

5 Year Forecast

Import Into EMIS

- ✓ Save 5 Year Forecast Spreadsheet as type CSV
- ✓ Save Notes Word document as type Plain Text
- ✓ Open Reflections
- ✓ Click **Transfer** Button
- ✓ Select the **Local Directories:** containing 5 Year Forecast Spreadsheet
- ✓ Select the CSV file containing your 5 year Forecast
- ✓ Click on **Right Transfer Arrow**
- ✓ Select the **Local Directories:** containing Notes Word document
- ✓ Select the TXT file containing your Notes
- ✓ Click on **Right Transfer Arrow**
- ✓ Close transfer box
- ✓ Type EMIS
- ✓ Use the EMIS_SEL to select the XXP Database (XX=current fiscal year)
- ✓ Press Return to get menu
- ✓ Select EMIS_ELV menu
- ✓ Select FFIMPORT
 - Enter filename of CSV file just transferred
 - Enter column number from spreadsheet that corresponds with
 - Line number
 - Three prior year actuals
 - historical average annual change
 - five forecasted years
- ✓ Run EMSFCN/EMSFF
 - Verify random line numbers for correct figures
 - Press F20 to validate data for calculation errors
- ✓ Run EMSFCN/EMSFN
 - IMPORT
 - Enter filename of TXT file just transferred
 - Supercede previous data
 - EXPORT
 - Export notes into text file
 - EDIT
 - Displays what is in notes file
 - Verify what was imported
 - Can type in from scratch
 - Pres CTRL/Z to save