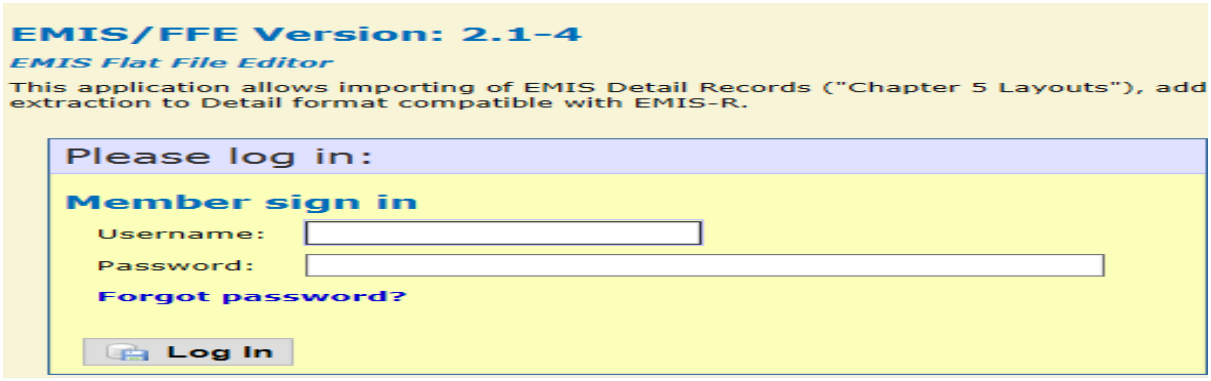
# EMIS Flat File Editor & SIF Data Collector

## Directions for

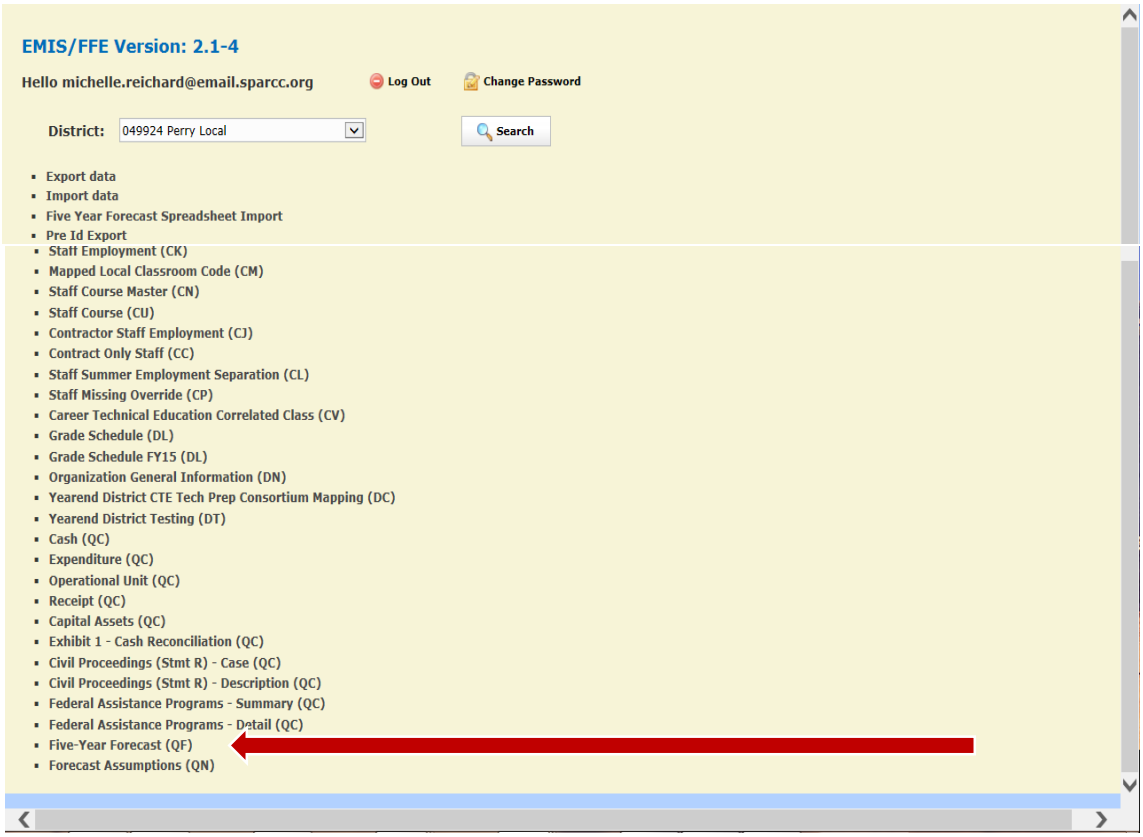
Preparing your 5 Year Forecast using **EMISFFE** and the load instructions for the SIF Data Collector/ send to ODE for Reporting Period P.

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.)

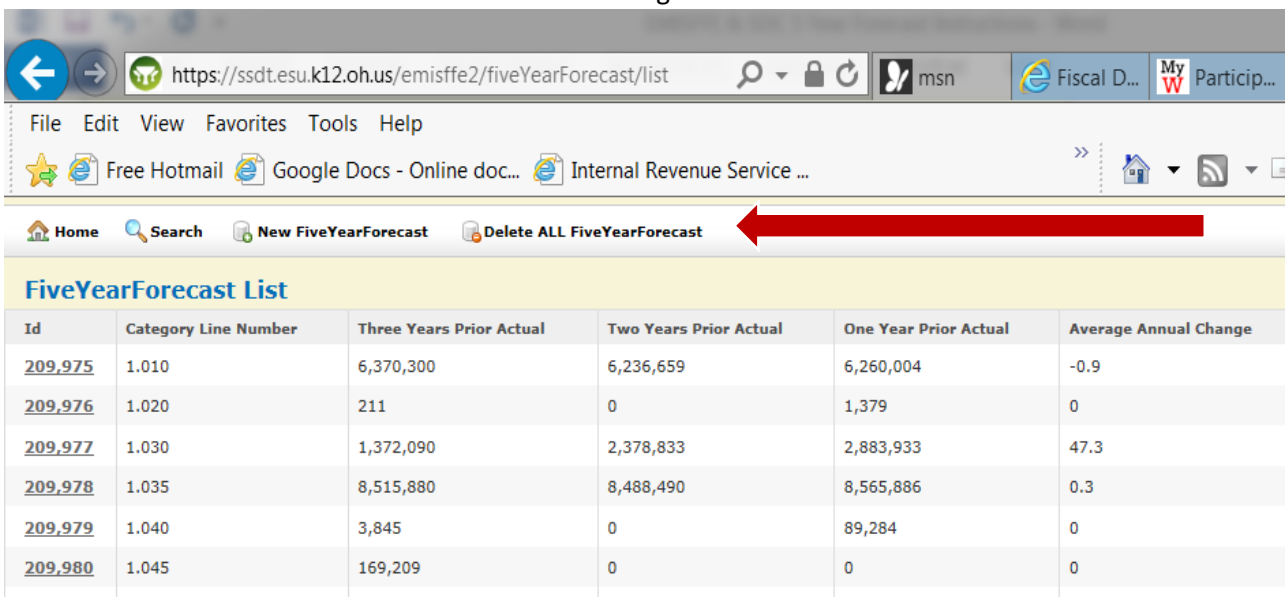
   Log in to the EMIS Flat File Editor (see screen shots below)
   EMISFFE requires users to have an account specific to EMISFFE. Contact SPARCC by email Fiscal_Help@email.sparcc.org to request an EMISFFE account. We will provide you with a username and instructions on how to set your own password.
   If 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



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

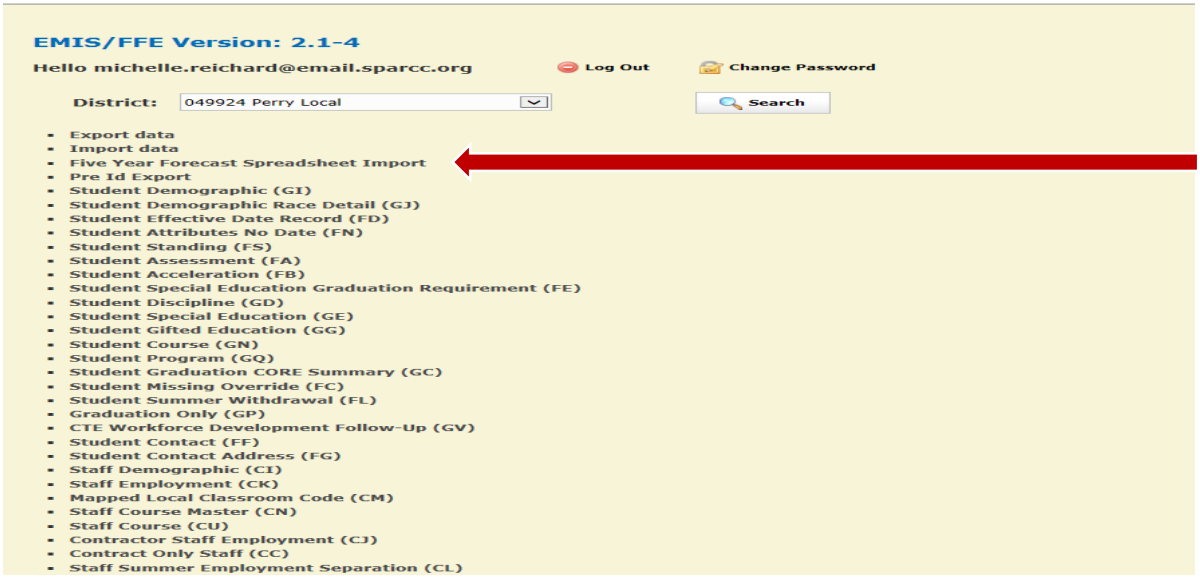


Delete ALL FiveYearForecast – Answer ok on the Message “Delete All FiveYearForecast” records click OK.




