5 Year Forecast Load & Data Submission
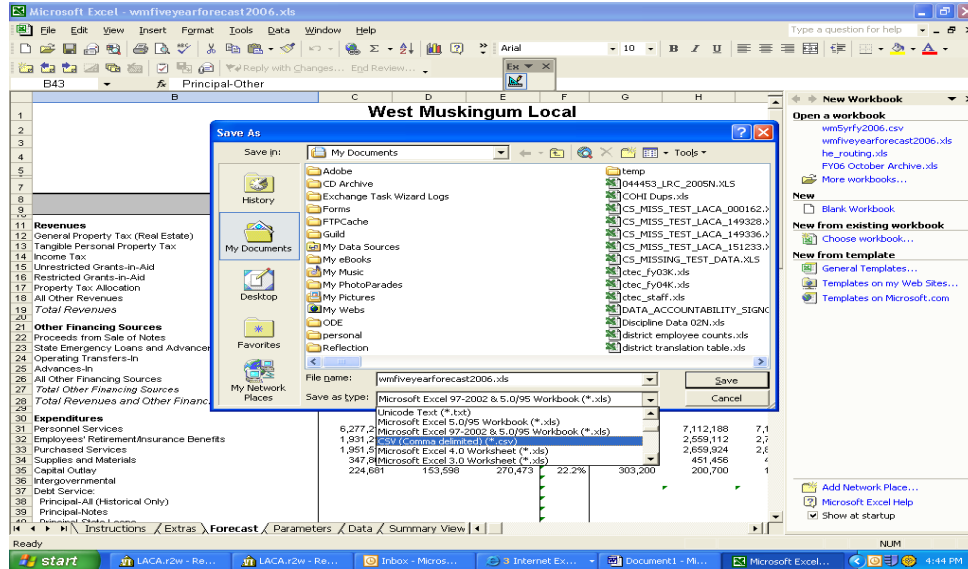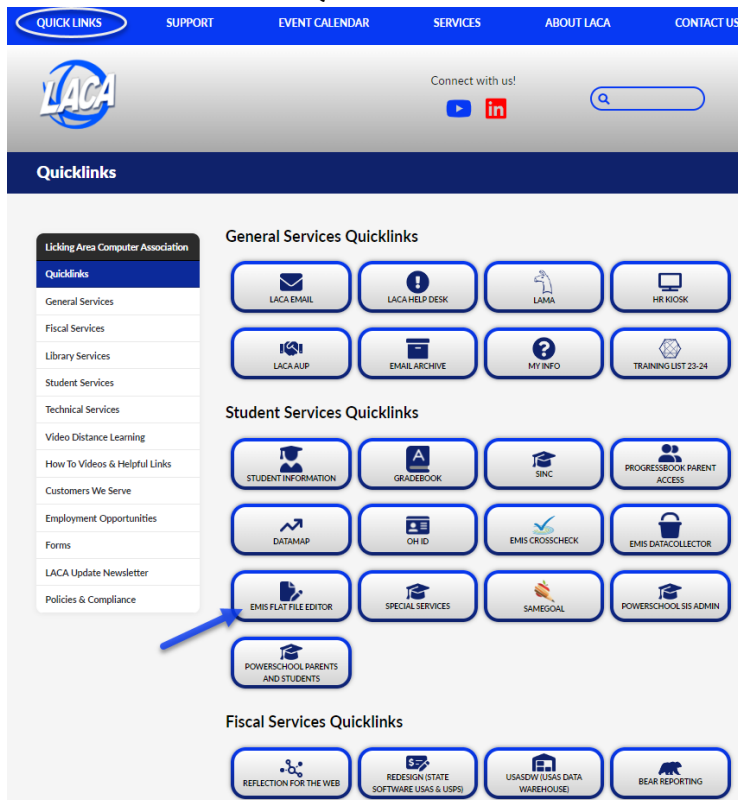
1. Save the Forecast Excel spreadsheet as type *CSV (Comma delimited) (*.csv).*

2. On LACA's Webpage select *EMIS Flat File Editor.*
   <u>Path:</u> *Quick Links>Student Services Quicklinks>EMIS Flat File Editor*

3. Log into the *EMISFFE* using your full email address and site password.

4. Select the *Five Year Forecast (QF).*

5. Once Selected, *Delete All FiveYearForecast.*

6. Return to the Home Screen and select, *Five Year Forecast Spreadsheet Import.*

7. Enter the following on the import screen:
    a) Number of header rows located at the top of the spreadsheet. This will be the number of rows in the spreadsheet that are before the start of data.
    b) Choose corresponding data column. This is the data location in the spreadsheet.

