



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

Arkansas Department of Education **Statewide Information System (SIS)** **Cycle Instructions (Web Based System)**

Updated 6/23/2023 MH

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 by the Every Student Succeeds Act (ESSA), 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 ESSA 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 your district is supported by providing accurate data.

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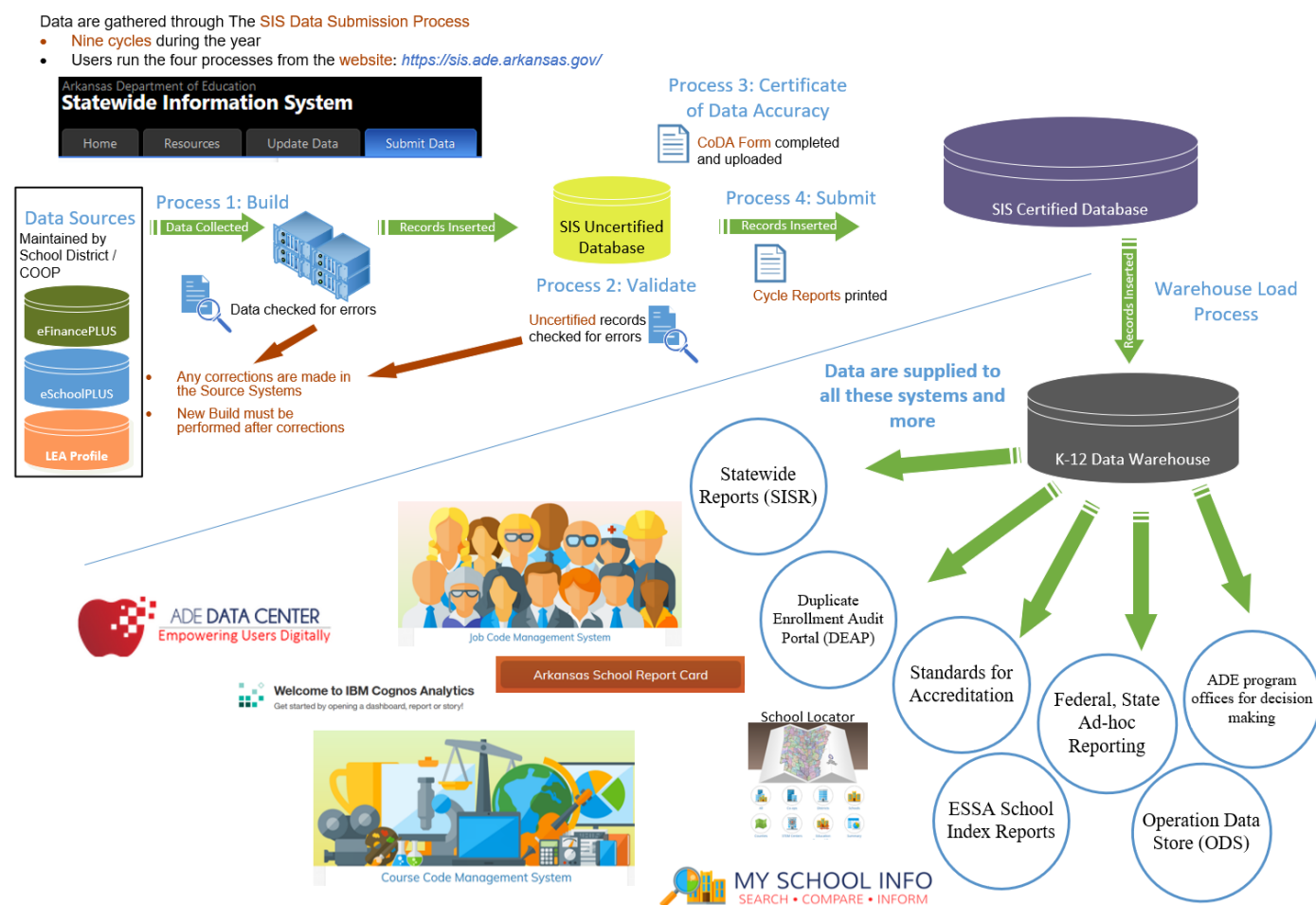
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Introduction

The SIS Cycle Submission process was written to replace an existing SIS process. The system allows districts to review summarized financial and student information and correct issues in the source systems before submitting that data to the State as “Certified” or approved data. Additionally, the LEA Profile section exists to allow districts to enter information that is required to be reported but is not collected in either the eSchoolPlus or eFinancePlus source systems.

The process of submitting the data requires the district to perform four distinct steps:

1. Build
2. Validation
3. Completion and Upload of Certificate of Data Accuracy
4. Submission



The **Build** step pulls district’s data from source databases eSchoolPlus and eFinancePlus and inserts that data into a SQL Server database (SIS). During the Build step, several data

points are translated to provide a higher quality of data for review and reporting in later steps. The build errors are the first set of violations which have to be corrected in the source systems.

The **Validation** phase is performed by the district on the data that was pulled over during the build step. Validating the data is a programmatic way of enforcing various business and data quality rules on the data being brought over from the eSchoolPlus and eFinancePlus systems. Any violations of these validation rules are collected and presented to the district for correction in the source systems.

Finally, after the data passes the validation phase, the district is ready to **Submit** their data as a “certified” or official copy of the data to be used for reporting purposes.

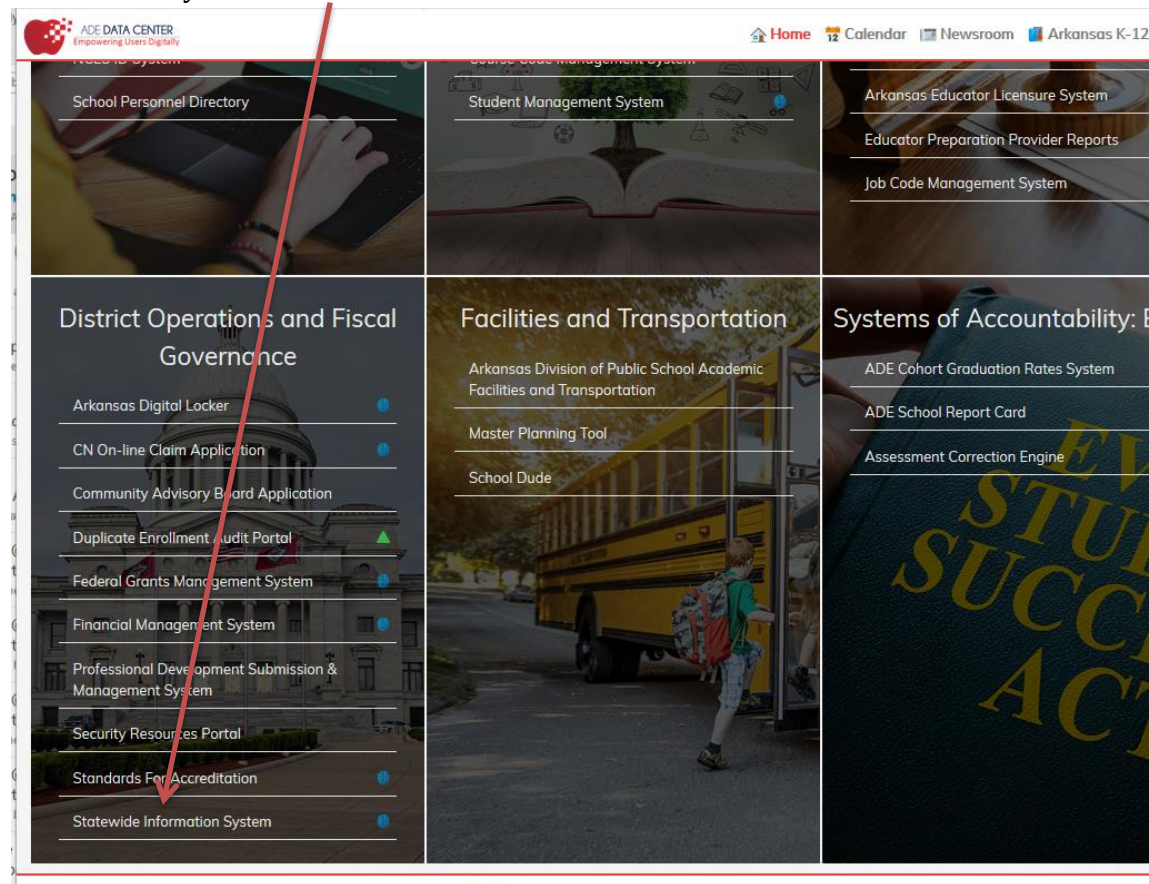
ADE SIS Website

The web interface is used by the districts to start various steps of the process as well as view details about previous processes that have run. The requests from the web interface are handled by the **ADE Service**. The Cycle Submission website is used to perform a variety of functions. It is the single point of contact for the districts to interact with their cycle data. Within this web application the user can perform the following tasks:

- View the status of the last transaction executed by the ADE Service.
- Start a manual build of the district's cycle data.
- View the detailed errors that occurred during the last build process (if any)
- Initiate the Validation process
- View Validation Errors (if any)
- Initiate the Submission of Certified data.

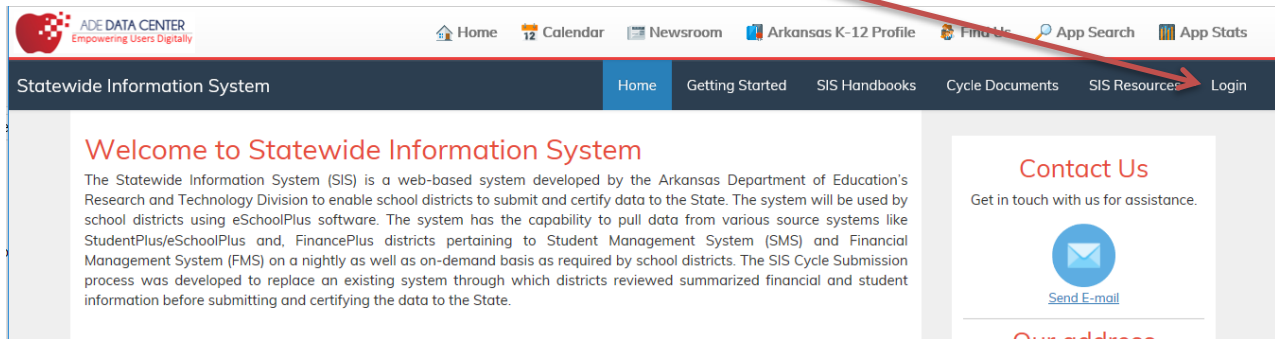
Steps to Access the ADE SIS Website

Go to the ADE Data Center Website at <https://adedata.arkansas.gov/> . Scroll down to the District Operations and Fiscal Governance section at the lower left of the page, and click on the Statewide Information System link.



Cycle Instructions

This opens up the SIS landing page. Click the Login link.

