

Arkansas Department of Education Statewide Information System Cycle 8

Due Date: July 31, 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 Pentamation Financial and/or Student Management Systems check and re-check the accuracy of the data that is entered on a daily basis.

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

Print Cycle 8 documentation from <http://www.apscn.org/>
Click the SIS menu and select *Statewide Information System*.

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STATE REPORTING - CYCLE 8

Cycle 8 includes information for:

- Contact Persons (District)
- District General Information
- Finance - AFRB (Page 36 and 37) & (Teacher Average Salaries Report)
- Finance – Bank Reconciliation – Period 11
- Professional Development Hours
- School General Information

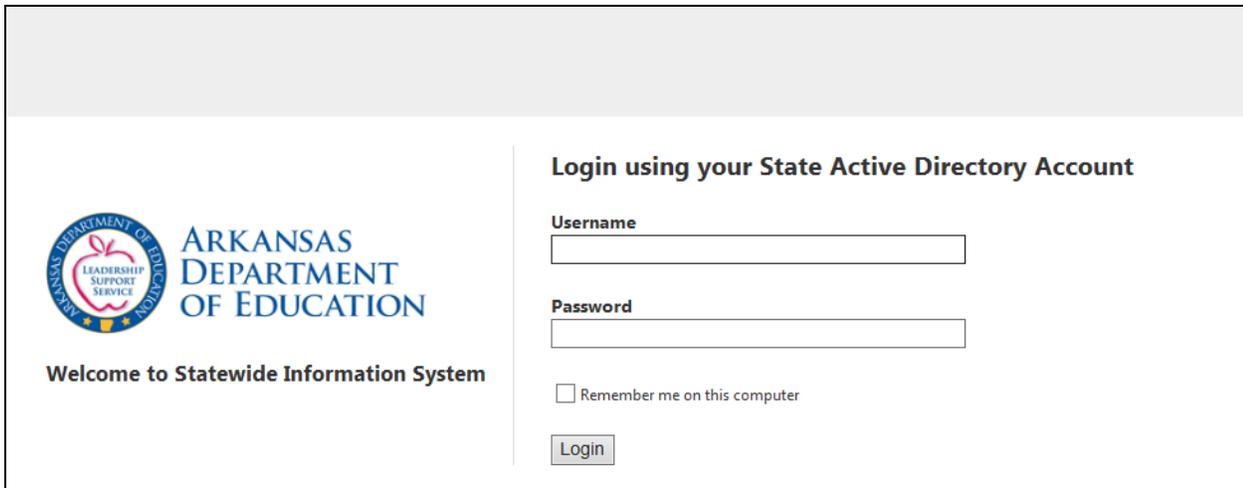
Cycle 8 includes Reports:

- Report 000 District General Information
- Report 044 Contact Persons (District)
- Report 100 School General Information
- Report 221 Professional Development Hours
- Report 488 Contact Persons (School)
- Report 503 Bank Reconciliation Report
- Report 504 Bank Reconciliation Outstanding Checks
- Report 570 Pages 36 & 37(Classified/Certified)
- Report 587 ASR Teacher Salary Averages
- Report 588 Page 36 & 37 FTE by Name (non-certified report)

Cycle 8 Page 3637 Build Prerequisite

This build or extract of data **should be done before HR Fiscal Year End is processed**. If a build is required after FYE process, FTE calculations will not process for employees with pay rate screen updates!!!!

From the ADE SIS website, <https://adesis.arkansas.gov/> , login using your State Active Directory Account



Arkansas Department of Education
LEADERSHIP
SUPPORT
SERVICE

ARKANSAS
DEPARTMENT
OF EDUCATION

Welcome to Statewide Information System

Login using your State Active Directory Account

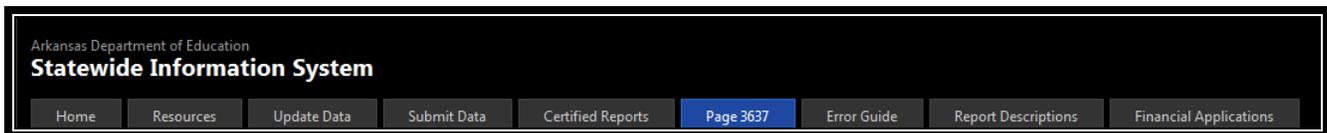
Username
[Text Input Field]

Password
[Text Input Field]

Remember me on this computer

Login

Once logged in, choose the **Page 3637** tab as shown below.



BUILD PAGE 3637

Click the **Build Page 3637** button and the personnel information will pull to PAGE3637 maintenance screen/record for fiscal year 2015-2016.



