EMIS Data Collector FYE Instructions

Reminder: Cash Reconciliation and Federal Assistance must be completed before extracting EMIS files.

USAS Classic

Note: Even if the district has no Civil Proceedings to report, that part of USAEMSEDT must be opened and answered as shown here.

```
*** Civil Proceedings ***

Do you have any Civil Proceedings to process? (Y/N <N>): _
                                                          N
```

In PowerTerm, run the following process to *transfer* accounting .SEQ files to the Data Collector:

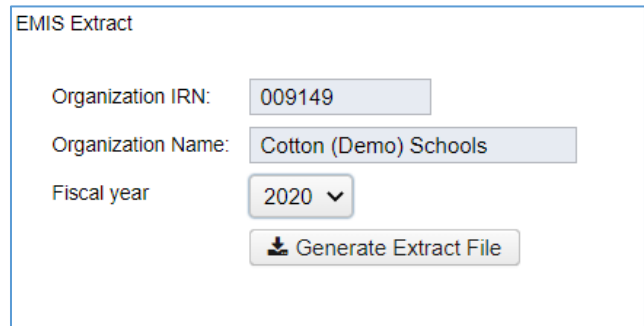> Go **to USAS > USAS_LCL >TRANSUSAS** to send USAEMS_EMISR.SEQ to EMIS-R

USAS-R

Note: If the district has no Civil Proceedings to report, no record (with zero expenditures) you will only need to enter a record with $0 and N/A.

Go to **Extracts > EMIS**. Make sure the correct fiscal year to be reported is displayed. Click on 'Generate Extract File' to create the .SEQ file to be uploaded into the Data Collector.

Warning messages may be issued if the cash reconciliation, federal assistance summary, federal assistance detail and civil proceedings programs have not been completed.
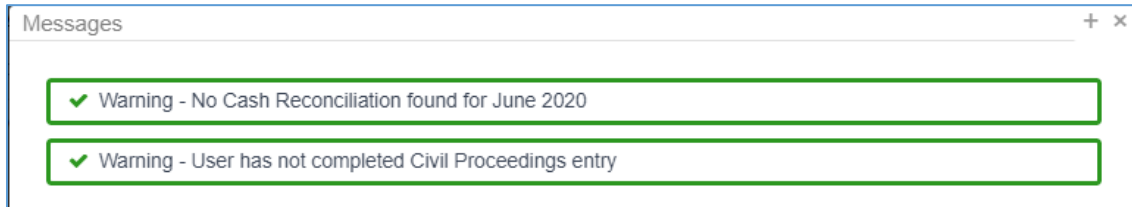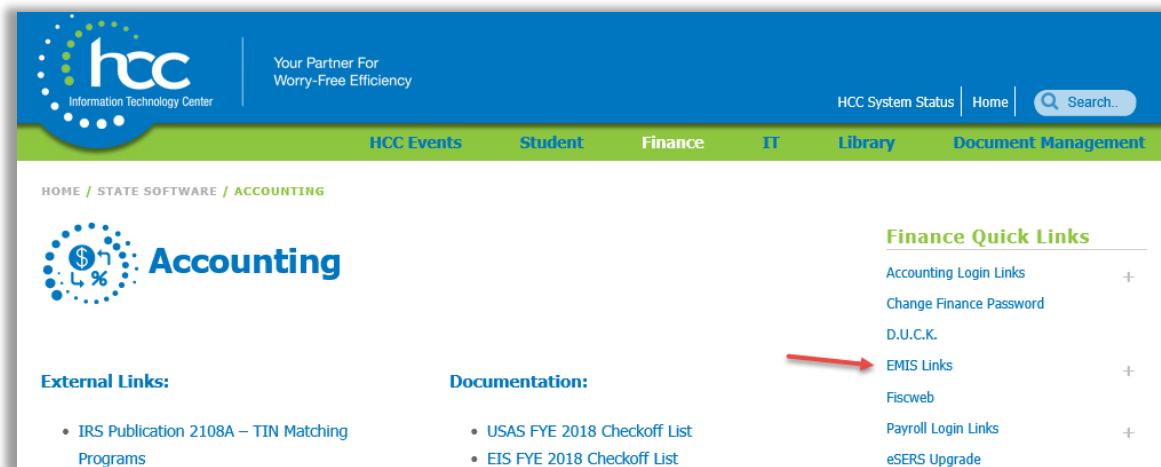

The extract file will _save_ to your downloads folder.

