

# EMIS Data Export Process

The details on this page provide the steps necessary to export EMIS data out of eFP for loading into EMIS-R. Information about updating EMIS data is not contained in this document. This information is detailed elsewhere.

## Additional EMIS Resources

Additional EMIS resources are available in the *Ohio EMIS Reporting* manual found on the [HR/Payroll Resources](#) and [FAM Resources](#) pages.

## EMIS Data Export Process

1. The EMIS data export process in eFP is accessed via EMIS>EMIS Data Export.

The screenshot displays the EMIS menu interface. On the left, a vertical sidebar contains various icons, with the Ohio state icon highlighted by a red circle containing the number '1'. The main content area is titled 'EMIS' and features a dropdown menu currently set to 'All'. Below the dropdown, the menu items are organized into three sections:

- EMIS**
  - EMIS Clear Prior Year Attendance
  - EMIS Data Export (highlighted with a red circle '2')
  - EMIS Employee Positions Report
  - EMIS Financial Load
  - EMIS Staff Report
  - Update EMIS Position Salaries
- EMIS Reference Tables**
  - EMIS Assignment Codes
  - EMIS Building IRN Codes
  - EMIS Class Codes
  - EMIS Fund Class Codes
  - EMIS Profile
- EMIS Financial Tables**
  - 5 Year Forecast
  - 5 Year Forecast Notes
  - Capital Assets
  - Cash Table
  - Exhibit 1
  - Expenditure Table
  - Federal Assistance Detail
  - Federal Assistance Summary
  - Operational Unit
  - Organization General Information
  - Receipt Table
  - Statement R Descriptions
  - Statement R Detail

2. Verify the information in the Report Header Information box related to the collection you are currently processing. If information needs changed in this box, it may be changed using EMIS>EMIS Profile.

- **NOTE: The information will need updated each year.**

- Click the green OK button to begin the staff export process.
- Click 'OK' to accept the log file defaults.

The screenshot shows a dialog box titled "Print - Loudonville-Perrysville - Live" with the subtitle "EMIS DATA EXPORT STATUS LOG". It is divided into two main sections: "Destination" and "File Options".

- Destination:** Contains two radio buttons: "File" (unselected) and "Screen" (selected).
- File Options:** Contains a text input field for "File Name" with the value "H:/rpt/exportems.log".

At the bottom of the dialog box, there are two buttons: "OK" and "Back".

- Click 'OK' to accept the data file defaults.

The screenshot shows a dialog box titled "Print - Loudonville-Perrysville - Live" with the subtitle "EMIS DATA EXPORT FILE". It is divided into three sections: "Destination", "Printer Options", and "File Options".

- Destination:** Contains two radio buttons: "File" (selected) and "Screen" (unselected).
- Printer Options:** Contains a text input field for "Printer Name" with the value "Default" and a search icon, and a text input field for "Number of Copies" with the value "1".
- File Options:** Contains a text input field for "File Name" with the value "H:/rpt/emisdata.sec".

At the bottom of the dialog box, there are two buttons: "OK" and "Back".

- If no errors are detected, you will see the following prompt. Click 'OK' to proceed.

The screenshot shows a small dialog box titled "Process Complete". It features an information icon (i) on the left and the text "No errors detected. Process complete." in the center. At the bottom, there is an "OK" button.

- A log file will be created. Depending on your browser settings, the log file will show on your screen as a file available for viewing/saving or it may be downloaded directly to your download folder. The log file should be reviewed. If any errors are present, they need to be corrected in eFP before attempting the data export again.
- The exported data must be downloaded to your computer. This is done using e-Forms & Tools>View Files.

named FY18L\_eFP.seq.

#### Rename Extracted File

If the extracted file is not renamed prior to uploading to EMIS-R, the emisdata.seq file may overlay previously uploaded eFP data files from different collections..

#### Always Use the Same File Naming Convention

When extracting data from eFP to replace data previously loaded into EMIS-R for the same collection period, always use the same name as the previous file. This will cause the new data to replace the old data.

14. The remainder of the process will be performed in EMIS-R. Click on Data Sources in the upper right corner of the screen.



15. Click Other Data Sources.

### Data Sources

[SIF Zones](#) | [Other Data Sources](#)

16. Click Manage.

Data Source	UNC	Status	Actions
<a href="#">Flat Files</a>	C:\EMISRData\ACCD	✓ Ready	<a href="#">Manage</a>

17. Click Upload Files.

Use the options below to manage files for this data source.

[Select All](#) | [Select None](#) | [Upload File\(s\)](#)

18. Navigate to the exported (**and renamed**) file from eFP which is saved on your computer or network drive and select to upload it to EMIS-R. After it is uploaded to EMIS-R, it will show in your list of currently uploaded files. The file is now ready to be included in processing the data collection.
19. When performing the data collection, **select Flat Files only**. Do not use the SIF connection.

## Related articles

- [Overview of EMIS Staff Reporting](#)
- [EMIS Data Export Process](#)
- [Entering Employee Information for EMIS Staff Reporting](#)