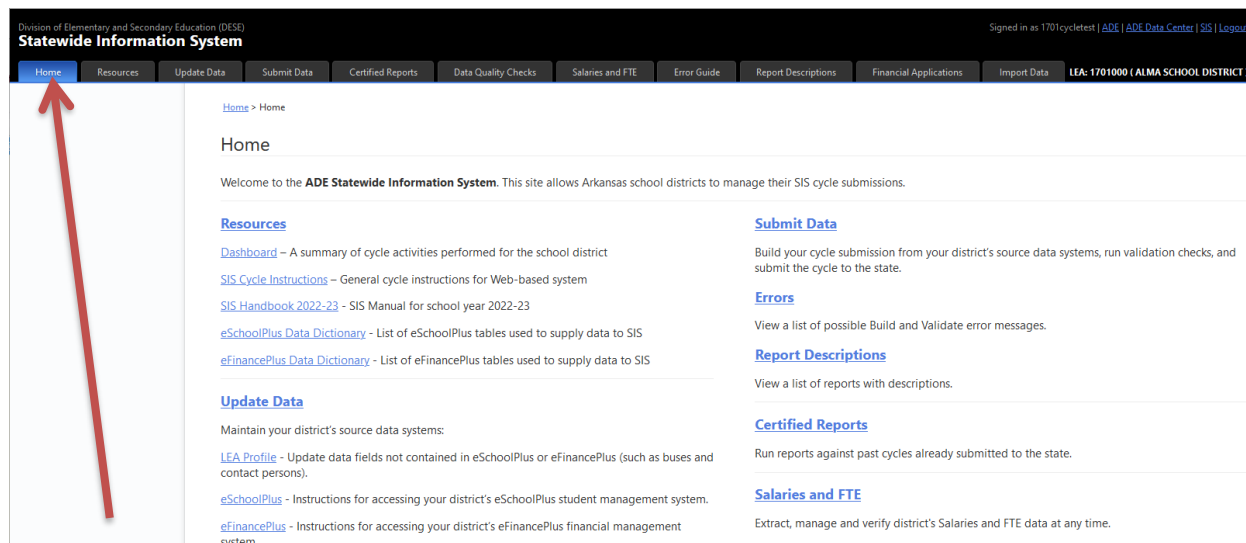


Alternatively, you can go directly to <https://sis.ade.arkansas.gov>.

Type in your **Active Directory Username** and **Password** and click the **Login** Button or hit Enter.

The log-in page takes the user to the Home page of the ADE Statewide Information System (SIS).

Home



The screenshot shows the 'Home' page of the ADE Statewide Information System. The top navigation bar includes tabs for Home, Resources, Update Data, Submit Data, Certified Reports, Data Quality Checks, Salaries and FTE, Error Guide, Report Descriptions, Financial Applications, Import Data, and a user profile for LEA: 1701000 (ALMA SCHOOL DISTRICT). The main content area is titled 'Home' and includes a welcome message. It features two columns of links: 'Resources' (Dashboard, SIS Cycle Instructions, SIS Handbook 2022-23, eSchoolPlus Data Dictionary, eFinancePlus Data Dictionary) and 'Update Data' (LEA Profile, eSchoolPlus, eFinancePlus). On the right, there are links for 'Submit Data', 'Errors', 'Report Descriptions', 'Certified Reports', and 'Salaries and FTE'.

The **Home** tab is the one-stop location for all the information pertaining to the SIS cycle certification process. It contains the route to the following tabs:

- Resources
- Update Data
- Submit Data
- Certified Reports
- Data Quality Checks
- Salaries and FTE
- Error Guide
- Report Descriptions
- Financial Applications (Only financial coordinators and their assistants see this)
- Import Data

Each of the above tabs is described in detail in the following section of this document. Two of the important links on the **Home** tab to note are listed as follows:

- [SIS Cycle Instructions](#) – General cycle instructions for Web-based system (This document)
- [SIS Handbook 2022-23](#)– SIS Manual for the current school year. This link is replaced every year with the appropriate manual for the school year.

Resources

Division of Elementary and Secondary Education (DESE)

Statewide Information System

Home

Resources

Update Data

Submit Data

Certified Reports

Data Quality Checks

Salaries and FTE

Error Guide

Report Descriptions

Financial Application

Cycle 1

Cycle 2

Cycle 3

Cycle 4

Cycle 5

Cycle 6

Cycle 7

Cycle 8

Cycle 9

Home > Resources

SIS Dashboard

SIS Cycle 6

School Year 2022 - 2023

Statistics	# of Times	Initial	Latest	Errors	Warnings
Builds	3	6/21/2023 - reshmi.jose	6/22/2023 - 7403cycletest	0	0
Validates	1	6/22/2023 - 7403cycletest	6/22/2023 - 7403cycletest	0	0
Submission	1	6/22/2023 - 7403cycletest	6/22/2023 - 7403cycletest	0	0

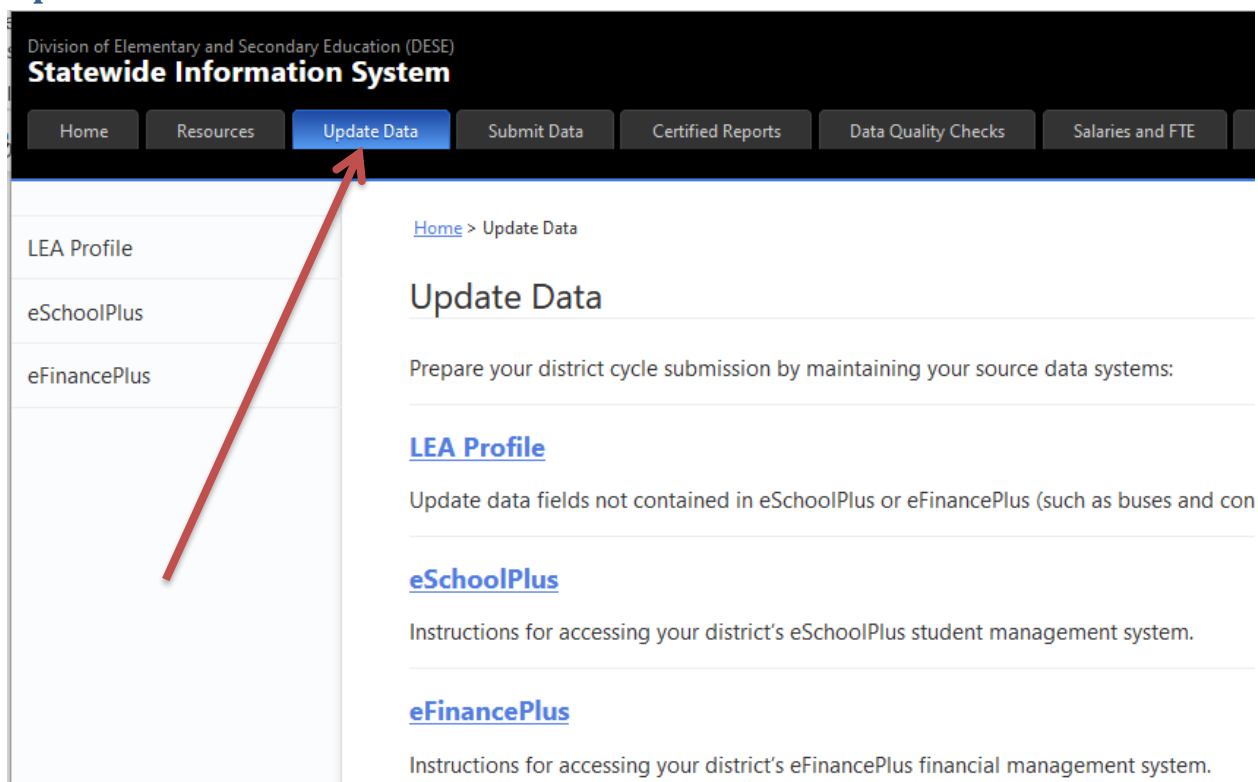
Cycle Status - Completed

Certificate of Data Accuracy - [Certificate of Data Accuracy.pdf](#)

Submission Status - Delayed

The **Resources** tab contains the Statewide Information System (SIS) Dashboard. This feature is only for informational purposes and gives the SIS Cycle Coordinator a heads-up with progress related to the cycle submission process. There are 9 sub-tabs pertaining to each of the cycles on the left-hand side of the **Resources** tab. Select the appropriate Cycle that is in-session to review the SIS statistics.

Update Data



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

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

LEA Profile
eSchoolPlus
eFinancePlus

[Home](#) > Update Data

Update Data

Prepare your district cycle submission by maintaining your source data systems:

[LEA Profile](#)
Update data fields not contained in eSchoolPlus or eFinancePlus (such as buses and con

[eSchoolPlus](#)
Instructions for accessing your district's eSchoolPlus student management system.

[eFinancePlus](#)
Instructions for accessing your district's eFinancePlus financial management system.

The **Update Data** tab deals with the preparation of district cycle submissions by maintaining the source data systems (other than eSchoolPlus and eFinancePlus). This section has three important sections:

1. **LEA Profile:** Update data fields not contained in eSchoolPlus or eFinancePlus (such as buses and contact persons).
2. **eSchoolPlus:** Contains the instructions for accessing your district's eSchoolPlus student management system, and can be found on <http://apscn.org/eschool/eschool.htm>
3. **eFinancePlus:** Contains the instructions for accessing your district's eFinancePlus financial management system, and can be found at <http://apscn.org/fms/fms.htm>

The **LEA Profile** section is the most important section under the **Update Data** tab, and needs maintenance based upon the Cycle the district is in for certifying the data, and individual SIS tables and items which are not available in source systems pertaining to the cycle.

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

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

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

LEA Profile
eSchoolPlus
eFinancePlus

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

Update Data

Prepare your district cycle submission by maintaining your source data systems:

[LEA Profile](#)

Update data fields not contained in eSchoolPlus or eFinancePlus (such as buses and con

[eSchoolPlus](#)

Instructions for accessing your district's eSchoolPlus student management system.

[eFinancePlus](#)

Instructions for accessing your district's eFinancePlus financial management system.

Select the **appropriate Cycle** from the drop-down box from Cycle 1 thru Cycle 9

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

Home Resources **Update Data** Submit Data Certified Reports Data Quality Checks

LEA Profile
eSchoolPlus
eFinancePlus

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

Update LEA Profile

Please select a Cycle **Cycle 1** ▾

[Contact Person](#) [Delete All Records](#)

[District](#)

[Finance Bank Reconciliation](#) [Delete All Records](#)

[Finance Employee Benefit](#) [Delete All Records](#)

[School](#) [Delete All Records](#)

Click on individual **SIS table** (like Contact Person) for maintenance (Updating the data)

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

Home Resources **Update Data** Submit Data Certified Reports Data Quality Checks

LEA Profile
eSchoolPlus
eFinancePlus

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 1

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Finance Employee Benefit](#) Delete All Records

[School](#) Delete All Records

Updating data could be in the form of **Add a new Record** or **Edit** or **Delete** existing records.

