

Arkansas Department of Education

Statewide Information System Cycle 1

Due Date: September 30, 2016

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 Pentamotion Financial and/or Student Management Systems check and re-check the accuracy of the data that is entered on a daily basis.

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

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STATE REPORTING - CYCLE 1

Cycle 1 includes information for:

- AFRB
- AFR Title
- ASR Supplement
- Bank Reconciliation
- Bank Outstanding Checks
- Contact Persons
- District General Information
- Employee
- Employee Additional Duties
- Employee Base Salary
- Employee Benefit (ex. vehicle, housing, etc.)
- Employee Fringe Benefit
- Salary Schedule
- School Calendar
- School General Information
- State Category Funds
- Student ID Change

CYCLE 1 BUILD PREREQUISITES

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

Build Cycle 1

Go to APSCN Website at www.apscn.org

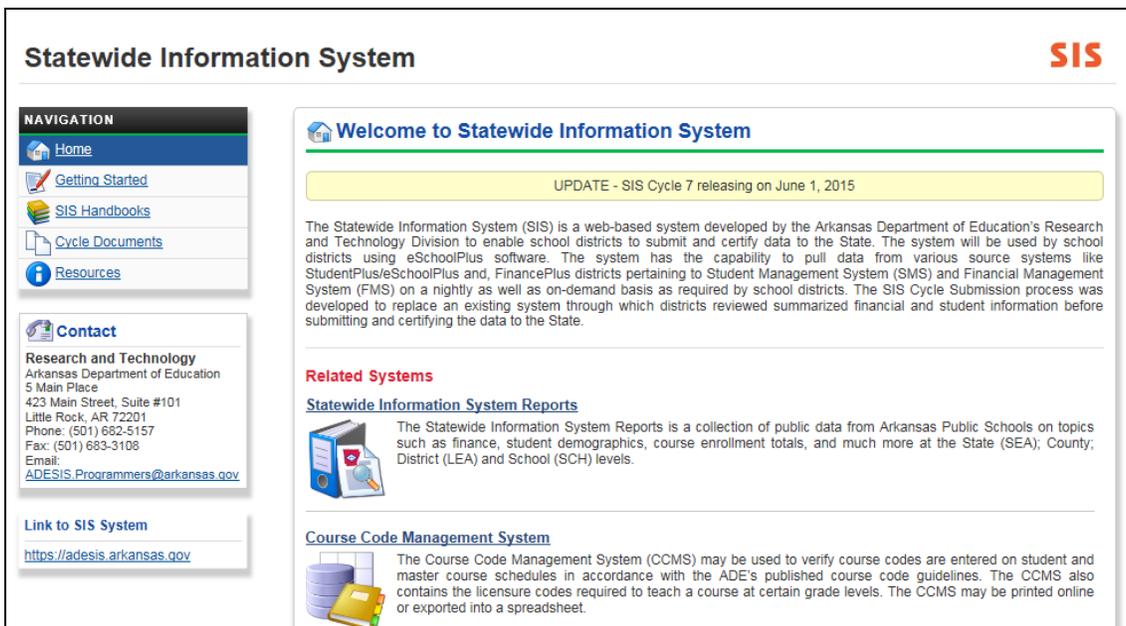
Click on the “**SIS**” tab.



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



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



Select: # 3. STATEWIDE INFORMATION SYSTEM

The below screen will display:



The screenshot shows a login interface for the Arkansas Department of Education's Statewide Information System. On the left, there is the ADE logo with the text 'ARKANSAS DEPARTMENT OF EDUCATION' and 'LEADERSHIP SUPPORT SERVICE'. Below the logo, it says 'Welcome to Statewide Information System'. On the right, the heading is 'Login using your State Active Directory Account'. There are two input fields: 'Username' with the text '6003cycletest' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Remember me on this computer' and a 'Login' button.

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

Note:

If you are not listed as a Cycle Coordinator at www.apscn.org > APSCN > Security > District Access Information, please fill out the **Cycle Coordinator** form.

The form is located on the APSCN website at www.apscn.org > APSCN > Security > Security Resources > Form > Cycle Coordinator. Fax the completed form to the fax number at the bottom of the form. If you have any questions with the form please contact Bobby Downum (Bobby.Downum@Arkansas.Gov).