The EMIS Extract contains the same data as Classic's partial (USAEMS_EMISR.SEQ) file. It does not contain the 'full' (USAEMS.SEQ) file. The EMIS Extract is to be used along with the USAS SIF agent when collecting the data in EMIS-R. The submission process for EMIS-R is under district control. An authorized person in the district (EMIS Coordinator, Treasurer, etc.) will need to upload the extract before running the data collection process and submitting the data to ODE.

DATA COLLECTOR

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
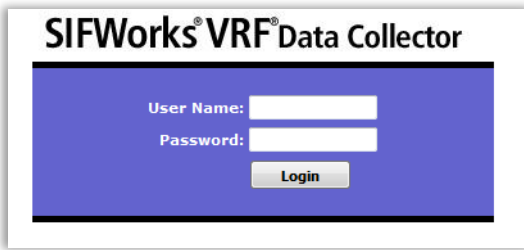
Your username and password are *not* the same as your login for PowerTerm, however, they will be the same as a DASL login which you *may* have.

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) FY20 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.
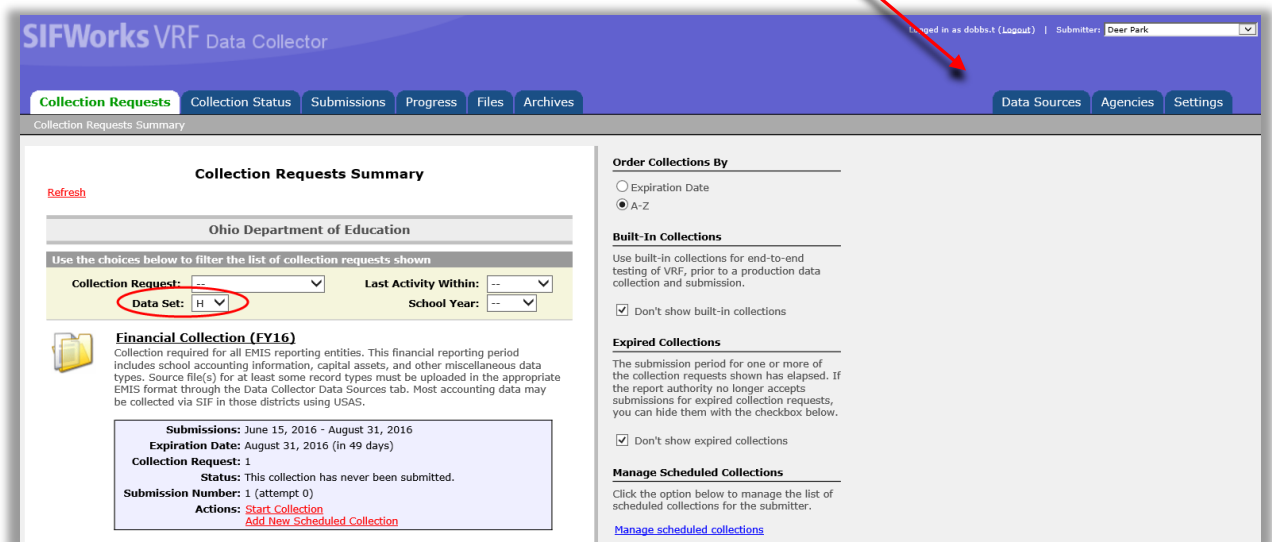
NOTE: If Status on the next screen displays Disconnected, call HCC at 728-7999, so this can be reset for SIF Collections.

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

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

For USAS Classic users, 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:
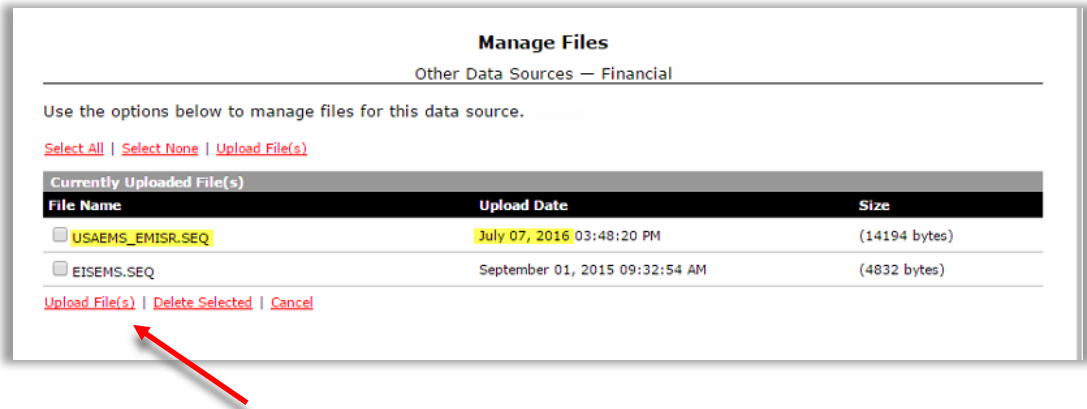

For USAS-R users, click Upload File(s) to upload the .SEQ file that was saved in your downloads folder.

