

Arkansas Department of Education Statewide Information System Cycle 9 (FY Reporting 34)

Due Date: August 31, 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 the district is supported by providing accurate data in each SIS Cycle.

Print the Cycle 9 documentation from <http://www.apscn.org>

Access the SIS Reporting website by either: **Direct URL:** <https://sis.ade.arkansas.gov/>

OR

APSCN Website: Go to <http://www.apscn.org> and click the SIS menu. Then select *Statewide Information Systems (SIS Login)*.

State Reporting – Cycle 9

Cycle 9 includes information for:

- Act 28 Reasons for Maintaining Fund Balances
- Annual Financial Reports-revenue and expenditures (FY 2023-2024)
- Annual Statistical Report (ASR) (lines 14-89 pulled based on ADE coding specifications for ASR)
- Annual Financial Report (AFRB) Underpayments
- Athletic Expenditures
- Bank Reconciliation Report
- Bank Reconciliation Outstanding Checks
- Building Loss
- Contact Persons (District & School)
- Contracted Non-employee - Nurse
- District General information
- District Health Insurance Match
- Employee
- Extra-Curricular Athletic and Non-Athletic Mileage
- Graduates Student Listing
- Legal Balance
- Programs on Behalf of Other Agencies
- Property Values
- School General Information
- SIP Vendor Report

TABLE OF CONTENTS

STATE REPORTING CYCLE 9.....	2
BUILD CYCLE 9.....	4
SIS – SUBMIT DATA.....	6
BUILD.....	8
FINANCE BANK RECONCILIATION.....	10
BUILD HISTORY.....	12
ERROR GUIDE TAB.....	13
SIS UPDATES.....	14
ACT 28.....	15
CONTACT PERSON.....	19
CONTRACTED NONEMPLOYEES.....	22
DISTRICT.....	25
BANK RECONCILIATION.....	27
BUILDING LOSS.....	28
PROGRAMS ON BEHALF OF OTHER AGENCIES.....	30
PROPERTY VALUE.....	32
SCHOOL.....	34
PERFORM ON DEMAND VALIDATION.....	35
CYCLE REPORTS.....	36
CERTIFICATION OF DATA ACCURAY FORM.....	39
SUBMIT.....	40
EMAIL BANK RECONCILIATION FORM.....	40
CERTIFIED REPORTS.....	41
LEGAL BALANCE REPORT INFORMATION.....	42

Build Cycle 9

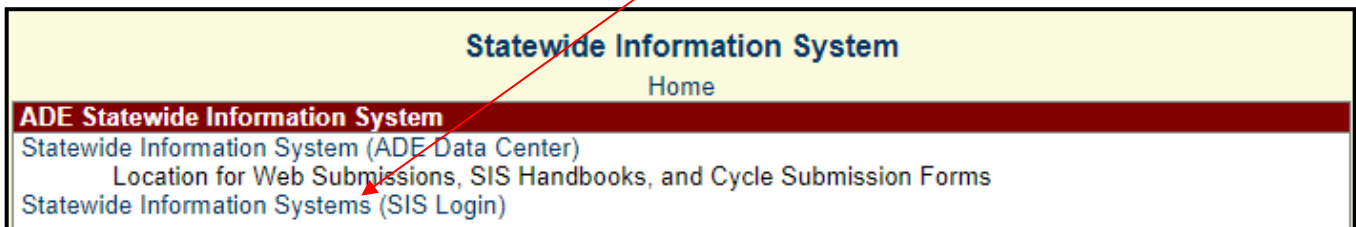
To begin building Cycle 9, use one of the two following methods to sign in to the SIS Cycle Submission website:

- 1) **Direct URL:** <https://sis.ade.arkansas.gov/>
- 2) **APSCN Website:** Go to APSCN Website at <http://apscn.org/>

Click on the “**SIS**” tab.



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



The below screen will display:

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

Note:

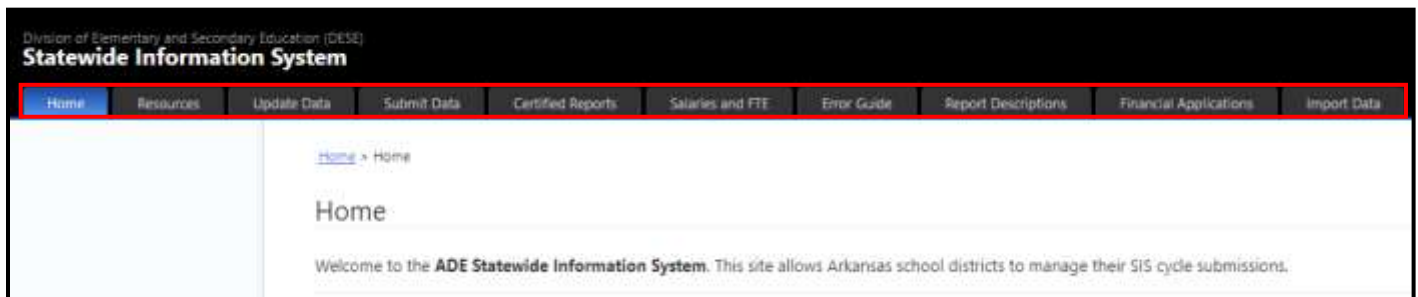
If user is not listed as a Cycle Coordinator at www.apscn.org>**Security>Security Resources>District Access Information** then will need to visit the following link and follow instructions to add a new Cycle Coordinator.

https://adedata.arkansas.gov/security/ManagedContent/Docs/update_sis_cycle_coordinator.pdf

If there are any questions please contact Bobby Downum at bobby.downum@ade.arkansas.gov.

Once signed in the Homepage of the ADE Statewide Information System (SIS) will display. The ADE SIS website has **ten (10) main tabs** as listed below:

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



SIS - Submit Data section

Select the **Submit Data** tab.

The screenshot shows the SIS interface with the 'Submit Data' tab selected. The main content area displays 'Submit Data' with tabs for 'Current Cycle Info' and 'Resubmission Cycle Info'. Under 'Current Cycle Info', it shows 'Current Fiscal Year: 2021/2022' and 'Current Cycle: 9'. Below this, there are four sections: 'Current Cycle' (with a red error icon), 'Build', 'Validate', 'Certificate of Data Accuracy', and 'Submit'. Each section has fields for Date, Status, Error Count, and Warning Count.