| 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 |

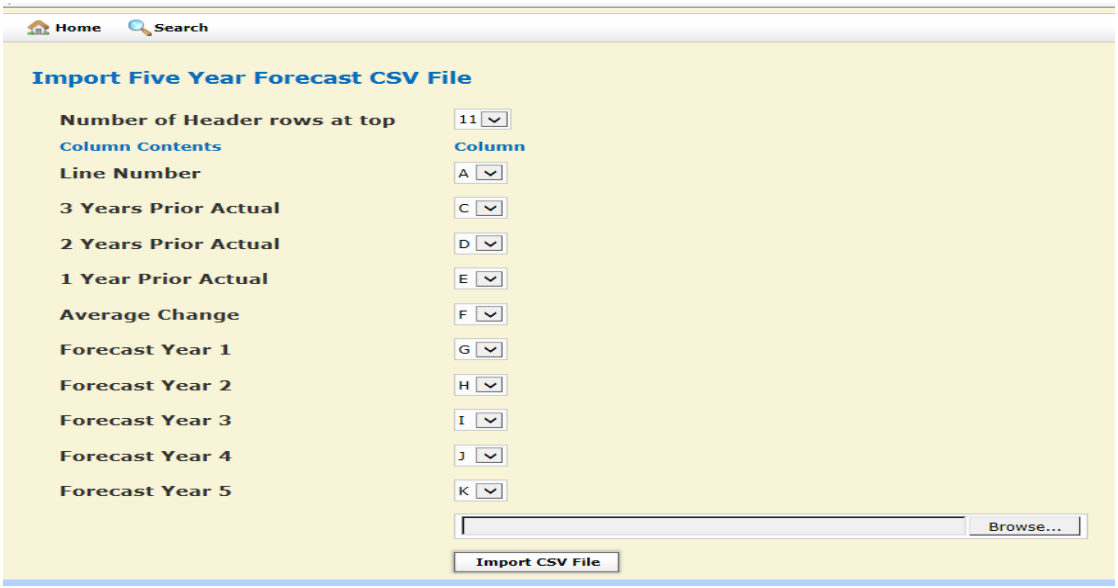
From the Home Page choose Five Year Forecast Spreadsheet Import.



Import the Five Year Forecast CSV file

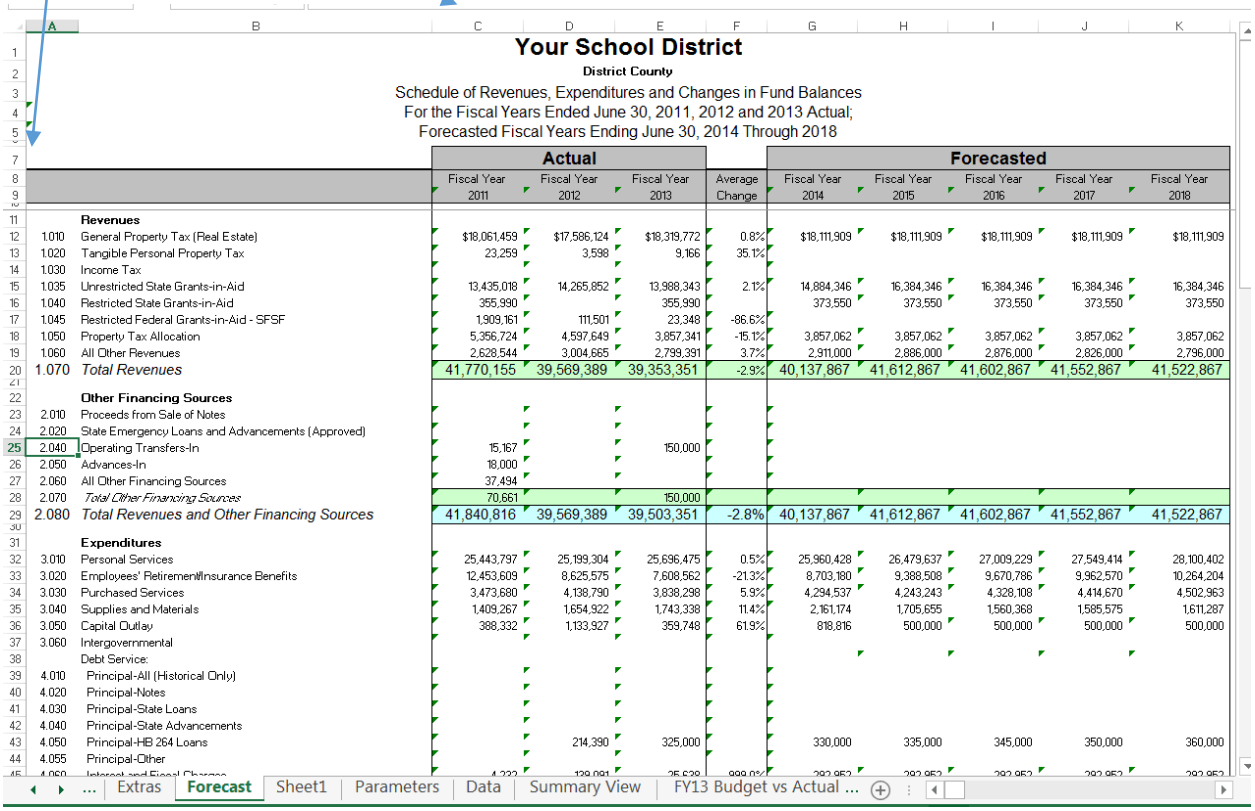
Open your 5 Year Five Forecast Spreadsheet to get the information you will need below:

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



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**

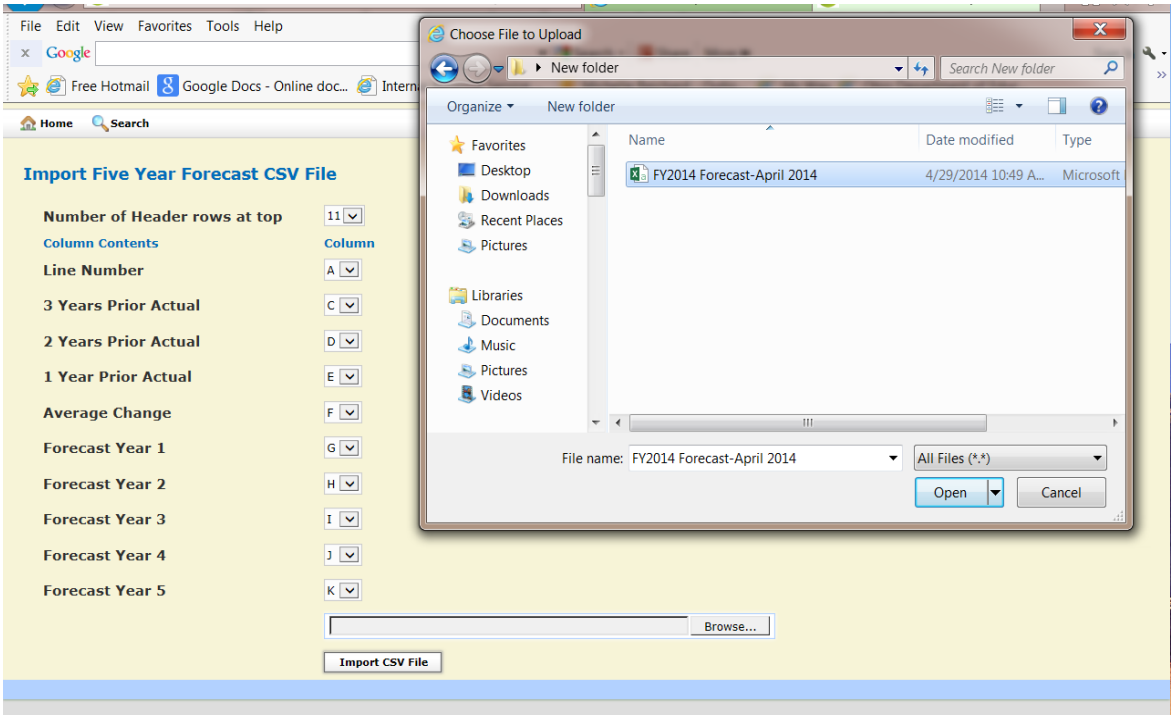
Schedule of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Years Ended June 30, 2011, 2012 and 2013 Actual;
Forecasted Fiscal Years Ending June 30, 2014 Through 2018

| | | Actual | | | | Forecasted | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Fiscal Year 2011 | Fiscal Year 2012 | Fiscal Year 2013 | Average Change | 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 | 1,595,575 | 1,611,287 |
| 3.050 | Capital Outlay | 388,332 | 1,133,927 | 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 | | | | | | | | | |

