

ODE EMIS MANUAL

Section 7.3: Five-Year Forecast Notes (QN) Record



Version 2.0
December 13, 2015

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

| Version | Date | Effective Date (FY & Reporting Period Data Set) | Change # | Description |
|------------|-----------------|-------------------------------------------------|----------|------------------------------------------------------------------------------------|
| <u>2.0</u> | <u>12/13/15</u> | <u>FY15P</u> | | <u>Updated language to reflect shift from reporting periods to FY15 reporting.</u> |
| | | | | |
| | | | | |

TABLE OF CONTENTS

| | |
|-------------------------------------------------------------------|----------|
| 7.3 FIVE-YEAR FORECAST NOTES (QN) RECORD | 3 |
| <i>Required Collection Request</i> | 3 |
| GENERAL GUIDELINES | 3 |
| <i>Five-Year Forecast Notes (QN)</i> | 3 |
| <i>Line Number (QN050)</i> | 3 |
| <i>Note Text Line (QN060)</i> | 3 |
| <i>Defining a Unique Record</i> | 3 |
| 7.3 FIVE-YEAR FORECAST NOTES (QN) RECORD FILE LAYOUT | 4 |

7.3 FIVE-YEAR FORECAST NOTES (QN) RECORD

Required ~~Reporting Periods~~ Collection Request

The Five-Year Forecast Notes (QN) Record is to be reported in the Five-Year Forecast ~~reporting period~~(P) Collection Request.

GENERAL GUIDELINES

Five-Year Forecast Notes (QN)

The five-year forecast is not complete unless accompanied by the Notes to all forecasts (ADM and five-year forecast). The notes contain explanations of the assumptions used to calculate the forecast. The Five-Year Forecast Notes (QN) Record must be used to submit the notes. Each record contains one line of text for the notes. Up to 99,999 lines may be submitted as necessary. This record is very simple and only includes the relevant fields described below.

Line Number (QN050)

Indicates the relative line number of the text within the notes. The text will be kept in line number order regardless of the order of the physical records. The line numbers should start from one (1) and be numbered consecutively.

Note Text Line (QN060)

Contains a single line of text for the notes. The text line must contain only printable characters and may not include any special characters for formatting, line feeds, etc. If blank lines are to be included, then a record with a blank text line may be submitted.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Five-Year Forecast Notes (QN) Record, the following field must be unique.

| Required Field | Number |
|----------------|--------|
| Line Number | QN050 |

7.3 FIVE-YEAR FORECAST NOTES (QN) RECORD FILE LAYOUT

| Number | Position | Name | PIC/Size |
|--------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| | 1-8 | Filler | PIC 9(8) |
| QN010 | 9-10 | Sort Type | PIC X(2) |
| | | Always “QN” | |
| | 11 | Filler | PIC X |
| QN020 | 12-15 | Fiscal Year, e.g., 2010 | PIC X(4) |
| QN030 | 16 | Reporting Period <u>Data Set</u> | PIC X |
| | | P – Five-Year Forecast | |
| QN040 | 17-22 | District IRN | PIC X(6) |
| QN050 | 23-27 | Line Number | PIC 9(5) |
| | | Contains the line number of the text within the notes. Should be consecutively numbered starting from one. | |
| QN060 | 28-107 | Note Text Line | PIC X(80) |
| | | Must contain only printable characters. Any non-printable characters (including carriage returns and line feeds) may cause the record to be rejected. | |