



Five Year Forecast Training

How to use the SSDT spreadsheet and report your
forecast

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Introduction

This booklet will provide you with the instructions necessary to produce the five-year forecast via the SSDT's spreadsheet. The following steps will be covered:

- 1.) How to download the SSDT forecast from the web.
- 2.) How to import data from your USAS files to the SSDT forecast spreadsheet.
- 3.) How to upload the data in the forecast to the EMIS software for reporting purposes.
- 4.) How to correct and resubmit your forecast data.

At this time, there are several different methods by which you are able to produce and report your five-year forecast. By no means are we intending to “push” the SSDT forecast spreadsheet by creating this training booklet over any other method you may choose. However, because of the mass amount of options out there for creating the spreadsheet, we felt that we must select one and offer training for it as an option for those that are not comfortable with others. Should you choose a nother spreadsheet, we will try to help as much as possible with it, but understand that our experience lies with the SSDT spreadsheet and we may not know the answers to your questions in other situations.

With that said... ☺...On to the five-year forecast!

Downloading the SSDT Forecast Spreadsheet

To download the SSDT forecast, go to the following URL:

<http://dl.ssdtd.oecn.k12.oh.us/ww2/ssdt/forecast/>

Once the page loads, you will see the following:

SSDT Five Year Financial Forecast

Current Version: 2.01-3

Revision Date: 20-Sep-1999

New for FY2000: The SSDT spreadsheet now comes in two flavors:

Standard: Includes several optional sheets including "Presentage" 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.

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".

Note: This spreadsheet was developed for OECN 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.

If you have questions, comments or suggestions regarding the spreadsheet or the USASFF program, please visit us in the "State Software: USAS" forum in the OECN Public Discussion Forums

Download the desired spreadsheet by clicking the link below:

[Standard Version for Excel 2000/97 or Excel 95](#)

[Basic Version for Excel 2000/97 or Excel 95](#)

We are recommending the “Basic” version as this will accomplish what we are here to do. ☺

Once you click on the “Basic” version download, take the option to save it to disk. You can save it wherever you want...just remember where you put it!

The download is very quick and once it is complete...you can move on to the next step.

Using the Spreadsheet

Once the file is downloaded, you can close your web browser and go to the location on your pc where you stored the spreadsheet and open it by double clicking it. A prompt will come up asking you to enable macros, click on that option to continue.

The workbook will contain four sheets within it:

- 1.) Instructions
- 2.) Forecast
- 3.) Parameters
- 4.) Data

The following is the “Instructions” portion of the workbook that will explain the use of the spreadsheet (created by SSDT). We have included various “additions” to the instructions to tailor it more to your needs and to explain in a little more detail what you need to do.

Five Year Financial Forecast Spreadsheet

Instructions

This spreadsheet was developed by the SSDT to assist school district's 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 USASFF 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.

Note: These instructions assume you are using Microsoft Excel 97 or Excel 2000. The spreadsheet is believed to be compatible with earlier versions of Excel. However, the precise steps may vary slightly if you are using a different spreadsheet application.

Tip

If you have questions or need assistance using this spreadsheet, visit the USAS forum on the OECN Public Discussion forums at <http://ssdt.oecn.k12.oh.us/forums>

The Forums are a web-based 'discussion' areas (similar to DEC Notes). Someone from the SSDT will be there to help you.

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. You are currently viewing the "Instructions" worksheet. Near the bottom of this window are tabs which allow you to switch between the various sheets. You should see the following worksheets:

- 'Instructions' is the sheet you are currently viewing
- 'Forecast' contains the Five Year Forecast
- 'Parameters' contains global parameters (district's name, FY)
- 'Data' may contain the information imported from USASFF.

Now switch to the 'Parameters' sheet and enter your district's name, county and the 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

Getting the USAS Data

In order to bring in the data necessary for the forecast, you can do so (as shown on the next page) in one of two ways. You can either import the data by running USASFF or by manual input.

