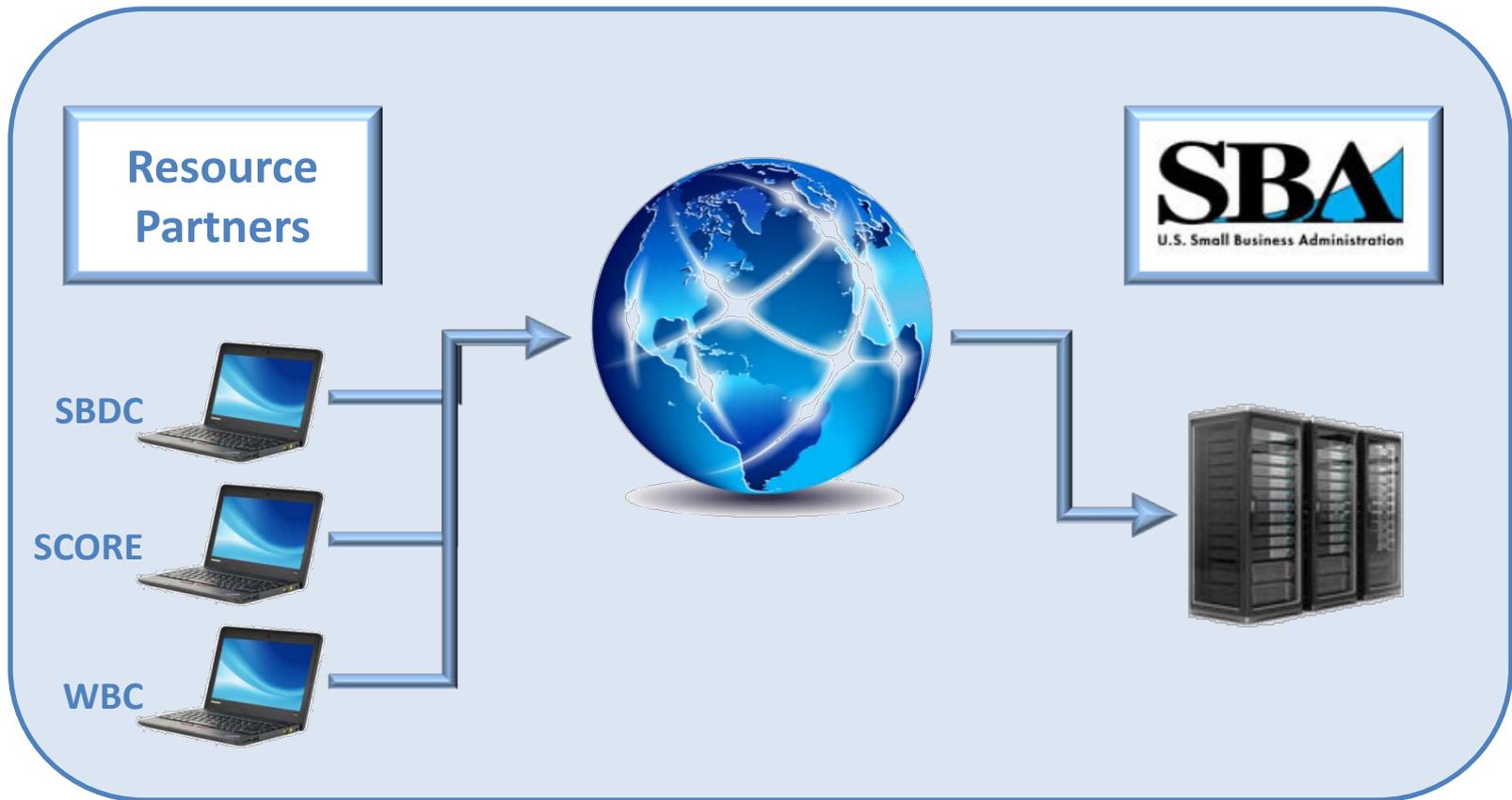


Uploading Your XML & What Happens After

A brief overview of uploading data to the SBA EDMIS system



What this webinar will cover



- Uploading your XML
- Checking your upload
- Types of errors

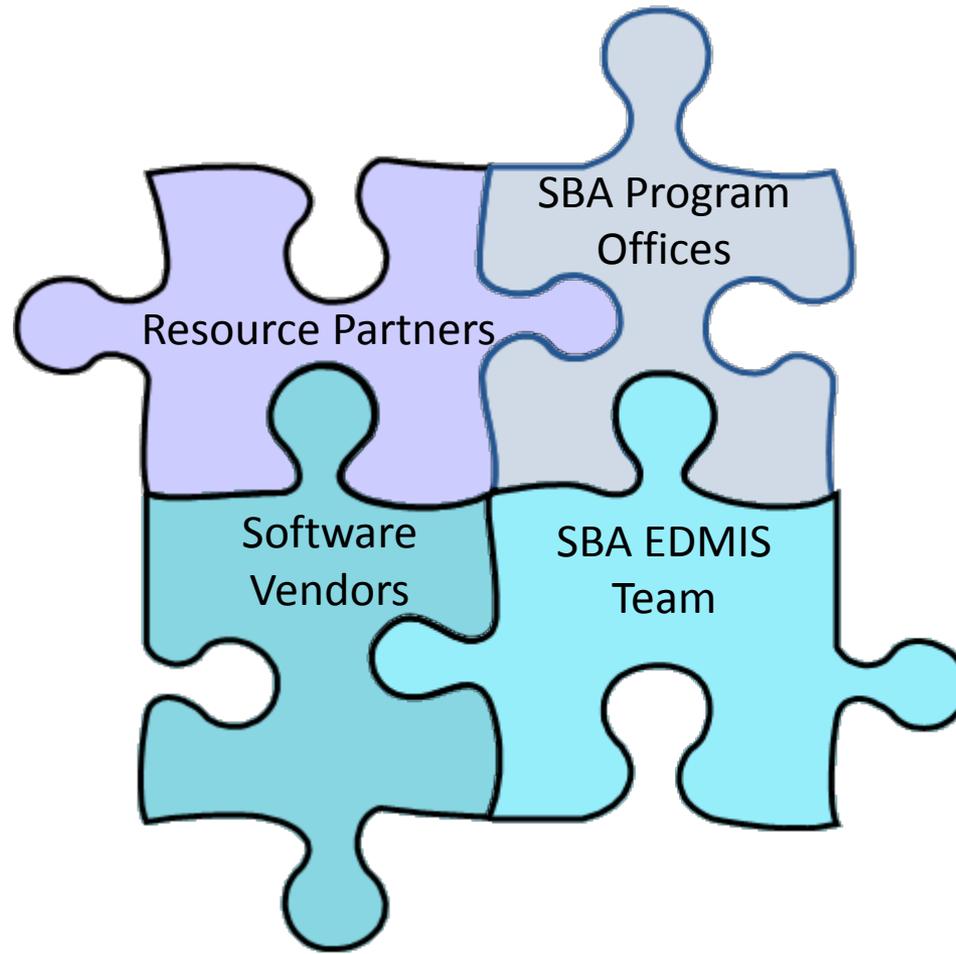
What this webinar will not cover

- Getting access to EDMIS – we assume you already have an account
- Direct entry to EDMIS – this is focused on XML uploads
- A complete list of errors – we will highlight a few common errors
- A discussion on business rules and data definitions

Putting the Pieces Together



- Keeping track of the various business rules and technical requirements is a team approach



Middleware



- Current state of what we know.
- If you use a different software than listed here, please send the information to EDMIS@sba.gov

Software Vendors	Product
Center Dynamics	Center IC
Outreach Systems	Neoserra
VistaShare	Outcome Tracker
Executive Pulse	Executive Pulse CRM
...and more...	

- Several SBDCs use their own systems. If you use your own system, please send us quick email on that.

