

# **Florida College System Data Submission Procedures**

**Reporting Year 2016-2017**

**Version 1.03**



*PREVIOUS EDITIONS ARE OBSOLETE*

## ***SUMMARY OF CHANGE***

- Deleted reference to TIBCO web interface functionality and specified secure FTP as sole file transfer method for server processing.
- Added reference to handling of data files with invalid file names.
- Added TEST file submission availability to allow submission of TEST files to the server outside of term processing windows.
- Changed mainframe processing specifications to specify mainframe edit and verification report job scheduling.
- Changed windows server environment edit and verification reports processing job schedule.

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## Section I: DATA SUBMISSION PROCEDURE

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### Introduction

#### The Need for the Data Submission Procedure

In 1991, the Auditor General criticized the Division of Community Colleges, Bureau of Research and Information Systems, for its failure to implement and enforce a procedure that results in a more timely receipt of data that the colleges are required to submit to our agency. This data submission procedure has been developed to formalize the data reporting process.

#### Data Submission Process Elements

There are three elements to the process by which colleges submit data to the Community College and Technical Center Management Information Systems (CCTCMIS):

- a) A period of time during which CCTCMIS is prepared to receive data for a particular submission.
- b) A process by which colleges submit and verify their data through verification/exception reports. If data is unreasonable, colleges can resubmit and clean-up all errors found during verification.
- c) A cutoff date.

### Notification of Data Submission Periods

Prior to the beginning of the reporting year, the colleges receive an annual submission schedule indicating the start dates and cutoff dates for all CCTCMIS data submission periods.

In addition, the colleges are notified in writing approximately one month before the due date for each data submission coordinated by CCTCMIS. CCTCMIS uses each institution's **Reports Coordinator** as the primary contact person liaison activities concerning the data submission.

When CCTCMIS finds it necessary to change any established, recurring submission period(s), they will be reviewed by the Management Information Systems Advisory Task Force (MISATFOR), if time permits.

### Submission Periods

After consultation with MISATFOR, CCTCMIS establishes a period of time during which CCTCMIS is prepared to receive data for a particular submission. During this time, CCTCMIS will have operational systems in place to support the needs of the colleges as they proceed through the submittal process.

CCTCMIS establishes the mechanisms by which colleges submit data for a particular submission. The mechanisms include:

- a. Instructions for using the FIRN network for data transmission,
- b. Record formats that specify the order of data in the data submission package,
- c. Programs for the colleges to run to initiate any trigger files required to process college data,
- d. Programs that generate reports (if applicable) for the colleges to use in correcting data that failed one or more critical edit criteria, and
- e. Programs that generate appropriate verification reports (if applicable) when the data pass all critical edit criteria to help colleges analyze the accuracy of their data. The mechanisms also include hard copy submission of data where appropriate.

## Procedures During Data Submission Period

Colleges should begin sending their data for processing when the submission window opens. For each term submission, 2E/3B, and 3E, there is an optional opening date two weeks prior to the 'official' opening date, and colleges may take advantage of this extra time to submit data. One day after the 'load' due date, if error-free data has not been received, CCTCMIS will notify the college's Reports Coordinator in writing with a copy sent to the College President. One week after the Reports Coordinator has been sent notification of late submission, if error-free data has not been received, the College's President will be notified by letter with a copy sent to the Reports Coordinator.

When the college's data has no errors and is loaded into the database, the college should retrieve all exception and verification reports generated. The college should analyze the reports to verify the accuracy of their data. If the college finds errors in the submitted data, the college may re-submit the data or modify the data through the batch update process during the remainder of the data submission period. CCTCMIS staff may run additional, ad hoc data quality checks and notify colleges as necessary if a potential issue is detected.

## Edit Procedures During Data Submission Periods

### Mainframe Environment

When the Submission Period begins, the edit process will run several times during business hours.

Seven business days before the **load** due date, edit process runs will be scheduled hourly from 8 a.m. to 7 p.m.

Seven business days before the end of the submission period, edit process runs will be scheduled hourly from 8 a.m. to 7 p.m.

**IMPORTANT: Due to cost considerations, verification reports jobs will only be run after 9 p.m. Effective time management is paramount. If a set of verification reports is needed sooner, use of the Windows server environment is highly encouraged.**

### Windows Server Environment

Throughout the submission period, edit and verification report processing will be run according to the following schedule:

6 a.m. to 10 a.m.	Edit processing
10 a.m. to 10:30 a.m.	Verification Report processing and delivery
10:30 a.m. to 2 p.m.	Edit processing
2 p.m. to 2:30 p.m.	Verification Report processing and delivery
2:30 p.m. to 6 p.m.	Edit processing
6 p.m. to 6:30 p.m.	Verification Report processing and delivery
6:30 p.m. to 10 p.m.	Edit processing
10 p.m. to 10:30 p.m.	Verification Report processing and delivery

Files will be accepted for processing at any time. If multiple terms are submitted for processing, the files will automatically process in term order. Please note that authorization for submitting prior term data is still required, or the prior term data will not be processed.

Additionally, with the nature of automated processing, requests for additional, special, or "on-demand" verification reports runs will not be accepted.

## Data Submission Period End Date

No data submissions to the mainframe will be accepted outside the data submission windows. However, colleges may submit .TEST files to the server at any time in order to test data, system changes, or prepare data for an upcoming data submission window, etc.

Re-submissions of prior end-of-term data may be made during an open submission period in the same reporting year. The college must submit a request from the President or his/her designee by e-mail to the data processing manager stating the database, term, and the reason for the re-submission.

No changes or re-submissions will be made after the close of the annual reporting year. However, changes may be made at the direction of the Auditor General as the result of an audit finding.

## Data Submission Best Practices

In order to maximize the effectiveness of the available data processing tools, the following practices are strongly recommend:

1. Colleges use the server .TEST functionality at their convenience ahead of submission windows to test their ERP data extracts.
2. When the submission window opens, colleges submit .PROD or .TEST files to the server until zero fatal errors are reported, the data is loaded into the database, and verification reports are generated.
3. When the server generated verification reports are downloaded, checked, and verified accurate, colleges submit the EXACT same data to the mainframe that loaded on the server. The file is processed, loads into the database (there should not be any errors!), and verification reports are generated.
4. Colleges compare the server generated verification reports to the mainframe generated verification reports and report ALL discrepancies to the Data Processing Manager for investigation and resolution.

