

# **Arkansas Department of Education Statewide Information System Cycle 1 (FY Reporting 34)**

**Due Date: September 30, 2023**

## **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 your district is supported by providing accurate data in each SIS Cycle.**

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## STATE REPORTING - CYCLE 1

Cycle 1 includes information for:

- AFRB
- (ASR) Supplement
- Calendar
- Class (Novice Teacher)
- Contact Persons
- District General Information
- Finance – Bank Reconciliation
- Finance – Bank Outstanding Checks
- Finance – Employee
- Finance – Employee Additional Duties
- Finance – Employee Base Salary
- Finance – Employee Benefits
- Finance – Employee Fringe Benefits
- Finance – Expenditure
- Finance – General Ledger
- Finance – Revenue
- Finance – Salary Range
- Finance – Salary Schedule
- School General Information
- Student ID Change

### **Cycle 1 includes Reports:**

- Report 000 District General Information
- Report 044 District Contact Persons
- Report 100 School General Information
- Report 120 School Calendar
- Report 205 Employee Base Salary
- Report 208 Employee Fringe Benefits (paid by district on behalf of employee)
- Report 212 Employee Benefits (Payment/services in addition to salary)
- Report 214 Employee Additional Duties Detailed report
- Report 215 Novice Teacher List Report
- Report 465 School Student ID Change
- Report 488 Contact Persons (School)
- Report 503 Bank Reconciliation Report
- Report 504 Bank Reconciliation Outstanding Checks
- Report 510 Annual Financial Report (AFRB) Level I
- Report 511 Annual Financial Report (AFRB) Level II
- Report 512 Annual Financial Report (AFRB) Level III
- Report 520 Annual Financial Report (AFRB) Legal Balance
- Report 580 Annual Statistical Report (ASR)
- Report 810 Salary Schedule

## **Cycle 1 Build Prerequisites**

- Personnel Budgeting - budget for salaries and benefits for the new fiscal year.
- Apply Expenditure Projections in Personnel Budgeting to Budget Prep.
- Complete budgeting of all expenditures by location (as required) as well as revenue in Budget Prep
- Post from Budget Prep to Financial Accounting (can only be posted ONCE)
- AFR Exceptions to check for exceptions in the budgeted figures (corrections in Fund Accounting Budget Transactions / Expenditure or Revenue Budgets / Adjust)
- Continue with the Cycle 1 process in SIS.

## SIS Cycle Coordinator Assignment

A list of Cycle Coordinators all LEAs is listed at [www.apscn.org](http://www.apscn.org) > Security > Security Resources > District Access Information. Search then click on desired LEA to view the user listed as SIS Cycle Coordinators.

Any user listed as “Active Directory Account Manager” on the DAI page should follow the steps in the “ADAM – Active Directory Account Manager” guide found at <https://adedata.arkansas.gov/security> in the “Manager Guides” section to make modification to the list of users listed on the entity DAI page <https://eis.ade.arkansas.gov/dai/>

## Statewide Information System Log-in

Go to APSCN Website at [www.apscn.org](http://www.apscn.org)

Click on the “**SIS**” tab.



Once the SIS tab opens click on **Statewide Information System**.

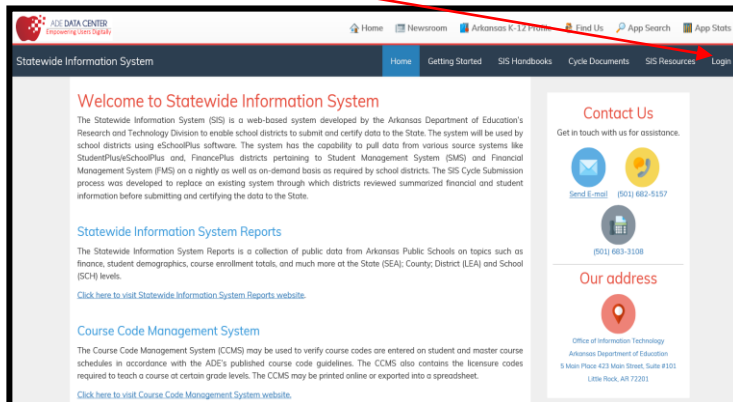
### ADE Statewide Information System

Statewide Information System (ADE Data Center)

Location for Web Submissions, SIS Handbooks, and Cycle Submission Forms


Statewide Information Systems (SIS Login)

Click on **Login** hyperlink, <http://adesis.arkansas.gov> listed under Link to SIS System



## STATEWIDE INFORMATION SYSTEM (Continued)

The below screen will display:



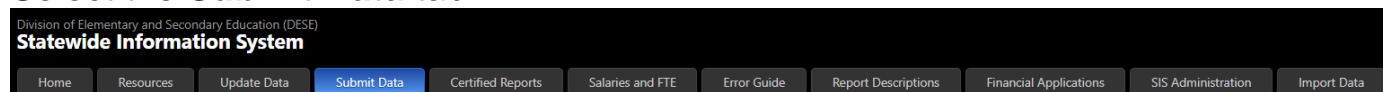
The screenshot shows the login interface for the Arkansas Department of Education's Statewide Information System. On the left, there is a logo for the Arkansas Department of Education and the text "Welcome to Statewide Information System". On the right, there is a login form titled "Login using your State Active Directory Account". The form includes fields for "Username" (containing "6003cycles") and "Password" (masked with dots). Below the password field is a checkbox labeled "Remember me on this computer" and a "Login" button.

