

Arkansas Department of Education Statewide Information System Cycle 8 (FY Reporting 35)

Due Date: July 31, 2025

IMPORTANT NOTICE

Due to the requirements of state and federal legislation, the ADE and Arkansas public schools have reached a new level in the need for data accuracy to publish public reports. It is imperative that the district users of the APSCN PowerSchool Financial and/or Student Management Systems check and re-check the accuracy of the data that is entered on a daily basis.

Over and above the daily entries, go back and check every field that doesn't require annual re-entry, e.g., the initial set-up screens. Please be acutely aware that every piece of data that is entered into the system is collected into some type of report and could affect the district's status as required in the NCLB and state legislation. The data pulled from the district's database for state and/or federal reports is only as good as the data entered into the system. Make sure the district is supported by providing accurate data in each SIS Cycle.

Print Cycle 8 documentation from <https://apscn.ade.arkansas.gov>
Click the SIS menu and select *Statewide Information System*
and Select <https://sis.ade.arkansas.gov/>

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STATE REPORTING - CYCLE 8

Cycle 8 includes information for:

- District Contact Persons
- District General Information
- School Contact Persons
- School General Information
- Salaries and FTE (Page 36 and 37)
- Teacher Average Salaries
- Finance – Bank Reconciliation – Period 11
- Finance – Outstanding Checks
- Employee
- Employee Leave
- Employee Salary
- Employee Benefits-total employee fringe benefits
- Employee Bonus
- Underpayment
- Professional Development Hours

Cycle 8 includes Reports:

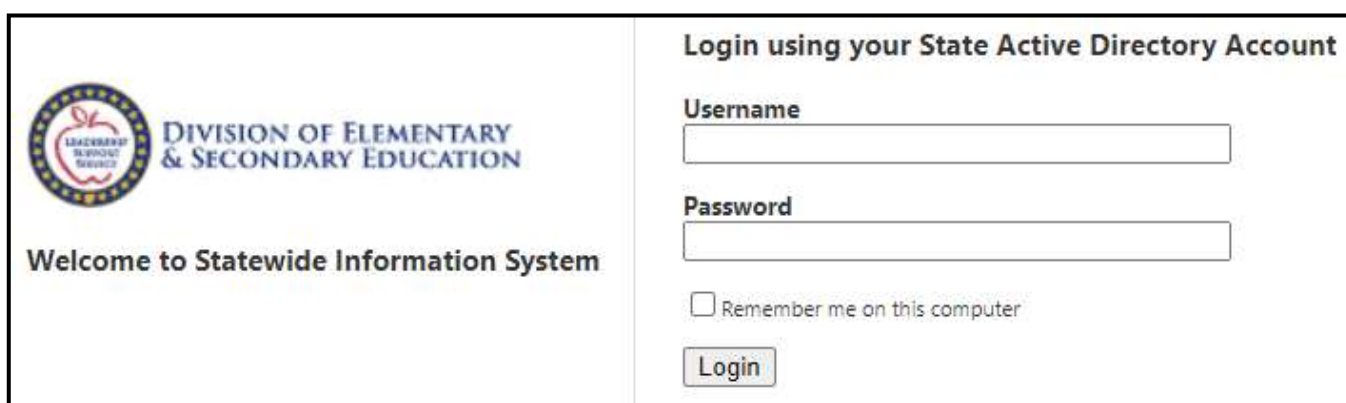
- Report 000 District General Information
- Report 044 District Contact Persons
- Report 100 School General Information
- Report 200 Employee Salary
- Report 203 Employee Benefits (total employee fringe benefits)
- Report 204 Employee Bonus
- Report 221 Professional Development Hours
- Report 224 Nurses Job Assignment
- Report 280 Employee Leave Report
- Report 488 Contact Persons (School)
- Report 503 Bank Reconciliation Report
- Report 504 Bank Reconciliation Outstanding Checks
- Report 530 Underpayments
- Report 570 Salaries & FTE (Pages 36/37) (Classified/Certified)
- Report 587 ASR Teacher Salary Averages

Cycle 8 Salaries and FTE (Page 3637) Build Prerequisite

This build or extract of data should be completed by June 30th of fiscal year being reported OR before Human Resources Fiscal Year End is processed, whichever is earlier.

- If a build is required after FYE is processed, FTE calculations will not process for employees with pay rate screen updates!!!!

From the ADE SIS website, <https://sis.ade.arkansas.gov/> , login with user's State Active Directory Account.



The screenshot shows the login interface for the Statewide Information System. On the left, there is a logo for the Division of Elementary & Secondary Education (DESE) with the text "Welcome to Statewide Information System". On the right, under the heading "Login using your State Active Directory Account", there are input fields for "Username" and "Password". Below these fields is a checkbox labeled "Remember me on this computer" and a "Login" button.

Once logged in, choose the **Salaries and FTE** tab as shown below.



BUILD Salaries and FTE (Page 3637)

The Salaries and FTE Final Build must be completed by JUNE 30, 2025 and cannot be processed again after that date.

Click the **Start Build** button and the personnel information will pull to Salaries and FTE (Page 3637) maintenance screen/record for fiscal year 2024-2025.

[Home](#) > Salaries and FTE

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build not completed yet for fiscal year 34!

Lines in green have been added Lines in blue have been edited

Start Build

Perform Validation

View Build Errors

View Validation Errors

The message below will appear. If this is the first time to Build, click OK. If not, realize that clicking OK will wipe out all data and any updates in the maintenance section. (Green or blue lines indicate updates have been made)

Proceeding with this build will WIPE OUT all current Salaries and FTE records including maintenance and edits done, and refresh data from source. Do you still want to PROCEED?

OK

Cancel

The screen below will display while the build of Salaries and FTE data is in Progress.

[Home](#) > Salaries and FTE

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build in progress....

Perform Validation

View Build Errors

View Validation Errors

Build not completed yet for fiscal year 35!

Lines in green have been added Lines in blue have been edited

Add a line

Delete line

Refresh pages

Build in progress....

| Line | Type | OFGFTE | OFGSal | SFFTE | SFFSal | SFGFTE | SFGSal | FGFTE | FGFSal | OFMFTE | OFMSal | SFMFTE | SFMSal |
|------------------------|------|--------|--------|-------|--------|--------|--------|-------|--------|--------|--------|--------|--------|
| No records to display. | | | | | | | | | | | | | |

When the build is processed for Salaries and FTE, a build completed message will display:

Example: Build completed by USER NAME at 6/2/2025 12:04 PM with no build errors.

Home > Salaries and FTE

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build completed by User Name at 6/2/2025 12:04 PM with no build errors.

Lines in green have been added Lines in blue have been edited

[Add a line](#)
[Delete line](#)
[Refresh pages](#)

| Line | Type | OPGFTE | OPGSal | SFFTE | SFFSal | SFGFTE | SFGSal | FGFTE | FGFSal | OPMFTE | OPMSal | SFPMFTE | SFPMSal |
|------|------|--------|-----------|--------|-----------|--------|--------|--------|-----------|--------|------------|---------|---------|
| 3603 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.0000 | 43,558.26 | 0.0000 | 0.00 |
| 3604 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.5200 | 72,056.09 | 0.0000 | 0.00 |
| 3609 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.6000 | 69,003.04 | 0.0000 | 0.00 |
| 3610 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 5.4599 | 191,923.10 | 0.0000 | 0.00 |
| 3616 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 6.0000 | 67,018.03 | 0.0000 | 0.00 |
| 3619 | C | 0.0000 | 0.00 | 0.6200 | 28,697.83 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 |
| 3622 | C | 1.7638 | 31,708.40 | 0.0000 | 0.00 | 0.0000 | 0.00 | 3.7954 | 80,533.93 | 2.1719 | 54,584.86 | 0.0000 | 0.00 |
| 3626 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.7500 | 26,524.63 | 0.2500 | 11,841.84 | 0.0000 | 0.00 |
| 3629 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 6,908.25 | 0.0000 | 0.00 |

Update Records [Click to save changes](#)

[OPER FUND - GENERAL](#)
[SCHOOL FOOD FUND](#)
[SALARY FUND - GENERAL](#)
[FED GRANT FUND](#)
[OPER FUND MATRIX](#)
[SALARY FUND MATRIX](#)

Male FTE: Male Salary:
 Female FTE: Female Salary:
 Total FTE: Total Salary:

Once the Build is processed the below reports are available to be printed.

Current Report (rpt570)

By Name Report

DetDist Totals Report

Salary Details Report

Salary SubTotal Report

Summary Report

After the final build has been processed the 'By Name Report' should be saved to file and kept for reference. The FINAL Salaries and FTE Build should be processed by June 30th of the fiscal year being reported OR before the Human Resources fiscal year end is processed – **Whichever is earlier.**

Build Errors – Salaries and FTE (Page 3637)

The Build errors associated with the Salaries and FTE can be viewed by the user any time by clicking the **Build History** menu option or **View # Build Errors** button.



Salaries and FTE build errors are shown in the same way as the cycle build errors. Users can easily **export the error list to CSV or PDF format** for further analysis.

The screenshot shows the 'Salaries and FTE Build Details' page. It includes a search bar and a table of build errors. The table has columns for Type, Code, ID, Description, Details, and Details 2. The table shows three errors related to FTE calculations and totals.

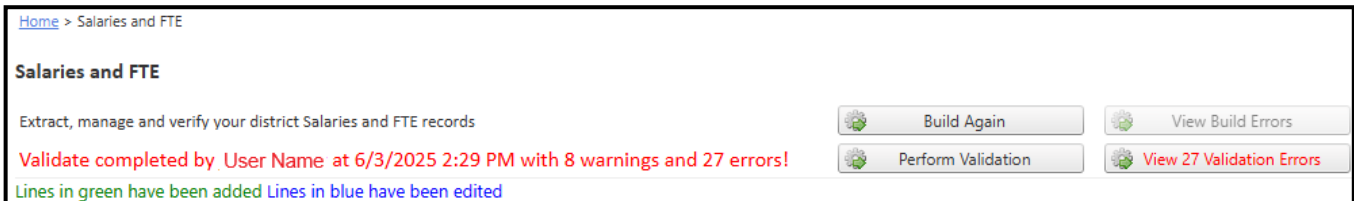
| Type | Code | ID | Description | Details | Details 2 |
|------|--------|------------------------|---|---|----------------------------------|
| 1 | CC0100 | SelfFTE_FTE | Can't calc FTE: multiple pay rates for emp_no, orgn, acst | Emp: 00796 F/soft: 1000 Func: 1120 Qty: 01110 Gender: M | Amount: 46,572.03; Building: 043 |
| 1 | CC0001 | SelfFTE_SelfFundTotal | SelfFTE totals do not match Fund 1 total expenditures | SelfFTE: 3,973,544.39 exp/pledgen: 4,000,516.42 | Difference: \$46,972.03 |
| 1 | CC0001 | SelfFTE_SelfFundDetail | SelfFTE totals do not match Salary Fund detail total | SelfFTE: 3,973,544.39 detail: 4,020,516.42 | Difference: \$46,972.03 |

The Build option is unavailable after June 30th. Any corrections after that date will need to be modified as indicated in the maintenance section.

Validation Errors – Salaries and FTE (Page 3637)

On the Salaries and FTE tab, unlike Cycle Submission, the Validation can be run with Build Errors present. If changes are made to maintenance Salaries and FTE, do not build – do a validation to check updated data and/or clear previous validation errors.

