



# 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 USAEMSEDТ 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

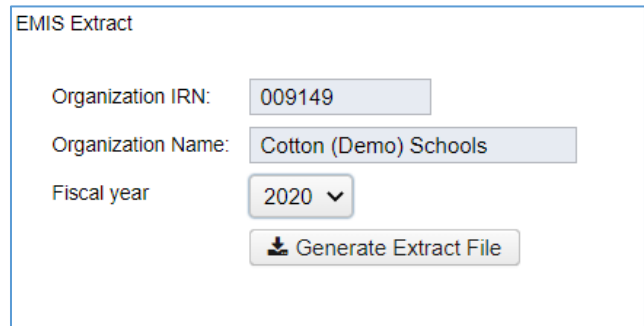
**Note:** If the district has no Civil Proceedings to report, no record (with zero expenditures) you will only need to enter a record with \$0 and N/A.

Civil Proceeding

Fiscal Year	<input type="text" value="2021"/>
Proceeding Number	<input type="text" value="1"/>
Court	<input type="text" value="N/A"/>
Case Number	<input type="text" value="1"/>
Board Role	<input type="text" value="Plaintiff"/>
Total Expenses	<input type="text" value="0.00"/>
Fiscal Year Expenses	<input type="text" value="0.00"/>
Participant Role 1	<input type="text" value="Defendant"/>
Participant Name 1	<input type="text" value="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.



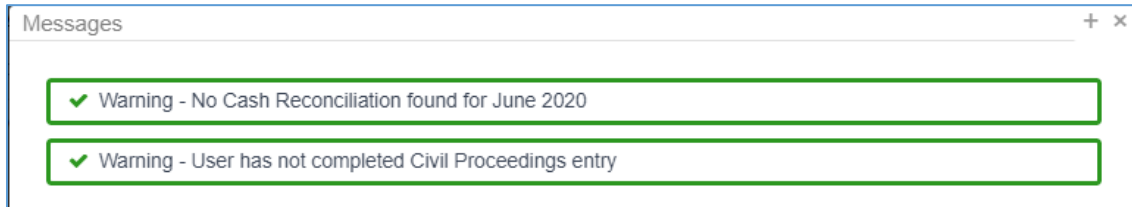
EMIS Extract

Organization IRN: 009149

Organization Name: Cotton (Demo) Schools

Fiscal year: 2020

Generate Extract File



Messages

Warning - No Cash Reconciliation found for June 2020

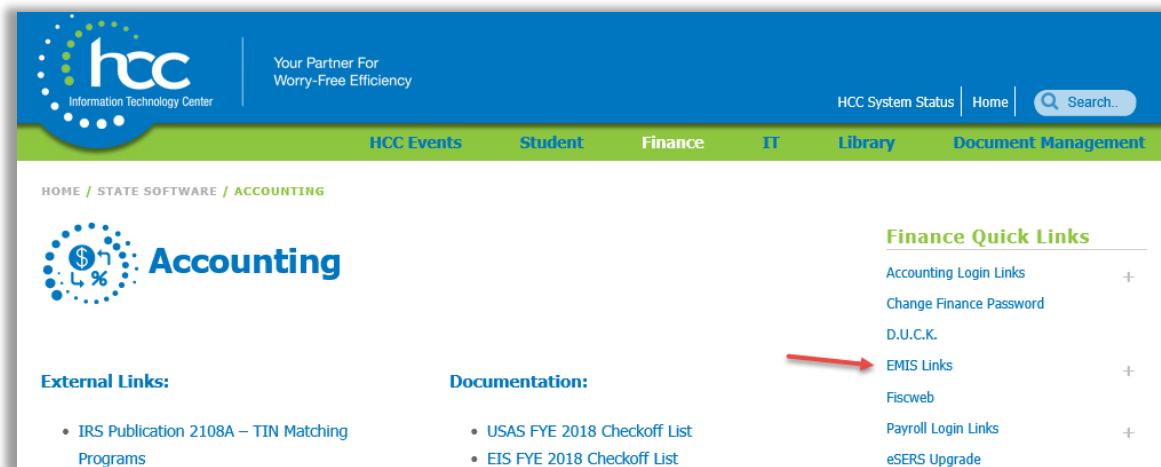
Warning - User has not completed Civil Proceedings entry

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.”