Uploading Your XML



EDMIS II - Microsoft Internet Explorer provided by SBA

https://eweb.sba.gov/edmis2/index_frame.cfm?

SBA Employee Gateway - default EDMIS II

Skip Navigation Accessibility Options

SBA EDMIS II

Print Exit

Add
Counseling (641)
Training (888)

Search / Edit / Print
Counseling (641)
Training (888)

Upload
Counseling (641)
Training (888)

Upload Status
Counseling (641)
Training (888)

Reports
Management
Operational

Economic Impact
Add
Search/Edit/Print

SBDC - Home Page

The SBDC Program was established 35 years ago and during that time has provided management and technical assistance to over 8 million current and prospective small businesses. There are 63 lead SBDCs with a network of more than 900 service locations. SBDCs are funded in every state, plus Guam, the U.S. Virgin Islands, Puerto Rico, American Samoa, and the District of Columbia. The SBDCs are located at universities, community colleges, state governments, economic development corporations, Women's Business Centers, and chambers of commerce.

SBDC services are targeted to their local small business communities.

Last modified: 10/22/2014 12:00:00 AM SBA Processing: 0.187 seconds Version: 2.0

> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

Session timeout in 60 minutes.

100%

Uploading Your XML



Select "Counseling (641)" to upload your Counseling XML file

The screenshot displays the SBA EDMIS II web application interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL https://eweb.sba.gov/edmis2/index_frame.cfm?. The page features a blue header with the SBA logo and the text "EDMIS II". Below the header, there are navigation links for "Skip Navigation" and "Accessibility Options", along with "Print" and "Exit" buttons. The main content area is divided into a left sidebar and a central panel. The sidebar contains several menu items: "Add Counseling (641) Training (888)", "Search / Edit / Print Counseling (641) Training (888)", "Upload Counseling (641) Training (888)", "Upload Status Counseling (641) Training (888)", "Reports Management Operational", and "Economic Impact Add Search/Edit/Print". A red arrow points to the "Upload Counseling (641) Training (888)" link. The central panel is titled "Upload 641 file" and contains the following text: "If the file size is greater than 8 MB, please Zip the XML file and upload the Zip file." Below this text is a "File to upload:" label followed by a text input field and a "Browse..." button. At the bottom of the central panel is an "Upload" button. The footer of the page includes the text "Last modified: 03/23/2009 12:00:00 AM SBA Processing: 0.415 seconds Version: 2.0" and a session timeout notice: "Session timeout in 59 minutes." The browser's status bar at the bottom shows "100%" zoom level.

Uploading Your XML



Select "Training (888)" to upload your Training XML file

The screenshot shows the SBA EDMIS II web application interface. The browser window title is "EDMIS II - Microsoft Internet Explorer provided by SBA". The address bar shows the URL "https://eweb.sba.gov/edmis2/index_frame.cfm?". The page header includes the SBA logo and "EDMIS II" text, along with "Skip Navigation" and "Accessibility Options" links. The main content area is titled "Upload 888 file" and contains the following text: "If the file size is greater than 8 MB, please Zip the XML file and upload the Zip file." Below this text is a "File to upload:" label followed by a text input field and a "Browse..." button. Below the input field is an "Upload" button. At the bottom of the main content area, it says "Last modified: 03/23/2009 12:00:00 AM SBA Processing: 0.094 seconds Version: 2.0". The left sidebar contains a menu with the following items: "Add Counseling (641) Training (888)", "Search / Edit / Print Counseling (641) Training (888)", "Upload Counseling (641) Training (888)", "Upload Status Counseling (641) Training (888)", "Reports Management Operational", and "Economic Impact Add Search/Edit/Print". A red arrow points to the "Training (888)" link under the "Upload" section. The footer of the page includes links to "FirstGov", "E-Gov", "Regulations.gov", and "White House", along with "Privacy & Security", "Information Quality", "FOIA", "No Fear Act", and "ADA". The session timeout is set to 60 minutes. The browser status bar shows the URL "https://eweb.sba.gov/edmis2/index_frame.cfm?#DivAppData" and a zoom level of 100%.