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## Sample Data Submission Calendars

The following shows samples of the reporting year submission calendars. Database specific calendars are published annually in each database's data dictionary.

### **SAMPLE STUDENT, FACILITIES, PERSONNEL, AND ADMISSIONS FALL END-OF-TERM (2E) SUBMISSION AND STUDENT WINTER/SPRING BEGINNING-OF-TERM (3B) SUBMISSION CALENDAR**

December 27, 2016	Optional Submission Period Start Date – CCTCMIS Discretion. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data if CCTCMIS has provided notification to that effect.
January 3, 2017	Official Submission Period Start Date. Colleges may begin submitting Fall End-of-Term and Winter/Spring Beginning-of-Term data.
January 30, 2017	Due Date – colleges must load data by this date. This data is used for input to the FTE-2 estimates process.
January 31, 2017	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
March 6, 2017	End of Submission Period. Fall End-of-Term and Winter/Spring Beginning-of-Term data must be loaded by this date. Database is closed out for the term.
March 7, 2017	Certification Forms are due to CCTCMIS no later than this date.  If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
March 8, 2017	If Certification Forms have not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.

**SAMPLE STUDENT, FACILITIES, PERSONNEL, AND ADMISSIONS  
WINTER/SPRING END-OF-TERM (3E) SUBMISSION CALENDAR**

April 3, 2017	Data submission period optional open.
April 17, 2017	Data submission period open.
May 8, 2017	Load date. Data must be loaded into all databases no later than 5 p.m. Eastern time.
May 9, 2017	If data has not been loaded, the college's reports coordinator is notified by letter with a copy furnished to the college's president.
June 12, 2017	Submission period end. Term data must be loaded no later than 5 p.m. Eastern time.
June 13, 2017	Term close. Certification form is due no later than 5 p.m. Eastern time.  If data has not been loaded, the college's president is by letter with a copy furnished to the reports coordinator.
June 14, 2017	If certification forms has not been received, the college's president is notified by letter with a copy furnished to the reports coordinator.
June 15, 2017	Start of term data verification Period. If errors are found, or term data requires update, data resubmission will be allowed by written request from reports coordinator.
June 23, 2017	Due date for colleges that have resubmitted data – colleges must load data and submit certification form (as applicable) no later than 5 p.m. Eastern time.  If data has not been loaded and certification form not received, the college's president will be notified letter with a copy furnished to the reports coordinator.
June 26, 2017 – July 3, 2017	Annual data verification period. If errors are found, data resubmission will be allowed only by written request signed by the college president.
July 5, 2017	Annual close. No data resubmission or supplemental files will be accepted. College must resubmit certification form if changes were made during the verification period.



**SAMPLE ANNUAL FINANCIAL AID AND INDUSTRY CERTIFICATION (4E) SUBMISSION CALENDAR**

September 25, 2017	Submission Period Start Date – colleges begin submitting annual financial aid and program industry certification data.
October 9, 2017	Due Date – data must be successfully loaded into database no later than 5 p.m. Eastern time.
October 10, 2017	If data has not been loaded, college’s reports coordinator is notified by letter with a copy to the college president.
October 23, 2017	End of Submission Period. Annual Financial Aid data and Program Industry Certification must be loaded by this date. Database is closed out for the year.
October 24, 2017	Certification form is due no later than 5 p.m. Eastern time. If data has not been loaded, the college’s president is notified by letter with a copy furnished to the reports coordinator.
October 25, 2017	If certification form has not been received, the college’s president will be notified by letter with a copy furnished to the reports coordinator.
October 26, 2017 - November 6, 2017	Data verification period. If errors are found, data resubmission will be allowed only by written request signed by the college president.
November 7, 2017	Annual Close. No resubmission of data or a supplemental file will be accepted. Resubmit Certification Form if changes were made in verification period.

### SAMPLE ANNUAL SALARY AND ANNUAL FRINGE BENEFITS (4E) SUBMISSION CALENDAR

July 10, 2017	Submission Period Start Date – colleges begin submitting annual salary and fringe benefits data.
August 7, 2017	Due Date – Colleges must load data by this date.
August 8, 2017	If data has not been loaded, CCTCMIS contacts college's reports coordinator by letter with a copy to the college president.
August 14, 2017	End of Submission Period. Annual Salary and Fringe Benefits data must be loaded by this date. Database is closed out for the term.
August 15, 2017	Certification Form is due to CCTCMIS no later than this date. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
August 16, 2017	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
August 17, 2017 - August 28, 2017	Data verification period. If errors are found, data resubmission will be allowed only by written request signed by the college president.
August 29, 2017	Annual Close. No data resubmission or supplemental files will be accepted.

### SAMPLE ANNUAL PERSONNEL REPORTS (4E) SUBMISSION CALENDAR

October 3, 2016	Submission Period Start Date – colleges begin submitting data.
October 17, 2016	Due Date – colleges must load by this date.
October 18, 2016	If data has not been loaded, CCTCMIS contacts College Reports Coordinator by letter with a copy to the College President.
October 31, 2016	End of Submission Period. Annual Personnel Reports data must be loaded by this date. Database is closed out for the year.
November 1, 2016	Certification Form is due to CCTCMIS no later than this date. If data has not been loaded, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator.
November 2, 2016	If Certification Form has not been received, the Division of Accountability, Research, and Measurement (ARM) contacts the College President by letter with a copy to the College Reports Coordinator
November 3, 2016 - November 14, 2016	Data verification period. If errors are found, data resubmission will be allowed only by written request signed by the college president.
November 15, 2016	Annual Close. No resubmission of data or supplemental files will be accepted.

## Data Submission Specifications – Mainframe Environment

### Sample Instructions to Retrieve Student Reports

#### WS-FTP

	Text File		PDF File
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	<i>Your NWRDC Userid</i>	User_ID:	<i>Your NWRDC Userid</i>
Password:	<i>Your NWRDC Password</i>	Password:	<i>Your NWRDC Password</i>
Account:	<i>NWRDC IP Address</i>	Account:	<i>NWRDC IP Address</i>
Remote Host:	'CCcc.STU.fnam.Tttyyyy'	Remote Host:	'CCcc.STU.Sdttyyyy(fnam)'
Local PC:	<i>Your local Directory</i>	Local PC:	<i>Your local Directory</i>
Transfer Mode:	ASCII	Transfer Mode:	Binary

#### Notes:

1. Single Quotes are required for the NWRDC "Remote Host" parameter.
2. The entire directory of PDF files can be downloaded together.