The log-in page takes the user to the Home page of the ADE Statewide Information System (SIS). The ADE SIS website has **nine (9) main tabs** listed as below:

1. Home
2. Resources
3. Update Data
4. Submit Data
5. Certified Reports
6. Page 3637 (Cycle 8 Only)
7. Error Guide
8. Report Descriptions
9. Financial Applications

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.

Arkansas Department of Education
Statewide Information System
 Signed in as 6003cycletest | [ADF](#) | [ADF Data Center](#) | [APSCN](#) | [Logout](#)
 Home Handbook Update Data **Submit Data** Certified Reports LEA: 6003000

Build History
 Validate History
 View Cycle Reports
 View SIS Tables
 Submit History

[Home](#) > Submit Data

Submit Data

Current Cycle Info **Resubmission Cycle Info**

No current cycle exists.

Current Cycle

Build

Date: Perform On-Demand Build
 Status: View Build Errors
 Error Count:

Validate

Date: Perform On-Demand Validation
 Status: View Validation Errors
 Error Count:
 Warning Count: [Cycle Reports](#) [SIS Tables](#)

Submit

Date: Submit
 Status:

There are 3 sections in the Current Cycle Info tab:

1. Build
2. Validate
3. Submit

Build

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

Home > Submit Data

Submit Data

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2015/2016
Current Cycle: 1

Current Cycle

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

Build

Date: 9/13/2015 6:03 PM

Status: ✔ Completed

Error Count: ❗ 1

Validate

Date:

Status:

Error Count:

Warning Count:

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

Submit

Date:

Status:

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

Home > Submit Data

Submit Data

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2015/2016
Current Cycle: 1

Current Cycle

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

Build

Date: 9/13/2015 6:03 PM

Status: ⚙ Processing

Error Count: 0

Validate

Date:

Status:

Error Count:

Warning Count:

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

Submit

Date:

Status:

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 fixed before doing the validate step. Click the **View Build Errors** button to display build errors.

The screenshot shows the 'Submit Data' interface. At the top, there are tabs for 'Current Cycle Info' and 'Resubmission Cycle Info'. Below the tabs, it displays 'Current Fiscal Year: 2015/2016' and 'Current Cycle: 1'. A red minus icon and the text 'Current Cycle' are visible. A red warning message states: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' The interface is divided into three main sections: 'Build', 'Validate', and 'Submit'.
 - **Build Section:** Shows 'Date: 9/13/2015 6:03 PM', 'Status: Completed' (with a green checkmark), and 'Error Count: 1' (with a red exclamation mark). Buttons include 'Perform On-Demand Build' and 'View Build Errors'.
 - **Validate Section:** Shows 'Date:', 'Status:', 'Error Count:', and 'Warning Count:'. Buttons include 'Perform On-Demand Validation' and 'View Validation Errors'. There are also links for 'Cycle Reports' and 'SIS Tables'.
 - **Submit Section:** Shows 'Date:' and 'Status:'. A 'Submit' button is present.

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



Build (continued)

1st Build – Error Count

There will be at least one (1) **Error Count** after the **1st build**. It will be a BC0040 error which indicates that there is **No data in LEA Profile Bank Recon table for Cycle 8**. 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

Contact Person	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Employee Benefit	Delete All Records
School	Delete All Records

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

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

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

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

Last updated

Finance Period

Bank Statement Balance

Deposits In Transit

Reconciled By

Date Reconciled

Date Reviewed By Superintendent

Build (continued)

Update below info in Finance Bank Reconciliation screen

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

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

Deposit In Transit – Enter total dollar amount of “deposit in transit” for all bank accounts (tab). If zero enter 0.00

