Arkansas Department of Education Statewide Information System Cycle 9 (FY Reporting 35)

Due Date: August 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. There is also a dramatic increase in reliance on data as required in the No Child Left Behind (NCLB) legislation, such as reporting Adequate Yearly Progress. It is imperative that the district users of the APSCN 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 the Cycle 9 documentation from http://www.apscn.org

Access the SIS Reporting website by either: **Direct URL:** https://sis.ade.arkansas.gov/
OR
APSCN Website: Go to http://www.apscn.org and click the SIS menu. Then select *Statewide Information Systems (SIS Login)*.

State Reporting – Cycle 9

Cycle 9 includes information for:
- Act 28 Reasons for Maintaining Fund Balances
- Annual Financial Reports-revenue and expenditures (FY 2024-2025)
- Annual Statistical Report (ASR) (lines 14-89 pulled based on ADE coding specifications for ASR)
- Annual Financial Report (AFRB) Underpayments
- Athletic Expenditures
- Bank Reconciliation Report
- Bank Reconciliation Outstanding Checks
- Building Loss
- Contact Persons (District & School)
- Contracted Non-employee - Nurse
- District General information
- District Health Insurance Match
- Employee
- Extra-Curricular Athletic and Non-Athletic Mileage
- Graduates Student Listing
- Legal Balance
- Programs on Behalf of Other Agencies
- Property Values
- School General Information
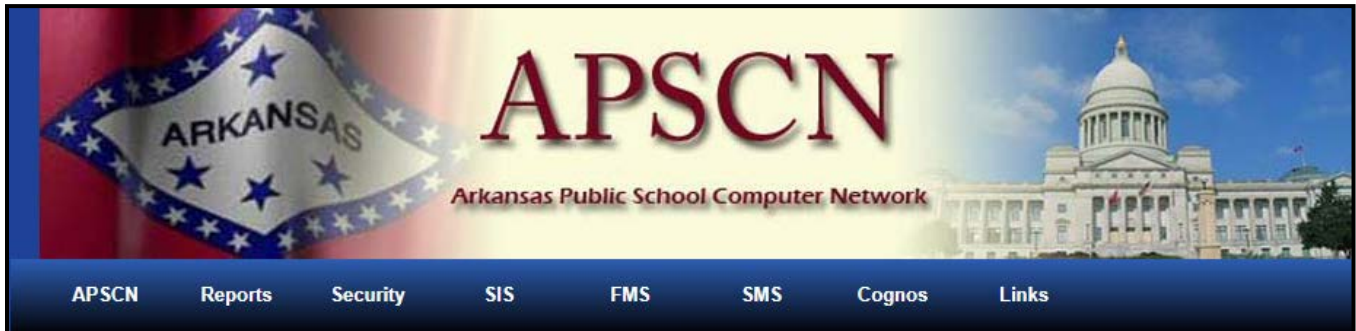- SIP Vendor Report

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Build Cycle 9
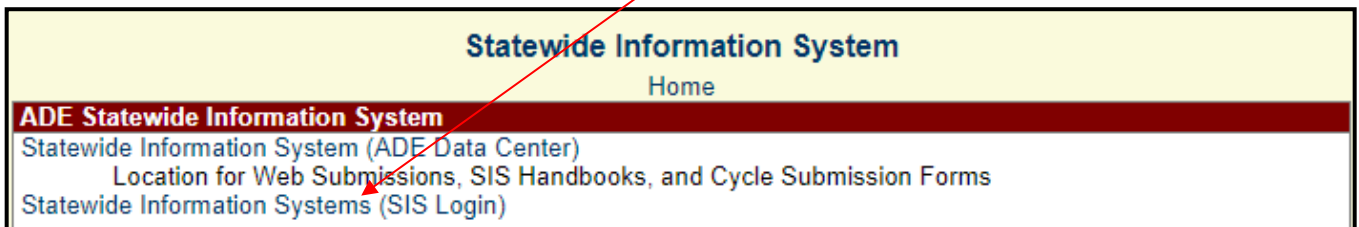
To begin building Cycle 9, use one of the two following methods to sign in to the SIS Cycle Submission website:

1) **Direct URL:** https://sis.ade.arkansas.gov/

2) **APSCN Website:** Go to APSCN Website at http://apscn.org/

Click on the **"SIS"** tab.

Once the SIS tab opens click on **Statewide Information Systems (SIS Login).**

The below screen will display:

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

Note:

If user is not listed as a Cycle Coordinator at
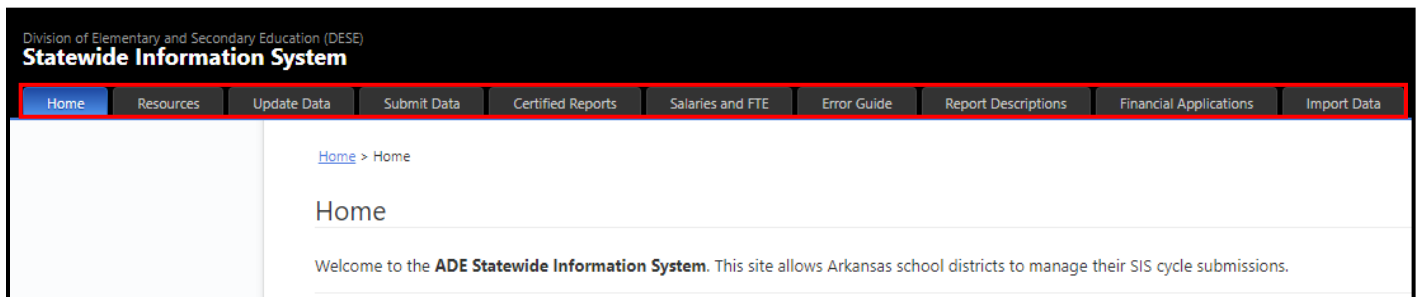www.apscn.org>**Security>Security Resources>District Access Information**
then will need to visit the following link and follow instructions to add a new
Cycle Coordinator.
https://adedata.arkansas.gov/security/ManagedContent/Docs/update_sis_cycle_coordinator.pdf

