

Ashley May

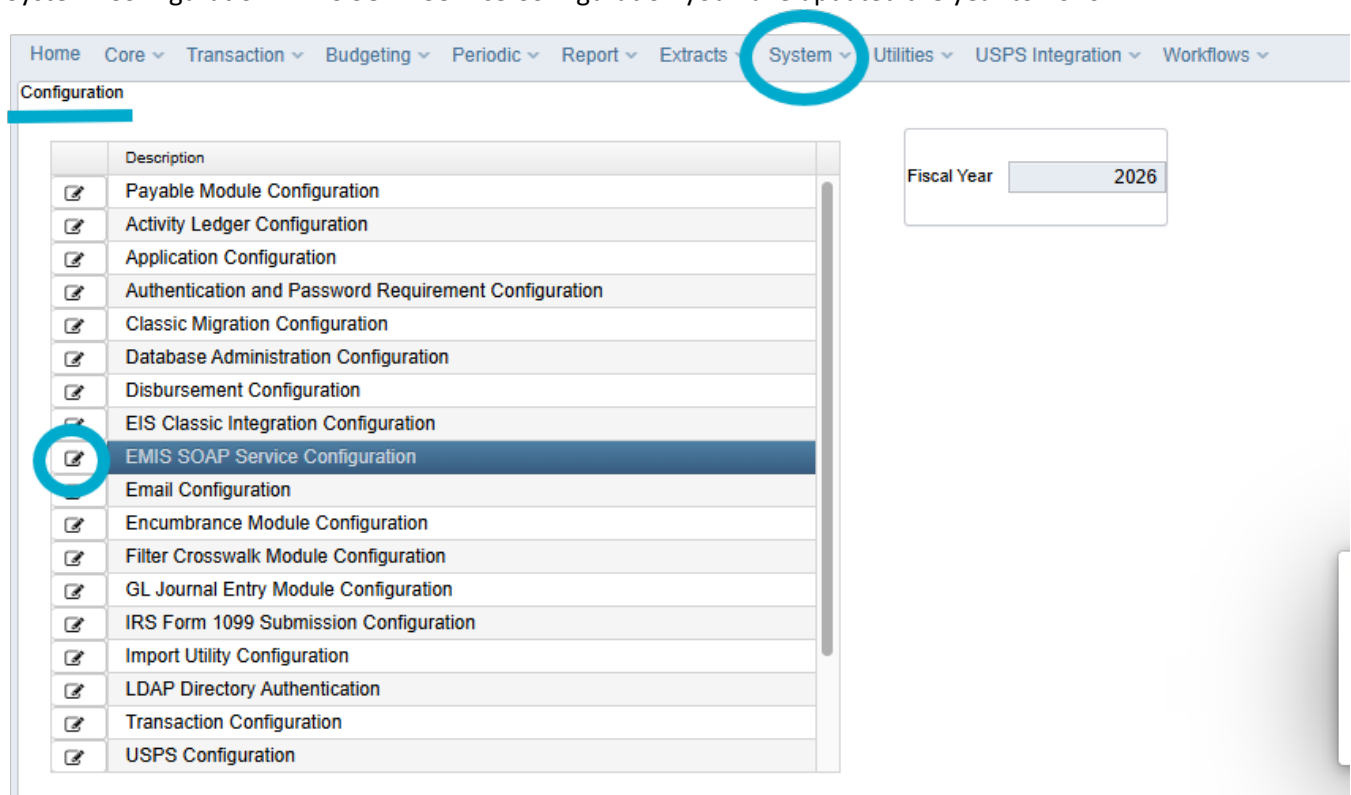
From: Ashley May
Sent: Thursday, July 2, 2026 10:24 AM
To: Mail Treas; MVECA-USAS
Cc: Brandy Nelson; Marcia Wylie
Subject: Financial (H) Collection- Helpful tips to ensure you collect the correct data

Importance: High

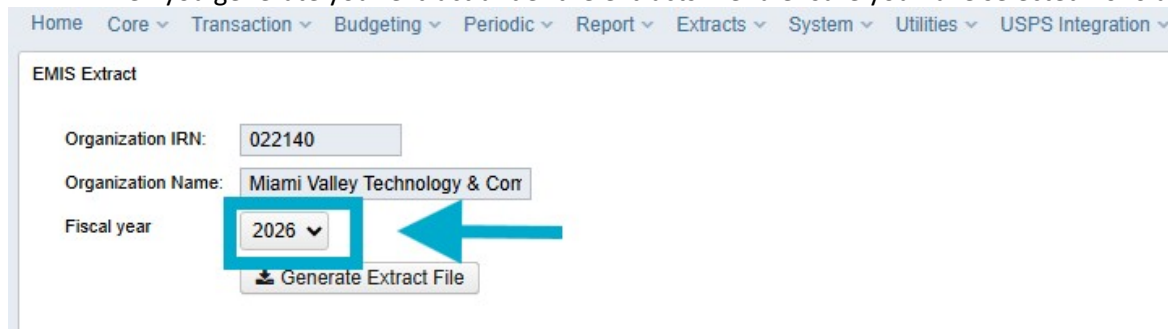
Good Morning,

A few reminders and helpful tips when collecting your Financial (H) collection in the data collector!

- 1. Ensure before you generate your EMIS extract that you double check you updated your EMIS year under System>Configuration>EMIS SOAP Service Configuration you have updated the year to 2026



- 2. When you generate your extract under the extracts menu ensure you have selected 2026 as the year



- 3. Upload your .seq file in the data collector under data sources

Data Sources

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

Data Collector gathers data from data sources (including SIF Zones). The following non-SIF data source(s) are defined for data collection.

Data Source	UNC	Status	Actions
☐ H	c:\ProgramData\SIFWorks\H	Ready	Manage

[Add Data Source](#) [Remove Selected](#)

Recreate Other Data Sources

Use this link to recreate the data sources for an LEA, when one of users at this LEA reports they are not able to upload a file, because they get the error message: *Invalid data source id passed to UploadNonSIFFile.jsp*. Or when the files "disappear" from the Data source. When all Other Data Sources disappear for multiple LEAs, use the Recreate All Data Sources from the side bar in the Settings tab.

[Recreate Other Data Sources](#)

For debugging and problem determination: Show Other Data Sources

Use the Show Other Data Sources link to show the XML structure, as currently residing in memory of the Data Collector.

[Show Other Data Sources Tree Structure](#)

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Manage Files

Other Data Sources — H

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

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

File Name	Upload Date	Size
☐ USAEMS_2025.SEQ	July 23, 2025 02:30:47 PM	(1574 bytes)
☐ USAEMS_2024.SEQ	July 11, 2024 01:49:51 PM	(1574 bytes)
☐ USAEMS_2023.SEQ	August 16, 2023 02:11:27 PM	(1876 bytes)

[Upload File\(s\)](#) | [Delete Selected](#) | [Cancel](#)

- 4. Under your financial collection after clicking on start collection ensure you have your district SIF agent box checked along with the (H) data source box

Financial Collection (FY26)

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
☒ MV	Connected	Not Started

EMIS Formatted Files	Availability	Collection Status
☒ H	Ready	Not Started

Scope of execution

Perform: ☒ Collect Only ☐ Collect and Prepare

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