the SIFWorks VRF Data Collector interface. The top navigation bar includes 'Collection Requests', 'Collection Status', 'Submissions', 'Progress', 'Data Sources', 'Agencies', and 'Settings'. The main content area is titled 'Collection Requests Summary' and is filtered for 'Ohio Department of Education'. It lists two reporting periods:

- Five Year Forecast FY12 (P) Reporting Period:** Collection required for all city, exempted village, local, and joint vocational school districts. Submissions: October 03, 2011 - October 31, 2011. Expiration Date: October 31, 2011 (in 26 days). Collection Request: 2. Status: This collection has never been submitted. Submission Number: 1 (attempt 0). Actions: [Start Collection](#), [Add New Scheduled Collection](#). A blue arrow points to the 'Start Collection' link.
- Test (T) FY12 Reporting Period:** A test manifest for ITCs, districts, JVSDs, Community Schools, STEM Schools, and ESCs to use to test their access levels to and basic functionality in the new EMIS reporting system. Submissions: September 05, 2011 - July 30, 2012. Expiration Date: July 30, 2012 (in 299 days). Collection Request: 2. Status: The collection was submitted September 27, 2011 at 11:34:40 AM by Moody. Submission Status: Processing Completed (September 27, 2011 at 11:47:15 AM). Submission Number: 1 (attempt 1). Actions: [Review](#), [View Submission Results](#), [Start Collection](#), [Add New Scheduled Collection](#).

On the right side, there are sections for 'Order Collections By' (radio buttons for 'Expiration Date' and 'A-Z'), 'Built-In Collections' (checkbox for 'Don't show built-in collections'), 'Manage Scheduled Collections' (link to 'Manage scheduled collections'), and 'Questions?' (link to 'SPARCC EMIS Team' and contact information).

9. Check the Flat File check box and Click on the **Start Data Collection for all Items checked below:**

File Edit View Favorites Tools Help

SIFWorks VRF Data Collector Logged in as michelle.reichard (Logout) | Submitter: **Drace**

Collection Requests | Collection Status | Submissions | Progress | Data Sources | Agencies | Settings

Collection Requests Summary > Start Collection

Five Year Forecast FY12 (P) Reporting Period

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](#)

All EMIS Formatted Files

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> DRA Flat File	✔ Ready	Not Started

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10. Click on the **Refresh** button until the following actions are listed as in the screen below.

Click on **Prepare** under the **Five Year Forecast FY* (P) Reporting Period**.

File Edit View Favorites Tools Help

SIFWorks VRF Data Collector Logged in as michelle.reichard (Logout) | Submitter: **Drace**

Collection Requests | Collection Status | Submissions | Progress | Data Sources | Agencies | Settings

Collection Requests Summary

[Refresh](#)

Collection Requests Summary

Ohio Department of Education

Five Year Forecast FY12 (P) Reporting Period

Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial projection which consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast, and a summary of key assumptions. This collection request is for the initial school year submission, required by October 31 each year. Source file(s) for the QF and QN record types must be uploaded in EMIS Chapter 5 format through the Data Collector Data Sources tab.

Submissions: October 03, 2011 - October 31, 2011
Expiration Date: October 31, 2011 (in 26 days)
Collection Request: 2
Status: Data Collection completed successfully today at 02:54:31 PM.
Submission Number: 1 (attempt 0)
Actions: [Start/Stop Collection](#)
[Prepare](#)
[Cancel](#)
[Add New Scheduled Collection](#)

Order Collections By

Expiration Date
 A-Z

Built-In Collections

Use built-in collections for end-to-end testing of VRF, prior to a production data collection and submission.

Don't show built-in collections

Manage Scheduled Collections

Click the option below to manage the current list of scheduled collections for the current submitter.