To run the USASFF program, you can do so by entering USASFF at the menu prompt on our system. The following is a screen dump of the USASFF program:

Five Year Forecast Report/Export

Output Report USASFF.TXT
Detail or Summary? D

The following funds are automatically included by this module:

001, 002, 016, 455, 447

For fund 002 only expenditures and revenues for SCC 8001 are included automatically. Any other SCC's of Fund 002 are included if the 'Include on SMI/SM2' flag on the cash account record is set to 'Y'.

Source of projected amounts for current fiscal year A
(A)-USAS Accounts (S)-SMI amounts (B)-Leave Blank

Actual Data For Five Year Forecast 1 of 1
PF4 Execute F10 Reset
F7 Help F11 Save/Recall
F8 Exit
F9 Cancel

***help for "source of projected amounts..."

A = Use the July 1st Cash Balance, FYTD Expendable and FYTD Receivable values from the USAS accounts.

S = Use the SMI estimate amounts for the current fiscal year actuals

B = Leave the amounts blank (zero)

Output file(s):

USASFF.TXT
USASFF.CSV

Importing Data From USASFF

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. Your OECN DAS personnel may need to help you with this step. (See below)

Tip

Be sure to download the CSV file in the correct *mode*.

For example, if using FTP or Kermit, download the CSV file in "ASCII" mode.

Downloading Files

The following will provide you with the necessary steps to download files to your pc.

After you have created the CSV file (instructions above)...do the following...

Make sure you're at your Hi! prompt...

1. In the upper left hand corner of your Reflections screen, click on **File**
2. From the File menu, click on **Transfer**
3. A file transfer box will appear and you will need to select the following options:
 - a.) Click on the "**Show Host Files**" box. It will do a search of your directory on our system and then will produce a listing of the files in there ready for transfer in the upper right hand portion of the screen.
 - b.) Scroll down through the listing and select the **USASFF.CSV** file by clicking on it.
 - c.) In the drive selection box (lower left hand corner) Click on **C:** if not already selected or the drive on your pc where you want the transferred CSV file to be located.
 - d.) In the local directories box (just above the drive selection box) select the directory pathname where the CSV file is to be saved on your pc.

- e.) In the center of the screen select the following options:
 - 1) Protocol = **WRQ/Reflections**
 - 2) Transfer Type = **ASCII**
 - 3) If file exists? = **Overwrite**
- f.) At the top center of the screen, click on the arrow box pointing to the **left**. This will start the file transfer of the file you selected from your account on our system to your pc.
- g.) A progression box will appear to show the transfer in progress, once that goes away, the file transfer is completed and you may click on **Close** to close the file transfer box.

Note: Once the file has been successfully transferred, open it by locating it on your pc and double clicking on the file.

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 blank corner adjacent to the column A and row 1 labels.) Alternatively, you may click-drag from cell A1 through F56 to select the appropriate cells.

b.) On the menu bar, choose Edit->Copy. A dashed box should appear around the copied cells.

c.) Switch back to the 'Data' sheet in the **Forecast** workbook and click on cell A1.

d.) From the menu bar, choose **Edit->Paste**. The data from the CSV file should now appear in the 'Data' sheet.

4) If you completed the above steps successfully the data from the CSV file should be in the 'Data' sheet of this workbook. Now switch to the 'Forecast' sheet. You should see 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 work in the forecast and don't want to start over, see "**Correcting Common Problems**" below.

After the data is loaded, you can proceed with completing the forecast (see below).

Entering or Correcting Data Manually

If you choose not use the data from USASFF, or you are not a state software user, 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 USASFF, you will probably need to make manual 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 contain subtotals (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 this "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 this 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.

Other Problems

If you manage to damage your copy of the spreadsheet in other way, you don't necessarily have to start over. Your local DA Site may be able to help you recover the spreadsheet. Alternatively, you can contact the SSDT for assistance. The best way to do this is via the OECN Forums web site (see link in first "Tip"). We may ask you to upload your spreadsheet to the forum so that we can look at it or repair it for you.

Exporting for use with EMIS (FFIMPORT)

After you have completed the forecast, you must provide the information to the EMIS system. You may either manually re-enter the data from this spreadsheet, or you may use the EMIS FFIMPORT program to import the results of this spreadsheet.

Note: Save the entire workbook by clicking on the Save button before continuing to save it in the Excel format.

