



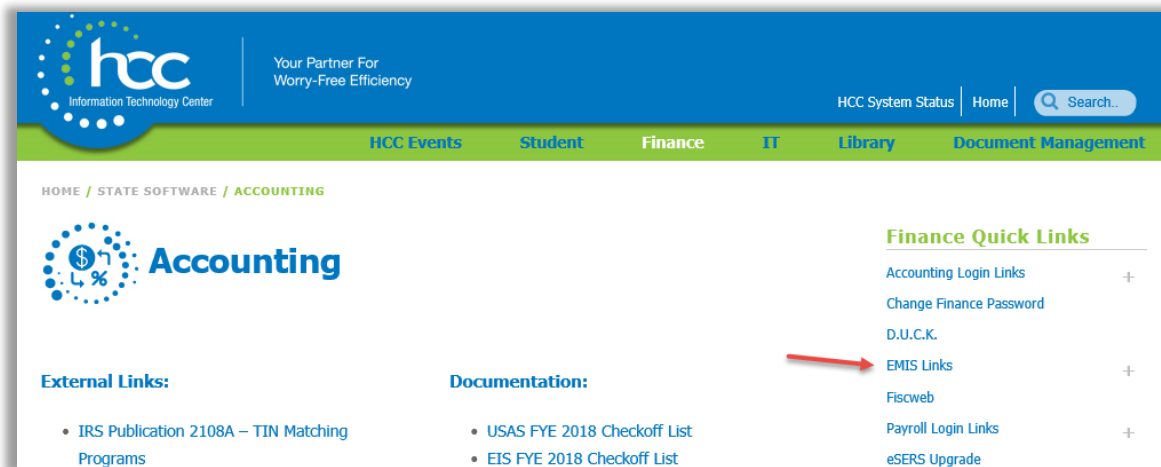
EMIS Data Collector FYE Instructions

FIRST, in PowerTerm, run the following processes to transfer both accounting and fixed assets .SEQ files to the Data Collector:

1. USAS/USAS_LCL/TRANSUSAS USAEMS_EMISR.SEQ to EMIS-R
2. For **EIS districts**: In EIS, go to EIS_LCL and run EISTRANS
3. For **non-EIS districts**: use the EMIS Flat File Editor, EMISFFE, to upload a fixed assets .SEQ file.

Follow the steps on pages 1-3 below. On the **Manage Files** screen, click **Upload File(s)**.

THEN, go to the Data Collector login by choosing **EMIS Data Collector** from the HCC website. On the Quick Links menus, the link is found under “EMIS Links” or “EMIS Logins.”



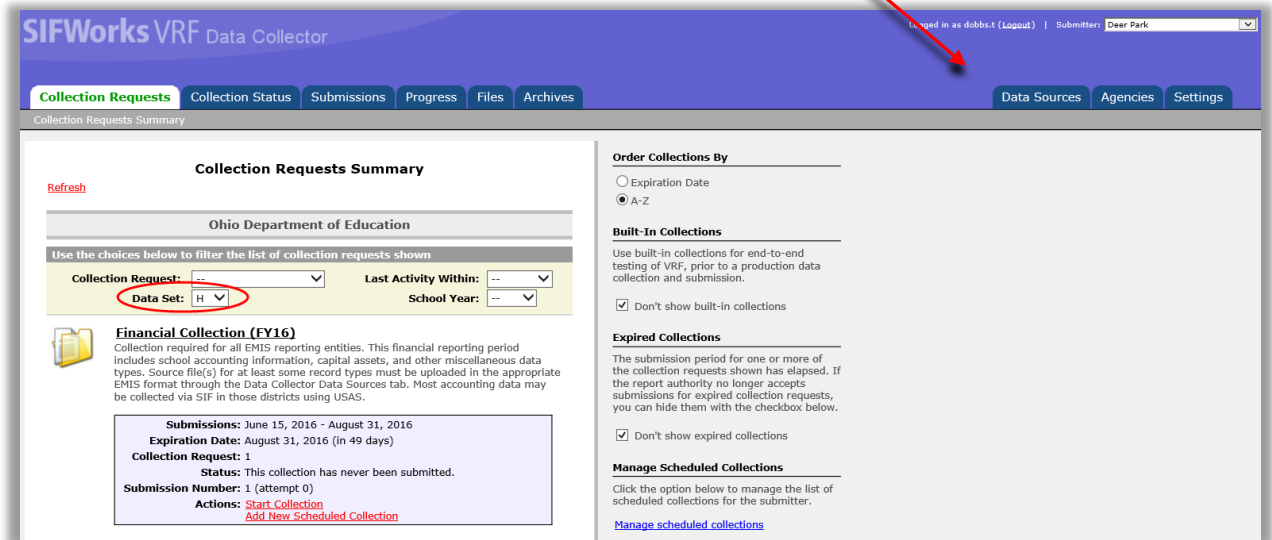
OR, copy/paste the following link into the URL address block on your browser.