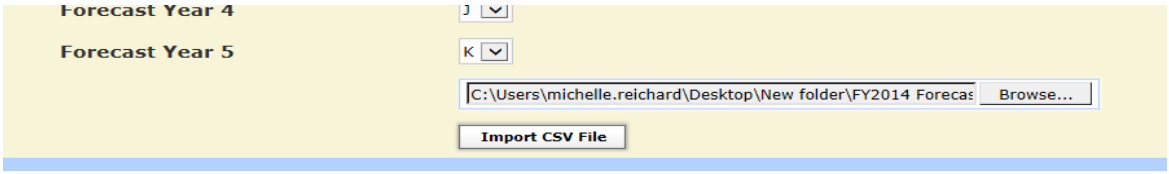
Extras | Forecast | Sheet1 | Parameters | Data | Summary View | FY13 Budget vs Actual ...

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.

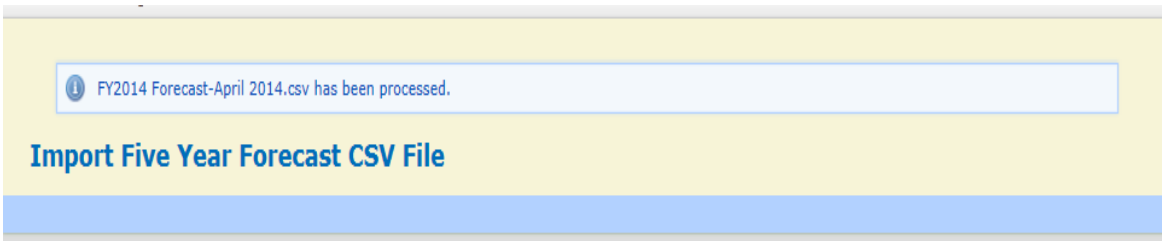
Ex:1 Ex:2



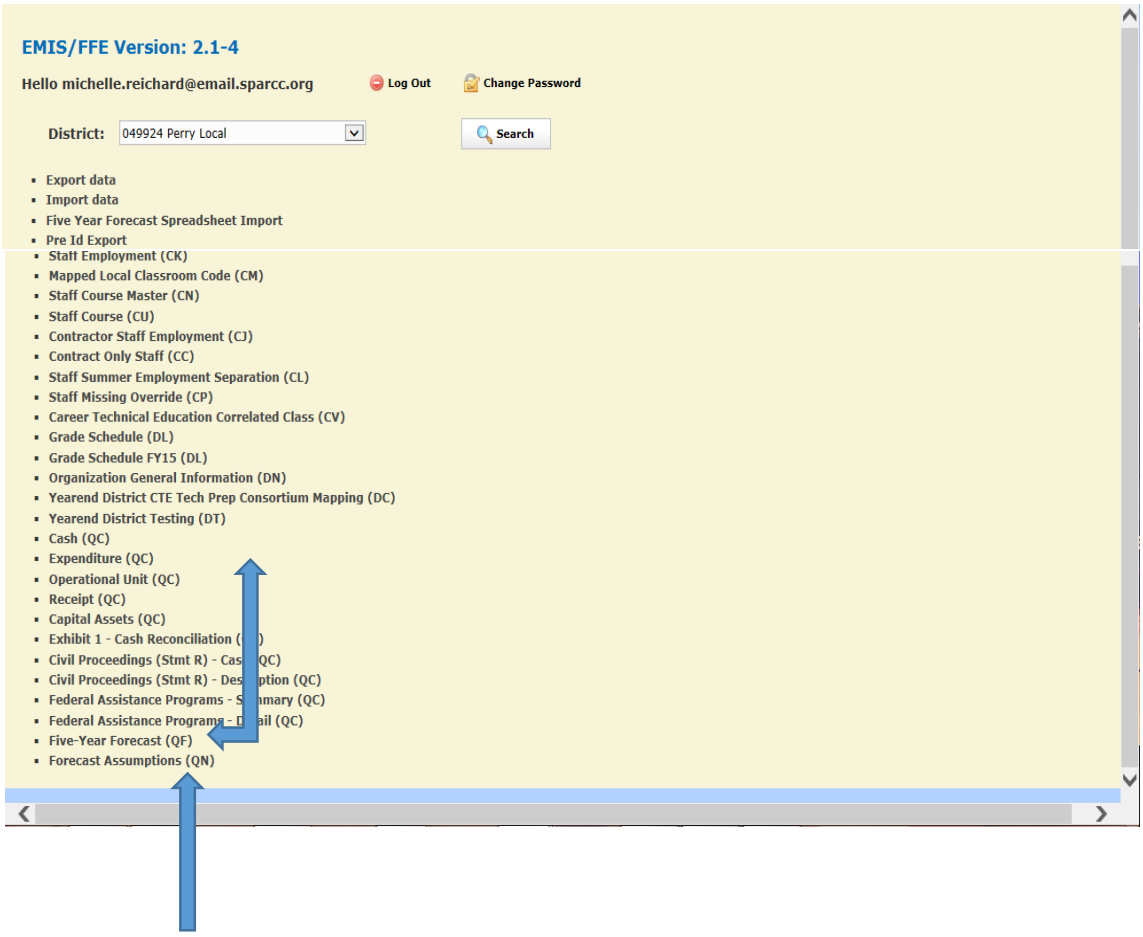

Ex: 3




Ex:4



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

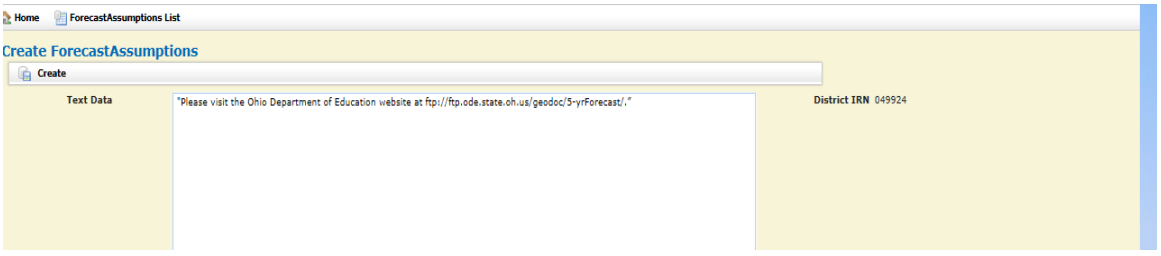



Next choose Forecast Assumptions (QN).

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

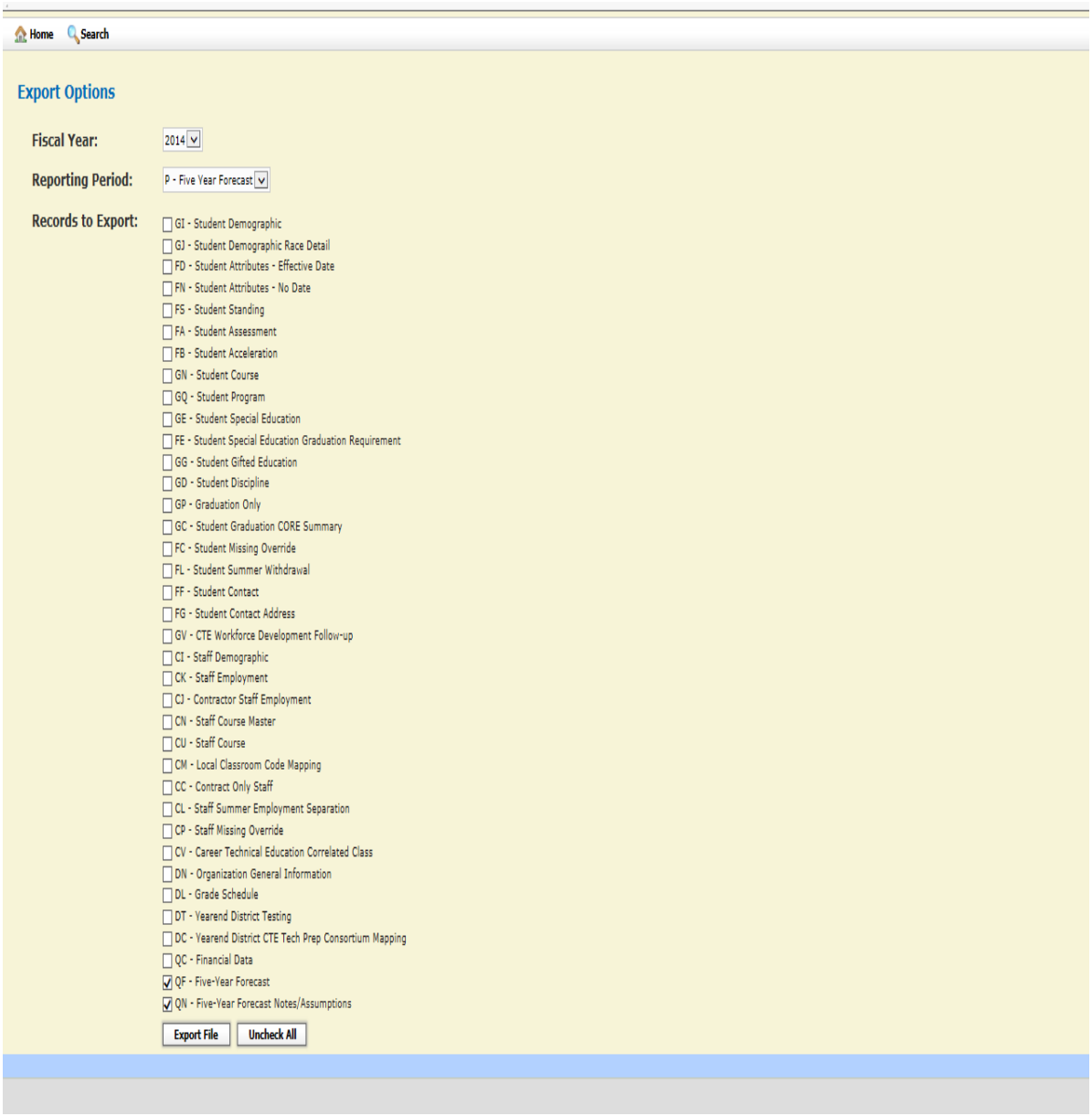
Click on New ForecastAssumptions and when finished click the create button.