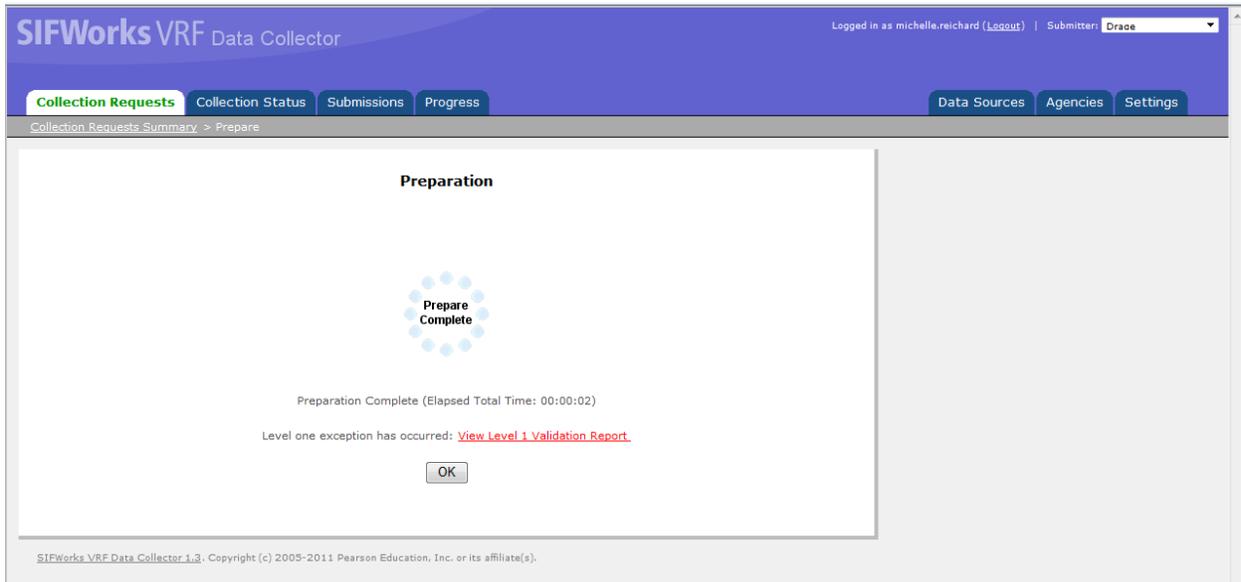
[Manage scheduled collections](#)

Questions?

If you have questions, you may contact:

[SPARCC EMIS Team](#)
 SPARCC
 Email: emis_help@SPARCC.ORG
<https://helpdesk.usf.nem.k12.oh.us/Caisd/rdmweb.asp>

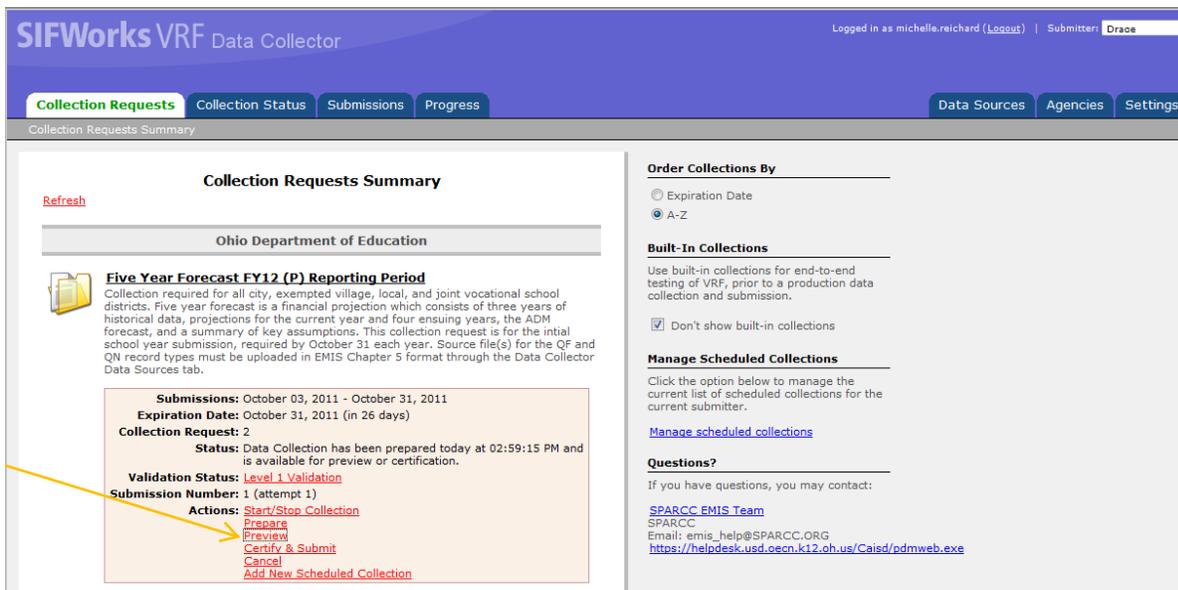
11. When the Preparation is completed, click on the OK:



If Level one exceptions occur Click on the [View Level 1 Validation Report](#) * See detail on last page of this document – Level 1 Errors Reviewed .

