



ARKANSAS  
DEPARTMENT  
OF EDUCATION

**Arkansas Department of Education**

**Statewide Information System (SIS)**

**Page 3637 Instructions (Web Based System)**

**SIS Cycle 8 Additional Resources**

**ADE Research and Technology - SIS Resources  
Year 2015-2016  
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*Please contact ADE SIS Programming ([ADESIS.Programming@Arkansas.Gov](mailto:ADESIS.Programming@Arkansas.Gov)) for questions or corrections related to this*

## Table of Contents

Introduction.....	3
Integration with Cycle 8.....	3
Steps to build Page 3637 .....	4
Page 36/37 Build History.....	6
Modifying Page 3637 data .....	7
UI Validations - Page 3637.....	7
Operations allowed on Page 3637.....	8
Repeated builds - Page 3637 .....	8
Validation and Submit - Page 3637.....	8
Page 3637 Reports.....	9
Page 3637 – In a nutshell .....	10

## Introduction

The entry and maintenance of Page 3637 report data is now accomplished through the same website as cycle processing. The build for page3637 is in a new tab within the same website, wherein the user can build, edit and run reports and verify the data pulled from the source (FMS or eFinancePlus). The validate and submit phases of Page 3637 are integrated to the SIS cycle submission process of cycle 8. The enhancements done to the SIS website now make it possible to resolve Page 3637 report data by...

- Removing the integration of cycle 8 and page 3637 for build
- Providing a new interface for building page 3637
- Providing a new interface for modifying Page 3637 data or adding Page 3637 lines
- Enabling the user to build Page 3637 data at any time between January 1<sup>st</sup> and the closing of cycle 8.

## Integration with Cycle 8

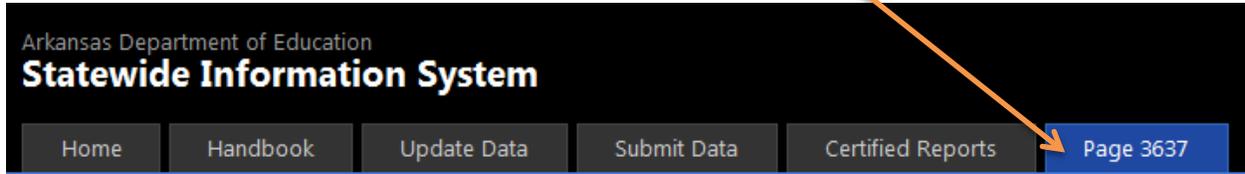
Previously, Page 3637 was tightly integrated to cycle 8 build, which is no longer the case. The cycle 8 build will not pull the page 3637 data during the cycle build. The user now can trigger the build of page 3637 independently of the cycle 8 build, at the user's convenience.

**Conversely, since the cycle 8 build no longer builds Page 3637 data, the user MUST build Page 3637 separately.** The build steps for Page 3637 can be found below.

For the other functionalities of cycle 8 like validate and submit, there is no change to page 3637. Validate and submit does use page 3637 data. So **user should make sure that cycle 8 is validated successfully and submitted** in order to get page 3637 data submitted.