The below screen will display as the build of Page 3637 data is in progress.

Once the build is complete for Page 3637, a successful message will be shown to the user indicating:

Page 3637 build completed at 6/26/2015 10:59:29 AM with 56 build errors

Fiscal Year	Cycle	LEA	Type	Line
25	8	4304000	C	3601
25	8	4304000	C	3602
25	8	4304000	C	3604
25	8	4304000	C	3605
25	8	4304000	C	3606
25	8	4304000	C	3607
25	8	4304000	C	3609
25	8	4304000	C	3610
25	8	4304000	C	3611

Build/Pull Errors- Page 3637

The Build errors associated with the Page 3637 can be viewed by user any time by clicking the **Page 3637 Pull Errors** menu or **View Build Errors** button.



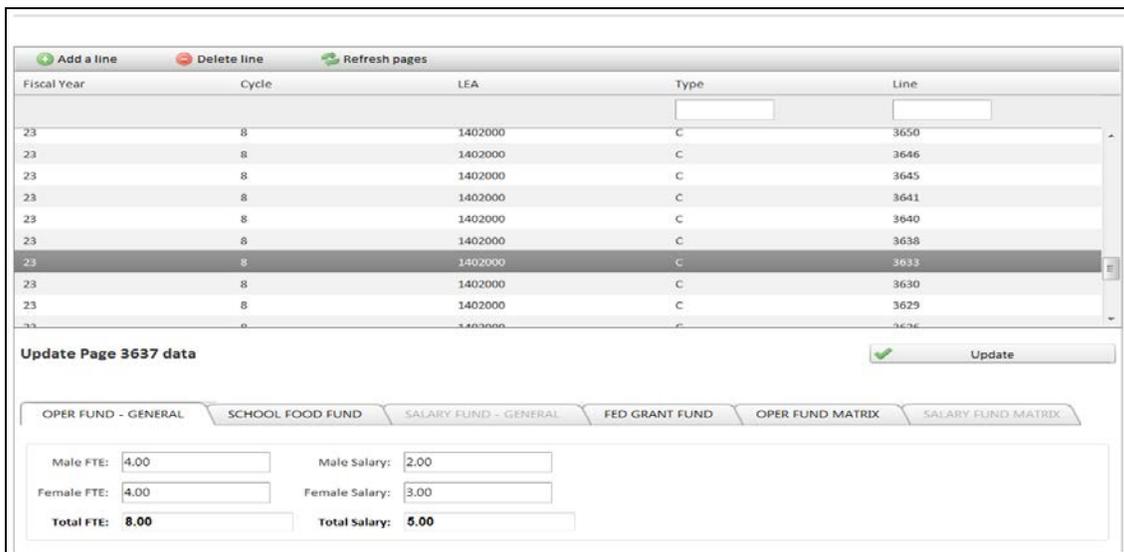
Page 3637 build errors are shown in the same way as the cycle build errors. Users can easily **export the error to excel, CSV, Word and PDF formats** for further analysis.



Users are unable to pull after June 30th. Any corrections after that date will need to be modified as indicated below.

Maintenance Page 3637 data

On a successful 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/maintenance Salary & FTE data. 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 all classification. See example below.



In the above print screen, the row with line 3616 and type C is selected, and its corresponding Salary/FTE values are shown in the tabs below the lines. The values can be updated and will change when the “**Update**” button is clicked. As needed, any of the lines can be updated after the build. Note that when updating a line some tabs are disabled or input boxes only accept numeric values. These are built in validations to make sure quality data is keyed to the Salary/FTE fields.

Add/Delete line on Page 3637

Add a line:

Users can add a line by, clicking “**Add a line**” button, this will provide an interface for users where values can be inserted for type and line. Once saved user can update its Salary/FTE values. **Lines that have been added are shown in green.**

Edit a line:

Users can edit a line by clicking the line and then modify Salary/FTE values. **Line that have been edited are shown in blue**

Delete a line:

Users can delete a line by clicking the button “**Delete a line**”; this will delete the corresponding line item from SIS along with its Salary/FTE values.