Validation errors present in Salaries and FTE will also be Validation errors for Cycle 8. These errors must be corrected before Cycle submission.



Maintenance Salaries and FTE (Page3637) data

Upon a successful build of Salaries and FTEs the page loads the necessary data for the user into a grid format. The data is filtered to show the current fiscal year's data only.

User has the ability to **click** each line item to verify/maintenance Salary & FTE data. When a line item in the grid is selected the section below the grid is loaded with the details of Salary and FTE for all classifications of that line.

In the below example the row with line 3610 and type C is selected. The corresponding Salary/FTE values are displayed in the tabs below the lines. The values can be adjusted and will update when the **“Click to save changes”** button is clicked. Any of the lines can be updated, as needed, after the build has been processed. Note that when updating a line some tabs are disabled and the input boxes on each tab only accept numeric values. These are built in validations to make sure quality data is keyed to the Salary/FTE fields.

Home > Salaries and FTE

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Lines in green have been added Lines in blue have been edited

| Line | Type | OFGFTE | OFGSal | SFFGTE | SFFSal | SFGFTE | SFGSal | FGFTE | FGFSal | OFMFTE | OFMSal | SFMFTE | SFMSal |
|------|------|--------|--------|--------|-----------|--------|--------|--------|--------|---------|------------|--------|--------|
| 3602 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.0000 | 66,266.74 | 0.0000 | 0.00 |
| 3604 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.9231 | 93,458.26 | 0.0000 | 0.00 |
| 3609 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 7.0000 | 242,318.55 | 0.0000 | 0.00 |
| 3610 | C | 0.0000 | 0.00 | 0.8750 | 30,810.96 | 0.0000 | 0.00 | 0.0000 | 0.00 | 12.7942 | 401,159.33 | 0.0000 | 0.00 |
| 3615 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.0000 | 52,416.74 | 0.0000 | 0.00 |
| 3616 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 10.1853 | 102,302.45 | 0.0000 | 0.00 |
| 3619 | C | 0.0000 | 0.00 | 1.0000 | 37,966.27 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 |
| 3620 | C | 0.0000 | 0.00 | 1.0000 | 19,183.40 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 |
| 3621 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.5000 | 64,011.20 | 0.0000 | 0.00 |

Update Records

3610: Maint. & Operation

Male FTE: Male Salary:

Female FTE: Female Salary:

Total FTE: **12.7942** Total Salary: **401159.33**

Add/Edit/Delete line on Salaries and FTE (Page 3637)

Add a line:

Users can add a line by clicking the **"Add a line"** button. This will provide an interface for users where values can be inserted for type and line. Once created, users can update the Salary/FTE values. When the line has been edited to reflect changes the **"Click to save changes"** button MUST be selected to retain the adjustments. **Lines that have been added are shown in green.**

Edit a line:

Users can edit a line by clicking the line and then manually adjusting Salary/FTE values. Once a line has been edited to reflect the necessary changes the **"Click to save changes"** button MUST be selected to retain adjustments. **Lines that have been edited are shown in blue.**

Delete a line:

Users can delete a line by clicking the button **"Delete line"**; this will delete the selected line item from SIS along with its Salary/FTE values.

Lines in green have been added Lines in blue have been edited

| Line | Type | OFGFTE | OFGSal | SFFFTE | SFFSal | SFGFTE | SFGSal | FGFFTE | FGFSal | OFMFTE | OFMSal | SFMFTE | SFMSal |
|------|------|--------|-----------|---------|------------|--------|--------|--------|-----------|---------|------------|--------|--------|
| 3610 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 9.8385 | 202,238.49 | 0.0000 | 0.00 |
| 3614 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.5000 | 17,192.56 | 0.0000 | 0.00 |
| 3615 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 2.0000 | 24,690.00 | 0.0000 | 0.00 |
| 3616 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.0056 | 8,270.68 | 17.7864 | 162,539.48 | 0.0000 | 0.00 |
| 3619 | C | 0.0000 | 0.00 | 1.0000 | 29,207.36 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 |
| 3620 | C | 0.0000 | 0.00 | 11.0000 | 147,575.75 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 |
| 3622 | C | 6.0000 | 77,271.98 | 0.0000 | 0.00 | 0.0000 | 0.00 | 4.6000 | 56,278.44 | 0.0104 | 1,115.88 | 0.0000 | 0.00 |
| 3626 | C | 1.0000 | 25,319.20 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 1.0000 | 29,197.19 | 0.0000 | 0.00 |
| 3629 | C | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 0.0000 | 0.00 | 6.0000 | 8,376.00 | 0.0000 | 0.00 |

Update Records
3616: Bus Driver: This line was edited by User Name on 5/24/2022 11:54:57 AM

Click to save changes

OPER FUND - GENERAL SCHOOL FOOD FUND SALARY FUND - GENERAL FED GRANT FUND OPER FUND MATRIX SALARY FUND MATRIX

Male FTE: 7.7809 Male Salary: 81,072.13
Female FTE: 10.0055 Female Salary: 81,467.35
Total FTE: 17.7864 Total Salary: 162539.48

Reconcile Salaries and FTE (Page 3637)

Instructions on reconciling Salaries and FTE data can be found on the APSCN site. Go to:

apscn.ade.arkansas.gov>FMS>Financial Management System – SIS and Cycles>Salaries and FTE>**Salaries and FTE (Page 36/37) Instructions**

1. Salary amounts on Current Report (report 570) to Salary amounts on SALARY SUBTOTAL REPORT.
2. Salaries from Detail Distribution Detail Report to Detailed Expenditure Status Reports (Expenditure Ledger).
3. FTE's for certified and classified personnel

SIS Login

Go to APSCN Website at <https://apscn.ade.arkansas.gov/>

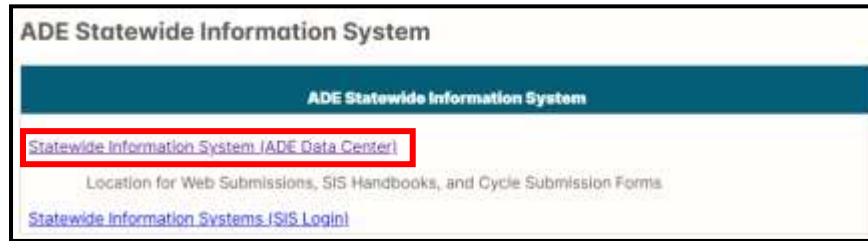
Click on the “**SIS**” tab.



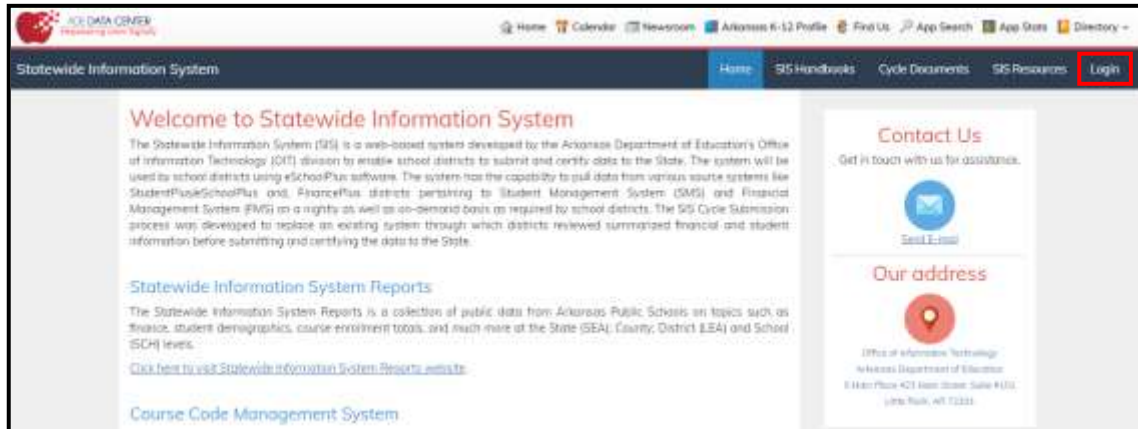
Select **ADE Statewide Information System**



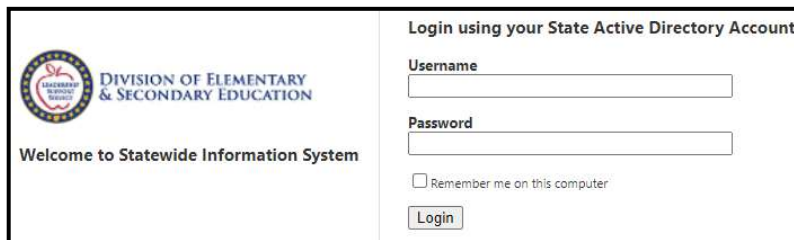
Select **Statewide Information System (ADE Data Center)**.



Click on **Login** hyperlink, <https://sis.ade.arkansas.gov>



The below screen will display:



Type in user's **Active Directory Username** and **Password** and click the **Login** button.

Note:

If a user is not listed as a SIS Cycle Coordinator at apscn.ade.arkansas.gov > **Security** > **Security Resources** > **District Access Information**, then the district ADAM will need to visit the below link and follow the instructions to add a new coordinator.

<https://adedata.arkansas.gov/security/ManagedContent/Docs/ADAMActiveDirectoryAccountManager.pdf>

If there are any questions please contact Bobby Downum at bobby.downum@ade.arkansas.gov.

Once signed in the Homepage of the ADE Statewide Information System (SIS) will display. The ADE SIS website has **eleven (11) main tabs** as listed below:

- | | |
|------------------------|---|
| 1. Home | 7. Salaries & FTE (Cycle 8 Only) |
| 2. Resources | 8. Error Guide |
| 3. Update Data | 9. Report Descriptions |
| 4. Submit Data | 10. Financial Applications |
| 5. Certified Reports | 11. Import Data |
| 6. Data Quality Checks | |

SIS - Submit Data Tab

Select the **Current Cycle Info** tab.

The **Current Cycle Info** tab deals with the Current Cycle's Build, Validate, Certificate of Data Accuracy upload and Submit process.

The screenshot shows the 'Submit Data' tab in the SIS system. The 'Current Cycle Info' sub-tab is active. It displays the 'Current Fiscal Year' as 2000/2001 and the 'Current Cycle' as 5. The 'Current Cycle' section is expanded, showing four main sections: Build, Validate, Certificate of Data Accuracy, and Submit. Each section has a 'Date' and 'Status' field, and a 'Perform On-Demand' button. The 'Build' section also has an 'Error Count' field. The 'Validate' section has an 'Error Count' and a 'Warning Count' field. The 'Certificate of Data Accuracy' section has a 'File' field. The 'Submit' section has a 'Date' and 'Status' field. A red warning message at the top right states: '* Please make sure all information is up-to-date in SEA Profile before performing a build.' There are also links for 'Cycle Reports' and 'SIS Tables'.

There are 4 sections in the Current Cycle Info tab:

1. Build
2. Validate
3. Certificate of Data Accuracy
4. Submit

Build Cycle 8

On the Home > Submit Data > Current Cycle Info tab, click **Perform On Demand Build** button.

Once the On-Demand Build starts, the **Status** changes to **Processing**.

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 20XX/20XX

Current Cycle: 8

Current Cycle

Build

Date: 7/15/20XX 11:51 PM user:

Status: Processing

Error Count: 0

Perform On-Demand Build

View Build Errors

Validate

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

[Cycle Reports](#)
[SIS Tables](#)

Certificate of Data Accuracy

File:

Browse...