If no errors occur continue with the next step.

12. Next Click on [Preview](#) under the Five Year Forecast FY** (P) Reporting Period to preview your Data:



13. Collection requests summary>Preview Output Options for Notes choose File Format: HTML and for Forecast Record choose file format: CSV **Generate the Preview** (2 files must be sent. If you send your Notes to ODE via email you are still required to send a note stating "Please visit the Ohio Department of Education website at ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/.") These files can be saved on your computer if desired. Check this information against your Forecast spreadsheet/notes/Assumptions for accuracy.

To Save the file either save the CSV files as you view them or check the Zip File: and right click on the file it creates, click save as and save it somewhere for review on your computer.

SIFWorks VRF Data Collector | Logged in as michelle.reichard (Logout) | Submitter: Drace

Collection Requests Summary > Preview

Five Year Forecast FY12 (P) Reporting Period
Submission Number 1 (attempt 1)

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

Last Prepared: Today at 02:59:15 PM

Preview Types
 Detail

Output Options
Zip File: Download file as a compressed .zip (for faster downloads)
File Format: CSV HTML

[Generate Preview](#)

File	Valid	Invalid	Total
Forecast_Notes.html	2	0	2
Forecast_Record.html	67	0	67
Total counts:	69	0	69

Need to make changes?
If you are not satisfied with this data, return to the Collection Requests Summary page and use the Start/Stop Collections command to re-request information from data sources. 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...](#)

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14. Move to the Collection Requests tab. Under Actions: **Certify & Submit**

SIFWorks VRF Data Collector | Logged in as michelle.reichard (Logout) | Submitter: Drace

Collection Requests Summary

Collection Requests Summary

[Refresh](#)

Ohio Department of Education

Five Year Forecast FY12 (P) Reporting Period
Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial projection which consists of three years of historical data, projections for the current year and four ensuing years, the ADM forecast, and a summary of key assumptions. This collection request is for the initial school year submission, required by October 31 each year. Source file(s) for the QF and QN record types must be uploaded in EMIS Chapter 5 format through the Data Collector Data Sources tab.

Submissions: October 03, 2011 - October 31, 2011
Expiration Date: October 31, 2011 (in 26 days)
Collection Request: 2
Status: Data Collection has been prepared today at 02:59:15 PM and is available for preview or certification.
Validation Status: [Level 1 Validation](#)
Submission Number: 1 (attempt 1)
Actions: [Start/Stop Collection](#)
[Prepare](#)
[Preview](#)
[Certify & Submit](#)
[Cancel](#)
[Add New Scheduled Collection](#)

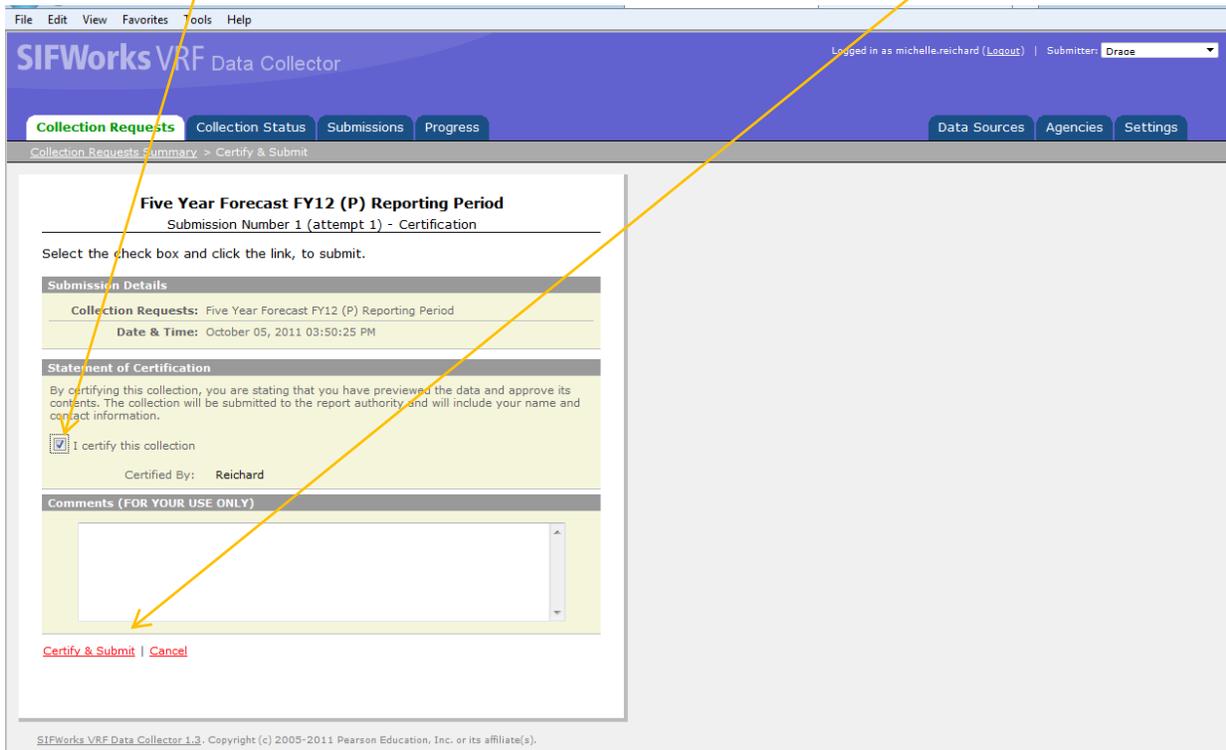
Order Collections By
 Expiration Date
 A-Z

