

<b>SRSD &amp; Pupil Accounting Procedures District Level Spring 2009</b>		<b>Date &amp; Initial</b>
<b>Function</b>	<b>Activity/Report</b>	
SRSD02 update	Download and install the newest version of SRSD02 from the MISD website.	
Delete existing data	Select File, Remove All Data, then select File, Import New Records OR You can do this manually by deleting the files that SRSD02 uses. The path will be C:\PROGRAM FILES\MISD\SRSD20XX (where XX stands for the 2 digit year) unless you loaded the program in a different location with the original load. The files you need to delete are SRS50####.dbf and SRS50####.mdx (### = your district number).	
Importing of files	After receiving the disks from your local buildings containing the text file, you need to import these files into SRSD02. The first time you log into SRSD02 it gives you an error message no district database found, click ok and it will then prompt you to select an ISD (choose Macomb ISD), then you will need to select your school district.  You are now ready to import your records from the text file that you received from each of your buildings. Click File, Import New Records and answer Yes to the question, it will then bring up a box asking where the file is located. After finding the file, highlight that file and click open. The bottom right hand corner of the screen will tell you that it is reading students.  After the import is complete it will show you a report of any records that it was unable to import. There is a printer icon located at the top of this screen that you can press to printout this report or after looking at the report you can close it, after you close the report you see your students and the data you have imported for them.	
Merging of files	If you have data that you will bring in from other programs, you choose File, Import Merge Data. This will look for the student in the SRSD02 data and merge the information into the student's record. Examples of applications you can import from include: <ul style="list-style-type: none"> <li>• ROSES</li> <li>• LEP (Bilingual)</li> <li>• Free and Reduced Lunch</li> <li>• STURec</li> <li>• Other SRSD formatted files</li> </ul>	
Obtain New UICs/ Validate Student UICs	Using SRSDxp or SRSD02 to export the file to validate and obtain new UICs through the MSDS.  <b>This takes place of Phase 1 UIC resolution.</b>	

<b>SRSD &amp; Pupil Accounting Procedures District Level Spring 2009</b>		<b>Date &amp; Initial</b>
<b>Function</b>	<b>Activity/Report</b>	
Fix errors	Fix any errors found in SRSD02.	
Exporting data	Click on File, Export to State and it will sweep through your files and validate your data. It will produce an error listing if you have any. The file name will be displayed on your screen; the file will be saved to your hard drive. File location - C:\ProgramFiles\MISD\SRSD2003\S5050xxx.txt	
Run exported file through CEPI error check	Download and install the newest version of the CEPI Error Check program. Run the exported file through the CEPI Error Check program. If any errors are reported by the CEPI Error Check, review the errors listing. Correct the error at the location the data is housed.  *Building level (SRSDxp) If changes were made at the building level, export the data and import into SRSD02 using the Import Merge Data option. Then complete the above step - Exporting data. Run the new file through the error check program. Repeat until no errors are reported.  *District level (SRSD02) If changes were made at the district level, complete the above step - Exporting data. Run the new file through the error check program. Repeat until no errors are reported.	
FTP file	Upload the file clean file via FTP to the ISD. E-mail help@misd.net to inform us that the file is ready to be downloaded.	