Type in user Active Directory Username and Password and click the Login button. The log-in page takes the user to the Home page of the ADE Statewide Information System (SIS). The ADE SIS website has **eleven (11) main tabs** listed as below:

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

## Submit Data section

Select the **Submit Data** tab.



## SIS - Submit Data section (continued)

Select the **Current Cycle Info** 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

Error Guide

Report Descriptions

Financial Applications

Build History

Validate History

View Cycle Reports

View SIS Tables

Submit History

Home > Submit Data

Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 2023/2024

Current Cycle: 1

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

There are four (4) sections in the Current Cycle Info tab:

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

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 2019/2020

Current Cycle: 1

Current Cycle

Build

Date:

Status:

Error Count:

Perform On-Demand Build

View Build Errors

Validate

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

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

Certificate of Data Accuracy

File:

Upload

Submit

Date:

Status:

Submit

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

# Perform On Demand Build

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

Current Cycle Info

Resubmission Cycle Info

**Current Fiscal Year:** 2019/2020  
**Current Cycle:** 1

**Current Cycle**

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

**Build**

Date:

Status:

Error Count:

Perform On-Demand Build

View Build Errors

**Validate**

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

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

**Certificate of Data Accuracy**

File:

Upload

**Submit**

Date:

Status:

Submit

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

[Submit Data](#)

Current Cycle Info

Resubmission Cycle Info

**Current Fiscal Year:**  
**Current Cycle:** 1

**Current Cycle**

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

**Build**

Date:

Status: Processing

Error Count: 0

Perform On-Demand Build

View Build Errors

**Validate**

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

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

**Certificate of Data Accuracy**

File:

Upload

**Submit**

Date:

Status:

Submit





## Build (continued)

### **1<sup>st</sup> Build – Error Count**

There will be at least one (1) **Error Count** after the **1<sup>st</sup> build**. It will be a BC0040 error which indicates that there is **No data in LEA Profile Bank Recon table for Cycle 1**. 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 1 ▼

<a href="#">Contact Person</a>	Delete All Records
<a href="#">District</a>	
<a href="#">Finance Bank Reconciliation</a>	Delete All Records
<a href="#">Finance Employee Benefit</a>	Delete All Records
<a href="#">School</a>	Delete All Records

The Finance Bank Reconciliation screen will appear:

Finance Bank Reconciliation

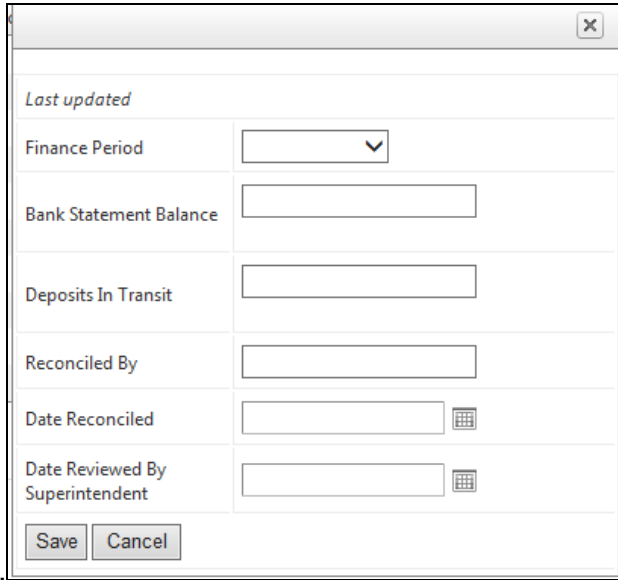
Finance Period	Bank Statement Balance	Deposits In Transit	Reconciled By	Date Reconciled ▼
+ Add new record				
Refresh				

Select **Add new record** to enter information for July, Period 1

If Period 1 from last year is listed, delete that record from Cycle 1 and add new record for this fiscal year's Period 1.

**NOTE: Delete ALL Bank Reconciliation Records for the previous Fiscal Year. (The only bank records showing should be for the current Fiscal Year.)**

## Build (continued)



The screenshot shows a web-based form titled "Finance Bank Reconciliation". It has a "Last updated" label at the top. Below it are several input fields: "Finance Period" with a dropdown arrow, "Bank Statement Balance", "Deposits In Transit", "Reconciled By", "Date Reconciled" with a calendar icon, and "Date Reviewed By Superintendent" with a calendar icon. At the bottom left are "Save" and "Cancel" buttons. The form is enclosed in a window-like border with a close button in the top right corner.

Add below info in Finance Bank Reconciliation screen

**Last Updated** – Date will be updated when record is saved.

**Finance Period** - Select from the drop down, **1 - Cycle 1**

**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: Cycle 1 build is looking for Last Updated date of September 1<sup>st</sup> or later.

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

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

## Build (continued)

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

### Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year:

Current Cycle: 1

Current Cycle

Build

Date:

user:

Perform On-Demand Build

View Build Errors

Status: Completed

Error Count: 0

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

## Build History

The Build History section provides an overview of all Perform On-Demand Builds that have taken place 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.