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

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

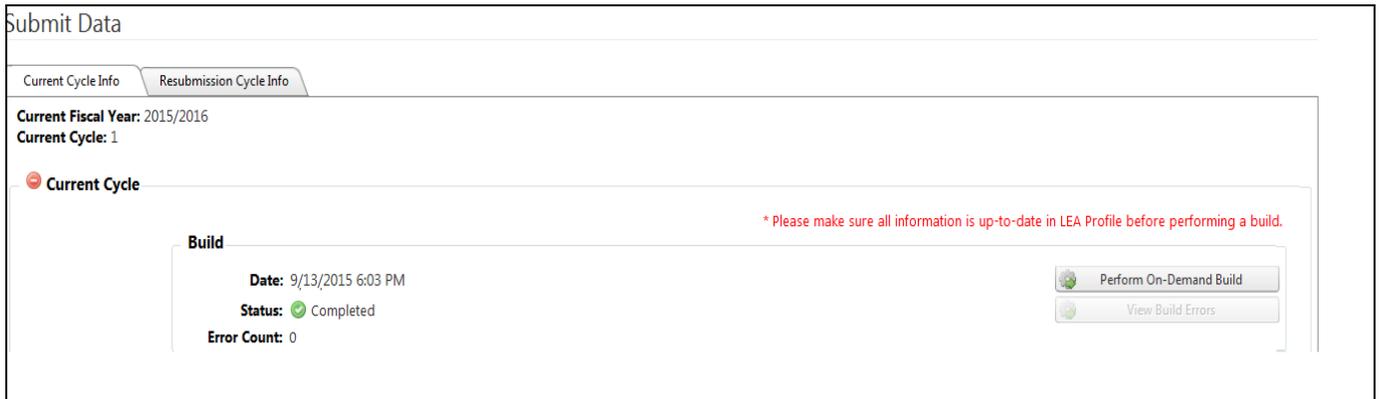
Date Reviewed By Superintendent – List date superintendent reviewed reconciled bank statement

Note: Program will pull in General Ledger cash balance for Funds (0001 through 8XXX) with account range of 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 (continued)

Build History

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

Home > Submit Data > Build History

Build History

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
26	1	9/14/2015 6:01 PM	Build	SYSTEM	00:07:02	0	0	Completed	Details
26	1	9/13/2015 6:03 PM	Build	SYSTEM	00:06:52	0	0	Completed	Details
26	1	9/12/2015 6:02 PM	Build	SYSTEM	00:05:53	0	0	Completed	Details
26	1	9/11/2015 6:01 PM	Build	SYSTEM	00:05:01	0	0	Completed	Details
26	1	9/10/2015 6:02 PM	Build	SYSTEM	00:07:23	0	0	Completed	Details
26	1	9/9/2015 6:05 PM	Build	SYSTEM	00:04:12	0	0	Completed	Details
26	1	9/8/2015 6:01 PM	Build	SYSTEM	00:06:04	0	0	Completed	Details
26	1	9/8/2015 2:27 PM	Build	SYSTEM	00:01:35	0	0	Completed	Details
26	1	9/8/2015 2:13 PM	Build	SYSTEM	00:01:46	0	0	Completed	Details
26	1	9/8/2015 1:21 PM	Build	SYSTEM	00:01:27	0	0	Completed	Details

Page size: 10
 1390 items in 135 pages

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

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

Build History

Validate History

View Cycle Reports

View SIS Tables

Submit History

Home > Submit Data

Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 2015/2016

Current Cycle: 1

Current Cycle

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

Build

Date: 9/14/2015 6:01 PM

Status: Completed

Error Count: 0

Perform On-Demand Build

View Build Errors

Validate

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

Build (continued)

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

Page 1

SIS Table Name	Database Table Name	Table Code	Action
Bank Reconciliation	bank_recon	BC	Select
Calendar	calendar	CA	Select
Contact Person	contactperson	CO	Select
District	district	DI	Select
Employee	employee	EM	Select
Employee Additional Duties	empadd_duty	FA	Select
Employee Base Salary	empbasesal	BS	Select
Employee Benefits	empben	CF	Select
Employee Fringe Benefits	empfrinben	FN	Select
Finance Expenditure	financeexp	FE	Select
12			

Page 2

Finance General Ledger	financegen	FG	Select
Finance Revenue	financerev	FR	Select
Finance Salary Range	salrang	SL	Select
Finance Salary Schedule	salsched	SA	Select
School	school	SC	Select
Student Id Change	stidchg	SI	Select
12			

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

Table Errors

[Home](#) > Error Guide

[Go back to Table List](#) If you got here from the Build Details page, use the Back button to get back.

This is a list of fields that have associated possible build or validation errors.

Select a column to view its associated error messages.

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

Table: Bank Reconciliation

Field Name	Code	Element	Action
lea	BC0030	LEA	Select
finance_period	BC0035	Finance Period	Select
bank_bal	BC0040	Bank Balance Statement	Select

SIS Updates

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

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

Arkansas Department of Education
Statewide Information System

Home Resources **Update Data** Submit Data Certified Reports Page 3637

LEA Profile
eSchoolPlus
FinancePlus

[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 FinancePlus (such as buses and contact persons).

