

# Arkansas Department of Education Statewide Information System Cycle 1 (FY Reporting 36)

**Due Date: September 30, 2025**

## IMPORTANT NOTICE

Due to the requirements of state and federal legislation, the ADE and Arkansas public schools have reached a new level in the need for data accuracy to publish public reports. There is also a dramatic increase in reliance on data as required in the No Child Left Behind (NCLB) legislation, such as reporting Adequate Yearly Progress. It is imperative that the district users of the APSCN Financial and/or Student Management Systems check and re-check the accuracy of the data that is entered on a daily basis.

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

Print the Cycle 1 documentation from <https://apscn.ade.arkansas.gov/>

## Access SIS Reporting Website:

- **Direct URL:** <https://sis.ade.arkansas.gov>  
**OR**
- **Via APSCN Website:**
  - Go to <https://apscn.ade.arkansas.gov>
  - Click the **SIS** menu
  - Select **Statewide Information Systems (SIS Login)**

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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

- Begin **Personnel Budgeting** to plan salaries and benefits for the upcoming fiscal year.
- Transfer expenditure projections from Personnel Budgeting into **Budget Prep**.
- Complete budgeting for all expenditures by location (as required), along with revenue entries, in Budget Prep.
- Post the finalized budget from Budget Prep to **Financial Accounting**.

*Note: Budget can only be posted once.*

- After posting to LIVE, review **AFR Exceptions in SIS** to identify any discrepancies caused by budgeted figures.

Corrections must be made in the **Fund Accounting** module using the following paths:

- **Fund Accounting > Entry & Processing > Budget Ledgers**
  - Batch Budget Adjustments
  - Batch Budget Transfers
  - Expenditure Ledger > Adjust Budget
  - Revenue Ledger > Adjust Budget

*Important: Budget adjustments cannot be made using journal entries.*

- Proceed with the **Cycle 1 process** in SIS.

## SIS Cycle Coordinator Assignment

A list of SIS Cycle Coordinators for all LEAs is available at <https://eis.ade.arkansas.gov/dai/> . To view coordinator details, search for the desired LEA and click the district name to display users assigned as SIS Cycle Coordinators.

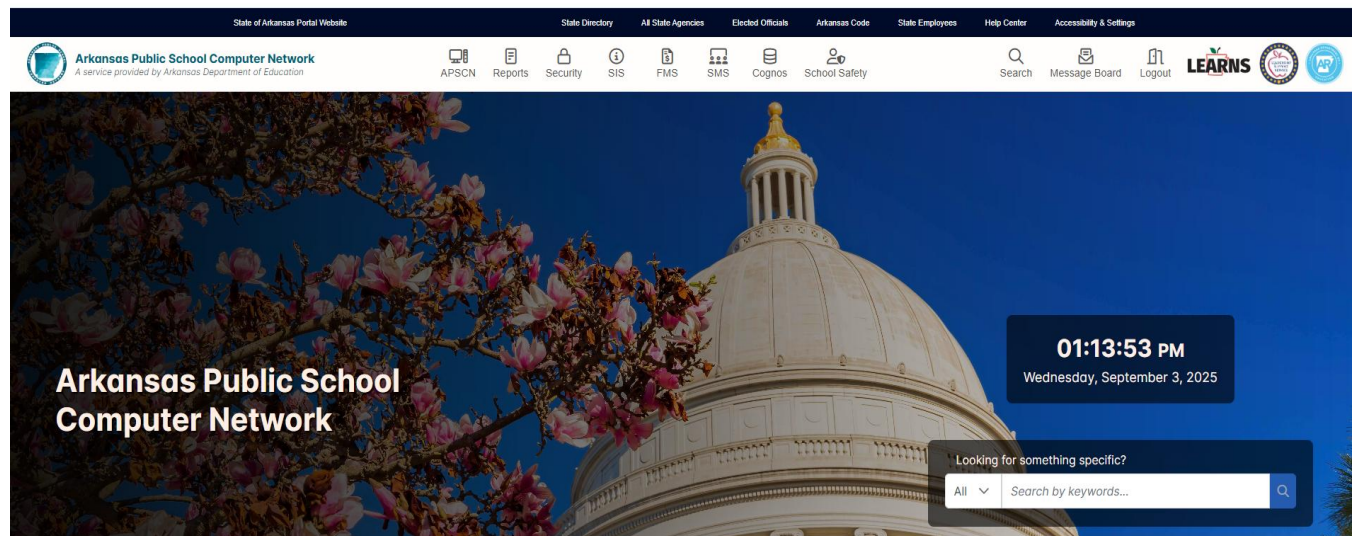
Any individual listed as **Active Directory Account Manager** on the District Access Information (DAI) page must follow the steps outlined in the “**ADAM – Active Directory Account Manager**” guide to modify the list of users displayed on the entity’s DAI page.