#### DOS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.STU.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

#### RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.STU.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where: cc = your college number (1-28)  
nn = your printer node  
rr = your printer remote  
ppppp = your password  
ll = sysout lines in thousands  
tt = term (e.g., 3E)  
yyyy = year (e.g., 2007)  
fnam = for the Verification reports use the FNAM parameter listed on the Student Database Certification forms.

**Note:** You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

## Sample Instructions to Retrieve Admissions Reports

### WS-FTP

	Text File		PDF File
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	Your NWRDC Userid	User_ID:	Your NWRDC Userid
Password:	Your NWRDC Password	Password:	Your NWRDC Password
Account:	NWRDC IP Address	Account:	NWRDC IP Address
Remote Host:	'CCcc.ADB.fnam.Tttyyyy'	Remote Host:	'CCcc.ADB.ADtttyyyy(fnam)'
Local PC:	Your local Directory	Local PC:	Your local Directory
Transfer Mode:	ASCII	Transfer Mode:	Binary

#### Notes:

1. Single Quotes are required for the NWRDC "Remote Host" parameter.
2. The entire directory of PDF files can be downloaded together.

### DOS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.ADB.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

### RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.ADB.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where: cc = your college number (1-28)  
nn = your printer node  
rr = your printer remote  
ppppp = your password  
ll = sysout lines in thousands  
tt = term(e.g., 3E)  
yyyy = year (e.g., 2005)  
fnam = for the Verification reports use the FNAM parameter listed on the Admissions Database Certification Forms.

**Note:** You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

## Sample Instructions to Retrieve Facilities Reports

### WS-FTP

	TEXT file		PDF File
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	<i>Your NWRDC Userid</i>	User_ID:	<i>Your NWRDC Userid</i>
Password:	<i>Your NWRDC Password</i>	Password:	<i>Your NWRDC Password</i>
Account:	<i>NWRDC IP Address</i>	Account:	<i>NWRDC IP Address</i>
Remote Host:	'CCcc.FAC.fnam.Tttyyyy'	Remote Host:	'CCcc.FAC.FAttyyyy(fnam)'
Local PC:	<i>Your local Directory</i>	Local PC:	<i>Your local Directory</i>
Transfer Mode:	ASCII	Transfer Mode:	Binary

#### Notes:

1. Single Quotes are required for the NWRDC "Remote Host" parameter.
2. The entire directory of PDF files can be downloaded together.

### DOS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.FAC.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

### RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.FAC.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where: cc = your college number (1-28)  
nn = your printer node  
rr = your printer remote  
ppppp = your password  
ll = sysout lines in thousands  
tt = term (e.g., 3E)  
yyyy = year (e.g., 2007)  
fnam = for the Verification reports use the FNAM parameter listed on the Facilities Database Certification forms.

**Note:** You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch

## Sample Instructions to Retrieve Personnel Reports

### WS-FTP

	Text File		PDF File
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	Your NWRDC Userid	User_ID:	Your NWRDC Userid
Password:	Your NWRDC Password	Password:	Your NWRDC Password
Account:	NWRDC IP Address	Account:	NWRDC IP Address
*Remote Host:	'CCcc.PDB.fnam.TtEyyyy'	*Remote Host:	'CCcc.PDB.PDtEyyyy(fnam)'
Local PC:	Your local Directory	Local PC:	Your local Directory
Transfer Mode:	ASCII	Transfer Mode:	Binary

#### Notes:

1. Single quotes are required for the NWRDC "Remote Host" parameter.
2. The entire directory of PDF files can be downloaded together.

### DOS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp (DOS/POWER CARD)
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.PDB.fnam.Ttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

### RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.PDB.fnam.Ttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

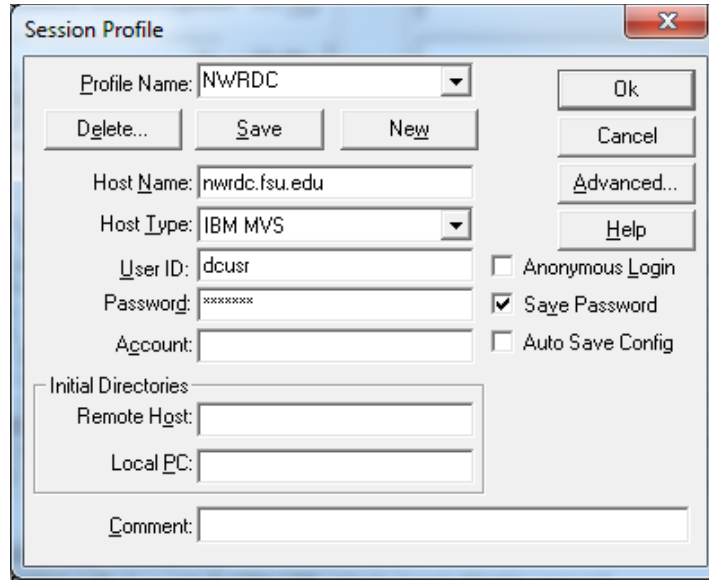
Where: cc = your college number (1-28)  
nn = your printer node  
rr = your printer remote  
ppppp = your password  
ll = sysout lines in thousands  
tt = term (e.g., 3E)  
yyyy = year (e.g., 2006)  
fnam = for the Verification reports use the FNAM parameter listed on the Personnel Database Certification forms.