Uploading Your XML



Browse your computer for the file to upload

The screenshot shows the EDMS II web application in Microsoft Internet Explorer. The browser address bar shows the URL `https://eweb.sba.gov/edms2/index_frame.cfm?`. The page title is "EDMS II - Microsoft Internet Explorer provided by SBA". The browser's address bar also shows "SBA Employee Gateway - default" and "EDMS II".

The web application interface includes a navigation menu on the left with the following items:

- Add Counseling (641) Training (888)
- Search / Edit / Print Counseling (641) Training (888)
- Upload Counseling (641) Training (888)
- Upload Status Counseling (641) Training (888)
- Reports Management Operational
- Economic Impact Add Search/Edit/Print

The main content area displays the "Upload 641 file" section. It contains the following text:

Upload 641 file

If the file size is greater than 8 MB, please Zip the XML file and upload the Zip file.

File to upload: `fs:\KARUSSEL\EDMS UPLOADS\COUNSELING\QTR2_641.xml` Browse...

Last modified: 03/23/2009 1

A "Choose File to Upload" dialog box is open, showing the file explorer view. The current directory is `Russell, Kimberly A. \EDMS UPLOADS \COUNSELING`. The dialog box displays a list of files and folders:

Name	Date modified	Type
QTR2_641.xml	4/6/2016 9:50 AM	XML File
QTR2_641.zip	4/6/2016 9:51 AM	zip Archive

A mouse cursor is pointing at the `QTR2_641.zip` file. The dialog box also shows a "File name:" field and a file type dropdown set to "All Files (*.*)".

At the bottom of the browser window, there is a JavaScript snippet: `javascript:openMenuURL('/edms2/upload/dsp_upload_file.cfm?IMFileTypeCd=1');`

Confirmation of Upload



You will receive an email confirming your XML upload:

From: edmis2@sba.gov [mailto:edmis2@sba.gov]
Sent: Friday, January 29, 2016 7:01 AM
To: Kimberly Russell
Subject: EDMIS2 batch upload status - 641-WY1-160128-54.zip

This message was sent by an automatic mailer.

Your XML file has been processed. Attached is the summary file. The following information is for your reference.

File Type: 641
Upload File Name: 641-WY1-160128-54.zip
Upload Date: 2016-01-28 13:31:20.0 EST
Process Start Date: 2016-01-28 20:10:45.0 EST
Process End Date: 2016-01-28 20:13:24.0 EST
Summary File Name: zcolorado_20834_641-WY1-160128-54Sum.txt



zcolorado_20834_...

I'm not in Colorado.
What does that mean?

There are four servers at SBA that prepare these files:

- Colorado
- Mystic
- Ohio
- Rio Grande

Confirmation of Upload



You will receive an email confirming your XML upload:

From: edmis2@sba.gov [mailto:edmis2@sba.gov]
Sent: Friday, January 29, 2016 7:01 AM
To: Kimberly Russell
Subject: EDMIS2 batch upload status - 641-WY1-160128-54.zip

This message was sent by an automatic mailer.

Your XML file has been processed. Attached is the summary file. The following information is for your reference.

File Type: 641
Upload File Name: 641-WY1-160128-54.zip
Upload Date: 2016-01-28 13:31:20.0 EST
Process Start Date: 2016-01-28 20:10:45.0 EST
Process End Date: 2016-01-28 20:13:24.0 EST

Summary File Name



xmlupload_20160128...

--- SUMMARY REPORT ---
--- Mon Jan 25 20:11:17 EST 2016 ---

1. Number of successfully loaded records: 12
2. Number of rejected records: 1

Checking Your Upload



If you did not receive an email confirmation you can still go into EDMIS to check your upload status.

EDMIS II - Microsoft Internet Explorer provided by SBA

https://eweb.sba.gov/edmis2/index_frame.cfm?