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

Line	Type	OFGFTE	OFGSal	SFFTE	SFFSal	SFGFTE	SFGSal	FGFTE	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

Male FTE: Male Salary:
 Female FTE: Female Salary:
 Total FTE: 1.00 Total Salary: 12345.00

Reconcile Page 3637

Go to <http://www.apscn.org/fms/hld/AFRPage3637Instructions.pdf> for instructions on reconciling Page 3637 data:

1. 3637 Salary amounts on **Pages 36 & 37 Current** report to Salary amounts on **3637 Salary SubTotal Report.**
2. Salaries from **Salary Details Report** to **Detailed Expenditure Status Reports (Expenditure Ledger)**
3. FTE's for certified and classified personnel

Build Cycle 8

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

Statewide Information System **SIS**

NAVIGATION

- Home
- Getting Started
- SIS Handbooks
- Cycle Documents
- Resources

Contact

Research and Technology
Arkansas Department of Education
5 Main Place
423 Main Street, Suite #101
Little Rock, AR 72201
Phone: (501) 682-5157
Fax: (501) 683-3108
Email: ADESIS.Programmers@arkansas.gov

Link to SIS System
<https://adesis.arkansas.gov>

Welcome to Statewide Information System

UPDATE - SIS Cycle 7 releasing on June 1, 2015

The Statewide Information System (SIS) is a web-based system developed by the Arkansas Department of Education's Research and Technology Division to enable school districts to submit and certify data to the State. The system will be used by school districts using eSchoolPlus software. The system has the capability to pull data from various source systems like StudentPlus/eSchoolPlus and FinancePlus districts pertaining to Student Management System (SMS) and Financial Management System (FMS) on a nightly as well as on-demand basis as required by school districts. The SIS Cycle Submission process was developed to replace an existing system through which districts reviewed summarized financial and student information before submitting and certifying the data to the State.

Related Systems

Statewide Information System Reports

The Statewide Information System Reports is a collection of public data from Arkansas Public Schools on topics such as finance, student demographics, course enrollment totals, and much more at the State (SEA); County; District (LEA) and School (SCH) levels.

Course Code Management System

The Course Code Management System (CCMS) may be used to verify course codes are entered on student and master course schedules in accordance with the ADE's published course code guidelines. The CCMS also contains the licensure codes required to teach a course at certain grade levels. The CCMS may be printed online or exported into a spreadsheet.

The below screen will display:

ARKANSAS DEPARTMENT OF EDUCATION
LEADERSHIP SUPPORT SERVICE

Welcome to Statewide Information System

Login using your State Active Directory Account

Username
6003cycletest

Password
●●●●●●●●

Remember me on this computer

Login

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.

The screenshot shows the 'Statewide Information System' interface. At the top, it says 'Arkansas Department of Education' and 'Signed in as 6003cycletest | ADE | ADE Data Center | APSCN | Logout'. The main navigation bar includes 'Home', 'Handbook', 'Update Data', 'Submit Data' (highlighted), and 'Certified Reports'. The user ID 'LEA: 6003000' is visible in the top right. On the left, a sidebar contains links for 'Build History', 'Validate History', 'View Cycle Reports', 'View SIS Tables', and 'Submit History'. The main content area is titled 'Submit Data' and has two tabs: 'Current Cycle Info' (selected) and 'Resubmission Cycle Info'. A red message states 'No current cycle exists.' Below this, there are three sections: 'Current Cycle' (with a minus sign icon), 'Build', 'Validate', and 'Submit'. Each section has fields for 'Date', 'Status', and 'Error Count' (or 'Warning Count' for Validate). To the right of these fields are buttons: 'Perform On-Demand Build', 'View Build Errors', 'Perform On-Demand Validation', 'View Validation Errors', and 'Submit'. At the bottom right of the 'Validate' section, there are links for 'Cycle Reports' and 'SIS Tables'.

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: 2014/2015
Current Cycle: 8

Current Cycle

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

Build

Date: 7/6/2015 6:01 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: 2014/2015
Current Cycle: 8

Current Cycle

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

Build

Date: 7/10/2015 1:28 PM

Status: ⚙ Processing

Error Count: 0

Validate

Date:

Status:

Error Count:

Warning Count:

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

Submit

Date:

Status:

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 a web interface for 'Submit Data'. At the top, there are tabs for 'Current Cycle Info' and 'Resubmission Cycle Info'. Below the tabs, it displays 'Current Fiscal Year: 2014/2015' and 'Current Cycle: 8'. A red minus sign icon is next to the 'Current Cycle' heading. A red warning message states: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' Below this, there are three main sections: 'Build', 'Validate', and 'Submit'. The 'Build' section shows 'Date: 7/6/2015 6:01 PM', 'Status: Completed' with a green checkmark, and 'Error Count: 1' with a red exclamation mark. It includes buttons for 'Perform On-Demand Build' and 'View Build Errors'. The 'Validate' section shows 'Date:', 'Status:', 'Error Count:', and 'Warning Count:' fields, with buttons for 'Perform On-Demand Validation' and 'View Validation Errors'. Below these are links for 'Cycle Reports' and 'SIS Tables'. The 'Submit' section shows 'Date:' and 'Status:' fields with a 'Submit' button.