## Steps to build Page 3637

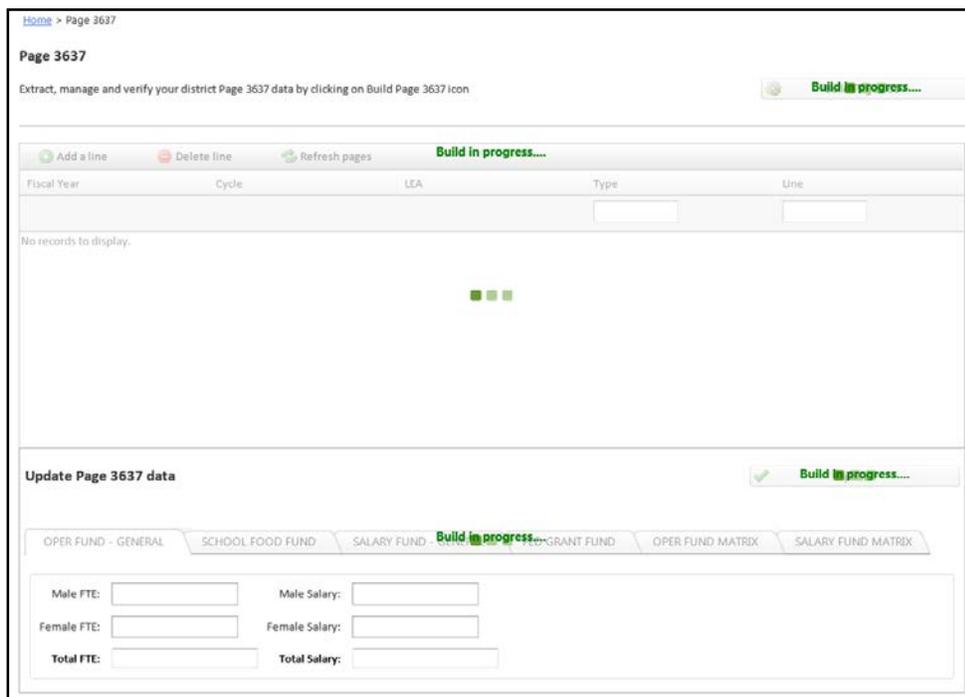
Access and login to SIS web site. Please refer to <https://adedata.arkansas.gov/sis/SISCycleInstructions-WebBasedSystem.pdf> for help with cycle builds. Once logged in, **navigate** to Page 3637 tab as shown below.



Once inside the tab, to build the page 3637 data, **click** “Build Page 3637” button.



While building, the application provides a screen as shown below to indicate that a build is in progress.



Once the build is complete for Page 3637, a message will be shown to the user indicating when the build was completed and by whom, and how many build errors occurred. A grid is displayed showing page3637 lines for which salary data was found. The totals of salary and FTE for each pageline for each category are displayed in columns for quick reference.

Extract, manage and verify your district Page 3637 data by clicking on Build Page 3637 button

Build Page 3637

Page3637 build completed by monte.harrison at 6/27/2016 10:13:06 AM with 16 build errors

View Build Errors

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

Add a line		Delete line		Refresh pages									
Line	Type	OFGFTE	OFGSal	SFFFTE	SFFSal	SFGFTE	SFGSal	FGFFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3603	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	81645.90	0.00	0.00
3609	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	363171.06	0.00	0.00
3610	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39.86	980378.98	0.00	0.00
3614	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	71710.00	0.00	0.00
3616	C	0.00	0.00	0.00	0.00	0.00	0.00	3.00	22090.68	31.03	543687.79	0.00	0.00
3619	C	0.00	0.00	1.40	70035.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3620	C	0.00	0.00	33.95	515938.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3621	C	0.00	0.00	0.00	0.00	0.00	0.00	1.00	29270.61	0.00	0.00	0.00	0.00
3622	C	2.00	37651.33	0.00	0.00	0.00	0.00	38.25	746560.49	3.76	108464.72	0.00	0.00

To view the build errors, click on the button provided. The web browser will go to a page displaying the errors in a grid, similar to the page that displays cycle build errors.