Home > Submit Data > Build History

### Build History

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
26	1	9/14/2015 6:01 PM	Build	SYSTEM	00:07:02	0	0	Completed	Details
26	1	9/13/2015 6:03 PM	Build	SYSTEM	00:06:32	0	0	Completed	Details
26	1	9/12/2015 6:02 PM	Build	SYSTEM	00:05:53	0	0	Completed	Details
26	1	9/11/2015 6:01 PM	Build	SYSTEM	00:05:01	0	0	Completed	Details
26	1	9/10/2015 6:02 PM	Build	SYSTEM	00:07:23	0	0	Completed	Details
26	1	9/9/2015 6:05 PM	Build	SYSTEM	00:04:12	0	0	Completed	Details
26	1	9/8/2015 6:01 PM	Build	SYSTEM	00:06:04	0	0	Completed	Details
26	1	9/8/2015 2:27 PM	Build	SYSTEM	00:01:35	0	0	Completed	Details
26	1	9/8/2015 2:13 PM	Build	SYSTEM	00:01:46	0	0	Completed	Details
26	1	9/8/2015 1:21 PM	Build	SYSTEM	00:01:27	0	0	Completed	Details

Page size: 10  
1350 items in 135 pages

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 be viewed at any time to verify the data.

Build History

Validate History

View Cycle Reports

View SIS Tables

Submit History

Home > Submit Data

Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year:

Current Cycle: 1

Current Cycle

Build

Date:

user:

Perform On-Demand Build

View Build Errors

Status: Completed

Error Count: 0


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

Build (continued)

## **Error Guide Tab**

Search for Build error code.

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

<input type="checkbox"/>	Type	Code	ID	Description
<input type="checkbox"/>	 BuildError	BC0040	BankReconNoRecs	No data in LEA Profile Bank Recon table for cycle 1

Go to **Error Guide** Tab and select Cycle 1. The tables for Cycle 1 will display.

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

HomeResourcesUpdate DataSubmit DataCertified ReportsSalaries and FTE**Error Guide**Report DescriptionsFinancial ApplicationsSIS AdministrationImport Data

[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 1

Click table name to see the fields:

SIS Table Name	Code
<a href="#">Calendar</a>	CA
<a href="#">Class</a>	CL
<a href="#">Contact Persons</a>	CO
<a href="#">District</a>	DI

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

## 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 1 ▼

Click table name to see the fields:

SIS Table Name	Code
<a href="#">Calendar</a>	CA
<a href="#">Class</a>	CL
<a href="#">Contact Persons</a>	CO
<a href="#">District</a>	DI
<b><a href="#">Finance – Bank Reconciliation</a></b>	<b>BC</b>
<a href="#">Finance – Employee</a>	EM
<a href="#">Finance – Employee Additional Duties</a>	FA
<a href="#">Finance – Employee Base Salary</a>	BS
<a href="#">Finance – Employee Benefits</a>	CF
<a href="#">Finance – Employee Fringe Benefits</a>	FN
<a href="#">Finance – Expenditure</a>	FE
<a href="#">Finance – General Ledger</a>	FG
<a href="#">Finance – Revenue</a>	FR
<a href="#">Finance – Salary Range</a>	SL
<a href="#">Finance – Salary Schedule</a>	SA
<a href="#">School</a>	SC
<a href="#">Student Id Change</a>	SI

Table: 'Finance – Bank Reconciliation'

Field Name	Code	Element
<a href="#">bank_bal</a>	BC0040	Bank Balance Statement
<a href="#">bank_var</a>	BC0090	Bank Account Variance
<a href="#">finance_period</a>	BC0035	Finance Period
<a href="#">lea</a>	BC0030	LEA

## SIS Updates

Data updates to fields that are not contained in eSchoolPlus or FinancePlus should be done under the Update Data LEA Profile section of SIS.

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](#)
[Salaries and FTE](#)
[Error Guide](#)
[Report Descriptions](#)

[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 contact persons).

[eSchoolPlus](#)

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

[eFinancePlus](#)

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

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

[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

## SIS Updates (Continued)

Choices under Update Data > LEA Profile section for Cycle 1

- Contact Person
- District
- Finance Bank Reconciliation
- Finance Employee Benefits
- School

### SIS Updates > Contact Person

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

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

### Update LEA Profile

Please select a Cycle Cycle 1 ▼

<a href="#">Contact Person</a>	Delete All Records
<a href="#">District</a>	
<a href="#">Finance Bank Reconciliation</a>	Delete All Records
<a href="#">Finance Employee Benefit</a>	Delete All Records
<a href="#">School</a>	Delete All Records

Contact Person table will open with data from last Cycle.

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

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

### Contact Person

+ Add new record Refresh

LEA	Coord Code	Description	First Name	Last Name ▲	Email
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## SIS Updates > Contact Person (continued)

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 (Required)  
9 = Triand Primary Contact in SIS  
0 - Facilities / Maintenance Director  
A = ALE Contact Person  
AP = Assistant Principal  
B = Bus Inspector  
C = Test Coordinator  
CO = Communications Manager / Director (District)  
D = Safe and Drug-Free Schools (SDFS) Coordinator  
DS = Data Steward for DEAP, ACGRS, ACE, NOI (Required)  
E = Treasurer  
ES = Effectiveness System Coordinator (District)  
F = SIS 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 = Mentor of Novice Teachers (Required)  
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 (Required)  
PS = Pre-AP® School Coordinator (Required)  
R = Child Nutrition Manager  
RR = Recruitment and Retention Coordinator (COOPs only)  
S = eSchoolPlus Coordinator for Cycles 2 thru 7  
SN = School Nurse – (School)  
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

## SIS Updates > Contact Person (continued)

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

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

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

## SIS Updates > District

The below data is pulled from eSchoolPlus PowerSchool 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
- Number of Schools
- Congressional District

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

The below data is pulled from eFinancePlus PowerSchool software:

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

To update SHIPPING ADDRESS for District, if needed, go to FinancePlus software.