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

[Fiscal Year End Interim Close - 20.11](#)

SIS - Submit Data section

Select the **Current Cycle Info** tab.

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

The screenshot displays the 'Current Cycle Info' tab with the following sections:

- Build:** Includes fields for Date, Status, and Error Count. A red warning message states: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' Action buttons include 'Perform On-Demand Build' and 'View Build Errors'.
- Validate:** Includes fields for Date, Status, Error Count, and Warning Count. Action buttons include 'Perform On-Demand Validation' and 'View Validation Errors'. A link for 'Cycle Reports: SIS tables' is also present.
- Certificate of Data Accuracy:** Includes a 'File:' field and an 'Upload' button.
- Submit:** Includes fields for Date and Status, and a 'Submit' button.

There are 4 sections in the Current Cycle Info tab:

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

Build

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

The screenshot shows the 'Current Cycle Info' page with the following details:

- Current Fiscal Year: 2021/2022
- Current Cycle: 9
- Current Cycle section:

 - Build**: Includes fields for Date, Status, and Error Count. A red warning message reads: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' A 'Perform On-Demand Build' button is visible.
 - Validate**: Includes fields for Date, Status, Error Count, and Warning Count. A 'Perform On-Demand Validation' button is visible.
 - Certificate of Data Accuracy**: Includes a 'File' field and an 'Upload' button.
 - Submit**: Includes fields for Date and Status, and a 'Submit' button.

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

The screenshot shows the 'Current Cycle Info' page with the following details:

- Current Fiscal Year: 2021/2022
- Current Cycle: 9
- Current Cycle section:

 - Build**: The 'Status' field now shows 'Processing' with a green circular icon. The 'Error Count' field shows '1' with a red error icon. The 'Perform On-Demand Build' button is now disabled.
 - Validate**: Same as the previous screenshot.
 - Certificate of Data Accuracy**: Same as the previous screenshot.
 - Submit**: Same as the previous screenshot.

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.

The screenshot shows a web interface for 'Current Cycle' management. At the top, it displays 'Current Fiscal Year: 2021/2022' and 'Current Cycle: 9'. Below this, there are four main sections:

- Build:** Shows a date of '7/12/2022 3:18 PM user', a status of 'Completed' with a green checkmark, and an 'Error Count' of '1' with a red exclamation mark. A red warning message reads: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' Buttons for 'Perform On-Demand Build' and 'View Build Errors' are present.
- Validate:** Includes fields for 'Date:', 'Status:', 'Error Count:', and 'Warning Count:'. Buttons for 'Perform On-Demand Validation' and 'View Validation Errors' are available. Links for 'Cycle Reports' and 'SIS Tables' are also shown.
- Certificate of Data Accuracy:** Features a 'File:' field and an 'Upload' button.
- Submit:** Includes 'Date:' and 'Status:' fields with a 'Submit' button.

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

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



1st Build – Error Count

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

Finance Bank Reconciliation

Click on Finance Bank Reconciliation table.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

- [Act 28](#)
- [Contact Person](#)
- [Contracted Nonemployees](#)
- [District](#)
- [Finance Bank Reconciliation](#)
- [Finance Building Loss](#)
- [Finance Programs On Behalf Of Other Agencies](#)
- [Finance Property Value](#)
- [School](#)

Finance Bank Reconciliation				
<input type="button" value="+ Add new record"/> <input type="button" value="Refresh"/>				
Finance Period	Bank Statement Balance	Deposits In Transit	Reconciled By	Date Reconciled

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

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

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

The screenshot shows a web-based form titled "Last updated" with a close button (X) in the top right corner. The form contains the following fields:

- Finance Period:** A dropdown menu.
- Bank Statement Balance:** A text input field.
- Deposits In Transit:** A text input field.
- Reconciled By:** A text input field.
- Date Reconciled:** A date picker field with a calendar icon.
- Date Reviewed By Superintendent:** A date picker field with a calendar icon.

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

Add below info in Finance Bank Reconciliation screen

Finance Period - select from the drop down, **12 - Cycle 9**

Bank Statement Balance – Enter total dollar amount from all bank statements

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

Reconciled By – List staff employee who reconciled bank statement (tab)

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

Date Reviewed By Superintendent – List date superintendent reviewed reconciled bank statement

Note: Program will pull in and display General Ledger cash balance for funds (0001 through 8XXX) for account range 01010 through 01029 and 01070 through 01079.

Click **Save** button

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

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



Build History

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

Home > Submit Data > Build History

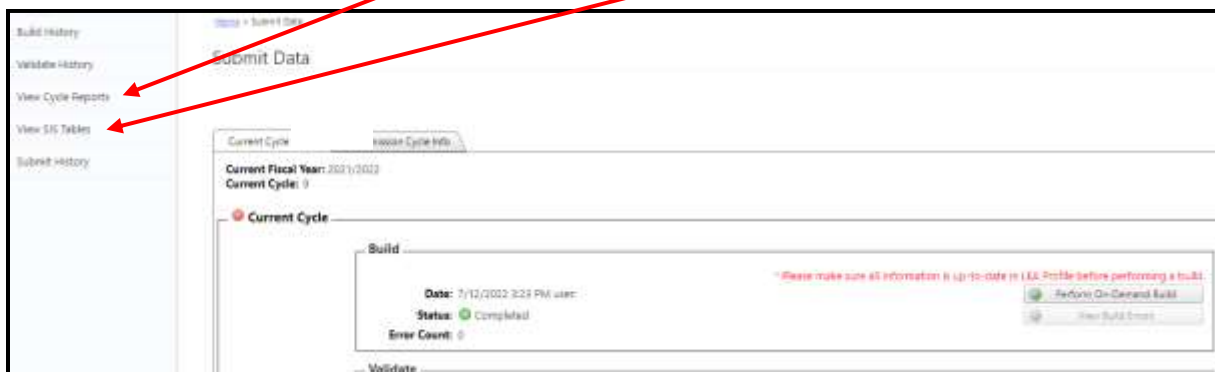
Build History

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
29	9	8/14/2019 8:47 AM	Build		00:00:24	0	0	Completed	Details
29	9	8/14/2019 8:44 AM	Build		00:00:31	0	1	Completed	Details
29	9	8/13/2019 6:00 PM	Build	SYSTEM	00:06:56	0	1	Completed	Details
29	9	8/12/2019 6:00 PM	Build	SYSTEM	00:06:45	0	1	Completed	Details
29	9	8/11/2019 6:00 PM	Build	SYSTEM	00:07:03	0	1	Completed	Details
29	9	8/10/2019 6:00 PM	Build	SYSTEM	00:06:12	0	1	Completed	Details
29	9	8/9/2019 6:00 PM	Build	SYSTEM	00:06:49	0	1	Completed	Details
29	9	8/8/2019 6:00 PM	Build	SYSTEM	00:06:52	0	1	Completed	Details
29	8	8/7/2019 6:00 PM	Build	SYSTEM	00:06:28	0	0	Completed	Details
29	8	8/6/2019 6:00 PM	Build	SYSTEM	00:06:23	0	0	Completed	Details