If there are any questions please contact Bobby Downum at
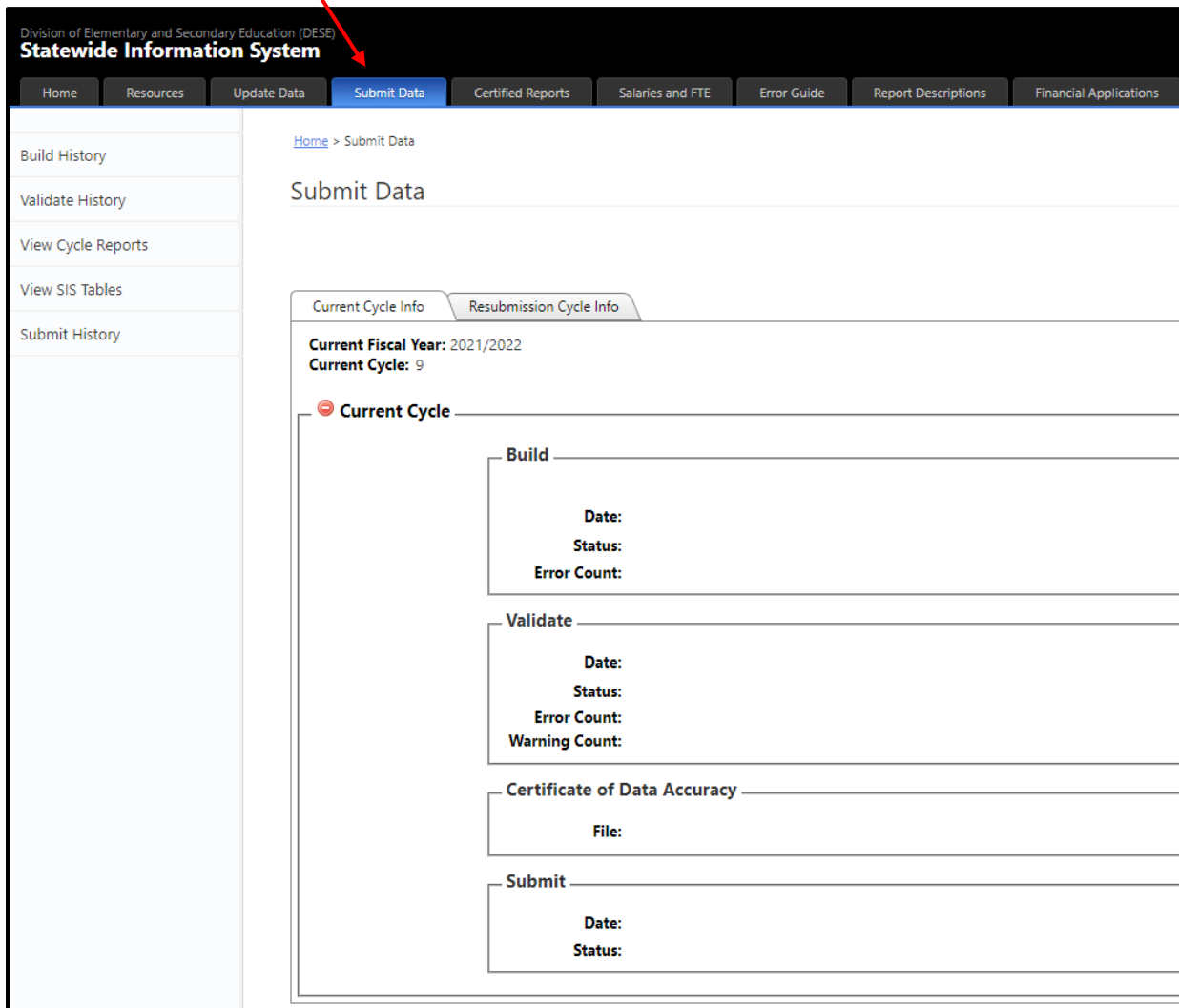bobby.downum@ade.arkansas.gov.
Once signed in the Homepage of the ADE Statewide Information System (SIS)
will display. The ADE SIS website has **ten (10) main tabs** as listed below:

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

SIS - Submit Data section

Select the **Submit Data** tab.

*** **REMINDER: It is strongly recommended that an INTERIM CLOSE be completed before doing the final build, validate, upload of the certificate of data accuracy, and submit. If any transactions are completed in period 13 and an interim close is not completed, the data will not be carried over to period 1 and the cycle will not contain all the correct information.**

 Fiscal Year End Interim Close - 20.11

SIS - Submit Data section

Select the **Current Cycle Info** tab.

The **Current Cycle Info** tab deals with the Current Cycle's Build, Validate and Submit process.

There are 4 sections in the Current Cycle Info tab:

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

Build

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**

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 need to be fixed before doing the validate step. Click the **View Build Errors** button to display build errors.

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

1ˢᵗ Build – Error Count

If the information has not already been added in the Bank Recon Table for Cycle 9 then there will be at least one (1) **Error Count** after the **1ˢᵗ build**. It will be a BC0040 error which indicates that there is **No data in LEA Profile Bank Recon table for Cycle 9.** The path in SIS to fix this error is Home > Update Data tab > LEA Profile section > Finance Bank Reconciliation section.

Finance Bank Reconciliation

Click on Finance Bank Reconciliation table.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle [Cycle 9 ▼]

Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
School	Delete All Records

Finance Bank Reconciliation

+ Add new record					⟳ Refresh
Finance Period	Bank Statement Balance	Deposits In Transit	Reconciled By	Date Reconciled ▾	

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

Select **Add new record** to enter information for June, Period 12

NOTE: Always delete last fiscal year's Cycle 9 Bank Rec data and then ADD a new record for the current Fiscal Year. Do NOT select EDIT and update last Year's bank record data with current year info.