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




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:

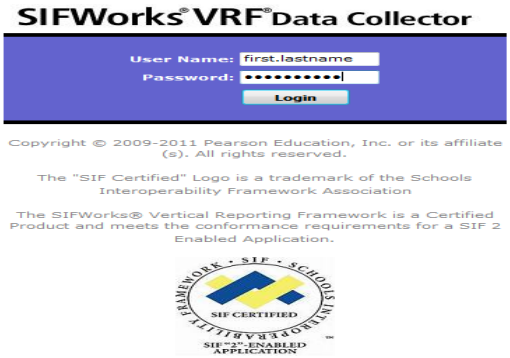
Note: (This process is completed after you have created your forecast. Saved it as a .CSV file and completed the EMISFFE and export the 09999_FFE.seq file.)

1. Create the DISTRICTIRN_FFE.SEQ via the EMISFFE instructions above.

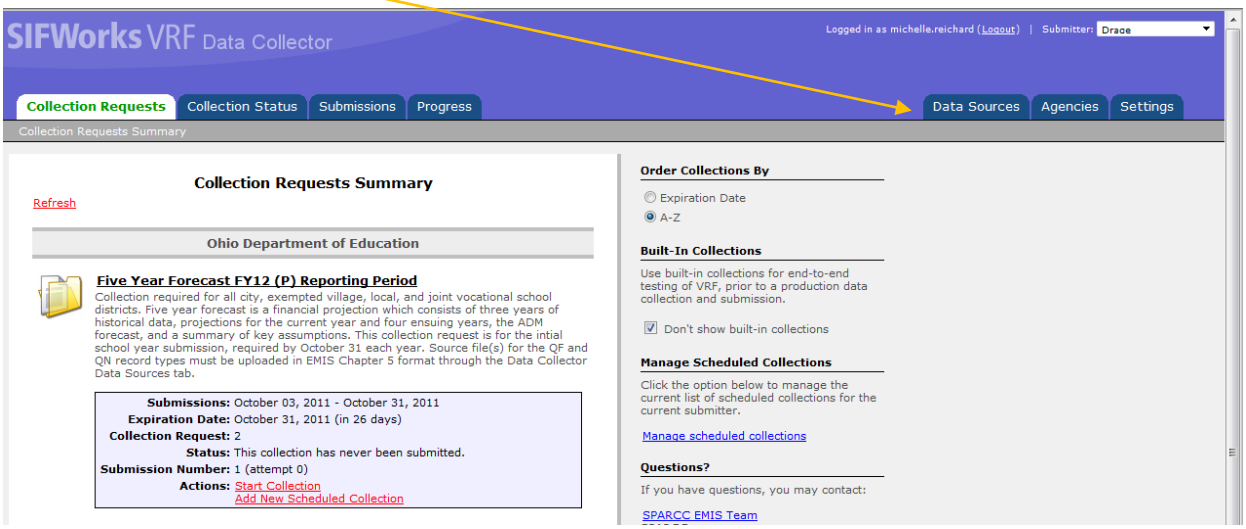
2. Select the SPARCC webpage, select Departments, select Fiscal Data Services Team.

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

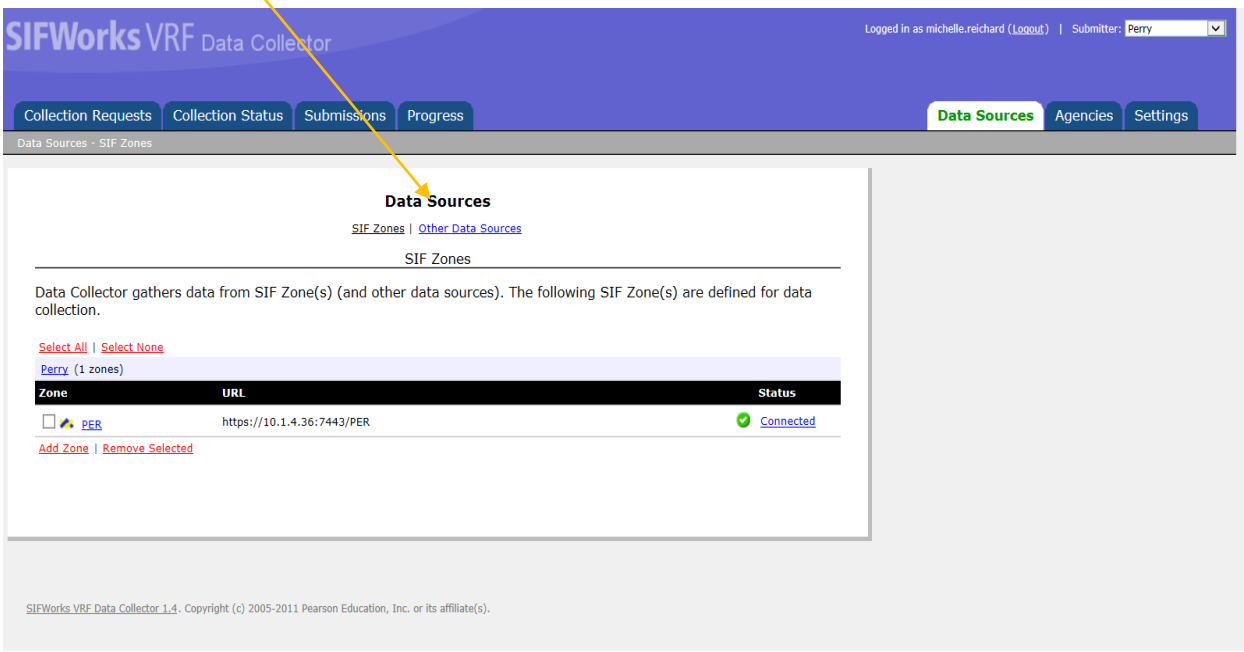
*3. Enter in the username and password (PW is case sensitive) and click login: (your active directory username) if you don't remember username or password please email us at [accounts@sparcc.org](mailto:accounts@sparcc.org) .*