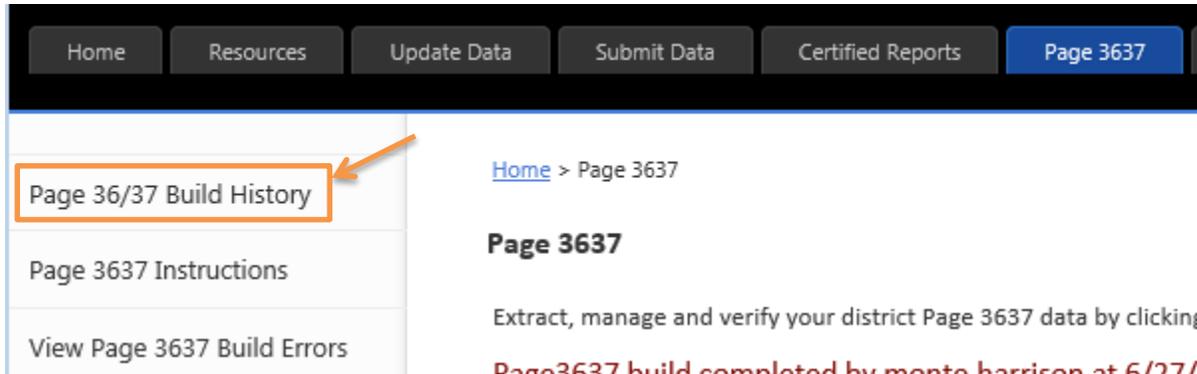
[Home](#) > [Page 3637](#) > View Page 3637 Build Errors

Type	Code	ID	Description	Details	Details 2
1	CC0260	Page3637_FTE_3637	Pageline 3637 has female Fed Grant Fund salary but not FTE	Psychological Svs.	Amount :13674.90, FTE: 0
1	CC0300	Page3637_FTE_3638	Pageline 3638 has male Oper Fund Matr salary but not FTE	Other Support Svs.	Amount :480.00, FTE: 0
1	CC0320	Page3637_FTE_3638	Pageline 3638 has female Oper Fund Matr salary but not FTE	Other Support Svs.	Amount :2820.00, FTE: 0
1	CC0240	Page3637_FTE_3726	Pageline 3726 has male Fed Grant Fund salary but not FTE	Mid/JH Teachers*	Amount :210.00, FTE: 0
1	CC0180	Page3637_FTE_3727	Pageline 3727 has male Salary Fund salary but not FTE	High School Teachers*	Amount :4350.00, FTE: 0
1	CC0200	Page3637_FTE_3727	Pageline 3727 has female Salary Fund salary but not FTE	High School Teachers*	Amount :5770.00, FTE: 0
1	CC0240	Page3637_FTE_3727	Pageline 3727 has male Fed Grant Fund salary but not FTE	High School Teachers*	Amount :770.00, FTE: 0
1	CC0260	Page3637_FTE_3727	Pageline 3727 has female Fed Grant Fund salary but not FTE	High School Teachers*	Amount :6914.00, FTE: 0
1	CC0260	Page3637_FTE_3731	Pageline 3731 has female Fed Grant Fund salary but not FTE	Elem. SpEd Teachers*	Amount :255.00, FTE: 0
1	CC0260	Page3637_FTE_3733	Pageline 3733 has female Fed Grant Fund salary but not FTE	High School SpEd. Teachers*	Amount :750.00, FTE: 0
1	CC0390	Page3637_FTE_3740	Pageline 3740 has female Sal Fund Matr salary but not FTE	High School Summer School Teachers	Amount :2184.00, FTE: 0
1	CC0180	Page3637_FTE_3762	Pageline 3762 has male Salary Fund salary but not FTE	Other Support-Instructional	Amount :1200.00, FTE: 0

If there are a large number of errors, it is advised to correct source data in the FMS or eFinancePlus system and perform another Page 3637 build prior to performing any editing of data. This is especially true if there are a large number of "Pageline not found" errors, because the only other way to correct these is to enter new lines for them. If the number of errors is not excessive, the lines indicated in the error description can be edited by the user as outlined in a section below. Existing lines can be modified, or if needed, new lines can be added.

## Page 36/37 Build History

If desired, the user may navigate to a page displaying the history of current year page3637 builds. This is accessed by clicking the link in the left sidebar of the page3637 tab:



A grid is displayed indicating when a build was performed and by whom, the number of build errors generated, counts of lines for page 36 (Uncertified) and page 37 (Certified), the status of the build, and a Details link which will take the user to the Page 3637 Build Errors page for that particular build. The build history is sorted with the most recent build at the top of the list.