Upload

Submit

Date:

Status:

Submit

* Please make sure all information is up-to-date in LEA Profile before performing a build.

Once the On-Demand Build is completed the **Status** changes from Processing to either Aborted or Completed.

If the Status shows Aborted, call in a help desk ticket.

If the Build completes successfully, the **Error Count** will indicate the number of Build errors. These errors must be corrected before moving to the Validate step.

Click the **View Build Errors** button to display build errors.

[Home](#) > [Submit Data](#)

Submit Data

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 20XX/20XX
Current Cycle: 8

Current Cycle

* Please make sure all information is up-to-date in LEA Profile before performing a build.

Build

Date: 7/15/20XX 6:00 PM user: SYSTEM

Status: Completed

Error Count: 1

Perform On-Demand Build

View Build Errors

Validate

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

[Cycle Reports](#) [SIS Tables](#)

Certificate of Data Accuracy

File:

Upload

Submit

Date:

Status:

Submit

The Build Errors can be easily exported to an Excel, PDF, or CSV format to view the details after clicking the View Build Errors button.

[Home](#) > [Submit Data](#) > [Build History](#) > Build Details

Build Details

To search the Error Guide (NOT this page) for a specific error code, enter it here:

FY: **Cycle:** 8 **Type:** Build **Started By:** User Name **Duration:** 00:00:42 **Warnings:** 0 **Errors:** 1 **Status:** Completed

1st Build – Error Count

There may be at least one (1) **Error Count** after the **1st build**. Error code BC0040 indicates that there is **No data in LEA Profile Bank Recon table for Cycle 8**.

The path in SIS to correct this error is **Home>Update Data tab>LEA Profile>Finance Bank Reconciliation**.

Finance Bank Reconciliation

Click on Finance Bank Reconciliation table.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 8

- [Contact Person](#) Delete All Records
- [District](#)
- [Finance Bank Reconciliation](#) Delete All Records
- [Finance Employee Bonuses](#)
- [Finance Underpayments](#)
- [Professional Development](#) Delete All Records
- [School](#) Delete All Records

The **Finance Bank Reconciliation** screen will appear:

Home > Update Data > LEA Profile > Finance Bank Reconciliation

Finance Bank Reconciliation

+ Add new record Refresh

| Finance Period | Bank Statement Balance | Deposits In Transit | Reconciled By | Date Reconciled | Date Reviewed By Superintendent |
|----------------|------------------------|---------------------|---------------|-----------------|---------------------------------|
|----------------|------------------------|---------------------|---------------|-----------------|---------------------------------|

Select **Add new record** to enter information for May, Period 11.

Update below info in Finance Bank Reconciliation screen

| | |
|---|--------------------------------|
| <i>Last updated</i> | |
| Finance Period | <input type="text" value="v"/> |
| Bank Statement Balance | <input type="text"/> |
| Deposits In Transit | <input type="text"/> |
| Reconciled By | <input type="text"/> |
| Date Reconciled | <input type="text"/> |
| Date Reviewed By Superintendent | <input type="text"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

Finance Period - select from the drop down, **11 - Cycle 8**

Bank Statement Balance – Enter total dollar amount from all bank statements.

Deposits In Transit – Enter total dollar amount of “deposits in transit” for all bank accounts.

Reconciled By – List staff employee who reconciled bank statement.

Date Reconciled – Record date bank statement was reconciled (mm/dd/yyyy).

Date Reviewed By Superintendent – Record date superintendent reviewed reconciled bank statement (mm/dd/yyyy).

Note: Program will pull in and display General Ledger cash balance for funds (0001 through 8XXX) for account range 01010 through 01029 and 01070 through 01079.

Click **Save** button

Once all errors are corrected in the source system click **Perform On-Demand Build** button once again.

Submit Data

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 20XX/20XX
Current Cycle: 0

Current Cycle

Build

Date: 7/15/20XX 2:50 PM
Status: Completed
Error Count: 0

Perform On-Demand Build
 View Build Errors

* Please make sure all information is up-to-date in LEA Profile before performing a build.

Build History

The Build History section provides an overview of all Perform On-Demand Builds that have taken place to date. It accounts for both nightly and On-Demand Builds.

This section is available under the Home>Submit Data>Build History menu option on the left.

| FY | Cycle | Started | Type | Started By | Duration | Warnings | Errors | Status | Details |
|----|-------|---------------|-------|------------|----------|----------|--------|-----------|---------|
| 34 | 8 | 7/26/ 6:00 PM | Build | SYSTEM | 0002:17 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/25/ 6:00 PM | Build | SYSTEM | 0002:03 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/24/ 6:00 PM | Build | SYSTEM | 0002:08 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/23/ 6:00 PM | Build | SYSTEM | 0002:04 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/22/ 6:00 PM | Build | SYSTEM | 0002:18 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/21/ 6:00 PM | Build | SYSTEM | 0002:11 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/20/ 6:00 PM | Build | SYSTEM | 0002:09 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/19/ 6:00 PM | Build | SYSTEM | 0002:32 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/18/ 6:00 PM | Build | SYSTEM | 0002:18 | 0 | 0 | Completed | Details |
| 34 | 8 | 7/17/ 6:00 PM | Build | SYSTEM | 0001:57 | 0 | 0 | Completed | Details |

On the bottom left of the displayed results page toggle arrows, page numbers and page size options are available. Use these options to navigate the displayed results.

Once the build is completed, the Uncertified Cycle Reports and SIS tables can be viewed at any time to verify the data.

These can be accessed using the **View Cycle Reports** or **View SIS Tables** from the menu bar on the left.

Error Guide Tab

The Error Guide tab provides a means to look up Build or Validation errors or warnings by individual codes or by looking up all possible errors by table and field.

Go to **Error Guide** Tab and select Cycle 8. The tables for Cycle 8 will display.

Division of Elementary and Secondary Education (DOSE)
Statewide Information System

Home Resources Update Data Submit Data Certified Reports Data Quality Checks Salaries and FTE **Error Guide** Report Descriptors Financial Applications

Home > Error Guide

Build and Validation Errors and Warnings

To search for a specific error code, enter all six characters here:

This page presents a list of tables. Select cycle for which to display tables: Cycle 8

Click table name to see the fields:

| SIS Table Name | Code |
|--|------|
| Contact Persons | CO |
| District | DI |
| Finance - Bank Reconciliation | BC |
| Finance - Employee | EM |
| Finance - Employee Bonus | EB |
| Finance - Employee Leave | EL |
| Finance - Employee Salary/Benefits | ES |
| Finance - Salaries and FTE | CC |
| Finance - Salaries and FTE Detail | CD |
| Finance - Underpayments | UP |
| Job Assignment | JA |
| Professional Development | PD |
| School | SC |

Search for Build error code. **Example:** BC0040

| | | | | |
|--------------------------|------------|--------|-----------------|---|
| <input type="checkbox"/> | Type | Code | ID | Description |
| <input type="checkbox"/> | BuildError | BC0040 | BankReconNoRecs | No data in LEA Profile Bank Recon table for cycle 8 |

Select the Bank Reconciliation Table for the **Build Error** above. It will indicate why type of fields relate to the build error.

Home > Error Guide

Build and Validation Errors and Warnings

To search for a specific error code, enter all six characters here:

This page presents a list of tables. Select cycle for which to display tables: Cycle 8

Click table name to see the fields:

| SIS Table Name | Code |
|--|-----------|
| Contact Persons | CO |
| District | DI |
| Finance - Bank Reconciliation | BC |
| Finance - Employee | EM |
| Finance - Employee Bonus | EB |
| Finance - Employee Leave | EL |
| Finance - Employee Salary/Benefits | ES |
| Finance - Salaries and FTE | CC |
| Finance - Salaries and FTE Detail | CD |
| Finance - Underpayments | UP |
| Job Assignment | JA |
| Professional Development | PD |
| School | SC |

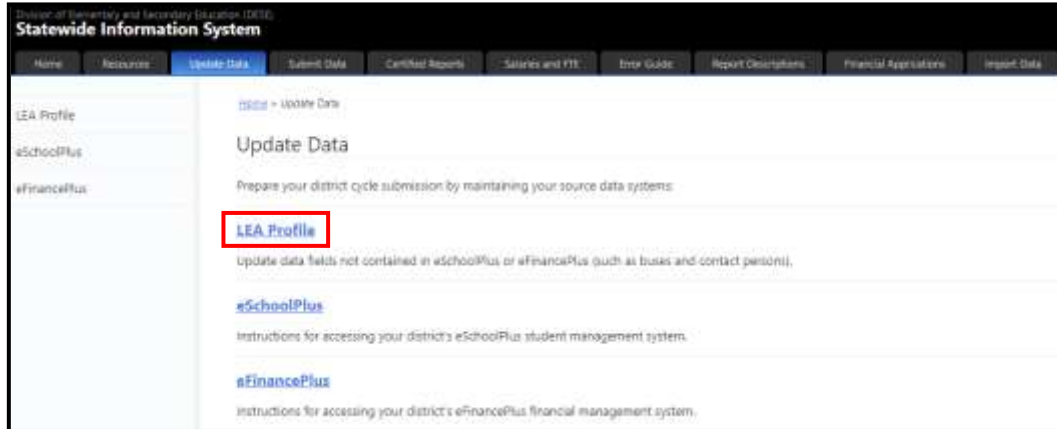
Table: 'Finance - Bank Reconciliation'

| Field Name | Code | Element |
|--------------------------------|--------|------------------------|
| bank_bal | BC0040 | Bank Balance Statement |
| bank_var | BC0090 | Bank Account Variance |
| finance_period | BC0035 | Finance Period |
| lea | BC0030 | LEA |

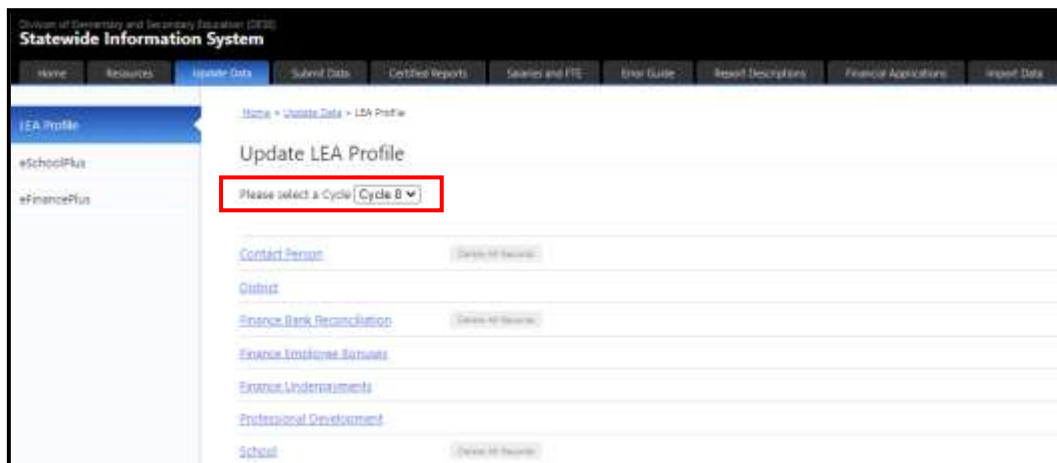
SIS Updates

Data updates to fields that are not contained in eSchoolPlus or eFinancePlus will be recorded under the LEA Profile section of SIS.