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

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

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

Home Resources **Update Data** Submit Data Certified Reports Page 3637 Error Guide Report Descriptions Financial Applications

LEA Profile
eSchoolPlus
FinancePlus

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

Update LEA Profile

Please select a Cycle

[Contact Person](#)

[District](#)

[Finance Bank Reconciliation](#)

[Finance Employee Benefit](#)

[School](#)

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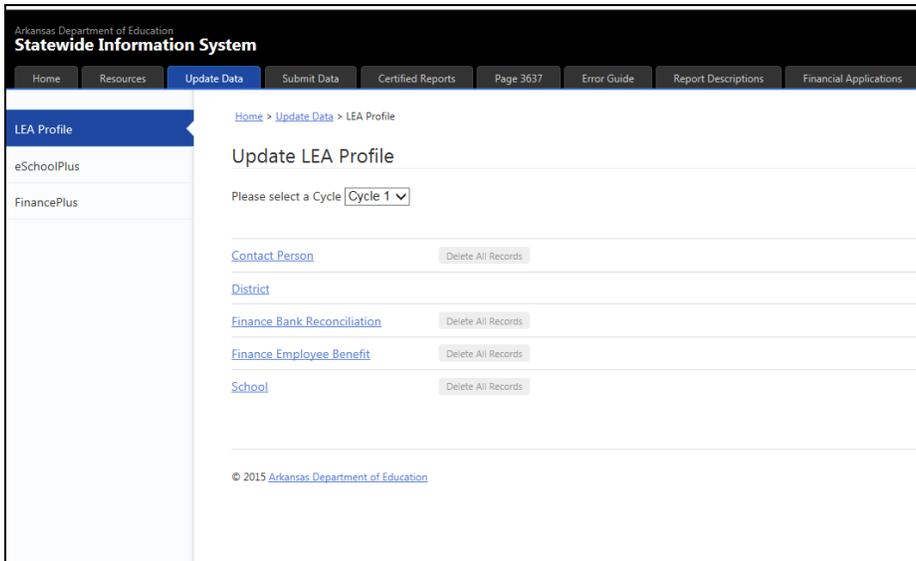
SIS Updates

Choices under Update Data > LEA Profile section for Cycle

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

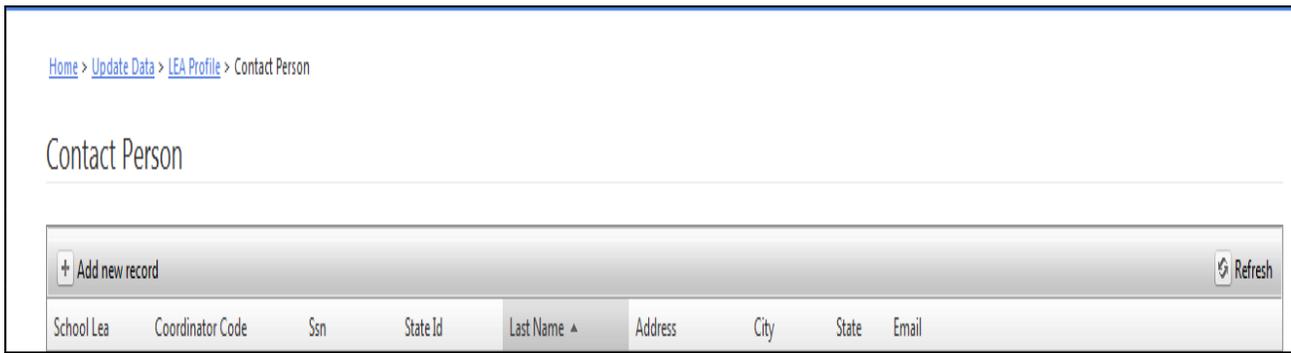
SIS Updates > Contact Person

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** Refresh.