Page size: 10 1890 items in 189 pages

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


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



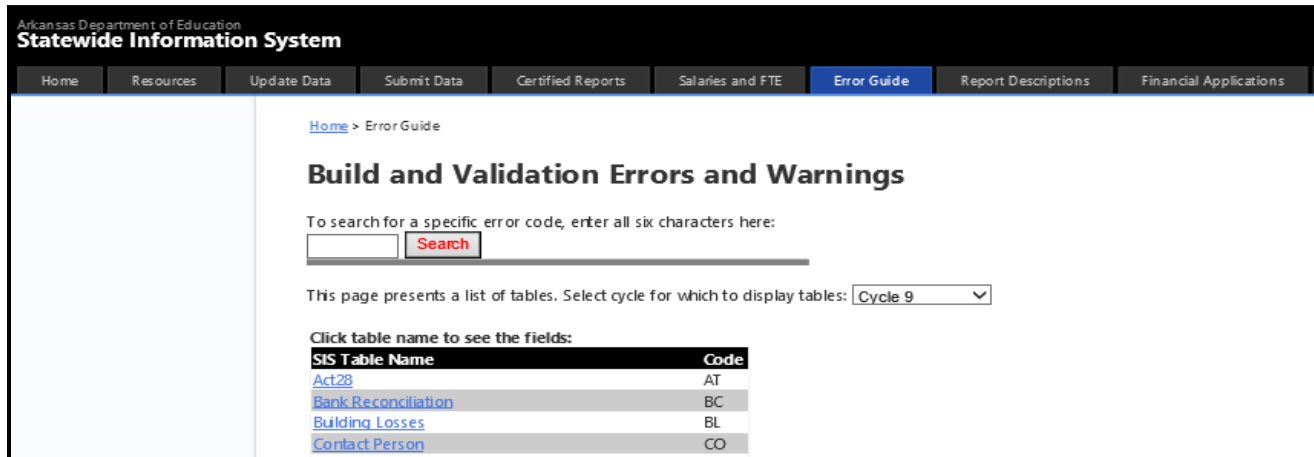
Error Guide Tab

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 9

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



Arkansas Department of Education
Statewide Information System

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

Home > Error Guide

Build and Validation Errors and Warnings

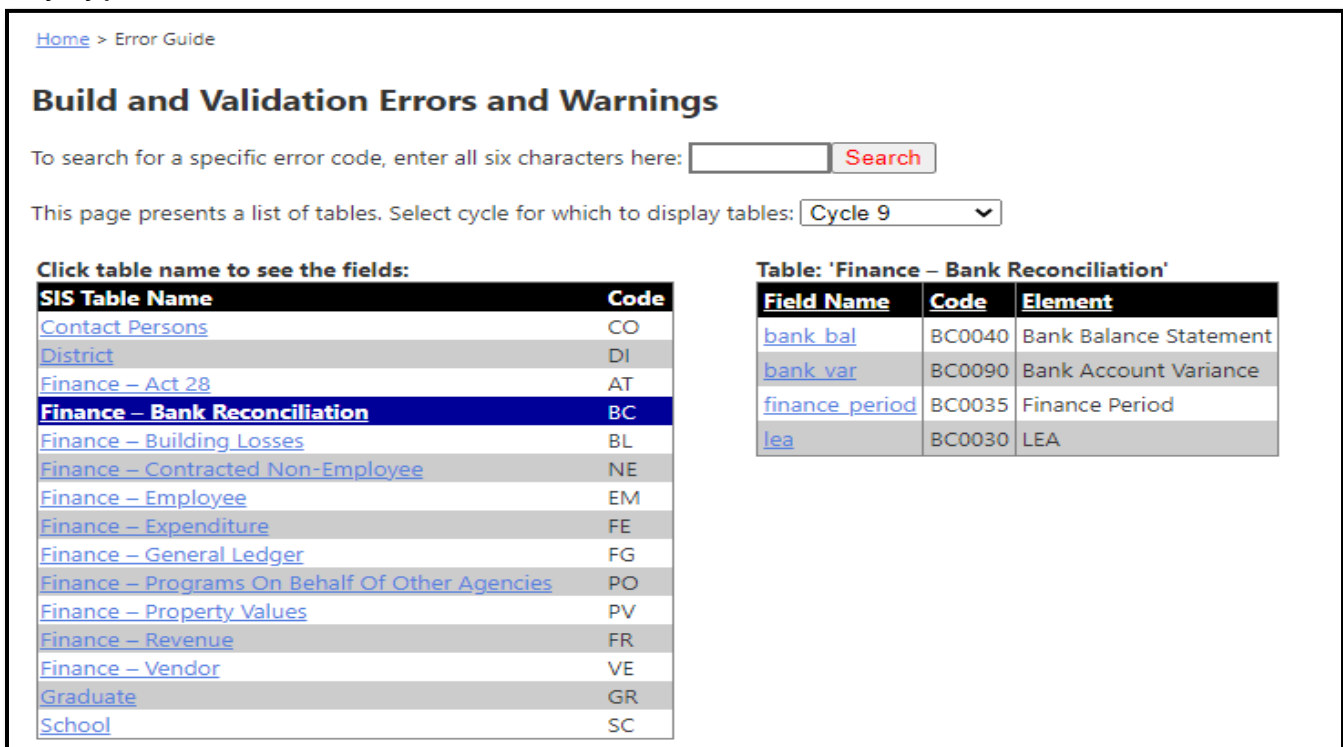
To search for a specific error code, enter all six characters here:

This page presents a list of tables. Select cycle for which to display tables:

Click table name to see the fields:

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

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



Home > Error Guide

Build and Validation Errors and Warnings

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

This page presents a list of tables. Select cycle for which to display tables:

Click table name to see the fields:

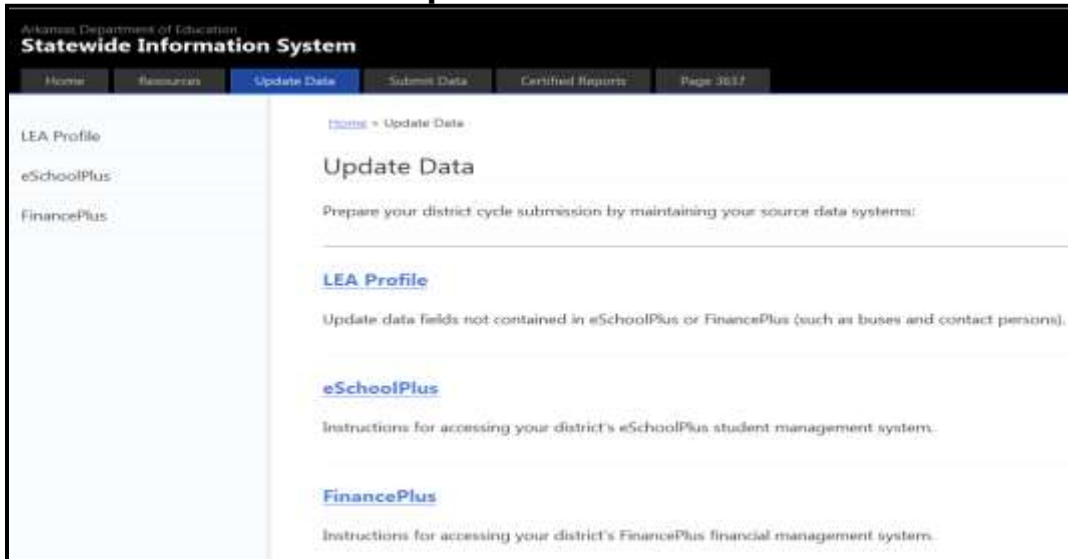
SIS Table Name	Code
Contact Persons	CO
District	DI
Finance - Act 28	AT
Finance - Bank Reconciliation	BC
Finance - Building Losses	BL
Finance - Contracted Non-Employee	NE
Finance - Employee	EM
Finance - Expenditure	FE
Finance - General Ledger	FG
Finance - Programs On Behalf Of Other Agencies	PO
Finance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

Field Name	Code	Element
bank_bal	BC0040	Bank Balance Statement
bank_var	BC0090	Bank Account Variance
finance_period	BC0035	Finance Period
lea	BC0030	LEA

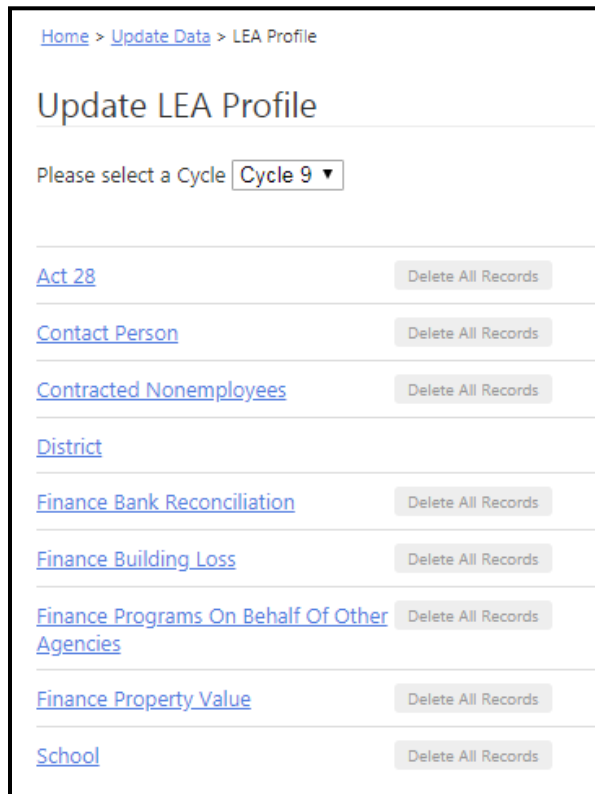
SIS Updates

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

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



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



SIS Updates

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

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

Act 28


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

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

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

Click Edit  [Edit](#) to review and update existing records.

Act 28	
District Lea	
6601000	 Edit  Delete

If this is the district/coop/charter first year doing Cycle 9 in SIS Web-Based System then the selection box for each question will be blank . District/Coop/Charter reporting last year on SIS will have the selection box marked either or based on last year's answers. Verify answer listed is correct or make changes as needed. After updating the data, click Refresh.

There are 5 areas that will require answers of Yes or No.

- Standardized reasons for maintaining an ALE Fund Balance
- Standardized reasons for maintaining an ELL Fund Balance
- Standardized reasons for maintaining an ESA Fund Balance
- Professional Development
- Legal Balance