**Note:** You may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

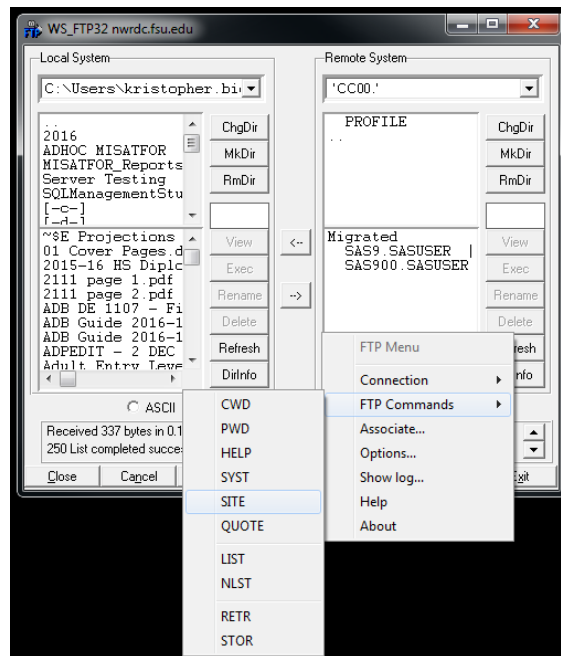
## File Transfer to NWRDC

*Note: There are many freeware FTP programs and enterprise supported FTP programs available for use to securely transfer files. The Florida Department of Education does not recommend or support any specific software or software vendor. The following example uses WS\_FTP32.*

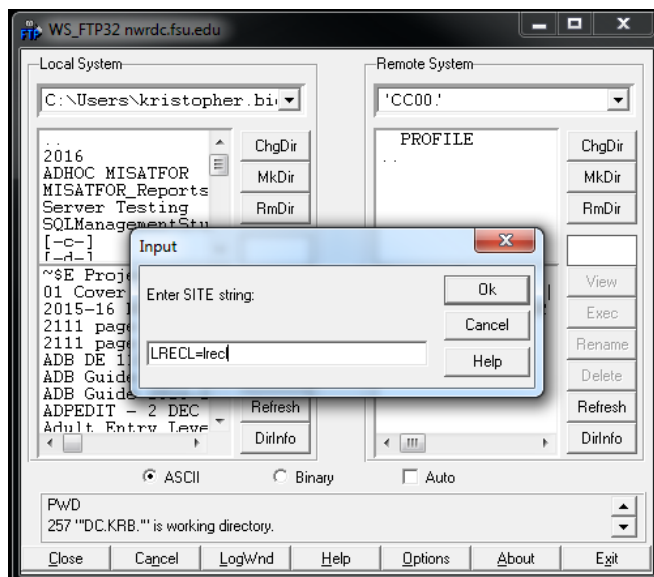
1. Initiate the FTP session with the following profile options. These options can be saved and reused.



2. Once the connection is established, point and right-click within the remote system area. Point to the FTP commands and select the **SITE** option.



3. Enter the command **'LRECL='** and the corresponding required record length for the system file you are uploading.

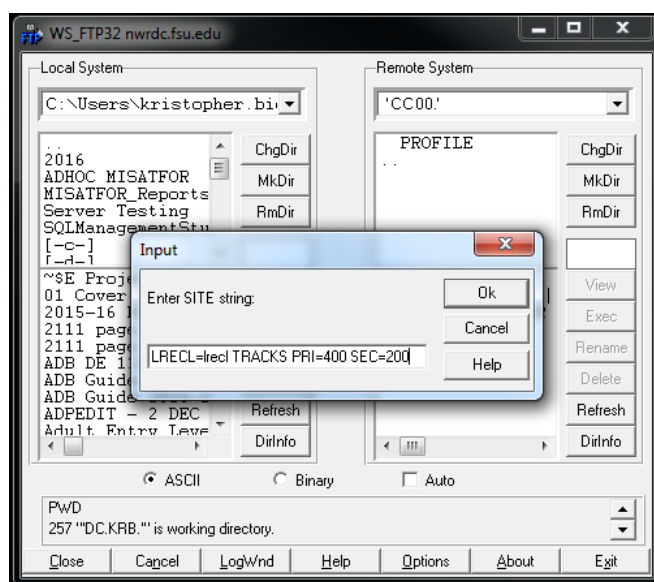


Example: Student Database 'LRECL=200'

**IMPORTANT: Set Database files using the following record lengths.**

SDB LRECL = 200  
PDB LRECL = 150  
FAC LRECL = 80  
APR LRECL = 250  
ADB LRECL= 200

After setting the record length, type a space and type: 'TRACKS PRI=400 SEC=200'





## Track calculation

Take the number of records submitted divided by the total  
Number of records per track. Round the results up to the next whole number.

Database	LRECL	BLKSIZE	SPACE
ADB	200	27800	278 recs/trk
APR	250	27800	278 recs/trk
FAC	80	27920	698 recs/trk
PDB	150	27900	372 recs/trk
SDB	200	27800	278 recs/trk

NUMBER OF RECORDS / NUMBER OF RECS/TRK = PRI Make SEC 15% of PRI

*Note: When using a Windows based FTP program, it is recommended that you enclose the PC data file in single quotes (e.g., C:\My Documents\‘CC20.PDB.PERSON.T2E2003’). This will allow for a direct file transfer without renaming the file and ensure proper placement at NWRDC.*

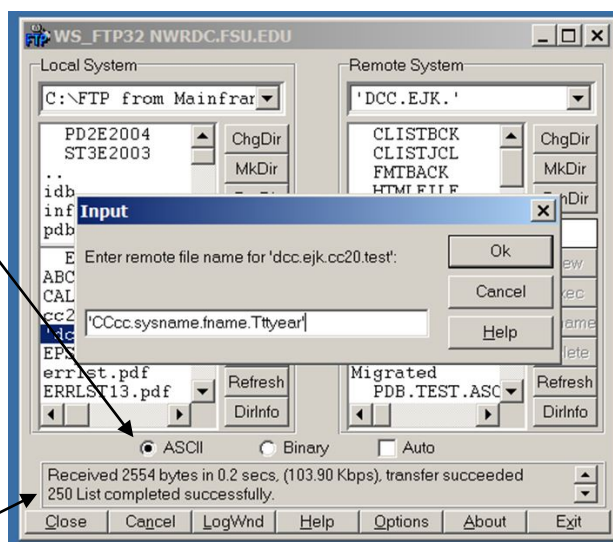
‘CCcc.SYSNAME.FNAME.Ttyear’

Where:

Cc = college number (e.g., 01, 15, 20, 28)  
SYSNAME = system name (i.e., STU, PDB, FAC, APR, ADB)  
FNAME = file name (i.e., STUDENT, PERSON, FACILITY, STAFF, ADMISS)  
tt = term and term submission period (e.g., 1B, 1E, 2E)  
year = year (e.g. 2016)

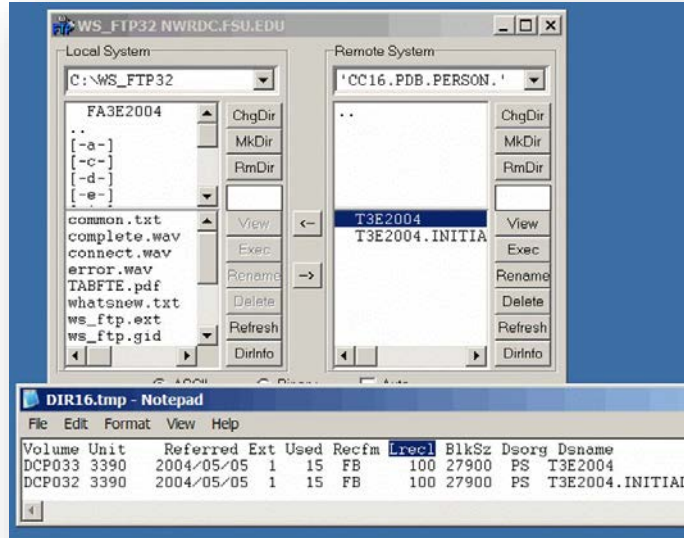
1. Select the file you are uploading and initiate the upload.

