Arkansas Department of Education
Statewide Information System
Cycle 1
(FY Reporting 35)

Due Date: September 30, 2024

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.

Print Cycle 1 documentation from http://apscn.org/
Click SIS > Statewide Information System

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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 (District)
- 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 216 Employee Years of Experience
- 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) - Supplement
- Report 810 Salary Schedule

Cycle 1 Build Prerequisites

- Personnel Budgeting - budget for salaries and benefits for the new fiscal year.
- Apply Expenditure Projections from Personnel Budgeting into 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).
- After posting budget to LIVE review AFR Exceptions to check for exceptions caused by the budgeted figures. Corrections must be made in the Fund Accounting module.
    - Fund Accounting>Entry & Processing>Budget Ledgers
        - Batch Budget Adjustments
        - Batch Budget Transfer
        - Expenditure Ledger>Adjust Budget
        - Revenue Ledger>Adjust Budget
    - *Note: Budget CANNOT be adjusted by journal entry.*
- 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 > Security > Security Resources > District Access Information. Search then click on desired LEA to view the user listed as SIS Cycle Coordinators.

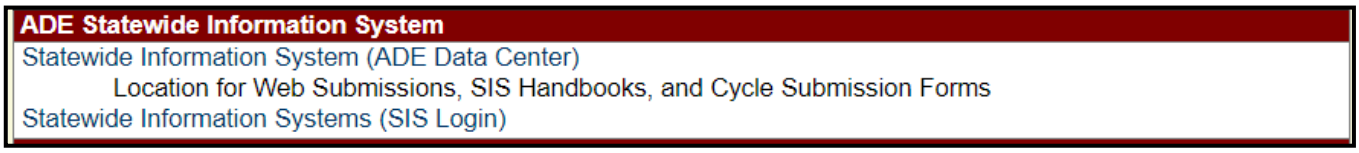
Any user listed as "Active Directory Account Manager" on the DAI page should follow the steps in the "ADAM – Active Directory Account Manager" guide found at https://adedata.arkansas.gov/security in the "Manager Guides" section to make modification to the list of users listed on the entity District Access Information page.

Statewide Information System

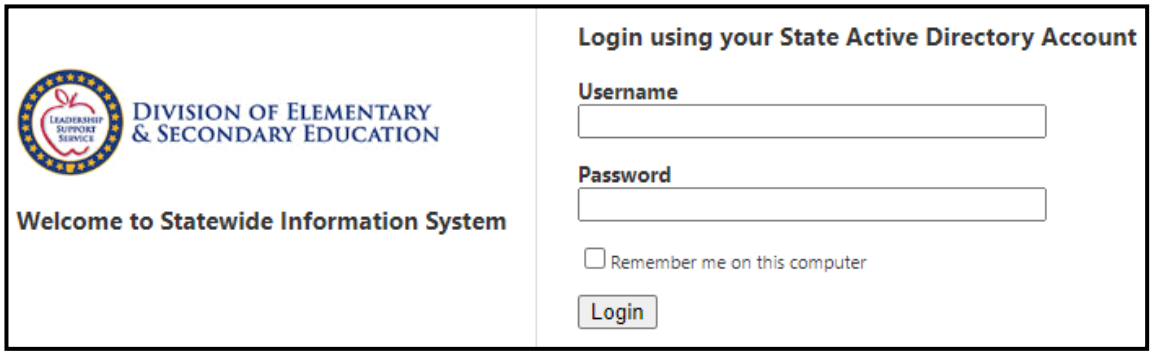
Go to APSCN Website at www.apscn.org.

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

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



The below screen will display:



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

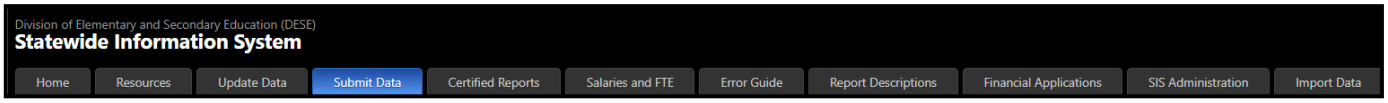
STATEWIDE INFORMATION SYSTEM *(Continued)*

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:

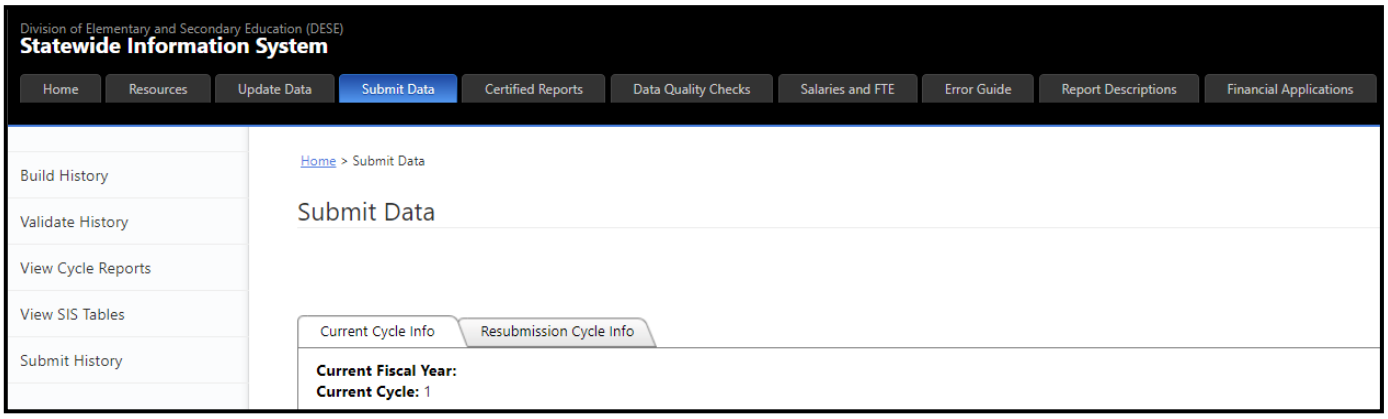
1. Home
2. Resources
3. Update Data
4. Submit Data
5. Certified Reports
6. Data Quality Checks
7. Salaries and FTE (Cycle 8 Only)
8. Error Guide
9. Report Descriptions
10. Financial Applications
11. Import Data

Submit Data section

Select the **Submit Data** tab.



The **Current Cycle Info** tab will automatically be displayed.