Standardized reasons for maintaining an ALE Fund Balance

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

Standardized reasons for maintaining an ELL Fund Balance

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

Standardized reasons for maintaining an ESA Fund Balance

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

Professional Development

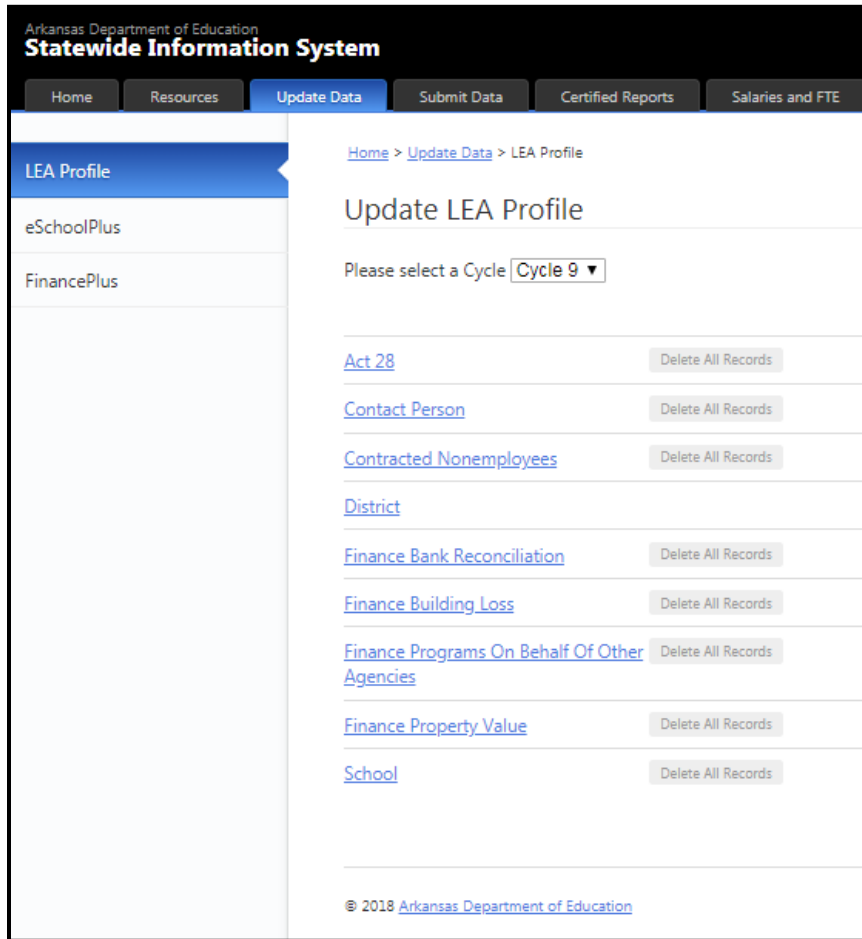
Professional Development	
PD balance needed for expenditures due prior to August funds distribution.	<input type="text" value="v"/>
Received more funds than budgeted.	<input type="text" value="v"/>
Employee resignations reduced budgeted expenditures.	<input type="text" value="v"/>
Utilized other revenue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

Legal Balance

Legal Balance		
Balance needed for expenditures due prior to August 31 funds distribution.	<input type="checkbox"/>	Balance is required to pay encumbrances from a prior year. <input type="checkbox"/>
Received more funds than budgeted.	<input type="checkbox"/>	A portion of the balance was used to purchase inventory that has not yet been placed into service and is reflected on the balance sheet. <input type="checkbox"/>
Funds received too late in fiscal year to fully expend.	<input type="checkbox"/>	A portion of the balance includes accounts receivable that has not been collected. The balance should be maintained because of the risk of not collecting the full amount. The timing of collections is another consideration with regard to this item. The accrued 40% pullback not collected at June 30 is significant in some districts. <input type="checkbox"/>
New program to be implemented in the next fiscal year.	<input type="checkbox"/>	The balance includes various debt service sinking funds obligated to pay debt principal and interest in a future year. Included in these are regular bond issue payments as well as QZAB escrow amounts. <input type="checkbox"/>
Failed to find qualified staff that were budgeted.	<input type="checkbox"/>	To ensure continuity of services in future years when funding sources decline, a resonable balance in required. <input type="checkbox"/>
Federal funds were used in place of state funds that were budgeted.	<input type="checkbox"/>	A portion of the balance is designated to cover (a) insurance deductibles (b) unemployment benefits (c) operating fund capital outlay purchases (d) deferred maintenance. <input type="checkbox"/>
Due to fewer students, expended less funds than budgeted.	<input type="checkbox"/>	
Balance used for summer programs.	<input type="checkbox"/>	
It is prudent to carry over a balance for emergencies.	<input type="checkbox"/>	
Carry over for capital expenditures.	<input type="checkbox"/>	
Carry over for technology purchases.	<input type="checkbox"/>	
No Comment.	<input type="checkbox"/>	

SIS Updates > Contact Person

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



Contact Person table with open with data from last Cycle.

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



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

Coordinator Code:

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

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

Select the following for entering into this field.

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

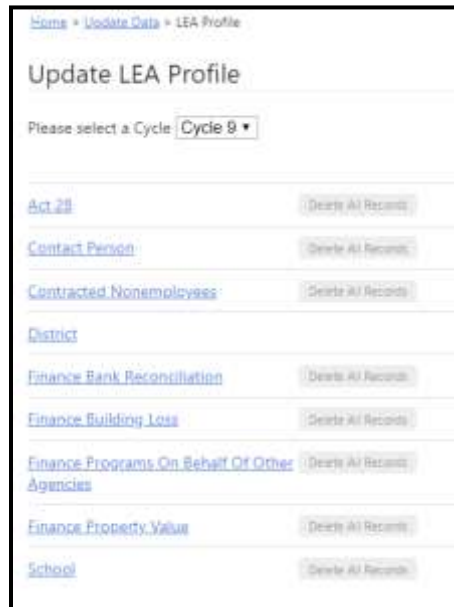
Below is the information that should be entered for each of the Coordinator Codes.

Last updated	
LEA (For codes 'K', 'P', 'SN', 'V' and 7 enter school-level LEA. For all others enter District LEA.)	<input type="text"/>
Coordinator Code	<input type="text"/>
State Id	<input type="text" value="7"/>
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 users need to Perform On-Demand Build after **Contact Person** data has been entered into the **Update LEA Profile section**, it will NOT be erased

SIS Updates > Contracted Nonemployees

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



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



Fill in information and save for all nonemployee nurses.



Vendor Number

Key in Vendor Number from eFinance.

A screenshot of a form with the following fields: Vendor Number (text input), Job Code (text input), Degree (dropdown menu), Number of Contractors (text input), Contractor Status (dropdown menu), and Contractor FTE (text input). At the bottom are 'Save' and 'Cancel' buttons.

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

A screenshot of the 'Vendor Information' screen in eFinance. The 'General Information' section includes fields for Vendor Code (14019), Vendor Name (ELITE MEDICAL STAFFING), Search Name (ELITE MEDICAL STAFFING), Federal Tax ID (12-3456789), and Social Security Number. The 'Status Information' section includes checkboxes for Inactive, Hold Payment, and Continuous (checked), and dropdown menus for Status 1 (NURSE) and Status 2. A red arrow points to the Status 1 field.