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

Home Resources Update Data Submit Data Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 0101000 (DEWITT SCHOOL DISTRICT)

Home > Update Data > LEA Profile > Contact Person

Contact Person

[+ Add new record](#) Refresh

LEA	Coord Code	Description	First Name	Last Name	Email		
0101000	D	SDFS Coord	Julie	Adams	jadams@dewittdragons.net	Edit	Delete
0101000	I	Title VII Coordinator (Civil Rights Act of 1964)	Julie	Adams	jadams@dewittdragons.net	Edit	Delete
0101000	M	Title IX Coordinator (Educ. Amendments of 1972)	Julie	Adams	jadams@dewittdragons.net	Edit	Delete
0101000	3	Title III Federal Grant Coord	Julie	Adams	jadams@dewittdragons.net	Edit	Delete
0101000	C	Test Coord	Julie	Adams	jadams@dewittdragons.net	Edit	Delete
0101000	L	Foster Care Liason Coord	Julie	Adams	jadams@dewittdragons.net	Edit	Delete
0101000	1	Federal Program Coord	Julie	Adams	jadams@dewittdragons.net	Edit	Delete
0101000	W	Liason for Monitors	Julie	Adams	jadams@dewittdragons.net	Edit	Delete

Submit Data

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

Signed in as 7403cycletest | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 7403000 (MCCORRY SCHOOL DISTRICT)

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

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

Submit Data

0 of 54 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

Current Cycle

Build

Date: 6/22/2023 8:14 AM user: 7403cycletest
Status: Completed
Error Count: 2

Validate

Date:
Status:
Error Count:
Warning Count:

Certificate of Data Accuracy

File:

Submit

Date:
Status:

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

[Perform On-Demand Build](#)
[View Build Errors](#)
[Perform On-Demand Validation](#)
[View Validation Errors](#)
[Upload](#)
[Submit](#)

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

The **Submit Data** tab has two important sections:

- Current Cycle Info
- Resubmission Cycle Info

Current Cycle Info

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

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

Signed in as 7403cycletest | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 7403000 (MCCRORY SCHOOL DISTRICT)

Home > Submit Data

Submit Data

45 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

Current Cycle

Build

Date: 6/22/2023 8:14 AM user: 7403cycletest
Status: Completed
Error Count: 2

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

Perform On-Demand Build
 View Build Errors

Validate

Date: Perform On-Demand Validation
Status: View Validation Errors
Error Count:
Warning Count:

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

Certificate of Data Accuracy

File: Upload

Submit

Date: Submit
Status:

There are 4 sections in the Current Cycle Info tab that one needs to complete before certifying the data:

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

Cycle Instructions

Build

On the Home → Submit Data → Current Cycle Info tab, click **Perform On-demand Build**
Submit Data

2 of 1091 students (0.18%) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

District Has Submitted Cycle 6

Current Cycle

Build

Date:
Status:
Error Count:

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

Perform On-Demand Build
View Build Errors

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

2 of 1091 students (0.18%) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

District Has Submitted Cycle 6

Current Cycle

Build

Date: 6/23/2023 9:23 AM user: 0101cycletest
Status: Processing
Error Count: 0

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

Perform On-Demand Build
View Build Errors

Once the On-Demand Build completes, the **Status** changes from Processing to either:

- Aborted
- Completed

Cycle Instructions

If there is an **Error Count**, the errors need to be fixed before doing the Validate step. Click on **View Build Errors**.

Submit Data

0 of 0 students (No students) have incomplete or conflicting Digital Equity fields.

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

District Has Submitted Cycle 6

Current Cycle

Build

Date

6/23/2023 9:27 AM user: 0101cycletest

Status

Processing

Error Count

1

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

Perform On-Demand Build

View 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.

Build Details

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

FY: 33 **Cycle:** 6 **Type:** Build **Started By:** 0101cycletest **Duration:** 00:00:45 **Warnings:** 0 **Errors:** 155 **Status:** Completed

Type	Code	ID	Description	Details	Details 2
BuildError	BC0040	BankReconNoRecs	No data in LEA Profile Bank Recon table for cycle 6		
BuildError	BC0040	SC	Student ID: 10140164 SCN NULL or Empty	Student ID: 10140164 SCN NULL or Empty	School LEA: 0101004

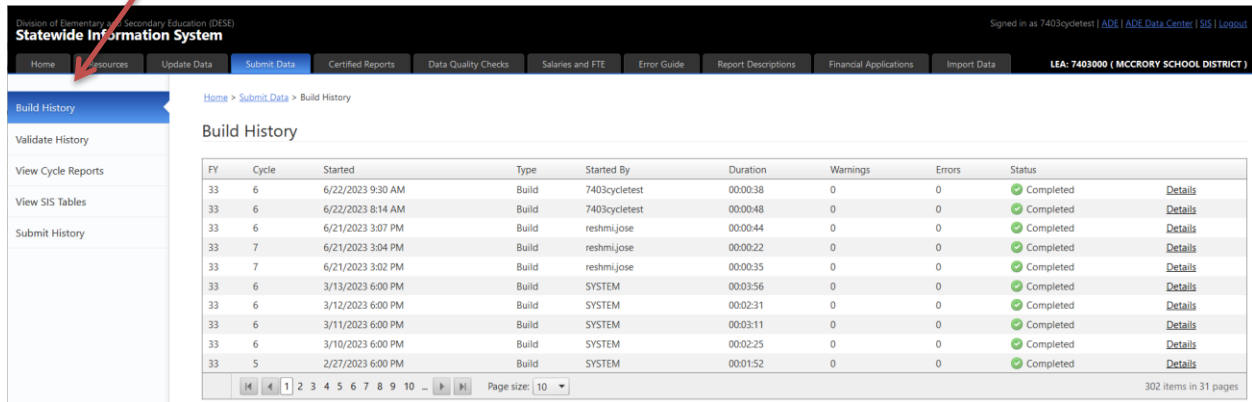
Once errors are fixed in the source system, perform On-Demand Build again. If there are no errors, you can go on to the Validate process.

Cycle Instructions

Build History

The Build History sections provide an overview of all Builds that have taken place as of date. It accounts for both nightly and On-Demand Builds.

The **Build History** section is available under the Home → Submit Data → Build History tab.



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

Signed in as 7403cycletest | [ADE | ADE Data Center](#) | [SIS](#) | [Logout](#)

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

Build History

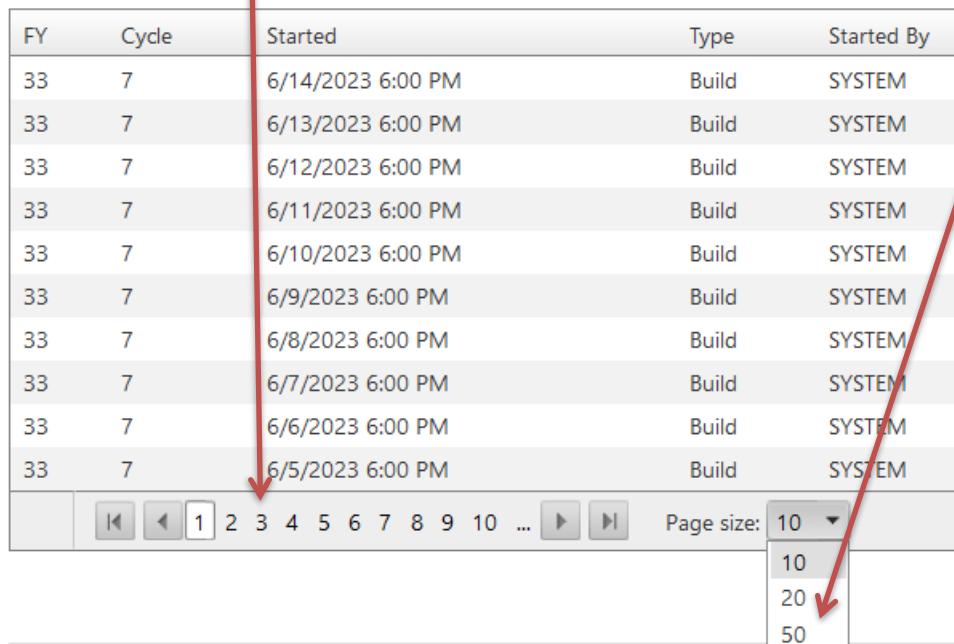
FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
33	6	6/22/2023 9:30 AM	Build	7403cycletest	00:00:38	0	0	Completed	Details
33	6	6/22/2023 8:14 AM	Build	7403cycletest	00:00:48	0	0	Completed	Details
33	6	6/21/2023 3:07 PM	Build	reshmijose	00:00:44	0	0	Completed	Details
33	7	6/21/2023 3:04 PM	Build	reshmijose	00:00:22	0	0	Completed	Details
33	7	6/21/2023 3:02 PM	Build	reshmijose	00:00:35	0	0	Completed	Details
33	6	3/13/2023 6:00 PM	Build	SYSTEM	00:03:56	0	0	Completed	Details
33	6	3/12/2023 6:00 PM	Build	SYSTEM	00:02:31	0	0	Completed	Details
33	6	3/11/2023 6:00 PM	Build	SYSTEM	00:03:11	0	0	Completed	Details
33	6	3/10/2023 6:00 PM	Build	SYSTEM	00:02:25	0	0	Completed	Details
33	5	2/27/2023 6:00 PM	Build	SYSTEM	00:01:52	0	0	Completed	Details

Page size: 10 302 items in 31 pages

Click on the **numbers** to go back further in history. You can increase the **Page size** up to 50 records to display per page.

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

Build History



FY	Cycle	Started	Type	Started By
33	7	6/14/2023 6:00 PM	Build	SYSTEM
33	7	6/13/2023 6:00 PM	Build	SYSTEM
33	7	6/12/2023 6:00 PM	Build	SYSTEM
33	7	6/11/2023 6:00 PM	Build	SYSTEM
33	7	6/10/2023 6:00 PM	Build	SYSTEM
33	7	6/9/2023 6:00 PM	Build	SYSTEM
33	7	6/8/2023 6:00 PM	Build	SYSTEM
33	7	6/7/2023 6:00 PM	Build	SYSTEM
33	7	6/6/2023 6:00 PM	Build	SYSTEM
33	7	6/5/2023 6:00 PM	Build	SYSTEM

Page size: 10 10 20 50

Cycle Instructions

Validate

On the Home → Submit Data → Current Cycle Info tab, click **Perform On-demand Validation**.

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

Signed in as 7403cycletest | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home | Resources | Update Data | **Submit Data** | Certified Reports | Data Quality Checks | Salaries and FTE | Error Guide | Report Descriptions | Financial Applications | Import Data | LEA: 7403000 (MCCRORY SCHOOL DISTRICT)

[Home](#) > Submit Data

Submit Data

0 of 545 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info | Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

Current Cycle

Build

Date: 6/22/2023 8:14 AM user: 7403cycletest
Status: ✔ Completed
Error Count: 0

Validate

Date:
Status:
Error Count:
Warning Count:

Certificate of Data Accuracy

File:

Submit

Date:
Status:

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

[Perform On-Demand Build](#)
[View Build Errors](#)
[Perform On-Demand Validation](#)
[View Validation Errors](#)
[Cycle Reports](#) [SIS Tables](#)
[Upload](#)
[Submit](#)

Cycle Instructions

There can be no **Error Count** to proceed to the Submit step. As with Build Errors, Validation Errors have to be fixed before you can proceed. **Warning Count** will not restrict the Submit process.

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

Signed in as 7403cycletest | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 7403000 (MCCRORY SCHOOL DISTRICT)

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

[Home](#) > Submit Data

Submit Data

0 of 545 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

Current Cycle

Build

Date: 6/22/2023 9:30 AM user: 7403cycletest
Status: ✔ Completed
Error Count: 0

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

[Perform On-Demand Build](#)
[View Build Errors](#)

Validate

Date: 6/22/2023 9:39 AM user: 7403cycletest
Status: ✔ Completed
Error Count: ❗ 19
Warning Count: ⚠ 455

[Perform On-Demand Validation](#)
[View Validation Errors](#)

Certificate of Data Accuracy

File: [Cycle Reports](#) [SIS Tables](#)
[Upload](#)

Submit

Date:
Status: [Submit](#)

To view the errors, click on **View Validation Errors**.

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

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

Cycle Instructions

Validate History

The Validate History sections provide an overview of all Validates that have taken place as of date. It accounts for both nightly and On-Demand Validations.

The **Validate History** section is available under the Home → Submit Data → Validate History tab.