To prepare this spreadsheet for importing into EMIS, switch to the 'Forecast' sheet and choose File->Save As... Give the file a different name and in the 'Save as Type' field, choose 'CSV (comma delimited)'.

The resulting file must then be uploaded to the DAS computer system for loading into EMIS using FFIMPORT. Your DAS personnel may need to help you with the uploading process. (see next section)

Important: Be certain that you extract the 'Forecast' sheet and not the 'Percentage View' or 'Summary View'. Only the 'Forecast' sheet has all the information required by EMIS.

Note:

The spreadsheet is compatible with the default options of FFIMPORT. You do not need to enter any special values in FFIMPORT unless you have added or removed columns from the spreadsheet.

Uploading the Forecast

The following will provide you with the necessary steps to upload files from your pc into the EMIS database for reporting.

After you have saved the Forecast portion of the five-year forecast as a CSV (comma delimited) file (instructions above)...do the following...

1. In the upper left hand corner of your Reflections screen, click on **File**
2. From the File menu, click on **Transfer**
3. A file transfer box will appear and you will need to select the following options:
 - a.) In the drive selection box (lower left hand corner) Click on **C:** if not already selected or the drive on your pc where the file is located.
 - b.) In the local directories box (just above the drive selection box) select the directory pathname where the file was saved on your pc.

- c.) In the local filenames box find the spreadsheet filename and click once on it to select it. It will appear in the box.
- d.) In the center of the screen select the following options:
 - 1) Protocol = **WRQ/Reflections**
 - 2) Transfer Type = **ASCII**
 - 3) If file exists? = **Overwrite**
- e.) Top center of the screen, click on the arrow box pointing to the right. This will start the file transfer of the file you selected from your pc to your account on our system.
- f.) A progression box will appear to show the transfer in progress, once that goes away, the file transfer is completed and you may click on **Close** to close the file transfer box.

Other Suggestions

This spreadsheet was formatted to print acceptably on a laser or inkjet printer. If you find that the forecast does not print well on a single page with your printer, then you should use File->Page Setup and change the "Fit to" parameters appropriately. Most likely, you will want to print one page wide and two pages tall.

If the shading does not print well, or just annoys you, you can remove it easily by selecting the entire forecast sheet and choosing Format->Cells. Select the Patterns tab and then "No color". This will remove the fill colors from the entire spreadsheet.

Notes to the Five-Year Forecast

In addition to the forecast, each district is required to report Notes to the financial forecast as well. Normally, you would create this in Microsoft Word, WordPerfect, or some other word processing program of your choice. Once the file is created and saved in your word processing software, do the following:

- a.) Open the file by locating it and double clicking it.
- b.) Click on **File** and then **Save As...**
- c.) Click to select the location of where the new file is to be stored on your pc
- d.) Enter a file name
- e.) Click on **Text Only** for the save type in the dropdown box.
- f.) Click on **Save**.
- g.) Upload the file from your pc to the system using the instructions on the next page.

Note: Alternatively, if you wish to skip the process above, you can do the following:

- a.) Open the Notes file that you created on your pc
- b.) Drag the entire document to highlight
- c.) Click on **Edit...Copy**
- d.) Go to your Reflections screen (where you are logged into our system AND have the proper "P" database selected), select **EMSFEN**, and then **EMSFEN/EDIT** and enter the data by clicking on **Edit** and then **Paste**. (Be sure that you are in the correct database)

Uploading the Notes File

The following will provide you with the necessary steps to upload files from your pc into the EMIS database for reporting.

After you have saved the Notes to the five-year forecast as a text-only file (instructions above)...do the following...

4. In the upper left hand corner of your Reflections screen, click on **File**
5. From the File menu, click on **Transfer**
6. A file transfer box will appear and you will select the following options:
 - a.) In the drive selection box (lower left hand corner) Click on **C:** if not already selected or the drive on your pc where the TXT file is located.
 - b.) In the local directories box (just above the drive selection box) select the directory pathname where the TXT file was saved on your pc.
 - c.) In the local filenames box find the spreadsheet filename (TXT file) and click once on it to select it. It will appear in the box.
 - d.) In the center of the screen select the following options:
 - 1) Protocol = **WRQ/Reflections**
 - 2) Transfer Type = **ASCII**
 - 3) If file exists? = **Overwrite**
 - e.) Top center of the screen, click on the arrow box pointing to the right. This will start the file transfer of the file you selected from your pc to your account on our system.
 - f.) A progression box will appear to show the transfer in progress, once that goes away, the file transfer is completed and you may click on **Close** to close the file transfer box.