Job Code Choices:

A screenshot of a dropdown menu for the Job Code field. The menu is open, showing a list of nursing roles and their corresponding codes: Licensed Practical Nurse - LPN - 454, Licensed Psychiatric Technical Nurse - LPTN - 463, Registered Nurse - RN - 455, Registered Nurse Practitioner - RNP - 457, Certified Nurse Practitioner - CNP - 460, Certified Nurse Mid-wife - CNM - 465, Certified Registered Nurse Anesthetist - CRNA - 461, and Clinical Nurse Specialist - CNS - 462. The dropdown is highlighted in blue. The background shows a form with 'Save' and 'Cancel' buttons.

Degree Choices

The screenshot shows a web-based form titled "Add new record" for a "Vendor" record. The form includes fields for "Vendor Number", "Job Code" (set to "Registered Nurse - RN - 455"), "Degree", "Number of Contractors", "Contractor Status", and "Contractor FTE". A dropdown menu is open for the "Degree" field, displaying the following options: Associate of Applied Science - AAS, Associate of Science in Nursing - ASN, Bachelor of Science in Nursing - BSN, Doctor of Nursing Practice - DNP, Diploma of Nursing - DLP, and Master of Science in Nursing - MSN. The "Save" and "Cancel" buttons are visible at the bottom.

Contractor Status (Full Time or Part Time)

The screenshot shows a web-based form titled "Contracted Nonemployees" for a "Vendor" record. The form includes fields for "Vendor Number", "Job Code", "Degree", "Number of Contractors", "Contractor Status", and "Contractor FTE". A dropdown menu is open for the "Contractor Status" field, displaying the following options: Full Time and Part Time. The "Save" and "Cancel" buttons are visible at the bottom.

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

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

SIS Updates > District



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



Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle Cycle 9 ▼

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

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

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

SIS Updates > District (continued)

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

Website Address:

The URL for the district website

Phone Extension :

Number to dial district contact directly

Fax Extension:

Number to dial district fax directly

Extra Curricular Total Athletic Mileage :

Total miles driven by all school vehicles for extracurricular-athletics

Extra Curricular Total Non-Athletic Mileage:

Total miles driven by all school vehicles for extracurricular non-athletics

Employee Health Insurance:

Enter the monthly health insurance premium per employee paid by district.

ESA Funds Transfer:

Enter amount transferred out of ESA Fund 2281 to other categorical funds. This does not include transfer from operating to salary fund.

NOTE: Per Arkansas law, a school district that intends to transfer ESA funds must submit a justification for the transfer of funds to the DESE.

Website Address	<input type="text"/>	*
Phone Extension	<input type="text"/>	
Fax Extension	<input type="text"/>	
Extra Curricular Total Athletic Mileage	<input type="text"/>	*
Extra Curricular Total Non-Athletic Mileage	<input type="text"/>	*
Employee Health Insurance	<input type="text"/>	*
ESA Funds Transfer	<input type="text"/>	*

Save Cancel

Once changes are made click Save button.

The below data is pulled from eSchoolPlus software.

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

District Phone number: Area Code, Prefix, Suffix

District Fax number: Area Code, Prefix, Suffix

District LEA Assigned Cooperative

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

The below data is pulled from eFinancePlus software:

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

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

The path is: **PURCHASING > REFERENCE TABLES > SHIPPING CODES**

Click **Find** to open shipping data.

ADDRESS MUST BE PHYSICAL ADDRESS NOT A POST OFFICE BOX

SIS Updates > Finance Bank Reconciliation

Click on Finance Bank Reconciliation table to Add data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

- [Act 28](#)
- [Contact Person](#)
- [Contracted Nonemployees](#)
- [District](#)
- [Finance Bank Reconciliation](#)
- [Finance Building Loss](#)
- [Finance Programs On Behalf Of Other Agencies](#)
- [Finance Property Value](#)
- [School](#)

The Finance Bank Reconciliation screen will appear:

Finance Bank Reconciliation

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

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

Last updated

Finance Period

Bank Statement Balance

Deposits In Transit

Reconciled By

Date Reconciled

Date Reviewed By Superintendent

SIS Updates > Finance Bank Reconciliation (continued)

Enter information in below Bank Reconciliation fields.

Finance Period - 12

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

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

Reconciled By – List staff employee who reconciled bank statement (tab)

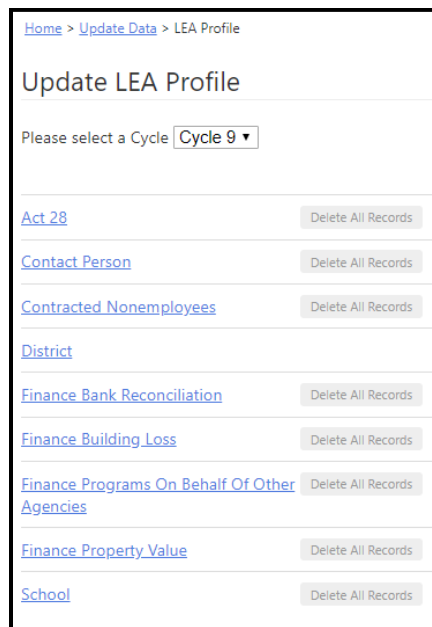
Date Reconciled – List date staff employee reconciled bank statement (mm/dd/yyyy) (tab)

Date Reviewed By Superintendent – List date superintendent reviewed reconciled bank statement

Once updates made click **Save** button.

Finance Building Loss

Click on Building Loss table to Add data.




Select **Add new record** to enter information for Building Loss in 2023-2024 Fiscal Year.



SIS Updates > Finance Building Loss (continued)

Enter information in below Building Loss fields.

<i>Last updated</i>	
Identification Number	<input type="text"/>
Date Of Loss	<input type="text"/> 
Type Of School	<input type="text"/>
Type Of Construction	<input type="text"/>
Reason For Loss	<input type="text"/>
Estimated Loss	<input type="text"/>
Insurance Coverage	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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

- **DATE OF LOSS** - The date the building was damaged or destroyed.
- **TYPE OF SCHOOL** - Description, such as High School, Elementary, Administration, Gymnasium
- **TYPE OF CONSTRUCTION** - Examples: Frame, Brick, Block.
- **REASON FOR LOSS** - Examples: Fire, Flood, etc.
- **ESTIMATED LOSS** - \$ VALUE of sustained loss.
- **INSURANCE COVERAGE** - Amt. for which Bldg. was insured (amt. recovered).

