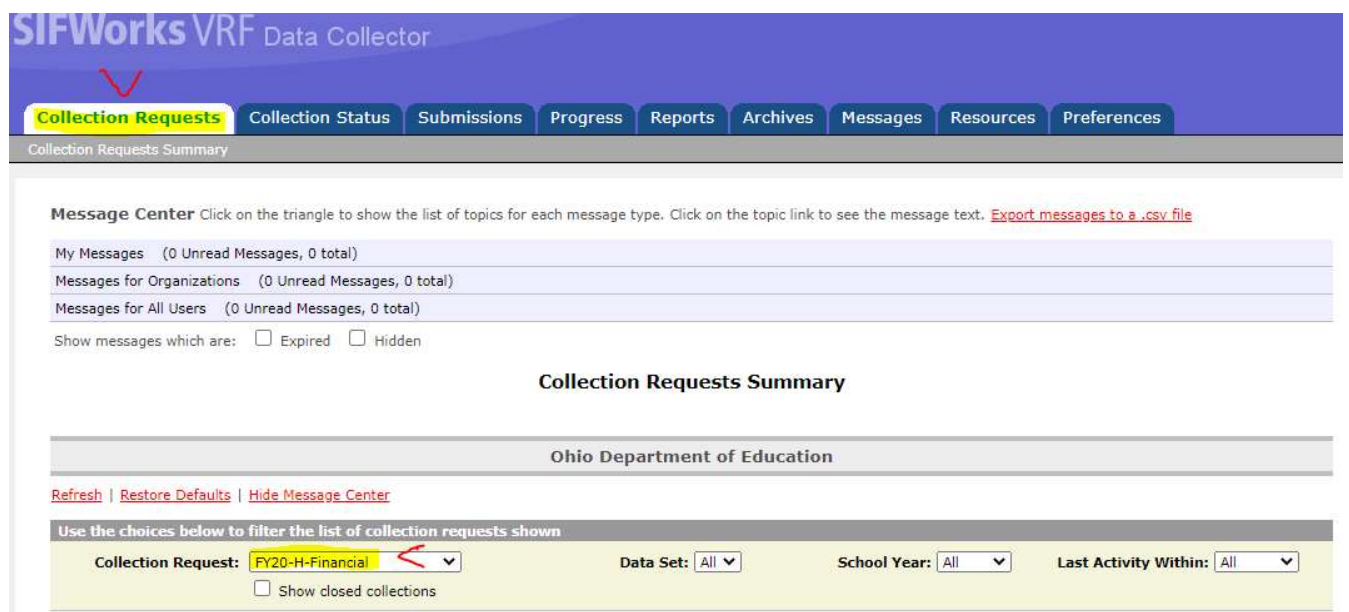


Data Collector for H Reporting


1. Go to the EMIS flat file editor (On the MVECA Webpage you can select data collector under the EMIS drop down)



2. Click on Data Sources
3. Click on manage under H Import
 - Click on: Choose File (select the csv file saved for the EMIS Extract from Redesign)
 - Click: Upload File(s)
2. Click on the Collection Request tab
3. In the collection request drop down select FY20- H Financial



4. Click on, Start Collection



Financial Collection (FY20)
 FY20-H-Financial: Collection required for all EMIS reporting entities. This financial reporting period includes school accounting information and othe... ⓘ

Submissions: yesterday - August 31, 2020 (90 days till close)

Version: 1

Status: This collection has never been submitted.

Submission Number: 1 (attempt 0)

Actions: [Start Collection](#) 
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

5. Check mark the District prefix under SIF Zone and H under Data Sources

Financial Collection (FY20)

Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

[Start Data Collection for all items checked below](#)

SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> CS 	 Connected	Not Started

EMIS Formatted Files

Data Sources	Availability	Collection Status
<input type="checkbox"/> SYR4	 Ready	Not Started
<input checked="" type="checkbox"/> H 	 Ready	Not Started
<input type="checkbox"/> D	 Ready	Not Started
<input type="checkbox"/> SIS	 Ready	Not Started