SBA Employee Gateway - default EDMIS II

SBA EDMIS II

Skip Navigation Accessibility Options

Print Exit

641 Upload Status

Please enter the File Upload begin and end dates.

File Upload Start Date: 04/01/2016 (MM/DD/YYYY)

File Upload End Date: (MM/DD/YYYY)

Submit

Calendar - Microsoft Internet ...

April 2016

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today

Last modified: 03/07/2013 12:00:00 AM SBA Processing: 0.3 seconds

Note that you are searching for the date of your upload, not the time period of the records in the upload.

Checking Your Upload



You will see the number of successful records, and failed records

EDMIS II - Microsoft Internet Explorer provided by SBA

https://eweb.sba.gov/edmis2/index_frame.cfm? SBA Employee Gateway - default EDMIS II

Skip Navigation Accessibility Options Print Exit

SBA EDMIS II

641 Upload Status

File Name	Status	Upload Date	Process Start Date	Process End Date	Successful Records	Fail Records	Error File
641-VA1-150402-61.zip	Processed, Email Sent	4/2/2015 12:27:18 PM	4/2/2015 8:00:11 PM	4/2/2015 8:10:59 PM	4630	5	
641-VA1-150402-61_DEL.zip	Processed, Email Sent	4/2/2015 12:27:45 PM	4/2/2015 8:10:59 PM	4/2/2015 8:10:59 PM	6	0	
641-VA1-150402-61.zip	Processed, Email Sent	4/2/2015 12:29:44 PM	4/2/2015 8:11:21 PM	4/2/2015 8:19:56 PM	4630	5	
641-VA1-150402-61_DEL.zip	Processed, Email Sent	4/2/2015 12:30:32 PM	4/2/2015 8:20:17 PM	4/2/2015 8:20:17 PM	0	6	

Last modified: 10/23/2014 12:00:00 AM SBA Processing: 0.166 seconds Version: 2.0

Add Counseling (641) Training (888)
Search / Edit / Print Counseling (641) Training (888)
Upload Counseling (641) Training (888)
Upload Status Counseling (641) Training (888)
Reports Management Operational
Economic Impact Add Search/Edit/Print

Checking Your Data



If you want to check what data successfully uploaded to EDMIS, you can use the Operational Report.

The screenshot shows the EDMIS II web application interface. The browser address bar displays https://eweb.sba.gov/edmis2/index_frame.cfm. The page header includes the SBA logo and the text "EDMIS II". A navigation bar contains "Skip Navigation" and "Accessibility Options" with "Print" and "Exit" buttons. The left sidebar contains a menu with the following items:

- Add
 - Counseling (641)
 - Training (888)
- Search / Edit / Print
 - Counseling (641)
 - Training (888)
- Upload
 - Counseling (641)
 - Training (888)
- Upload Status
 - Counseling (641)
 - Training (888)
- Reports
 - Management
 - Operational
- Economic Impact
 - Add
 - Search/Edit/Print

The main content area displays the "Report Parameters" form. The form includes the following fields:

- Location: 409 3rd St SW, Washington, DC (dropdown menu)
- Counseling Date
 - Begin Date: 10/01/2015 (MM/DD/YYYY)
 - End Date: 12/31/2015 (MM/DD/YYYY)
- Submit button

A yellow callout box with a yellow arrow pointing to the Location dropdown menu contains the text: "The dropdown will give you the option of choosing your Lead Center or one of your Service Centers".

At the bottom of the page, there is a footer with the following text: "> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA
Session timeout in 59 minutes.

Can not be used to verify calculated fields i.e. Jobs Created, New Business Starts. Only is used to download the records as they now appear in EDMIS database.

Checking Your Data



If you want to check what data successfully uploaded to EDMIS, you can use the Operational Report.

SBA EDMIS II

https://eweb.sba.gov/edmis2/index_frame.cfm?