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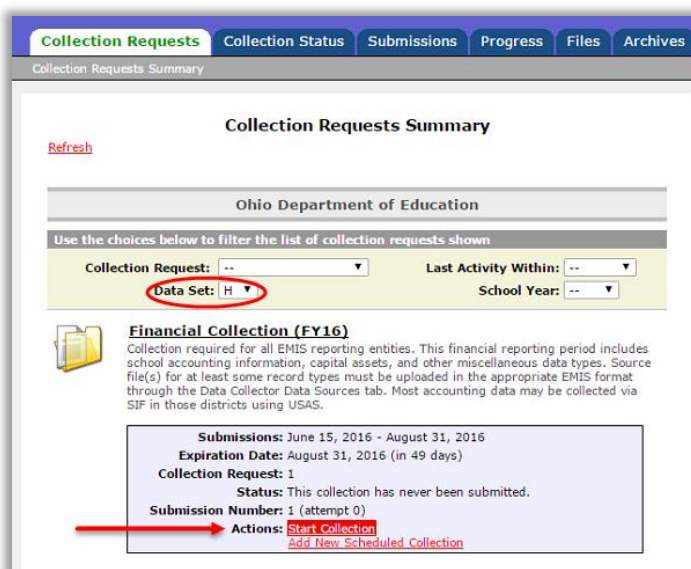
On the next screen, click the checkboxes under **SIF Zone** and next to **Financial** in the list and then click **Start Data Collection for all items checked below…**

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

I
n this example , the collection is In Progress, i.e., is not yet completed.

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) FY20 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

Once the Collection is COMPLETE, click the **Collection Requests** tab again at the top of the screen. Find the section for **Financial (H) FY20 Reporting Period** and click **Prepare**.

The preparation status and elapsed time will appear on the screen.
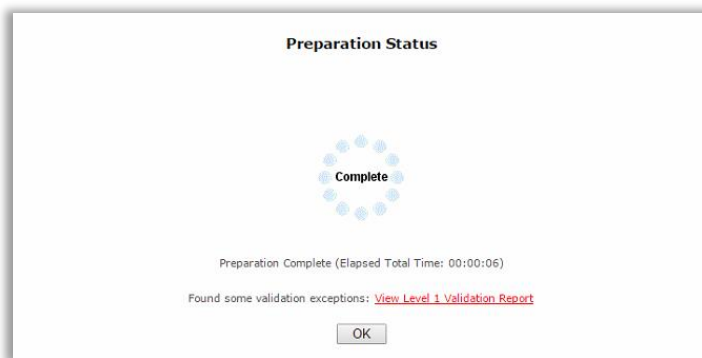
When complete, click **OK**. A message will pop up if your data contains any Level 1 errors.

Then, click the **Collection Requests** tab and, in the same **Financial (H) FY20 Reporting Period** section, choose **Preview Prepared Data**.

Financial Collection (FY20)

FY20-H-Financial: Collection required for all EMIS reporting entities. This financial reporting period includes school accounting information and othe... ⓘ

Submissions:	June 01, 2020 - August 31, 2020 (47 days till close)
Version:	1
Status:	Data Collection has been prepared today at 11:35:29 AM and is available for preview or certification.
Submission Number:	1 (attempt 1)

Actions: Start/Stop Collection
Prepare
Certify & Submit
Cancel
Add New Scheduled Collection
Set Default Collection properties

Prepare Outputs: Level 1 Validations
Preview Prepared Data

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

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Today at 12:34:42 PM

Preview Types
☑ Detail

Output Options
Zip File: ☐ Download file as a compressed .zip (for faster downloads)
File Format: ◉ CSV
○ HTML

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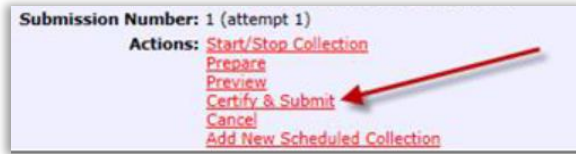
Then click the "**I certify this collection**" checkbox and then click **Certify and Submit**.