<https://emis.hccanet.org:7446/DCConsoleJSP/dc/Login.jsp>

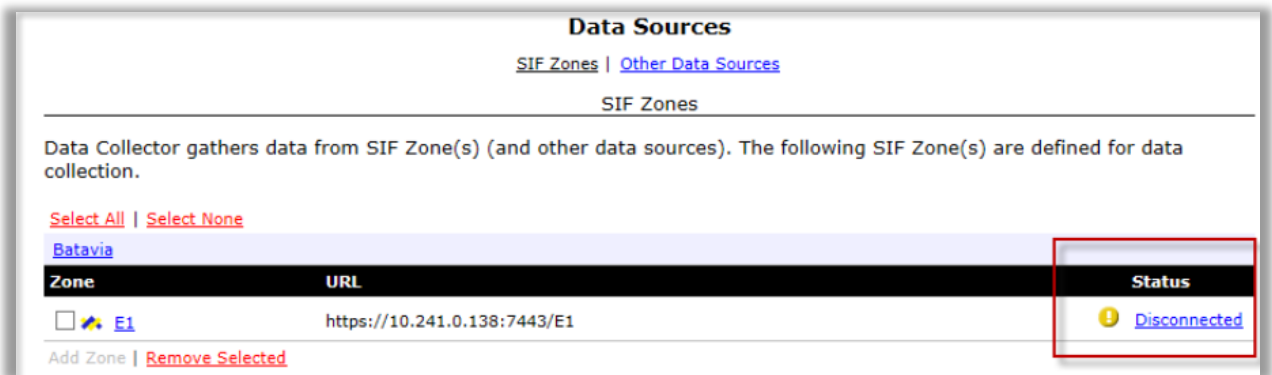
Log into the data collector. Your username and password are *not* the same as your login for PowerTerm, however, they will be the same as a DASL login which you *may* have. If you do not have or do not remember your login information, please contact HCC.

Upon login, the **Last Activity Within** field will default to “14 Days” and, unless you have already submitted your financial and/or fixed assets data within those last 14 days, you will not see **Financial (H) FY18 Reporting Period** displayed in the list of open periods in the area below.

To then see/find that section, select **Data Set “H.”** Then, click the **Data Sources** tab at the top right of the screen.



NOTE: If Status on the next screen displays **Disconnected**, call HCC at 728-7999, so this can be reset for SIF Collections.



Click **Other Data Sources** at the top. This will open up a list of submission files.

Data Sources
[SIF Zones](#) | [Other Data Sources](#)

SIF Zones

Data Collector gathers data from SIF Zone(s) (and other data sources). The following SIF Zone(s) are defined for data collection.

Zone	URL	Status
Deer Park		
T0	https://10.241.0.138:7443/T0	Connected

On the **Financial** line, click **Manage** at the far right.

Data Sources
[SIF Zones](#) | [Other Data Sources](#)

Other Data Sources

Data Collector gathers data from data sources (including SIF Zones). The following non-SIF data source(s) are defined for data collection.

[Select All](#) | [Select None](#)

Winton Woods—Files

Data Source	UNC	Status	Actions
<input type="checkbox"/> Uploaded Files	\\VRFDC01\FlatFiles\WintonWoods	Ready	Manage
<input type="checkbox"/> DASL collection	\\jams\dasfiles\DataCollector\W0	Ready	Manage
<input type="checkbox"/> Five Year Forecast	\\VRFDC01\FlatFiles\WintonWoods\Fivef	Ready	Manage
<input type="checkbox"/> YearEnd	\\VRFDC01\FlatFiles\wintonwoods\YearEnd	Ready	Manage
<input type="checkbox"/> Financial	\\VRFDC01\FlatFiles\wintonwoods\financial	Ready	Manage
<input type="checkbox"/> October (USPEMX)	\\VRFDC01\FlatFiles\wintonwoods\October	Ready	Manage

[Add Data Source](#) | [Remove Selected](#)