Skip Navigation Accessibility Options

Print Exit

SBA EDMIS II

EDMIS II - Operational Reports

Report	Excel Format	HTML Format
641 (parts I and II)		HTML
641 (part III)		HTML
888		HTML
Export Countries by Client		HTML

Like all EDMIS reports, you can choose to view in your browser (HTML), or in Excel

> FirstGov > E-Gov > Regulations.gov > White House
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA
Session timeout in 60 minutes.

Checking Your Data



If you want to check what data successfully uploaded to EDMIS, you can use the Operational Report.

The screenshot displays the EDMIS II web application interface. The browser address bar shows the URL https://eweb.sba.gov/edmis2/index_frame.cfm?. The page header includes the SBA logo and the text "EDMIS II". Navigation links for "Print" and "Exit" are visible. The main content area is titled "Operational Report - 641 (part III)" and shows the address "409 3rd St SW, Washington, DC" and "Total Records : 222". A table lists client data with columns for SBA Client Number, SBA Session Number, Partner Client Number, Partner Session Number, Country Code, Is the Client Currently in Business, Client Exporting?, Month & Year Business Started?, and Total of Emplo. The table contains six rows of data. A left sidebar contains navigation options for "Add", "Search / Edit / Print", "Upload", "Upload Status", "Reports", and "Economic Impact". The footer includes links to "FirstGov", "E-Gov", "Regulations.gov", and "White House", along with privacy and security notices and a session timeout notice.

SBA Client Number	SBA Session Number	Partner Client Number	Partner Session Number	Country Code	Is the Client Currently in Business	Client Exporting?	Month & Year Business Started?	Total of Emplo
32894	2	48060054	3	US	No	No	-	
32894	2	47560054	4	US	Yes	No	5 - 2015	9
32895	2	51260054	4	US	No	No	-	
32892	3	26060054	4	US	Yes	No	1 - 2015	1
32892	3	39760054	6	US	No	No	-	
32888	6	70054056	7	US	Yes	No	1 - 2006	28

Checking Your Data



If you want to check what data successfully uploaded to EDMIS, you can use the Operational Report.

Operational Report- 641 (part III) (2).xls - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

409 3rd St SW, Washington, DC 20416

Total Records : 125

SBA Client Number	SBA Session Number	Partner Client Number	Partner Session Number	Country Code	Zip / Postal Code	Is the Client Currently in Business	Client Exporting?	Month &
3474119	1	12345	1	US	20416	No	No	-
3477117	1	12346	1	US	20416	No	No	-
3477110	2	12347	1	US	22202	No	No	-
3477324	1	12348	1	US	21095	No	No	-
3477123	1	12349	1	US	32455	No	No	-
3477121	2	12350	1	US	21099	No	No	-
3477116	5	12351	1	US	20416	No	No	-
3477127	1	12352	1	US	22202	No	No	-
3477117	1	12353	1	US	21095	No	No	-
3477121	1	12354	2	US	32455	No	No	-
3477120	1	12355	1	US	21099	No	No	-
3477127	1	12356	1	US	22202	No	No	-
3477113	1	12357	1	US	21095	No	No	-
3477110	1	12358	2	US	32455	No	No	-
3477126	1	12359	1	US	21099	No	No	-
3477128	1	12360	1	US	22202	No	No	-
3198748	1	12361	1	US	21095	No	No	-
3477114	1	12362	1	US	32455	No	No	-

Operational Report- 641 (part I)

Ready 100%

Upload vs Direct Entry



So if I always do XML uploads, do I ever have to enter data directly into EDMIS?

Yes, you must enter the Annual Economic Impact data directly into EDMIS. This is done after Q4. There is no upload function.

WBC

Skip Navigation Accessibility Options
Print Exit

SBA EDMIS II

Add Economic Impact

Bold indicates required fields

Location

Fiscal Year 2016 ▾

Jobs Created

Businesses Created

Gross Receipts of Assisted Concerns \$

Increases or decreases in profits of Assisted Concerns \$

Submit

Last modified: 03/09/2011 12:00:00 AM SBA Processing: 0.612 seconds Version: 2.0

> FirstGov > E-Gov > Regulations.gov > White House
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA
Session timeout in 59 minutes

Upload vs Direct Entry



So if I always do XML uploads, do I ever have to enter data directly into EDMIS?