**IMPORTANT: Files must be uploaded as ASCII.**



2. Check the FTP messages after upload to determine if the process has been successful.

3. Once the file is uploaded, select the data file and review its attributes. With WS\_FTP32 you can select the data file and press the “DirInfo” button. This selection will open a listing of the file’s attributes.



4. Once the data file is uploaded, repeat **step 4** and upload the trigger file with by adding the node 'INITIAL' to the filename (e.g., 'CCcc.sysname.fname.T3E2016.INITIAL'). The trigger file is required and is used to control the initiation process.

Example: CCcc.sysname.fname.Tttyear = 'CC20.PDB.PERSON.T1E2001'

cc = your college number (1-28)  
uname = your user name  
\*\*\*\* = your password  
tt = Term and term of submission (e.g., 1E, 2E, 3B)  
year = year (e.g., 2016)  
SYSNAME = system name (STU, PDB, FAC, APR, ADB)  
FNAME = file name (STUDENT, PERSON, FACILITY, STAFF, ADMISS)  
lrecl = Logical Record Length

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## Data Submission Specifications – Windows Server Environment

As a cost-saving measure, beginning Reporting Year 2016-17, CCTCMIS will be moving the college data submission processes, file processing, and reporting out of the mainframe environment and into a Windows server environment. The intent is to make this transition as seamless and transparent as possible.

Secure FTP will remain the method for transferring files to CCTCMIS for server processing.

### Secure File Transfer (FTP) in the Windows Environment

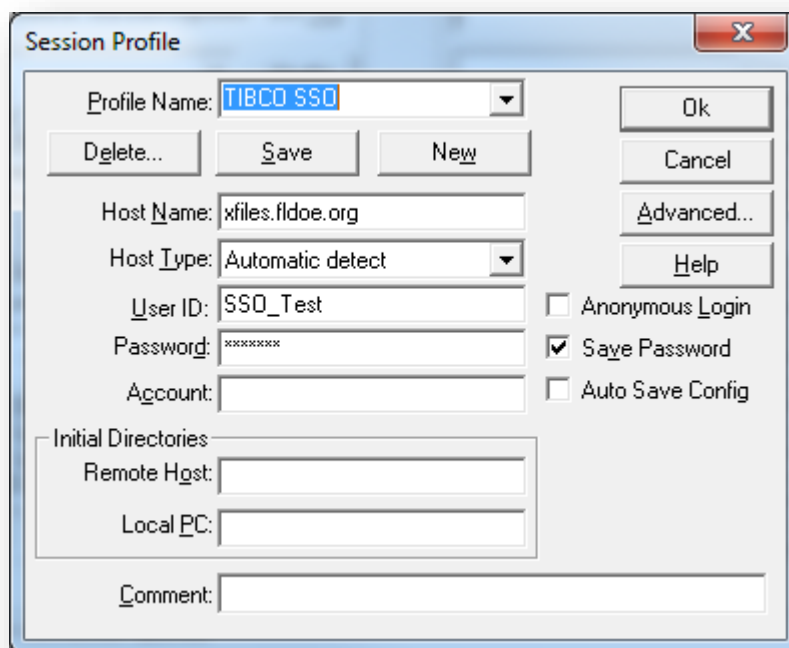
*Note: There are many freeware FTP programs and enterprise supported FTP programs available for use to securely transfer files. The Florida Department of Education does not recommend or support any specific software or software vendor, except that it must be able to transfer files over a secure channel utilizing port 22. The following example uses WS\_FTP32.*

To sign on to transfer files to the windows environment use:

**Host Name:** xfiles.fldoe.org

**Remote Port:** 22

The username and password are your college's Single Sign-on username and password.



When naming a file for transfer, use one of the following naming conventions:

To submit a file for a test edit:	CCcc.sysname.fname.Tttyear.TEST.txt
To submit a file for a production edit:	CCcc.sysname.fname.Tttyear.PROD.txt
To submit a file for force load:	CCcc.sysname.fname.Tttyear.LOAD.txt

**IMPORTANT:** Force load functionality is available ONLY for student database submissions.

Where:

cc = college number (e.g., 01, 15, 20, 28)  
sysname = system name (STU, PDB, FAC, APR, ADB)  
fname = file name (STUDENT, PERSON, FACILITY, STAFF, ADMISS)  
tt = term and term submission period (e.g., 1E, 2E, 3B)  
year = year (e.g. 2016)

**IMPORTANT:** A .INITIAL file is **not required** in the windows processing environment.

## File Naming Convention

Just as with the mainframe, data files submitted for server processing must conform to the prescribed naming convention given at the bottom of page 19. Additionally, the file naming conventions for specific data submissions are described in the numbered memorandums that precede each data submission window.

Functionality has been added to the data submission process that will notify a college if a file with an invalid filename is submitted and delete the file, so it is important to ensure that the file names conform to the naming convention.

## E-Mail Notification

The windows server environment provides automated notifications to keep you current on the status of your file submissions. You will receive an email notifications when:

1. A file is submitted with an invalid filename
2. A file is submitted outside of a processing window
3. Edit process begins
4. Edit process ends
5. Verification reports begin
6. Verification reports end
7. Resubmission without being open (not authorized to submit prior terms)
8. For SDB specifically, you will receive notification if submitting a later term when a prior terms resubmission (during current term processing) previously failed to load.

## Test vs. Production Edits

The windows server environment allows file submissions that *do not* affect data that may currently exist in a database or the verification reports that were generated from a previous successful load. The purpose of this is to provide a higher service level with less overhead because the colleges will no longer have to download and maintain the edit programs.