### Menu > Purchasing > Reference Tables > Shipping Codes

MUST be a physical address for every **7-digit** LEA building code, not a Post Office Box. (All 7 digits not just the 3 digit building code)

Click **Find** to open shipping data. **ADDRESS MUST BE PHYSICAL ADDRESS NOT A POST OFFICE BOX**

Click on **District** table for updating/adding/deleting data that is NOT pulled from eSchoolPlus or eFinancePlus software.

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

District			
<div> <div></div> <div>Refresh</div> </div>			
Website Address	School Board Count	Transfer Agreement	Bus Safety
http://www.schools.k12.ar.us/	5	N	Y
<div>Edit</div>			

## SIS Updates > District (continued)

Below are District fields NOT pulled from the database which need to be updated for Cycle 1.

The screenshot shows a web form for updating district information. It contains the following fields:

- Website Address:** A text input field.
- Phone Extension:** A text input field.
- Fax Extension:** A text input field.
- School Board Count:** A text input field with a red asterisk indicating it is required.
- Zoned Status:** A dropdown menu with the text "Select a value" and a red asterisk.
- Transfer Agreement - Indicates whether the district participates in transfer agreements with other districts:** A dropdown menu with a red asterisk.
- Employee Health Insurance:** A text input field with a red asterisk.
- Square Miles Per District:** A text input field with a red asterisk.
- Safety Training:** A dropdown menu with a red asterisk.
- Non-Public School Pupils Transported:** A text input field with a red asterisk.

At the bottom of the form are two buttons: "Save" and "Cancel".

**Website Address:** The URL for the district website

**Phone Extension :** Number to dial district contact directly

**Fax Extension:** This field can be blank

**School Board Count:** The total number of local board members for a district.

**Zoned Status:** Is the school board based upon zones as required in A.C.A. 6-13-631?

**Transfer Agreement:** Indicates whether the district participated in transfer agreements with other districts.

**Employee Health Insurance:** Amount of monthly health insurance premium paid by district per employee.

**Square Miles Per District:** The number of square miles within the boundaries of the school district, to the nearest full square mile. This data is critical for the annual end-of-year statistical report.

**Safety Training:** Does the district provide a program of safety training essential to the reasonable protection of the lives of students and property from fire and other hazards in each unit of the school district?

**Non-Public School Pupils Transported -** The number of non-public school pupils transported at public school expense.

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

**If no changes are made, click the Cancel button.**

## SIS Updates > Finance Bank Reconciliation

Click on Finance Bank Reconciliation table to Add data.

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

### Update LEA Profile

Please select a Cycle Cycle 1 ▼

<a href="#">Contact Person</a>	<a href="#">Delete All Records</a>
<a href="#">District</a>	
<a href="#">Finance Bank Reconciliation</a>	<a href="#">Delete All Records</a>
<a href="#">Finance Employee Benefit</a>	<a href="#">Delete All Records</a>
<a href="#">School</a>	<a href="#">Delete All Records</a>

The Finance Bank Reconciliation screen will appear:

### Finance Bank Reconciliation

[+ Add new record](#) [Refresh](#)

Finance Period	Bank Statement Balance	Deposits In Transit	Reconciled By	Date Reconciled ▼
----------------	------------------------	---------------------	---------------	-------------------

If Period 1 is in SIS from last year Cycle 1 submission delete that record and add a new record. Do NOT edit last year's Cycle 1 submission record.

Select **Add new record** to enter information for Period 1 for July.

**Last updated**

Finance Period	<span>▼</span>
Bank Statement Balance	<input type="text"/>
Deposits In Transit	<input type="text"/>
Reconciled By	<input type="text"/>
Date Reconciled	<input type="text"/>
Date Reviewed By Superintendent	<input type="text"/>

[Save](#) [Cancel](#)

## SIS Updates > Finance Bank Reconciliation (continued)

Enter information in Bank Reconciliation fields.

### Finance Period - 1

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

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

**Reconciled By** – Enter name of employee who reconciled bank statement (tab)

**Date Reconciled** – Enter date the bank statement was reconciled (mm/dd/yyyy) (tab)

**Date Reviewed By Superintendent** – Enter date superintendent reviewed the reconciled bank statement.

Once updates are made, click the **Save** button.

## Update Data > LEA Profile > Finance Employee Benefit (Payments/Services in addition to salary)

Click on Finance Employee Benefit table to ADD data.

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

### Update LEA Profile

Please select a Cycle Cycle 1

<a href="#">Contact Person</a>	Delete All Records
<a href="#">District</a>	
<a href="#">Finance Bank Reconciliation</a>	Delete All Records
<a href="#">Finance Employee Benefit</a>	Delete All Records
<a href="#">School</a>	Delete All Records

Select **Add new record** to enter information for Finance Employee Benefit.

Finance Employee Benefit					
<div> <div> <div>+</div> Add new record </div> <div>Refresh</div> </div>					
Ssn	State Id	Title	Last Name	Benefits	Benefit Total
No records to display.					