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.



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.

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

Select **Add new record** to enter information for May, Period 11.

Update below info in Finance Bank Reconciliation screen

Finance Period - select from the drop down, **11 - Cycle 8**

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

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

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: 2014/2015' and 'Current Cycle: 8'. A red minus sign icon is next to 'Current Cycle'. A 'Build' section shows 'Date: 7/10/2015 2:50 PM', 'Status: Completed' with a green checkmark, and 'Error Count: 0'. A red asterisk warning message reads: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' On the right side, there are two buttons: 'Perform On-Demand Build' and 'View Build Errors'.

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.

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
25	8	7/10/2015 2:50 PM	Build	SYSTEM	00:00:44	0	0	Completed	Details
25	8	7/6/2015 6:00 PM	Build	SYSTEM	00:02:37	0	0	Completed	Details
25	7	6/14/2015 6:00 PM	Build	SYSTEM	00:02:32	0	0	Completed	Details
25	7	6/13/2015 6:00 PM	Build	SYSTEM	00:02:38	0	0	Completed	Details
25	7	6/12/2015 6:00 PM	Build	SYSTEM	00:02:29	0	0	Completed	Details
25	7	6/11/2015 6:00 PM	Build	SYSTEM	00:02:24	0	0	Completed	Details
25	7	6/11/2015 9:57 AM	Build	SYSTEM	00:00:44	0	0	Completed	Details
25	7	6/11/2015 7:41 AM	Build	SYSTEM	00:00:37	0	0	Completed	Details
25	7	6/11/2015 7:05 AM	Build	SYSTEM	00:00:40	0	0	Completed	Details
25	7	6/10/2015 6:00 PM	Build	SYSTEM	00:00:25	0	1	Aborted	Details

Page size: 10 (dropdown menu with options 10, 20, 50) | 1244 items in 125 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.

The screenshot shows the 'Submit Data' interface. On the left is a navigation menu with options: Build History, Validate History, View Cycle Reports, View SIS Tables, and Submit History. The main content area has tabs for 'Current Cycle Info' and 'Resubmission Cycle Info'. It displays 'Current Fiscal Year: 2014/2015' and 'Current Cycle: 8'. A 'Build' box shows 'Date: 7/10/2015 2:50 PM', 'Status: Completed', and 'Error Count: 0'. A red warning message states: '* 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 visible.

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 8

Go to **Error Guide** Tab and select Cycle 8. The tables for Cycle 8 will display.

The screenshot shows the 'Error Guide' page. It has a navigation bar with 'Error Guide' selected. Below the navigation is a search box: 'To search for a specific error code, enter all six characters here' with a 'Search' button. A dropdown menu shows 'Cycle 8' selected. Below this is a table of tables:

SIS Table Name	Database Table Name	Table Code	Action
Bank Reconciliation	bank_recon	BC	Select
Contact Person	contactperson	CO	Select
District	district	DI	Select
Employee	employee	EM	Select
Page 36 and 37	page3637	CC	Select
Professional Development	staff_dev	PD	Select
School	school	SC	Select