*4. Go to the Data Sources tab.*



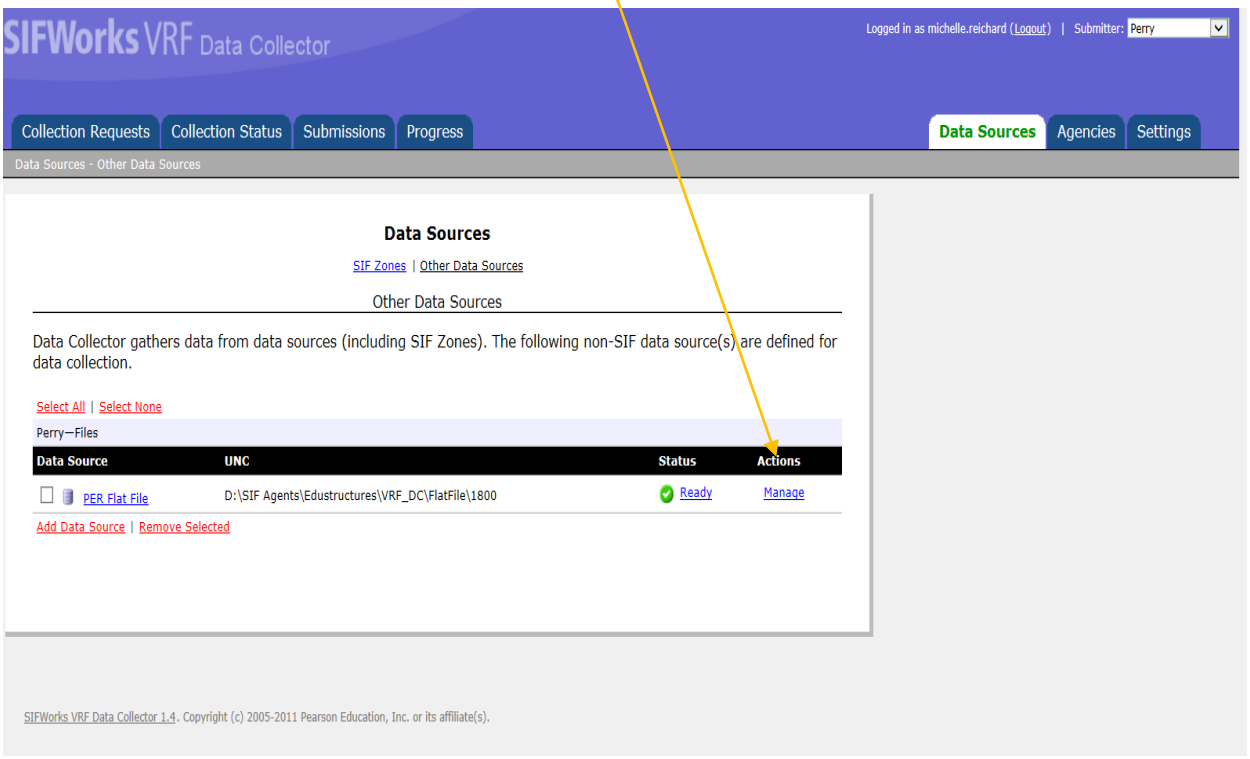

*5. Click on Other Data Sources.*



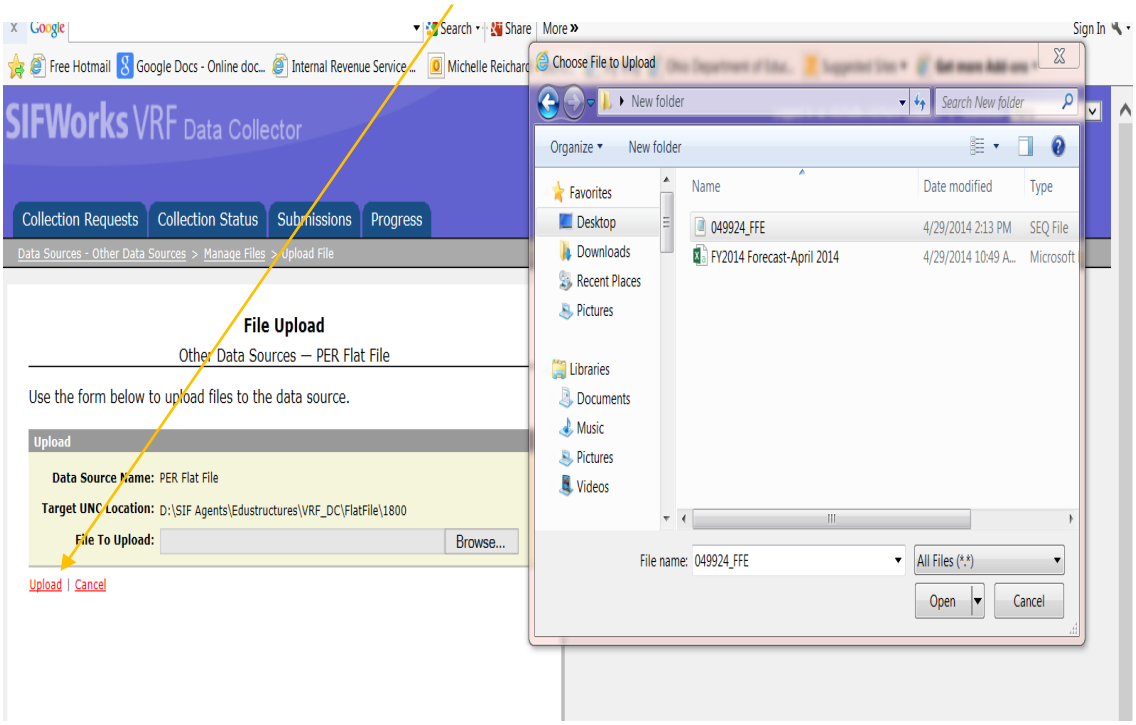
*6. On the Data Sources page click on  Manage  under actions.*

**Note: If an old districtIRN_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.*



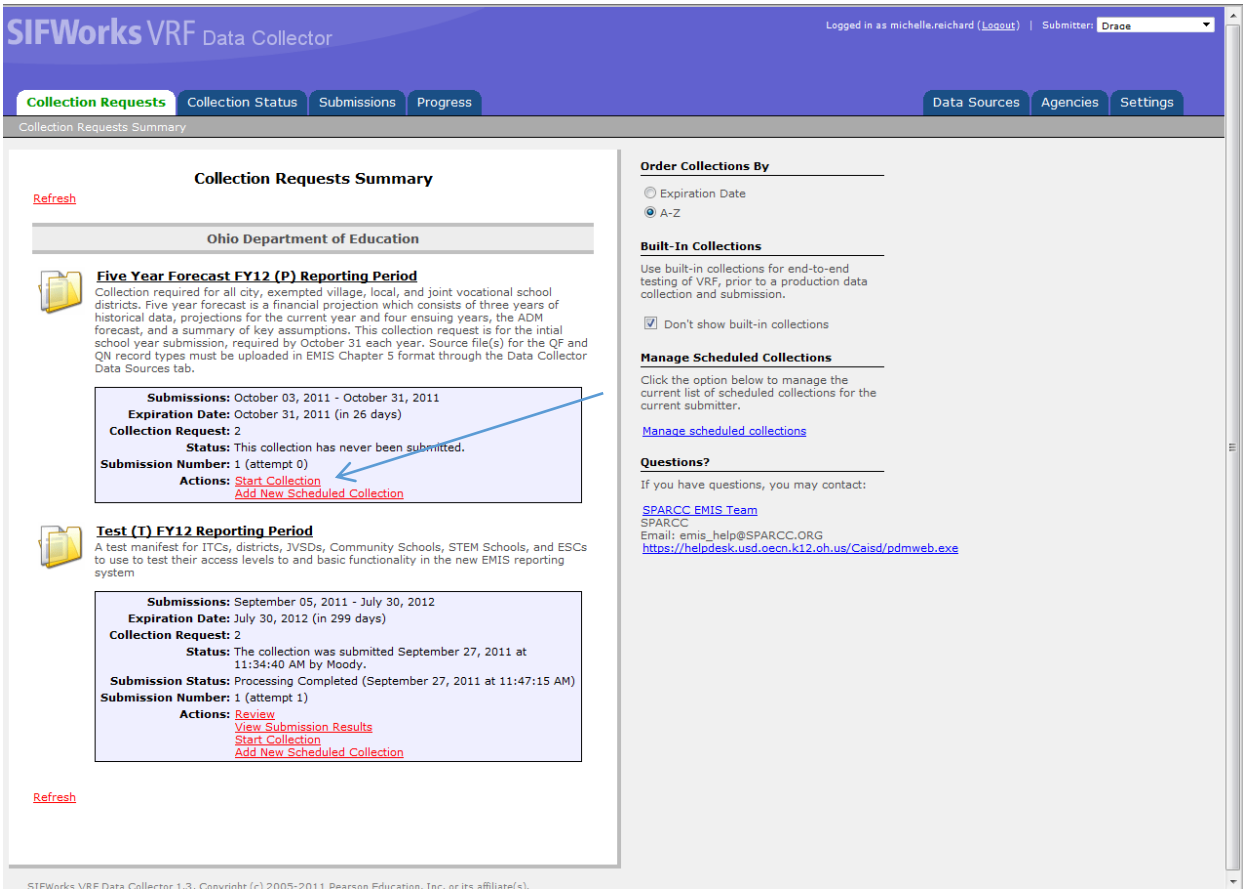
*7. Browse and find the file then upload.*