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### Accounting

**External Links:**

- IRS Publication 2108A – TIN Matching Programs

**Documentation:**

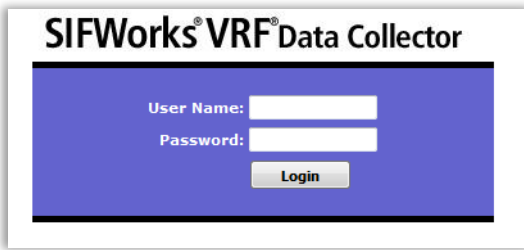
- USAS FYE 2018 Checkoff List
- EIS FYE 2018 Checkoff List

**Finance Quick Links**

- Accounting Login Links
- Change Finance Password
- D.U.C.K.
- EMIS Links
- Fiscweb
- Payroll Login Links
- eSERS Upgrade

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

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

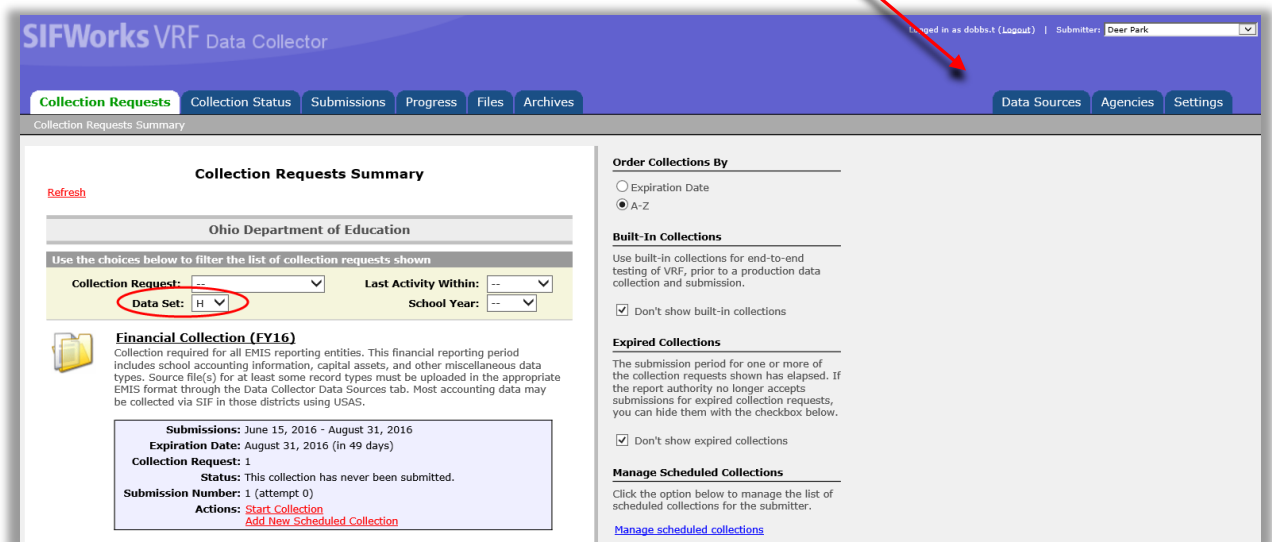


Your username and password are *not* the same as your login for PowerTerm, however, they will be the same as a DASL login which you *may* have.

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.

**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.

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

[Batavia](#)

Zone	URL	Status
<input type="checkbox"/> E1	https://10.241.0.138:7443/E1	<a href="#">Disconnected</a>

[Add Zone](#) | [Remove Selected](#)

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.

[Deer Park](#)

Zone	URL	Status
T0	https://10.241.0.138:7443/T0	<a href="#">Connected</a>

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.

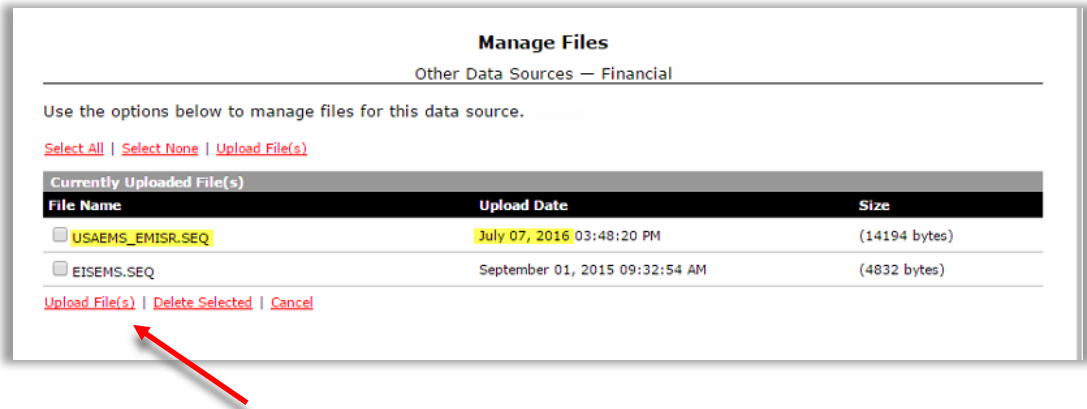
[Select All](#) | [Select None](#)

[Winton Woods—Files](#)

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

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

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:

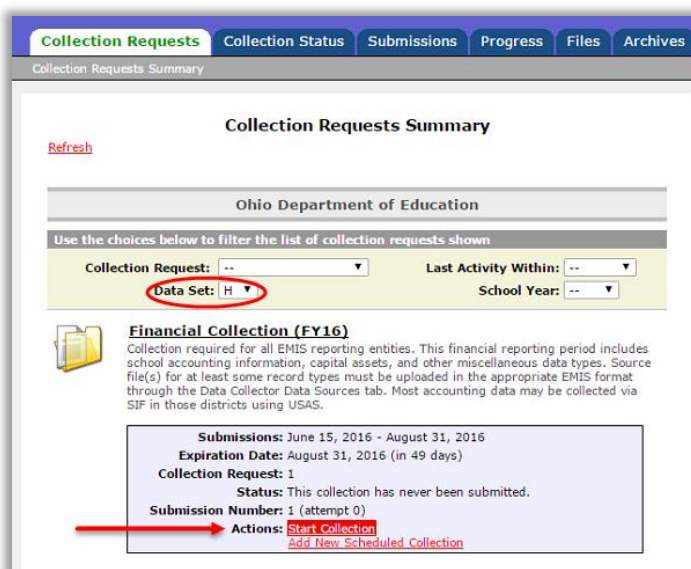


For **USAS-R users**, click Upload File(s) to upload the .SEQ file that was saved in your downloads folder.

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...**

**Financial (H) FY15 Reporting Period**  
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](#)

Great Oaks		
SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> GOAK	✔ <a href="#">Connected</a>	Not Started

All EMIS Formatted Files		
Data Sources	Availability	Collection Status
<input type="checkbox"/> DASL Collection	✔ <a href="#">Ready</a>	Not Started
<input type="checkbox"/> Uploaded Files	✔ <a href="#">Ready</a>	Not Started
<input type="checkbox"/> Five Year Forecast	✔ <a href="#">Ready</a>	Not Started
<input type="checkbox"/> March	✔ <a href="#">Ready</a>	Not Started
<input type="checkbox"/> YearEnd	✔ <a href="#">Ready</a>	Not Started
<input checked="" type="checkbox"/> Financial	✔ <a href="#">Ready</a>	Not Started
<input type="checkbox"/> October (USPEMX)	✔ <a href="#">Ready</a>	Not Started

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

Collection Requests | **Collection Status** | Submissions | Progress | Files

Collection Requests Summary > Start Collection

In this example, 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) FY20 Reporting Period** sections, whether under the **SIF Zone** or under **EMIS Formatted Files**.

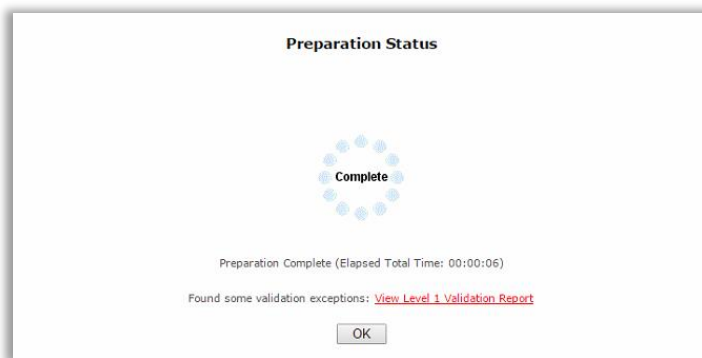
The Collection, as in the sample below, is complete if you see **all** of the following:

- 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

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	
▼ <a href="#">W0</a>	10397	27	07/31 11:16 AM	00:13:49	3 of 3 Complete	← Once the
Financial Records	10334	<a href="#">25</a>	07/31 11:16 AM	00:13:48	Complete	
FinancialClass	4	<a href="#">1</a>	07/31 11:16 AM	00:13:49	Complete	
OPU Records	59	<a href="#">1</a>	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	
▶ <a href="#">W0</a>	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	
▶ <a href="#">W0</a>	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	
▶ <a href="#">W0</a>	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) FY15 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		

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.

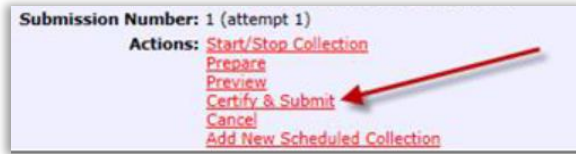
File	Submission 1			Sub 0
	Valid	Invalid	Total	Valid
<a href="#">Cash Record (CSH).html</a>	114	0	114	0
<a href="#">Cash and Fund Balance Reconciliation (EX1).html</a>	21	0	21	0
<a href="#">Expenditure Record (EXP).html</a>	1175	0	1175	0
<a href="#">Operational Unit Description (OPU).html</a>	9	0	9	0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