### Page 36/37 Build History

FY	Cycle	Started	Started By	Errors	Page36 Count	Page37 Count	Status	
26	8	6/27/2016 10:13 AM	monte.harrison	16	18	34	Completed	<a href="#">Details</a>
26	8	6/10/2016 9:05 AM	monte.harrison	12	17	34	Completed	<a href="#">Details</a>
26	8	6/10/2016 8:31 AM	monte.harrison	12	17	34	Completed	<a href="#">Details</a>
26	8	6/9/2016 7:42 AM	monte.harrison	24	17	34	Completed	<a href="#">Details</a>
26	8	5/25/2016 8:29 AM	monte.harrison	24	17	34	Completed	<a href="#">Details</a>
26	8	4/12/2016 10:13 AM	monte.harrison	12	17	34	Completed	<a href="#">Details</a>
26	8	4/12/2016 9:26 AM	monte.harrison	12	17	34	Completed	<a href="#">Details</a>
26	8	4/12/2016 9:20 AM	monte.harrison	12	17	34	Completed	<a href="#">Details</a>
26	8	3/31/2016 1:06 PM	monte.harrison	12	17	34	Completed	<a href="#">Details</a>
26	8	3/15/2016 9:37 AM	monte.harrison	11	0	0	Completed	<a href="#">Details</a>

Page size: 10 30 items in 3 pages

## Modifying Page 3637 data

On successful completion of a build of Page 3637, the page loads that data for the user in a grid format. The data is filtered to show the current financial years data only. User is free to **click** each line item to verify/modify salary & FTE values. When user clicks on a line item in the grid, the section below the grid is loaded with the details of salary and FTE for each classification. Refer to the picture below.

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

Line	Type	OFGFTE	OFGSal	SFFGTE	SFFSal	SFGFTE	SFGSal	FGFFTE	FGFSal	OFMFTE	OFMSal	SFMFTE	SFMSal
3734	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.11	5631.88
3735	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.34	14911.26
3740	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2184.00
3741	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16070.00
3750	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.23	210652.42
3751	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.63	489334.23
3753	C	0.00	0.00	0.00	0.00	2.00	24690.00	2.00	24690.00	0.00	0.00	1.00	12345.00
3754	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.98	105863.73
3755	C	0.00	0.00	0.00	0.00	1.00	12345.00	1.00	12345.00	0.00	0.00	0.13	14201.55

**Update Page 3637 data**  
3755: Athletic Director: This line was edited by monte.harrison on 6/23/2016 2:17:20 PM

Click to save changes

OPER FUND - GENERAL SCHOOL FOOD FUND SALARY FUND - GENERAL FED GRANT FUND OPER FUND MATRIX SALARY FUND MATRIX

Male FTE: 0.00 Male Salary: 0.00  
Female FTE: 1.00 Female Salary: 12,345.00  
Total FTE: 1.00 Total Salary: 12345.00

In the above picture, user has selected the row with line 3755 and type C, and its corresponding salary/FTE values are shown in the below tabs. User is free to **update** the values and **click** the button to save changes to each line item. As noted in the image, lines that have been added are shown in green, and lines that have been edited by a user are shown in blue. Lines that are in black contain the original values generated by the build process and have not been edited. When either an added line or an edited line is clicked, a message appears indicating who added or edited the line, and when. This gives the user the required flexibility to modify the page 3637 data numerous times after the build with the SIS website. There is no limit to the number of modifications that can be made to each pageline.

## UI Validations - Page 3637

While modifying data in the new interface, the user will see some tabs of FTE/salaries as being disabled or input boxes accepting only numeric values. These are built-in validations put in place to help prevent user input errors.

## Operations allowed on Page 3637

The screenshot shows a web interface for managing page 3637 data. At the top, there are three buttons: "Add a line" (with a green plus icon), "Delete line" (with a red minus icon), and "Refresh pages" (with a green refresh icon). Below these buttons is a table with columns for "Line", "Type", and "SFTE". The table contains three rows: 3603, 3609, and 3610. The "Line" column has a search box above it. The "Type" column for row 3609 has an "Insert" button highlighted with a red circle and a "Cancel" button next to it. The "SFTE" column for all rows shows "0.00".