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

Signed in as 7403cycletest | [ADE | ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 7403000 (MCCRORY SCHOOL DISTRICT)

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

Home > Submit Data > Validate History

Validate History

FY	Cycle	Started	Started By	Duration	Warnings	Errors	Status
33	6	6/22/2023 9:39 AM	7403cycletest	00:00:09	0	0	Completed Details
33	5	2/14/2023 10:38 AM	7403csnyder	00:00:01	0	0	Completed Details
33	5	2/14/2023 10:03 AM	7403csnyder	00:00:01	0	0	Completed Details
33	5	2/14/2023 9:56 AM	7403csnyder	00:00:09	0	0	Completed Details
33	5	2/14/2023 9:41 AM	7403csnyder	00:00:03	0	0	Completed Details
33	5	2/14/2023 9:38 AM	7403csnyder	00:00:05	0	0	Completed Details
33	5	2/14/2023 9:34 AM	7403csnyder	00:00:05	0	0	Completed Details
33	5	2/14/2023 9:31 AM	7403csnyder	00:00:05	0	0	Completed Details
33	5	2/13/2023 1:16 PM	7403csnyder	00:00:06	0	0	Completed Details
33	5	2/13/2023 7:48 AM	7403csnyder	00:00:06	0	0	Completed Details

Page size: 10 166 items in 17 pages

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

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

Validate History

FY	Cycle	Started	Started By	Duration
33	6	6/22/2023 9:39 AM	7403cycletest	00:00:09
33	5	2/14/2023 10:38 AM	7403csnyder	00:00:01
33	5	2/14/2023 10:03 AM	7403csnyder	00:00:01
33	5	2/14/2023 9:56 AM	7403csnyder	00:00:09
33	5	2/14/2023 9:41 AM	7403csnyder	00:00:03
33	5	2/14/2023 9:38 AM	7403csnyder	00:00:05
33	5	2/14/2023 9:34 AM	7403csnyder	00:00:05
33	5	2/14/2023 9:31 AM	7403csnyder	00:00:05
33	5	2/13/2023 1:16 PM	7403csnyder	00:00:06
33	5	2/13/2023 7:48 AM	7403csnyder	00:00:06

Page size: 10 10 20 50

Cycle Instructions

Cycle Reports

This section provides the details of **Cycle Reports** pertaining to the cycle. Select appropriate **Cycle** and **Report**. If a cycle is current, this will default to that cycle.

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

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

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

Home > Submit Data > View Cycle Reports

View Cycle Reports

Cycle 6 Pdf Process Selected Reports Report Status

<input type="checkbox"/>	Select/Deselect All	Name
<input type="checkbox"/>	rpt000	District General Information
<input type="checkbox"/>	rpt020	Bus Information
<input type="checkbox"/>	rpt021	Pupil Transportation
<input type="checkbox"/>	rpt022	Student Information

The report selected will open in a report viewer.

Home > Submit Data > View Cycle Reports > Uncertified Report Viewer

1 of 1 Find | Next

MCCRORY SCHOOL DISTRICT

LEA: 7403000 **District General Information** **Cycle: 6**

County: WOODRUFF **2022 - 2023**

Mail Address: 509 N Jackson
McCrory, AR, 72101-

Ship Address: 509 NORTH JACKSON STREET
McCrory, AR, 72101-

District Website Address: <http://mccroryschools.org>

PHONE NUMBER: (870) 731-2535 EXT: 1004

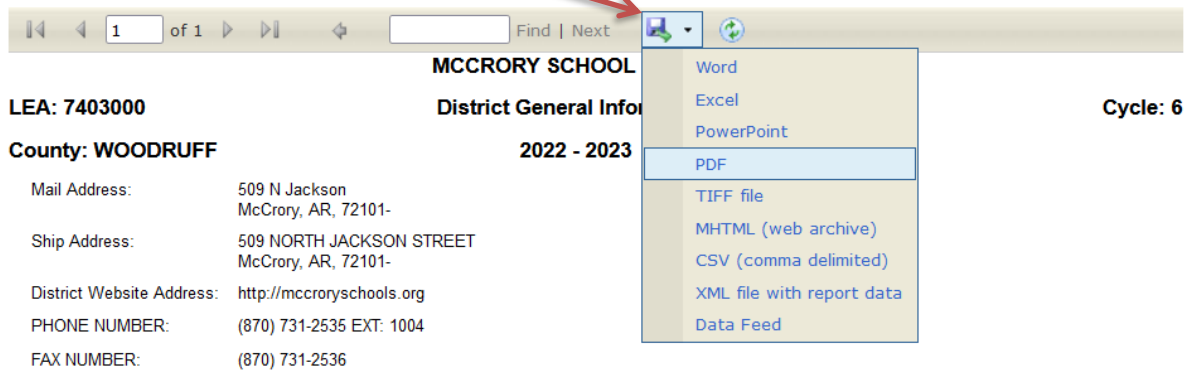
FAX NUMBER: (870) 731-2536

Number of Schools: 2

Cycle Instructions

You can print the report by typing CTRL P. Also, you can export the report to a file by clicking the export button.

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



The screenshot shows the 'Uncertified Report Viewer' interface. At the top, there is a navigation bar with a search box and a 'Find | Next' button. Below this, the report content is displayed in a table-like format. The table has three columns: 'LEA: 7403000', 'MCCRORY SCHOOL District General Information', and 'Cycle: 6'. The 'LEA' column lists 'County: WOODRUFF' and contact information. The 'MCCRORY SCHOOL' column lists '2022 - 2023'. The 'Cycle: 6' column is empty. An export button (represented by a document icon) is located in the top right corner of the report area. A red arrow points to this button, which has opened a dropdown menu with the following options: Word, Excel, PowerPoint, PDF (highlighted), TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed.

LEA: 7403000	MCCRORY SCHOOL District General Information	Cycle: 6
County: WOODRUFF Mail Address: 509 N Jackson McCrory, AR, 72101- Ship Address: 509 NORTH JACKSON STREET McCrory, AR, 72101- District Website Address: http://mccroryschools.org PHONE NUMBER: (870) 731-2535 EXT: 1004 FAX NUMBER: (870) 731-2536	2022 - 2023	

Cycle Instructions

View SIS Tables

This section provides the details of **SIS Tables** pertaining to the cycle. Select appropriate **Cycle** and **SIS Table**, and click on the **Details** link to view individual SIS table data.

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

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

Home > Submit Data > View SIS Tables

View SIS Tables

Cycle 6

Table Name	Details
aledays	Details
bank_recon	Details
bus	Details
contactperson	Details
private_school	Details
privsch_titlel	Details
safetydrill	Details
school	Details

The data is displayed in a grid, and can be exported to a file by clicking on the export button for the desired file format.

Home > Submit Data > View SIS Tables > Table Details

contactperson

Cycle 6

Batch Id	fy	cycle	lea	coor_code	ssn	uniq_emp_id	admin_title	admin_prefix	fname	mname	lname	admin_suffix	addr	city
04413ac0-9922-41ee-9ad8-2a25c15bf336	33	6	7403000	8	888888888	6381129231	AP Coordinator		Teah		Robertson		PO Box 930	McCrory
04413ac0-9922-41ee-9ad8-2a25c15bf336	33	6	7403000	W	888888888	5352372243	SPED Supervisor/Early Childhood		Jamie		Slocum		PO Box 930	McCrory
04413ac0-9922-41ee-9ad8-2a25c15bf336	33	6	7403000	9	888888888	8687055498	Triand Primary contact in SIS	Mrs.	Lesley		Norton		515 North Jackson	McCrory

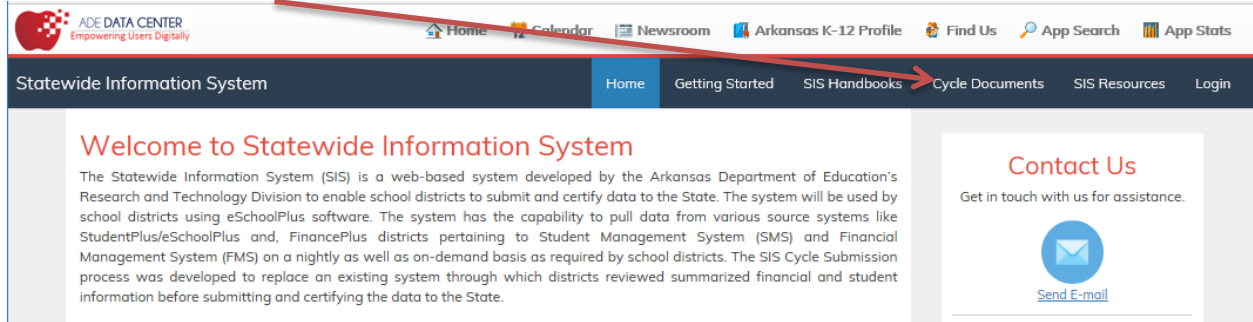
Cycle Instructions

Certificate of Data Accuracy

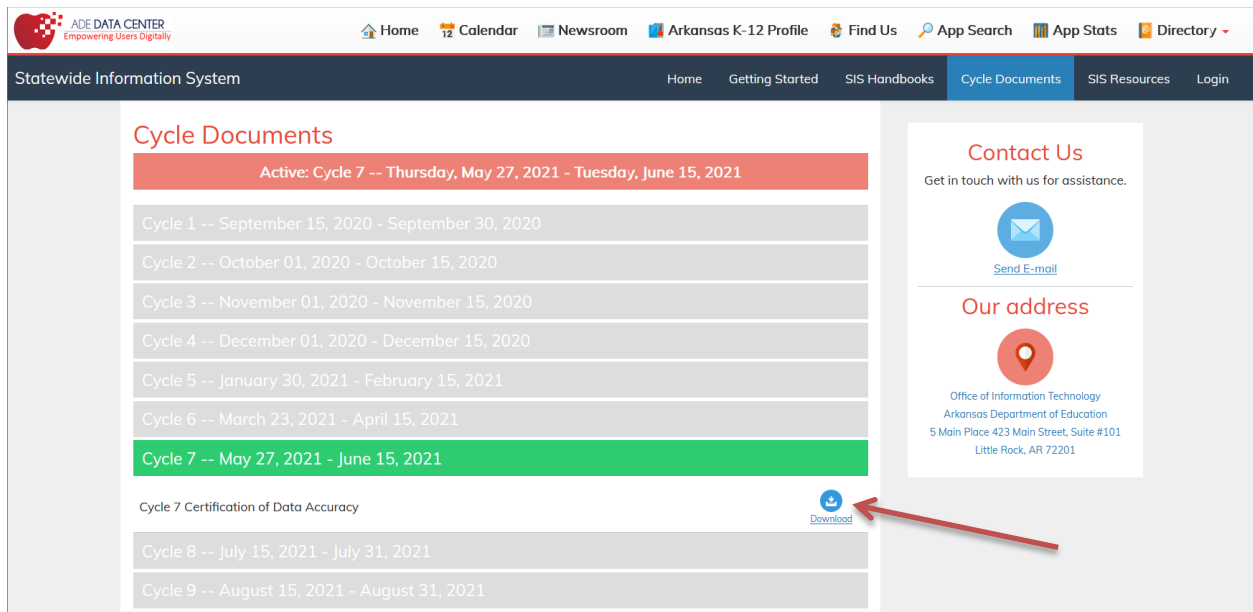
For each cycle, the appropriate Certificate of Data Accuracy (CoDA) form must be downloaded, printed, signed by the superintendent, scanned to a file, and uploaded.

To obtain the form, go back to the [ADE Data Center page for SIS](#).

Click the [Cycle Documents](#) link.



On the Cycle Documents page, you will find the CoDA form in the block for the current cycle in the Cycle Documents section. Note: The form is not available until the cycle is active.



Cycle Instructions

Click on the link, and the form will open as a PDF. Print the form and fill in the lines for District Name and the “as of” date near the top of the form:

**Statewide Information System 2022-2023
CYCLE 6 – Certification of Data Accuracy**

I hereby certify by my signature below that I have thoroughly reviewed the information contained in the following individual reports required for the statewide information cycle 6 report and that the data contained in each report is true, accurate and timely for the reporting time period of each required report. I further certify that each report is a complete and full report of all data required by the respective reports and that no further edits or resubmissions of any report is necessary. Therefore, I hereby agree that no changes shall be made to these reports unless required by law or agreed to by the Arkansas Department of Education and based upon the forgoing promises and covenants I submit that the following reports accurately describe the status and condition of the

McCrary School District as of 4/11/2023.