Add below info in Finance Bank Reconciliation screen

Finance Period - select from the drop down, **12 - Cycle 9**
Bank Statement Balance – Enter total dollar amount from all bank statements
Deposit In Transit – Enter total dollar amount of "deposit in transit" for all bank accounts (tab).
Reconciled By – List staff employee who reconciled bank statement (tab)
Date Reconciled – List date staff employee reconciled bank statement (mm/dd/yyyy) (tab)
Date Reviewed By Superintendent – List date superintendent reviewed reconciled bank statement

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

Note: This screen is a data entry screen only for the Bank Reconciliations. To view the output of the data entered go to *Home > Submit Data > View Cycle Reports > Bank Reconciliation*

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

Build History

The Build History section provides an overview of all Perform On-Demand Builds that have taken place as of date. It accounts for both nightly and On-Demand Builds. This section is available under the Home > Submit Data > Build History section on the left.

User can click on the **numbers** to go back further in history as well increase the **Page size** to 50 records to display more data.

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

Error Guide Tab
Search for Build error code.

Example: Build Error Description **say Bank Recon Table**

	Type	Code	ID	Description
☐	🛑 BuildError	BC0040	BankReconNoRecs	No data in LEA Profile Bank Recon table for cycle 9

Go to **Error Guide** Tab and select Cycle 9. The tables for Cycle 9 will display.

Arkansas Department of Education
Statewide Information System

| Home | Resources | Update Data | Submit Data | Certified Reports | Salaries and FTE | Error Guide | Report Descriptions | Financial Applications |

Home > Error Guide

Build and Validation Errors and Warnings

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

[   ] Search

This page presents a list of tables. Select cycle for which to display tables: [Cycle 9 ⌄]

Click table name to see the fields:

SIS Table Name	Code
Act28	AT
Bank Reconciliation	BC
Building Losses	BL
Contact Person	CO

Select the Bank Reconciliation Table for the **Build Error** above. It will indicate why type of fields that 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: [   ] Search

This page presents a list of tables. Select cycle for which to display tables: [Cycle 9 ⌄]

Click table name to see the fields:

SIS Table Name	Code
Contact Persons	CO
District	DI
Finance – Act 28	AT
Finance – Bank Reconciliation	**BC**
Finance – Building Losses	BL
Finance – Contracted Non-Employee	NE
Finance – Employee	EM
Finance – Expenditure	FE
Finance – General Ledger	FG
Finance – Programs On Behalf Of Other Agencies	PO
Finance – Property Values	PV
Finance – Revenue	FR
Finance – Vendor	VE
Graduate	GR
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 should be done 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 box.

SIS Updates

Choices under Update Data > LEA Profile section for Cycle 9:

Act 28
Contact Person
Contracted Nonemployees
District
Finance Bank Reconciliation
Finance Building Loss
Finance Programs On Behalf Of Other Agencies
Finance Property Value
School

Act 28

Click on Act 28 table for reviewing/updating/adding/deleting data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle | Cycle 9 ▼ |

Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
School	Delete All Records

Click Edit 🖉 Edit to review and update existing records.

Act 28

			🔄 Refresh
District Lea			
6601000	🖉 Edit		🚫 Delete

If this is the district/coop/charter first year doing Cycle 9 in SIS Web-Based System then the selection box for each question will be blank [⌄]. District/Coop/Charter reporting last year on SIS will have the selection box marked either [Yes ⌄] or [No ⌄] based on last year's answers. Verify answer listed is correct or make changes as needed. After updating the data, click Refresh.

There are 5 areas that will require answers of Yes or No.
- **Standardized reasons for maintaining an ALE Fund Balance**
- **Standardized reasons for maintaining an ELL Fund Balance**
- **Standardized reasons for maintaining an ESA Fund Balance**
- **Professional Development**
- **Legal Balance**

Standardized reasons for maintaining an ALE Fund Balance

Standardized reasons for maintaining an ALE Fund Balance	
ALE balance needed for expenditures due prior to October funds distribution.	⌄
Received more funds than budgeted.	⌄
Employee resignations reduced budgeted expenditures.	⌄
Utilized other revenue sources for eligible categorical expenditures.	⌄
Balance will be budgeted in the next fiscal year.	⌄
Funds received too late in the fiscal year to fully expend.	⌄
New program to be implemented in the next fiscal year.	⌄
ALE program at Coop.	⌄
ALE program with other districts.	⌄
No ALE program in the next school year.	⌄
Will transfer to another categorical fund next year where it can be spent in accordance with ACSIP.	⌄
To cover salary and benefit increases during the first or second year of biennium when categorical funds per student did not increase.	⌄
None of the above.	⌄

Standardized reasons for maintaining an ELL Fund Balance

Standardized reasons for maintaining an ELL Fund Balance	
ELL balance needed for expenditures due prior to January funds distribution.	⌄
Received more funds than budgeted.	⌄
Employee resignations reduced budgeted expenditures.	⌄
Utilized other revenue sources for eligible categorical expenditures.	⌄
Balance will be budgeted in the next fiscal year.	⌄
Funds received too late in the fiscal year to fully expend.	⌄
New program to be implemented in the next fiscal year.	⌄
Failed to find qualified staff.	⌄
Federal funds were used in place of state funds.	⌄
Coop program for multiple districts.	⌄
No ELL program in the school year.	⌄
Will transfer to another categorical fund next year where it can be spent in accordance with ACSIP.	⌄
To cover salary and benefit increases during the first or second year of the biennium when categorical funds per student did not increase.	⌄
None of the above.	⌄