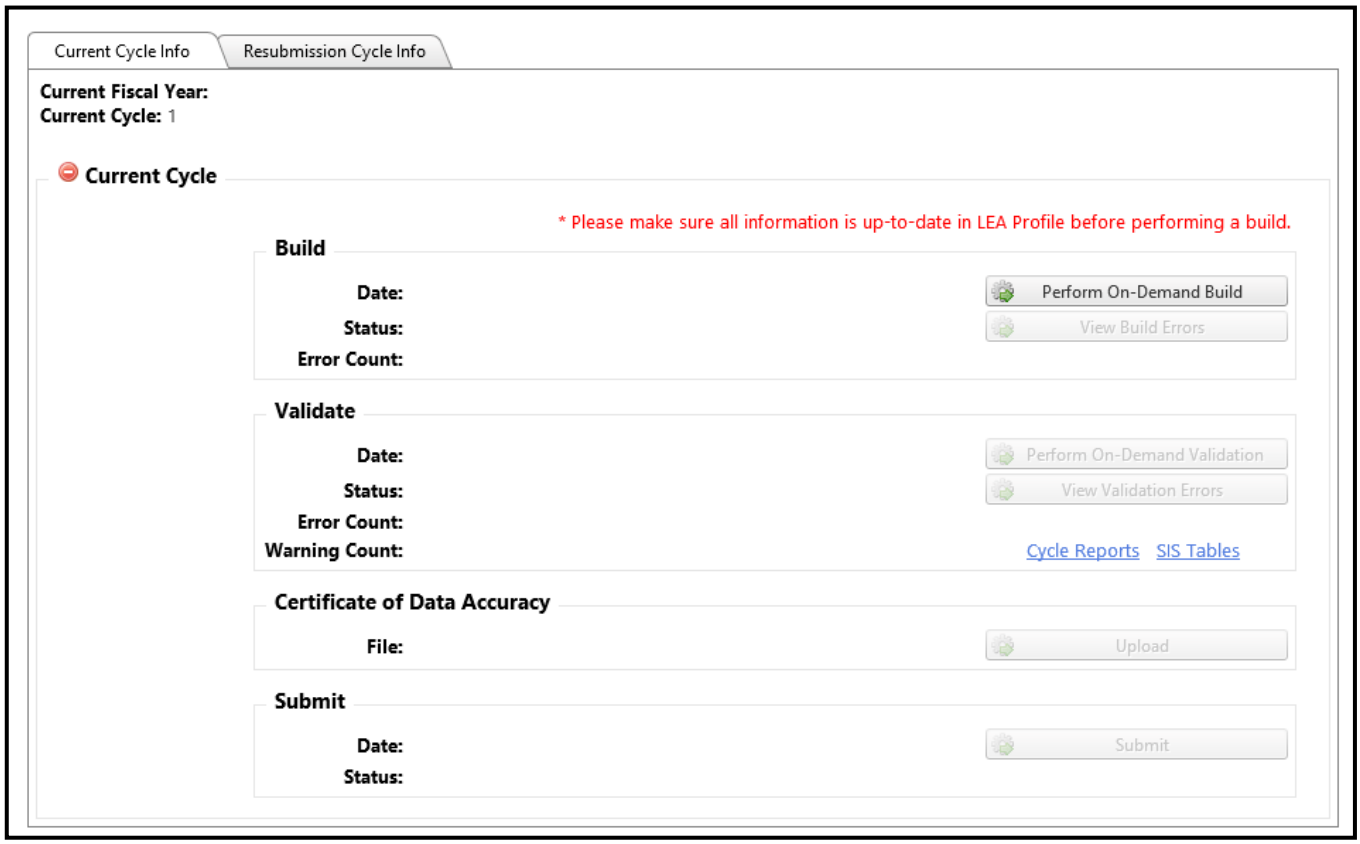


Submit Data section *(Continued)*

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

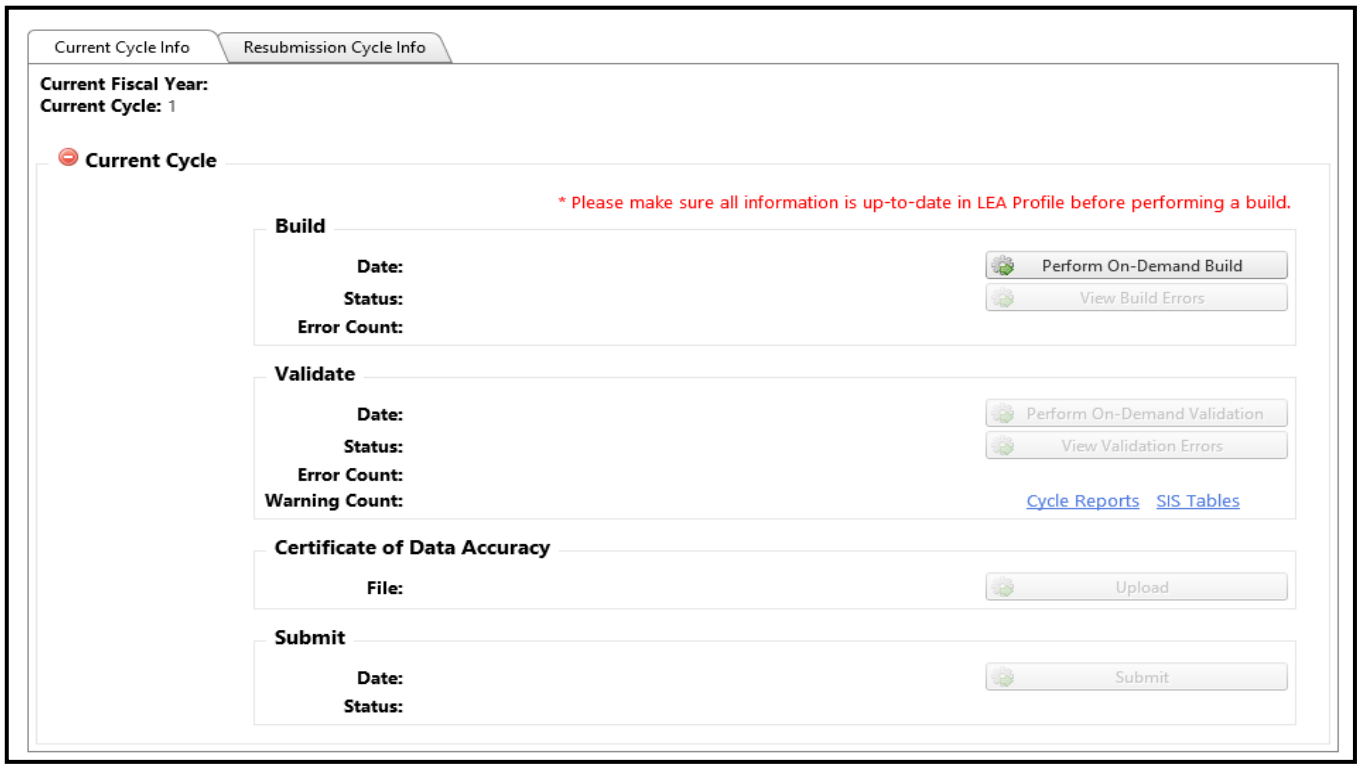
There are four (4) sections in the Current Cycle Info tab:

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

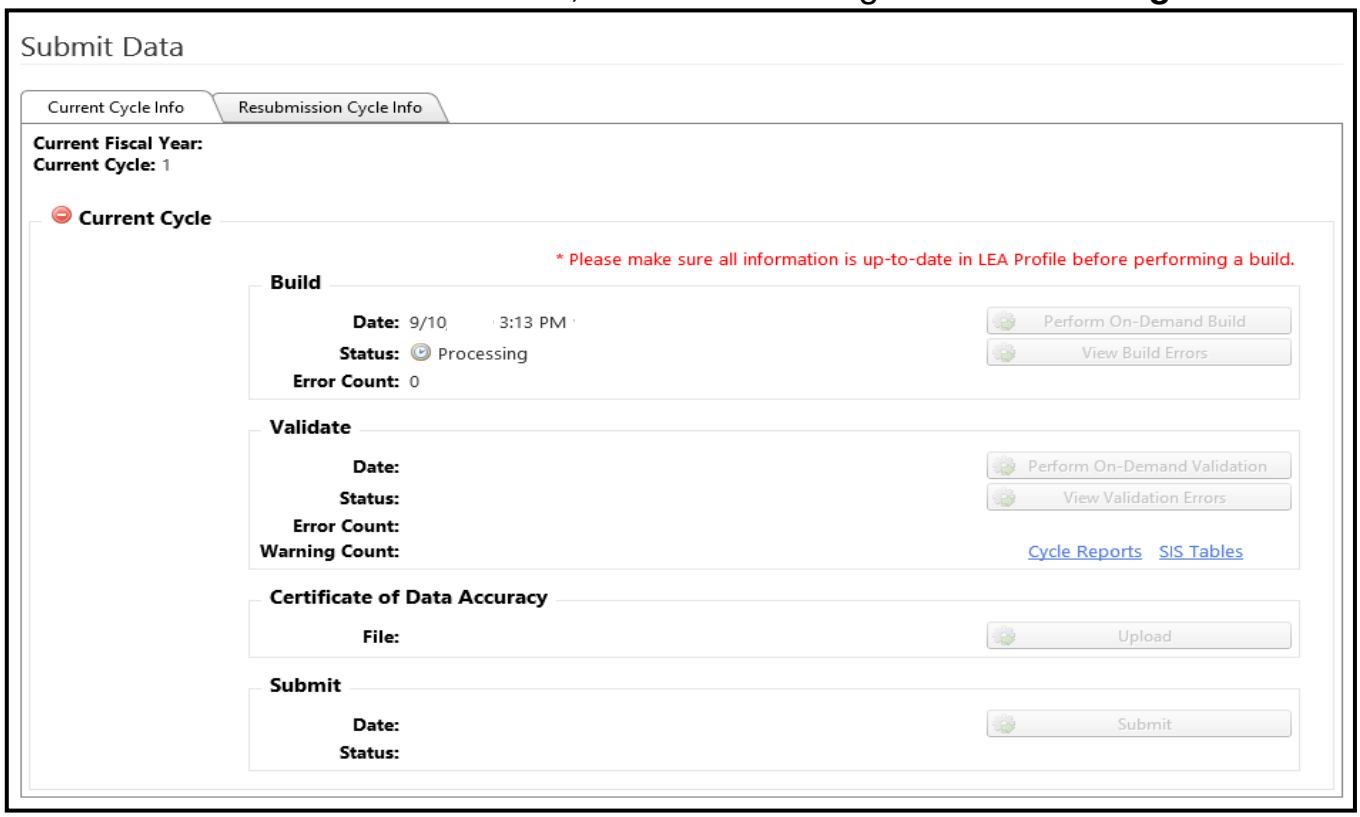


Perform On Demand Build

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



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

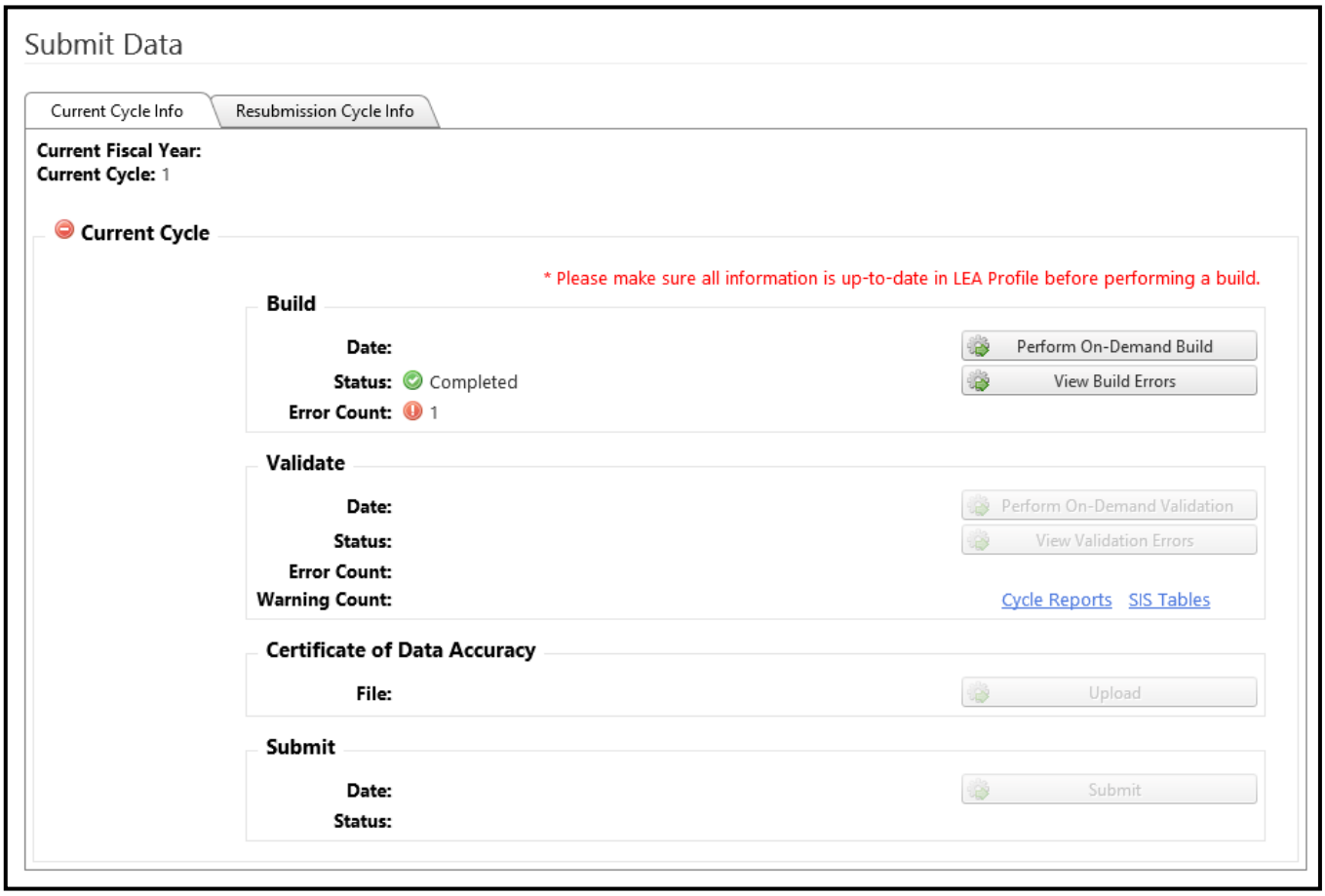


Perform On Demand Build *(Continued)*

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

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

If the Build completes successfully, the **Error Count** will indicate the number of Build errors. These errors need to be corrected before continuing to the validate step. Click the **View Build Errors** button to display build errors.