SIS Updates > Contact Person (continued)

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

<p>Coordinator Code:</p> <ul style="list-style-type: none">1 = Federal Program Coordinator5 = Equity –Disability CoordinatorA = ALE Contact PersonB = Bus InspectorC = Test CoordinatorD = Safe and Drug-Free Schools (SDFS) CoordinatorE = TreasurerF = FMS Coordinator for Cycles 1, 8, 9G = General Business Manager (Act 1591 of 2007)H = Liaison for HomelessI = Equity – RaceL = Foster Care Liaison CoordinatorM = Equity - GenderN = Equity – National OriginP = Principal or School AdministratorQ = ComplianceS = SMS Coordinator for Cycles 2 thru 7T = Technology CoordinatorU = Superintendent
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NOTE: The “**JOB QUAL**” field is to be used only for the General Business Manager (Coordinator code G).

Select the following for entering into this field.

C = Meets CASBO requirements

E = Enrolled in CASBO Courses

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

SIS Updates > Contact Person (continued)

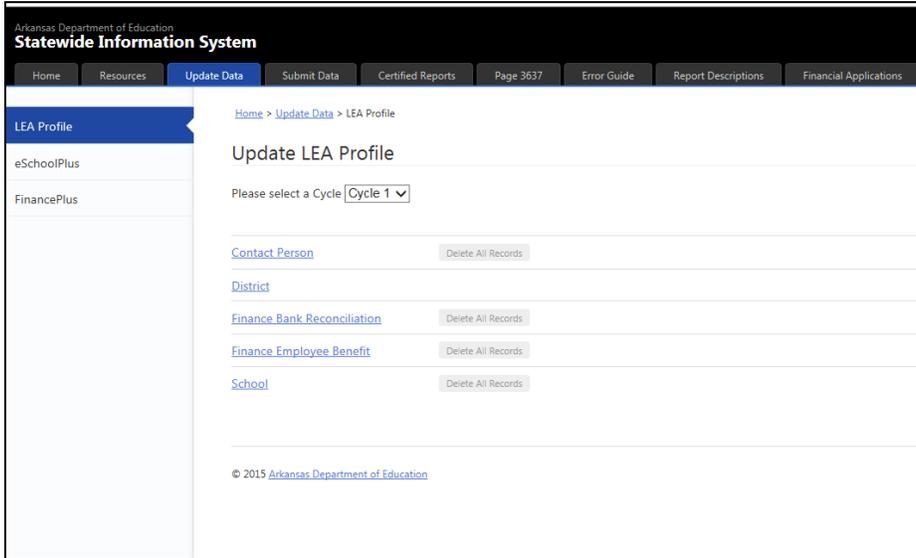
Below is the information that should be entered for each of the Coordinator Codes. The boxes marked with a red asterisk (*) are required fields and must have information updated for the Coordinator.

Last updated .	
District Lea (except Code 'P')	<input type="text"/> *
Coordinator Code	<input type="text"/> ▼
Ssn	<input type="text"/> *
State Id	<input type="text"/>
Title	<input type="text"/>
Prefix	<input type="text"/>
First Name	<input type="text"/> *
Middle Name	<input type="text"/>
Last Name	<input type="text"/> *
Suffix	<input type="text"/>
Address	<input type="text"/> *
City	<input type="text"/> *
State	<input type="text"/> *
Zip	<input type="text"/> *
Zip4	<input type="text"/>
Job Qualifications	<input type="text"/>
Work Number	<input type="text"/> * - <input type="text"/> * - <input type="text"/> * Ext: <input type="text"/>
Fax Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Pager Number	<input type="text"/> - <input type="text"/> - <input type="text"/>
Home 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 you 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 > District

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



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 1

Last updated 8/20/2015 10:12:06 AM	
Website Address	<input type="text"/>
Phone Extension	<input type="text"/>
Fax Extension	<input type="text"/>
School Board Count	<input type="text"/> *
Indicates whether the district participates in transfer agreements with other districts.	<input type="checkbox"/> *
Employee Health Insurance	<input type="text"/> *
Square Miles Per District	<input type="text"/> *
Safety Training	<input type="checkbox"/> *
Non-Public School Pupils Transported	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Website Address: The URL for the district website

Phone Extension : Number to dial district contact directly

Fax Extension: This field can be blank

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

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 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 statical report.

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

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

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

SIS Updates > District (continued)

The below data is pulled from eSchoolPlus SunGard 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 you the path to update above information in eSchoolPlus Sungard software.