Standardized reasons for maintaining an ESA Fund Balance

Standardized reasons for maintaining an ESA Fund Balance	
ESA balance needed for expenditures due prior to August funds distribution. (Reason A)	⌄
Received more funds than budgeted.	⌄
Employee resignations reduced budgeted expenditures.	⌄
Utilized other revenue sources for eligible categorical expenditures. (Reason D)	⌄
Balance will be budgeted in the next fiscal year.	⌄
Funds received too late in the fiscal year to fully expend.	⌄
New program to be implemented in the next fiscal year.	⌄
Failed to find qualified staff.	⌄
Due to a decline in F & R percentage, balance to be used to transition program.	⌄
Due to fewer students, expended less funds than budgeted.	⌄
Will transfer to another categorical fund next year where it can be spent in accordance with ACSIP.	⌄
To cover salary and benefit increases during the first or second year of the biennium when categorical funds per student did not increase.	⌄
Full utilize ARRA funds for expenses which might have been covered by ESA since there is a spending deadline for these funds while conserving state and local funds while using the ARRA fund first.	⌄
None of the above.	⌄

Professional Development

Professional Development	
PD balance needed for expenditures due prior to August funds distribution.	⌄
Received more funds than budgeted.	⌄
Employee resignations reduced budgeted expenditures.	⌄
Utilized other revenue sources for eligible categorical expenditures.	⌄
Balance will be budgeted in the next fiscal year.	⌄
Funds received too late in the fiscal year to fully expend.	⌄
New program to be implemented in the next fiscal year.	⌄
Balance used for summer programs.	⌄
Will transfer funds to ALE.	⌄
Will transfer funds to ELL.	⌄
Will transfer funds to ESA.	⌄
To cover salary and benefit increases during the first or second year of the biennium when categorical funds per student did not increase.	⌄
None of the above.	⌄

Legal Balance

Legal Balance	
Balance needed for expenditures due prior to August 31 funds distribution.	⌄
Received more funds than budgeted.	⌄
Funds received too late in fiscal year to fully expend.	⌄
New program to be implemented in the next fiscal year.	⌄
Failed to find qualified staff that were budgeted.	⌄
Federal funds were used in place of state funds that were budgeted.	⌄
Due to fewer students, expended less funds than budgeted.	⌄
Balance used for summer programs.	⌄
It is prudent to carry over a balance for emergencies.	⌄
Carry over for capital expenditures.	⌄
Carry over for technology purchases.	⌄
No Comment.	⌄

Balance is required to pay encumbrances from a prior year.	⌄
A portion of the balance was used to purchase inventory that has not yet been placed into service and is reflected on the balance sheet.	⌄
A portion of the balance includes accounts receivable that has not been collected. The balance should be maintained because of the risk of not collecting the full amount. The timing of collections is another consideration with regard to this item. The accrued 40% pullback not collected at June 30 is significant in some districts.	⌄
The balance includes various debt service sinking funds obligated to pay debt principal and interest in a future year. Included in these are regular bond issue payments as well as QZAB escrow amounts.	⌄
To ensure continuity of services in future years when funding sources decline, a resonable balance in required.	⌄
A portion of the balance is designated to cover (a) insurance deductibles (b) unemployment benefits (c) operating fund capital outlay purchases (d) deferred maintenance.	⌄

SIS Updates > Contact Person

Click on Contact Person table to for updating/adding/deleting data.

Contact Person table with open with data from last Cycle.
Add a new Record ⊕ Add new record or **Edit** ✏ Edit or **Delete** ⊖ Delete existing records. After updating the data, click **Refresh** 🔄 Refresh **.**

Below are the Coordinator Codes that must be in the Contact table.

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

NOTE: The **"JOB QUAL"** field is to be used only for the General Business Manager (Coordinator code G).

Select the following for entering into this field.
C = Meets CASBO requirements
E = Enrolled in CASBO Courses
X = Exempt from Requirements – Hired prior to July 31, 2007.

Below is the information that should be entered for each of the Coordinator Codes.

Should users need to Perform On-Demand Build after **Contact Person** data has been entered into the **Update LEA Profile section,** it will NOT be erased

SIS Updates > Contracted Nonemployees

Click on **Contracted Nonemployees** table for updating/adding/deleting data that is NOT pulled in from eSchool or eFinance software.

Contracted Nonemployees table will open. Data in this table is carried over from the previous year so it is important that data is carefully reviewed. Edit fields accordingly. Click **Add new record to enter new** records. This is only for **NURSES**.

Fill in information and save for all nonemployee nurses.

Vendor Number

Key in Vendor Number from eFinance.

Vendor Number	
Job Code	
Degree	
Number of Contractors	
Contractor Status	
Contractor FTE	

Save Cancel

Status 1 field in Vendor Information screen in eFinance must be **NURSE** or will get Validation error.

General	Address	1099 Name and Address	1099 Information	Discount Information	Miscellaneous Information	EFT/ACH

General Information

Vendor Code *	14019	Employee	
Vendor Name *	ELITE MEDICAL STAFFING		
Search Name *	ELITE MEDICAL STAFFING		
Federal Tax ID	12-3456789		
Social Security Number		Same as Federal Tax ID	
Web Address			

Status Information

Inactive		☑ Continuous	
Hold Payment			
Status 1	NURSE		
Status 2			
Last Active	05/17/2018		

Job Code Choices:

+ Add new record

Last updated	
Vendor Number	
Job Code	

Licensed Practical Nurse - LPN - 454
Licensed Psychiatric Technical Nurse - LPTN -463
Registered Nurse - RN - 455
Registered Nurse Practitioner - RNP - 457
Certified Nurse Practitioner - CNP - 460
Certified Nurse Mid-wife - CNM - 465
Certified Registered Nurse Anesthetist - CRNA - 461
Clinical Nurse Specialist - CNS - 462

Degree	
Number of Contractors	
Contractor Status	
Contractor FTE	

Save Cancel

Degree Choices

Contractor Status (Full Time or Part Time)

Contractor FTE should be calculated as it would be for the Salary and FTE report.

Make sure to click on Save to keep all the added/updated information.

SIS Updates > District

Click on **District** table for updating/adding/deleting data that is NOT pulled in from eSchool or eFinance software.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle [Cycle 9 ▾]

Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
School	Delete All Records

District table will open with data from last Cycle.   Click **Edit**   🖉 Edit   **to update** existing records. After updating the data, click **Refresh** 🔄 Refresh .