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

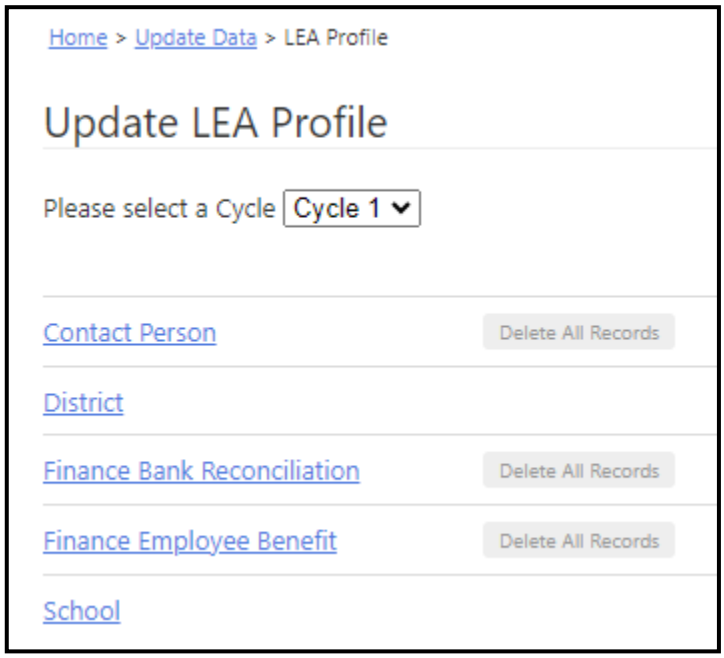
Perform On Demand Build *(Continued)*

1st Build – Error Count

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



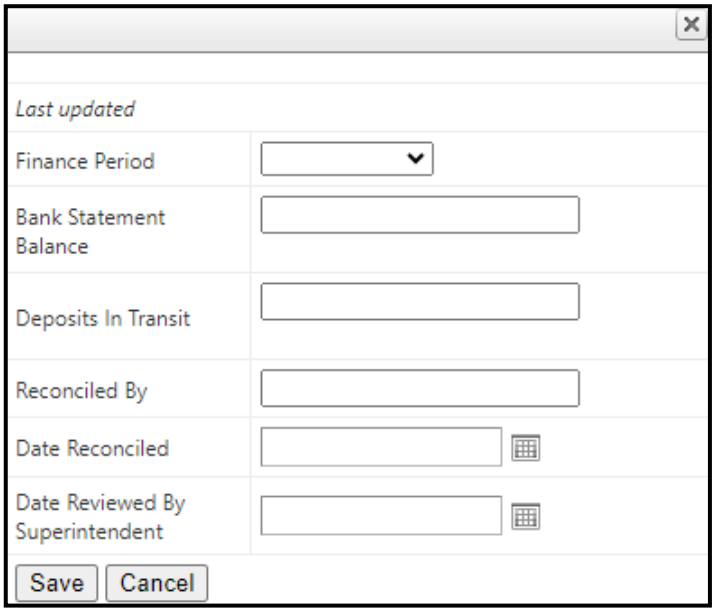
The Finance Bank Reconciliation screen will appear:

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

- If Period 1 from the prior fiscal year is listed, delete that record from the table and add new record for the current 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 FY.)

Perform On Demand Build *(Continued)*



- **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.
- **Reconciled By** – List staff employee who reconciled bank statement.
- **Date Reconciled** – List date the reconciliation occurred (mm/dd/yyyy).
- **Date Reviewed By Superintendent** – List date superintendent reviewed reconciled bank statement.

Note: Cycle 1 Build is looking for Last Updated date of September 1st or later.

Note: SIS 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 > rpt503 - Bank Reconciliation

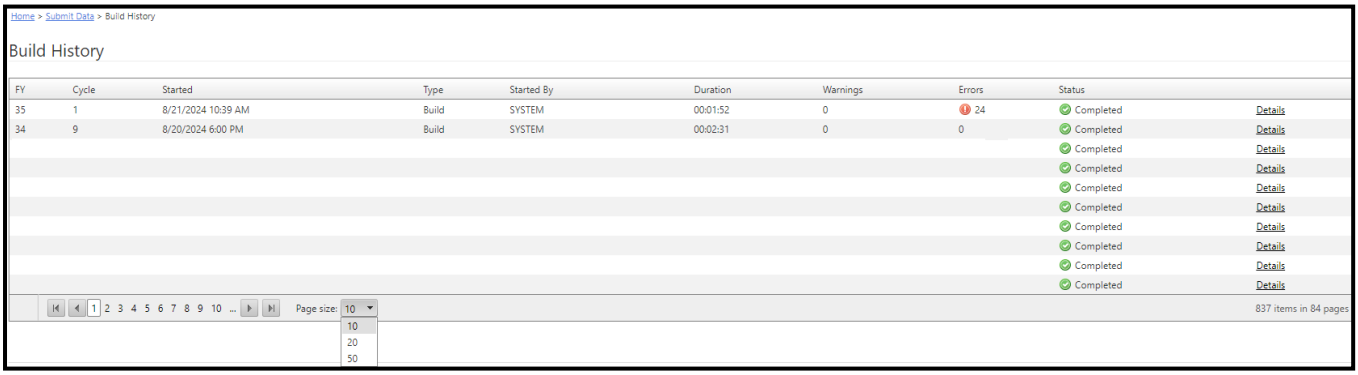
Note: If #2 (Deposits in Transit) and/or #6 (Variance) on rpt503 – Bank Reconciliation is not zero then an explanation detailing why is required.

Perform On Demand Build *(Continued)*

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

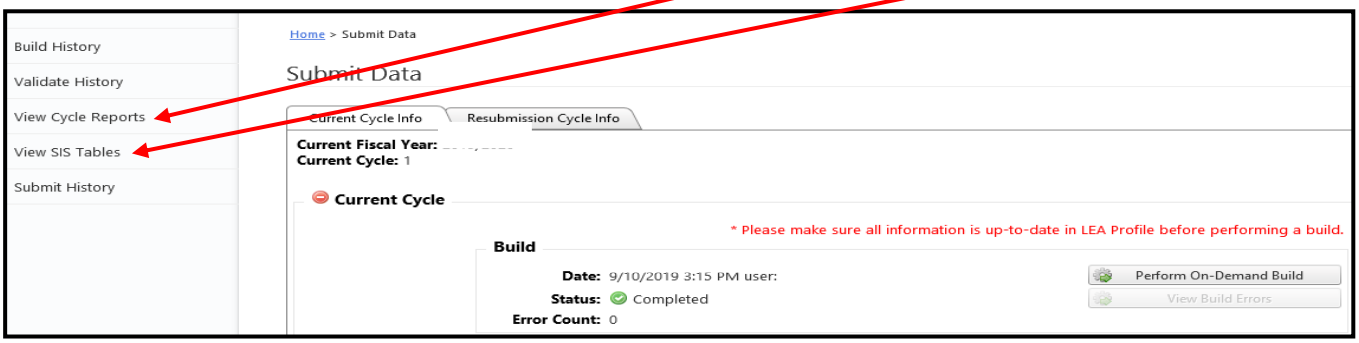
Build History

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



User can click on the **page 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 **Uncertified Cycle Reports** and **SIS tables** can be viewed at any time to verify the data.



Perform On Demand Build *(Continued)*

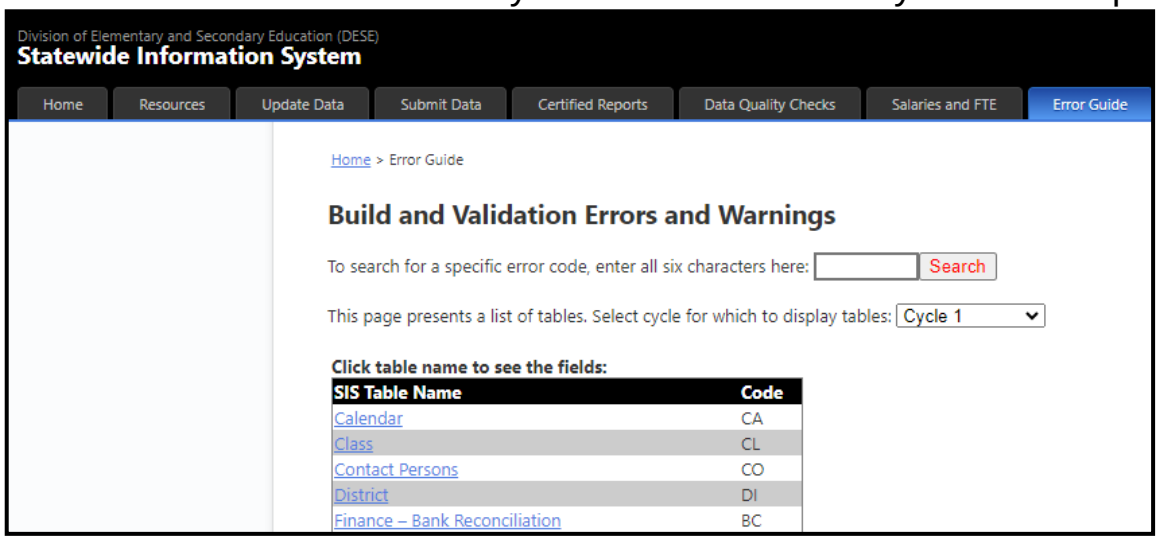
Error Guide Tab

Search for Build error code.

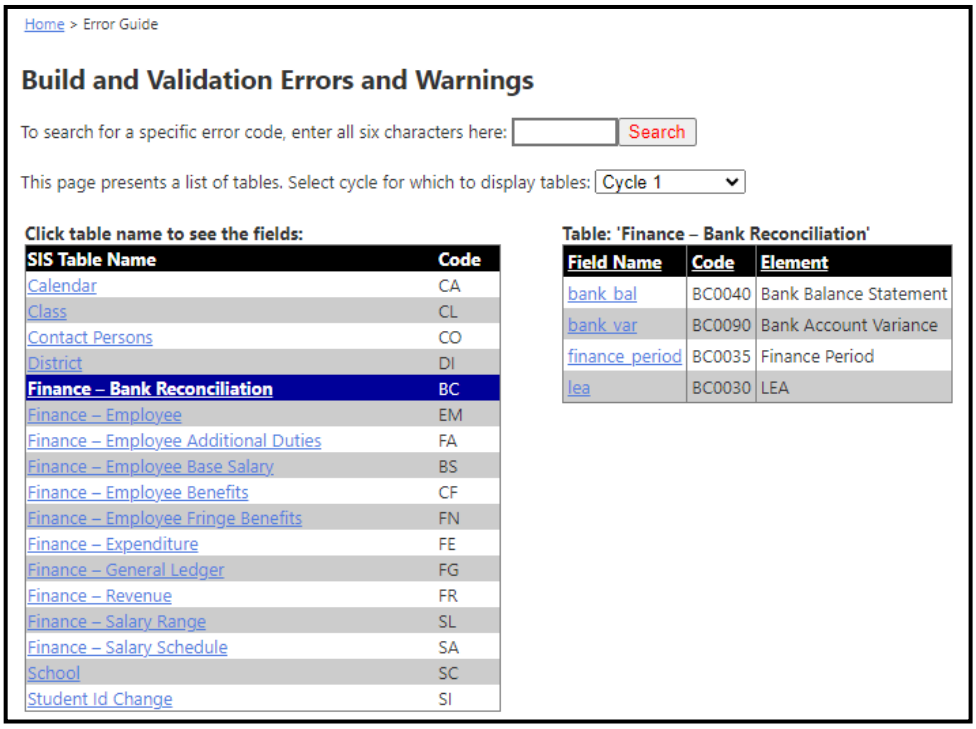
Example: Build Error Description **say Bank Recon Table**