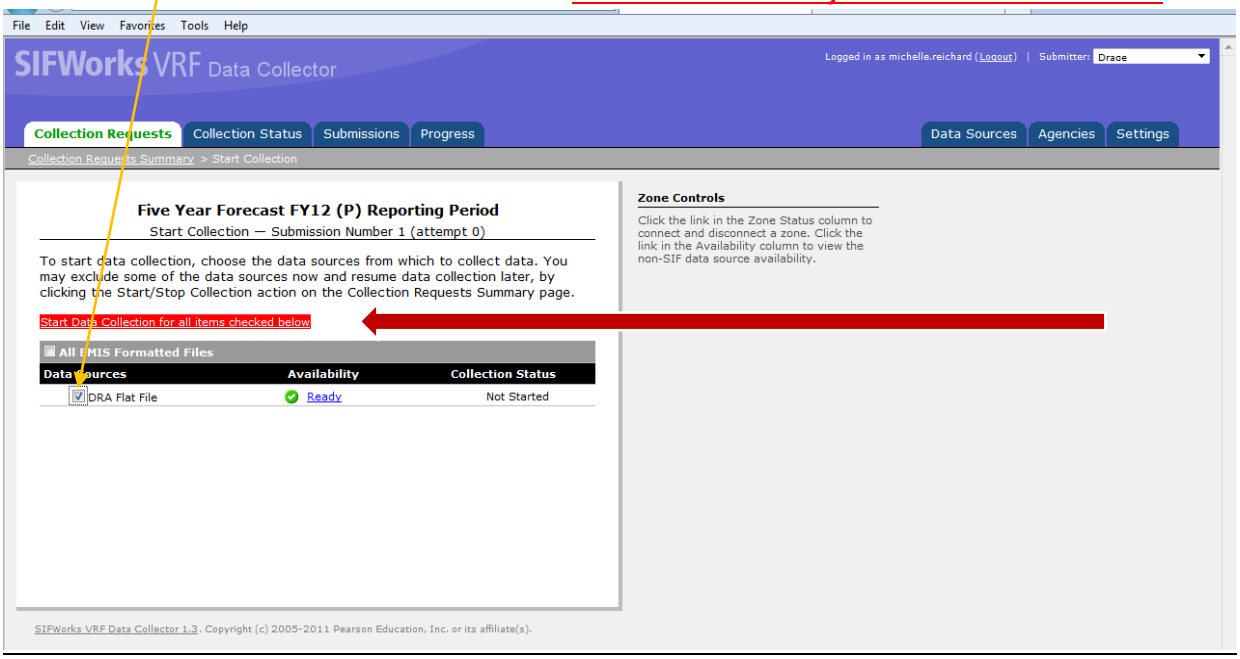
*8. Open the Collection Requests tab:*

*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.***

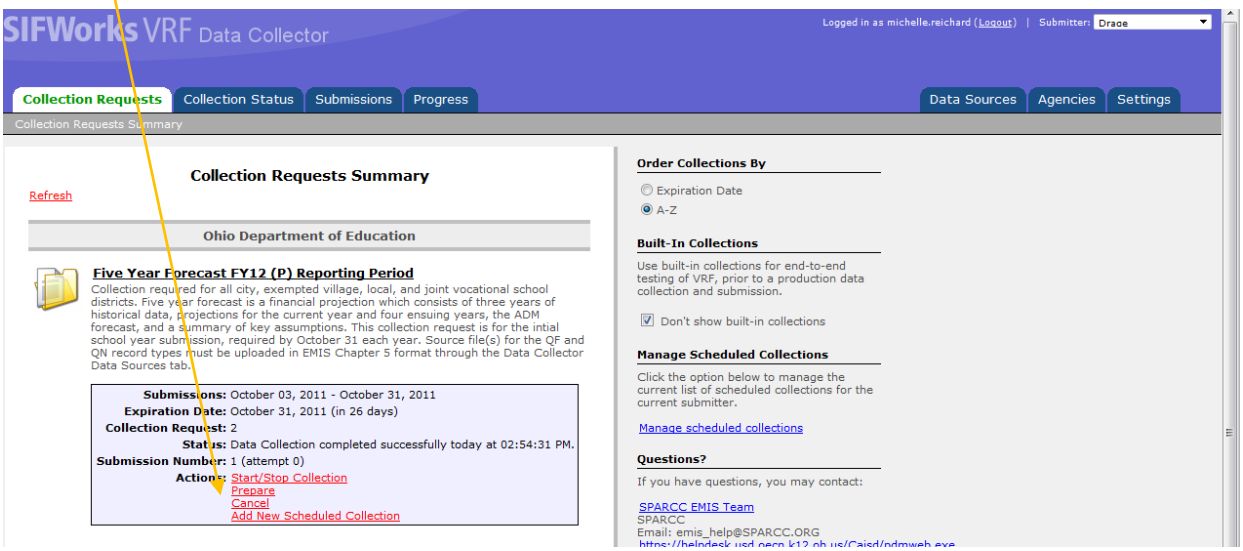


*9. Check the Flat File check box and Click on the **Start Data Collection for all Items checked below**:*

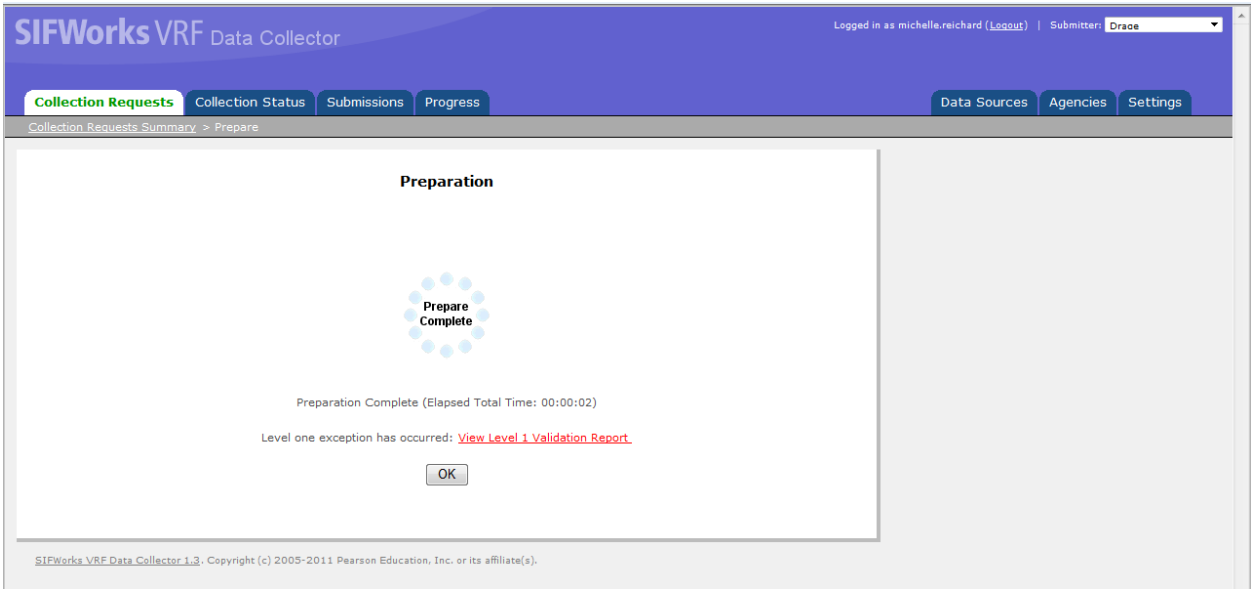



*10. Click on the **Refresh** button unit the following actions are listed as in the screen below.*

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



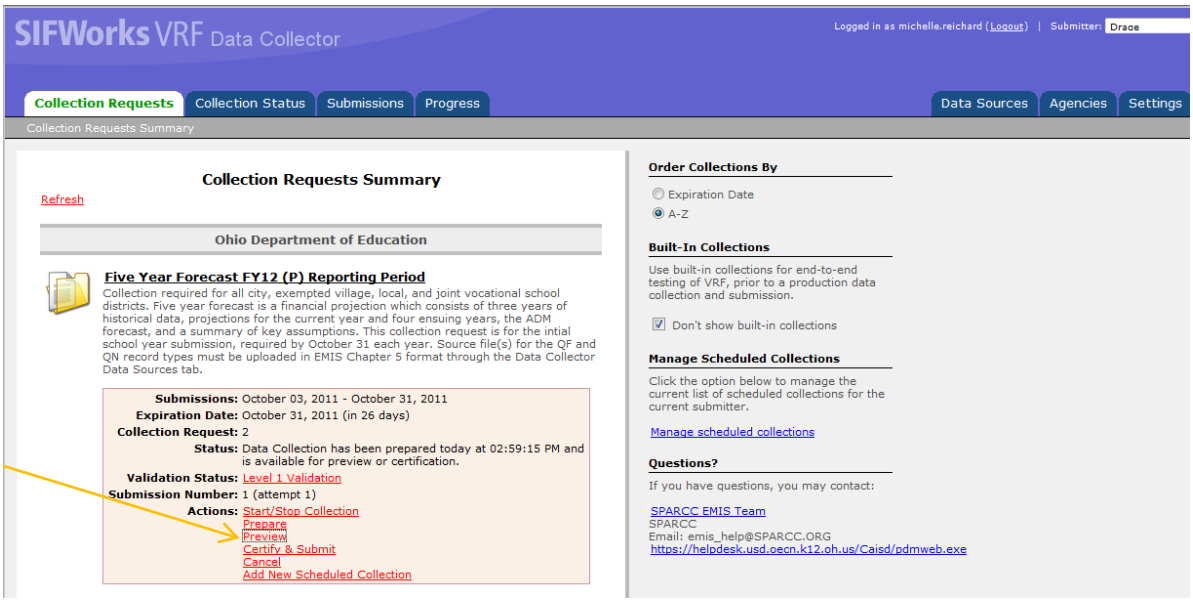
*11. When the Preparation is completed, click on the OK:*