## SIS Updates > Finance Employee Benefit (continued)

Enter information in below Finance Employee Benefits fields.

Last updated	
SSN	<input type="text"/>
State Id	<input type="text"/>
District Employee Number	<input type="text"/>
Title	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Benefits	<input type="text"/>
Benefit Total	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- **Social Security Number (SSN)** - The nine digit Social Security Number of the staff member being identified.
- **State ID** – The unique 10-digit Triand identifier generated for the teacher by the State.
- **District Employee Number** – The personnel number assigned to the employee in eFinancePlus.
- **Title** – The title of the person for which the benefit is being paid.

Superintendent  
Chief Financial Officer  
Business Manager  
Assistant Superintendent  
Other

- **First Name** – First name of the person for which benefit is being paid.
- **Middle Name** – Middle name of the person for which benefit is being paid.
- **Last Name** – Last name of the person for which benefit is being paid.
- **Benefits** – All payments and services provided to the employee in addition to salary. These are the benefits which are not available to all employees.

Vehicle Benefit  
Housing Benefit  
Dental  
Health Insurance  
Life/Disability  
Annuities/Additional Retirement  
Membership/Prof & Other Dues and Fees  
Travel  
Other

- **Benefit Total** – Amount paid annually for employee benefits.

## SIS Updates > School

Click on **School** table for updating/adding/deleting data that is NOT pulled in from the database.

[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

**School** table will open with data from last Cycle.

Click **Edit / Delete** to update or delete existing School LEA records.

After updating / deleting the data, click **Refresh**.

School					
<a href="#">Refresh</a>					
School Lea ▼	Website Address	Staff Development Hours	Fire Marshal	Evacuation Plan	Preschool Classroom Count
					<a href="#">Edit</a> <a href="#">Delete</a>
					<a href="#">Edit</a> <a href="#">Delete</a>

Below are School fields that are **NOT** pulled from database and can be updated for Cycle 1.

Last updated

School Lea

Website Address

Phone Extension

Fax Extension

Staff Development Hours

Book Volumes

Fire Marshal

Evacuation Plan

Building Check

Before School Program

After School Program

Weekends

Summer

Title I Funds?

Save

Cancel



## SIS Updates > School (continued)

- **School LEA – Enter School LEA number.** The first two digits represent the county, the second two digits represent the district and the last digits represent the individual school building.
- **Website Address:** The URL for the district website
- **Phone Extension :** Number to dial district contact directly
- **Fax Extension:** This field can be blank
- **Staff Development Hours –** The number of hours teachers are scheduled for staff development based on Standard 3.112
- **Book Volumes –** The total number of book titles catalogued in the school's library and media center. Based on Standard 9.241
- **Fire Marshall –** Is there a School Fire Marshal Program currently in operation in each school? Answer yes or no.
- **Evacuation Plan –** Is there an adequate evacuation plan with a diagram posted inside each classroom of the school? Answer yes or no.
- **Building Check –** Are all buildings checked for hazards before being locked at the end of the day and at night after activities? Answer yes or no.
- **Before School Program –** Does the school have a scheduled academic/tutoring period prior to the beginning of a school day? Answer yes or no.
- **After School Program –** Does the school have a scheduled academic/tutoring period following dismissal of the regular school day? Answer yes or no.
- **Weekends –** Does the school have a scheduled academic/tutoring/enrichment time on Saturday or Sunday? Answer yes or no.
- **Summer –** Does the school have a scheduled academic/tutoring time following or prior to the academic school year? Answer yes or no.
- **Title I Funds? –** Does the school receive Title I Funds? Answer yes or no.

If changes made click **Save** button. If no changes made click **Cancel** button.

**For School Fields that are pulled from eSchoolPlus PowerSchool database see pages 99-105 of 2023-2024 SIS Handbook.**

## Perform On Demand Validation

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

The screenshot shows the 'Current Cycle Info' page with tabs for 'Current Cycle Info' and 'Resubmission Cycle Info'. The 'Current Cycle' section is active, showing a 'Build' section with a 'Date' of 9/7/2023 11:56 AM, 'Status' of Completed, and 'Error Count' of 0. Below this is the 'Validate' section, which is currently empty. To the right of the 'Validate' section, there is a red box highlighting the 'Perform On-Demand Validation' button. Other buttons visible include 'View Build Errors', 'View Validation Errors', 'Cycle Reports', and 'SIS Tables'.

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

The screenshot shows the 'Validate' section with a 'Date' of 9/5/2023 7:38 AM, 'Status' of Completed, 'Error Count' of 37, and 'Warning Count' of 4. The 'View Validation Errors' button is highlighted with a red box. Other buttons visible include 'Perform On-Demand Validation', 'Cycle Reports', and 'SIS Tables'.

Validate Errors **MUST** be corrected before a submission can be made. A Validate Error will look similar to the examples below.

Type	Code	ID	Description	Details	Details 2
ValidateError	FG0140	GenLedger_NegEndBal6752	Negative Budgeted Fund Balance	Fund/SOF Balance	6752 -106494.03
ValidateError	FG0140	GenLedger_NegEndBal6750	Negative Budgeted Fund Balance	Fund/SOF Balance	6750 -92860.30
ValidateError	FG0140	GenLedger_EndBalFund6	Negative Balance (BUDGETED) in fund 6	Begin Bal plus (rev minus exp)	Ending bal: -61122

These Validate Errors **MUST** be corrected in FinancePlus and a **Perform On-Demand Build** must be processed for Cycle 1 to pull in corrections.