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

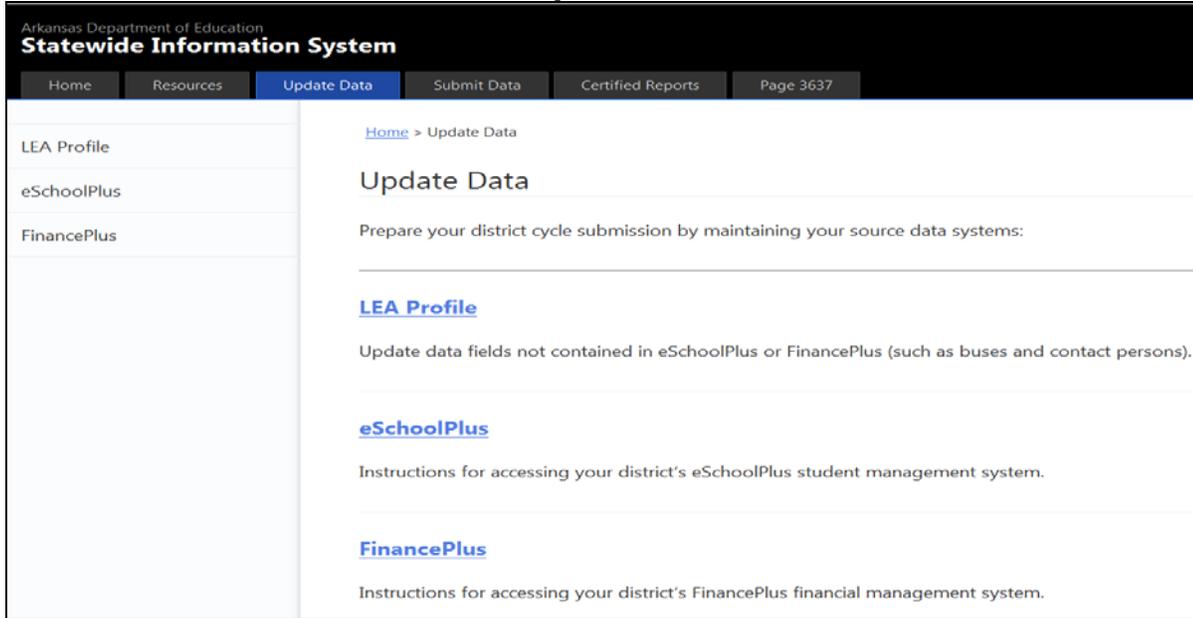
The screenshot shows the 'Error Guide' page with the 'Bank Reconciliation' table selected. It includes a search box and a table of fields:

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

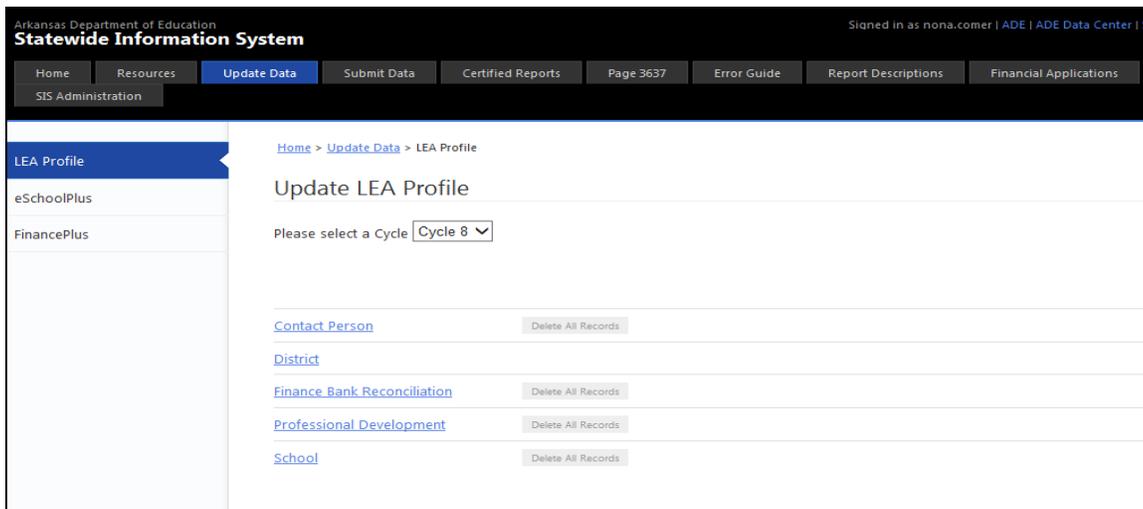
SIS Updates

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



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



Choices under Update Data > LEA Profile section for Cycle 8:

- Contact Person**
- District**
- Finance Bank Reconciliation**
- Professional Development**
- School**

Contact Person

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

Note: Contact Person information is collected every Cycle (1-9); therefore, Contacts should be updated every Cycle IF there is a change so that Contact person information is current.

Arkansas Department of Education
Statewide Information System Signed in as nona.comer | ADE | ADE Data Center |

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

SIS Administration

LEA Profile
 eSchoolPlus
 FinancePlus

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

[Contact Person](#)

[District](#)

[Finance Bank Reconciliation](#)

[Professional Development](#)

[School](#)

Contact Person table with open with data from last Cycle. **Add a new Record** or **Edit** or **Delete** existing records. After updating the data, click **Refresh**.