8. Select **Choose File** to find your CSV file and select the button to **Import CSV File.**

9. Select the **Five-Year Forecast (QF)** option to verify your forecast data.

10. Click **Export Data.**

11. Export the data for **Fiscal Year: 2025, Data Set: P, Records to Export: QF.**

12. The file will save to your Downloads folder. Move the file where you can find it to upload into the Data Collector. Rename the file and add the fiscal year and reporting period to the filename.

13. Access the **Data Collector** from LACA's website.
    Path: *Quick Links>Student Services Quicklinks*

14. Login using the same username & password used for BEAR and USAS-R.

15. Click on **Data Sources**>**Other Data Sources**>**Manage.**

16. **Upload File** locate the file saved in step 12.

17. Select **Collection Request**, filter on **Data Set: P**, and then select **Start Collection** for the Five Year Forecast collection request.

18. Select the **Data Sources** option and click start collection. The screen will go back to the Collection Requests Summary page. Refresh to display the status.

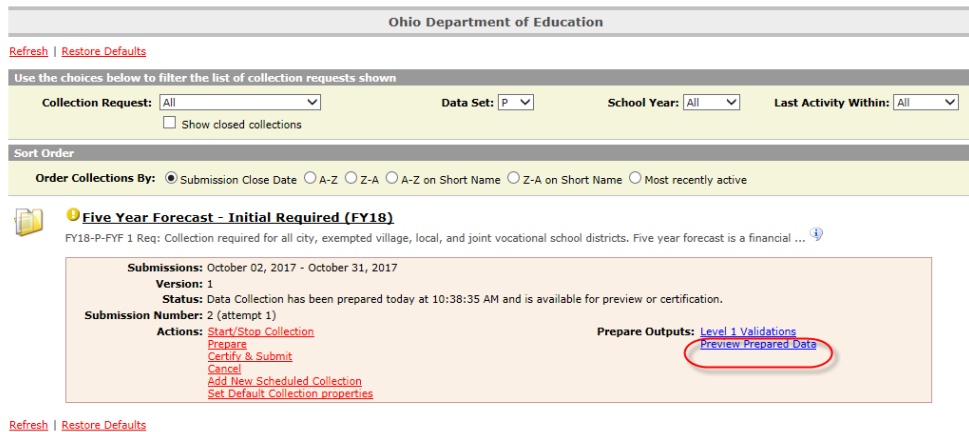19. Once the collection has completed, click on **Prepare** to determine if there are any errors.

20. Once Prepare completes, review any errors by selecting **Prepare Outputs: Level 1 Validations.**
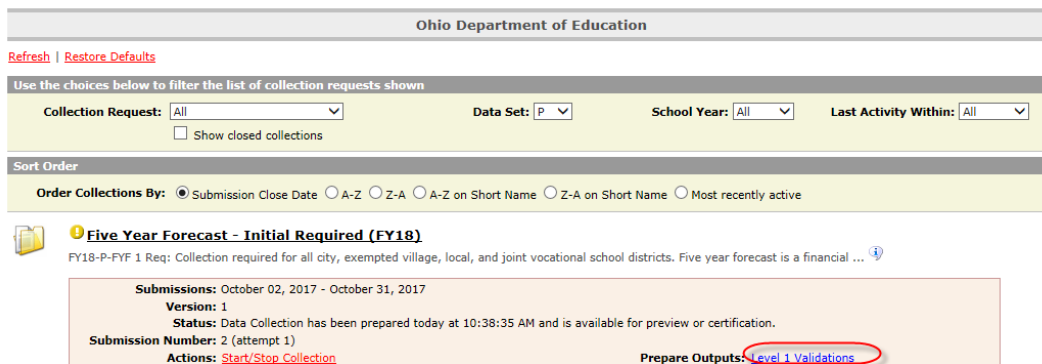
21. Once the errors have been reviewed, select **Preview Prepared Data** to look at the files that will be sent to ODE.

22. Select **Generate Preview.**

23. Once data has been verified, select **Certify & Submit <u>to send the data to ODE</u>**. The Notes file must be in PDF format and attached at the time of submission.

*Please note: Certify & Submit will not work without the notes file.