Yes, you must enter the Annual Economic Impact data directly into EDMIS. This is done after Q4. There is no upload function.

SBDC

The screenshot shows the SBA EDMIS II interface. At the top, there are links for 'Skip Navigation' and 'Accessibility Options', along with 'Print' and 'Exit' buttons. The main header includes the SBA logo and 'EDMIS II'. A left-hand navigation menu lists various services like 'Upload', 'Reports', and 'Economic Impact', with 'Add' highlighted under 'Economic Impact'. The main content area is titled 'Add Economic Impact' and contains a form with the following fields: 'Location' (text input), 'Fiscal Year' (dropdown menu set to 2016), 'Jobs Created', 'Jobs Retained', 'Sales', 'State Taxes', 'Federal Taxes', 'Number of SBA loans', 'SBA Loan Dollars', 'Number of Non SBA loans', 'Non-SBA Loan Dollars', and 'Equity Capital'. Each of these fields has a corresponding input box. A 'Submit' button is located at the bottom of the form. Below the form, a footer line reads: 'Last modified: 03/09/2011 12:00:00 AM SBA Processing: 0.321 seconds Version: 2.0'. At the very bottom, there are links for 'FirstGov', 'E-Gov', 'Regulations.gov', and 'White House', along with a 'Session timeout in 59 minutes' warning.

Upload Errors



Errors fall into several types:

- Business-rule violations
- Technical problems
- Other really weird stuff

1. Record Number: 4
2. Partner Client Number: 2253901
3. Partner Session Number: 20151019212145
4. Location ID / Office Code: 444134 / ---
5. Explanation of the failure

There can be only one session with history designated as New Case

```
--- ERROR REPORT ---
--- Wed Jan 27 20:15:39 EST 2016 ---
1. Record Number: 4
2. Partner Client Number: 2253901
3. Partner Session Number: 20151019212145
4. Location ID / Office Code: 444134 / ---
5. Explanation of the failure
There can be only one session with history designated as New Case

-----
--- ERROR REPORT ---
--- Wed Jan 27 20:15:41 EST 2016 ---
1. Record Number: 14
2. Partner Client Number: 2007321
3. Partner Session Number: 20151030222241
4. Location ID / Office Code: 444134 / ---
5. Explanation of the failure
Client Registration Date cannot be changed after Fiscal Year

-----
--- ERROR REPORT ---
--- Wed Jan 27 20:15:41 EST 2016 ---
1. Record Number: 20
2. Partner Client Number: 2257952
3. Partner Session Number: 20151109201715
4. Location ID / Office Code: 444134 / ---
5. Explanation of the failure
Date Couseled on Part 3 cannot be prior to Client Signature Date on Part 1 and 2

-----
--- ERROR REPORT ---
--- Wed Jan 27 20:15:43 EST 2016 ---
1.
2.
3.
4.
5.
Client I

-----
--- Wed
1.
2. Partner Client Number: 2079368
3. Partner Session Number: 2015112161724
4. Location ID / Office Code: 444134 / ---
5. Explanation of the failure
At least one country must be checked when the client is currently exporting under Part 2
At least one country must be checked when the client is currently exporting under Part 3
```

We are working on a comprehensive list of errors to share with our partners

Upload Errors



- Samples of Business-Rule Violations
 - Contact Hours for the first Session should be greater than zero
 - Both Contact and Prepare Hours cannot be zero under Part 3
 - Date Counseled on Part 3 cannot be prior to Client Signature Date on Part 1 and 2
 - Client Registration Date cannot be changed after Fiscal Year
- **Business-rule violations need to be corrected in your local system and re-uploaded to EDMIS.**

