

# *5 Year Forecast*

## **What We Want To Accomplish Today**

- ✓ Download SSDT's Spreadsheet
- ✓ Import Your Data from USAS
- ✓ Extract Forecast for EMIS
- ✓ Load Data into EMIS
  - Forecast
  - Notes

## **SSDT's Spreadsheet**

- ✓ May be used as a Standalone Spreadsheet
- ✓ Can import USAS data using USASFF
- ✓ Usable by non-State Software Users
- ✓ Based on AOS Spreadsheet

## **Downloading SSDT's Spreadsheet**

- ✓ Go to LACA's Homepage
- ✓ Click on Treasurer's Link
- ✓ Under State Software, Click USAS
- ✓ Click 5 Year Forecast
- ✓ SSDT's 5 Year Forecast
  - Standard
    - Percentage, Summary, Charts
  - Basic
    - Slower PC/MAC without much memory
- ✓ Click on Your Choice
- ✓ Click Save to Disk
  - Save to diskette/hard drive

## **5 Year Forecast**

- ✓ Open MicroSoft Excel or Other Workbook

- ✓ Find ssdt\_forecast that you downloaded
- ✓ Open file
- ✓ Worksheets
  - Instructions, Extras, Forecast, Parameters, Data, Summary View, Percentage View, Charts

## **USASFF - Five Year Forecast Report**

- ✓ At Menu>USASFF
- ✓ Report - USASFF.TXT
  - Detail or Summary
  - May be used as worksheet for manual forecast
- ✓ Export file for use with SSDT Spreadsheet
  - USASFF.CVS
- ✓ Three Prior Fiscal Years Actual
- ✓ Current Budget for First Year Estimate

## **Import Data from USASFF**

- ✓ Click **Transfer** button
- ✓ Click **Show Host Files** button
- ✓ Find the file **USASFF.CVS** and click
- ✓ Select the **Local Directories: a:** containing 5 Year Forecast Spreadsheet
- ✓ Click **Left Transfer Arrow**
- ✓ Close file transfer box

## **Copy USAS Data to 5 Year Forecast**

- ✓ Open MicroSoft Excel or other workbook
- ✓ Open usasff.csv workbook
  - make corrections to data if needed
  - select entire worksheet
    - click on upper left corner of the sheet
    - beside A and above 1
- ✓ Click on **Copy** button or Edit>Copy
- ✓ Minimize workbook
- ✓ Open ssdt\_forecast workbook

- ✓ Select the **Data** sheet
- ✓ Click on Box A1
- ✓ Click on **Paste** button or Edit>Paste

## 5 Year Forecast Workbook

- ✓ Your Data should be in your workbook
- ✓ Check out your reports and charts
- ✓ Complete Parameters page
- ✓ If you correct data in the forecast you may over write formula's
- ✓ Complete forecast
  - New Levies
  - Reserve Balances

## Forecasted Columns

- ✓ Enter data from worksheets
- ✓ Use Excel formulas
- ✓ Save Forecast as CSV File

## Export for EMIS

- ✓ Open Reflections
- ✓ Click **Transfer** Button
- ✓ Select the **Local Directories: a:** containing 5 Year Forecast Spreadsheet
- ✓ Select the CSV file containing your 5 year Forecast
- ✓ Click **Show Host Files** button
- ✓ Click on **Right Transfer Arrow**
- ✓ Close transfer box

## Load into EMIS

- ✓ Use the EMIS\_SEL to select the 00P Database
- ✓ Use EMIS FFIMPORT to load
- ✓ FFIMPORT can load any spreadsheet file that has
  - "Line Number" on each line

- All ten required fields
  - Line number
  - Three prior year actuals
  - historical average annual change
  - five forecasted years

## **EMIS FFIMPORT**

- ✓ Import utility CSV or tab-delimited
- ✓ Must indicate column number where each field exists in spreadsheet
  - Defaults to SSDT's spreadsheet values
  - AOS Correct values
    - Line Number: 1
    - Prior Year Actuals: 3,5,7
    - Percent Change: 9
    - Forecasted Amounts: 11, 13, 15, 17, 19

## **Verify the Load**

- ✓ Run EMSFCN/EMSFF
- ✓ Corrections can be made
  - In EMSFF
  - By Correcting Spreadsheet and reloading
- ✓ New with September Release
  - Report available, EMIS\_RPT/FORECAST
  - EMIS will validate subtotals
  - If invalid record nothing transmitted to ODE

## **Forecast Notes**

- ✓ EMSFCN/EMSFN
- ✓ Two Options:
  - Enter Notes directly
    - Using EDIT option
    - Copy and modify last years notes
  - Create Notes in word processor
    - Do not use Bold or Highlight
    - Save as Text or “Text with Layout”
    - Upload text file
    - Import text file using IMPORT option
    - Or Copy and Paste

## **HELP!**

✓ Call LACA

✓ OECN Forums

- <http://forums.oecn.k12.oh.us/forums/oecn/>
- Link on LACA's Homepage/Treasurers Page
- Forums available
  - EMIS
  - USAS
  - Treasurers

**Questions?**