

EIS Batch Management (Tennessee)

Last Modified on 07/18/2025 10:10 am CD7

Batch Transmission Log | EOY Submission History | EIS Batch Recovery

The EIS Batch Management editor allows users to complete the following tasks:

- View a log of generated batch transmissions.
- Create an archive file of the history of submissions at the end of the year.
- Recover a requested batch

EIS Batch Management 🏠	Reporting > TN State Reporting > EIS Batch Management
S Batch Management	
The EIS Batch Management Editor allows for the following options:	
• EIS Batch Recovery - Recreate a previously generated EIS Batch Transmission. EIS file that can be uploaded	ed to the
state. Please note the following:	
* An EIS Batch Transmission Warnings File will NOT be generated. * EIS Batches cannot be recovered for years prior to the Active Year	
 EOY Submission History - Output all records contained within EIS Submission History for the ACTIVE school Batch Transmission Log - Paylow log datalle for EIS Patch Transmissions created on a specified date OP within the ACTIVE school 	h Year.
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Batch Transmission Log	
*From To	
C EOY Submission History	
*Start Year 2024 v	
EIS Batch Recovery	
The Batch Sequence and Batch Date should match what was entered on the EIS Batch Transmission State Re	aporting
Eulor when the balon mannission was requested.	
*Batch Sequence *Batch Date	
Generate File Submit to Batch	
Refresh Show top 50 v tasks submitted between 07/11/2025 and 07/18/2025	
Queued Time Report Title Status Download	
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Batch Transmission Log

The Transmission Log allows users to view information about EIS Batch Transmission Files generated on the entered date or date range. Log files are determined by the creation date of the transmission file, not the Batch Date entered when the file was created.

Log records include the following data:

- Calendar date and time the batch was created.
- Sequence Number entered for the Batch.
- Batch Transmission File name
- PersonID of the user who created the Batch file.
- Batch Date and Extract Version entered on the Transmission editor.



- Start Year of the active year when the Transmission File was generated.
- Effective Date entered on the Batch Transmission editor.
- Summer School as selected on the Batch Transmission editor.

The file is generated in .CSV format. The generation date and time of the log file and number of records returned reports above the results.

EOY Submission History

The Submission History option generates a text file containing all records in the EIS Submission History for the Start Year selected in the editor. The Start Year is populated by default based on records available in the Transmission Log File.

The Start Year is defined on the <u>School Years</u> tab. Records are included in the history file when the School Year of the EIS record matches the Start Year.

File is generated in .TXT format titled as "<Start Year> EOY Submission History."

EIS Batch Recovery

The Batch Recovery allows districts to recreate a previously generated EIS Batch to upload to the state. To recover a file, enter the **Sequence Number** of the original file and the **Batch Date** entered in the Batch Transmission editor when the file was requested.

The Batch Date entered is reported in the header record of the recovered file. The file is output with an extension of .EIS. The warning file is not generated with the recovery file.