The guide is located in the **Manager Guides** section at <https://adedata.arkansas.gov/security>.

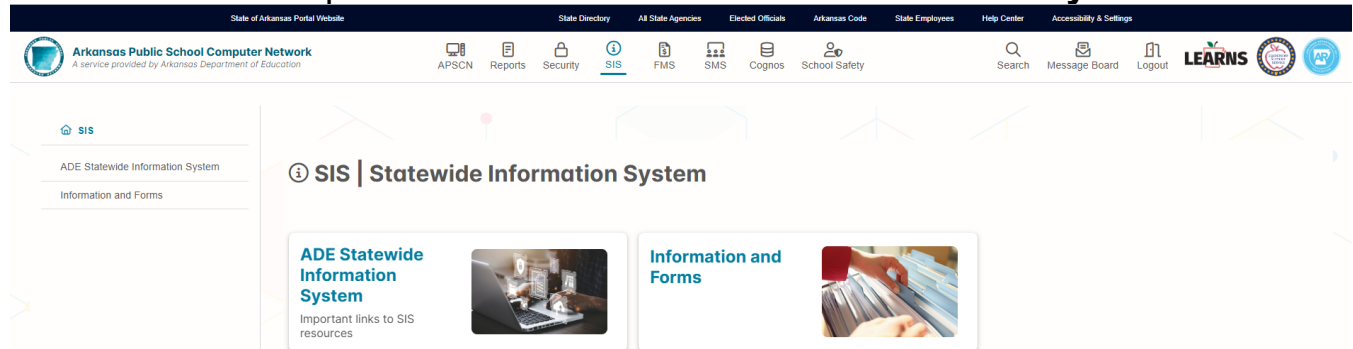
## Statewide Information System

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

Click on the “**SIS**” tab.

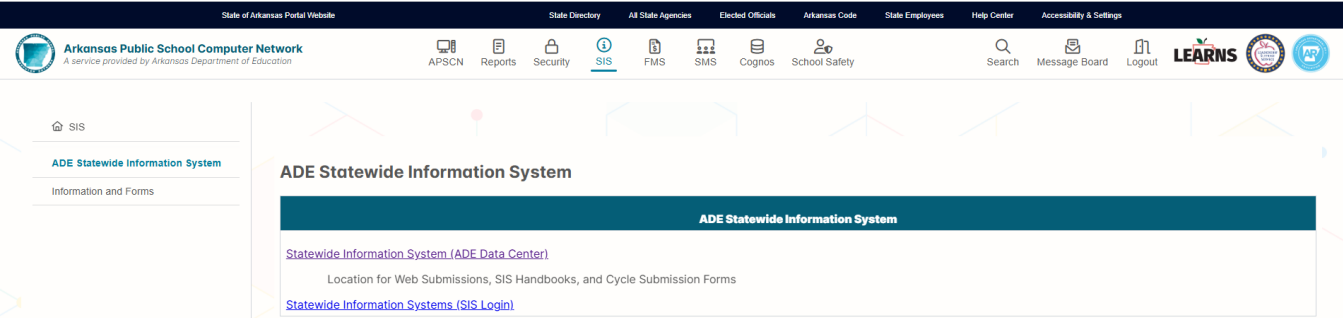


Once the SIS tab opens click on **ADE Statewide Information Systems**.