After corrections have been made in FinancePlus, run Perform On-Demand Build for Cycle 1 and run Perform On-Demand Validation.

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

## Submit Data

Current Cycle Info

Resubmission Cycle Info

**Current Fiscal Year:** 2019/2020  
**Current Cycle:** 1

**Current Cycle**

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

**Build**

**Date:** 9/10/2019 3:15 PM user: --

**Status:** Completed

**Error Count:** 0

Perform On-Demand Build

View Build Errors

**Validate**

**Date:** 9/10/2019 3:25 PM user: --

**Status:** Completed

**Error Count:** 0

**Warning Count:** 6

Perform On-Demand Validation

View Validation Errors

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

**Certificate of Data Accuracy**

**File:**

Upload

**Submit**

**Date:**

**Status:**

Submit

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.

## Cycle Reports (Uncertified)

To view the Uncertified Reports prior to submission, go to Submit Data > View Cycle Reports

Below is a list of the report for Cycle 1.

Division of Elementary and Secondary Education (DESE)

**Statewide Information System**

[Home](#)
[Resources](#)
[Update Data](#)
[Submit Data](#)
[Certified Reports](#)
[Salaries and FTE](#)
[Error Guide](#)
[Report Descriptions](#)

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

[Build History](#)
[Validate History](#)
[View Cycle Reports](#)
[View SIS Tables](#)
[Submit History](#)

### View Cycle Reports

Cycle 1 ▾ Pdf ▾ Process Selected Reports Report Status

<input type="checkbox"/>	Select/Deselect All	Name
<input type="checkbox"/>	<a href="#">rpt000</a>	District General Information
<input type="checkbox"/>	<a href="#">rpt044</a>	Contact Persons (District)
<input type="checkbox"/>	<a href="#">rpt100</a>	School General Information
<input type="checkbox"/>	<a href="#">rpt120</a>	School Calendar
<input type="checkbox"/>	<a href="#">rpt205</a>	Employee Base Salary
<input type="checkbox"/>	<a href="#">rpt208</a>	Employee Fringe Benefits (paid by district on behalf of employee)
<input type="checkbox"/>	<a href="#">rpt212</a>	Employee Benefits (Payments/services in addition to salary)
<input type="checkbox"/>	<a href="#">rpt214</a>	Employee Additional Duties Detailed Report
<input type="checkbox"/>	<a href="#">rpt215</a>	Novice Teacher List Report
<input type="checkbox"/>	<a href="#">rpt465</a>	School Student ID Change
<input type="checkbox"/>	<a href="#">rpt488</a>	Contact Persons (School)
<input type="checkbox"/>	<a href="#">rpt503</a>	Bank Reconciliation
<input type="checkbox"/>	<a href="#">rpt504</a>	Bank Reconciliation Outstanding Checks
<input type="checkbox"/>	<a href="#">rpt510</a>	Annual Financial Report (AFRB) Level I
<input type="checkbox"/>	<a href="#">rpt511</a>	Annual Financial Report (AFRB) Level II
<input type="checkbox"/>	<a href="#">rpt512</a>	Annual Financial Report (AFRB) Level III
<input type="checkbox"/>	<a href="#">rpt520</a>	Annual Financial Report (AFRB) Legal Balance
<input type="checkbox"/>	<a href="#">rpt580</a>	Annual Statistical Report (ASR)
<input type="checkbox"/>	<a href="#">rpt810</a>	Salary Schedule

After reviewing the Uncertified Report(s) and finding corrections are necessary, make adjustments in SIS or in the database.

After any corrections are made and reports verified, do an **On-Demand Build** and **On-Demand Validation**. Build and Validate must be in the submitter's name (no "System Build") on the same day submission will be made.

## **REVIEW ALL REPORTS THOROUGHLY!**

### ▪ **District General Information (rpt000)**

Report prints a summary of the District fields pulled from database and entered into District table.

*Page 39-42 of 2023-2024 SIS Manual.*

### ▪ **Contact Persons District (rpt044)**

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

*Page 34-36 of 2023-2024 SIS Manual.*

### ▪ **School General Information (rpt100)**

Report prints a summary of the School fields entered into District table and pulled from database.

*Page 99-105 of 2023-2024 SIS Manual.*

### ▪ **School Calendar (rpt120)**

*Page 28 of 2023-2024 SIS Manual.*

### ▪ **Employee Base Salary (rpt205)**

Data pulls from Human Resources>Employee Information> Pay Rate Screen in FinancePlus. Users may not delete any records from SIS. Changes should be made in FinancePlus and a new Build done in SIS. Cycle 1 will pull in all employees except those in pay groups "S" or "X"

*Page 57-58 of 2023-2024 SIS Manual.*

### ▪ **Employee Fringe Benefits-paid by district on behalf of employee (rpt208)**

Data pulls from Human Resources>Employee Information and Deduction table in FinancePlus. Users may not delete any records from SIS. Changes should be made in FinancePlus and a new Build done in SIS. Cycle 1 will pull in all employees except those in pay groups "S" or "X". Fringe benefit amount will pull from the deduction table if the deduction table has a table amount or percentage. Fringe benefit amount will pull from the employee's deduction screen if the employee deduction screen has an employee amount or percentage. No fringe benefit amount is pulled if deduction table or employee deduction has benefit method as "N-None".