District

🔄 Refresh

Website Address	School Board Count	Transfer Agreement	Bus Safety	
http://www.schools.k12.ar.us/	5	N	Y	🖉 Edit

SIS Updates > District (continued)

Below are the District fields that are NOT pulled from database and can be updated for Cycle 9. The boxes marked with a red asterisk (*) are required fields and must have information updated for the Coordinator.

Website Address:
The URL for the district website
Phone Extension :
Number to dial district contact directly
Fax Extension:
Number to dial district fax directly
Extra Curricular Total Athletic Mileage :
Total miles driven by all school vehicles for extracurricular-athletics
Extra Curricular Total Non-Athletic Mileage:
Total miles driven by all school vehicles for extracurricular non-athletics
Employee Health Insurance:
Enter the monthly health insurance premium per employee paid by district.
ESA Funds Transfer:
Enter amount transferred out of ESA Fund 2281 to another categorical fund. This does not include transfers from operating to salary fund.
NOTE: Per Arkansas law, a school district that intends to transfer ESA funds must submit a justification for the transfer of funds to the DESE.

Once changes are made click Save button.

The below data is pulled from eSchoolPlus software.
District Mail address: Street address, City, State, Zip, Zip-4
District Phone number: Area Code, Prefix, Suffix
District Fax number: Area Code, Prefix, Suffix
District LEA Assigned Cooperative

Student Field Reps will be able to provide the path to update above information in eSchoolPlus software.

The below data is pulled from eFinancePlus software:
District Shipping address: Street address, City, State, Zip, Zip-4

To update SHIPPING ADDRESS for District, if needed, go to eFinancePlus software.
The path is: **PURCHASING > REFERENCE TABLES > SHIPPING CODES**

Click **Find** to open shipping data.

ADDRESS MUST BE PHYSICAL ADDRESS NOT A POST OFFICE BOX

SIS Updates > Finance Bank Reconciliation

Click on Finance Bank Reconciliation table to Add data.

The Finance Bank Reconciliation screen will appear:

Select **Add new record** to enter information for Period 12 for June. If Period 12 is in SIS from last year Cycle 9 submission, delete that record and ADD a new record. Do NOT edit last year's Cycle 9 submission record.

SIS Updates > Finance Bank Reconciliation (continued)

Enter information in below Bank Reconciliation fields.

Finance Period - 12

Bank Statement Balance – Enter total dollar amount of "bank statement balance" from all bank statements (tab)

Deposit In Transit – Enter total dollar amount of "deposit in transit" for all bank accounts (tab).

Reconciled By – List staff employee who reconciled bank statement (tab)
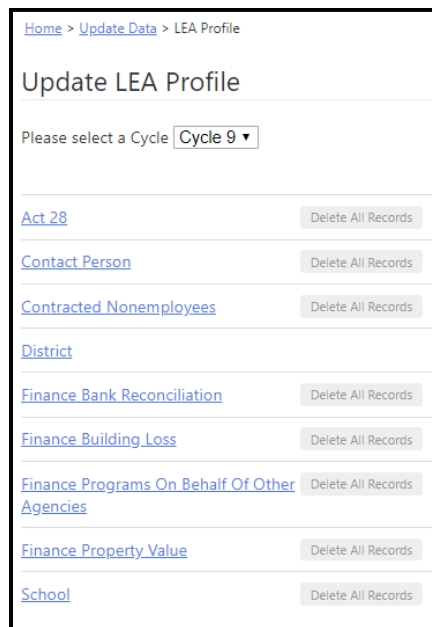
Date Reconciled – List date staff employee reconciled bank statement (mm/dd/yyyy) (tab)

Date Reviewed By Superintendent – List date superintendent reviewed reconciled bank statement
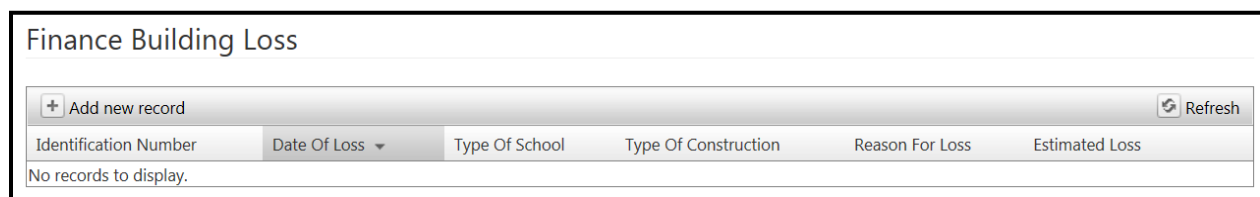
Once updates made click **Save** Save button.

Finance Building Loss

Click on Building Loss table to Add data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 9 ▾

Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
School	Delete All Records

Select **Add new record** to enter information for Building Loss in 2024-2025 Fiscal Year.

Finance Building Loss

+ Add new record ⟳ Refresh

Identification Number	Date Of Loss ▾	Type Of School	Type Of Construction	Reason For Loss	Estimated Loss
No records to display.					

SIS Updates > Finance Building Loss (continued)

Enter information in below Building Loss fields.

The **IDENTIFICATION** number is a unique number to be incremented for multiple entries, e.g. 01, 02, 03.

- **DATE OF LOSS** - The date the building was damaged or destroyed.

- **TYPE OF SCHOOL** - Description, such as High School, Elementary, Administration, Gymnasium
- **TYPE OF CONSTRUCTION** - Examples: Frame, Brick, Block.

- **REASON FOR LOSS** - Examples: Fire, Flood, etc.

- **ESTIMATED LOSS** - $ VALUE of sustained loss.

- **INSURANCE COVERAGE** - Amt. for which Bldg. was insured (amt. recovered).

SIS Updates > Finance Programs On Behalf Of Other Agencies

Click on Finance Programs On Behalf Of Other Agencies to Add data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 9 ▾

Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
School	Delete All Records

Select **Add new record** to enter information for Finance Programs on Behalf Of Other Agencies.

