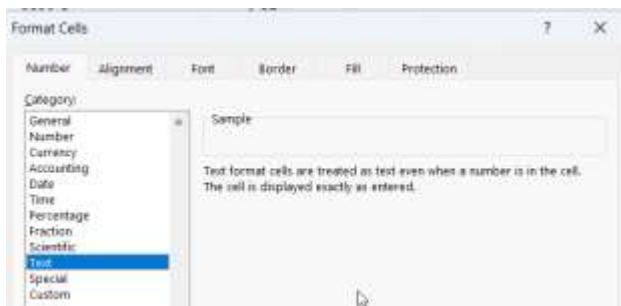


Loading the Financial Forecast

Make sure that your CSV is formatted correctly by referencing the Financial Forecast Template

	A	B	C	D	E	F	G	H	I	J	K	L	M
1				IRN	Line	2023	2024	2025	Avg Chg	2026	2027	2028	2029
2	QF	2026	P		1.01	0	0	0	0.01	0	0	0	0
3	QF	2026	P		1.02								
4	QF	2026	P		1.03								
5	QF	2026	P		1.035								

- Column A must contain the letters QF
- Column B must contain the Fiscal Year
- Column C must contain the capital letter P
- Column D must contain the District IRN with leading zero(s). You may need to format as Text to ensure it holds



- Delete the header line on Line 1 before saving and loading

- Log into the Data Collector <https://emisr.access-k12.org:7446/DCConsoleJSP/dc/Login.jsp>
- You will use the same credentials as you use to log into your email/USAS/USPS.

SIFWorks® VRF® Data Collector

User Name:
Password:

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- Click on Data Sources



- Click on Other Data Sources



- Click on Manage



- Click Upload Files

Manage Files

Other Data Sources — ACCESS

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

- Click Choose File and then click Upload again

File Upload

Other Data Sources — ACCESS

Use the form below to upload files to the data source.

Upload

Data Source Name: ACCESS

Target UNC Location: E:\EMIS Flatfile\ACCESS

File To Upload: No file chosen

[Upload](#) | [Cancel](#)


- Click back on the Collection Requests tab. Under Collection Request choose FY26-P-TYF 1 Req

- Click Start Collection



Budget and Three Year Forecast - Initial Required (FY26)

FY26-P-TYF 1 Req: Collection required for all city, exempted village, local, and joint vocational school districts. Three year forecast is a financial...

Submissions: September 01, 2025 - October 15, 2025 (33 days till close)
Version: 1
Status: The collection was submitted today at 12:34:43 PM by [redacted]
Submission Status: Pending Processing (today at 12:34:47 PM)
Submission Number: 1 (attempt 1)
Actions: [Start Collection](#)  [Add New Scheduled Collection](#)
[Set Default Collection properties](#)


Prepare Outputs: [View submission 1 Data](#)

- Click the box next to the Flatfile then click Start Data Collection

Budget and Three Year Forecast - Initial Required (FY26)

Start Collection — Submission Number 2 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

[Start Data Collection for all items checked below](#) 

EMIS Formatted Files		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> Flatfile	<input checked="" type="checkbox"/> Ready	Not Started

Scope of execution

Perform: Collect Only Collect and Prepare

- Once your collection has run click on Prepare and review to make sure that all data looks correct.
- You may then click Certify and Submit. At this point you can load your Assumptions>Check the box to Certify>Certify and Submit

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources | Preferences

Collection Requests Summary > Certify & Submit

Budget and Three Year Forecast - Initial Required (FY26)


Submission Number 1 (attempt 1) - Certification

This collection request requires attaching a file to this submission. Submission without this file is not possible. Select the file to upload.

File upload is required

This file contains the assumptions regarding the Three Year Forecast. The accepted file extensions are .txt, .pdf.

File To Upload: No file chosen **1.** **Required File Status:** None (not uploaded)

Upload File  **2.** **Upload your assumptions**

Statement of Certification

By certifying this collection, you are stating that you have reviewed the data and approve its contents. The collection will be submitted to the report authority and will include your name and contact information.

3. I certify this collection

Certified By: Inboden

Comments (FOR YOUR USE ONLY, maximum 255 characters)

4.

Certify & Submit | Cancel