When a .TEST file is submitted, the file is processed and edit reports are generated. However, existing data in the database is not deleted prior to the edit run, and the resulting edit reports do not overwrite any existing edit reports.

**Note:** Integrated Database (IDB) editing is not done for .TEST files.

When a .PROD file is submitted, any data that currently exists for that database deleted from the database prior to the new .PROD file being processed, and the file is processed normally. The resulting edit reports overwrite any edit reports that existed previously for that file. If a file successfully loads, the Integrated Database (IDB) edit process will run, and a job is queued for verification report processing.

## Report Packaging and Retrieval

The server environment provides edit and verification reports in easy-to-download .zip files written directly to your college's TIBCO 'CollegeStateReporting Production Download' folder.

**IMPORTANT:** Files residing in the 'CollegeStateReporting Production Download' folder, where output files are written (e.g., edit reports, verification reports), have a finite shelf life of seven days. If files are not retrieved within this time frame, they will automatically be deleted. Responsibility for retrieving and maintaining a historical data record rests with the Colleges.

## Section II: DATA SUBMISSION CERTIFICATION

### Certifying Data Submissions

The certification process documents that college subject matter experts agree that the data is accurate, and, as complete as possible on the date certified. The signature of the college's President documents that college leadership are aware of the overall content and summary of the data, accurately reflecting the state of the college within the data submitted. In addition to the standard database submissions at the "load" and "close" dates, there are certifications required for certain, specific data submissions or reports done throughout the reporting year.

In lieu of a President's signature on a certification, the President may provide multiple designees, and their signatures, who can sign in their absence. Designees must be a direct-report to the President. With the advent of multiple direct-report designees, one of these signatures must be provided on the certification. On matters potentially having a financial impact, the chief business or finance officer must sign in addition to the President (i.e., FTE adjustments).

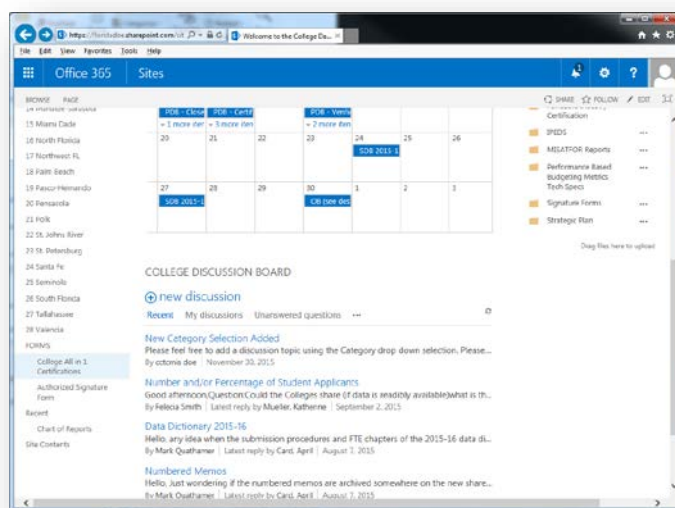
### Instructions for Completing a Certification

**All-In-1 Certification Form:** This single form will be used to certify all data submissions or reports for a given certification due date. The form can be accessed on the College Restricted SharePoint Web site, <https://floridadoe.sharepoint.com/sites/CCEDM/SitePages/Home.aspx>.

The college's Reports Coordinator should have access to this restricted web site.

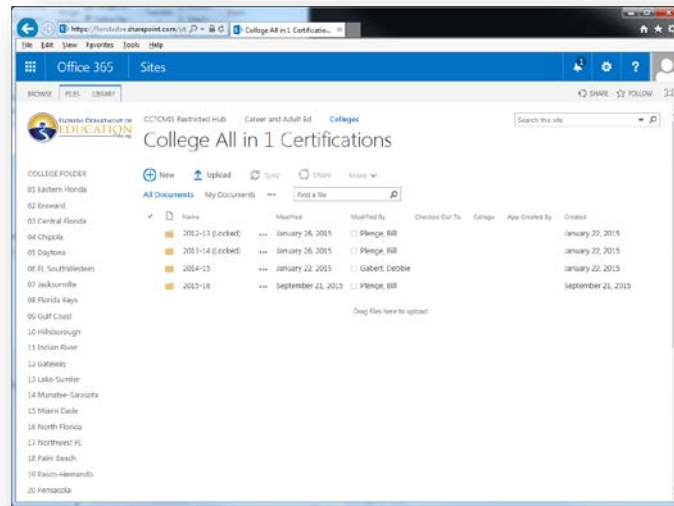
### Getting Started:

Log into the CCTCMIS College Restricted SharePoint Site and Click on 'All-in-1 Certifications' link near the bottom of the left-hand column.



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Click the 'NEW' button.



A new All-In-1 Certification Form will appear.

A screenshot of a web browser showing a form titled 'Florida College System All-In-1 Data Certification Form'. The form has a green header with the title. Below the header, it says 'Use this form for all data base certifications and submissions.' and 'INSTRUCTIONS: Complete Steps 1-6.' The form contains three steps: 'Step 1:' followed by a dropdown menu, 'Step 2:' followed by a text input field with the placeholder text 'Select Your College Type...', and 'Step 3:' followed by a dropdown menu with the placeholder text 'Select Certification/Submission Type...'. The browser's address bar shows 'https://floridacollege.sharepoint.com/sites/CollegeAllin1Certifications'.