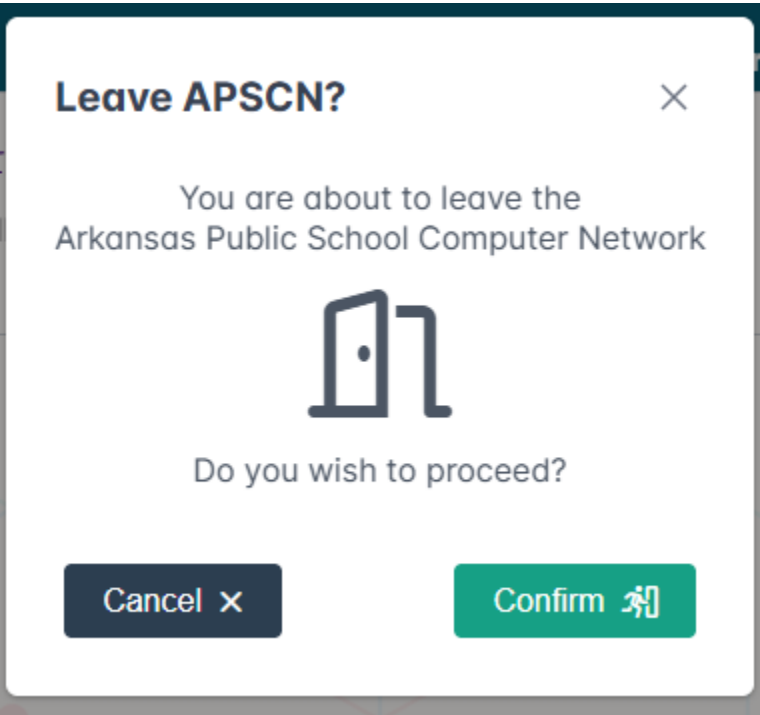


**STATEWIDE INFORMATION SYSTEM (Continued)**

Select **Statewide Information Systems (SIS Login)**.

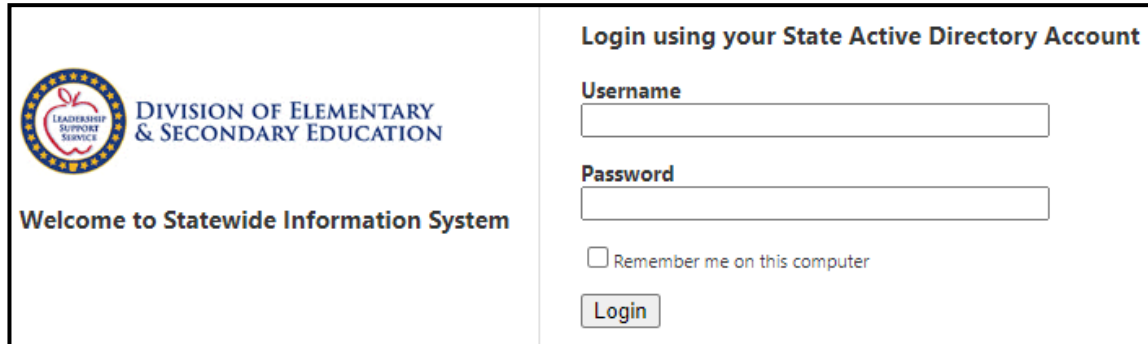


When prompted, select Confirm to continue to **SIS Login**.



## **STATEWIDE INFORMATION SYSTEM** (Continued)

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

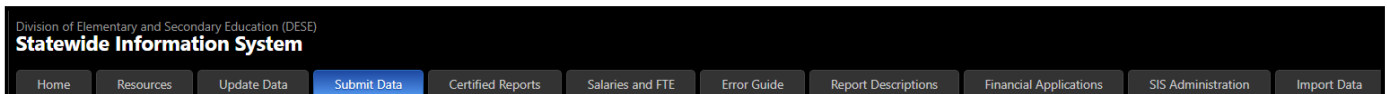


The log-in page takes the user to the Home page of the ADE Statewide Information System (SIS). The ADE SIS website has **eleven (11) main tabs** listed as below:

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.



## STATEWIDE INFORMATION SYSTEM (Continued)

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

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:  
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:  
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



## 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:

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.