Finance Programs On Behalf Of Other Agencies

+ Add new record					⟳ Refresh
District Type	Program Fund	Program Type	Net Expenditures	Net Budgeted Expenditures ▾	
No records to display.					

Add a record if:

    a) Your district, education coop, etc. receives and disburses program funding on behalf of other agencies
       -- **OR**--
    b) Other agencies receive and disburse program funding on behalf of your district, education coop, etc.

SIS Updates > Finance Programs on Behalf Of Other Agencies (continued)

Enter information for Finance Programs on Behalf Of Other Agencies

District Type :   Lead Distrit
                        Receiving District

Program Fund : Operating Funds
                        Federal Funds

Program Type: Area Vocational Centers, Special Education, etc. for state funds (Operating)
                        Title I Regular, Title I Migrant, Special Education, etc. for federal funds (Federal)

Net Expenditures: Actual – If this is a "Lead District", list the net amount of actual expenditures by the District on behalf of the other agencies. If this is a "Receiving District", list the net amount of actual expenditures funded by other agencies.

Net Budgeted Expenditures: Estimated – If this is a "Lead District", list the net amount of actual budgeted expenditures by the District on behalf of the other agencies. If this is a "Receiving District", list the net amount of actual budgeted expenditures funded by other agencies

SIS Updates > Finance Property Value

Click on Property Value to Add data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle [Cycle 9 ▼]

Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
School	Delete All Records

Finance Property Value table will open with data from last Cycle 9.   Click **Edit** 🖉 Edit **to update** existing records. After updating the data, click **Refresh** 🔄 Refresh .

Finance Property Value

🔄 Refresh

Appraised Value Of Buildings	Appraised Value Of Furniture Equipment	Appraised Value Of Real Estate	Total Appraised Value ▾		
133293574.00	23002410.00	1715178.00	158011162.00	🖉 Edit	🚫 Delete

SIS Updates > Finance Property Value (continued)

Enter information for Property Value. The boxes marked with a red asterisk (*) are required fields and must have information updated for the Coordinator.

Appraised Value of all Buildings – The market value of all buildings. Appraised value as of June 30th of each fiscal year.

Appraised Value of all Furniture and Equipment – The market value of all furniture and equipment. Appraised value as of June 30th of each fiscal year.

Appraised Value of all Real Estate – The market value of all real property. Appraised value as of June 30th of each fiscal year.

Total Appraised Value – The combined total of the market value of the building, all furniture and equipment, and all real estate (Land).

NOTE: "APPRAISED VALUE OF ALL REAL ESTATE" is **"land" only**.

"TOTAL APPRAISED VALUE" is the **total** of the first three lines (**Buildings, Furniture & Equipment, and All Real Estate (land).**

Total Insurance Carried on Property – The amount of insurance coverage for all real and personal property (Buildings, Furniture, and Equipment). Real Estate (Land) is not insurable…Thus, total insurance will not equal total appraised value.

SIS Updates > School

Click on **School** table for updating/adding/deleting data that is NOT pulled in from eSchool or eFinance software

School table will open with data from last Cycle. Click **Edit** 🖉 Edit / **Delete** ⊖ Delete **to update or delete** existing School LEA records. After updating/deleting the data, click **Refresh**

Below are the School fields that are **NOT** pulled from database and can be updated for Cycle 9.

If changes are made, click **Save** button. If no changes made click **Cancel** button. For School Fields that are pulled from eSchoolPlus database see pages 101-107 of 2024-2025 SIS Handbook.

Perform On Demand Validation

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

There should be no **Error Count** in order to proceed to the **Submit** step and click the **Submit** button. **Warning Count** will not restrict the Submit process.

In the **Validate** section in order to view the errors, click on **View Validation Errors** button**.**

Make necessary corrections in eFinancePlus, run Perform On-Demand Build for Cycle 9 and run Perform On-Demand Validation.

Validate Errors **MUST** be corrected before contining. **A Validate Error will look similar to the samples below.**

Type	Code	ID	Description	Details	Details 2
⊘ ValidateError	FE0050	exp_InvalidUnit	Fund/SOF, Function, Account combo invalid	Fund/SOF Function LOC Object Program	6451 2212 61820
⊘ ValidateError	FE0050	exp_InvalidUnit	Fund/SOF, Function, Account combo invalid	Fund/SOF Function LOC Object Program	6451 2560 64430
⊘ ValidateError	FG0120	GenLedger_NegEndBal8000	Negative Actual Fund Balance	Fund/SOF Balance	8000 -346379.45
⊘ ValidateError	FG0120	GenLedger_NegEndBal6756	Negative Actual Fund Balance	Fund/SOF Balance	6756 -7291.86

These **MUST** be corrected in eFinancePlus. A **Perform On-Demand Build** and **Validation** to Cycle 9 **MUST** be completed after correction.

- **Process MUST be repeated until there are no Validate Errors.**
- **All Financial Reports can be run <u>before</u> Validate Errors are complete.**

CYCLE REPORTS

To see the Uncertified Reports that are available for review before submission go to Submit Data Tab > View Cycle Reports

Below is a list of the report for Cycle 9.