Home > Update Data > LEA Profile > Contact Person

Contact Person

School Lea	Coordinator Code	Ssn	State Id	Last Name	Address	City	State	Email
------------	------------------	-----	----------	-----------	---------	------	-------	-------

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

<p>Coordinator Code:</p> <p>1= Federal Program Coordinator 5 = Equity –Disability Coordinator A = ALE Contact Person B = Bus Inspector C = Test Coordinator D = Safe and Drug-Free Schools (SDFS) Coordinator E = Treasurer F = FMS Coordinator for Cycles 1, 8, 9 G = General Business Manager (Act 1591 of 2007) H = Liaison for Homeless I = Equity – Race L = Foster Care Liaison Coordinator M = Equity - Gender N = Equity – National Origin P = Principal or School Administrator Q = Compliance S = SMS Coordinator for Cycles 2 thru 7 T = Technology Coordinator U = Superintendent</p>
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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

Should you need to Perform On-Demand Build after data has been entered into the **Update LEA Profile section**, it will NOT be erased unless it is a field that was pulled from the SunGard software. If it is a pulled field from SunGard, then the correction **MUST** be made in the Financial or Student side of SunGard before the **Perform On-Demand Build**.

District

Click on **District** table to for updating/adding/deleting data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

[Contact Person](#)

[District](#)

[Finance Bank Reconciliation](#)

[Professional Development](#)

[School](#)

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

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

[Refresh](#) [Edit](#)

Below are the District fields that can be updated for Cycle 8

✕

Last updated 11/4/2014 3:21:50 PM

Website Address

Phone Extension

Fax Extension

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

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](#)

[Professional Development](#)

[School](#)

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 Period 11 for May.

✕

Last updated

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

Finance Period - 11

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.

Professional Development

Click on Professional Development table to Add/Update/Delete data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

[Contact Person](#)

[District](#)

[Finance Bank Reconciliation](#)

[Professional Development](#)

[School](#)

The **Professional Development (Hours Completed Within the Current School Year)** screen will appear:

Professional Development [Hours Completed Within the Current School Year]						
First Name	Last Name	Ssn	State Id	Professional Development Hours	Job Type	
J	QUI	44348	9332	60.00	T	<input type="button" value="Delete"/>

The information in the table will be information from last year's Cycle 8 data.

ADD RECORD

Click **Add new record**, below boxes will display. Enter **SSN, State ID, Professional Development Hours and Job Type**. To save data click **Save Changes** click **Refresh** button.

First Name	Last Name	Ssn	State Id	Professional Development Hours	Job Type
<input type="text"/>	<input type="text"/>				

CHANGE RECORD

Change a record by clicking on an **employee's name**. User will be able to update **SSN, State ID, Professional Development Hours and Job Type** fields. To save data click **Save Changes** click **Refresh** button.

First Name	Last Name	Ssn	State Id	Professional Development Hours	Job Type	
JE	MOS	<input type="text" value="131315131"/>	<input type="text" value="42764276"/>	<input type="text" value="450.50"/>	Teacher or Part Time Adm	<input type="button" value="Delete"/>

DELETE RECORD

To delete record, click Delete button. To save data click **Save Changes** click Refresh button.

+ Add new record Save changes Cancel changes						Refresh 
First Name	Last Name	Ssn	State Id	Professional Development Hours	Job Type	
J	QUI	44348	9332	60.00	T	 Delete

SORT DATA

Data in the Professional Development can be sorted on the screen by clicking on the following fields:

First Name

Last Name

Ssn

State Id

Professional Development Hours

Job Type

When you click to sort on one of the fields an arrow will display. If you click once it will sort ascending and arrow will be up. If you click twice it will sort descending and arrow will be down.

Ascending example on First name

+ Add new record Save changes Cancel changes						Refresh 
First Name ↑	Last Name	Ssn	State Id	Professional Development Hours	Job Type	

Descending example on Last name

+ Add new record Save changes Cancel changes						Refresh 
First Name ↓	Last Name	Ssn	State Id	Professional Development Hours	Job Type	

School

Click on School table to Add/Update/Delete data.

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

Update LEA Profile

Please select a Cycle Cycle 8 ▼

[Contact Person](#) Delete All Records

[District](#)

[Finance Bank Reconciliation](#) Delete All Records

[Professional Development](#) Delete All Records

[School](#) Delete All Records

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

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

Perform On Demand Validation

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

[Home](#) > Submit Data

Submit Data

Current Cycle Info Resubmission Cycle Info

Current Fiscal Year: 2011/2012
Current Cycle: 9

Current Cycle

Build

Date: 8/16/2012 8:50 AM
Status: Completed
Error Count: 0

[Perform On-Demand Build](#)
[View Build Errors](#)

Validate

Date:
Status:
Error Count:
Warning Count:

[Perform On-Demand Validation](#)
[View Validation Errors](#)