**Add a line:** Users can add a line by **clicking the “Add a line” button**. This will provide an interface for users where values can be inserted for type and line. Note that “Type” defaults to “C”. Once saved, user can update the FTE/salary values for the added pageline. Once added, the line will appear in the grid in green. An error message is displayed if there is an attempt to add a line that already exists.

**Delete a line:** Users can delete a pageline by clicking on the line in the grid, then **clicking the button “Delete line.”** This will delete the corresponding line item from SIS along with its FTE/salary values. This does permanently delete the values from the pageline, however the user may add a new line with the same pageline value. It will just have blank salary and FTE values.

**Refresh Page 3637 data:** Users can refresh the page 3637 data displayed on screen **by clicking the “Refresh Pages” button**, this will load the data from the SIS database again. If the user is in the middle of a FTE/salary value update and hasn’t saved it by clicking the Save Changes button, and Refresh pages is clicked, the edited info will be lost. **User should make sure any FTE/salary modifications are saved prior to refreshing data.**

## Repeated builds - Page 3637

User is free to build page 3637 any number of times. In this case user needs to be cautious that **every time build is carried out, page 3637 data in SIS get overwritten by data fetched from source (FMS or eFinancePlus). This will wipe out the modifications done to page 3637 data by the user in UI.** However once the build completes, user can modify again if needed.

## Validation and Submit - Page 3637

The validation and submit phase of page 3637 has no changes. They continue to be integrated to cycle 8. **The validation of cycle 8 takes care of validating page 3637 also**, and in case of validation errors user can fix them in the SIS website or fetch from source (FMS or eFinancePlus) again by building page 3637 again.

**Submit of page 3637 is carried out with the cycle 8 submit. Any modifications done by users to page 3637 data after cycle 8 submit will not be reflected in the submitted data.**

## Page 3637 Reports

Reports are provided for the purpose of checking values in the Page 3637 data. These reports are accessed by links in the sidebar of the Page 3637 webpage.

Home > Page 3637

**Page 3637**

Extract, manage and verify your district Page 3637 data by clicking on Build Pa

Page3637 build completed by monte.harrison at 6/27/2016 10:1:

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

Line	Type	OFGFTE	OFGSal	SFFFTE	SFFSal
3603	C	0.00	0.00	0.00	0.00
3609	C	0.00	0.00	0.00	0.00
3610	C	0.00	0.00	0.00	0.00
3614	C	0.00	0.00	0.00	0.00
3616	C	0.00	0.00	0.00	0.00

Brief descriptions are as follows:

**Page 36 & 37 Current:** This is essentially the same as rpt570 in the cycle reports. It is provided here so it can be run separately from cycle 8. This displays data in the SIS Page 3637 table.

All other of these reports display data sourced directly from the FMS or eFinancePlus system. They might take slightly longer to process.

**Page 36 & 37 FTE by Name Report:** This report displays personnel by name who have received payment. These are displayed by the Page 3637 pageline wherein the persons' salary and FTE would be included in the totals. The name, salary, FTE and gender are displayed, along with subtotals for Male and Female, and grand total for the pageline.

**DetDist Totals Report:** This report displays totals from the FMS Detail Distributions table by budget unit and object.

**Salary Details Report:** While this report appears to be very similar to DetDist Totals Report, the figures in this report come from the FMS Expenditure Ledger table. In most cases, if the totals on this report are different from those on the DetDist Totals Report a discrepancy is indicated.

**Salary Subtotal Report:** This displays totals by pageline of budget unit items that are included in each pageline, broken down by Page 3637 categories, sorted by pageline.

**Summary Report:** This displays grand totals of salaries for each pageline.

## Page 3637 – In a nutshell

- Page 3637 build is not integrated with cycle 8 build any more.
- Users should build page 3637 manually using the new interface.
- Updates/modifications can be done in SIS website to page 3637 data
- Validation and submit continues to be integrated with cycle 8.