Specifically, the reports I refer to above and submit as part of the cycle 6 submission process to the Arkansas Department of Education are as follows:

Fill in the School District Name and LEA near the bottom of the form. Present the form to the district superintendent for signature and date.

School Contact Information	
SIP Vendor Report	
Supplemental Educational Services Vendor Report	
<u>Fill in District Name</u>	<u>Fill in LEA Number</u>
SCHOOL DISTRICT	LEA
<u>Get signature</u>	<u>Fill in Date</u>
SUPERINTENDENT'S SIGNATURE	DATE

District SIS Cycle Coordinators please:

- Obtain Superintendent's signature then upload the **Certificate of Data Accuracy Form** prior to processing the “Submit” step of this cycle. (ADE Commissioner's Memo RT-18-034).
- Email Cycle bank reconciliation report(s) along with signatures and explanation of variance to apscn.SIScertifications@arkansas.gov

Once completed, scan and save the form to a file on your local system. The file may be saved in any of these formats: Word, PDF, JPEG or PNG.

Cycle Instructions

Go back to the Submit Data tab on the SIS page, and click on the Upload button (Note that this button is only available if there are no Validation errors).

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

Signed in as 7403cycletest | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 7403000 (MCCORMYR SCHOOL DISTRICT)

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

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

Submit Data

0 of 545 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

Current Cycle

Build

Date: 6/22/2023 9:30 AM user: 7403cycletest
Status: ✔ Completed
Error Count: 0

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

[Perform On-Demand Build](#)
[View Build Errors](#)

Validate

Date: 6/22/2023 9:39 AM user: 7403cycletest
Status: ✔ Completed
Error Count: 0
Warning Count: 0

[Perform On-Demand Validation](#)
[View Validation Errors](#)
[Cycle Reports](#) [SIS Tables](#)

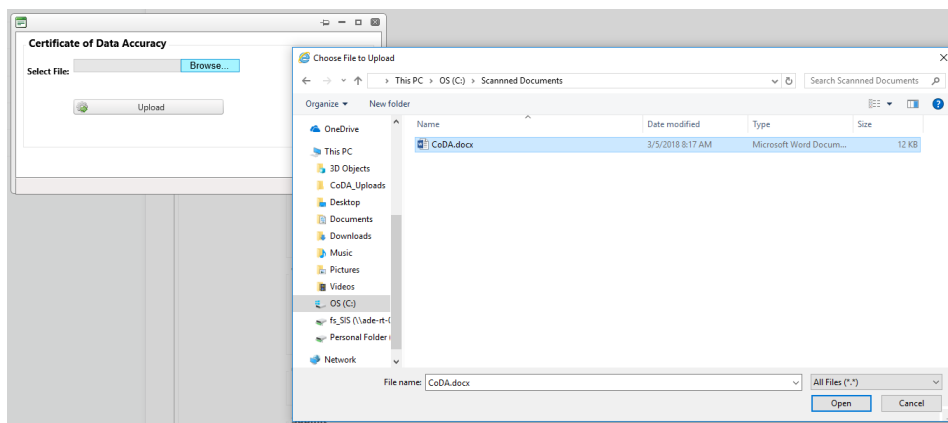
Certificate of Data Accuracy

File: [Upload](#)

Submit

Date:
Status: [Submit](#)

A popup will open to allow you to select the file. Click the Browse button, and find the file location to which the form was saved.



Click the Open button in the file location, then the Upload button in the popup. The file will be uploaded to the correct location. A link to the form in its new location will appear in the Certificate of Data Accuracy section.

Certificate of Data Accuracy

File: [CoDA.docx](#)

Cycle Instructions

Submit

Once Build and Validate steps are completed with no Errors and the Certificate of Data Accuracy is uploaded, the data may be submitted.

On the Home → Submit Data → Current Cycle Info tab, click **Submit** to complete the Submit Data process.

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

Signed in as 7403cycletest | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 7403000 (MCCORMY SCHOOL DISTRICT)

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

Home > Submit Data

Submit Data

0 of 545 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2022/2023
Current Cycle: 6

Current Cycle

Build

Date: 6/22/2023 9:30 AM user: 7403cycletest
Status: ✔ Completed
Error Count: 0

Validate

Date: 6/22/2023 9:39 AM user: 7403cycletest
Status: ✔ Completed
Error Count: 0
Warning Count: 0

Certificate of Data Accuracy

File: [Certificate of Data Accuracy.pdf](#)

Submit

Date:
Status:

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

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

Cycle Instructions

Submit History

The Submit History sections provide an overview of all Submits that have taken place as of date. It accounts only for the On-Demand Builds.

The **Submit History** section is available under the Home → Submit Data → Submit History tab

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

Signed in as 7403cycletest | [ADE | ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 7403000 (MCCRORY SCHOOL DISTRICT)

Build History
Validate History
View Cycle Report
View SIS Tables
Submit History

Home > Submit Data > Submit History

Submit History

FY	Cycle	Started	Started By	Duration	Status	
33	6	6/22/2023 12:26 PM	7403cycletest	00:00:09	Completed	Details
33	5	2/14/2023 12:38 PM	7403csnyder	00:00:03	Completed	Details
33	4	12/2/2022 2:23 PM	7403csnyder	00:00:02	Completed	Details
33	3	11/15/2022 11:24 AM	7403csnyder	00:00:03	Completed	Details
33	2	10/13/2022 1:03 PM	7403csnyder	00:00:06	Completed	Details
33	1	9/29/2022 2:57 PM	7403kbroughton	00:00:08	Completed	Details
33	1	9/26/2022 5:56 PM	7403kbroughton	00:00:05	Completed	Details

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

Home > Submit Data > Submit History

Submit History

FY	Cycle	Started	Started By	Duration	Status	
28	9	8/22/2018 12:59 PM	6003cycletest	00:00:16	Completed	Details
28	8	7/31/2018 5:34 PM	6003chaley	00:00:03	Completed	Details
28	7	6/13/2018 4:14 PM	6003sberry	00:00:26	Completed	Details
28	7	6/13/2018 2:45 PM	6003sberry	00:00:10	Completed	Details
28	5	6/12/2018 1:49 AM	6003sberry	00:00:12	Completed	Details
28	3	6/7/2018 2:46 PM	6003chaley	00:00:18	Completed	Details
28	6	4/13/2018 11:15 AM	6003chaley	00:00:11	Completed	Details
28	5	2/14/2018 7:35 AM	6003dha	00:00:06	Completed	Details
28	3	2/9/2018 2:28 PM	6003dha	00:00:23	Completed	Details
28	4	12/15/2017 9:33 AM	6003dha	00:00:04	Completed	Details

Page size: 10 93 items in 10 pages

10
20
50

Resubmission Cycle Info

Resubmission Cycle Info tab deals with resubmitting a Previous Cycle's Build, Validate and Submit process.

Arkansas Department of Education
Statewide Information System

Signed in as 6003cycletest | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Salaries and FTE Error Guide Report Descriptions Financial Applications LEA: 6003000 (PULASKI COUNTY SPECIAL SCHOOL DISTRICT)

Home > Submit Data

Submit Data

Current Cycle Info Resubmission Cycle Info

Request Resubmission Cycle

Fiscal Year:

Cycle:

Email:

Reasons for Resubmission

Resubmission Request

Fiscal Year: 28
Cycle: 6
Request Date: 6/12/2018
Expiration Date: 6/13/2018
Status: Closed
Last Status Update: 6/13/2018

Reasons for Resubmission

Table Name	Reason
Ale Days	Duplicate Enrollment Change
Student	Duplicate Enrollment Change
Student Attendance	Duplicate Enrollment Change

Specify the **Fiscal year** and **Cycle**, and the **Email** to which to send the approval notification.

Home > Submit Data

Submit Data

0 of 545 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Request Resubmission Cycle

Fiscal Year:

Cycle:

Email:

Reasons for Resubmission

Selected	Table Name
<input checked="" type="checkbox"/>	ALE Days
<input type="checkbox"/>	Finance – Bank Reconciliation

Information Incomplete

Complete the section for **Reasons for Resubmission**.

Cycle Instructions

Once the details are entered for reasons for resubmission, click **Submit Request**.

[Home](#) > Submit Data

Submit Data

0 of 545 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info

Resubmission Cycle Info

Request Resubmission Cycle

Fiscal Year: 33

Cycle: 7

Email: monte.harrison@ade.arkansas.gov

Submit Request

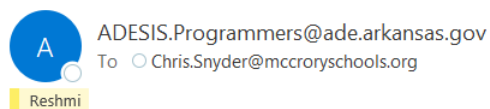
Reasons for Resubmission

Selected	Table Name
<input checked="" type="checkbox"/>	ALE Days
<input type="checkbox"/>	Finance – Bank Reconciliation

Information Incomplete

Once approved, the District will be notified via an e-mail from the SIS Programming team with a go-ahead for resubmitting the particular cycle as requested.

Cycle 7 Resubmission Request Approved



This message is to inform you that the resubmission request for cycle 7 has been approved until **6/22/2023**.

- LEA #: 7403000
- LEA Name: Mccrory School District

Please proceed with your resubmission at your convenience.

Reshmi Jose
on behalf of
ADE.SIS.Programmers
Office of Information Technology
Division of Elementary and Secondary Education (DESE)
Little Rock, AR 72201

Cycle Instructions

Once the Resubmission is **approved**, start the **Build** process by performing **On-Demand Build**, in the Home → Submit Data → Resubmission Cycle Info tab (similar to Submit Data → Current Cycle Info tab)

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

Signed in as 7403cydetrn | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data **Submit Data** Certified Reports Data Quality Checks Salaries and FTE Error Guide Report Descriptions Financial Applications Import Data LEA: 740 000 (MCCRORY SCHOOL DISTRICT)

Build History
Validate History
View Cycle Reports
View SIS Tables
Submit History

Home > Submit Data

Submit Data

0 of 545 students (All students have values.) have incomplete or conflicting Digital Equity fields.

Current Cycle Info Resubmission Cycle Info

Resubmission Request

Fiscal Year: 33
Cycle: 7
Request Date: 6/22/2023
Expiration Date: 6/29/2023
Status: Approved
Last Status Update: 6/22/2023
Reason: [Close Request](#)

Reasons for Resubmission

Table Name	Reason
ALE Days	Testing

Fiscal Year: 2022/2023
Cycle: 7

Resubmission Cycle

Build

Date: 6/21/2023 3:04 PM user: reshmijose
Status: ✔ Completed
Error Count: 0

[Perform On-Demand Build](#)
[View Build Errors](#)

After Build is completed, proceed with **Validate** and **Submit** steps. Just like the process for current cycle, all build and validate errors must be rectified before the resubmission cycle can be submitted. On resubmissions, it is **not** required to re-upload the Certificate of Data Accuracy form.

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 report** in order to open it in a report viewer.