Click on **LEA Profile** within the **Update Data** tab



If the appropriate Cycle does not display select the correct cycle from the drop-down menu.



Choices under **Update Data > LEA Profile** section for Cycle 8:

- Contact Person
- District
- Finance Bank Reconciliation
- Finance Employee Bonuses
- Finance Underpayments
- Professional Development
- School

Note: Should a Perform On-Demand Build need to be processed after data has been saved into the **Update LEA Profile** section, the recorded data will **NOT** be erased. If it is a field pulled from eFinance or eSchool, then the correction **MUST** be made in the Financial or Student side of the software before the **Perform On-Demand Build**.

LEA Profile>Contact Person

Click on Contact Person table to update/add/delete data.

Note: Contact Person information is collected every Cycle (1-9); therefore, Contacts should be updated every Cycle IF there is a change so that information for the Contact point is the person currently in the position.

Contact Person table will display the data as it was recorded in the most recent Cycle. Review and verify the information displayed is accurate.

Add a new Record or **Edit** or **Delete** existing records. After saving the updated data, click **Refresh**.

Note: It is best practice to DELETE Contact Persons who are no longer at the district rather than EDIT (in case the system “retains” any of the background information of the previous person).

To add a new contact person, click the **Add new record** button at the top of the grid.

Update info for each coordinator code type. See Coordinator Code list on next page.

| | |
|--|--|
| <i>Last updated</i> | |
| LEA (For codes '7', '8S', 'AP', 'K', 'P', 'PS', 'SL', 'SN', 'SS' and 'V' enter school level LEA. For all others enter District LEA. 'GO' can have either.) | <input type="text"/> |
| Coordinator Code | <input type="text"/> |
| State Id | <input type="text"/> |
| OR | |
| Prefix | <input type="text"/> |
| First Name | <input type="text"/> |
| Middle Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Suffix | <input type="text"/> |
| Address | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text"/> |
| Zip | <input type="text"/> |
| Zip4 | <input type="text"/> |
| Job Qualifications | <input type="text"/> |
| Work Number | <input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/> |
| Fax Number | <input type="text"/> - <input type="text"/> - <input type="text"/> |
| Mobile Number | <input type="text"/> - <input type="text"/> - <input type="text"/> |
| Email | <input type="text"/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

| Coordinator Codes | |
|--|--|
| 0 = Facilities / Maintenance Director | K = Techstart Coordinator/Contact Name |
| 1 = Federal Program Coordinator | L = Foster Care Liaison Coordinator |
| 2 = Gifted & Talented Coordinator | M = Title IX Coordinator (Educ. Amendments of 1972) |
| 3 = Title III Federal Grant Coordinator | MC = Mentoring Point of Contact (Districts) |
| 4 = Curriculum Coordinator | MD = District Military Family Education Coordinator |
| 5 = Section 504 Coord (Rehabilitation Act of 1973) | MS = School Military Family Education Facilitator |
| 6 = Bookkeeper | N = Equity Assistance Coordinator (A.C.A. 6-17-1902) |
| 7 = School Counselor | O = English for Speakers of Other Languages Coord. |
| 8 = Advanced Placement® District Coordinators | P = Principal or School Administrator (Required) |
| 8S = Advanced Placement® School Coordinators | PA = Visual and Performing Arts Coordinator |
| 9 = Triand Primary Contact in SIS | PD = Pre-AP® District Coordinator |
| A = Alternative Education (ALE) Contact Person | PS = Pre-AP® School Coordinator |
| AP = Assistant Principal | R = Child Nutrition Manager |
| B = Bus Inspector | RR = Mentoring Program Specialists (COOPs only) |
| C = Test Coordinator | S = SIS eSchoolPlus Coordinator for Cycles 2 thru 7 |
| CO = Communications Manager / Director (District) (Required) | SL = School Library Media Specialist |
| D = Safe and Drug-Free Schools (SFDS) Coordinator | SN = School Nurse – (School) |
| DS = Data Steward for Duplicate Enrollment, ACGRS, ACE, Notice Of Intent to Homeschool | SO = School Safety Coordinator (District) |
| E = Treasurer | T = Technology Coordinator |
| ES = Effectiveness System Coordinator (District) | TC = Teacher Center Coordinator (COOPs only) |
| F = SIS eFinancePlus Coordinator for Cycles 1, 8, 9 | U = Superintendent (Required) |
| | V = Family Engagement Facilitator (School) |
| G = General Business Manager (Act 1591 of 2007) | W = SPED Supervisor/Early Childhood Coordinator |
| GO = General Observer (For EES) (Optional) | WC = Wellness Committee Chairperson |
| H = Liaison for Homeless Coordinator | X = Assistant Superintendent |
| I = Title VI Coordinator (Civil Rights Act of 1964) | Y = Family Engagement Coordinator (District) |
| J = Child Nutrition Director | Z = CTE Coordinator for COOPs and regular school districts. (Not for Open Enrollment Charters) |

NOTE: The “**Job Qualifications**” field is to be used only for the General Business Manager (Coordinator code G). Select one of the following options for entering into this field:

C = Meets CASBO requirements

E = Enrolled in CASBO Courses

X = Exempt from Requirements – Hired prior to July 31, 2007

Note: Contact ES = Effectiveness System Coordinator must be an employee with certified job Assignment Code 1000, 1015, or 1030 in eFinance.

Enter State ID Number or fill in the blanks with the necessary information for the Contact Person and click the **Save** button. The record grid will be refreshed to display the new contact record.

eFinance – Payroll Information – State ID Number

Each contact that is a district employee should have a State ID in eFinance. TRIAND issues State ID numbers every day after the 4 pm process completes.

For TRIAND to issue a State ID number, there are a few requirements that must be met:

- Employee First & Last Name (field cannot be blank)
- Valid Date of Birth (check for transposed numbers or entry error)
- Social Security Number
- Unique work email address
- **NOT** in **X** or **S** Pay Group on Pay Rate Screen
- Wage record (O-Gross Wages) in Detail Distribution (has been paid)

Employee State ID is found at **Menu Path:** *Human Resources > Entry & Processing > Employee > Employee Information*

Bring up the **Employee** – select **Payroll Information** menu then **State Required** from that menu.

| Arkansas State Retirement Information | | | |
|---------------------------------------|-----------------------------------|----------------|---|
| Employment Type | <input type="text" value="CLS"/> | Empl State Id | <input type="text" value="1234567890"/> |
| AESD Exempt | <input type="text" value="N"/> | Ins Eligible | <input type="text" value="Y"/> |
| N/T/D | <input type="text"/> | Ins Participan | <input type="text" value="Y"/> |
| Service Credit | <input type="text" value="4"/> | Last Date Emp | <input type="text"/> |
| Cur Serv Days | <input type="text" value="0"/> | | <input type="text"/> |
| MTD Serv Days | <input type="text" value="22.0"/> | Prev MTD Serv | <input type="text" value="23.0"/> |
| QTD Serv Days | <input type="text" value="66.0"/> | Prev Qtr Serv | <input type="text" value="0"/> |
| FTD Serv Days | <input type="text" value="66.0"/> | | <input type="text"/> |
| Prv Serv Days | <input type="text" value="16"/> | | <input type="text"/> |
| Maiden Name | <input type="text"/> | | <input type="text"/> |
| | <input type="text"/> | | |
| | <input type="text"/> | | |
| CRT = Certified / CLS = Classified | | | |

LEA Profile>District

Click on **District** table to update/add/delete data.

[Home](#) > [Update Data](#) > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 8 ▼

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Finance Employee Bonuses](#)

[Finance Underpayments](#)

[Professional Development](#) Delete All Records

[School](#) Delete All Records

District table will open with data from last Cycle.

Click **Edit** to update existing records. After updating the data, click **Refresh**

[Home](#) > [Update Data](#) > [LEA Profile](#) > District

District

| | | | | | Refresh |
|---|--------------------|--------------------|---------------|------------|---------|
| Website Address | School Board Count | Transfer Agreement | ACT Readiness | Bus Safety | |
| http://www.schooldistrict.net/ | 7 | N | Y | Y | Edit |

Below are the District fields that can be updated for Cycle 8.

| Last updated | |
|---|------------------------|
| Website Address | <input type="text"/> * |
| Phone Extension | <input type="text"/> |
| Fax Extension | <input type="text"/> |
| Minimum Base Teacher Salary | <input type="text"/> |
| Total Non Federal Cost from fund 1 and fund 2 to fill the Maternity Leave Absences | |
| Certified Staff: \$ | <input type="text"/> * |
| Classified Staff: \$ | <input type="text"/> * |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

- **Website Address** - The URL for the district's website
- **Phone Extension** - District's telephone extension
- **Fax Extension** - District's fax extension
- **Minimum Base Teacher Salary** - The minimum base teacher salary for the district.
 - Must have a value no less than \$50,000.00
- **Certified Staff: \$** - Total Non-Federal (Fund 1* and Fund 2*) cost to fill the maternity leave absences of Certified staff between January 1 and June 30.
 - Record **0.00** if not participating in the ADE cost-sharing program for maternity leave.
- **Classified Staff: \$** - Total Non-Federal (Fund 2*) cost to fill the maternity leave absences of Classified staff between January 1 and June 30.
 - Record **0.00** if not participating in the ADE cost-sharing program for maternity leave.

If changes are made click the **Save** button.

LEA Profile>Finance Bank Reconciliation

This data was likely entered after the first Cycle build. If the current year data should be updated click on Finance Bank Reconciliation table.

[Home](#) > [Update Data](#) > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 8 ▾

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Finance Employee Bonuses](#)

[Finance Underpayments](#)

[Professional Development](#) Delete All Records

[School](#) Delete All Records

The Finance Bank Reconciliation screen will appear.

Note: This page should only display current year bank reconciliation information. Any prior fiscal year records displayed should be deleted and a new record created for the associated period in the current fiscal year.



[Home](#) > [Update Data](#) > [LEA Profile](#) > Finance Bank Reconciliation

Finance Bank Reconciliation

[+ Add new record](#) Refresh

| Finance Period | Bank Statement Balance | Deposits In Transit | Reconciled By | Date Reconciled ▾ | Date Reviewed By Superintendent | |
|----------------|------------------------|---------------------|----------------------|-------------------|---------------------------------|---|
| 11 | 1234567.89 | 0.00 | Reconciling Employee | 6/1/ | 6/1/ | Edit Delete |

Select **Edit** and update information as needed for Period 11 (May).

| | |
|---|--|
| <i>Last updated</i> | |
| Finance Period | 11 - Cycle 8 ▼ |
| Bank Statement Balance | 1234567.89 |
| Deposits In Transit | 0.00 |
| Reconciled By | Reconciling Employee |
| Date Reconciled | 6/1/2024  |
| Date Reviewed By Superintendent | 6/1/2024  |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

Below is the information for Bank Reconciliation data that can be updated.

Bank Statement Balance – Enter total dollar amount of “bank statement balance” from all bank statements.

Deposit In Transit – Enter total dollar amount of “deposit in transit” for all bank accounts.

Reconciled By – Record employee name who reconciled bank statement.

Date Reconciled – Record date that the bank statement was reconciled (mm/dd/yyyy).

Date Reviewed By Superintendent – Record date that superintendent reviewed the reconciled bank statement.

Once updates are completed click the **Save** button.