After you have run USAS/USAS_LCL/TRANSUSAS, the next screen will list your USAEMS_EMISR.SEQ file with a *current* submission date. Once both the Financial and Fixed Assets files *have been submitted*, the **Manage Files** screen will list both of the district's .SEQ files, as in this example:

Manage Files
 Other Data Sources — Financial

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

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

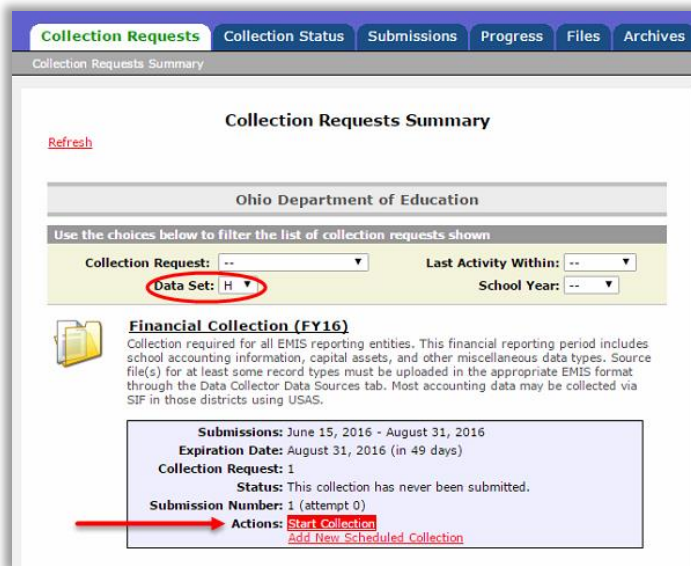
Currently Uploaded File(s)		
File Name	Upload Date	Size
<input type="checkbox"/> USAEMS_EMISR.SEQ	July 07, 2016 03:48:20 PM	(14194 bytes)
<input type="checkbox"/> EISEMS.SEQ	September 01, 2015 09:32:54 AM	(4832 bytes)

[Upload File\(s\)](#) | [Delete Selected](#) | [Cancel](#)

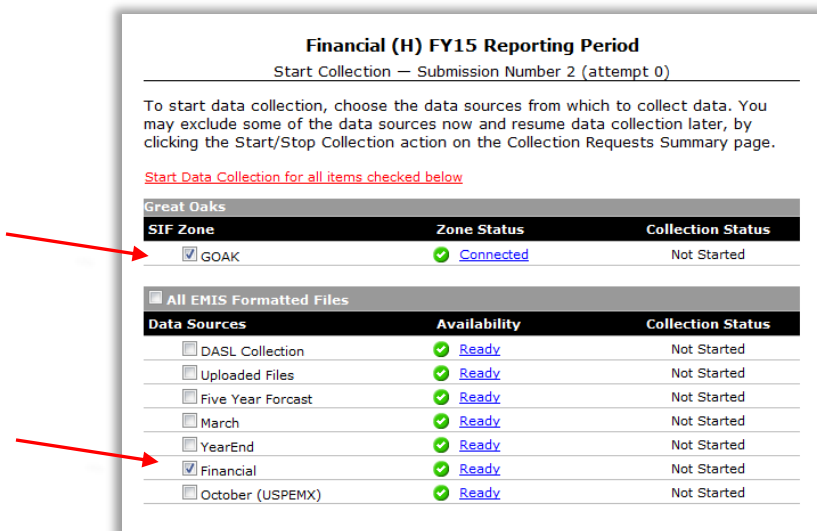
The screen will also list the previous fiscal year's submitted files, until you clear them. Click the check boxes to the left of the old files and then click **Delete Selected** below the file names, to leave *only* files for the current submission.

Once your screen contains only the current .SEQ files, then click the **Collection Requests** tab at the top of the screen. The checkboxes next to the filenames will be automatically checked by the system once the Collection is started, so there is no need to checkmark them on the Manage Files screen.

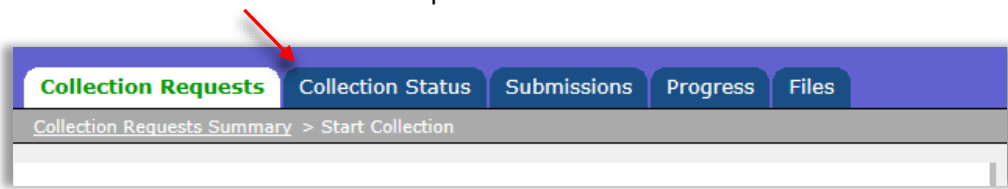
On the **Collection Requests** screen, select Data Set **H** to navigate to the **Financial (H) FY18 Reporting Period** and then click on **Start Collection**.