*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 .*

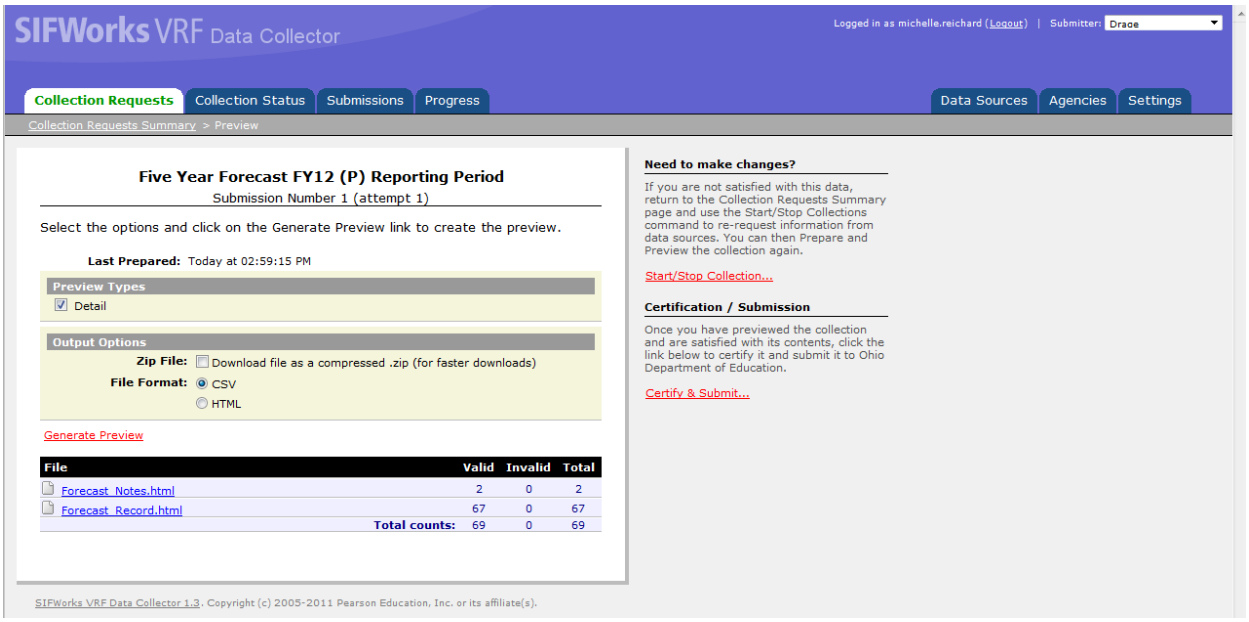
*If no errors occur continue with the next step.*

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

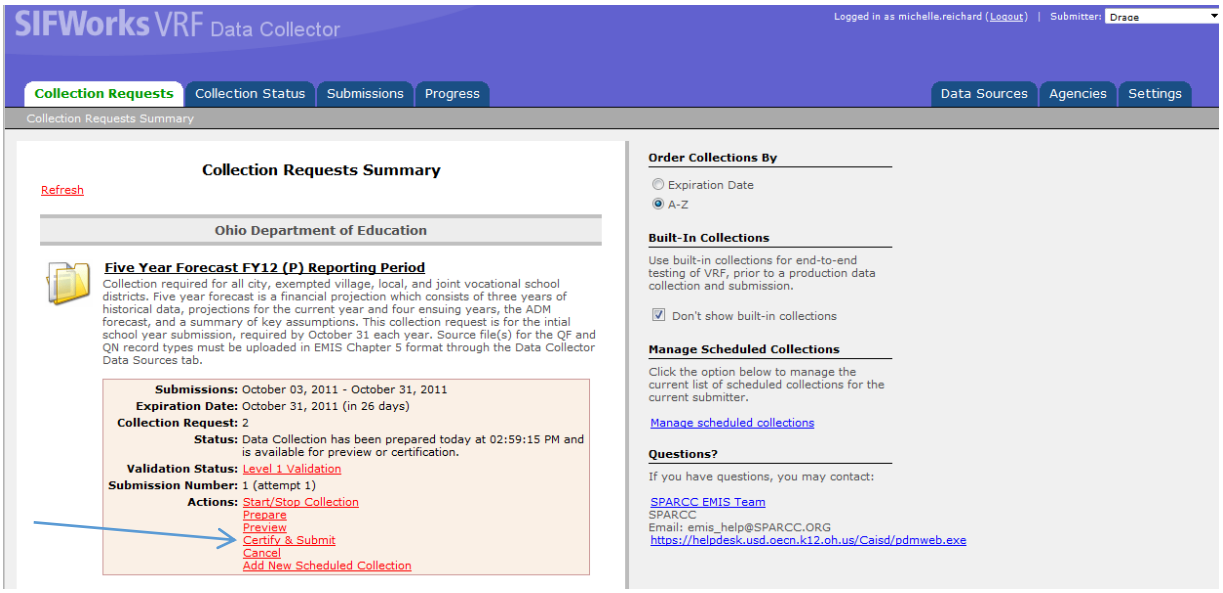


*13. Collection requests summary>Preview  Output Options for Notes choose File Format: HTML and for Forecast Record choose file format: CSV  Generate the Preview (2 files must be sent.  If you send your Notes to ODE via email you are still required to send a note stating "Please visit the Ohio Department 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.*

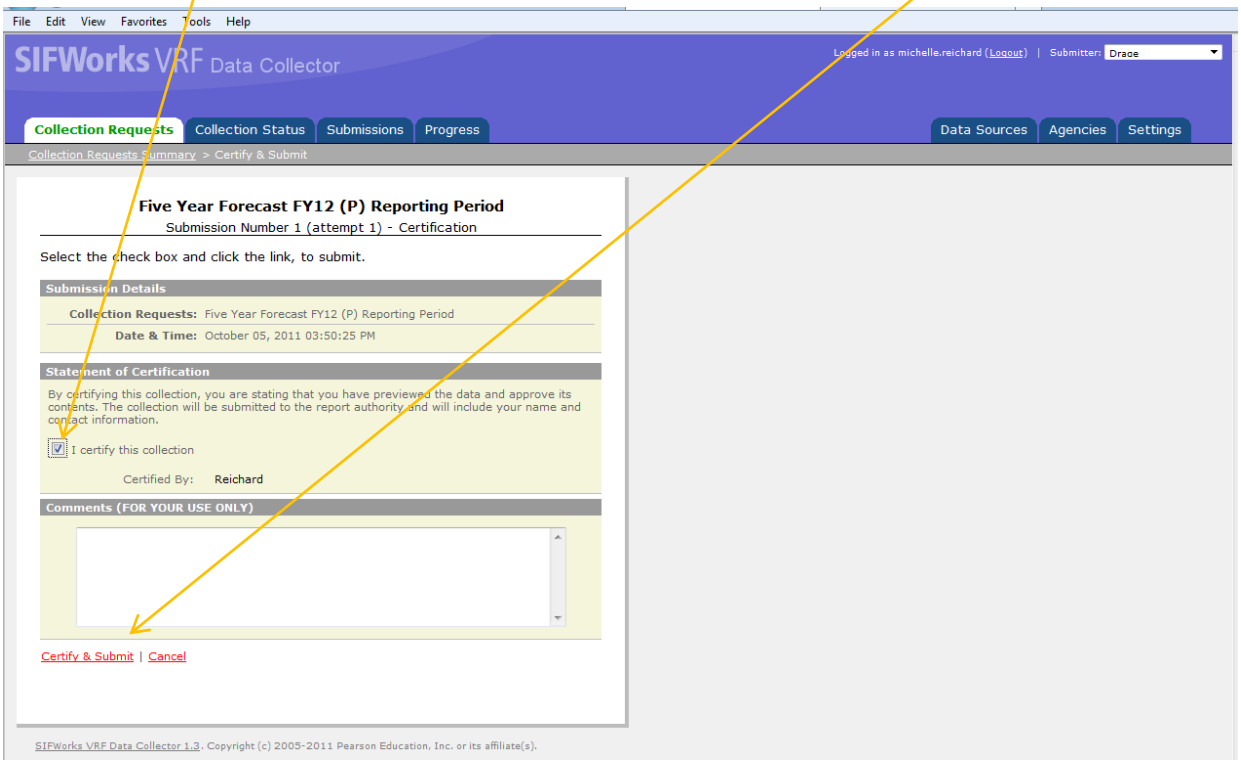
*To Save the file either save the CSV files as you view them or check the Zip File: and right click on the file it creates, click save as and save it somewhere for review on your computer.*