Note: For rpt503, SIS will pull in and display General Ledger cash balance for funds (0001 through 8XXX) for account range 01010 through 01029 and 01070 through 01079.

LEA Profile>Finance Employee Bonuses

Click on Finance Employee Bonuses to Add data.

Enter Pay Codes for which the district's bonus information was coded.

Click **OK** to populate **TOTAL**.

Total amount on Bonus Information screen must equal to total amount in Detail Distribution Detail report based on Pay Code(s) and date range for the Cycle 8 fiscal year.

LEA Profile>Finance Underpayments

Click on Finance Underpayments to Add data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 8 ▼

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Finance Employee Bonuses](#)

[Finance Underpayments](#)

[Professional Development](#) Delete All Records

[School](#) Delete All Records

Enter Pay Code(s) and the Fiscal Year for which the district's prior fiscal year underpayment(s) was/were coded.

Note: Total underpayments (**for salaries only**) must reconcile back to underpayment expenditures in the **2024-2025** expenditure ledger (Functions 1190-1195)

Home > Update Data > LEA Profile > Finance Underpayments

Underpayment Information

Underpayment amount paid for each prior fiscal year underpayment.
Enter Pay Code(s) and the Fiscal Year for which your district's prior fiscal year underpayment(s) is coded.

| Pay Code | Fiscal Year |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

TOTAL 0.00

LEA Profile>Professional Development

Click on Professional Development table to Add/Update/Delete data.

[Home](#) > [Update Data](#) > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 8 ▼

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Finance Employee Bonuses](#)

[Finance Underpayments](#)

[Professional Development](#) Delete All Records

[School](#) Delete All Records

The **Professional Development (Hours Completed within the Current School Year)** screen will display.

Note: The information in the table will be information from last year's Cycle 8 data.

[Home](#) > [Update Data](#) > [LEA Profile](#) > Professional Development

Professional Development [Hours Completed Within the Current School Year]

(Teachers (T) are classroom teachers with 6-digit Job/Course Codes
Admins (A) are all certified employees with 4-digit Job Codes)

Delete PD Hours for all selected Export to Excel Import Comma Delimited File
Export to Comma Delimited [Professional Development Upload Instructions](#)

+ Add new record Save changes Cancel changes Refresh

| <input type="checkbox"/> | First Name | Last Name | SSN | StateId | Hours ▼ | Job Type | Date Last Modified | |
|--------------------------|------------|-----------|-----------|-----------|---------|----------|--------------------|------------------------------|
| <input type="checkbox"/> | E | B | 123456789 | 999999999 | 143.50 | A | 07/08/20XX | Delete PD Hours |
| <input type="checkbox"/> | B | P | 987654321 | 111111111 | 117.50 | T | 07/08/20XX | Delete PD Hours |

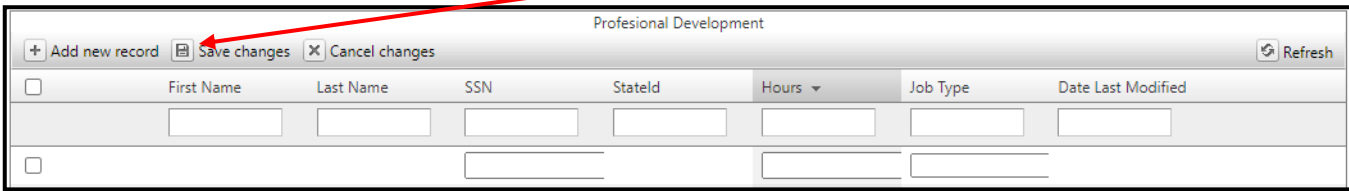
+ Add new record Save changes Cancel changes Refresh

1 2 3 4 5 6 7 8 9 10 ... Page size: 10 138 items in 14 pages

- Only those employees with hours credited (greater than zero) will be on the report.
- This page lists all teachers and administrators (certified personnel) currently in your district who MAY NEED professional development hours.
- IF AN EMPLOYEE HAS BOTH ROLES, THEN THEY WILL BE LISTED TWICE, ONCE FOR EACH ROLE.
- A delete will delete the hours, not the employees listed.
- Please note whether you are crediting the professional development hours to a teacher role, or an administrator role.
- Generally, you only report professional development hours for employees from within your school district, not out of district employees.

ADD RECORD

Click **Add new record**, below boxes will display. Enter **SSN, Professional Development Hours, and Job Type**. To save data click **Save Changes** then click **Refresh** button.



Professional Development

+ Add new record ☒ Save changes ☐ Cancel changes

| <input type="checkbox"/> | First Name | Last Name | SSN | StateId | Hours | Job Type | Date Last Modified |
|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> | | | <input type="text"/> | | <input type="text"/> | <input type="text"/> | |

PROFESSIONAL DEVELOPMENT FILE IMPORT

In lieu of updating each teacher via the Professional Development page, an upload option has been added. Please visit the below link for documentation from SIS providing instruction on how to successfully import professional development.

<https://adedata.arkansas.gov/sis/ManagedContent/Docs/ProfessionalDevelopmentUpload.docx>

Please note all current records in LEA Profile>Professional Development will be replaced by the records in the uploaded file. After the upload has been processed users may edit the data in the LEA Profile>Professional Development page.

CHANGE RECORD

Change a record by highlighting a line to adjust. User will be able to update **SSN, Professional Development Hours** and **Job Type** fields.

To save data click **Save Changes** then click **Refresh** button.



Professional Development

+ Add new record ☒ Save changes ☐ Cancel changes

| <input type="checkbox"/> | First Name | Last Name | SSN | StateId | Hours | Job Type | Date Last Modified |
|-------------------------------------|------------|-----------|-----------|---------|--------|----------------------|--------------------|
| <input checked="" type="checkbox"/> | | | 123456789 | | 204.00 | Teacher or Part Time | 07/08/20XX |

DELETE PD HOURS

To delete hours recorded, click **Delete PD Hours** button on desired line. Note that this action will only delete the PD Hours; it will not delete the employee record from the table.



Professional Development

+ Add new record ☒ Save changes ☐ Cancel changes

| <input type="checkbox"/> | First Name | Last Name | SSN | StateId | Hours | Job Type | Date Last Modified |
|-------------------------------------|------------|-----------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> | | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input checked="" type="checkbox"/> | CARLA | PARRISH | 123456789 | 987654321 | 204.00 | T | 07/08/20XX |

Select **OK** at the following popup to Delete PD Hours.



Are you sure?

Click Refresh button.

LEA Profile>School

Click on School table to Add/Update/Delete data.

School table will open with data from last Cycle. Click **Edit** to update current school LEA data. Click **Delete** to remove data on a closed school LEA.

Below is the required information for each school LEA. Questions on this information should be directed to APSCN SMS.

- School LEA
- Website Address
- Phone Extension
- Fax Extension
- Before School Program
- After School Program
- Weekends
- Summer
- Title I Funds

School Meal Counts:

- Number of Days Served
- Student Breakfast – Free
- Student Breakfast – Reduced
- Student Breakfast – Full Price
- Student Lunch – Free
- Student Lunch – Reduced
- Student Lunch – Full Price
- Non-Student Meals

Perform On Demand Validation

On the Home>Submit Data>Current Cycle Info>Validate section, click **Perform On-Demand Validation** button.

Submit Data

Current Cycle Info | Resubmission Cycle Info

Current Fiscal Year: 20XX/20XX
Current Cycle: 8

Current Cycle

* Please make sure all information is up-to-date in LEA Profile before performing a build.

Build

Date: 7/15/20XX 7:00 PM user: SYSTEM
Status: ✔ Completed
Error Count: 0

Validate

Date:
Status:
Error Count:
Warning Count:

Certificate of Data Accuracy

File:

Submit

Date:
Status:

Perform On-Demand Build
View Build Errors
Perform On-Demand Validation
View Validation Errors
Cycle Reports | SIS Tables
Cancel
Submit

In order to proceed to the **Submit** step there should be no **Error Count**.

- A **Warning Count** will not restrict the Submission process.

To review any errors in the **Validate** section click on **View Validation Errors** button.

Make necessary corrections in eFinance, SIS, or eSchool. Once adjustments are recorded run the Perform On-Demand Build and Perform On-Demand Validation until error free.

- This process **MUST** be repeated until there are no Validate Errors.
- Uncertified Reports can be run before Validate Errors are complete.

A Validate Error will look similar to the samples below.

| Type | Code | ID | Description | Details | Details 2 |
|---------------|--------|--------------------------|--|-----------------------|----------------------|
| ValidateError | PG0001 | Page3637_SalFndTotal | Page3637 totals do not match Salary Fund total expenditures. | Page3637: 60260029.55 | expdger: 61466831.70 |
| ValidateError | PG0002 | Page3637_GenOpFndTotal | Page3637 totals do not match Gen Op Fund total expenditures. | Page3637: 19306933.39 | expdger: 19403828.82 |
| ValidateError | PG0006 | Page3637_FedGrtsFndTotal | Page3637 totals do not match Fed Grants Fund total expenditure | Page3637: 7793244.59 | expdger: 7984064.97 |
| ValidateError | PG0008 | Page3637_FoodSvcFndTotal | Page3637 totals do not match Food Svc Fund total expenditure | Page3637: 2899061.64 | expdger: 2936930.25 |



Uncertified Reports
















The **View Cycle Reports** option on the left menu bar of the *Submit Data* tab lists the Uncertified Reports for Cycle. Verify the appropriate **Cycle** is selected and click on the **individual reports** to open them or use the checkboxes to make a selection to download the chosen reports into a .zip file at one time. Print reports and Review/Verify information. Once district has reviewed information and is sure reports are accurate upload signed Certification of Data Accuracy Form.

Validate Warnings will NOT keep districts from submitting their data to ADE. However, print the reports listed on the following pages and VERIFY that the data is correct before clicking the Submit button.

[Home](#) > [Submit Data](#) > View Cycle Reports

View Cycle Reports

Cycle 8 ▼ Pdf ▼
  Process Selected Reports
  Report Status

| <input type="checkbox"/> | Select/Deselect All | Name |
|--------------------------|--|--|
| <input type="checkbox"/> |  rpt000 | District General Information |
| <input type="checkbox"/> |  rpt044 | Contact Persons (District) |
| <input type="checkbox"/> |  rpt100 | School General Information |
| <input type="checkbox"/> |  rpt200 | Employee Salary |
| <input type="checkbox"/> |  rpt203 | Employee Benefits (in addition to salary) |
| <input type="checkbox"/> |  rpt204 | Employee Bonus |
| <input type="checkbox"/> |  rpt221 | Professional Development Hours |
| <input type="checkbox"/> |  rpt224 | Nurses Job Assignment |
| <input type="checkbox"/> |  rpt280 | Employee Leave |
| <input type="checkbox"/> |  rpt488 | Contact Persons (School) |
| <input type="checkbox"/> |  rpt503 | Bank Reconciliation |
| <input type="checkbox"/> |  rpt504 | Bank Reconciliation Outstanding Checks |
| <input type="checkbox"/> |  rpt530 | Annual Financial Report (AFRB) Underpayments |
| <input type="checkbox"/> |  rpt570 | Salaries & FTE (Classified/Certified) |
| <input type="checkbox"/> |  rpt587 | ASR Teacher Salary Averages |

▪ District General Information (rpt000)

Report prints a summary of the District fields pulled from database and entered into District table.
Page 40-43 of 2024-2025 SIS Manual.