The below data is pulled from Finance Plus SunGard software:

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

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

The path is: **APPLICATIONS > PURCHASING > REFERENCE TABLES > + Purchasing Reference Tables (click on plus sign to open) > 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

[Contact Person](#)

[District](#)

[Finance Bank Reconciliation](#)

[Finance Employee Benefit](#)

[School](#)

The Finance Bank Reconciliation screen will appear:

Finance Bank Reconciliation

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

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

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

Last updated

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

SIS Updates > Finance Bank Reconciliation (continued)

Enter information in below Bank Reconciliation fields.

Finance Period - 1

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 Employee Benefits (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

[Contact Person](#)

[District](#)

[Finance Bank Reconciliation](#)

[Finance Employee Benefit](#)

[School](#)

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

Finance Employee Benefit					
<input type="button" value="+ Add new record"/>					<input type="button" value="Refresh"/>
Ssn	State Id	Title	Last Name	Benefits	Benefit Total
No records to display.					

SIS Updates > Finance Employee Benefits (continued)

Enter information in below Finance Employee Benefits fields.

Last updated	
Identification Number	<input type="text"/>
State Id	<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"/>	

- **IDENTIFICATION** number is a unique number to be incremented for multiple entries, e.g. 01, 02, 03.
- **STATE ID** – The unique 10-digit Triand identifier generated for the teacher by the state.
- **TITLE** – The title for the person from which the benefit is being paid.

Superintendent Chief Financial Officer Business Manager Assistant Superintendent Other
--

- **FIRST NAME** – First name for the person for which benefit is being paid.
- **MIDDLE NAME** – Middle name for the person for which benefit is being paid.
- **LAST NAME** – Last name for the person for which benefit is being paid.
- **BENEFITS** – All payments and services provided employee in addition to salary. This would be 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
--

- **BENEFITS TOTAL** – Amount paid annually for employee benefits.

SIS Updates > School

Click on **School** table for updating/adding/deleting data that is NOT pulled in from SunGard 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 1.

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.
- **Website Address:** The URL for the district website
- **Phone Extension :** Number to dial district contact directly
- **Fax Extension:** This field can be blank
- **Staff Development Hours –** The number of hours teachers are scheduled for staff development based on Standard 3.112
- **Book Volumes – The** total number of book titles catalogued in the school’s library and media center. Based on Standard 9.241
- **Fire Marshall –** Answer yes or no if there is a School Fire Marshal Program currently in operation in each school.
- **Evacuation Plan –** Answer yes or no if there is an adequate evacuation plan with a diagram posted inside each classroom of the school.
- **Building Check –** Answer yes or no if all buildings are checked for hazards before being locked at the end of the day and at night after activities

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

For School Fields that are pulled from eSchoolPlus Sungard database see pages 100-104 of 2015-2016car SIS Handbook.

Perform On Demand Validation

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

The screenshot shows the 'Submit Data' interface with the 'Current Cycle Info' tab selected. Under 'Current Cycle Info', it displays 'Current Fiscal Year: 2015/2016' and 'Current Cycle: 1'. The 'Current Cycle' section is expanded, revealing three sub-sections: 'Build', 'Validate', and 'Submit'. The 'Build' section shows a date of 9/15/2015 6:02 PM, a status of 'Completed' with a green checkmark, and an error count of 0. It includes buttons for 'Perform On-Demand Build' and 'View Build Errors'. The 'Validate' section has empty fields for Date, Status, Error Count, and Warning Count, along with buttons for 'Perform On-Demand Validation' and 'View Validation Errors', and links for 'Cycle Reports' and 'SIS Tables'. The 'Submit' section has empty fields for Date and Status, and a 'Submit' 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 FinancePlus, run Perform On-Demand Build for Cycle 1 and run Perform On-Demand Validation.

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

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

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

- You **MUST** repeat this process until there are no Validate Errors.
- All Cycle Reports can be run before Validate Errors are complete.

CYCLE REPORTS (UNCERTIFIED)

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 1.