*Page 61 of 2023-2024 SIS Manual.*

### ▪ **Employee Benefits - Payments/services in addition to salary (rpt212)**

Data pulls from data entered in Employee Benefits screen (Home > Update Data > LEA Profile > Finance Employee Benefit)

*Page 59 of 2023-2024 SIS Manual.*

### ▪ **Employee Additional Duties Detailed Report (rpt214)**

Report lists all salary paid in addition to salary/schedule/range/step amount.

*Page 56 of 2023-2024 SIS Manual.*

### ▪ **Novice Teacher List Report (rpt215)**

Report lists teachers with 0, 1, and 2 years of experience as reported and certified by districts.

*Page 54 of 2023-2024 SIS Manual.*

## **REVIEW ALL REPORTS THOROUGHLY!**

### ▪ **School Student ID Change (rpt465)**

*Page 136 of 2023-2024 SIS Manual.*

### ▪ **Contact Persons School (rpt488)**

Report prints a summary of the fields entered in Contact Person table for District's schools.

*Page 34-36 of 2023-2024 SIS Manual.*

### ▪ **BANK RECONCILIATION (rpt503)**

Report should match the monthly Bank Reconciliation report from eFinancePlus.

*Page 49-50 of 2023-2024 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) and compare it to monthly eFinance Bank Reconciliation Report. This may help find 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)**

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

*Page 63-64,67-68 of 2023-2024 SIS Manual.*

### ▪ **Annual Financial Report (AFRB) Legal Balance (rpt520)**

See page 35 for Legal Balance Code information.

*Page 63-64,67-68 of 2023-2024 SIS Manual.*

### ▪ **Annual Statistical Report (ASR) Supplement (rpt580)**

- See ASR Coding Specifications at APSCN.org → Reports → Annual Statistical Report Information → ASR Coding Specifications.
- Cycle report 580 is a DRAFT version of the ASR. It is neither a complete nor final ASR report.
- Lines 1-13 are not filled with data from any cycle submission. This data is gathered from several entities, compiled into an excel spreadsheet, and then loaded into Cognos from cycle submissions to arrive at the final ASR document.
- Lines 14-89 amounts are pulled based on ADE Coding Specifications for ASR
- The office of Financial Accountability/Fiscal and Administrative Services produces the ASR report.

### ▪ **Salary Schedule (rpt810)**

Report will pull salary schedule information for non-hourly schedules currently in use. This information includes the maximum steps and ranges, schedule days, and the salary amounts for each step and range.

*Page 73-78 of 2023-2024 SIS Manual.*

## Certificate of Data Accuracy

District SIS Cycle Coordinators are encouraged to verify cycle reports using **Submit Data: View Cycle Reports** in advance. Once verified, the Superintendent's signature should be acquired and the completed **Certification of Data Accuracy** form should be uploaded. Additionally, SIS Cycle Coordinators are able to view their district's Certificate of Data Accuracy Form under the Resources tab.

- Once the un-certified cycle reports have been verified by the applicable staff and Superintendent as being correct, obtain the **Certification of Data Accuracy Form** from the web. The path is <http://www.apscn.org> > **SIS > Statewide Information System (ADE Data Center) > Cycle Documents > Cycle 1 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 has 0 Error Count.

### Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year:

Current Cycle: 1

Current Cycle

Build

Date:

user:

Perform On-Demand Build

Status: Completed

Error Count: 0

View Build Errors

Validate

Date:

user:

Perform On-Demand Validation

Status: Completed

Error Count: 0

Warning Count: 6

View Validation Errors

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

Certificate of Data Accuracy

File:

Upload

Submit

Date:

Status:

Submit

Page | 29

## Submit Cycle

The **Submit** Button will be gray until the **Certification of Data Accuracy Form** has been uploaded. Once the Certificate of Data Accuracy has been uploaded, click the **Submit** button.

### Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 1

Current Cycle: 1

Current Cycle

Build

Date: 10/1/2023

user: user

Status: Completed

Error Count: 0

Perform On-Demand Build

View Build Errors

Validate

Date: 10/1/2023

user: user

Status: Completed

Error Count: 0

Warning Count: 6

Perform On-Demand Validation

View Validation Errors

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

Certificate of Data Accuracy

File: [Cycle1Test.docx](#)

Upload

Submit

Date: 10/1/2023

Status:

Submit

Validate Warnings will NOT impede cycle submission to ADE. However, print the reports listed on the following pages and VERIFY that the data is correct.