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

Build

Date: 9/10 3:13 PM

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

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

Page | 9

## 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.

Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year:

Current Cycle: 1

Current Cycle

Build

Date:

Status: Completed

Error Count: 1

Perform On-Demand Build

View Build Errors

Validate

Date:

Status:

Error Count:

Warning Count:

Perform On-Demand Validation

View Validation Errors

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

Certificate of Data Accuracy

File:

Upload

Submit

Date:

Status:

Submit

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

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)***

### **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>	

The Finance Bank Reconciliation screen will appear:

Home > Update Data > LEA Profile > Finance Bank Reconciliation

### Finance Bank Reconciliation

[+ Add new record](#)

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

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

- **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 1<sup>st</sup> 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.

Home > Submit Data > Build History

Build History

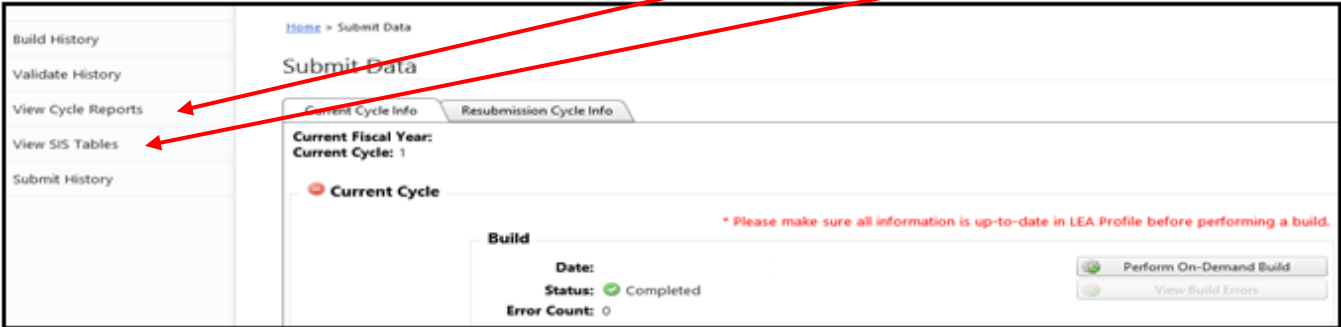
FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
35	1	8/21/2024 10:39 AM	Build	SYSTEM	00:01:52	0	24	Completed	Details
34	9	8/20/2024 6:00 PM	Build	SYSTEM	00:02:31	0	0	Completed	Details
								Completed	Details
								Completed	Details
								Completed	Details
								Completed	Details
								Completed	Details
								Completed	Details
								Completed	Details
								Completed	Details

Page size: 10 10 20 50

837 items in 84 pages

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**

<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 ReportsData Quality ChecksSalaries and FTE**Error Guide**

[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
<a href="#">Finance – Bank Reconciliation</a>	BC

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

[Home](#) > Error Guide

### Build and Validation Errors and Warnings

To search for a specific error code, enter all six characters here:  [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 Data Quality Checks Salaries and FTE Error Guide

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 automatically 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](#)

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

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

**C** = Meets CASBO requirements

**E** = Enrolled in CASBO Courses

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

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

## SIS Updates > Contact Person (Continued)

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

<i>Last updated</i>	
LEA (For codes 'K', 'P', 'SN', 'V' and '7' enter school level LEA. For all others enter District LEA. 'GO' can have either.)	<input type="text"/>
Coordinator Code	<input type="text"/>
State Id	<input type="text"/>
<b>OR</b>	
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 > 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 district employee should have a State ID in eFinance. TRIAND issues State ID numbers every day after the 4 pm process is completed.

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**.

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

## 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 eFinancePlus software.

**Menu Path:** Purchasing > Reference Tables > Shipping Codes

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

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

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

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

See below screenshot for example.