Type	Code	ID	Description
BuildError	BC0040	BankReconNoRecs	No data in LEA Profile Bank Recon table for cycle 1

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



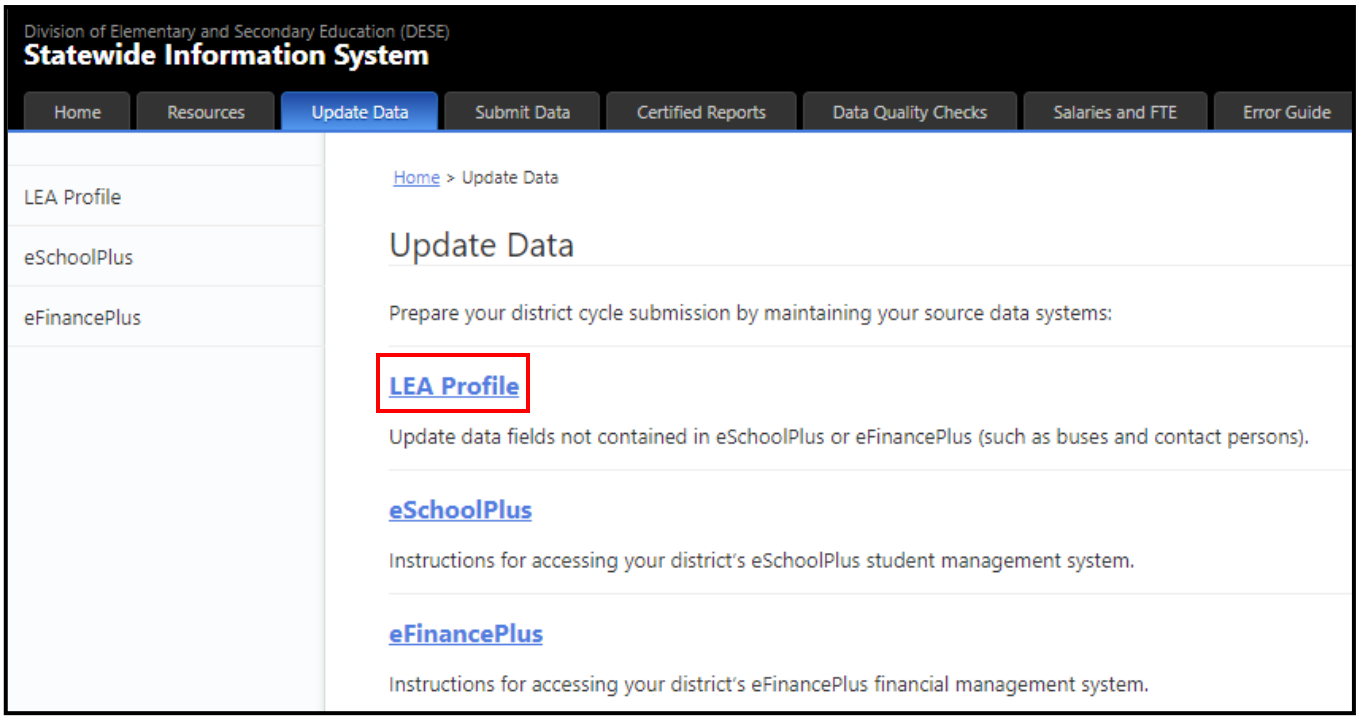
Select the Bank Reconciliation Table for the **Build Error** above. It will indicate why type of fields relate to the build error.



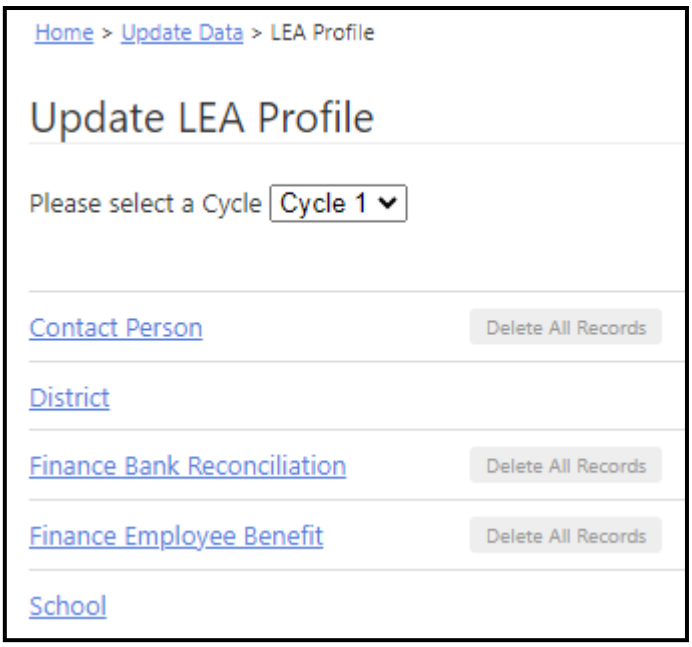
SIS Updates

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.



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



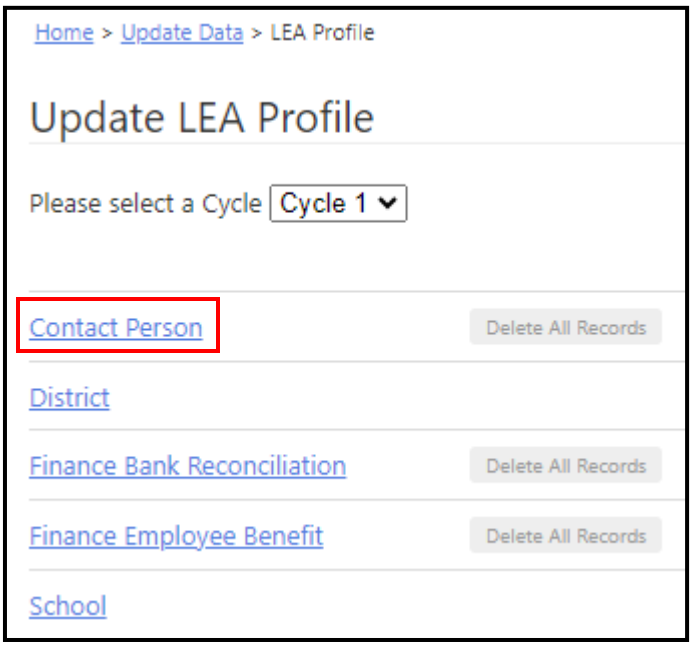
SIS Updates *(Continued)*

Choices under Update Data > LEA Profile section for Cycle 1 include

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

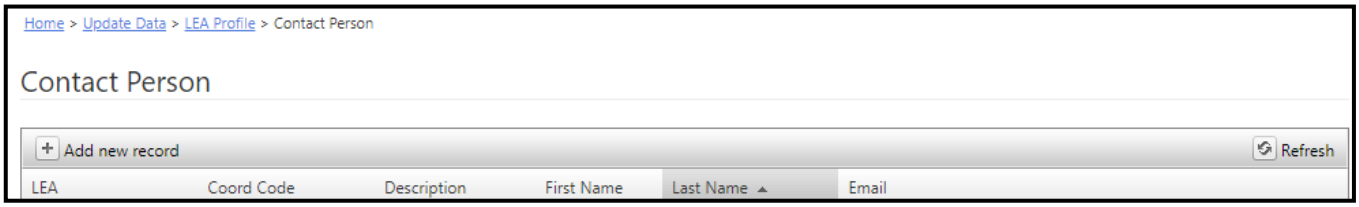
SIS Updates > Contact Person

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



The Contact Person table will open displaying data from the last Cycle.

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



SIS Updates > Contact Person *(Continued)*

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

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

C = Meets CASBO requirements
E = Enrolled in CASBO Courses
X = Exempt from Requirements – Hired prior to July 31, 2007

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

SIS Updates > Contact Person *(Continued)*

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

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 > Contact Person *(Continued)*

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

eFINANCE – PAYROLL INFORMATION – STATE ID NUMBER

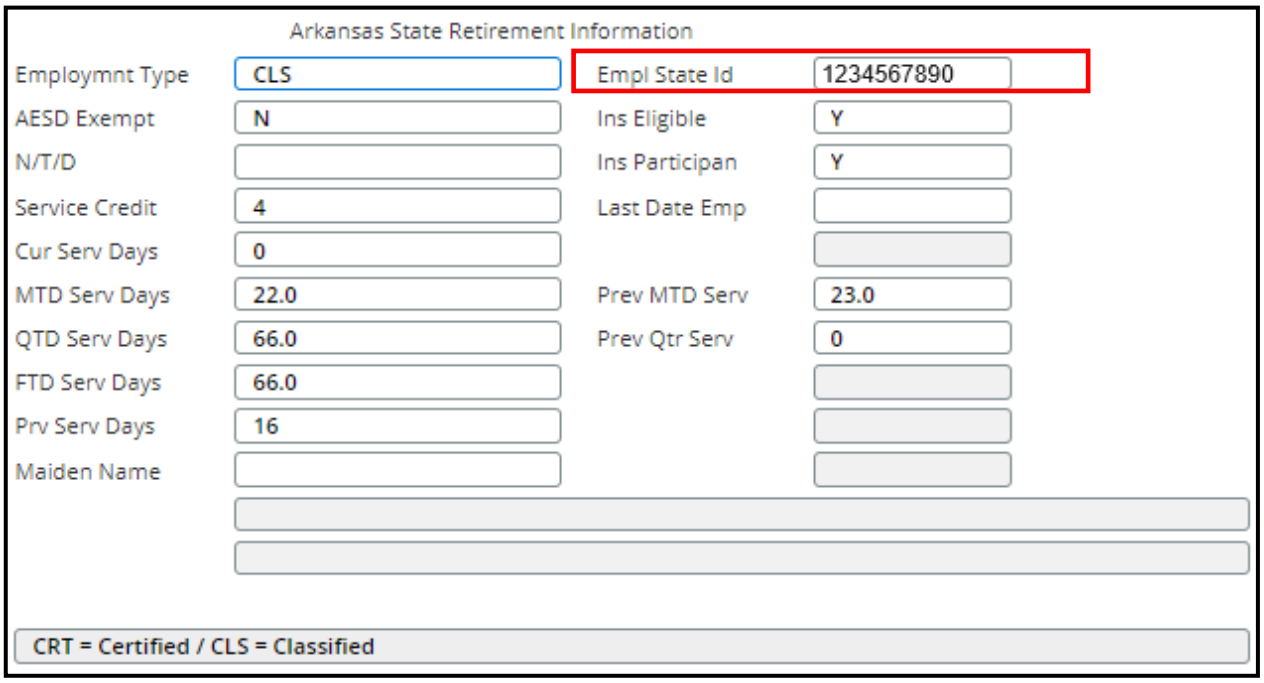
Each contact that is a district employee should have a State ID in eFinance. TRIAND issues State ID numbers every day after the 4 pm process completes.

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

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

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

- Bring up the **Employee** – select ***Payroll Information*** dropdown menu then ***State Required***.



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, go to FinancePlus software.