On the next screen, click the checkboxes under **SIF Zone** and next to **Financial** in the list and then click **Start Data Collection for all items checked below...**



Click on to the **Collection Status** tab at the top of the screen.



In the example below, the collection is In Progress, i.e., is not yet completed.

Collection Status

Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.

Collection Request: Progress: [Refresh](#)

SIF Zones					
Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
▶ Final Staff and Course Collection (FY16) 5.1	0	0		00:00:00	
▶ Financial Collection (FY16) 1.0	0	0	07/13 11:10 AM	00:00:10	In Progress
▶ First Staff and Course Collection (FY16) 9.1	670	2	04/08 01:04 PM	00:00:41	Complete

EMIS Formatted Files					
Collection / Record Type - File	Records	Start	Elapsed	Status	
▶ <input checked="" type="checkbox"/> Beginning of Year Student Collection (FY16)	8198	01/15 01:51 PM	00:00:01	Complete	
▶ <input checked="" type="checkbox"/> Calendar Collection - Final (FY16)	875	06/27 02:27 PM	00:00:01	Complete	
▶ <input checked="" type="checkbox"/> Calendar Collection - Initial (FY16)	679	10/28 02:33 PM	00:00:01	Complete	

NOTE: This SIF Zone Collection may take as long as 45 minutes to 2 hours, depending on the size of the district. It is very important that you allow it to complete – do not stop or cancel the process.

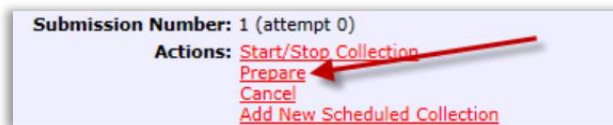
Do not be concerned about other Submission sections on the screen, only the **Financial (H) FY18 Reporting Period** sections, whether under the **SIF Zone** or under **EMIS Formatted Files**.

The Collection, as in the sample below, is complete if you see **all** of the following:

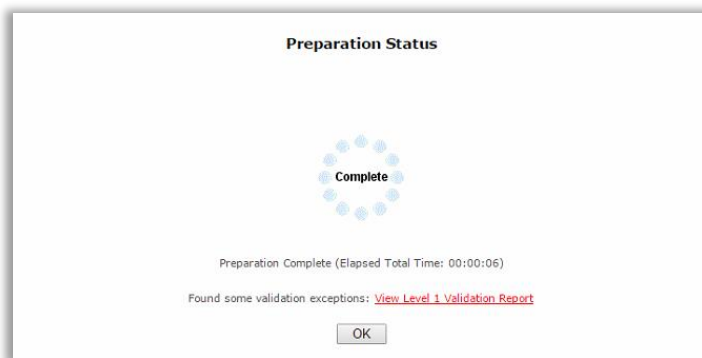
- Status** all 3 (areas Financial Records, FinancialClass, OPU Records) of 3 Complete
- Records** contains numbers greater than 0 for each record type
- Packets** contains numbers greater than 0 for each record type

SIF Zones						
Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status	
▼ Financial (H) FY13 Reporting Period 1.0	10397	27	07/31 11:16 AM	00:13:49	Complete	
▼ W0	10397	27	07/31 11:16 AM	00:13:49	3 of 3 Complete	
Financial Records	10334	25	07/31 11:16 AM	00:13:48	Complete	
FinancialClass	4	1	07/31 11:16 AM	00:13:49	Complete	
OPU Records	59	1	07/31 11:16 AM	00:13:48	Complete	
▼ Submissions Closed- Review Only- Yearend (N) FY12 Reporting Period 13.1	1287	3	07/24 01:19 PM	00:01:56	Complete	
▶ W0	1287	3	07/24 01:19 PM	00:01:56	2 of 2 Complete	
▼ Submissions Closed- Review Only-October (K) FY13 Reporting Period 20.1	1150	3	03/19 10:45 AM	00:01:38	Complete	
▶ W0	1150	3	03/19 10:45 AM	00:01:38	2 of 2 Complete	
▼ Submissions Closed- Review Only-Yearend (N) FY13 Reporting Period 13.1	1391	3	07/18 04:59 PM	00:01:10	Complete	
▶ W0	1391	3	07/18 04:59 PM	00:01:10	2 of 2 Complete	
EMIS Formatted Files						
Collection / Data Source	Records	Start	Elapsed	Status		
▼ Financial (H) FY13 Reporting Period	73	07/31 11:16 AM	00:00:02	Complete		
▶ Financial	73	07/31 11:16 AM	00:00:02	Complete		
▼ Graduation (G) FY12 Reporting Period	4176	04/25 03:31 PM	00:00:20	Complete		