Upload Errors

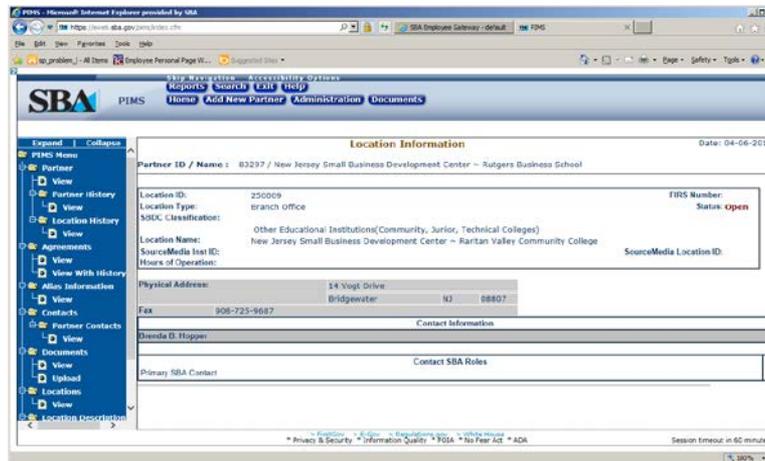


- Samples of Technical Problems
 - This server has encountered an internal error which prevents it from fulfilling your request. The most likely cause is a misconfiguration. Please ask the administrator to look for messages in the server's error log.
 - Error(s) occurred while processing record
java.lang.NullPointerException
 - Error(s) occurred while validating XML.
java.io.FileNotFoundException:
/opt/iplanet/servers/docs/edmisdocs/xml/colorado_20630
_EDMIS641(4).xml (No such file or directory)
- Typically, these are SBA system issues. Report these to SBA (EDMIS@sba.gov).

Upload Errors



- Other really weird stuff
 - Location Id 250009 is invalid



- Parsing failed at line: 1 column: 2586 of the XML document
Error Details: org.xml.sax.SAXParseException: Invalid byte 2 of 3-byte UTF-8 sequence.

```
<MoreThanOneCounselorAttend>  
  <Answer>N</Answer>  
</MoreThanOneCounselorAttend>  
<CounselorNotes>Discussed start-up steps, business and financial plan for new bistro/ café.</CounselorNotes>  
<ClientActiveInactive>A</ClientActiveInactive>
```

For More Information



Resources: www.sba.gov/edmis

- User Manual
- Data Definitions
- XML Schema

Contact us: EDMIS@sba.gov

Office of Entrepreneurial Development | Resources

EDMIS is a centralized web-based reporting system that allows ED program offices, SBA resource partners (Small Business Development Centers, SCORE, Women's Business Centers and Veterans' Business Outreach Centers) and the agency's field offices the ability to key in or upload information on training and counseling activity. Resource partners and SBA field offices gather key information on customers using SBA Forms 641 and 888. The captured EDMIS data is the repository for client activity data and is used to ensure effective management of ED programs, as well as provide sound statistical reports for the Office of Management and Budget and Congress.

The EDMIS system that is currently in use is known as EDMIS or EDMIS-II. This system has been in production since 2006.

Questions about EDMIS?
Email us at EDMIS@sba.gov

EDMIS Client Definitions

Fiscal Year	Client Definitions	SBA Procedural Notice
FY2008	Client Definitions and Reporting Instructions FY2008	SBA Procedural Notice 6000-792

EDMIS Documents

Revised SBA Form 641 (7/31/2011)
This is the most current OMB Approved SBA Form 641. This form became effective on July 31, 2011. It corresponds to Version 17.2 of the Data Requirements and XML Schema.

[Link to SBA's General Login System / EDMIS](#)
SBA partners and SBA employees may request access to EDMIS for purposes of uploading client activity information and obtaining standard reports based on the counseling and training provided.

EDMIS Frequently Asked Questions

[EDMIS User Manual](#)

[EDMIS Presentation to the AWBC Conference](#)

[EDMIS Data Requirements \(Current Version - 17.2\)](#)

Version	Data Requirements	Requirements Change Log	Schema	Schema Change Log
17.2	SBA Data	SBA Data	SBA EDMIS-2	SBA XML