Build History	Home > Submit Data > View Cycle Reports	
Validate History	**View Cycle Reports**	
View Cycle Reports	Cycle 9 ▾ Pdf ▾ Process Selected Reports Report Status	
View SIS Tables	☐ Select/Deselect All	Name
Submit History	☐ 🔍 rpt000	District General Information
	☐ 🔍 rpt044	Contact Persons (District)
	☐ 🔍 rpt100	School General Information
	☐ 🔍 rpt275	Contracted Non-Employee Nurse Count Report
	☐ 🔍 rpt385	District Act 28 Report
	☐ 🔍 rpt405	Graduate Student Listing
	☐ 🔍 rpt488	Contact Persons (School)
	☐ 🔍 rpt503	Bank Reconciliation
	☐ 🔍 rpt504	Bank Reconciliation Outstanding Checks
	☐ 🔍 rpt510	Annual Financial Report (AFRB) Level I
	☐ 🔍 rpt511	Annual Financial Report (AFRB) Level II
	☐ 🔍 rpt512	Annual Financial Report (AFRB) Level III
	☐ 🔍 rpt520	Annual Financial Report (AFRB) Legal Balance
	☐ 🔍 rpt540	Annual Financial Report (AFRB) Programs on Behalf of Other Agencies
	☐ 🔍 rpt550	Annual Financial Report (AFRB) Property Values
	☐ 🔍 rpt560	Annual Financial Report (AFRB) Building Losses
	☐ 🔍 rpt580	Annual Statistical Report (ASR)
	☐ 🔍 rpt581	Athletic Expenditures
	☐ 🔍 rpt593	Vendor List

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PLEASE REVIEW Cycle REPORTS THOROUGHLY!

▪ **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.

▪ **Contact Persons District (rpt044)**
Report prints a summary of the fields entered in Contact Persons table for District.
Page 36-37 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.

▪ **Contracted Non-Employee Nurse Count Report (rpt275)**
This report gives what district entered into Contracted Nonemployees table for District.
Page 53 of 2024-2025 SIS Manual.

▪ **District Act 28 Report (rpt385)**
This report gives what district has selected on ACT 28 Table as the Standardized reasons for maintaining an ALE Fund Balance, ELL Fund Balance, ESA Fund Balance, Professional Development Balance and Legal Balance.
Page 46-49 of 2024-2025 SIS Manual.

▪ **Graduate Student Listing (rpt405)**
Page 82-83 of 2024-2025 SIS Manual.

▪ **Contact Persons School (rpt488)**
Report prints a summary of the fields entered in Contact Person table for District's schools.
Page 35-37 of 2024-2025 SIS Manual.

▪ **BANK RECONCILIATION (rpt503)**
Report should match Bank Reconciliation report from APSCN.
Page 50-51 of 2024-2025 SIS Manual

▪ **BANK RECON OUTSTANDING CHECKS (rpt504)**
Report can be used to help find the Outstanding Check amount difference between APSCN Bank Reconciliation Report and SIS Bank Reconciliation Report.
If Outstanding Check amount is different on APSCN Bank Reconciliation Report and SIS Bank Reconciliation Report then take the BANK RECON OUTSTANDING CHECKS Report (rpt504.rpt) and compare it to APSCN Bank Reconciliation Report. This should assist in finding the Outstanding Check amount difference. In reconciling amounts, keep in mind that the SIS Cycle Bank Reconciliation Report pulls in all funds regardless of disbursement fund.

- **Annual Financial Report (AFRB) Level I (rpt510)**
    - Annual Financial Report (AFRB) Level I (rpt510)
    - Annual Financial Report (AFRB) Level II (rpt511)
    - Annual Financial Report (AFRB) Level III (rpt512)

Page 65-66 of 2024-2025 SIS Manual.

- **Annual Financial Report (AFRB) Legal Balance (rpt520)**

See page 42 for Legal Balance Code information.
Page 65-66 of 2024-2025 SIS Manual.

- **Annual Financial Report (AFRB) Programs on Behalf of Other Agencies (rpt540)**

Page 71 of 2024-2025 SIS Manual.

- **Annual Financial Report (AFRB) Property Values (rpt550)**

Page 72 of 2024-2025 SIS Manual.

- **Annual Financial Report (AFRB) Building Losses (rpt560)**

Page 52 of 2024-2025 SIS Manual.

- **Annual Statistical Report (ASR) (rpt580)**

See ASR Coding Specifications at APSCN.org > Reports > Annual Statistical Report
Information > ASR Coding Specifications

Information > ASR Coding Specifications. Cycle report 580 is a DRAFT version of the ASR. It is not a complete nor final ASR report. Lines 1-13 are not filled with data from any cycle submission. The office of Financial Accountability/Fiscal and Administrative Services produces the ASR report. Lines 1-13 are loaded manually in the document every year. This data is gathered from several entities, compiled into an excel spreadsheet, and then loaded into the Cognos CUBE data from your cycle submissions to arrive at the final ASR document.

- **Athletic Expenditures (rpt581)**

Page 65-66 of 2024-2025 SIS Manual.

- **Vendor School Improvement Provider (rpt593)**

Report will pull all expenditures on vendors who are labeled SIP. Vendors are labeled SIP in the Status 1 field on the Miscellaneous Information tab of the Vendor Screen.
Page 81 of 2024-2025 SIS Manual.

After Uncertified Report(s) have been reviewed and:
- Corrections are made in SIS then do a Perform on-Demand Validation.
- Corrections are made in eSchool and/or eFinance do a Perform On-Demand Build and then Perform On-Demand Validation.

Validate Warnings will NOT stop users from submitting the data to ADE. However, it is imperative to print reports and VERIFY that the information is correct.

Certification of Data Accuracy form

Once the un-certified cycle reports have been reviewed and verified by the applicable staff and Superintendent, obtain the **Certification of Data Accuracy Form** from the web. The path is http://www.apscn.org > **SIS > Statewide Information System > Cycle Documents > Cycle 9 Certification of Data Accuracy.**

The **Certification of Data Accuracy Form** with the Superintendent's signature will need to be up-loaded before the "Submit" step of the cycle can be completed. (ADE Commissioner's Memo RT-18-034).

The **Upload** step/process will be available after the validate step, prior to the final Submit step.

District SIS Cycle Coordinators are encouraged to verify and review the cycle reports using *Submit Data > View Cycle Reports* in advance and obtain their Superintendent's signature -- prior to uploading the form and, there-by performing a successful cycle submission. Additionally, SIS Cycle Coordinators will be able to view their districts' Certificate of Data Accuracy Form under Resources tab going forward.

