

## Running EMIS staff/financial/student employment validations

```
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 |

Enter number or code of database to select:

**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:  RUN_RDET
```

Staff/financial/student employment reformatting (these data items are not actually aggregated) is accomplished by running the procedure called RUN\_RDET. This procedure is located on the EMIS\_ELV menu (shown 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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```
Fiscal year to place on sequential detail records   fy      1.
Reporting period for which you want to select records  _      2.
Sort codes to select      _____      3.
EMIS database code      _____      4.
Name of batch queue job should run on SY$BATCH      5.
Time batch job should start running      _____      6.
Username batch job will run under MDADMIN      7.
Additional qualifiers for batch job /LOG/KEEP      8.
```

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

Pressing F7 while positioned on a field will display Help for that field. TAB moves to the next field; ENTER or RETURN submits the procedure for processing. The fields in the example above have been numbered to match the explanation below:

1. Enter the fiscal year you want to be placed on all sequential detail records created by this run of EMSRDET.

2. Valid reporting periods: (More reporting periods than those listed below will display but only these are valid for staff and financial reformatting.)

A: All            D: March            H: July 30  
K: October 15    M: December 20    P: December 31    N: June 30

3. While it is possible to reformat specific sort types, leaving this field blank will reformat those sort types specific to the reporting period entered in field 2.

4. SIS Users - Enter LIVE if the 'snapshot' has not yet been taken or fiscal year and reporting period from 1 and 2 above (i.e. 02N for FY2002, reporting period N) after the 'snapshot' has been taken. **Note to B-Sites and non-SIS users:** LIVE is not a valid EMIS database option; FY and reporting period will always be entered. **Note for five year forecast users:** fiscal year and reporting period P will always be used/entered.

5. Leave SY\$BATCH in this field.

6. Leave this field blank to submit for processing immediately.

7. Your username displays here; it cannot be changed.

8. 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 filename will be EMSRDfy.r.TXT where 'fy' is fiscal year and 'r' is reporting period.