## Completing the Form: Select institution.

The screenshot shows a web browser window with the URL <https://floridacollege.edu/...> and the title "College All in 1 Certification...". The browser's address bar shows the URL. The page title is "Florida College System All-In-1 Data Certification Form". Below the title, there is a green header bar with the text "Florida College System All-In-1 Data Certification Form". Below the header, there is a section titled "INSTRUCTIONS: Complete Steps 1-6." followed by "Step 1: Select institution." and a list of 25 Florida colleges. The list is as follows:

- Eastern Florida State College
- Broward College
- College of Central Florida
- Chipola College
- Daytona State College
- Florida SouthWestern State College
- Florida State College at Jacksonville
- Florida Keys Community College
- Gulf Coast State College
- Hillsborough Community College
- Indian River State College
- Florida Gateway College
- Lake-Sumter State College
- State College of Florida, Mantee-Sarasota
- Miami Dade College
- North Florida Community College
- Northwest Florida State College
- Palm Beach State College
- Pasco-Hernando State College
- Pensacola State College
- Polk State College
- St. Johns River State College
- St. Petersburg College
- Santa Fe College
- Seminole State College of Florida
- South Florida State College
- Tallahassee Community College
- Valencia College

## Select whether institution is a 2-year or 4-year institution.

The screenshot shows the same web browser window as the previous one, but now the page is at "Step 2: Select your college type." The "Step 1" dropdown menu is set to "Tallahassee Community College". The "Step 2" dropdown menu is open, showing the following options:

- Select Your College Type...
- 2 year institution
- 4 year institution



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From the list of certifications and submissions, select *"Database Certification."*

The screenshot shows the 'Florida College System All-In-1 Data Certification Form' in a web browser. The form is titled 'Florida College System All-In-1 Data Certification Form' and includes instructions to complete Steps 1-6. Step 1 is 'Tallahassee Community College' and Step 2 is '2 year Institution'. Step 3 is 'Select Certification/Submission Type...' and a dropdown menu is open, showing the following options: Annual Recreation and Leisure Enrollment Certification, BA CIPs and DOE Codes Crosswalk, Data Base Certification, Fundable Industry Certifications, FTE-1 Enrollment Estimates, FTE Enrollment Plan, FTE-2 Enrollment Estimates, Excess Hours, GED Student Release, and Graduation Rate Survey & IPEDS Measure 6 and 8 yr 5yr -Exclusions. 'Data Base Certification' is highlighted.

Select the term that is being certified.

The screenshot shows the 'Florida College System All-In-1 Data Certification Form' in a web browser. The form is titled 'Florida College System All-In-1 Data Certification Form' and includes instructions to complete Steps 1-6. Step 1 is 'Tallahassee Community College' and Step 2 is 'Select the term being certified...'. Step 3 is 'Select the term being certified...' and a dropdown menu is open, showing the following options: Summer End-of-Term 1E and Fall Begin-of-Term 2B, SDB Annual Financial Aid AND Program Industry Cert 4E, APR Annual, Fall End-of-Term 2E and Winter/Spring Begin-of-Term 3B, Winter/Spring End-of-Term 3E, PDB Salary Benefits 4E, SDB Supplemental Dev Ed, Resubmission 1E, and Resubmission 2E. 'Winter/Spring End-of-Term 3E' is highlighted.

In the Certification section, there is a table for 'Step 4-B Explanation Sheet (if necessary)'.

Data Base Name	DB-Term	Certified (If No, an explanation must be included.)	
STUDENT	SDB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
PERSONNEL	PDB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
FACILITIES	FAC-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
ADMISSIONS	ADB-3E	<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
APR		<input type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation

The certification portion of the form will appear.

**Step 4-A: 2015-16 Data Base Certification Form**  
In the Certified section please indicate the status of the data bases that appear in the DB-Term column. Selecting Yes indicates that the data bases have been loaded, and that the reports appear to be accurate to the best of your knowledge.  
• If your institution is NOT required to submit a database; then click "No" and in the text box type, "Not required at this time."

**Step 4-B Explanation Sheet (If necessary)**  
Found below the signature section, this section automatically opens for both "required" and "optional" explanations.

Data Base Name	DB-Term	Certified (If No, an explanation must be included.)	
STUDENT	SOB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
PERSONNEL	POB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
FACILITIES	FAC-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
ADMISSIONS	AOB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
APR		<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
INTEGRATED	IDB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
DIRECTORY	DIR-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
HUB ACCOUNTS	HUB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation

Please refer to the Chart of Reports for certification due dates.  
**IMPORTANT:** This form must be signed by the President OR Authorized Official Designee as indicated on the Authorized Signature Form that is on file with CCTCMIS.  
Step 5: Complete the fields below. Fields with an \* must be completed before you can print the form.  
Approver (Print/Type Name): \_\_\_\_\_ Approver's Title: \_\_\_\_\_  
Approver (Signature): \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Submitter (Print/Type Name): \_\_\_\_\_ Submitter's Phone: \_\_\_\_\_

By default, the system assumes that each database was loaded and reports appear accurate. Click 'Yes' for to confirm each database submission as correct Click 'No' for any database that cannot be certified.

Uncertified database(s), **must** be accompanied by an explanation. To include an explanation, select the appropriate 'Optional Explanation' checkbox in the 'Certified' section.

**Step 4-A: 2015-16 Data Base Certification Form**  
In the Certified section please indicate the status of the data bases that appear in the DB-Term column. Selecting Yes indicates that the data bases have been loaded, and that the reports appear to be accurate to the best of your knowledge.  
• If your institution is NOT required to submit a database; then click "No" and in the text box type, "Not required at this time."

**Step 4-B Explanation Sheet (If necessary)**  
Found below the signature section, this section automatically opens for both "required" and "optional" explanations.

Data Base Name	DB-Term	Certified (If No, an explanation must be included.)	
STUDENT	SOB-3E	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/> Optional Explanation <input type="checkbox"/> Optional Explanation
PERSONNEL	POB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
FACILITIES	FAC-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
ADMISSIONS	AOB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
APR		<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
INTEGRATED	IDB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
DIRECTORY	DIR-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation
HUB ACCOUNTS	HUB-3E	<input checked="" type="radio"/> Yes	<input type="radio"/> No <input type="checkbox"/> Optional Explanation

Please refer to the Chart of Reports for certification due dates.  
**IMPORTANT:** This form must be signed by the President OR Authorized Official Designee as indicated on the Authorized Signature Form that is on file with CCTCMIS.  
Step 5: Complete the fields below. Fields with an \* must be completed before you can print the form.  
Approver (Print/Type Name): \_\_\_\_\_ Approver's Title: \_\_\_\_\_  
Approver (Signature): \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Submitter (Print/Type Name): \_\_\_\_\_ Submitter's Phone: \_\_\_\_\_

Complete the Signature section. The 'Approver', 'Approver's Title', 'Submitter', and 'Submitter's Title' fields **must** be filled in.

IMPORTANT: This form must be signed by the President OR Authorized Official Designee as indicated on the Authorized Signature Form that is on file with CCTC MIS.

Step 5: Complete the fields below. Fields with an \* must be completed before you can print the form.