Built-In Collections
Use built-in collections for end-to-end testing of VRF, prior to a production data collection and submission.
 Don't show built-in collections

Manage Scheduled Collections
Click the option below to manage the current list of scheduled collections for the current submitter.
[Manage scheduled collections](#)

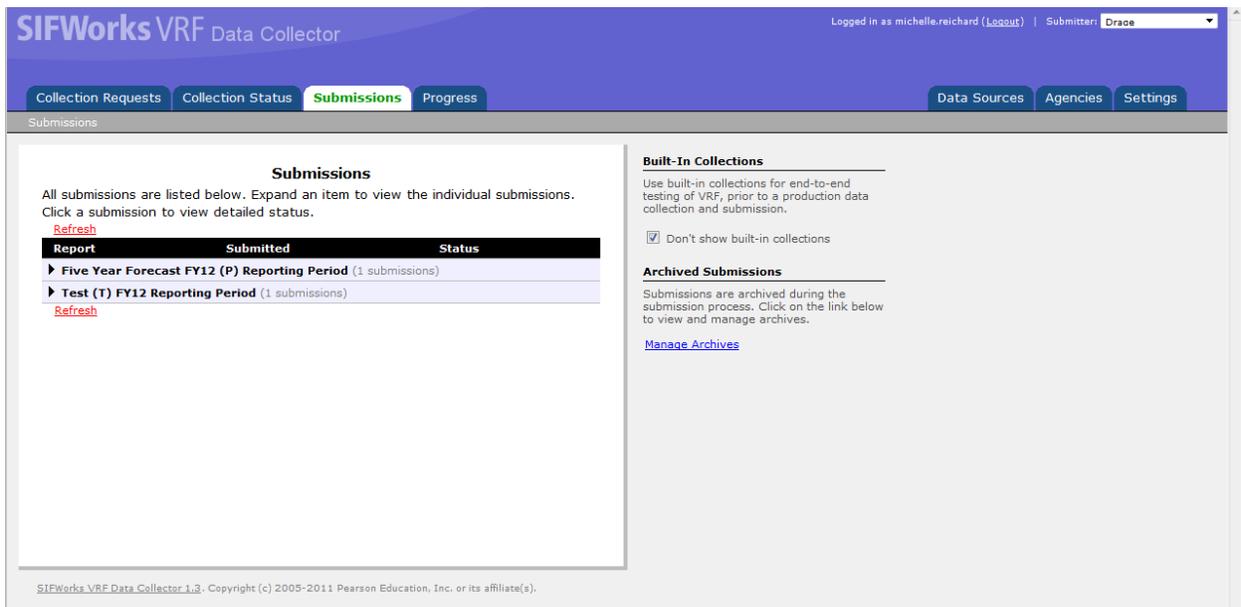
Questions?
If you have questions, you may contact:
[SPARCC EMIS Team](#)
SPARCC
Email: emis_help@SPARCC.ORG
<https://helpdesk.usd.oeon.k12.oh.us/Caisd/pdmweb.exe>

15. Check the box - to certify this collection, Next click on the link: [Certify & Submit](#)



The screenshot shows the 'Certify & Submit' page for a 'Five Year Forecast FY12 (P) Reporting Period' submission. The page includes a navigation bar with 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The main content area has a title 'Five Year Forecast FY12 (P) Reporting Period' and 'Submission Number 1 (attempt 1) - Certification'. It instructs the user to 'Select the check box and click the link, to submit.' Below this, there are sections for 'Submission Details', 'Statement of Certification', and 'Comments (FOR YOUR USE ONLY)'. In the 'Statement of Certification' section, there is a checked checkbox for 'I certify this collection' and a 'Certified By: Reichard' field. At the bottom of the form, there are two buttons: 'Certify & Submit' and 'Cancel'. Two yellow arrows point from the text above to the checkbox and the 'Certify & Submit' button.