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"/> rpt000	District General Information
<input type="checkbox"/> rpt044	Contact Persons (District)
<input type="checkbox"/> rpt100	School General Information
<input type="checkbox"/> rpt120	School Calendar
<input type="checkbox"/> rpt205	Employee Base Salary
<input type="checkbox"/> rpt208	Employee Fringe Benefits (paid by district on behalf of employee)
<input type="checkbox"/> rpt212	Employee Benefits (Payments/services in addition to salary)
<input type="checkbox"/> rpt214	Employee Additional Duties Detailed Report
<input type="checkbox"/> rpt465	School Student ID Change
<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"/> rpt571	AFR Title I
<input type="checkbox"/> rpt572	AFR Title I Part D
<input type="checkbox"/> rpt573	AFR Title II A
<input type="checkbox"/> rpt574	AFR Title II D
<input type="checkbox"/> rpt575	AFR Title III
<input type="checkbox"/> rpt576	AFR Title III
<input type="checkbox"/> rpt577	AFR Title V
<input type="checkbox"/> rpt578	AFR Title VI Federal
<input type="checkbox"/> rpt579	AFR Title VI Federal
<input type="checkbox"/> rpt580	Annual Statistical Report (ASR)
<input type="checkbox"/> rpt583	State Categorical Funds
<input type="checkbox"/> rpt810	Salary Schedule

CYCLE REPORTS (continued)

PLEASE REVIEW REPORTS THOROUGHLY!

▪ **District General Information (rpt000)**

Report prints a summary of the District fields pulled from database and entered into District table.
Page 42-45 of 2015-2016 SIS Manual.

▪ **Contact Persons District (rptt044)**

Report prints a summary of the fields entered in Contact Persons table for District.
Page 38-39 of 2015-2016 SIS Manual.

▪ **School General Information (rpt100)**

Report prints a summary of the School fields entered into District table and pulled from database.
Page 100-104 of 2015-2016 SIS Manual.

▪ **School Calendar (rpt120)**

Page 33 of 2015-2016 SIS Manual.

▪ **Employee Base Salary (rpt205)**

Data pulls from Human Resources>Employee Information> Pay Rate Screen in FinancePlus. Users may not delete any records from SIS. Changes should be made in FinancePlus and a re-Build done in SIS. Cycle 1 will pull in all employees except those in pay group "S" and "X"
Page 55 of 2015-2016 SIS Manual.

▪ **Employee Fringe Benefits-paid by district on behalf of employee (rpt 208)**

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 re-Build done in SIS. Cycle 1 will pull in all employees except those in pay group "S" and "X". Fringe benefit amount will pull from the deduction table or from employees deduction screen if the deduction table has a table amount or percentage or 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 59 of 2015-2016 SIS Manual.

▪ **Employee Benefits - Payments/services in addition to salary (rpt 212)**

Data pulls from data entered in Employee Benefits screen (Home > Update Data > LEA Profile > Finance Employee Benefit)
Page 57 of 2015-2016 SIS Manual.

▪ **Employee Additional Duties Detailed Report (rpt 214)**

Report list all salary paid in addition to salary/schedule/range/step amount.
Page 54 of 2015-2016 SIS Manual.

▪ **School Student ID Change (rpt 465)**

Page 132 of 2015-2016 SIS Manual.

▪ **Contact Persons School (rptt488)**

Report prints a summary of the fields entered in Contact Person table for District's schools.
Page 38-39 of 2015-2016 SIS Manual.

CYCLE REPORTS (continued)

▪ **BANK RECONCILIATION (rpt503.rpt)**

Report should match Bank Reconciliation report from APSCN.

Page 50 of 2015-2016 SIS Manual.

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

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 help you find the Outstanding Check amount difference. In reconciling amounts, keep in mind that the SIS Cycle Bank Reconciliation Report pulls in all funds regardless of disbursement fund.

▪ **Annual Financial Report (AFRB)**

- Annual Financial Report (AFRB) Level I (rpt510)

- Annual Financial Report (AFRB) Level II rpt511

- Annual Financial Report (AFRB) Level III rpt512

Page 61-64 of 2015-2016 SIS Manual.

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

See page 43 for Legal Balance Code information.

Page 61-64 of 2015-2016 SIS Manual.

▪ **AFR Federal Reports**

- AFR Title I (rpt571)

- AFR Title I Part D (rpt572)

- AFR Title II A (rpt573)

- AFR Title II D (rpt574)

- AFR Title III (rpt575)

- AFR Title III (rpt576)

- AFR Title V (rpt577)

- AFR Title VI Federal (rpt578)

- AFR Title VI Federal (rpt579)

Verify Board Report ending balance for each of the above Federal Reports

To verify report print the Board Report in APSCN with following criteria:

* Fund: 6501|6510|6595|6756|6761|6781|6520|6782|6784

Start Period: 1

End Period : 13

Year 2016

Check Print Section 1 only Box

Click OK

Page 61-64 of 2015-2016 SIS Manual.