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

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 8 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	PG0001	Page3637_SalFndTotal	Page3637 totals do not match Salary Fund total expenditures.	Page3637: 60260029.55	expdger: 61466831.70
ValidateError	PG0002	Page3637_GenOpFndTotal	Page3637 totals do not match Gen Op Fund total expenditures.	Page3637: 19306933.39	expdger: 19403828.82
ValidateError	PG0006	Page3637_FedGrtsFndTotal	Page3637 totals do not match Fed Grants Fund total expenditure	Page3637: 7793244.59	expdger: 7984064.97
ValidateError	PG0008	Page3637_FoodSvcFndTotal	Page3637 totals do not match Food Svc Fund total expenditure	Page3637: 2899061.64	expdger: 2936930.25

These **MUST** be corrected in FinancePlus and you **MUST** do a **Perform On-Demand Build** to Cycle 8.

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

REPORTS

The View Cycle Reports lists the available reports for Cycle 8

<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"/>		rpt221 Professional Development Hours
<input type="checkbox"/>		rpt488 Contact Persons (School)
<input type="checkbox"/>		rpt503 Bank Reconciliation
<input type="checkbox"/>		rpt504 Bank Reconciliation Outstanding Checks
<input type="checkbox"/>		rpt570 Pages 36 & 37 (Classified/Certified)
<input type="checkbox"/>		rpt587 ASR Teacher Salary Averages

- **District General Information (rpt000)** - this report prints a summary of the fields on the District screen.
- **Contact Persons District (rpt044)** - this report prints a summary of the fields on the **District** screen.
- **School General Information (rpt100)** - this report prints a summary of the fields on the School screen.
- **Professional Development Hours (rpt221)** - this report prints a summary of the fields on Professional Development screen.
- **Contact Persons School (rpt488)** - this report prints a summary of the fields on the **School** screen.
- **BANK RECONCILIATION (rpt503.rpt)** – Review report – Report should match Bank Reconciliation report from APSCN.
- **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. For the path to BANK RECON OUTSTANDING CHECKS Report (rpt504.rpt) see page 31 of this document. In reconciling amounts, keep in mind that the SIS Cycle Bank Reconciliation Report pulls in all funds regardless of disbursement fund.

- **PAGES 36& 37 (rpt570.rpt)** – Review and verify FTE’s and Average Salary (total salary line by line divided by FTE line by line).
- **ASR TEACHER SALARY AVERAGES – (rpt587.rpt)** – Review and verify Average Teacher Salary. This will be the ASR calculation by code (fund, function, object expenditures from your expenditure ledger).

PLEASE REVIEW REPORTS THOROUGHLY!

Important Annual Statistical Report Info

Review FTE’s carefully. The “FTE Pull” calculation is:

Days Worked divided by **Contract Days** multiplied by **FTE** multiplied by **Budget. Unit %**.

Example:

If employee worked 160 days of 190 day contract, and the FTE field on pay rate screen = 1.00 and employee had two budget units with 50% each, the calculation would be:

$160 / 190 \times 1.0 \times .50 = .42$ FTE for each of the two budget units or .84 total FTE

(160/190 = .84210526315 X 10. = .84210526315 X .50 = .42105263157)

Verify salaries on report by comparing to the worksheet (AFR-Page 36/37 Instructions) used when reconciling Detail Distribution Detail Reports to Detailed Expenditure Status Report (Expenditure Ledger).

ASR TEACHER SALARY AVERAGES – (rpt587)

Average Teacher Salary will be the ASR calculation by code (fund, function, object expenditures from your expenditure ledger).

See **Programming Code references document**, which is available on APSCN’s web Site (<http://www.apscn.org/>) **FMS/ Financial Management System/Page 36/37 Code Structure**. This table gives Fund/Function/Object (as well as the location where applicable) coding structure for the pull of each line.

The lines that are used from page 37 to calculate the average teacher salary for the ASR are as follows (Salary/FTE).

