

Running EMIS student aggregations

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EMIS                               EMIS Data Reporting System
May 09 01                          EMIS Main Menu
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▶ 1. EMIS_SEL   EMIS Select EMIS Database
  2. EMIS_MNT   EMIS Reformatted File Maintenance Programs
  3. EMIS_ELV   EMIS Data Extraction, Loading, and Validation Programs
  4. EMIS_LM    EMIS Listmaker Programs
  5. EMIS_RPT   EMIS Reports
  6. EMIS_UDMS  User Report Writing/Data Extraction/Inquiry Tool for EMIS
  7. EMIS_ODE   EMIS Reports Similar To Those Received From ODE
  8. EMIS_NET   View EMIS Data on ODE Computer System Over Network
  9. EMIS_FED   EMIS Federal Summary Reports
 10. EMIS_MGR   EMIS Manager Programs and Utilities
 11. EMIS_LCL   EMIS Locally Defined Menu

Menu

Enter Choice:  EMIS_SEL fyN
```

Tip: To “switch” quickly to another EMIS database, type the menu option followed by the fiscal year/reporting period designation. This bypasses the long list of reporting periods that display on your screen when you choose EMIS_SEL from the menu (partial list follows). SIS users are, by default, in their LIVE EMIS database.

- | | | |
|--------|--------------------------------|------------------|
| 1) fyK | October Student/Staff Database | FY: fy Period: K |
| 2) fyM | December Student Database | FY: fy Period: M |
| 3) fyP | December Fiscal Database | FY: fy Period: P |
| 4) fyD | March Student Database | FY: fy Period: D |
| 5) fyN | June Student/Staff Database | FY: fy Period: N |
| 6) fyH | July Fiscal Database | FY: fy Period: H |

Please note that the number to the left of the ‘list’ or code (fy and Rp, i.e. 02N) of the database may be entered.

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Menu

Enter Choice: EMSAGG
```

Student aggregations are accomplished by running the procedure called EMSAGG. This procedure is located on the EMIS_ELV menu (see below) or can be accessed directly by typing in the procedure name at the "Enter Choice;" prompt, as shown above.

```
EMIS_ELV                           EMIS Data Reporting System
May 09 01                          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

Enter Choice:
```


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9. Enter any additional qualifiers for the batch job.
CTRL E will take you to the end of the line; type /NOTIFY to be notified on your screen when the procedure has finished processing.

The output filenames are:

EMSAGG4D.TXT	EMIS Aggregation Report – Detail
EMSAGG4S.TXT	EMIS Aggregation Report – Summary
EMSAGG5.TXT	EMIS Aggregation Validation Report – Validation Errors
EMSAGG6.TXT	EMIS Aggregation Exclusion Report – Excluded Students
EMSAGG7.TXT	EMIS Aggregation Detail Report – Inclusion Report

If “B” was specified for the report option (question 3 above), both the EMSAGG4D.TXT and EMSAGG4S.TXT reports will be produced for printing. If “S” was specified for report option, only EMSAGG4S.TXT will be produced for printing.

EMSAGG4D.TXT and EMSAGG7.TXT are very large printouts; it is suggested that districts wait until EMIS data has stabilized before printing these reports.