Shipping Data

Ship To Code \* 1234567 ☒ Continuous

Address Line 1 SCHOOL DISTRICT NAME

Address Line 2 DISTRICT PHYSICAL STREET ADDRESS

Address Line 3 DISTRICT CITY, STATE, ZIP

Address Line 4

## 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**.

Website Address	School Board Count	Transfer Agreement	ACT Readiness	Bus Safety	
www.SchoolDistrict.org	7	Y	Y	Y	Edit

## 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 titled "Last updated 8/28/2024 10:59:52 AM". The form contains the following fields:

- Website Address: Text input field with a red asterisk.
- Phone Extension: Text input field.
- Fax Extension: Text input field.
- School Board Count: Text input field with a red asterisk.
- Zoned Status: Dropdown menu with "Select a value" and a red asterisk.
- Transfer Agreement - Indicates whether the district participates in transfer agreements with other districts: Dropdown menu with a red asterisk.
- Employee Health Insurance: Text input field with a red asterisk.
- Safety Training: Dropdown menu with a red asterisk.

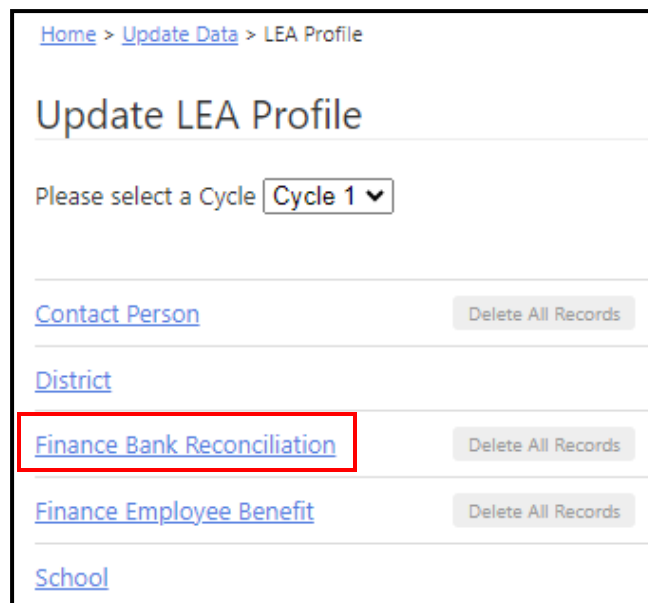
At the bottom of the form are "Save" and "Cancel" buttons.

- **Last Updated** will appear at the top of the screen to show date and time record was last saved.
- **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.~~ **Removed FY25**
- **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.~~ **Removed FY25**

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 ALL 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)

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

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 1<sup>st</sup> 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.

[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](#)

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

[Home](#) > [Update Data](#) > [LEA Profile](#) > Finance Employee Benefit

Finance Employee Benefit

+

Add new record

Refresh

Ssn ▾	State Id	Dist Empl No	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" value="v"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Benefits	<input type="text" value="v"/>
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 employee by the State.
- **District Employee Number:** The personnel number assigned to the employee in eFinancePlus.
- **Title:** The title of the person for whom the benefit is being paid.
  - Superintendent
  - Chief Financial Officer
  - Business Manager
  - Assistant Superintendent
  - Other
- **First Name:** First name of the person for whom the benefit is being paid.
- **Middle Name:** Middle name of the person for whom the benefit is being paid.
- **Last Name:** Last name of the person for whom the benefit is being paid.
- **Benefits:** All payments and services provided to the employee in addition to salary. These are the benefits that 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 the **School** table to update/add/delete 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](#)

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**.

Home > Update Data > LEA Profile > School

### School

+ Add new record Refresh

School Lea ▼	Website Address	Staff Development Hours	Fire Marshal	Evacuation Plan	Preschool Classroom Count

Edit Delete Edit Delete

## 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		<input type="text"/>	
Website Address		<input type="text"/>	
Phone Extension	<input type="text"/>	Fax Extension	<input type="text"/>
Fire Marshal	<input type="text"/> *		
Evacuation Plan	<input type="text"/> *		
Building Check	<input type="text"/> *		
Before School Program	<input type="text"/> *		
After School Program	<input type="text"/> *		
Weekends	<input type="text"/> *		
Summer	<input type="text"/> *		
Title I Funds?	<input type="text"/> *		
<b>School Meal Counts</b>			
	Number of Days Served	<input type="text"/>	
	Student Breakfast - Free	<input type="text"/>	
	Student Breakfast - Reduced	<input type="text"/>	
	Student Breakfast - Full Price	<input type="text"/>	
	Student Lunch - Free	<input type="text"/>	
	Student Lunch - Reduced	<input type="text"/>	
	Student Lunch - Full Price	<input type="text"/>	
	Non-Student Meals	<input type="text"/>	
		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:** Removed FY25
- **Book Volumes:** Removed FY25
- **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	Sept.	Oct.	Nov.	Dec.	Feb.	April	June
	Aug.				Jan.	March	May	