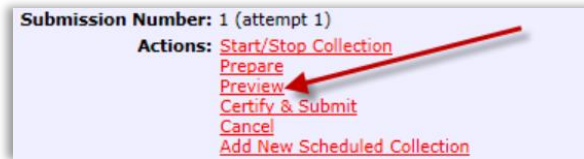
Once the Collection is COMPLETE, click the **Collection Requests** tab again at the top of the screen. Find the section for **Financial (H) FY18 Reporting Period** and click **Prepare**.



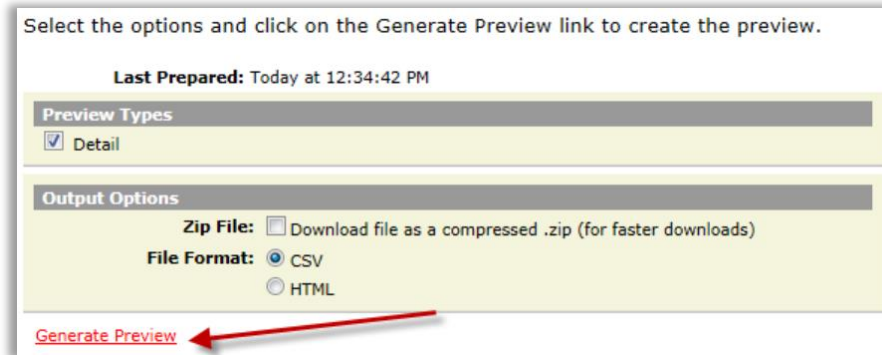
The preparation status and elapsed time will appear on the screen.



When complete, click **OK**. A message will pop up if your data contains any Level 1 errors. Then, click the **Collection Requests** tab and, in the same **Financial (H) FY18 Reporting Period** section, choose **Preview**.



On the next screen, click **Generate Preview**.



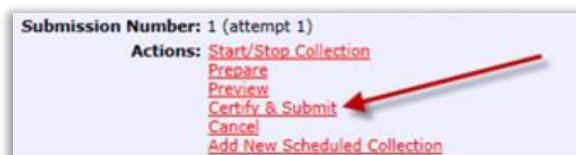
That will produce a list of CSV files.

File	Submission 1			Sub 0
	Valid	Invalid	Total	Valid
Cash Record (CSH).html	114	0	114	0
Cash and Fund Balance Reconciliation (EX1).html	21	0	21	0
Expenditure Record (EXP).html	1175	0	1175	0
Operational Unit Description (OPU).html	9	0	9	0
Organization General Information(DN).html	11	0	11	0
Receipt Record (RCT).html	139	0	139	0
Schedule of Capital Assets (CAP).html	0	0	0	0
Schedule of Civil Proceedings Description (STR).html	1	0	1	0
Schedule of Civil Proceedings Summary (STR).html	1	0	1	0
Schedule of Federal Assistance Detail (FAD).html	12	0	12	0
Schedule of Federal Assistance Summary (FAS).html	1	0	1	0
Total counts:	1484	0	1484	

Click on the name of each file, to automatically open in Excel and review the data. An invalid record indicates a Level 1 error report. Clean up any errors if possible. Contact HCC if you have any questions.

NOTE: Rounding errors, which are common, cannot be cleared.

Once you are ready to submit, click the **Collection Requests** tab and click **Certify and Submit**.



Then click the “I certify this collection” checkbox and then click **Certify and Submit**.

Financial Collection (FY16)
Submission Number 1 (attempt 1) - Certification

Select the check box and click the link, to submit.

Submission Details

Collection Requests: Financial Collection (FY16)
Date & Time: July 13, 2016 11:30:49 AM

Statement of Certification

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

I certify this collection

Certified By: No name id deermarks

Comments (FOR YOUR USE ONLY, maximum 255 characters)

[Certify & Submit](#) | [Cancel](#)

Note: All data needs to be re-collected each time a collection/submission is done. If the SIF agent was used to collect the Financial data, then you will need to select the SIF Zone again when collecting Fixed Assets data. The only difference should be that the additional Capital Assets .SEQ file will need to have been uploaded before the Collection is started.