CYCLE REPORTS (continued)

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

See ASR Coding Specifications at APSCN.org > Reports > Annual Statistical Report Information > ASR Coding Specifications. Cycle report 580 is a DRAFT version of the ASR. It is 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.

▪ **State Categorical Funds (rpt583)**

Verify Board Report ending balance for Categorical Funds

To verify report print the Board Report with following criteria:

**Fund 1275|2275|1276|2276|1223|2223|1281|2281

Start Period 1

End Period 13

Year 2015

Check Print Section 1 only Box

Click OK

Page 61-64 of 2014-2015 SIS Manual

▪ **Salary Schedule (rpt810)**

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 74 of 2014-2015 SIS Manual.

After you have reviewed Uncertified Report (s) and:

- Corrections are made in SIS the do a Perform on-Demand Validation.
- Corrections are made in SunGard do a Perform On-Demand Build and then Perform On-Demand Validation.

SUBMIT

When all is correct, go to the **Submit Data TAB** and select **SUBMIT button**.

Home > Submit Data

Submit Data

Current Cycle Info | Resubmission Cycle Info

Current Fiscal Year: 2015/2016
Current Cycle: 1

District Has Submitted Cycle 9

Current Cycle

Build

Date: 9/15/2015 9:58 PM
Status: Completed
Error Count: 0

Validate

Date: 9/15/2015 6:02 PM
Status: Completed
Error Count: 0
Warning Count: 5

Submit

Date:
Status:

Perform On-Demand Build
 View Build Errors
 Perform On-Demand Validation
 View Validation Errors

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

Submit

Validate Warnings will NOT keep you from submitting your data to ADE. However, print the reports listed on the following pages and VERIFY that the data is correct.

****** Submission Deadline: September 30, 2015 ******

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 information on reports. Once district has reviewed information and is sure reports are accurate complete and send in Certification of Data Accuracy Form.

Certified Reports

<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"/>	 rpt120	School Calendar
<input type="checkbox"/>	 rpt205	Employee Base Salary
<input type="checkbox"/>	 rpt208	Employee Fringe Benefits (paid by district on behalf of employee)
<input type="checkbox"/>	 rpt212	Employee Benefits (Payments/services in addition to salary)
<input type="checkbox"/>	 rpt214	Employee Additional Duties Detailed Report
<input type="checkbox"/>	 rpt465	School Student ID Change
<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"/>	 rpt571	AFR Title I
<input type="checkbox"/>	 rpt572	AFR Title I Part D
<input type="checkbox"/>	 rpt573	AFR Title II A
<input type="checkbox"/>	 rpt574	AFR Title II D
<input type="checkbox"/>	 rpt575	AFR Title III
<input type="checkbox"/>	 rpt576	AFR Title III
<input type="checkbox"/>	 rpt577	AFR Title V
<input type="checkbox"/>	 rpt578	AFR Title VI Federal
<input type="checkbox"/>	 rpt579	AFR Title VI Federal
<input type="checkbox"/>	 rpt580	Annual Statistical Report (ASR)
<input type="checkbox"/>	 rpt583	State Categorical Funds
<input type="checkbox"/>	 rpt810	Salary Schedule

Be sure to keep a copy of all Certified Cycle 1 reports in a binder - labeled and store in a safe place

Certification Forms

The following signature forms **MUST** be mailed to ADE:

- **Cycle 1 Certification of Data Accuracy**
- **Cycle 1 Certification of Database Security Applications**
(See Commissioner Memo Fin 15-106 – The memo text is listed below)

<p>Arkansas Department of Education Arkansas Public School Computer Network 101 East Capitol - Suite 101 Little Rock, AR 72201</p>

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

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 coops 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 five signatures:

- FMS Database Security Administrator (user ID with Security Resource 190)
- eSchool Database Security Administrator
- Unix Account Manager
- SSO Account Manager
- Superintendent

This requirement is effective with Cycle 1, CY 26 submission, September 30, 2015. The certification form will be available in Cycle 1 and must be mailed to ADE by the closing date of cycle 1, September 30 each year.