Submit

The **Submit** Button will be gray until the **Certification of Data Accuracy Form** has been up-loaded. Once that is done click the **Submit** button.

Email Bank Reconciliation Reports

Send Cycle bank reconciliation report(s) along with required signatures and explanations to **apscn.SIScertifications@ade.arkansas.gov**

Once Cycle has been submitted, print the certified Bank Reconciliation Rpt 503, secure the required signatures, and provide an explanation for any Deposits in Transit or Variance.

If #2 (Deposits in Transit) and/or #6 (Variance) are not zero on Bank Reconciliation, an explanation is required.

For assistance in finding the cause of the variance, please call in a Help Desk ticket or review the *Bank Reconciliation Tips* document available on the APSCN website.

BE SPECIFIC!

DEPOSITS IN TRANSIT Explanation: Notes need to include Receipt Numbers, Deposit numbers, and Date deposited.

VARIANCE Explanation: Checks written or voided outside of the period, bank cleared check for a different amount, payroll direct deposit wrote last day of the month but not cleared in bank until next month, etc. NOTE: A variance should not be carried forward each period - resolve any issues as soon as they appear.

Scan certified Rpt503 and email to **apscn.SIScertifications@ade.arkansas.gov**

* * * * Submission Deadline: August 31, 2025* * * *

*** REMINDER: Immediately after the submission of cycle 9 the FINAL CLOSE needs to be completed.

Fiscal Year End Final Close - 23.10 instructions available at https://apscn.ade.arkansas.gov/

Certified Reports

The **Certified Reports** tab lists all the Cycle Reports based off the certified (submitted) data. Select the appropriate **Cycle** and click on the **individual reports** to open them.

Be sure to keep a copy of all Certified Cycle 9 reports in a binder - labeled and stored in a safe place.

	Name	
Home > Certified Reports		
Certified Reports		
Cycle 9 ▾ Pdf ▾ ⚙ Process Selected Reports 🔄 Report Status		
☐ Select/Deselect All	Name	
☐ 🔍 rpt000	District General Information	
☐ 🔍 rpt044	Contact Persons (District)	
☐ 🔍 rpt100	School General Information	
☐ 🔍 rpt275	Contracted Non-Employee Nurse Count Report	
☐ 🔍 rpt385	District Act 28 Report	
☐ 🔍 rpt405	Graduate Student Listing	
☐ 🔍 rpt488	Contact Persons (School)	
☐ 🔍 rpt503	Bank Reconciliation	
☐ 🔍 rpt504	Bank Reconciliation Outstanding Checks	
☐ 🔍 rpt510	Annual Financial Report (AFRB) Level I	
☐ 🔍 rpt511	Annual Financial Report (AFRB) Level II	
☐ 🔍 rpt512	Annual Financial Report (AFRB) Level III	
☐ 🔍 rpt520	Annual Financial Report (AFRB) Legal Balance	
☐ 🔍 rpt540	Annual Financial Report (AFRB) Programs on Behalf of Other Agencies	
☐ 🔍 rpt550	Annual Financial Report (AFRB) Property Values	
☐ 🔍 rpt560	Annual Financial Report (AFRB) Building Losses	
☐ 🔍 rpt580	Annual Statistical Report (ASR)	
☐ 🔍 rpt581	Athletic Expenditures	
☐ 🔍 rpt593	Vendor List	

LEGAL BALANCE REPORT INFORMATION

The following information is the Legal Balance code as it is pulled into the Legal Balance Report:

Code definitions:
dbf = Debt Service Fund (Expenditure)   **of** = Operating Fund (Expenditure)
opds = Total Operating and Debt Service Fund (Revenue)   **sf** = Salary Fund (Expenditure)

Code	Type	beg_fund	end_fund	beg_function	end_function	beg_object	end_object
Dbf	e	4000	4999	5100	5119	68100	68199
Dbf	e	4000	4999	5100	5119	68300	68399
Dbf	e	4000	4999	5100	5119	69100	69199
Dbf	e	4000	4999	5200	5299	69330	69330
Of	e	2000	2999	1100	1179	61000	61629
Of	e	2000	2999	1100	1179	61700	68999
Of	e	2000	2999	1196	2999	61000	61629
Of	e	2000	2999	1196	2999	61700	68999
Of	e	2000	2999	2310	2319	69100	69199
Of	e	2000	2999	3100	4999	61000	68999
Of	e	2000	2999	5120	5199	68100	68199
Of	e	2000	2999	5120	5199	68300	68399
Of	e	2000	2999	5120	5199	69100	69199
Of	e	2000	2999	5200	5299	69330	69339
Of	e	2000	2999	5200	5299	69350	69389
Of	e	2000	2999	5200	5299	69900	69999
Of	e	2000	2999	5300	5999	63000	68999
Of	e	2000	2999	5300	5999	69400	69599
opds	r	1000	1999			19800	19899
opds	r	2000	2999			11000	15999
opds	r	2000	2999			16910	16910
opds	r	2000	2999			17000	19999
opds	r	2000	2999			21000	21999
opds	r	2000	2999			31100	31999
opds	r	2000	2999			32100	32499
opds	r	2000	2999			32600	32999
opds	r	2000	2999			41000	42999
opds	r	2000	2999			45910	45914
opds	r	2000	2999			51000	52099
opds	r	2000	2999			52300	52300
opds	r	2000	2999			52500	53999
opds	r	4000	4999			11000	11199
opds	r	4000	4999			15000	15199
opds	r	4000	4999			19800	19999
opds	r	4000	4999			32915	32915
opds	r	4000	4999			51100	51100
opds	r	4000	4999			51901	51901
opds	r	4000	4999			52300	52300
Sf	e	1000	1999	1100	1179	61000	61619
Sf	e	1000	1999	1100	1179	61700	62999
Sf	e	1000	1999	1100	1179	65600	65699
Sf	e	1000	1999	1196	3499	61000	61619
Sf	e	1000	1999	1196	3499	61700	62999
Sf	e	1000	1999	1196	3499	65600	65699