The screenshot shows the 'Statewide Information System' interface. The top navigation bar includes links for Home, Resources, Update Data, Submit Data, Certified Reports (highlighted), Data Quality Checks, Salaries and FTE, Error Guide, Report Descriptions, Financial Applications, and Import Data. The user is signed in as 7403cydetest. The main content area is titled 'Certified Reports' and shows a list of reports for Cycle 6. The reports are listed in a table with columns for Name and a search icon. The reports include:



Name
Report 000 District General Information
Report 020 Bus Information
Report 021 Pupil Transportation
Report 022 School Bus Inspection
Report 023 Bus Transportation Aid
Report 044 Contact Persons (District)
Report 100 School General Information
Report 117 Federal Programs - Private School(s)
Report 118 Private School Title I
Report 120 School Calendar
Report 202 Employee Certified Staff Job Analysis
Report 206 Employee Certified Staff Job Analysis (Out-of-District)
Report 207 Digital Learning Course
Report 209 Employee National Board Certification
Report 210 Employee Science of Reading
Report 211 Employee Classified Staff Job Analysis
Report 223 Para-Professional
Report 224 Nurses Job Assignment
Report 231 Pre-AP® and AP® Course Listing
Report 252 School Concurrent Credit
Report 253 District Concurrent Credit
Report 280 Employee Leave
















Mass Report Processing

The user has the option of viewing individual reports, or can set multiple reports to process. To process multiple reports, check the boxes by the reports desired. Check the **Select/Deselect All** box to select all reports, or to un-check all the boxes for selected reports.

[Home](#) > Certified Reports

Certified Reports


Cycle 9 ▾ Pdf ▾  











<input type="checkbox"/> Select/Deselect All	Name
<input type="checkbox"/>	 rpt000 District General Information
<input checked="" type="checkbox"/>	 rpt044 Contact Persons (District)
<input checked="" type="checkbox"/>	 rpt100 School General Information
<input type="checkbox"/>	 rpt219 Supplement Educational Services Vendor Report
<input type="checkbox"/>	 rpt275 Contracted NonEmployees Report
<input type="checkbox"/>	 rpt385 District Act 28 Report
<input checked="" type="checkbox"/>	 rpt405 Graduate Student Listing
<input type="checkbox"/>	 rpt488 Contact Persons (School)
<input type="checkbox"/>	 rpt503 Bank Reconciliation
<input type="checkbox"/>	 rpt504 Bank Reconciliation Outstanding Checks
<input type="checkbox"/>	 rpt510 Annual Financial Report (AFRB) Level I
<input type="checkbox"/>	 rpt511 Annual Financial Report (AFRB) Level II
<input type="checkbox"/>	 rpt512 Annual Financial Report (AFRB) Level III
<input type="checkbox"/>	 rpt520 Annual Financial Report (AFRB) Legal Balance
<input type="checkbox"/>	 rpt540 Annual Financial Report (AFRB) Programs on Behalf of Other Agencies

Then click the **Process Selected Reports** button.

[Home](#) > Certified Reports

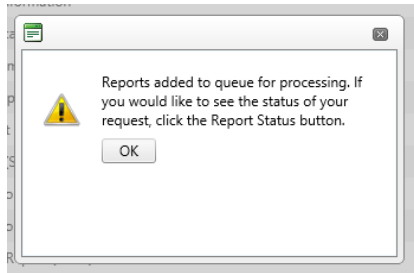
Certified Reports

Cycle 9 ▾ Pdf ▾  

<input type="checkbox"/> Select/Deselect All	Name
<input type="checkbox"/>	 rpt000 District General Information
<input checked="" type="checkbox"/>	 rpt044 Contact Persons (District)
<input checked="" type="checkbox"/>	 rpt100 School General Information
<input type="checkbox"/>	 rpt219 Supplement Educational Services Vendor Report
<input type="checkbox"/>	 rpt275 Contracted NonEmployees Report
<input type="checkbox"/>	 rpt385 District Act 28 Report
<input checked="" type="checkbox"/>	 rpt405 Graduate Student Listing
<input type="checkbox"/>	 rpt488 Contact Persons (School)
<input type="checkbox"/>	 rpt503 Bank Reconciliation
<input type="checkbox"/>	 rpt504 Bank Reconciliation Outstanding Checks
<input type="checkbox"/>	 rpt510 Annual Financial Report (AFRB) Level I
<input type="checkbox"/>	 rpt511 Annual Financial Report (AFRB) Level II
<input type="checkbox"/>	 rpt512 Annual Financial Report (AFRB) Level III
<input type="checkbox"/>	 rpt520 Annual Financial Report (AFRB) Legal Balance
<input type="checkbox"/>	 rpt540 Annual Financial Report (AFRB) Programs on Behalf of Other Agencies

Cycle Instructions


A popup indicates that reports have been added to queue for processing.



When processing is complete, an email is sent to the login name. To view the processed reports, return to the Certified Reports tab, and click on the Report Status button.

[Home](#) > Certified Reports

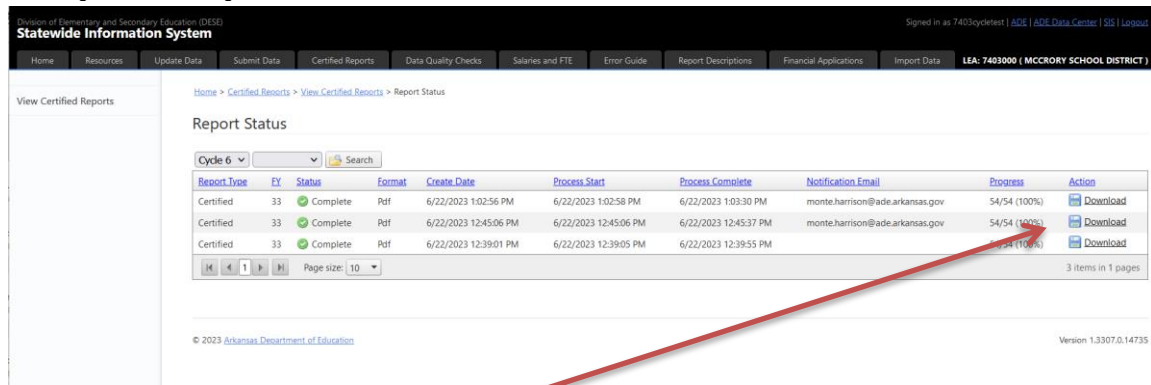
Certified Reports



Cycle 9	Pdf	Process Selected Reports	Report Status
<input type="checkbox"/> Select/Deselect All	Name		
<input type="checkbox"/>	rpt000	District General Information	
<input checked="" type="checkbox"/>	rpt044	Contact Persons (District)	
<input checked="" type="checkbox"/>	rpt100	School General Information	
<input type="checkbox"/>	rpt219	Supplement Educational Services Vendor Report	
<input type="checkbox"/>	rpt275	Contracted NonEmployees Report	
<input type="checkbox"/>	rpt385	District Act 28 Report	
<input checked="" type="checkbox"/>	rpt405	Graduate Student Listing	
<input type="checkbox"/>	rpt488	Contact Persons (School)	
<input type="checkbox"/>	rpt503	Bank Reconciliation	
<input type="checkbox"/>	rpt504	Bank Reconciliation Outstanding Checks	
<input type="checkbox"/>	rpt510	Annual Financial Report (AFRB) Level I	
<input type="checkbox"/>	rpt511	Annual Financial Report (AFRB) Level II	
<input type="checkbox"/>	rpt512	Annual Financial Report (AFRB) Level III	
<input type="checkbox"/>	rpt520	Annual Financial Report (AFRB) Legal Balance	
<input type="checkbox"/>	rpt540	Annual Financial Report (AFRB) Programs on Behalf of Other Agencies	

Cycle Instructions

This opens the Report Status tab.



The screenshot shows the 'Report Status' tab in the 'Statewide Information System'. The interface includes a top navigation bar with links like Home, Resources, Update Data, Submit Data, Certified Reports, Data Quality Checks, Salaries and FTE, Error Guide, Report Descriptions, Financial Applications, Import Data, and a user profile section. A left sidebar contains a 'View Certified Reports' link. The main content area displays a table of report statuses. A red arrow points to the 'Download' link in the 'Action' column of the third row.

Report Type	FY	Status	Format	Create Date	Process Start	Process Complete	Notification Email	Progress	Action
Certified	33	Complete	Pdf	6/22/2023 1:02:56 PM	6/22/2023 1:02:58 PM	6/22/2023 1:03:30 PM	monte.harrison@ade.arkansas.gov	54/54 (100%)	Download
Certified	33	Complete	Pdf	6/22/2023 12:45:06 PM	6/22/2023 12:45:06 PM	6/22/2023 12:45:37 PM	monte.harrison@ade.arkansas.gov	54/54 (100%)	Download
Certified	33	Complete	Pdf	6/22/2023 12:39:01 PM	6/22/2023 12:39:05 PM	6/22/2023 12:39:55 PM		54/54 (100%)	Download

Page size: 10 | 3 items in 1 pages

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Click the Download link to Open or Save the reports.

Data Quality Checks

This tab displays Potential Data Errors. At the time of this writing, the Student and Employee tables are checked for duplications or errors in SSN and State ID.

Division of Elementary and Secondary Education (DESE)

Signed in as 0401cycletest | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

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LEA: 0401000 (BENTONVILLE SCHOOL DISTRICT)

[Home](#) > Data Quality Checks

Potential Data Errors

Following student(s) have an SSN or unique state issued ID that is used by 2 or more students or in multiple LEAs.

Student Name	Birth Date	Student SSN	Student State ID	Grade Level	Resident Code	Twin
Isabella			5881761246	08	R	N
Isabella			6321188704	09	R	N
Eylan			7638549236	11	R	N
Katherine			6138676331	08	R	N
Ministon			7050546556	08	R	N

Salaries and FTE

The **Salaries and FTE** tab is used to extract, manage and verify the district Salaries and FTE data. This data is submitted in cycle 8, but can be built after January 1st. At least one build must be completed before July 1st.

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

Signed in as 0104cycletest | ADE | ADE Data Center | SIS | Logout

Home Resources Update Data Submit Data Certified Reports Data Quality Checks **Salaries and FTE** Error Guide Report Descriptions Financial Applications Import Data LEA: 01040000 (STUTTIGART SCHOOL DISTRICT)

Home > Salaries and FTE

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build completed by carolyn.gunn at 6/19/2023 12:56 PM with 7 build errors

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

Line	Type	OFGTE	OFGSal	SFFTE	SFFSal	SFGTE	SFGSal	FGTE	FGSal	OFMTE	OFMSal	SFMTE	SFMSal
3602	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	2,414.66	0.5000	34,359.93	0.0000	0.00
3604	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	4,842.34	1.9153	80,085.68	0.0000	0.00
3609	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	18,034.10	9.1242	343,512.88	0.0000	0.00
3610	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	43,154.16	19.5645	488,315.43	0.0000	0.00
3615	C	0.0000	0.00	0.0000	0.00	0.0000	0.00	0.0000	2,327.19	2.0000	51,198.65	0.0000	0.00
3616	C	0.0000	10,533.15	0.0000	0.00	0.0000	0.00	1.0000	9,561.67	22.0000	127,328.64	0.0000	0.00
3619	C	0.0000	0.00	1.0000	41,317.85	0.0000	0.00	0.0000	2,432.37	0.0000	0.00	0.0000	0.00
3620	C	0.0000	0.00	18.8055	342,996.99	0.0000	0.00	0.0000	47,618.17	0.0000	0.00	0.0000	0.00
3621	C	0.0000	310.69	0.0000	0.00	0.0000	0.00	1.0593	21,101.81	0.0000	1,000.00	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:

For detailed instructions on the Salaries and FTE page, refer to the Instructions document accessed by this link.

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

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

Home > Salaries and FTE

Salaries and FTE

Extract, manage and verify your district Salaries and FTE records

Build completed by 7403cycletest at 6/23/2023 10:25 AM with no build errors.