Menu Path: Purchasing > Reference Tables > Shipping Codes

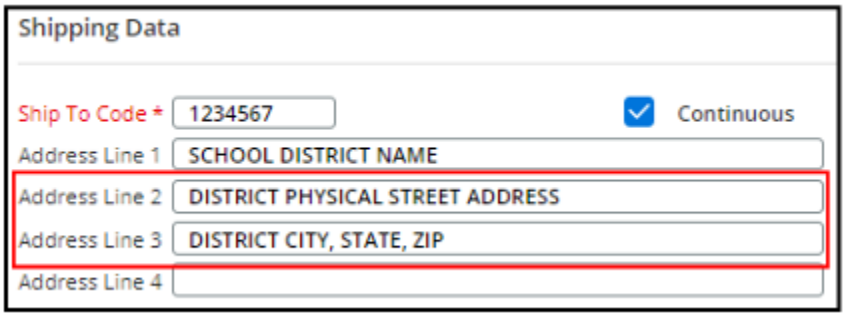
- MUST use All 7 digits, <u>not</u> just the 3-digit building code.
- MUST be a physical address for every 7-digit LEA building code, not a PO Box.
- Shipping Table Address Lines 2 and 3 are what will be pulled into Cycle District report.

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

— The Arkansas GIS Office is at https://gis.arkansas.gov/

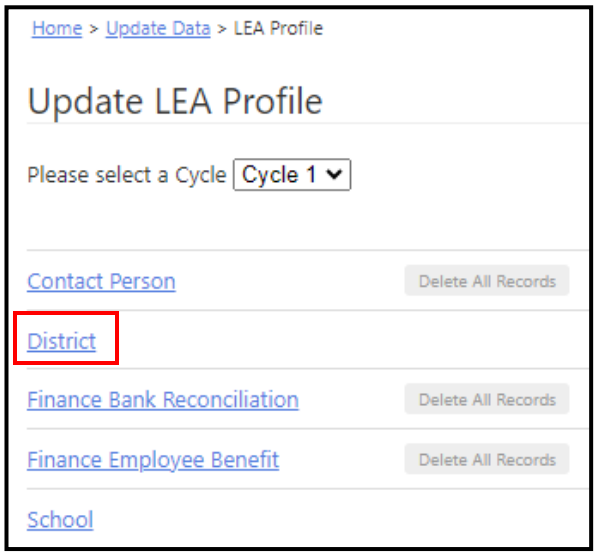
— Link to check address: https://agio.maps.arcgis.com/apps/webappviewer/

See below screenshot for example.



SIS Updates > District *(Continued)*

Click on **District** table to update/add/delete data that is NOT pulled from eSchoolPlus or eFinancePlus software.

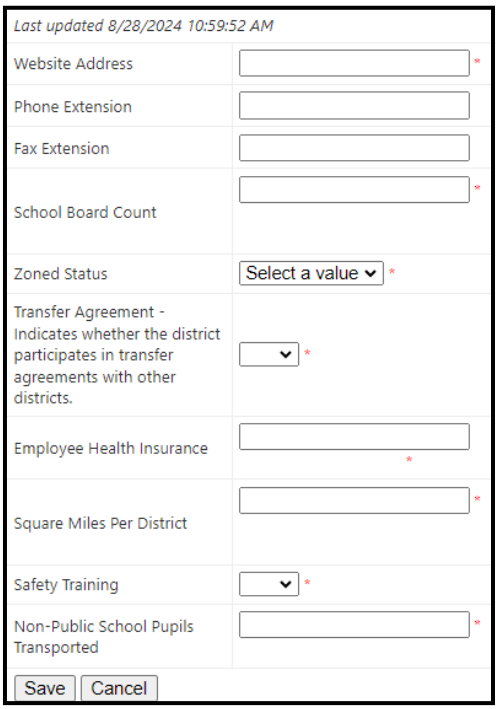


The **District** table will open with data from the last Cycle.

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

SIS Updates > District *(Continued)*

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

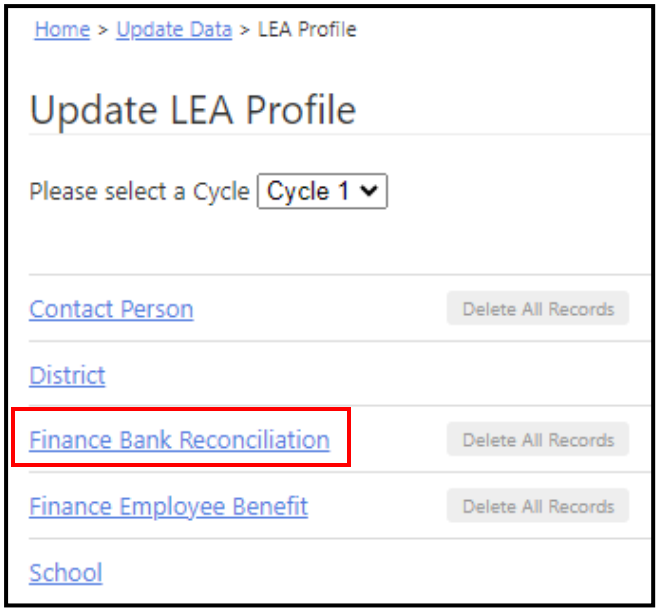


- **Website Address:** The URL for the district website
- **Phone Extension:** Number to dial district contact directly
- **Fax Extension:** This field can be blank
- **School Board Count**: The total number of local board members for a district.
- **Zoned Status:** Is the school board based upon zones 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, per employee, paid by the district.
- **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.

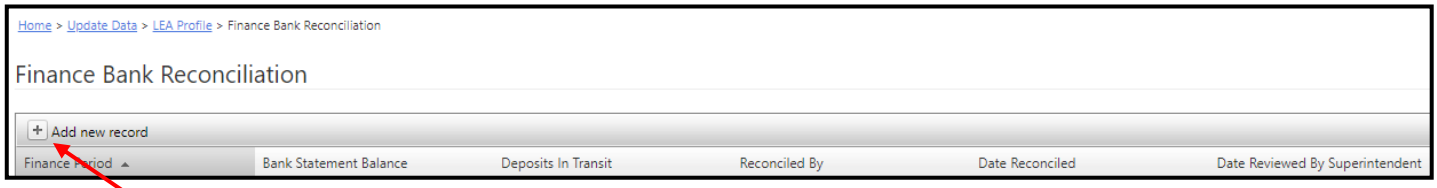
If any changes are made, be sure to click the **Save** button.

SIS Updates > Finance Bank Reconciliation

Click on Finance Bank Reconciliation table to Add data.



The Finance Bank Reconciliation screen will appear:

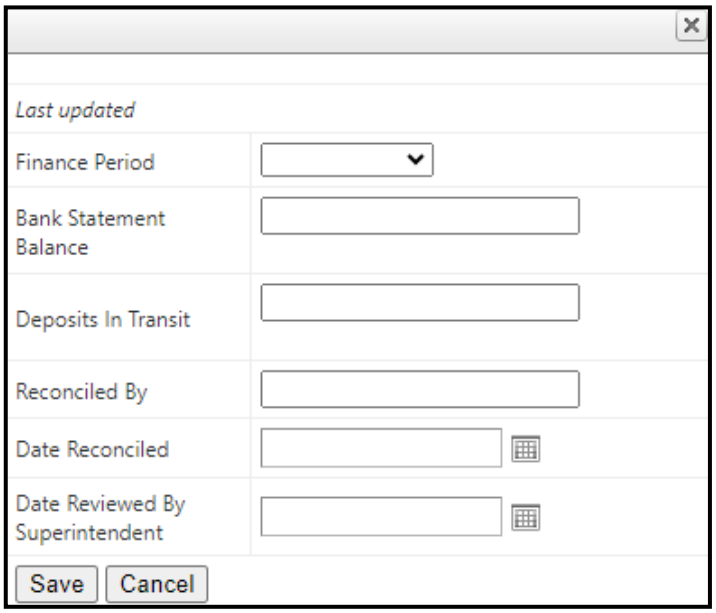


Select **Add new record** to enter information for July, Period 1

- If Period 1 from the prior fiscal year is listed, delete that record from the table and add a new record for the current fiscal year's Period 1.
  - DO NOT edit the prior fiscal year's Cycle 1 submission record.

NOTE: Delete <u>ALL</u> Bank Reconciliation Records for the previous Fiscal Year. (The only bank records showing should be for the current fiscal year.)

SIS Updates > Finance Bank Reconciliation *(Continued)*



Enter information in Bank Reconciliation fields.

- **Finance Period**: 1 – Cycle 1
- **Bank Statement Balance:** Enter total dollar amount of “bank statement balance” from all bank statements.
- **Deposits In Transit:** Enter total dollar amount of “deposits in transit” for all bank accounts.
- **Reconciled By:** Enter name of employee who reconciled bank statement.
- **Date Reconciled:** Enter date the bank statement was reconciled (mm/dd/yyyy).
- **Date Reviewed By Superintendent:** Enter date superintendent reviewed the reconciled bank statement (mm/dd/yyyy).

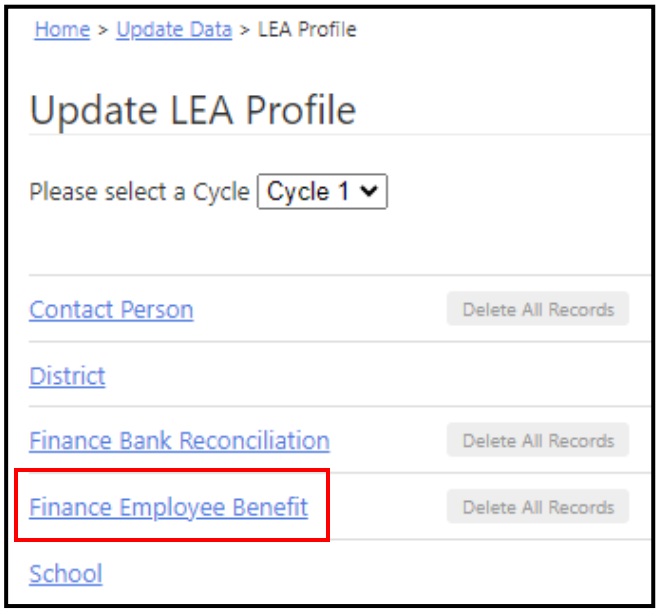
Once updates are made, click the **Save** button.

Note: Cycle 1 Build is looking for Last Updated date of September 1st or later.

Note: SIS 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.