Page | 30























## 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. Print reports and Review the information listed.

[Home](#) > Certified Reports

### Certified Reports

Cycle 1 ▾ Pdf ▾  Process Selected Reports  Report Status

<input type="checkbox"/>	Select/Deselect All	Name
<input type="checkbox"/>	 <a href="#">rpt000</a>	District General Information
<input type="checkbox"/>	 <a href="#">rpt044</a>	Contact Persons (District)
<input type="checkbox"/>	 <a href="#">rpt100</a>	School General Information
<input type="checkbox"/>	 <a href="#">rpt120</a>	School Calendar
<input type="checkbox"/>	 <a href="#">rpt205</a>	Em ployee Base Salary
<input type="checkbox"/>	 <a href="#">rpt208</a>	Em ployee Fringe Benefits (paid by district on behalf of em ployee)
<input type="checkbox"/>	 <a href="#">rpt212</a>	Em ployee Benefits (Paym ents/services in addition to salary)
<input type="checkbox"/>	 <a href="#">rpt214</a>	Em ployee Additional Duties Detailed Report
<input type="checkbox"/>	 <a href="#">rpt465</a>	School Student ID Change
<input type="checkbox"/>	 <a href="#">rpt488</a>	Contact Persons (School)
<input type="checkbox"/>	 <a href="#">rpt503</a>	Bank Reconciliation
<input type="checkbox"/>	 <a href="#">rpt504</a>	Bank Reconciliation Outstanding Checks
<input type="checkbox"/>	 <a href="#">rpt510</a>	Annual Financial Report (AFRB) Level I
<input type="checkbox"/>	 <a href="#">rpt511</a>	Annual Financial Report (AFRB) Level II
<input type="checkbox"/>	 <a href="#">rpt512</a>	Annual Financial Report (AFRB) Level III
<input type="checkbox"/>	 <a href="#">rpt520</a>	Annual Financial Report (AFRB) Legal Balance
<input type="checkbox"/>	 <a href="#">rpt580</a>	Annual Statistical Report (ASR)
<input type="checkbox"/>	 <a href="#">rpt810</a>	Salary Schedule

Keep a copy of all Certified Cycle 1 reports in a binder – labeled and stored in a safe place.

## Email Bank Reconciliation Report – rpt503

The **Certified** Bank Reconciliation Report – rpt503 must be downloaded, printed, signed by all parties listed, and then emailed to [apscn.SIScertifications@ade.arkansas.gov](mailto:apscn.SIScertifications@ade.arkansas.gov).

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

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.

**\*\*\*\* 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 written the last day of the month but not cleared in bank until next month, etc. Include check numbers and amounts that reconcile to the variance. *NOTE: Variances should not be carried forward each period – take care of any issues as soon as they appear.*

Scan signed Certified Rpt503 Bank Recon and email to [apscn.SIScertifications@ade.arkansas.gov](mailto:apscn.SIScertifications@ade.arkansas.gov).

## Certification Forms

The following cycle certification forms should be Completed, signed, scanned and emailed to:  
[apscn.SIScertifications@ade.arkansas.gov](mailto:apscn.SIScertifications@ade.arkansas.gov)

- **Cycle 1 Certification of Database Security Applications**  
(See Commissioner's Memo FIN-15-106)
- **Certified Bank Reconciliation Report**

To obtain forms from the web, go to <http://www.apscn.org> and follow path:  
**SIS > Statewide Information System (ADE Data Center) > Cycle Documents > Cycle 1**

### Cycle 1 Certification of Database Security Applications

- The APSCN Security Audit requires ASPCN verification of all district security users.
- Beginning May 2017, APSCN is required to verify payroll records to users in Security for validation of current employment.
- Employee Number and Email address are required in security screen fields for Arkansas Security Audit.
- Districts must provide documentation in the form of a copy of contract or email to validate users other than State users who are described in parenthesis after last name. A copy of an annual contract or quarterly statement is acceptable documentation.

(See Commissioner Memo FIN-15-106 – The memo text is on the next page)

## Commissioner Memo Number: FIN-15-106

### Memo Text

Legislative Audit has increased the scope of the APSCN Audit as a software provider to school districts, charters and cooperatives to a more detailed level of accounting for the district level users and their resources in FY 2015. If a user id is not currently employed by the district, it will be necessary for the district to provide justification for that user id.

- ADE will develop and implement a script to notify the Active Directory Account Manager (ADAM) if an account has not logged in for 30 days.
- If the user no longer needs an account to the district, the ADAM (Active Directory Account Manager) will delete the user AD account.
- If the ADAM does not delete the AD account, the account will be automatically deleted via script when the account reaches the point where user ID has not logged in for over a year.

It is IMPERATIVE that the three security areas reconcile on a regular basis for AUDIT purposes. Although a user id in the FMS database or the SMS database cannot connect to the database without a ~~UNIX account (where applicable)~~ and an active directory account, the AUDIT requirement is that the database user ids be kept accurate and up-to-date as well. Therefore, it is necessary that the AD account manager provide the FMS database security administrator (user with resource 190) and the eSchool account administrator a list of AD users in order for them to verify that all user ids in the FMS and/or SMS databases also have an active directory account (and Unix account where applicable) prior to the submission of every cycle to meet AUDIT requirements. There cannot be a user id in the FMS or SMS database that does not have an active directory account ~~and a UNIX account where applicable~~. There can be users with an active directory account who access only Cognos or other systems and do not have a user id in the database.

**A 'Certification of APSCN Database Security Applications' form will be required annually with the submission of Cycle 1.** The certification will require three signatures:

- Business MGR/CFO/FMS Security Administrator (user ID with Security Resource 190)
- eSchool Database Security Administrator
- ~~– Unix Account Manager~~
- ~~– SSO Account Manager~~
- Superintendent

This requirement is effective with Cycle 1, CY 26 submission, September 30, 2015. The certification form will be available in Cycle 1 and must be emailed to ADE

([apscn.SIScertifications@ade.arkansas.gov](mailto:apscn.SIScertifications@ade.arkansas.gov)) by the closing date of Cycle 1, September 30 each year.

## 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