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

Instructions

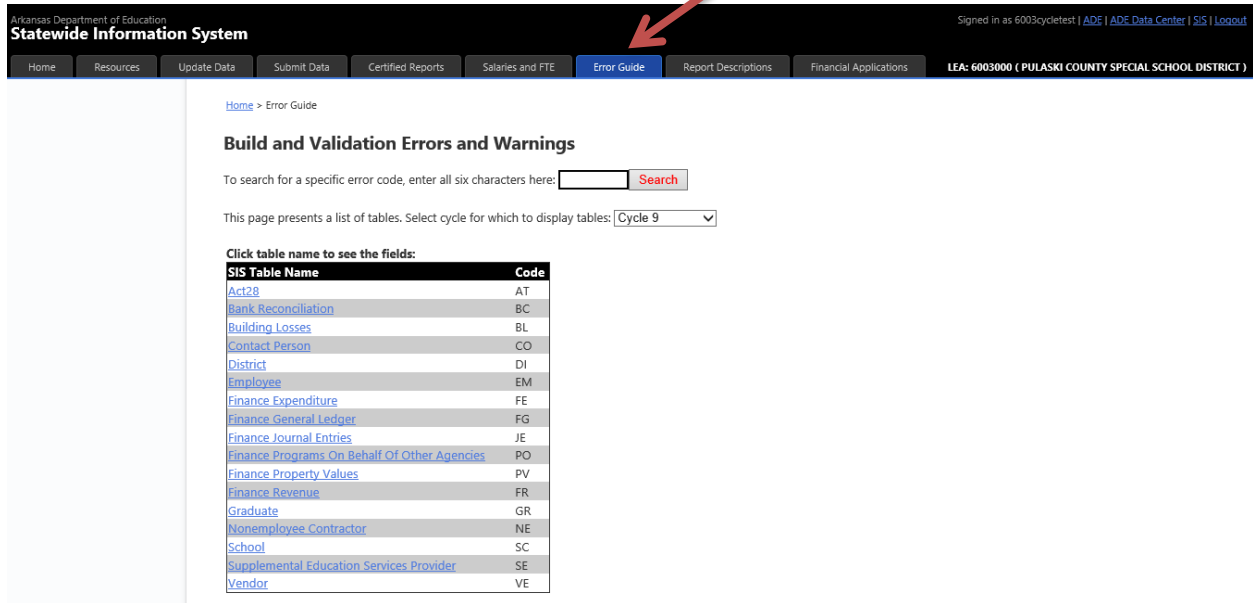
Build History

Validations History

Current Report (rpt570)

Error Guide

The Error Guide tab provides a means to look up a specific Build or Validation error or warning by code, or look up all possible errors by table and field.



Arkansas Department of Education
Statewide Information System

Signed in as 6003cycletest | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

Home Resources Update Data Submit Data Certified Reports Salaries and FTE **Error Guide** Report Descriptions Financial Applications LEA: 6003000 (PULASKI COUNTY SPECIAL SCHOOL DISTRICT)

[Home](#) > Error Guide

Build and Validation Errors and Warnings

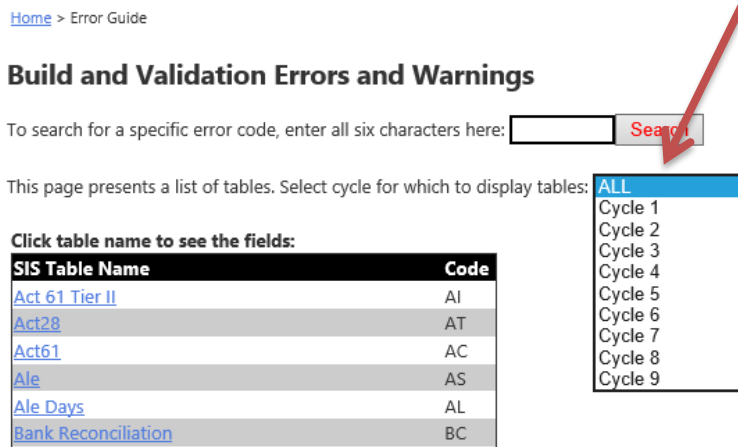
To search for a specific error code, enter all six characters here: [Search](#)

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
District	DI
Employee	EM
Finance Expenditure	FE
Finance General Ledger	FG
Finance Journal Entries	JE
Finance Programs On Behalf Of Other Agencies	PO
Finance Property Values	PV
Finance Revenue	FR
Graduate	GR
Nonemployee Contractor	NE
School	SC
Supplemental Education Services Provider	SE
Vendor	VE

The tab will default to the current cycle. A dropdown is provided to lookup a different cycle, or ALL.



[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: ALL ▼

Click table name to see the fields:

SIS Table Name	Code
Act 61 Tier II	AI
Act28	AT
Act61	AC
Ale	AS
Ale Days	AL
Bank Reconciliation	BC

- ALL
- Cycle 1
- Cycle 2
- Cycle 3
- Cycle 4
- Cycle 5
- Cycle 6
- Cycle 7
- Cycle 8
- Cycle 9

Cycle Instructions

Select a table from the list to see a list of fields that have possible Build and/or Validate errors.

[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:

Click table name to see the fields:

SIS Table Name	Code
Act28	AT
Bank Reconciliation	BC
Building Losses	BL
Contact Person	CO
District	DI
Employee	EM
Finance Expenditure	FE
Finance General Ledger	FG
Finance Journal Entries	JE
Finance Programs On Behalf Of Other Agencies	PO
Finance Property Values	PV
Finance Revenue	FR
Graduate	GR
Nonemployee Contractor	NE
School	SC
Supplemental Education Services Provider	SE
Vendor	VE

Table: 'Employee'

Field Name	Code	Element
lea	EM0030	LEA
ssn	EM0040	SSN
uniq_emp_id	EM0045	State Reporting ID
fname	EM0050	First Name
lname	EM0070	Last Name
address	EM0080	Address
city	EM0090	City
state	EM0100	State
zip	EM0110	Zip
race	EM0130	Race
gender	EM0140	Gender
birth_date	EM0150	Date, Birth
hire_date	EM0160	Date, Hire
desc_degree	EM0175	Degree Description
exp_category	EM0180	Experience Category, Certified
exp_totyrs	EM0190	Experience, Total Years
exp_distyrs	EM0200	Experience, District
exp_state	EM0205	Experience, State Years
out_district	EM0210	Out of District
emp_ins_elig	EM0214	Insurance Eligibility
emp_ins_par	EM0215	Insurance Participation

Clicking on a field brings up a list of the possible errors for that field.

[Home](#) > Error Guide

Build and Validation Errors and Warnings

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

Errors for SIS Field: 'Race'

Error Code	Type	Error Message	Description
EM0130	Build	Invalid or NULL Employee RaceCode	Race cannot be null and must be one of the codes in the SIS manual
EM0130	Validate	Invalid or NULL RaceCode	Invalid or NULL RaceCode
EM0130	Build	Employee Race Missing	Employee is marked 'Hispanic', but no Race is indicated.

[Click to go back to Table and Column lists...](#)

Click the button provided to go back to the column list.

Cycle Instructions

To search for a specific error, enter the code in the provided text box, and click the Search button.

[Home](#) > Error Guide

Build and Validation Errors and Warnings

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



Table: 'Student' Field: 'SSN'

Error Code	Type	Error Message	Description
ST0040	Build	Student SSN is NULL in SMS	Student SSN is NULL in SMS
ST0040	Build	Student SSN is invalid in SMS	SSN cannot be blank or equal '000-00-0000'
ST0040	Validate	Student SSN Must be numeric and not = zeros	SSN must be numeric and not = zeros
ST0040	Build	Student SSN is a duplicate in SMS	SMS has duplicate records for this SSN
ST0040	Build	SSN cannot be NULL.	SSN cannot be NULL.

[Click to go back to Table and Column lists...](#)

Report Descriptions

The Report Descriptions tab provides brief descriptions for reports that are run during any given cycle. The tab defaults to the current cycle, but a pulldown list is provided to go to other cycles.

Division of Elementary and Secondary Education (DESE)

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Signed in as reshmj@ore | [ADE](#) | [ADE Data Center](#) | [SIS](#) | [Logout](#)

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[LEA: 7301000 \(BALD KNOB SCHOOL DISTRICT \)](#)

Home > Report Descriptions

Cycle 7 ▾

Serial #	Rpt #	Rpt Name	Description
1	000	District General Information	This report displays general district information.
2	020	Bus Information	This report displays detailed information about each bus in the district.
3	021	Bus Pupil Transportation	This report displays summarized information for district buses, along with current fiscal year transportation statistics.
4	044	Contact Persons (District)	This report displays list of district-level contact persons (Principals are at school level LEA).
5	100	School General Information	This report displays general contact information for each school building.
6	120	School Calendar	Lists dates of the school year, whether it is a school day, what quarter and semester the date is in, and the date's number in the calendar
7	183	Facility Needs Assessment Building Report	This report is a lists all of building structures for the school districts and identifies specific information related to the structure like computer station counts and internet access.
8	300	District Crossover Students	This report includes students both received from and sent to other districts with a tuition agreement. They are coded as resident or non-resident tuition agreement students and have an LEA number on the Entry/Withdrawal screen or Facility name on screen 102 in Student Demographics Maintenance. These students will be coded with a Resident Code of T, W, D, P, or S.
9	301	District Quarterly Superintendent's Attendance	This report includes the ADT (Average Daily Transported), ADA (Average Daily Attendance), and the ADM (Average Daily Membership) for the current quarter only.
10	302	District Superintendent's Attendance by Grade (Optional)	This report breaks down the ADM, ADA, and ADT by grade.
11	303	District Quarterly Averages Superintendent's Attendance	This report includes the average ADT (Average Daily Transported), ADA (Average Daily Attendance), and the ADM (Average Daily Membership) for the number of quarters completed.
12	305	District Detail List of Student Attendance (Optional)	This report will list all students' attendance by detail whether they are included in or excluded from ADM.
13	308	Transportation Counts – Active Students	This report displays counts of active student transportation methods by school along with a district total.
14	320	District Dyslexia Report	District Dyslexia Report
15	322	District Corporal Punishment	This report shows district summary of corporal punishment incidents grouped in several ways, including race, gender, grade, and special education status.

1 2 3 4 5

Financial Applications

The Financial Applications tab provides links to execute applications that check eFinance records for errors, and to generate versions of the Annual Financial Reports from source eFinance records. Also there is a page to test the coding intended to be used for financial transactions against the appendix tables to ensure the coding is valid.

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AFR General Ledger Exceptions Report

Last run: 03/16/2023 02:17 PM 0104smayville

AFR Accounts Payable Exceptions

Last run: 03/03/2023 09:00 AM 0104smayville

AFR Revenue Exceptions Report

Last run: 01/24/2023 11:57 AM 0104smayville

AFR Exceptions Report

Last run: 06/19/2023 04:26 PM 0104smayville

Annual Financial Report and Budget - Level I

Annual Financial Report and Budget - Level II

Annual Financial Report and Budget - Level III

Financial Transaction Coding Check page

This page enables you to test the coding you intend to use for financial transactions against the appendix tables to ensure you are using coding that is valid.

You can also use this page to look up valid code ranges by entering the fund, then entering digits of the SOF, Account and Function (if Expense), or leaving any of those blank.

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Signed in as **Administrator**

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Financial Transaction Coding Check page

This page enables you to test the coding you intend to use for financial transactions against the appendix tables to ensure you are using coding that is valid. You can also use this page to look up valid code ranges by entering the fund, then entering digits of the SOF, Account and Function (if Expense), or leaving any of those blank.

Enter coding for:

☒ Expense
☐ Revenue

Year:

Fund SOF Function Location Program Account

Select the proper bubble to check coding for Expense or Revenue items, and enter the year for which to check. This will default to the current year. If there is a specific full code to

Cycle Instructions

check for validity, enter all of it in the boxes provided, and click Check It. If the coding is not valid, a short explanation is given.