SIS Updates > Finance Employee Benefit *(Payments/Services in addition to salary)*

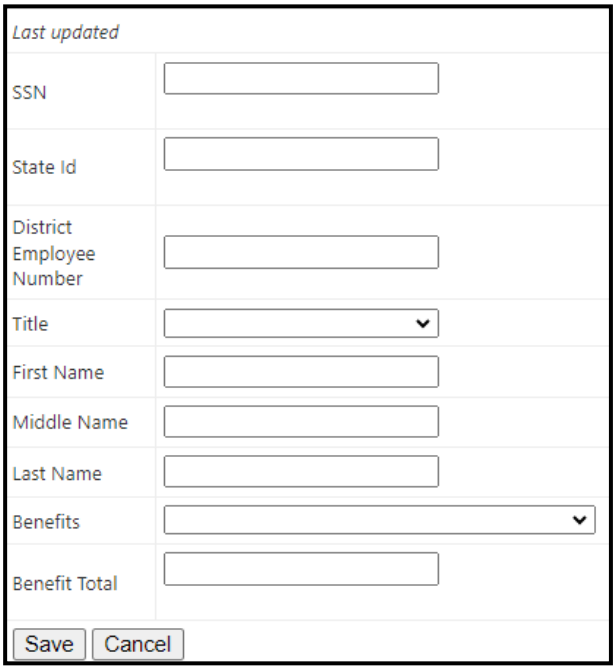
Click on Finance Employee Benefit table to ADD data.



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

SIS Updates > Finance Employee Benefit *(Continued)*

Enter information in below Finance Employee Benefits fields.

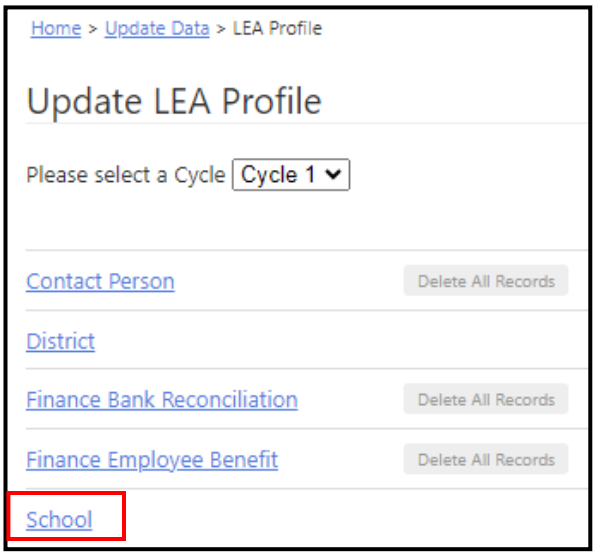


- **Social Security Number (SSN):** The nine digit Social Security Number of the staff member being identified.
- **State ID:** The unique 10-digit Triand identifier generated for the employee by the State.
- **District Employee Number:** The personnel number assigned to the employee in eFinancePlus.
- **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 <u>not available to all employees</u>.
    - 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 the **School** table to update/add/delete data that is NOT pulled in from the database.



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

Click the **Edit** or **Delete** buttons to update or delete existing School LEA records. After updating / deleting the data, click **Refresh**.

SIS Updates > School *(Continued)*

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

Last updated 8/12/2024 7:30:52 PM

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?	*		
School Meal Counts			
	Number of Days Served		
	Student Breakfast - Free		
	Student Breakfast - Reduced		
	Student Breakfast - Full Price		
	Student Lunch - Free		
	Student Lunch - Reduced		
	Student Lunch - Full Price		
	Non-Student Meals		

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 4-G.1
- **Book Volumes:** The number of printed, non-printed and electronic media items within the school's library media center. Based on Standard 2-D.1.
- **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.
- **School Meal Counts: These counts are entered according to this schedule for cycles:**

Cycle	1	2	3	4	5	6	7	8
Month	July Aug.	Sept.	Oct.	Nov.	Dec. Jan.	Feb. March	April May	June

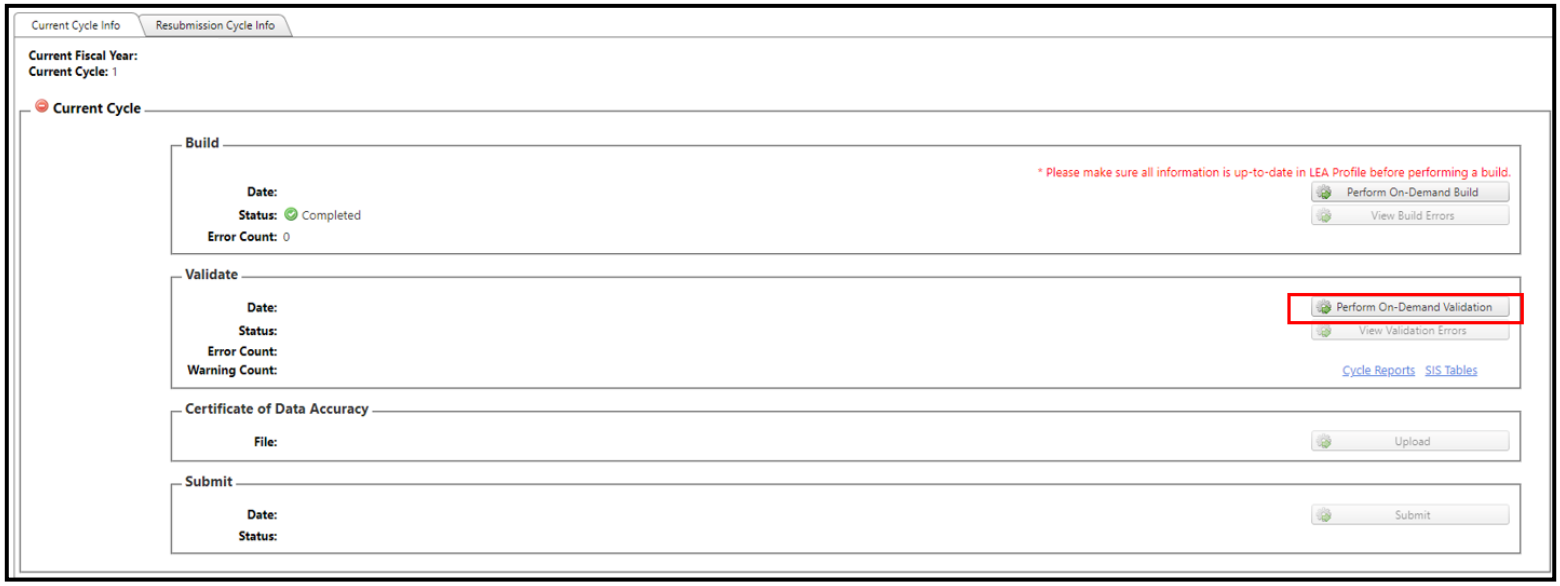
  - **Number of Days Served:** Number of days breakfast and/or lunch were served (non-summer programs).
  - **Student Breakfast – Free**: Count of breakfast served to students at no charge.
  - **Student Breakfast – Reduced:** Count of breakfast served to students at reduced price.
  - **Student Breakfast – Full Price:** Count of breakfast served to students at full price.
  - **Student Lunch – Free:** Count of lunch served to students at no charge.
  - **Student Lunch – Reduced:** Count of lunch served to students at reduced price.
  - **Student Lunch – Full Price:** Count of lunch served to students at full price.
  - **Non-Student Meals:** Count of meals served to non students.

Click the **Save** button after all changes have been made.

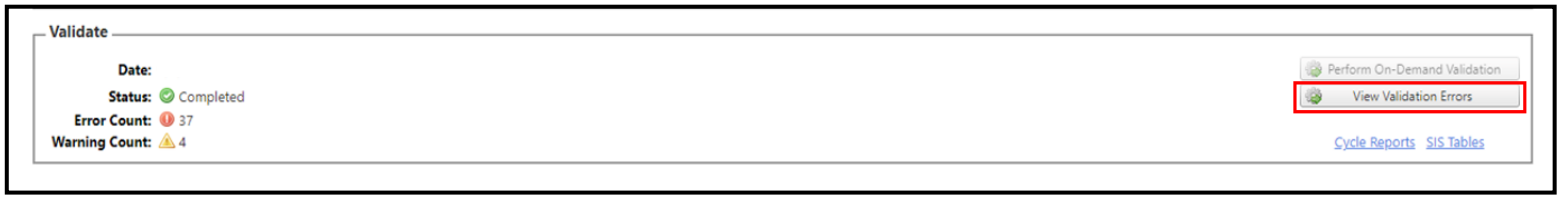
For School Fields that are pulled from eSchoolPlus PowerSchool database see pages 101-107 of 2024-2025 SIS Handbook.

Perform On Demand Validation

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



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



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

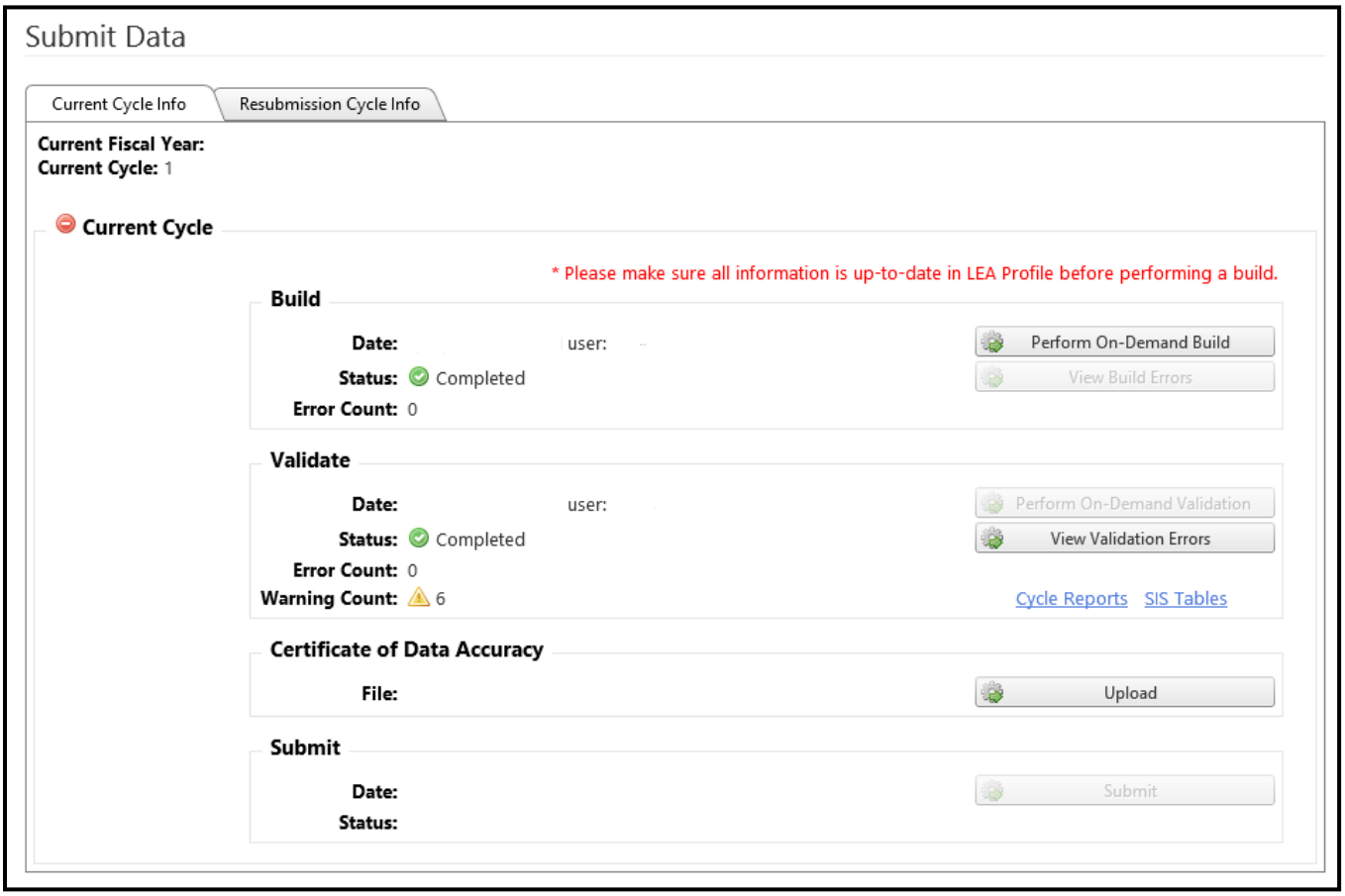
After corrections have been made in eFinance or in eSchool, a new **Perform On-Demand Build** for Cycle 1 and a new **Perform On-Demand Validation** must be processed in order for the changes to be captured**.**

This process MUST be repeated until there are no Validation Errors.