Getting the Data into EMIS

Note: You MUST have accomplished the two steps above involving getting both the CSV forecast file AND the notes TXT file uploaded to your account on our system. You can't continue with these instructions unless you have done so.

Go into the menu system and select **EMIS, EMIS_SEL**, and then select the **P** database for the current FY EMIS financial forecast database. This is where we will load all of the data AND it is also the place where you will come back to make any future corrections.

Loading the forecast into the EMIS database:

To load the CSV file that you uploaded to your account into the forecast database, you will run the **FFIMPORT** program. To do so, type **FFIMPORT** at your menu prompt. The following is a screen example of the FFIMPORT program:

Import Five Year Financial Forecast

Import File MYFORE.CSV (Enter the CSV filename here)
File type CSV

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	<u>1</u>
Prior Year Actual	<u>3, 4, 5</u>
Average Change	<u>6</u>
Forecasted Year Amounts	<u>7, 8, 9, 10, 11</u>

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PF4 Execute	F10 Reset
F7 Help	F11 Save/Recall
F8 Exit	
F9 Cancel	

To check the data, select EMSFCN, and then EMSFF, or run the FORECAST report from the EMIS_RPT option of the menu.

Loading the Notes into the EMIS forecast database:

To load the TXT notes file that you uploaded to your account on our system, do the following:

- 1.) Select the **P** database for the FY you are working on
- 2.) Type **EMSFCN** at your menu prompt.
- 3.) Select the **EMSFN** option.
- 4.) Select the **Import** option and the following window will appear:

Enter Input Filename

File name: _____

Supercede Append Cancel

- 5.) Enter the name of the file as you called it when you uploaded it to your account and select "**Supercede**" to overwrite what's in there.
- 6.) To view the notes as they are in the database, you may select the Edit option. You may also make changes while in the Edit mode if necessary. When finished, hit the **Do** key and type either **EXIT** to exit and save changes or **QUIT** to exit without saving changes.

Finished???

Check to make sure that your data has been properly loaded by doing the following:

- 1.) Go into **MENU** and select the forecast database you're working on.
- 2.) To check the forecast data... You can run the Forecast Report from the menu by typing **FORECAST** or type **EMSFCN** and then select **EMSFF** to view your forecast data. Check the data line by line compared to your Forecast to make sure the data is correct. You can also hit the **F20** key while in that screen to validate the data. Any errors in lines or subtotals will appear. (If there are errors, it will give you an option to Acknowledge or Fix)
- 3.) To check the Notes... Type **EMSFCN** and then **EMSFN**. To view the notes select the **Edit** option. You may also make changes while in the Edit mode if necessary. When finished, hit the **Do** key and type either **EXIT** to exit and save changes or **QUIT** to exit without saving changes.
- 4.) Request a validation of your forecast data. Once your data is error free, we will submit it to state for you.

Resubmitting Your Forecast Data

At some point, your district may need to resubmit your forecast data due to errors or variances. To do so, you can follow one of two methods...whichever is easiest for you.

Method 1:

Follow the instructions in the this booklet as you did when creating the original forecast submission by making your changes in the actual forecast and notes, saving those files as CSV and TXT files, uploading to the system, and importing both files into the EMIS forecast database. When finished, send FSTAFF an email requesting validation and submission of your forecast data.

Method 2:

Instead of going through the entire process again of correcting, uploading, importing, etc, you can select the forecast database to make corrections or changes to your data. Go to **EMSFCN** and select **EMSFF** to correct the forecast data directly by selecting the line number and then modify/add/delete that line. Be sure to use the **F20** key after the changes to validate the totals. To change the notes, select **EMSFN/EDIT** and make changes to your notes to the forecast. When finished, send FSTAFF an email requesting validation and submission of your forecast data.