16. Submissions tab shows the status of the submission.



The screenshot shows the 'Submissions' page in the SIFWorks VRF Data Collector. The navigation bar highlights the 'Submissions' tab. The main content area is titled 'Submissions' and contains the text: 'All submissions are listed below. Expand an item to view the individual submissions. Click a submission to view detailed status.' Below this text is a table with columns 'Report', 'Submitted', and 'Status'. The table lists two submissions: 'Five Year Forecast FY12 (P) Reporting Period (1 submissions)' and 'Test (T) FY12 Reporting Period (1 submissions)'. A 'Refresh' link is provided below each row. To the right of the table, there are two sections: 'Built-In Collections' with a checked checkbox for 'Don't show built-in collections', and 'Archived Submissions' with a 'Manage Archives' link.

17. The Progress tab - Check on (select) the Processing Stage. As seen below. Click - [Run Query](#) to see what Stage or Result your file is in process at the ODE. The link [District Name](#) (in this example Drage) under the collection request/Submitter is also a link to progress history. Once received and processed by ODE the Stage or Result will be Processing Completed.

Progress

Choose the filter criteria from the options below then click on the Run Query link to generate a list of matching collection progress records. You can click on the links to select or deselect all or groups of Processing Stage check boxes.

Filter Options

LEA Selection: All LEAs LEA IRN: LEA Name:
 Collection Request: All Timeline: All Show: All collections

Processing Stage: Not Started Collecting Collection Completed Preparing Prepare Completed
 Collection Previewed Certified Submitting Collection Submitted Received Submission Results

[Restore Defaults](#) | [Select All Stages](#) | [Deselect All Stages](#) | [Select All Running Stages](#)

[Run Query](#)

Collection Request / Submitter	LEA IRN	Subm	Version	Timestamp	Stage or Result	Level 1 Fatals	Err, Warn	Level 2
▼ Five Year Forecast FY12 (P) Reporting Period (2012P0000)								
Drage	062026	1	2	10/05/2011 03:56:37 PM	RC: Pending Processing	0	None	No

Once you have Certified & submitted your Five Year Forecast and Notes the process is complete.. You will want to view your Forecast on the Ohio Department of Education’s website for accuracy in the next few days.

Level 1 Errors Reviewed

When you click ok if you get a **Level 1 Validation Report.**

The screenshot shows the SIFWorks VRF Data Collector interface. The user is logged in as michelle.reichard. The main navigation bar includes 'Collection Requests', 'Collection Status', 'Submissions', 'Progress', 'Data Sources', 'Agencies', and 'Settings'. The 'Collection Requests Summary' page is displayed for the Ohio Department of Education. A 'Refresh' button is visible. The main content area shows details for the 'Five Year Forecast FY12 (P) Reporting Period'. A red box highlights the 'Validation Status: Level 1 Validation' with a blue arrow pointing to it. Other details include submission dates, expiration date, and actions like 'View Submission Results', 'Start Collection', and 'Add New Scheduled Collection'. On the right, there are sections for 'Order Collections By' (Expiration Date, A-Z), 'Built-In Collections', 'Manage Scheduled Collections', and 'Questions?'.

The Five Year Forecast and Notes should be reviewed for Level 1 Validation Report errors. The Level One Fatal/Warning error should be corrected and the Five Year Forecast would need to be reloaded and Certified and Submitted. Contact the Fiscal Team at SPARCC for help with the warnings or fatal errors.

The **Level 1 Validation** error below is caused by rounding on the spreadsheet:

Error Number	Error Level	Message	Description	Record Identifying Fields
QF-1020	Warning	category 4.500 not = (3.010 to 3.060) and (4.010 to 4.300)	Check values. Difference may be OK if it is due to calculating total before any rounding and then rounding cents to whole dollar for all values.(QP084) Invalid value '8123008' in the field 'Forecast Amount in 4 Years'	'4.500' = Category/Line Number