Instructions for 1890 Institutions to Report their data through their partner 1862

For the FY06 reporting period we are asking that the 1890's work through their partnership with the 1862's to submit their data. Because the 1890 institutions do not have ERS4 the 1862 institutions will need to enter their FY06 data into ERS4 for them and prepare an SRS4 report to submit to the Federal office for them. To prepare for this, the 1862's should follow these steps:

I. Preparing County (ERS) folders for 1890 institutions

1. Use My Computer or Windows explorer to create a folder for each 1890 ERS4 county. Remember ERS4 requires folder and subfolder names of 8 characters or less with no spaces.
2. Use ERS4 to create a new DataDB for each of the 1890 units. They can all share the same TableDB. To do this click on System Administration, DataDB & TableDB, Maintain, and Add DataDB. Browse to find the folder you created and save the new DataDB there.
3. Go back to the DataDB and TableDB screen, locate the new DataDB, highlight it and click Attach. Verify that it has been attached by looking in the information box at the top of the Main Switchboard.
4. Enter the System Configuration and update the information using your two letter state code plus the county FIPS code (see http://www.itl.nist.gov/fipspubs/co-codes/states.htm). Use the subunit if there is more than one 1890 unit in a county.

II. Preparing State (SRS) folders for 1890 institutions

5. Use My Computer or Windows explorer to create a folder for each 1890 for SRS4. Remember SRS4 requires folder and subfolder names of 8 characters or less with no spaces.
6. Use SRS4 to create a new DataDB for the1890 institution. Use steps 2 & 3 above.
7. Enter the 1890 SRS4 Unit ID and Name from the list below (see page 2). Please note that we have provided Unit ID and Names for the 1862's also. Even if you have used other codes in the past we would like you to please use the codes below. This will assist us in differentiating between the sources of data and in sorting and aggregating the data at the Federal level.

Once the databases are established, the process is much like a standard ERS4/SRS4 cycle of data entry and export to SRS, followed by an export to FRS.

III. Entering Data

8. Enter the ERS4 data into the appropriate 1890 ERS4 unit. After data has been entered and verified, prepare the summary reports and examine. Remember that the data is probably not for a full year, and some reports may reflect that.

IV. Exporting Data

9. Export ERS4 summary reports and import them into SRS4. When importing ERS4 data into SRS4, be careful to import 1862 data into the 1862 SRS4 folder and to import 1890 data into the 1890 SRS4 folder. Use the information box at the top of the Main Switchboard to verify that you have the correct folder attached.
10. Prepare summary reports and examine. Use the Checklist to verify the accuracy of the data. When the data is correct, export the summary reports to FRS. Use instructions on the End of Year Checklist for State (SRS4) Reports to transmitting the export. Be sure the cover letter or email message clearly identifies which institution is being transmitted. Since all export files have the same name, each must be on separate media or sent as an attachment on a separate email. **Emails should be sent to Stephanie Blake – sblake@csrees.usda.gov**.

V. Table of SRS4 Unit IDs and Unit Names for 1862 & 1890 Institutions**

Unit ID	Unit Name
ALAM	Alabama A&M
ALTUS	Tuskegee University
ALAUB	Auburn University
ARPB	U. of Arkansas at Pine Bluff
ARUOF	U. of Arkansas
DEST	Delaware State
DEUOF	U. of Delaware
FLAM	Florida A&M
FLUOF	U. of Florida
GAFTV	Fort Valley
GAUOF	U. of Georgia
KYST	Kentucky State
KYUOF	U. of Kentucky
LASO	Southern University
LALSU	Louisiana State University
MDES	U. of MD – Eastern Shore
MDCP	U. of MD – College Park
MSALC	Alcorn State University
MSST	Mississippi State
MOLIN	Lincoln University
MOUOF	U. of Missouri
NCAT	NC A&T
NCST	NC State University
OKLAN	Langston University
OKST	Oklahoma State
SCST	SC State University
SCCLE	Clemson University
TNST	TN State University
TNUOF	University of TN
TXPV	Prairie View A&M
TXAM	Texas A&M
VAST	Virginia State University
VATEC	Virginia Tech
WVST	West Virginia State University
WVU	West Virginia University

**Please use these Unit IDs and Unit Names even if you have used something different in the past.

If you have questions or concerns, please send them to crs-help@lyris.csrees.usda.gov. Thank you for your cooperation and your dedication to the partnership.