The following data is pulled from eFinancePlus PowerSchool software:

- District Shipping address: Street address, City, State, Zip, Zip-4

To update SHIPPING ADDRESS for District go to FinancePlus software.

Menu Path: Purchasing > Reference Tables > Shipping Codes

- MUST use All 7 digits, not just the 3-digit building code.
- MUST be a physical address for every 7-digit LEA building code, not a PO Box.
- Shipping Table Address Lines 2 and 3 are what will be pulled into Cycle District report.

Note: Shipping address will be validated against USPS. If it does not validate per USPS a validate warning will be received.

- The Arkansas GIS Office is at <https://gis.arkansas.gov/>
- Link to check address: <https://agio.maps.arcgis.com/apps/webappviewer/>

See below screenshot for example.

Shipping Data

Ship To Code * 1234567 ☒ Continuous

Address Line 1 SCHOOL DISTRICT NAME

Address Line 2 DISTRICT PHYSICAL STREET ADDRESS

Address Line 3 DISTRICT CITY, STATE, ZIP

Address Line 4

- **Contact Persons District (rpt044)**

Report prints a summary of the fields entered in Contact Persons table for District.

Page 35-37 of 2024-2025 SIS Manual

- **School General Information (rpt100)**

Report prints a summary of the School fields entered into District table and pulled from database. *Page 101-107 of 2024-2025 SIS Manual*

- **Employee Salary (rpt200)**

Data pulls from APSCN detdist table for pay period 07012024:06302025 records and salary object codes 61000:61999 excluding those paid to Group S. Users cannot delete any records from SIS. If salaries were paid in the fiscal year, they will be reported.

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- **Employee Benefits-Report-in addition to salary (rpt203)**

Data pulls from APSCN detdist table for pay period 07012024:06302025 records and benefit object codes 62000:62999 excluding those paid to Group S. Users cannot delete any records from SIS. If benefits were paid in the fiscal year, they will be reported.

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- **Employee Bonus (rpt 204)**

The total amount on the Bonus Information screen must equal to total amount in detdist based on paycode(s) and date range for the Cycle 8 fiscal year. If the amounts do not agree then cannot report Employee Bonus in Cycle 8 and will need to keep records on bonuses paid for auditor.

Remove Pay Code information in Employee Bonus table to make Validate Error go away.

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- **Professional Development Hours (rpt221)**

This report prints a summary of the fields on Professional Development screen.

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- **Nurses Job Assignment (rpt224)**

This report prints a listing of employee assigned one of the Nurse Job Assignments.

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- **Employee Leave Report Hours (rpt280)**

This report prints a summary of employee leave. See [Cycle 8 Fiscal Leave Collection and Reconciliation](#) procedural outline for additional instruction and information.

Page 63 of 2024-2025 SIS Manual

- **Contact Persons School (rpt488)**

This report prints a summary of the fields on the **School** screen.

Page 35-37 of 2024-2025 SIS Manual

▪ **Bank Reconciliation (rpt503.rpt)**

Review report – Report should match Bank Reconciliation report from APSCN. This report must be reviewed by bookkeeper and superintendent and both users must sign the document.

Page 50-51 of 2024-2025 SIS Manual

| | | |
|---|------------------------------------|---------------|
| INSTRUCTIONS: Please print, sign, date, scan and email the final version to apscn.SIScertifications@ade.arkansas.gov | | |
| _____ "Reconciled by" Printed Name | _____ "Reconciled by" Signature | _____ Date |
| _____ Superintendent Printed Name | _____ Superintendent Signature | _____ Date |
| IF #2 AND/OR #6 IS NOT \$0.00 AN EXPLANATION IS REQUIRED BELOW (Attach extra sheet if needed): | | |
| DEPOSITS IN TRANSIT Explanation: | | |
| VARIANCE Explanation: | | |

▪ **BANK RECON OUTSTANDING CHECKS (rpt504.rpt)**

Report can be used to help find the Outstanding Check amount difference between APSCN Bank Reconciliation Report and SIS Bank Reconciliation Report.

Page 50-51 of 2024-2025 SIS Manual

If Outstanding Check amount varies between the APSCN Bank Reconciliation Report and SIS Bank Reconciliation Report then take the **BANK RECON OUTSTANDING CHECKS Report (rpt504.rpt)** and compare it to the APSCN Bank Reconciliation Report. This should help users find the Outstanding Check amount difference. The path to the **BANK RECONCILIATION OUTSTANDING CHECKS Report (rpt504.rpt)** in SIS is:

Home>Submit Data>View Cycle Reports.

When reconciling variances, keep in mind that the SIS Cycle Bank Reconciliation Report pulls in all funds regardless of disbursement fund.

▪ **ANNUAL FINANCIAL REPORT (AFRB) UNDERPAYMENTS. (rpt530.rpt)**

Data pulls from APSCN detdist table for the 07012024:06302025 pay period records and underpayment function code 1190-1195.

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▪ **SALARIES & FTE – CLASSIFIED AND CERTIFIED (rpt570.rpt)**

Review and verify FTE's and Average Salary (total salary line by line divided by FTE line by line).

Page 74-75 of 2024-2025 SIS Manual

▪ **ASR TEACHER SALARY AVERAGES – (rpt587.rpt)**

Review and verify Average Teacher Salary. This will be the ASR calculation by code (fund, function, object expenditures from the expenditure ledger). See instructions below.

ALL REPORTS MUST BE REVIEWED THOROUGHLY!

Important Annual Statistical Report Info

Review FTE's carefully. The "FTE Pull" calculation is:

Days Worked divided by **Contract Days** multiplied by **FTE** multiplied by **Budget Unit %**.

FTE Calculation

$$(\text{Days Worked} / \text{Contract Days}) \times \text{FTE} \times \text{Budget Unit \%}$$

$$(190 \text{ Days Worked} / 190 \text{ Contract Days}) \times 1.00 \text{ FTE} \times 1.00 \text{ Budget Unit \%} = 1 \text{ FTE}$$

The screenshot displays the FTE Calculation interface with the following fields:

- Rate Information:**
 - Primary Pay Rate: ☒ Include Dock: ☒ Rate #: 1
 - Class: 1122 SECOND-GRADE
 - Pay Code: 001 SALARY-CONTRACT
 - Pay Group: B
 - Status: A - Active
 - Calendar: 2190 190 DAY 21/22
 - Start Date: 07/30/2021
 - End Date: 05/26/2022
 - Pay Start Date: 07/01/2021
 - Pay End Date: 06/30/2022
 - Days Worked: 190.00
 - Pay Cycle: [dropdown]
- Pay Information:**
 - Pay Method: R - Range/Step Pay
 - Schedule: 190
 - Range: 03
 - Step: 18.00
 - Hours/Day: 1.00
 - Pay/Year: 12.0
 - FTE: 1.000000
 - Override Type: S - System Calculate
 - Pay Hours: 6.00
 - Pay Rate: 4,250.000000
 - Docking Rate: 268.421063
 - Dock Units: 0.00
 - Dock Amount: 0.00
 - Dock Amounts: 0.00
 - Dock Pays: 0
- Annual Salary and Contract:**
 - Annual Salary: 51,000.00
 - Paid: 0.00
 - Contract Position: ☒
 - Contract Days: 190.00
 - Summer Pay: ☐
 - Contract Limit: 51,000.00
 - Balance: 51,000.00
 - Pay Out Date: [dropdown]
 - Pay Out Amount: [dropdown]
- Organization:**
 - BUDGET UNIT: 0000112002900000 Account: 61110 %: 1.0000
- Project:**
 - PROJECT: [dropdown]

Example:

If employee worked 160 days of 190 day contract, and the FTE field on pay rate screen = 1.00 and employee had two budget units with 50% each, the calculation would be:

$$(160 / 190) \times 1.0 \times .50 = .42 \text{ FTE for each of the two budget units or } .84 \text{ total FTE}$$

$$(160/190 = .84210526315 \times 1.0 = .84210526315 \times .50 = .42105263157)$$

Verify salaries on report by comparing to the worksheet ([Page 36/37 Instructions](#) & [Page 36/37 - Worksheet](#)) used when reconciling Detail Distribution Detail Reports to the Detailed Expenditure Status Report (Expenditure Ledger).

See the Programming Code references document, which is available on APSCN's Web Site:

apscn.ade.arkansas.gov>FMS>Financial Management System – SIS and Cycles>Salaries and FTE:>[Salaries and FTE \(Page 36/37\) – Code Structure Effective 2019-2020](#)

This table gives Fund/Function/Object (as well as the location where applicable) coding structure for the pull of each line.

The lines used from page 37 to calculate the average teacher salary for the ASR are as follows (Salary/FTE).

Average Certified Classroom = 84 / 83

83 - Persnl-Non-Fed Certified Clsrm FTEs

84 - Ave Sal-Non-Fed Cert Clsrm

Lines: **3714-3722** **3724-3727**
 3731-3736 **3749-3754**
 3759-3761 **3768-3780**