- **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 106-112 of 2025-2026 SIS Handbook.**

## Perform On Demand Validation

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

Current Cycle Info

Current Fiscal Year:  
Current Cycle: 1

Current Cycle

Build

Date:  
Status: ✔ Completed  
Error Count: 0

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

Perform On-Demand Build  
View Build Errors

Validate

Date:  
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:

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

Validate

Date:  
Status: ✔ Completed  
Error Count: ❗ 37  
Warning Count: ⚠ 4

Perform On-Demand Validation  
View Validation Errors

Cycle Reports 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
<span style="color: red;">❗</span> ValidateError	FG0140	GenLedger_NegEndBal6752	Negative Budgeted Fund Balance	Fund/SOF Balance	6752 -106494.03
<span style="color: red;">❗</span> ValidateError	FG0140	GenLedger_NegEndBal6750	Negative Budgeted Fund Balance	Fund/SOF Balance	6750 -92860.30
<span style="color: red;">❗</span> 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.

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

Validate

Date:

user:

Perform On-Demand Validation

View Validation Errors

Status: Completed

Error Count: 0

Warning Count: 6

[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.

**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.

Division of Elementary and Secondary Education (DESE)

**Statewide Information System**

[Home](#)
[Resources](#)
[Update Data](#)
[Submit Data](#)
[Certified Reports](#)
[Data Quality Checks](#)
[Salaries and FTE](#)

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

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

### View Cycle Reports

Cycle 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
<input type="checkbox"/>	<a href="#">rpt215</a>	Novice Teacher List
<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) - Supplement
<input type="checkbox"/>	<a href="#">rpt810</a>	Salary Schedule

After reviewing the **Uncertified 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 41-45 of 2025-2026 SIS Manual.*

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

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

*Page 36-37 of 2025-2026 SIS Manual.*

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

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

*Page 106-112 of 2025-2026 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 30 of 2025-2026 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 eFinancePlus, and a new Build should be done in SIS to capture any changes. Cycle 1 will pull in all employees except those in pay groups "S" or "X"

*Page 60-61 of 2025-2026 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 2025-2026 SIS Manual.*

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

Pulls data entered in SIS > Update Data > LEA Profile > Finance Employee Benefit

*Page 62 of 2025-2026 SIS Manual.*

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

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

*Page 59 of 2025-2026 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 57 of 2025-2026 SIS Manual.*

**REVIEW ALL REPORTS THOROUGHLY!**

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

*Page 145 of 2025-2026 SIS Manual.*

▪ **(rpt488) Contact Persons School**

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

*Page 36-38 of 2025-2026 SIS Manual.*

▪ **(rpt503) Bank Reconciliation**

Report should match the monthly Bank Reconciliation report from eFinancePlus.

*Page 52-53 of 2025-2026 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 67-68, 71-72, 75 of 2025-2026 SIS Manual.*

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

See last page of this document for Legal Balance Code information.

*Page 67-68, 71-72, 75 of 2025-2026 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 78-81 of 2025-2026 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. <https://adedata.arkansas.gov/sis/Home/cycledocuments>
- The **Certification 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 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

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

## 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.

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

View Build Errors

Error Count: 0

Validate

Date:

user:

Perform On-Demand Validation

Status: Completed

View Validation Errors

Error Count: 0

Warning Count: 6

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

Certificate of Data Accuracy

File: [Cycle1Test.docx](#)

Upload

Submit

Date:

Status:

Submit

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

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.

[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>	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
<input type="checkbox"/>	 <a href="#">rpt215</a>	Novice Teacher List
<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) - Supplement
<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 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.

<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:		

**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](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)

- **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:  
<https://adedata.arkansas.gov/sis/Home/cycledocuments>

### 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
- 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