

Loading EMIS files using EMSRX

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|----------------------------|---|
| EMIS May 09 01 | EMIS Data Reporting System EMIS Main Menu |
| <hr/> | |
| → 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.

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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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| | |
|---|----|
| File specification of detail files _____ | 1. |
| Create new target files or Update existing files? <u>U</u> | 2. |
| Update/Add records or Add only? <u>U</u> | 3. |
| Validate batch header/trailer records? <u>Y</u> | 4. |
| EMIS database code _____ | 5. |
| Name of batch queue job should run on <u>SYS\$BATCH</u> | 6. |
| Time batch job should start running _____ | 7. |
| Username batch job will run under <u>Username</u> | 8. |
| Additional qualifiers for batch job <u>/LOG/KEEP/NOTIFY</u> | 9. |

EMSRX -- Submit EMSRX.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. File specification of detail files

Enter the file specification for the sequential file(s) you want this run of EMSRX to process. Unless you specify a different directory here, EMSRX.COM will look for the sequential files in your OECN\$EMIS\$DTA directory.

You can specify more than one file by using the wildcard characters * to represent multiple characters and % to represent one character. "Q*R.SEQ" would process every file with an extension of .SEQ whose name began with Q and ended with R. "DATA.%" would process every file named DATA that has an extension exactly one character in length.

For more information on wildcards see the VMS user's manual or call your system manager.

2. Create new target files or Update existing files?

Enter C if you want to erase any current reformatted EMIS data files and create new ones from scratch. If you enter C, at the end of the EMSRX.COM run, your reformatted files will contain data from ONLY THIS RUN of EMSRX.COM. Any previous data will be lost.

Enter U if you want to retain the data in your current reformatted EMIS files. If you enter U, this run of EMSRX.COM will add the data in the sequential files you specified to the data already in the reformatted files.

3. Update/Add records or Add only?

If you enter U, this run of EMSRX.COM will both add new sequential detail records to the reformatted files, AND update existing reformatted records with information from the sequential detail file.

If you enter A, EMSRX.COM will ONLY add new records to the reformatted files. If a sequential detail record is encountered corresponding to a reformatted record that's already on file, the data from that detail record will NOT be loaded into the reformatted files.

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4. Validate batch header/trailer records?

If you enter Y, EMSRX.COM will check any header and trailer records in the sequential detail file to make certain that the data it contains is valid, complete, and belongs to your district.

If you enter N, the sequential header and trailer records will not be checked.

You should always answer this prompt with Y unless you know that the sequential detail file does not contain header and trailer records.

5. EMIS database code

| | |
|------|-------------------------------------|
| Code | EMIS database description |
| LIVE | Live Database |
| fyK | fyK October Student/Staff Database |
| fyP | fyP October 5yr Forecast Database |
| fyM | fyM December Student Database |
| fyC | fyC February Student/Staff Database |
| fyD | fyD March Student Database |
| fyN | fyN June Student/Staff Database |
| fyH | fyH July Fiscal Database |

6. Name of batch queue job should run on
Leave SYSS\$BATCH in this field.

7. Time batch job should start running
Leave this field blank to submit for processing immediately.

8. Username batch job will run under
Your username displays here; it cannot be changed.

9. Additional qualifiers for 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.

Log filename is EMSRX.LOG (check for errors)
The output filename is EMRX4.TXT (check for errors)