| | | |
|---------------------------------------|---|-------------------------------------|
| 3714 Elem. Library/Media * | 2220-2229 | 61000:61199 61300:61699 61800:62999 |
| 3715 Mid/JH. Library/Med * | 2220-2229 | 61000:61199 61300:61699 61800:62999 |
| 3716 High School Library/Media * | 2220-2229 | 61000:61199 61300:61699 61800:62999 |
| 3717 Elem. Guidance Counselor* | 2120-2129 | 61000:61199 61300:61699 61800:62999 |
| 3718 Mid/JH Guidance Counselor* | 2120-2129 | 61000:61199 61300:61699 61800:62999 |
| 3719 HS Guidance Counselor* | 2120-2129 | 61000:61199 61300:61699 61800:62999 |
| 3720 Elem. Psychologist* | 2140-2149 | 61000:61199 61300:61699 61800:62999 |
| 3721 Mid/JH Psychologist* | 2140-2149 | 61000:61199 61300:61699 61800:62999 |
| 3722 HS Psychologist* | 2140-2149 | 61000:61199 61300:61699 61800:62999 |
| 3724 Kindergarten Teachers | 1110-1119 1551 | 61000:61199 61300:61699 61800:62999 |
| 3725 Elem. School Teachers* | 1120-1129 1500-1549 1552-1599 | 61000:61199 61300:61699 61800:62999 |
| 3726 Mid/JH Teachers* | 1130-1139 1300-1399 1500-1549 1553-1599 | 61000:61199 61300:61699 61800:62999 |
| 3727 High School Teachers* | 1140-1149 1300-1399 1500-1549 1553-1599 | 61000:61199 61300:61699 61800:62999 |
| 3731 Elem. SpEd Teachers* | 1200-1213 1215-1289 1291-1299 | 61000:61199 61300:61699 61800:62999 |
| 3732 Mid/Jh SpEd. Teachers* | 1200-1213 1215-1289 1291-1299 | 61000:61199 61300:61699 61800:62999 |
| 3733 High School SpEd. Teachers* | 1200-1213 1215-1289 1291-1299 | 61000:61199 61300:61699 61800:62999 |
| 3734 Elem. Other Prof. Personnel* | 2160-2199 | 61000:61199 61300:61699 61800:62999 |
| 3735 Mid/Jh Other Prof. Personnel* | 2160-2199 | 61000:61199 61300:61699 61800:62999 |
| 3736 HS Other Prof. Personnel* | 2160-2199 | 61000:61199 61300:61699 61800:62999 |
| 3749 Elem. Athletics* | 1150-1159 | 61000:61199 61300:61699 61800:62999 |
| 3750 Mid/JH Athletics* | 1150-1159 | 61000:61199 61300:61699 61800:62999 |
| 3751 High School Athletics* | 1150-1159 | 61000:61199 61300:61699 61800:62999 |
| 3752 Elem. Student Activities* | 1160-1169 | 61000:61199 61300:61699 61800:62999 |
| 3753 Mid/JH Student Activities* | 1160-1169 | 61000:61199 61300:61699 61800:62999 |
| 3754 High School Student Activities* | 1160-1169 | 61000:61199 61300:61699 61800:62999 |
| 3759 Elem. Other* | 1900-1999 1197-1199 | 61000:61199 61300:61699 61800:62999 |
| 3760 Mid/JH Other* | 1900-1999 1197-1199 | 61000:61199 61300:61699 61800:62999 |
| 3761 High School Other* | 1900-1999 1197-1199 | 61000:61199 61300:61699 61800:62999 |
| 3768 Elem. Dean of Students* | 2101-2109 | 61000:61199 61300:61699 61800:62999 |
| 3769 Mid/JH Dean of Students* | 2101-2109 | 61000:61199 61300:61699 61800:62999 |
| 3770 High School Dean of Students* | 2101-2109 | 61000:61199 61300:61699 61800:62999 |
| 3771 Elem. Attend./Soc. Work Serv* | 2110-2119 | 61000:61199 61300:61699 61800:62999 |
| 3772 Mid/JH Attend./Soc. Work Serv* | 2110-2119 | 61000:61199 61300:61699 61800:62999 |
| 3773 HS Attend./Soc. Work Serv* | 2110-2119 | 61000:61199 61300:61699 61800:62999 |
| 3774 Elem. Health Services/Nurses* | 2130-2139 | 61000:61199 61300:61699 61800:62999 |
| 3775 Mid/JH Health Services/Nurses* | 2130-2139 | 61000:61199 61300:61699 61800:62999 |
| 3776 High School Health Serv./Nurses* | 2130-2139 | 61000:61199 61300:61699 61800:62999 |
| 3777 Elem. Speech.Path./Aud.Serv.* | 2150-2159 | 61000:61199 61300:61699 61800:62999 |
| 3778 Mid/JH Speech Path/Aud.Serv* | 2150-2159 | 61000:61199 61300:61699 61800:62999 |
| 3779 HS Speech Path/Aud Servi* | 2150-2159 | 61000:61199 61300:61699 61800:62999 |
| 3780 Other Private Agency/Indiv Serv* | 1180-1189 | 61000:61199 61300:61699 61800:62999 |

The Non Federal Certified FTE calculation is FTE's for teachers plus FTE for administrators on lines:

Average Certified Personnel = 86 / 85

85 - Persnl-Non-Fed Certified FTEs

86 - Ave Salary-Non-Fed Certified

Lines: 3701-3722 3724-3727 3731-3737
3749-3755 3759-3780

| | | | |
|------|---|---|-------------------------------------|
| 3701 | Superintendent/Coop | 2320-2321 | 61000:61199 61300:61699 61800:62999 |
| 3702 | Curr. Supv - Dist. Wide* | 2210-2212 | 61000:61199 61300:61699 61800:62999 |
| 3703 | Elem. Curr. Supv* | 2210-2212 | 61000:61199 61300:61699 61800:62999 |
| 3704 | Mid/JH Curr. Supv* | 2210-2212 | 61000:61199 61300:61699 61800:62999 |
| 3705 | High School Curr. Supv* | 2210-2212 | 61000:61199 61300:61699 61800:62999 |
| 3706 | Dir. Of Fed. Program | 2324 | 61000:61199 61300:61699 61800:62999 |
| 3707 | Other Officials/Admin | 2310-2319 2322 2325-2399 2501-2511 | 61000:61199 61300:61699 61800:62999 |
| 3708 | Elem. Principal* | 2400-2410 | 61000:61199 61300:61699 61800:62999 |
| 3709 | Elem. Asst. Principal* | 2411 2412-2419 | 61000:61199 61300:61699 61800:62999 |
| 3710 | Mid/JH Principal* | 2400-2410 | 61000:61199 61300:61699 61800:62999 |
| 3711 | Mid/JH Asst. Principal* | 2411 2412-2419 | 61000:61199 61300:61699 61800:62999 |
| 3712 | High School Principal* | 2400-2410 | 61000:61199 61300:61699 61800:62999 |
| 3713 | High School Asst. Principal* | 2411 2412-2419 | 61000:61199 61300:61699 61800:62999 |
| 3714 | Elem. Library/Media * | 2220-2229 | 61000:61199 61300:61699 61800:62999 |
| 3715 | Mid/JH. Library/Med * | 2220-2229 | 61000:61199 61300:61699 61800:62999 |
| 3716 | High School Library/Media * | 2220-2229 | 61000:61199 61300:61699 61800:62999 |
| 3717 | Elem. Guidance Counselor* | 2120-2129 | 61000:61199 61300:61699 61800:62999 |
| 3718 | Mid/JH Guidance Counselor* | 2120-2129 | 61000:61199 61300:61699 61800:62999 |
| 3719 | High School Guidance Counselor* | 2120-2129 | 61000:61199 61300:61699 61800:62999 |
| 3720 | Elem. Psychologist* | 2140-2149 | 61000:61199 61300:61699 61800:62999 |
| 3721 | Mid/JH Psychologist* | 2140-2149 | 61000:61199 61300:61699 61800:62999 |
| 3722 | High School Psychologist* | 2140-2149 | 61000:61199 61300:61699 61800:62999 |
| 3724 | Kindergarten Teachers | 1110-1119 1551 | 61000:61199 61300:61699 61800:62999 |
| 3725 | Elem. School Teachers* | 1120-1129 1500-1549 1552-1599 | 61000:61199 61300:61699 61800:62999 |
| 3726 | Mid/JH Teachers* | 1130-1139 1300-1399 1500-1549 1553-1599 | 61000:61199 61300:61699 61800:62999 |
| 3727 | High School Teachers* | 1140-1149 1300-1399 1500-1549 1553-1599 | 61000:61199 61300:61699 61800:62999 |
| 3731 | Elem. SpEd Teachers* | 1200-1213 1215-1289 1291-1299 | 61000:61199 61300:61699 61800:62999 |
| 3732 | Mid/JH SpEd Teachers* | 1200-1213 1215-1289 1291-1299 | 61000:61199 61300:61699 61800:62999 |
| 3733 | High School SpEd. Teachers* | 1200-1213 1215-1289 1291-1299 | 61000:61199 61300:61699 61800:62999 |
| 3734 | Elem. Other Prof. Personnel* | 2160-2199 | 61000:61199 61300:61699 61800:62999 |
| 3735 | Mid/JH Other Prof. Personnel* | 2160-2199 | 61000:61199 61300:61699 61800:62999 |
| 3736 | High School Other Prof. Personnel* | 2160-2199 | 61000:61199 61300:61699 61800:62999 |
| 3737 | Other | 2600-3499 | 61000:61199 61300:61699 61800:62999 |
| 3749 | Elem. Athletics* | 1150-1159 | 61000:61199 61300:61699 61800:62999 |
| 3750 | Mid/JH Athletics* | 1150-1159 | 61000:61199 61300:61699 61800:62999 |
| 3751 | High School Athletics* | 1150-1159 | 61000:61199 61300:61699 61800:62999 |
| 3752 | Elem. Student Activities* | 1160-1169 | 61000:61199 61300:61699 61800:62999 |
| 3753 | Mid/JH Student Activities* | 1160-1169 | 61000:61199 61300:61699 61800:62999 |
| 3754 | High School Student Activities* | 1160-1169 | 61000:61199 61300:61699 61800:62999 |
| 3755 | Athletic Director | 2216 | 61000:61199 61300:61699 61800:62999 |
| 3759 | Elem. Other (GT,Music,Comptr,ESL,ALE)* | 1900-1999 1197-1199 | 61000:61199 61300:61699 61800:62999 |
| 3760 | Mid/JH Other (GT,Music,Comptr,ESL,ALE)* | 1900-1999 1197-1199 | 61000:61199 61300:61699 61800:62999 |
| 3761 | High School Other (GT,Music,Comptr,ESL,ALE)* | 1900-1999 1197-1199 | 61000:61199 61300:61699 61800:62999 |
| 3762 | Other Support-Instructional | 2213-2215 2217-2219 2230-2249 2290-2299 | 61000:61199 61300:61699 61800:62999 |
| 3763 | Elem. Other Support-Administration* | 2490-2499 | 61000:61199 61300:61699 61800:62999 |
| 3764 | Mid/JH Other Support-Administration* | 2490-2499 | 61000:61199 61300:61699 61800:62999 |
| 3765 | High School Other Support-Administration* | 2490-2499 | 61000:61199 61300:61699 61800:62999 |
| 3766 | Support Svs-Business | 2512-2599 | 61000:61199 61300:61699 61800:62999 |
| 3767 | Assistant Superintendent | 2323 | 61000:61199 61300:61699 61800:62999 |
| 3768 | Elem. Dean of Students* | 2101-2109 | 61000:61199 61300:61699 61800:62999 |
| 3769 | Mid/JH Dean of Students* | 2101-2109 | 61000:61199 61300:61699 61800:62999 |
| 3770 | High School Dean of Students* | 2101-2109 | 61000:61199 61300:61699 61800:62999 |
| 3771 | Elem. Attendance/Social Work Services* | 2110-2119 | 61000:61199 61300:61699 61800:62999 |
| 3772 | Mid/JH Attendance/Social Work Services* | 2110-2119 | 61000:61199 61300:61699 61800:62999 |
| 3773 | High School Attendance/Social Work Services* | 2110-2119 | 61000:61199 61300:61699 61800:62999 |
| 3774 | Elem. Health Services* | 2130-2133 2135-2139 | 61000:61199 61300:61699 61800:62999 |
| 3775 | Mid/JH Health Services* | 2130-2133 2135-2139 | 61000:61199 61300:61699 61800:62999 |
| 3776 | High School Health Services* | 2130-2133 2135-2139 | 61000:61199 61300:61699 61800:62999 |
| 3777 | Elem. Speech Pathology /Audiology Services* | 2150-2159 | 61000:61199 61300:61699 61800:62999 |
| 3778 | Mid/JH Speech Pathology /Audiology Services* | 2150-2159 | 61000:61199 61300:61699 61800:62999 |
| 3779 | High School Speech Pathology /Audiology Services* | 2150-2159 | 61000:61199 61300:61699 61800:62999 |
| 3780 | Other Private Agency/Individual Services* | 1180-1189 | 61000:61199 61300:61699 61800:62999 |

Salaries and FTE (Page 3637) Reports

There are six sections to the classified page 36:

1. Operating Matrix Funds Excluding Adult Education
2. Operating General Funds Excluding Adult Education
3. Operating Funds Adult Education
4. Food Service Funds
5. Classified Federal Funds Excluding Adult Education
6. Classified Federal Funds Adult Education

There are five sections to the certified page 37 (each has 2 pages):

1. Teacher Salary Matrix Funds Excluding Adult Education
2. Teacher Salary General Funds Excluding Adult Education
3. Certified Federal Funds Excluding Adult Education
4. Teacher Salary Funds Adult Education
5. Certified Federal Funds Adult Education

IMPORTANT NOTICE

It is vital to state and federal reporting that all financial data is entered into the APSCN reporting system accurately. One major concern over the past few years has been the inaccurate reporting of FTEs and the AFR (Salaries and FTE – formerly Page 3637). Accurately reported FTEs are critical in order to calculate average teacher salaries and pupil-to-teacher ratios. When incorrect data must be corrected, the publication of state reports are delayed; especially the publishing of the ASR (Annual Financial Report). If the errors are not detected, the publication goes out with incorrect data about the district and is made available for the public, legislative committees, state board, etc. Since financial accountability continues to be a priority at both the state and federal levels, the accuracy of district reports is vital.

