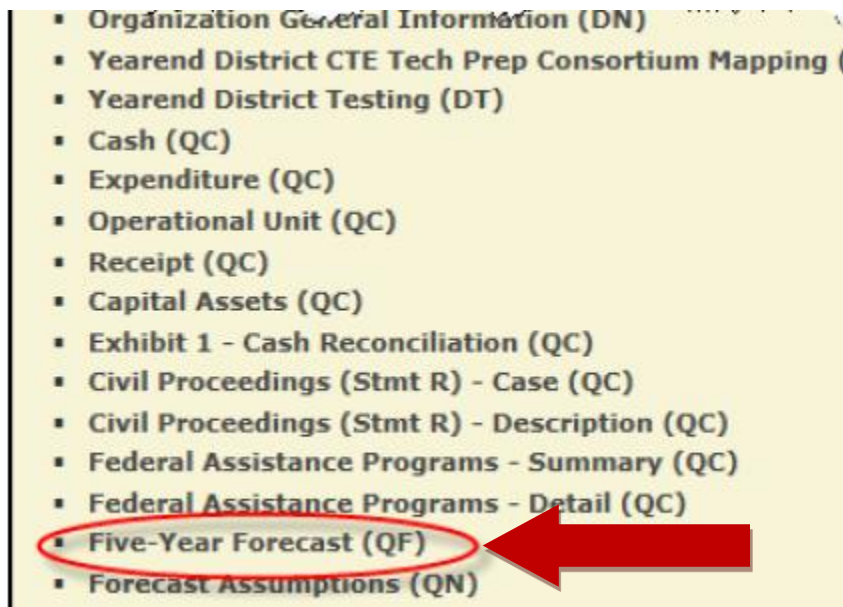


FY19 P Reporting Instructions

Part 1



- 1) Save your board approved FYF spreadsheet as a CSV file on your desktop (you will want to name it something short but descriptive, like blrv_mm.csv, where mm=the month submitted, ie; blrv_10.csv)
- 2) From the TCCSA website, go to the Flat File Editor – EMISFFE
- 3) Login using your EMISFFE credentials.
- 4) Select the “Five Year Forecast (QF)” – Delete prior year forecast data



5) Select the "Five Year Forecast Spreadsheet Import" Option

Search User Setup

EMIS/FFE Version: 2.3-12

Hello workman@tccsa.net  Log Out  Change Password

District:

- Export data
- Import data
- **Five Year Forecast Spreadsheet Import**
- 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)

- 6) Enter the number of header rows at the top of the spreadsheet. Enter the column information containing your forecast data. Browse to find your file and select "Import CSV File"

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

- 7) Verify your forecast data within EMISFFE.

- Federal District Testing (QF)
- Cash (QC)
- Expenditure (QC)
- Operational Unit (QC)
- Receipt (QC)
- Capital Assets (QC)
- Exhibit 1 - Cash Reconciliation (QC)
- Civil Proceedings (Stmt R) - Case (QC)
- Civil Proceedings (Stmt R) - Description (QC)
- Federal Assistance Programs - Summary (QC)
- Federal Assistance Programs - Detail (QC)
- Five-Year Forecast (QF)

8) Select "Export Data" and export the data for FY2019, Report Period P.

Export Options

Fiscal Year: 2019 

Data Set: 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 Requirements
- GG - Student Gifted Education
- GD - Student Discipline
- GC - Student Graduation CORE Summary
- FC - Student Withdrawal Override
- FL - Student Summer Withdrawal
- FF - Student Contact
- FG - Student Contact Address
- FP - Student Transportation
- FT - Student Truancy and Excessive Absence
- 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



- 9) Save the file to your local system for uploading into the data collector.
- 10) Login into the data collector and upload your file using the “Data Sources”, “Other Data Sources”, “Manage”, and “Upload”.
- 11) Browse to your save file from EMISFFE and select “Upload File”.
- 12) Use the “Start Collection” – “Five Year Forecast – FY19” option to begin the collection process.
- 13) When you collection and prepare has completed, verify the collection for errors.
- 14) Use the “Preview Prepared Data” option to verify your forecast data to be submitted.
- 15) When the data has been verified, use the “Certify & Submit” option to send the data to ODE. The Notes must be attached in either text or PDF format at the time of submission. PDF notes will present a nicer quality file after your forecast is posted to the ODE resource page.