Perform On Demand Validation *(Continued)*

There should be no errors listed in the Error Count field in order to proceed to the Submit step and click the Submit button.

- **Warning Count will not restrict the Submit process.**

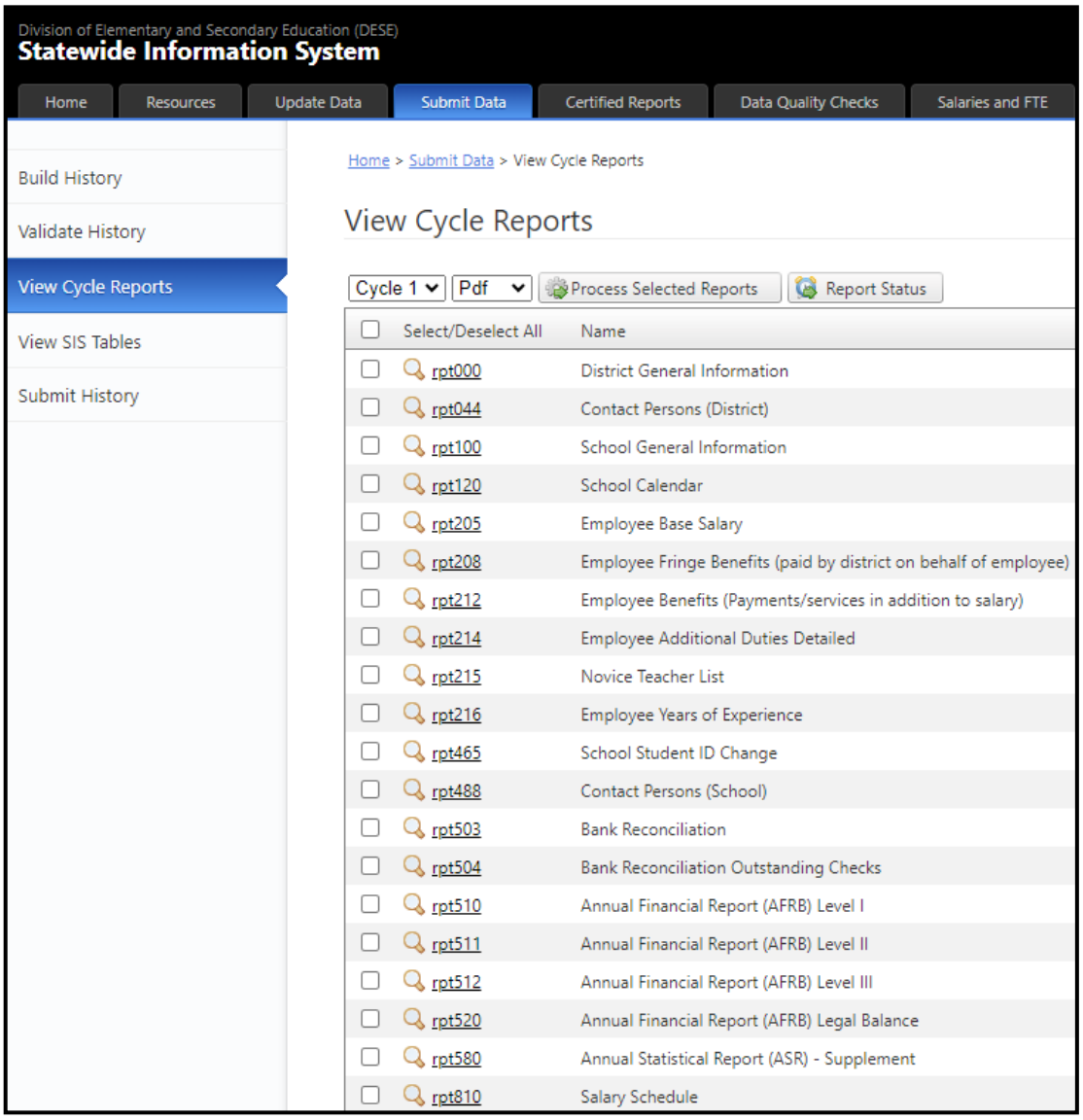


Note: All (UnCertified) Cycle Reports should be carefully reviewed and verified prior to submitting the cycle.

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.



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

After all corrections have been made and reports verified a *FINAL* **On-Demand Build** and **On-Demand Validation** should be processed. The Build and Validate must be in the submitter's name (no "System Build") on the same day the Cycle submission will be made.

REVIEW ALL REPORTS THOROUGHLY!

- **(rpt000) District General Information**
Report prints a summary of the District fields pulled from database and entered into SIS District table.
Page 40-43 of 2024-2025 SIS Manual.

- **(rpt044) Contact Persons (District)**
Report prints a summary of the fields entered in Contact Persons table for District.
Page 35-37 of 2024-2025 SIS Manual.

- **(rpt100) School General Information**
Report prints a summary of the School fields entered into District table and pulled from database.
Page 101-107 of 2024-2025 SIS Manual.

- **(rpt120) School Calendar**
Report lists current detail of the current year calendars per building LEA based on days included in marking period dates.
Page 29 of 2024-2025 SIS Manual.

- **(rpt205) Employee Base Salary**
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 to capture any changes. Cycle 1 will pull in all employees except those in pay groups “S” or “X”
Page 58-59 of 2024-2025 SIS Manual.

- **(rpt208) Employee Fringe Benefits (paid by district on behalf of employee)**
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 to capture any changes. Cycle 1 will pull in all employees except those in pay groups “S” or “X”. Fringe benefit amounts will pull from the deduction table if the deduction table has a table amount or percentage. Fringe benefit amounts 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 62 of 2024-2025 SIS Manual.

- **(rpt212) Employee Benefits - Payments/services in addition to salary**
Pulls data entered in SIS > Update Data > LEA Profile > Finance Employee Benefit
Page 60 of 2024-2025 SIS Manual.

- **(rpt214) Employee Additional Duties Detailed Report**
Report lists all salary paid in addition to salary/schedule/range/step amount.
Page 57 of 2024-2025 SIS Manual.

- **(rpt215) Novice Teacher List Report**
Report lists teachers with 0, 1, and 2 years of experience as reported and certified by districts.
Page 55 of 2024-2025 SIS Manual.

REVIEW ALL REPORTS THOROUGHLY!

- **(rpt216) Employee Years of Experience**
Lists years of service, as they are recorded in eFinance, for all ACTIVE district employees. Does not include employees in X or S pay groups.
Page 55 of 2024-2025 SIS Manual

- **(rpt465) School Student ID Change**
Page 138 of 2024-2025 SIS Manual.

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

- **(rpt503) Bank Reconciliation**
Report should match the monthly Bank Reconciliation report from eFinancePlus.
Page 50-51 of 2024-2025 SIS Manual.

- **(rpt504) Bank Reconciliation Outstanding Checks**
Report can be used to help find the Outstanding Check amount differences between APSCN Bank Reconciliation Report and SIS Bank Reconciliation Report. **If the outstanding check amount is different between the APSCN Bank Rec Report and SIS Bank Rec (rpt503) then take the Bank Recon Outstanding Checks Report (rpt504) and compare it to monthly eFinance Bank Rec Report. This may help find the Outstanding Check amount difference. In reconciling amounts, keep in mind that the SIS Cycle Bank Rec Report pulls in all funds regardless of disbursement fund.**

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

Page 65-66, 69-70, 73 of 2024-2025 SIS Manual.

- **(rpt520) Annual Financial Report (AFRB) Legal Balance**
See last page of this document for Legal Balance Code information.
Page 65-66, 69-70, 73 of 2024-2025 SIS Manual.

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

- **(rpt810) Salary Schedule**
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 76-79 of 2024-2025 SIS Manual.