[Home](#) > [Financial Applications](#) > Financial Transaction Coding Check Page

Financial Transaction Coding Check page

This page enables you to test the coding you intend to use for financial transactions against the appendix tables to ensure you are using coding that is valid. You can also use this page to look up valid code ranges by entering the fund, then entering digits of the SOF, Account and Function (if Expense), or leaving any of those blank.

Enter coding for: ☒ Expense ☐ Revenue Year:

Fund SOF Function Location Program Account

Coding is NOT valid. Location can not equal "000". Function 1103 requires a valid location.

Unit: 10001103000000 61110

Teacher Salary Fund, Regular Programs/Elementary-Secondary, K-3 Summer School Remediation, Personal Services - Salaries, Regular Employees, Certified

yr	Begin Fund/SOF	End Fund/SOF	Begin Function	End Function	Begin Account
23	1000	1200	1103	1103	61110

If the coding is valid, a message indicating that is shown, along with a list of appendix lines meeting the search criteria entered.

[Home](#) > [Financial Applications](#) > Financial Transaction Coding Check Page

Financial Transaction Coding Check page

This page enables you to test the coding you intend to use for financial transactions against the appendix tables to ensure you are using coding that is valid. You can also use this page to look up valid code ranges by entering the fund, then entering digits of the SOF, Account and Function (if Expense), or leaving any of those blank.

Enter coding for: ☒ Expense ☐ Revenue Year:

Fund SOF Function Location Program Account

Coding is VALID

Unit: 10001103012000 61110

Teacher Salary Fund, Regular Programs/Elementary-Secondary, K-3 Summer School Remediation, Personal Services - Salaries, Regular Employees, Certified

Export Appendix Lines Export Format: Excel ▼						
yr	Begin Fund/SOF	End Fund/SOF	Begin Function	End Function	Begin Account	End Account
23	1000	1200	1103	1103	61110	61119

Cycle Instructions

Entering partial information gets a list of appendix lines. This list can be exported by clicking the Export link.

[Home](#) > [Financial Applications](#) > Financial Transaction Coding Check Page

Financial Transaction Coding Check page

This page enables you to test the coding you intend to use for financial transactions against the appendix tables to ensure you are using coding that is valid. You can also use this page to look up valid code ranges by entering the fund, then entering digits of the SOF, Account and Function (if Expense), or leaving any of those blank.

Enter coding for: ☒ Expense ☐ Revenue Year:

Fund SOF Function Location Program Account

Must have fund, SOF, function and account to verify validity.

Unit: 1000000000000000 61110

Teacher Salary Fund, Personal Services - Salaries, Regular Employees, Certified

Export Appendix Lines Export Format: Excel						
yr	Begin Fund/SOF	End Fund/SOF	Begin Function	End Function	Begin Account	End Account
23	1000	1200	1103	1103	61110	61119
23	1000	1200	1110	1179	61110	61119
23	1000	1200	1180	1199	61110	61119
23	1000	1200	1210	1217	61110	61119

AFR General Ledger Exceptions

This report checks records in the General Ledger for a specific set of problems.

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LEA : 0201000 AFR General Ledger Exceptions Report Page #: 1
District : CROSSETT SCHOOL DISTRICT Run : 6/23/2023 10:44:32 AM

Exception	Year	Fund	Object	Balance	TransNum	TransCode	JournEntrNum
Negative Balance	23	0001	04720	-15.00			

AFR Accounts Payable Exceptions

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LEA : 0406000 AFR Accounts Payable Exceptions Report Page #: 1
District : SILOAM SPRINGS SCHOOL DISTRICT Run : 6/23/2023 10:47:29 AM

Exception	Year	Fund	Object	Balance	TransNum	TransCode	JournEntrNum
Balance Not Equal 0 (Exception)	23	0001	04020	867,582.18			

AFR Revenue Exceptions

This report checks records in the Revenue table for rules violations. If there are none, none are displayed. Please note: This report is only updated twice a Fiscal Year: August for Cycle 9 and September for Cycle 1.

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AFR Revenue Exceptions Report

Page #: 1

Fiscal Year 23

Run : 6/23/2023 10:48:07 AM

Please note: This report is only updated twice a Fiscal Year: August for Cycle 9 and September for Cycle 1

Code	Title	State Amount	District Amount
SG	Student Growth Funding	256,823.00	940,000.00

AFR Exceptions

The AFR Exceptions application has a multitude of tests for checking both revenue and expense items, transfers between revenues and expenditures, and other issues.

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LEA : 0406000

AFR Exceptions Report

Page #: 1

District : SILOAM SPRINGS SCHOOL DISTRICT

Run : 6/23/2023 10:50:57 AM

Rev/Exc	Year	Fund	Func	Loc	Prog	Subj	Object	Actual	Budget
expenditure bad coding	23	1000	1910	048	270	00	61720	292.50	0.00
expenditure bad coding	23	1281	2145	046	039	00	61710	615.01	0.00
expenditure bad coding	23	2000	2491	703	000	00	65880	170.19	170.19
expenditure bad coding	23	6795	1591	049	191	00	61120	830.00	0.00
expenditure bad coding	23	6795	1591	049	191	00	62220	51.46	0.00
expenditure bad coding	23	6795	1591	049	191	00	62270	12.04	0.00
expenditure bad coding	23	6795	1591	049	191	00	62320	124.50	0.00
expldger Salary != detdist Salary	23						61xxx	30,688,569.41	30,690,394.97
JE balance in acct 19910	23	2002					19910	-2,415.00	0.00
Negative Actual Expenditure	23	2000	2222	045	000	00	67330	-31.25	5,600.00
Negative Actual Expenditure	23	7161	1150	703	115	00	66111	-2.67	0.00
Negative Actual Expenditure	23	7166	1150	703	115	00	65810	-7.29	0.00
Outstanding check over 90 days old: Check 156599 Date: 03/01/2023	23							310.00	0.00
Outstanding check over 90 days old: Check 156712 Date: 03/15/2023	23							20.00	0.00
Outstanding check over 90 days old: Check 156785 Date: 03/22/2023	23							2.24	0.00
Outstanding check over 90 days old: Check 734327 Date: 03/15/2023	23							210.00	0.00
Payroll interface(s) unposted	23							0.00	0.00

Your district has 17 exceptions to be corrected.

Annual Financial Reports

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Last run: 11/18/2022 12:39 PM 0406traskiewicz

Last run: 11/18/2022 12:37 PM 0406traskiewicz

Last run: 12/15/2022 09:29 AM 0406traskiewicz

Last run: 06/22/2023 01:21 PM 0406traskiewicz

These reports present Beginning Balance, Total Revenues, Total Expenditures, Total Transfers and Ending Balance by fund for records in the source eFinance database. These reports are approximately the same as cycle reports 510, 511 and 512 with the exception that the values in those reports come from data that was pulled into SIS rather than data in the source eFinance tables.

The Level I report gives the grand totals by fund, Level II gives totals broken down by Function range and Account range, and the Level III report further breaks the Account ranges down.

When any of the three is selected, a dialog is presented giving the option of selecting the Actual and Budget year.

Select Actual/Budget year

Actual Year :

23 ▾

Budget Year :

23 ▾

Get Report

Report processing begins when the Get Report button is clicked.

Cycle Instructions

The resulting report can be exported to Excel, PDF or Word.

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

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Financial Applications

Financial Transaction Coding Check Page

AFR General Ledger Exceptions

AFR Accounts Payable Exceptions

AFR Revenue Exceptions

AFR Exceptions

AFR Level I

AFR Level II

AFR Level III

[Home](#) > [Financial Applications](#) > AFR Level III

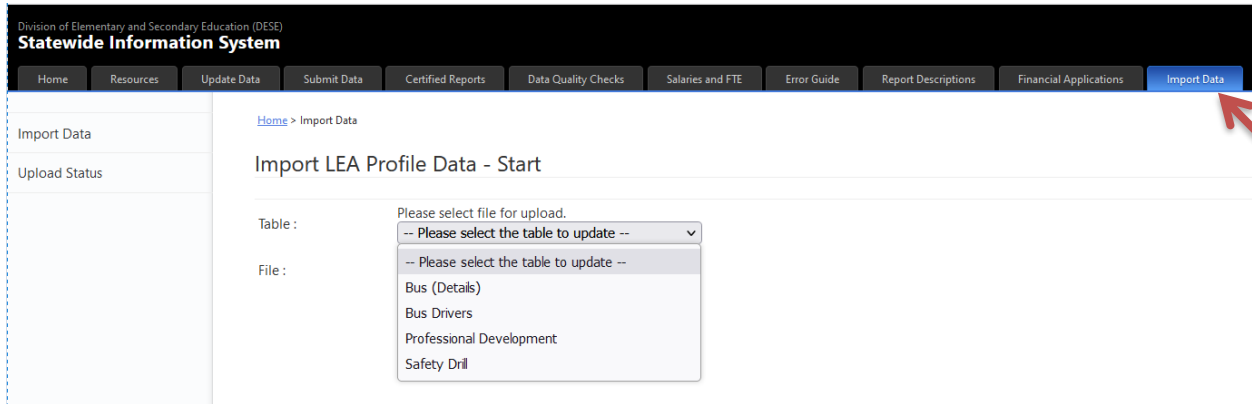
1 of 124 Find | Next

Excel PDF Word

LEA : 0406000 Annual Financial Report and Budget - Level III
District : SILOAM SPRINGS SCHOOL DISTRICT
Page #: 1
County : BENTON

			Actual FY 22-23	Budget FY 22-23
FUND 1 - Teacher Salary				
Beginning Balance			0.00	0.00
Expenditures				
	Func 1105-1109: PreSch	61110	414,670.16	415,515.00
		Sub-Totals - 61110-61119	414,670.16	415,515.00
		61710	307.50	0.00
		Sub-Totals - 61710-61719	307.50	0.00

Import Data



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

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

Home > Import Data

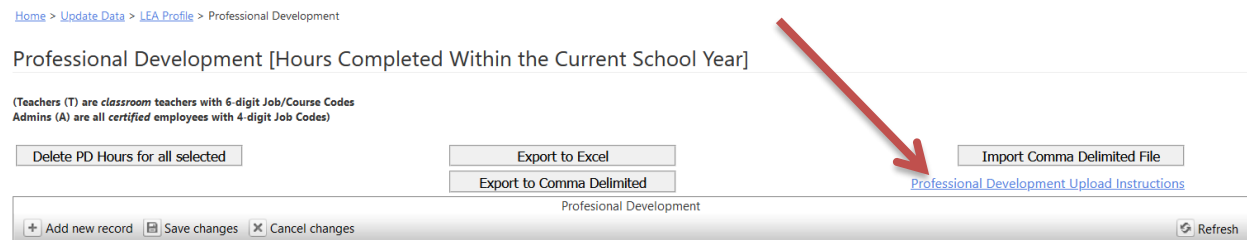
Import LEA Profile Data - Start

Table : Please select file for upload.
-- Please select the table to update --
-- Please select the table to update --
Bus (Details)
Bus Drivers
Professional Development
Safety Drill

File :

The Import Data tab is used to import information into LEA Profile tables from Comma Separated Values (CSV) files.

For detailed instructions on uploading data, go to the Update Data tab, select LEA Profile and select the table you wish to upload. A link to the instructions document can be found at the upper right of the page.



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 Export to Comma Delimited Import Comma Delimited File

[Professional Development Upload Instructions](#)

+ Add new record Save changes Cancel changes Professional Development Refresh

Contact

If you have questions, comments or suggestions regarding this document or the processes described in it, send us an email:

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