SIS Updates > Finance Programs On Behalf Of Other Agencies

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

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

- [Act 28](#)
- [Contact Person](#)
- [Contracted Nonemployees](#)
- [District](#)
- [Finance Bank Reconciliation](#)
- [Finance Building Loss](#)
- [Finance Programs On Behalf Of Other Agencies](#)
- [Finance Property Value](#)
- [School](#)

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

Finance Programs On Behalf Of Other Agencies

+ Add new record

District Type	Program Fund	Program Type	Net Expenditures	Net Budgeted Expenditures
No records to display.				

Add a record if:

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

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

Enter information for Finance Programs on Behalf Of Other Agencies

Last updated	
District Type	<input type="text"/>
Program Fund	<input type="text"/>
Program Type	<input type="text"/>
Net Expenditures	<input type="text"/>
Net Budgeted Expenditures	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

District Type : Lead Distrit
Receiving District

Program Fund : Operating Funds
Federal Funds

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

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

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

SIS Updates > Finance Property Value



Click on Property Value to Add data.

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

Update LEA Profile

Please select a Cycle Cycle 9 ▾

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

Finance Property Value table will open with data from last Cycle 9. Click **Edit**  [Edit](#) to update existing records. After updating the data, click **Refresh**  [Refresh](#).

Finance Property Value				 Refresh
Appraised Value Of Buildings	Appraised Value Of Furniture Equipment	Appraised Value Of Real Estate	Total Appraised Value	
133293574.00	23002410.00	1715178.00	158011162.00	 Edit  Delete

SIS Updates > Finance Property Value (continued)

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

Last updated 7/13/2022 9:14:47 AM	
Appraised Value Of Building	<input type="text"/>
Appraised Value Of Furniture Equipment	<input type="text"/>
Appraised Value Of Real Estate	<input type="text"/>
Total Appraised Value	<input type="text"/>
Total Insurance On Property	<input type="text"/>

Save Cancel

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

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

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

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

NOTE: “APPRAISED VALUE OF ALL REAL ESTATE” is “land” only.

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

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

SIS Updates > School

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

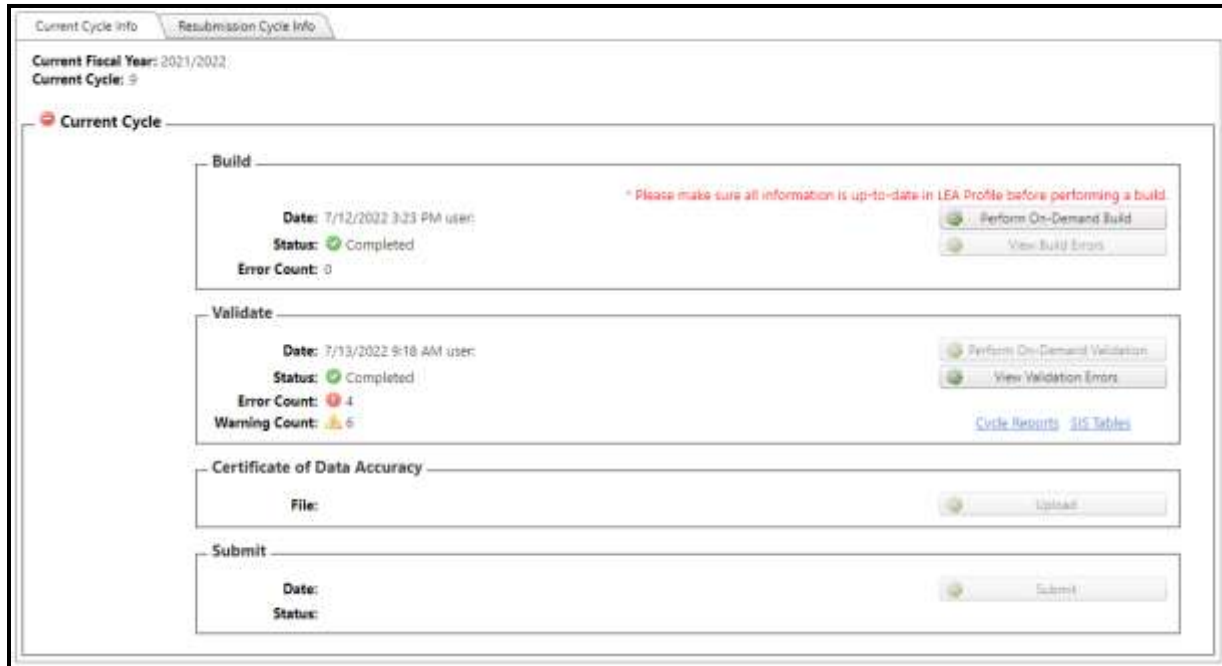
School table will open with data from last Cycle. Click **Edit** **Edit** / **Delete** **Delete** **to update or delete** existing School LEA records. After updating/deleting the data, click **Refresh**

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

If changes are made, click **Save** button. If no changes made click **Cancel** button. For School Fields that are pulled from eSchoolPlus database see pages 99-105 of 2023-2024 SIS Handbook.

Perform On Demand Validation

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



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

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

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

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

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

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

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

CYCLE REPORTS

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

Below is a list of the report for Cycle 9.

Build History

Validate History

View Cycle Reports

View SIS Tables

Submit History

Home > Submit Data > View Cycle Reports

View Cycle Reports

Cycle 9 ▾
Pdf ▾
 Process Selected Reports
 Report Status

<input type="checkbox"/> Select/Deselect All	Name
<input type="checkbox"/> rpt000	District General Information
<input type="checkbox"/> rpt044	Contact Persons (District)
<input type="checkbox"/> rpt100	School General Information
<input type="checkbox"/> rpt275	Contracted Non-Employee Nurse Count Report
<input type="checkbox"/> rpt385	District Act 28 Report
<input type="checkbox"/> rpt405	Graduate Student Listing
<input type="checkbox"/> rpt488	Contact Persons (School)
<input type="checkbox"/> rpt503	Bank Reconciliation
<input type="checkbox"/> rpt504	Bank Reconciliation Outstanding Checks
<input type="checkbox"/> rpt510	Annual Financial Report (AFRB) Level I
<input type="checkbox"/> rpt511	Annual Financial Report (AFRB) Level II
<input type="checkbox"/> rpt512	Annual Financial Report (AFRB) Level III
<input type="checkbox"/> rpt520	Annual Financial Report (AFRB) Legal Balance
<input type="checkbox"/> rpt540	Annual Financial Report (AFRB) Programs on Behalf of Other Agencies
<input type="checkbox"/> rpt550	Annual Financial Report (AFRB) Property Values
<input type="checkbox"/> rpt560	Annual Financial Report (AFRB) Building Losses
<input type="checkbox"/> rpt580	Annual Statistical Report (ASR)
<input type="checkbox"/> rpt581	Athletic Expenditures
<input type="checkbox"/> rpt593	Vendor List

PLEASE REVIEW Cycle REPORTS THOROUGHLY!