Approver (Print/Type Name): John Smith	Approver's Title: President
Approver (Signature):	Date Signed:
Submitter (Print/Type Name): Jane Jones	Submitter's Phone: 850-555-1212

Step 6: Return the form to the CCTC MIS by following the steps below:

- Scan the signed form and save locally naming the file: YOUR COLLEGE NAME.
- Go to the College Restricted Hub Site: <https://floridacollege.sharepoint.com/sites/CCEDM>.
- Open "College All in 1 Certifications" folder /Year folder /Certification type folder.
- Click on Upload /BROWSE. Select the PDF file from Step a above and upload the PDF file.

SDB 1E or 2E (Required or Optional) Section:  
Input explanation for not certifying database.

POB 1E or 2E (Required or Optional) Section:

Facilities (Required or Optional) Explanation:

Integrated (Required or Optional) Explanation:

The Explanation field will automatically appear beneath the signature area.

**Note:** Each database explanation has its own text box.

IMPORTANT: This form must be signed by the President OR Authorized Official Designee as indicated on the Authorized Signature Form that is on file with CCTC MIS.

Step 5: Complete the fields below. Fields with an \* must be completed before you can print the form.

Approver (Print/Type Name): John Smith	Approver's Title: President
Approver (Signature):	Date Signed:
Submitter (Print/Type Name): Jane Jones	Submitter's Phone: 850-555-1212

Step 6: Return the form to the CCTC MIS by following the steps below:

- Scan the signed form and save locally naming the file: YOUR COLLEGE NAME.
- Go to the College Restricted Hub Site: <https://floridacollege.sharepoint.com/sites/CCEDM>.
- Open "College All in 1 Certifications" folder /Year folder /Certification type folder.
- Click on Upload /BROWSE. Select the PDF file from Step a above and upload the PDF file.

SDB 1E or 2E (Required or Optional) Section:  
Input explanation for not certifying database.

POB 1E or 2E (Required or Optional) Section:

Facilities (Required or Optional) Explanation:

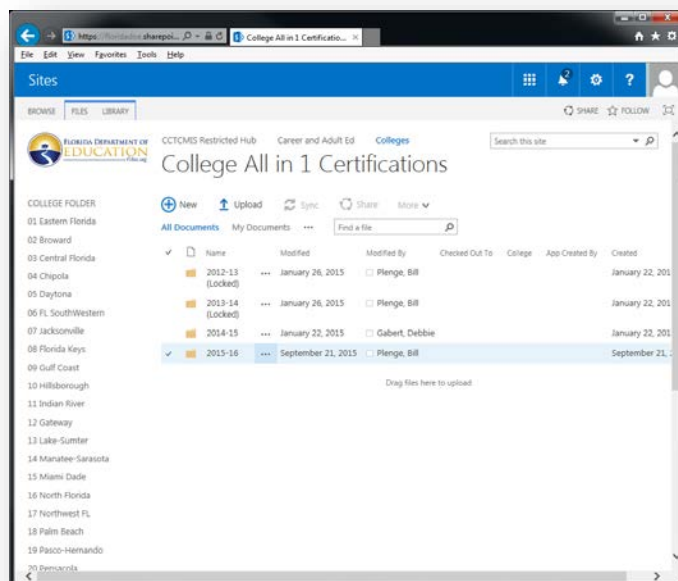
Integrated (Required or Optional) Explanation:

Once complete, print the form so that it can be signed by the College President or authorized designee.

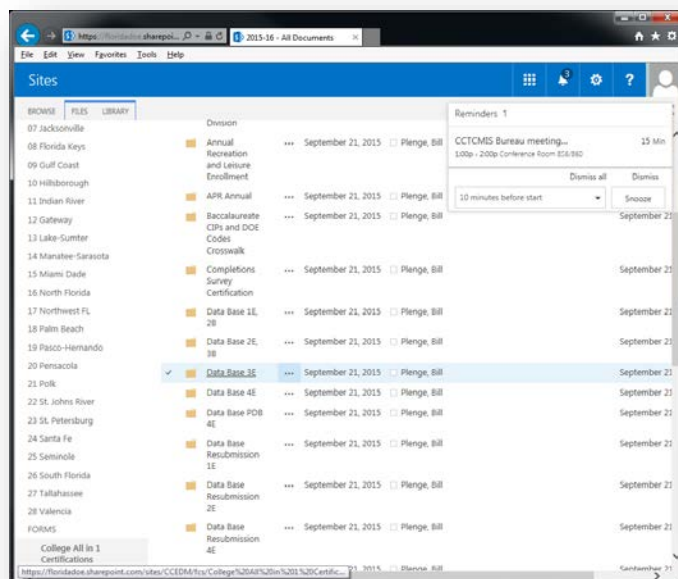
## Returning the signed form:

Scan the signed form and save locally as a PDF document. Name the file using the following convention: Ccc.Ttt.yyyy.DatabaseCertification (e.g., CC27.T3E.2016.DatabaseCertification).

On the College Restricted SharePoint Site, open 'College All in 1 Certifications' and select the appropriate year's folder.

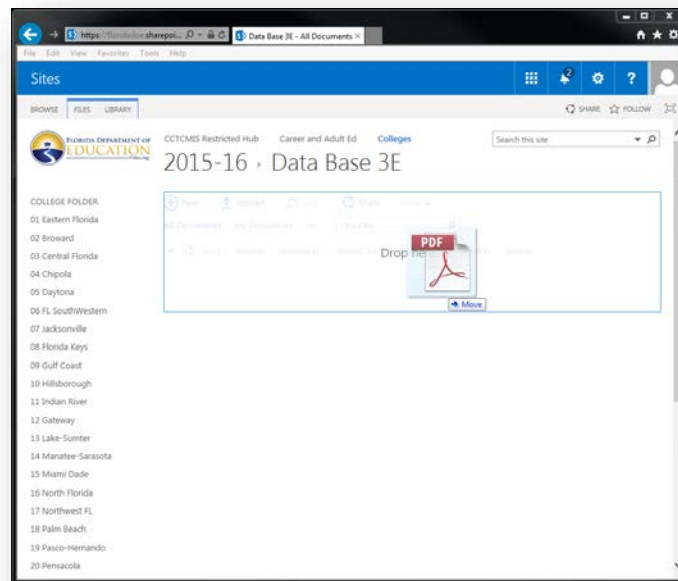


Then select the appropriate submission folder (e.g., Database 3E)



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Drag the file into the SharePoint window,



or click the 'Upload' button and browse to the file to upload your certification form.