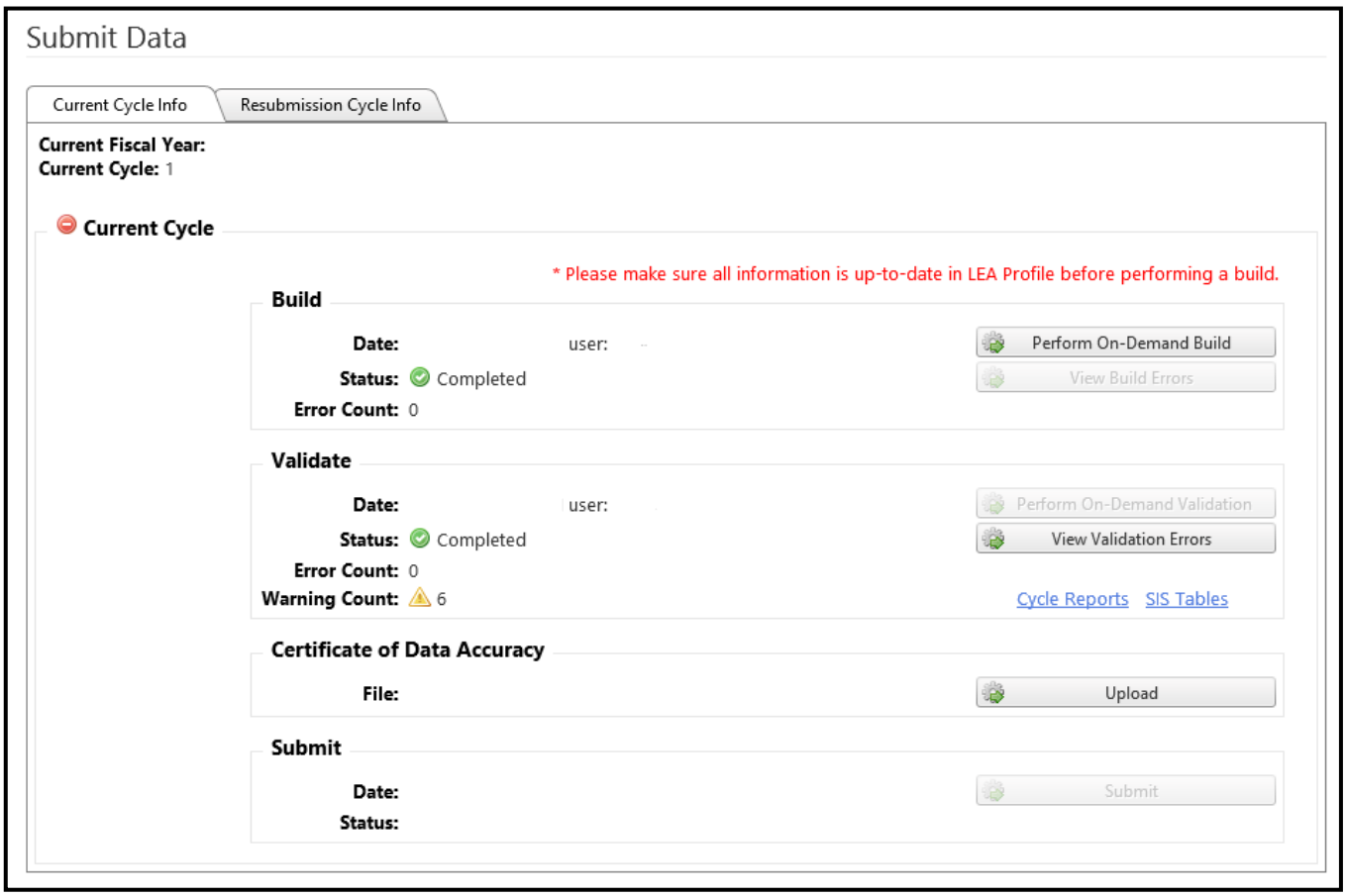
Certificate of Data Accuracy

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

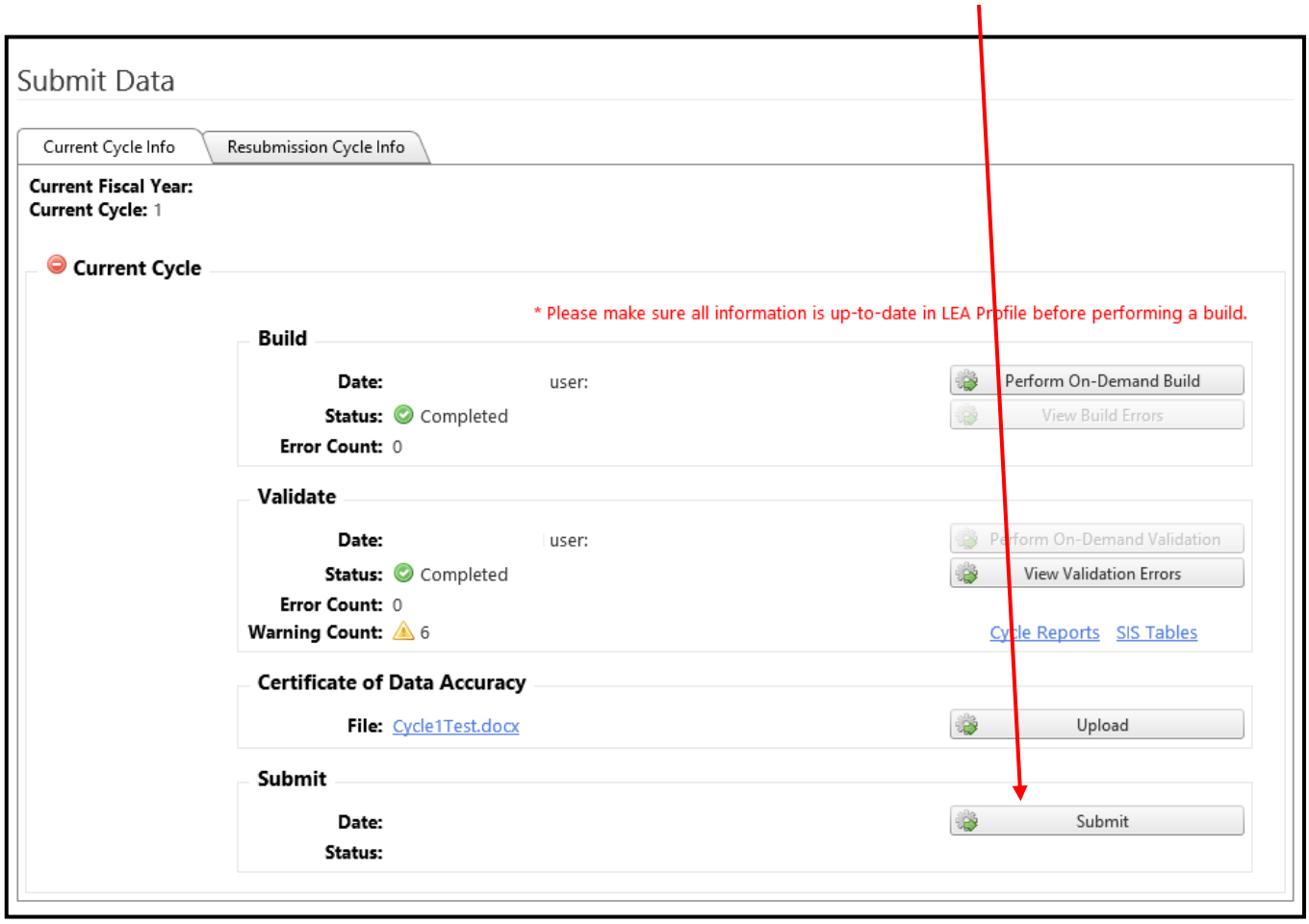
- The **Upload** step/process will be available after the Validate step has a 0 Error Count.



Submit Cycle

The **Submit** Button will be grayed out until the **Certificate of Data Accuracy Form** has been uploaded.

Once the Certificate of Data Accuracy has been uploaded, click the **Submit** button.

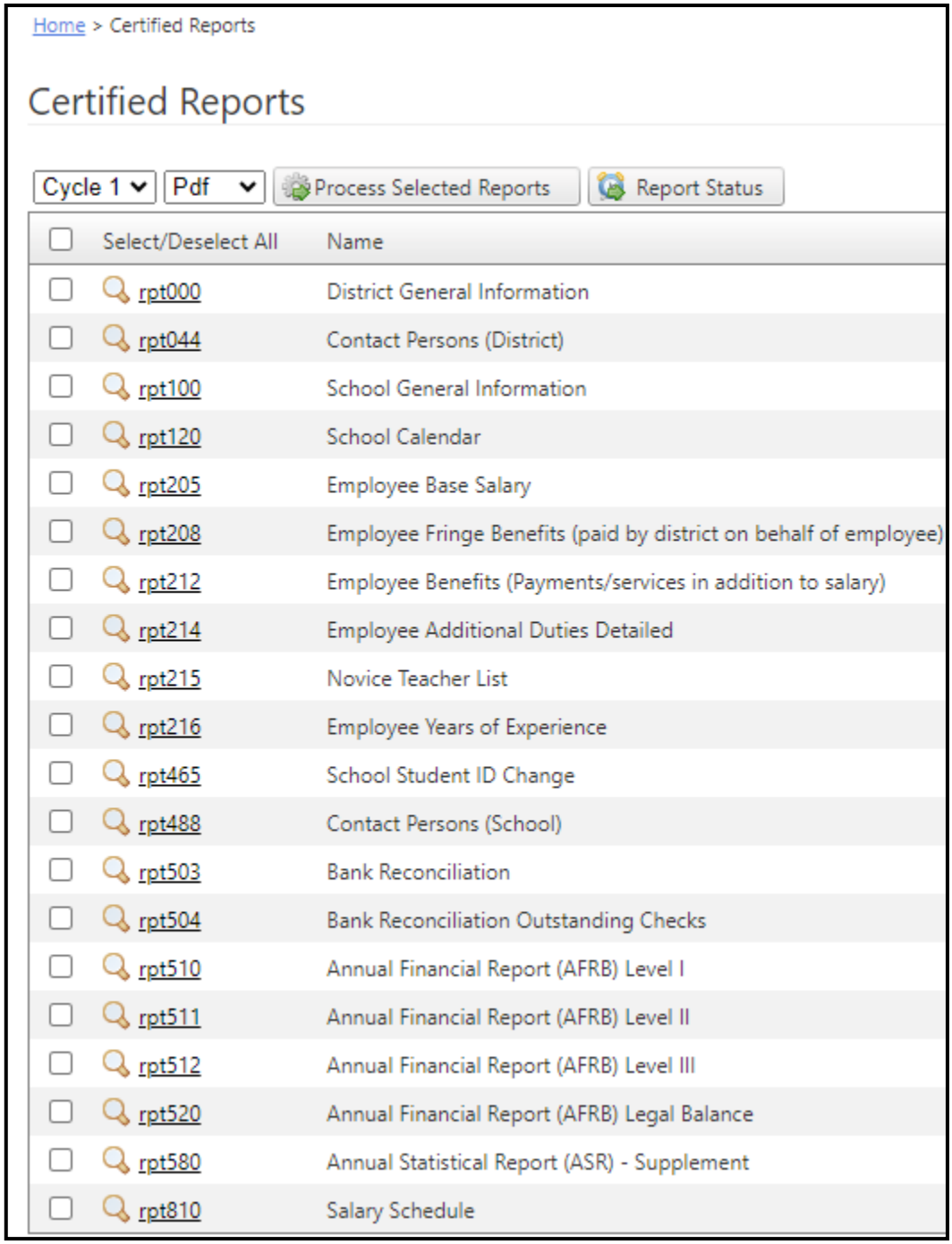


Validate Warnings will NOT impede cycle submission to ADE. However, print the reports listed on the following pages and VERIFY that the data is correct.

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.



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

Email CERTIFIED Bank Reconciliation Report – rpt503

Once Cycle has been submitted, print the certified Bank Reconciliation (*rpt503*), provide an explanation for any Deposits in Transit or Variance, and secure the required signatures.

INSTRUCTIONS: Please print, sign, date, scan and email the final version to **apscn.SIScertifications@ade.arkansas.gov**

"Reconciled by" Printed Name	"Reconciled by" Signature	Date
Superintendent Printed Name	Superintendent Signature	Date

IF #2 AND/OR #6 IS NOT $0.00 AN EXPLANATION IS REQUIRED BELOW (Attach extra sheet if needed):

DEPOSITS IN TRANSIT Explanation:

VARIANCE Explanation:

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.*

****** BE SPECIFIC! ******

When the ***Certified*** Bank Reconciliation Report – rpt503 has been signed and all variances and/or deposits in transit explained the completed report must be emailed to **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**

- **Certified Bank Reconciliation Report**
- **Cycle 1 Certification of Database Security Applications**
  (See Commissioner's Memo FIN-15-106)
  - To obtain forms from the web, go to:
    http://www.apscn.org > **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**) 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