▪ **District General Information (rpt000)**

Report prints a summary of the District fields pulled from database and entered into District table.
Page 40-44 of 2023-2024 SIS Manual.

▪ **Contact Persons District (rpt044)**

Report prints a summary of the fields entered in Contact Persons table for District.
Page 36-37 of 2023-2024 SIS Manual.

▪ **School General Information (rpt100)**

Report prints a summary of the School fields entered into District table and pulled from database.
Page 101-107 of 2023-2024 SIS Manual.

▪ **Contracted Non-Employee Nurse Count Report (rpt275)**

This report gives what district entered into Contracted Nonemployees table for District.
Page 54 of 2023-2024 SIS Manual.

▪ **District Act 28 Report (rpt385)**

This report gives what district has selected on ACT 28 Table as the Standardized reasons for maintaining an ALE Fund Balance, ELL Fund Balance, ESA Fund Balance, Professional Development Balance and Legal Balance.
Page 47-50 of 2023-2024 SIS Manual.

▪ **Graduate Student Listing (rpt405)**

Page 83 of 2023-2024 SIS Manual.

▪ **Contact Persons School (rpt488)**

Report prints a summary of the fields entered in Contact Person table for District's schools.
Page 35-37 of 2023-2024 SIS Manual.

▪ **BANK RECONCILIATION (rpt503)**

Report should match Bank Reconciliation report from APSCN.
Page 51-52 of 2023-2024 SIS Manual

▪ **BANK RECON OUTSTANDING CHECKS (rpt504)**

Report can be used to help find the Outstanding Check amount difference between APSCN Bank Reconciliation Report and SIS Bank Reconciliation Report.

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

▪ **Annual Financial Report (AFRB) Level I (rpt510)**

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

Page 66-67 of 2023-2024 SIS Manual.

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

See page 43 for Legal Balance Code information.

Page 63-64 of 2023-2024 SIS Manual.

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

Page 72 of 2023-2024 SIS Manual.

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

Page 73 of 2023-2024 SIS Manual.

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

Page 53 of 2023-2024 SIS Manual.

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

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

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

▪ **Athletic Expenditures (rpt581)**

Page 63-64 of 2023-2024 SIS Manual.

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

Report will pull all expenditures on vendors who are labeled SIP. Vendors are labeled SIP in the Status 1 field on the Miscellaneous Information tab of the Vendor Screen.

Page 82 of 2023-2024 SIS Manual.

After Uncertified Report(s) have been reviewed and:

- Corrections are made in SIS then do a Perform on-Demand Validation.
- Corrections are made in eSchool and/or eFinance do a Perform On-Demand Build and then Perform On-Demand Validation.

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

Certification of Data Accuracy form

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

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

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

The screenshot displays the 'Submit Data' interface. At the top, there are tabs for 'Current Cycle Info' and 'Resubmission Cycle Info'. Below the tabs, the 'Current Fiscal Year' is 2018/2019 and the 'Current Cycle' is 9. A red minus sign icon is next to the 'Current Cycle' heading. A red asterisk warning message reads: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' The interface is divided into four main sections:

- Build:** Shows a date of 8/14/2019 10:07 AM, a status of 'Completed' with a green checkmark, and an error count of 0. Buttons for 'Perform On-Demand Build' and 'View Build Errors' are present.
- Validate:** Shows a date of 8/14/2019 10:23 AM, a status of 'Completed' with a green checkmark, an error count of 0, and a warning count of 5 (indicated by a yellow triangle). Buttons for 'Perform On-Demand Validation' and 'View Validation Errors' are present. Links for 'Cycle Reports' and 'SIS Tables' are also visible.
- Certificate of Data Accuracy:** Shows a file named 'Data Accuracy.pdf' and an 'Upload' button.
- Submit:** Shows fields for 'Date:' and 'Status:' and a 'Submit' button.

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

Submit

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

Email Bank Reconciliation Reports

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

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

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

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

BE SPECIFIC!

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

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

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

***** Submission Deadline: August 31, 2024*****

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

[Fiscal Year End Final Close - 20.11](#)

Certified Reports

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

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

[Home](#) > Certified Reports

Certified Reports

Cycle 9 ▾
Pdf ▾
 Process Selected Reports
 Report Status

<input type="checkbox"/> Select/Deselect All	Name
<input type="checkbox"/> rpt000	District General Information
<input type="checkbox"/> rpt044	Contact Persons (District)
<input type="checkbox"/> rpt100	School General Information
<input type="checkbox"/> rpt275	Contracted Non-Employee Nurse Count Report
<input type="checkbox"/> rpt385	District Act 28 Report
<input type="checkbox"/> rpt405	Graduate Student Listing
<input type="checkbox"/> rpt488	Contact Persons (School)
<input type="checkbox"/> rpt503	Bank Reconciliation
<input type="checkbox"/> rpt504	Bank Reconciliation Outstanding Checks
<input type="checkbox"/> rpt510	Annual Financial Report (AFRB) Level I
<input type="checkbox"/> rpt511	Annual Financial Report (AFRB) Level II
<input type="checkbox"/> rpt512	Annual Financial Report (AFRB) Level III
<input type="checkbox"/> rpt520	Annual Financial Report (AFRB) Legal Balance
<input type="checkbox"/> rpt540	Annual Financial Report (AFRB) Programs on Behalf of Other Agencies
<input type="checkbox"/> rpt550	Annual Financial Report (AFRB) Property Values
<input type="checkbox"/> rpt560	Annual Financial Report (AFRB) Building Losses
<input type="checkbox"/> rpt580	Annual Statistical Report (ASR)
<input type="checkbox"/> rpt581	Athletic Expenditures
<input type="checkbox"/> rpt593	Vendor List

LEGAL BALANCE REPORT INFORMATION

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

Code definitions:

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

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