Therefore, it is requested that the Cycle Financial Coordinator, and any other person(s) responsible for entering data into the APSCN system check, recheck, and then verify the accuracy of the FTE data before submitting Cycle 8. Districts must pay close attention to the ASR supplement report, which gives the average teacher salary based on the FTEs entered on Page 37. If salaries on this report do not appear to be reasonable, further analysis is essential before proceeding with the submission of Cycle 8.

For more detailed instructions about the Salaries and FTE – formerly Page 3637 procedures, see the documents on the APSCN web page: **[APSCN's web site apscn.ade.arkansas.gov](https://apscn.ade.arkansas.gov)****[FMS>Financial Management System – SIS and Cycles>Salaries and FTE>Salaries and FTE \(Page 36/37\) Instructions](#)**.

Classified Position Cross-Reference Number Table

| Ref. No. = Pg Field | Position | Ref. No. =Pg Field | Position |
|---------------------|------------------------------|--------------------|---|
| 3601 | Assistant Superintendent | 3629 | Campus Security |
| 3602 | Business Manager | 3630 | Crossing Guard |
| 3603 | Finance Officer | 3631 | Lunchroom Aide |
| 3604 | Bookkeeper/Accountant | 3632 | Other Student Transportation |
| 3605 | Director Of Federal Programs | 3633 | Bus Monitor |
| 3606 | Personnel Director | 3634 | Resource Officer |
| 3607 | Purchasing Agent | 3635 | K-4 Summer Remedial |
| 3608 | Public Relations | 3636 | Other |
| 3609 | Sec/Clk. Non-Instr-Clis | 3637 | Psychological Svs. |
| 3610 | Maint. & Operation | 3638 | Other Support Svs. |
| 3611 | Electrician | 3639 | PRD&E Services** |
| 3612 | Plumber | 3640 | Administrative Technology |
| 3613 | Painter/Carpenter | 3641 | Other Central Sup Svs |
| 3614 | Dir. Pupil Trans. | 3642 | Other Enterprise Op. |
| 3615 | Bus Mechanic | 3643 | Community Services |
| 3616 | Bus Driver | 3644 | Dean of Students |
| 3617 | Guidance Services-Crt | 3645 | Substitutes/Temps |
| 3618 | Administration-Crt | 3646 | Library/Media Support |
| 3619 | Dir. Food Svs./Dietitian | 3647 | Safety |
| 3620 | Other Fd. Svs. Personnel | 3648 | Underpayment |
| 3621 | Instructional Support | 3649 | Coop Director |
| 3622 | Instr. Other/Aide/Paraprof. | 3650 | Instructional Supv Duty |
| 3623 | Other Aides/Paraprof. | 3651 | Health Services |
| 3624 | ROTC | 3652 | Psychological Services |
| 3625 | Social Worker | 3653 | Speech Pathology and Audiology Services |
| 3626 | Nurse | 3654 | Physical and Occupational Therapy |
| 3627 | Attendance Worker | 3655 | Parental Involvement |
| 3628 | Adult Education | 3656 | School Based Mental Health |

**Planning, Research, Development and Evaluation Services

Certified Position Cross-Reference Number Table

| Ref. No.= Pg Field | Position | Ref. No. = Pg Field | Position |
|-----------------------|-------------------------------------|------------------------|--|
| 3701 | Superintendent/Coop | 3741 | Substitutes/Temps |
| 3702 | Curr. Supv - Dist. Wide* | 3742 | Adult Ed. Teachers |
| 3703 | Elementary - Curr. Supv* | 3743 | Elem. Reg. Home Bound Teachers* |
| 3704 | Mid/JH Curr. Supv* | 3744 | Mid/JH Reg. Home Bound Teachers* |
| 3705 | High School Curr. Supv* | 3745 | High School Reg. Home Bound Teachers* |
| 3706 | Dir. Of Fed. Program | 3746 | Elem. SpEd. Home Bound Teachers* |
| 3707 | Other Officials/Admin | 3747 | Mid/JH SpEd. Home Bound Teachers* |
| 3708 | Elem. Principal* | 3748 | High School SpEd. Home Bound Teachers* |
| 3709 | Elem. Asst. Principal* | 3749 | Elem. Athletics* |
| 3710 | Mid/JH Principal* | 3750 | Mid/JH Athletics* |
| 3711 | Mid/JH Asst. Principal* | 3751 | High School Athletics* |
| 3712 | High School Principal* | 3752 | Elem. Student Activities* |
| 3713 | HS Asst. Principal* | 3753 | Mid/JH Student Activities* |
| 3714 | Elem. Library/Media * | 3754 | High School Student Activities* |
| 3715 | Mid/JH. Library/Med * | 3755 | Athletic Director |
| 3716 | High School Library/Media * | 3756 | Elem. Other (underpayments)* |
| 3717 | Elem. Guidance Counselor* | 3757 | Mid/JH Other (underpayments)* |
| 3718 | Mid/JH Guidance Counselor* | 3758 | High School Other (underpayments)* |
| 3719 | High School Guidance Counselor* | 3759 | Elem. Other(Gt,Music,Comptr,Esl,Ale)* |
| 3720 | Elem. Psychologist* | 3760 | Mid/JH Other(Gt,Music,Comptr,Esl,Ale)* |
| 3721 | Mid/JH Psychologist* | 3761 | High School Other(Gt,Music,Comptr,Esl,Ale)* |
| 3722 | High School Psychologist* | 3762 | Other Support-Instructional |
| 3723 | Preschool Teachers | 3763 | Elem. Other Support-Administration* |
| 3724 | Kindergarten Teachers | 3764 | Mid/JH Other Support-Administration* |
| 3725 | Elem. School Teachers* | 3765 | High School Other Support-Administration* |
| 3726 | Mid/JH Teachers* | 3766 | Support Svs-Business |
| 3727 | High School Teachers* | 3767 | Assistant Superintendent |
| 3728 | K-4 Summer Remedial | 3768 | Elem. Dean of Students* |
| 3729 | Early Childhood Ed. | 3769 | Mid/JH Dean of Students* |
| 3730 | Preschool - Special Needs | 3770 | High School Dean of Students* |
| 3731 | Elem. SpEd Teachers* | 3771 | Elem. Attendance/Social Work Services* |
| 3732 | Mid/JH SpEdTeachers* | 3772 | Mid/JH Attendance/Social Work Services* |
| 3733 | High School SpEd. Teachers* | 3773 | High School Attendance/Social Work Services* |
| 3734 | Elem. Other Prof. Personnel* | 3774 | Elem. Health Services/Nurses* |
| 3735 | Mid/JH Other Prof. Personnel* | 3775 | Mid/JH Health Services/Nurses* |
| 3736 | High School Other Prof. Personnel* | 3776 | High School Health Services/Nurses* |
| 3737 | Other | 3777 | Elem. Speech Pathology/Audiology Services* |
| 3738 | Elem. Summer School Teachers* | 3778 | Mid/JH Speech Pathology/Audiology Services* |
| 3739 | Mid/JH Summer School Teachers* | 3779 | High School Speech Pathology/Audiology Services* |
| 3740 | High School Summer School Teachers* | 3780 | Other Private Agency/Individual Services* |

Certification of Data Accuracy form

Obtain Certification of Data Accuracy Form from the web. The path is <https://apscn.ade.arkansas.gov>>**SIS>Statewide Information System (ADE Data Center)>Cycle Documents>Cycle 8 Certification of Data Accuracy.**

Obtain Superintendent's signature then **UPLOAD** the **Certification of Data Accuracy Form** prior to processing the "Submit" step of cycle.
(ADE Commissioner's Memo RT-18-034).

SUBMIT

When the **Certification of Data Accuracy Form** has been uploaded go to the **Submit Data TAB** and select **SUBMIT** button.

The screenshot shows the 'Submit Data' web interface. At the top, there are tabs for 'Current Cycle Info' and 'Resubmission Cycle Info'. Below the tabs, it displays 'Current Fiscal Year: 20XX-20XX' and 'Current Cycle: 8'. A section titled 'District Has Submitted Cycle 8' contains a red circle icon and the text 'Current Cycle'. A red message states: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' The interface is divided into three main sections: 'Build', 'Validate', and 'Certificate of Data Accuracy'. The 'Build' section shows 'Date: 7/30/20XX 6:00 PM user:' and 'Status: Completed' with an error count of 0. The 'Validate' section shows 'Date: 7/31/20XX 4:51 PM user:', 'Status: Completed', 'Error Count: 0', and 'Warning Count: 16'. The 'Certificate of Data Accuracy' section shows a file named 'Data Accuracy.pdf' and buttons for 'Browse' and 'Upload'. At the bottom, there is a 'Submit' section with 'Date:' and 'Status:' fields. A 'Submit' button is located at the bottom right. Two arrows from the text above point to the 'Submit' button and the 'Certificate of Data Accuracy' section.

****** Submission Deadline: July 31, 2025 ******

Certified Reports

The **Certified Reports** tab lists all the Cycle Reports based off the certified (submitted) data.

Division of Elementary and Secondary Education (DESE)
Statewide Information System

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Resources
Update Data
Submit Data
Certified Reports
Data Quality Checks
Salaries and FTE

View Certified Reports

[Home](#) > Certified Reports

Certified Reports

Cycle 8
Pdf
Process Selected Reports
Report Status

| <input type="checkbox"/> | Select/Deselect All | Name |
|--------------------------|------------------------|--|
| <input type="checkbox"/> | rpt000 | District General Information |
| <input type="checkbox"/> | rpt044 | Contact Persons (District) |
| <input type="checkbox"/> | rpt100 | School General Information |
| <input type="checkbox"/> | rpt200 | Employee Salary |
| <input type="checkbox"/> | rpt203 | Employee Benefits (in addition to salary) |
| <input type="checkbox"/> | rpt204 | Employee Bonus |
| <input type="checkbox"/> | rpt221 | Professional Development Hours |
| <input type="checkbox"/> | rpt224 | Nurses Job Assignment |
| <input type="checkbox"/> | rpt280 | Employee Leave |
| <input type="checkbox"/> | rpt488 | Contact Persons (School) |
| <input type="checkbox"/> | rpt503 | Bank Reconciliation |
| <input type="checkbox"/> | rpt504 | Bank Reconciliation Outstanding Checks |
| <input type="checkbox"/> | rpt530 | Annual Financial Report (AFRB) Underpayments |
| <input type="checkbox"/> | rpt570 | Salaries & FTE (Classified/Certified) |
| <input type="checkbox"/> | rpt587 | ASR Teacher Salary Averages |

Bank Reconciliation Reports

Send the CERTIFIED Cycle bank reconciliation report(s) along with signatures and explanation of variance and/or deposits in transit to

apscn.SIScertifications@ade.arkansas.gov