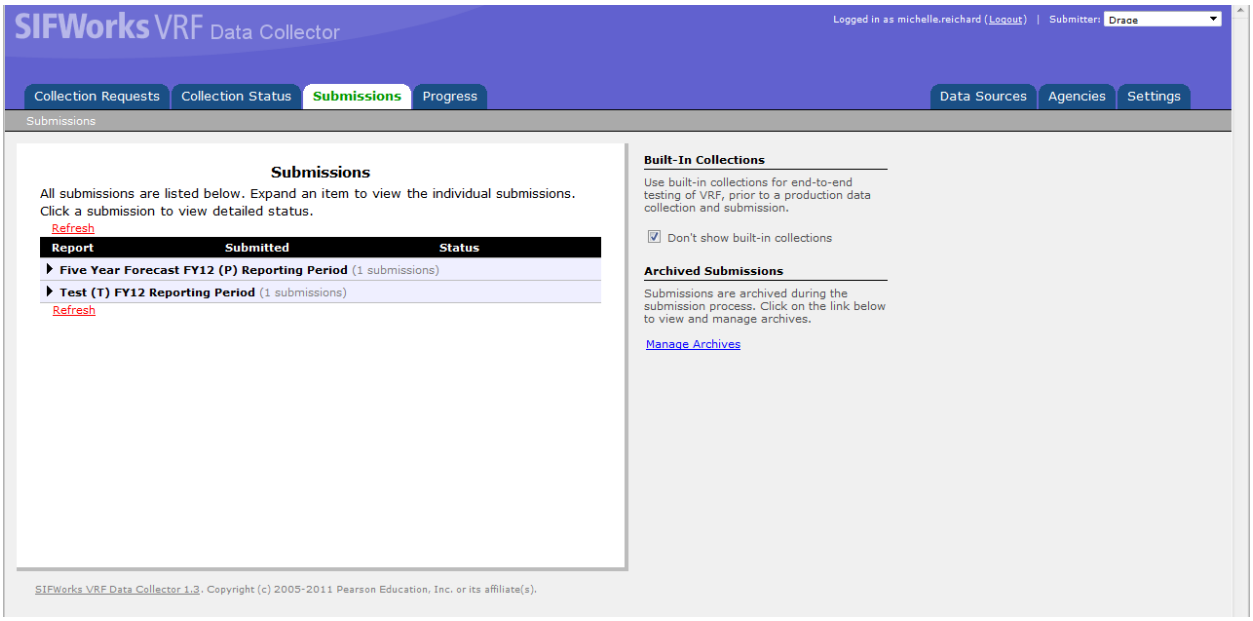

*14. Move to the Collection Requests tab.  Under Actions: **Certify & Submit***



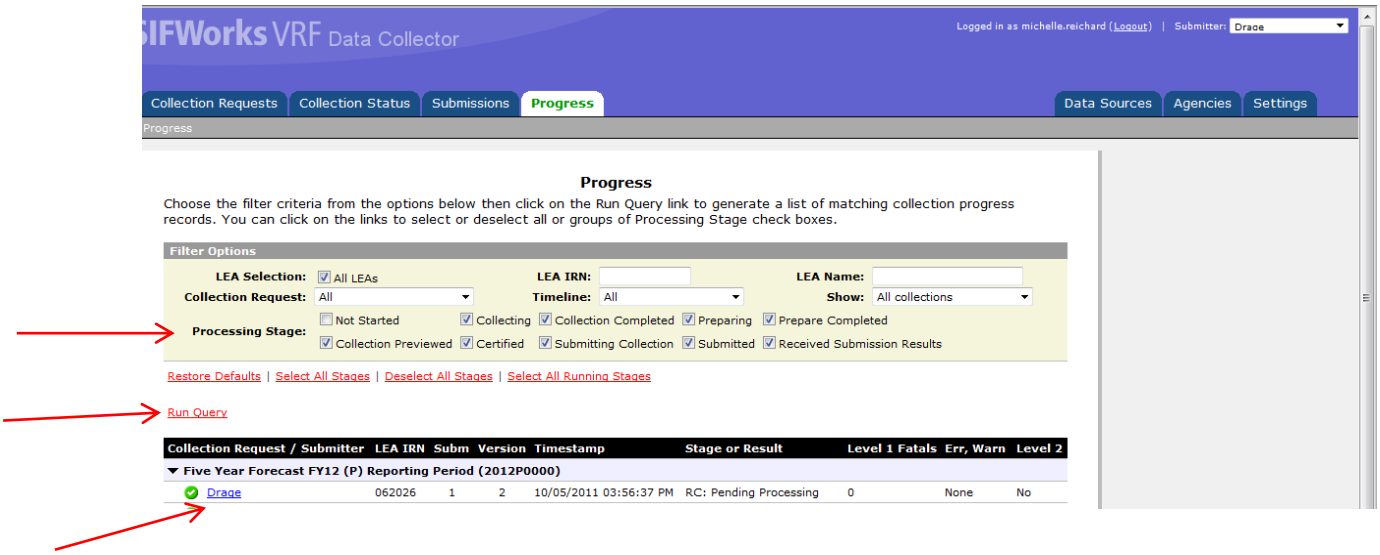
*15. Check the box - to certify this collection, Next click on the link:* ***Certify & Submit***




*16. Submissions tab shows the status of the submission.*



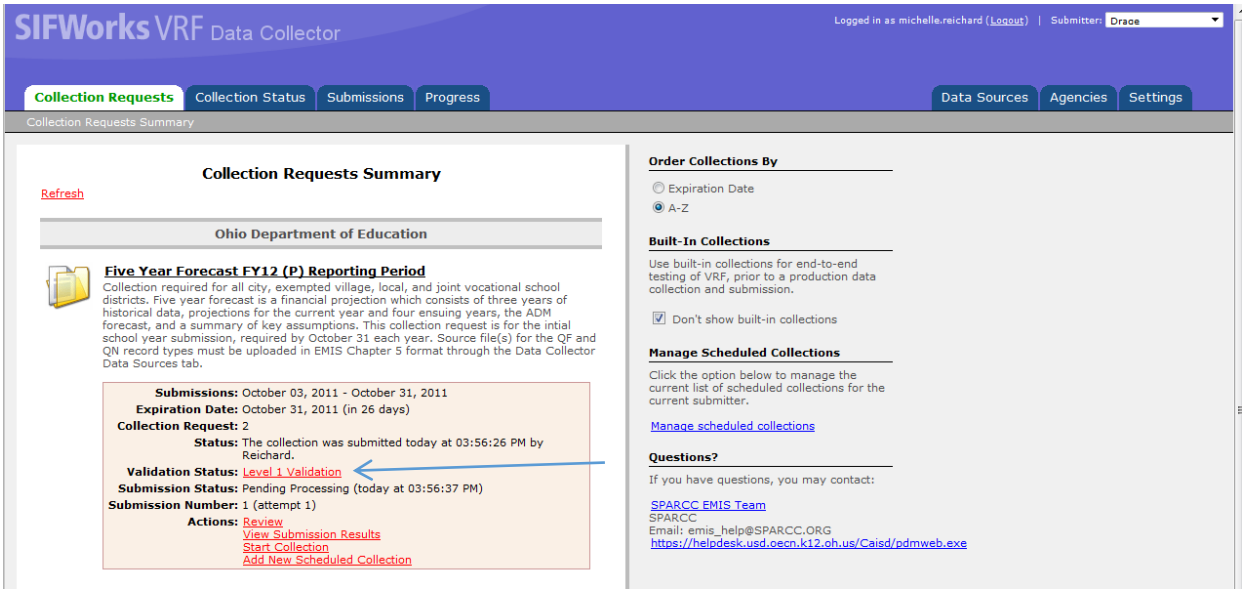
*17. The Progress tab - Check on (select) the Processing Stage. As seen below. Click - Run Query to see what Stage or Result your file is in process at the ODE. The link **District Name** (in this example Drage) under the collection request/Submitter is also a link to progress history.* Once received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

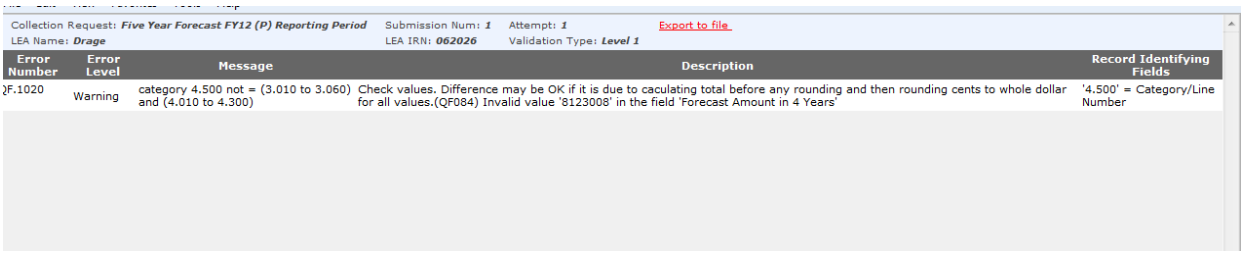



*Once you have Certified & submitted your Five Year Forecast and Notes the process is complete.. You will want to view your Forecast on the Ohio Department of Education's website for accuracy in the next few days.*

## *Level 1 Errors Reviewed*

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




*The 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:*