

# Aggregate and Submit to State

First, you will want to select the appropriate database by using the EMIS\_SEL menu. Then, you can either type the EMSAGG from the menu prompt or go to the EMIS\_ELV menu to see your options:

```

EMIS_ELV                               EMIS Data Reporting System
Aug 29 08                             EMIS Data Extraction, Loading, and Validation Programs
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 1. EMS4502   Create 4502 report from EMIS financial detail file
 2. EMSAGG   Submit EMSAGG Procedure to Batch
 3. EMSAGG4   Generate Aggregation Reports
 4. EMSAGG5   Aggregation Validation Error Report
 5. EMSAGG6   Aggregation Exclusion Report
 6. EMSAGG7   Aggregation Detail Report
 7. EMSR2D   Extract EMIS records into ODE Detail File format
 8. EMSRDET   Validate and Dump Reformatted Records
 9. EMSRX    Submit EMSRX Reformatted File Load Job to Batch
10. FFIMPORT  Import Five Year Financial Forecast from CSV Delimited File
11. EMSUBSUM  Report of records submitted to ODE
12. EMSVLD   EMIS Data Validation Reports
13. RUN_EMSR2D Submit RUN_EMSR2D Procedure to Batch
14. RUN_EMSVLD Submit RUN_EMSVLD Procedure to Batch
15. RUN_RDET  Submit EMSRDET Procedure to Batch
Press <cr> for more...

Menu> 2
    
```

## 1. EMSAGG — Creates aggregate data files for submission.

### EMSAGG

```

Fiscal Year           09           <---You enter appropriate year
Reporting Period      K,M,C or N   <---You enter depending on report
                                     Period
Report Option         B           <---You enter
Aggregations to Perform <---ALWAYS LEAVE BLANK
EMIS database code    LIVE or 09K   <---You enter LIVE for current submits
                                     and specific report periods for
                                     Historical submits
Name of batch queue job should run on SYS$BATCH <---Do Not Change
Time batch job should start running
Username batch job will run under    FRANKS <---This will be you
Additional qualifiers for batch job    /LOG/KEEP <---Do Not Change

EMSAGG -- Submit EMSAGG.COM Procedure to Batch
(Re) Submit batch job                 F7 Help
F8 Exit -- do not submit batch job
    
```

This is a Batch Process.

**Remember** to wait for the system to notify you that this procedure has finished before printing any EMSAGG reports or processing any EMIS\_ODE simulation reports that require an aggregation.

When looking at any of the EMSAGG reports **check the date and time** at the top of the report to make sure you are looking at the most recent reports.

1. Aggregation Reports:

EMSAGG, if processed as above, will create the following print files:

EMSAGG4D.TXT - EMIS detailed aggregation report

EMSAGG4S.TXT - EMIS summary aggregation report

\* **EMSAGG5.TXT - EMIS aggregation error report**

\* **EMSAGG6.TXT - EMIS excluded (from FTE/Head counts) student report**

\* **EMSAGG7.TXT - EMIS included (in FTE/Head counts) student report**

## **2. EMSRDET** – Creates detail data files for EMIS submission.

### RUN\_RDET

```
Fiscal year to place on sequential detail records    09 <---You enter appropriate year
Reporting period for which you want to select records  K, C, D or N <---You enter
                                                    depending on report
                                                    period

Sort codes to select                                <---Always Leave Blank

EMIS database code      LIVE or 09K                <---You enter LIVE for current
                                                    Submits and specific report
                                                    periods for Historical submits

Name of batch queue job should run on SYSS$BATCH    <---Do not change
Time batch job should start running
Username batch job will run under      FRANKS        <---This will be you
Additional qualifiers for batch job     /LOG/KEEP     <---Do not change

RUN_RDET -- Submit EMSRDET.COM Procedure to Batch
(Re) Submit batch job                  F7 Help
F8 Exit -- do not submit batch job
```

This is a Batch Process.

**Remember** to wait for the system to notify you that this procedure has finished before printing the **EMSRD09K** report or notifying the data center that you are ready to submit to ODE.

When looking at the **EMSRD09K** report **check the date and time** at the top of the report to make sure you are looking at the most recent report.

Note: The **EMSRD09K** report name will change with the fiscal year and reporting period....so the **09K** is what will be different each time.

### 3. EMS\_SUBMIT – submits data to O.D.E.

```
EMIS_LCL                      Locally Defined Programs and Utilities
Apr 14 99                      EMIS Local Menu


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1. DIR/EMIS  Directory of EMIS reports received from ODE
2. EMS_SUBMIT Submit EMIS Files (EMSAGG and EMSRDET) to O.D.E.
3. GRADEMIS  Mass update Diploma Type and Curriculum/Completed codes
4. LDCOMP    Mass load Student Competency Test records
5. LDPROF    Mass load Student Proficiency Test records
6. MAJOREMIS Update Majority of Attendance IRN
7. PREKEMIS  Move Pre-KG experience from Poise to EMIS
8. SADMEMIS  Student ADM Report from EMIS database
9. STATTEMIS List of Students by Status/ATT code (EMSALT file)
10. SUPERXEMIS List of all students' status in db/comparing in TSSCA
11. TITLEI_EMP Title I Employee Report
12. UTILEMIS  Delete students from EMIS
```

```
Have you completed all the necessary steps for an
EMIS submission? (Y/N <N>) Y

Enter Fiscal Year to submit: 09

Enter Report Period to submit: K

Enter DataBase Code to submit: LIVE or 09K
```

These are just examples of the questions asked, your answers would be according to which reporting period you are submitting to state.

By taking the EMS\_SUBMIT the files are not going directly to the state. That is to place your district name along with the reporting period and fiscal year into a file that we use when sending the information to state on Friday by 11:00 am. So you may aggregate, or run emsrDET several times prior to the Friday 11:00 am cutoff, but the set of files we send are from the last submit and only one set of files go to Columbus.