Average Certified Classroom = 84 / 83

83 - Persnl-Non-Fed Certified Clsrm FTEs

84 - Ave Sal-Non-Fed Cert Clsrm

Lines:	3714-3722	3724-3727
	3731-3736	3749-3754
	3759-3761	3768-3779

3714 Elem. Library/Media *	2220-2229	61000:61199 61300:61699 61800:62999
3715 Mid/JH. Library/Med *	2220-2229	61000:61199 61300:61699 61800:62999
3716 High School Library/Media *	2220-2229	61000:61199 61300:61699 61800:62999
3717 Elem. Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3718 Mid/JH Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3719 HS Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3720 Elem. Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3721 Mid/JH Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3722 HS Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3724 Kindergarten Teachers	1110-1119 1551	61000:61199 61300:61699 61800:62999
3725 Elem. School Teachers*	1120-1129 1500-1549 1552-1599	61000:61199 61300:61699 61800:62999
3726 Mid/JH Teachers*	1130-1139 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999
3727 High School Teachers*	1140-1149 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999
3731 Elem. SpEd Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3732 Mid/Jh SpEd. Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3733 High School SpEd. Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3734 Elem. Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3735 Mid/Jh Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3736 HS Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3749 Elem. Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3750 Mid/JH Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3751 High School Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3752 Elem. Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3753 Mid/JH Student Activites*	1160-1169	61000:61199 61300:61699 61800:62999
3754 High School Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3759 Elem. Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3760 Mid/JH Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3761 High School Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3768 Elem. Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3769 Mid/JH Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3770 High School Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3771 Elem. Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3772 Mid/JH Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3773 HS Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3774 Elem. Health Services/Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3775 Mid/JH Health Services/Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3776 High School Health Serv./Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3777 Elem. Speech.Path./Aud.Serv.*	2150-2159	61000:61199 61300:61699 61800:62999
3778 Mid/JH Speech Path/Aud.Serv*	2150-2159	61000:61199 61300:61699 61800:62999
3779 HS Speech Path/Aud Servi*	2150-2159	61000:61199 61300:61699 61800:62999

Non Federal Certified FTE calculation is FTE's for teachers plus FTE for administrators on lines:

Average Certified Personnel = 86 / 85

85 - Persnl-Non-Fed Certified FTEs

86 - Ave Salary-Non-Fed Certified

Lines: 3701-3722 3724-3727
 3731-3737 3749-3755
 3759-3779

3701 Superintendent/Coop	2320-2321	61000:61199 61300:61699 61800:62999
3702 Curr. Supv - Dist. Wide*	2210-2212	61000:61199 61300:61699 61800:62999
3703 Elem. Curr. Supv*	2210-2212	61000:61199 61300:61699 61800:62999
3704 Mid/JH Curr. Supv*	2210-2212	61000:61199 61300:61699 61800:62999
3705 High School Curr. Supv*	2210-2212	61000:61199 61300:61699 61800:62999
3706 Dir. Of Fed. Program	2324	61000:61199 61300:61699 61800:62999
3707 Other Officials/Admin	2310-2319 2322 2325-2399 2501-2511	61000:61199 61300:61699 61800:62999
3708 Elem. Principal*	2400-2410	61000:61199 61300:61699 61800:62999
3709 Elem. Asst. Principal*	2411 2412-2419	61000:61199 61300:61699 61800:62999
3710 Mid/JH Principal*	2400-2410	61000:61199 61300:61699 61800:62999
3711 Mid/JH Asst. Principal*	2411 2412-2419	61000:61199 61300:61699 61800:62999
3712 High School Principal*	2400-2410	61000:61199 61300:61699 61800:62999
3713 High School Asst. Principal*	2411 2412-2419	61000:61199 61300:61699 61800:62999
3714 Elem. Library/Media *	2220-2229	61000:61199 61300:61699 61800:62999
3715 Mid/JH. Library/Med *	2220-2229	61000:61199 61300:61699 61800:62999
3716 High School Library/Media *	2220-2229	61000:61199 61300:61699 61800:62999
3717 Elem. Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3718 Mid/JH Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3719 HS Guidance Counselor*	2120-2129	61000:61199 61300:61699 61800:62999
3720 Elem. Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3721 Mid/JH Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3722 High School Psychologist*	2140-2149	61000:61199 61300:61699 61800:62999
3724 Kindergarten Teachers	1110-1119 1551	61000:61199 61300:61699 61800:62999
3725 Elem. School Teachers*	1120-1129 1500-1549 1552-1599	61000:61199 61300:61699 61800:62999
3726 Mid/JH Teachers*	1130-1139 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999
3727 High School Teachers*	1140-1149 1300-1399 1500-1549 1553-1599	61000:61199 61300:61699 61800:62999
3731 Elem. SpEd Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3732 Mid/Jh SpEd. Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3733 High School SpEd. Teachers*	1200-1213 1215-1289 1291-1299	61000:61199 61300:61699 61800:62999
3734 Elem. Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3735 Mid/Jh Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3736 HS Other Prof. Personnel*	2160-2199	61000:61199 61300:61699 61800:62999
3737 Other	2600-3499	61000:61199 61300:61699 61800:62999
3749 Elem. Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3750 Mid/JH Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3751 High School Athletics*	1150-1159	61000:61199 61300:61699 61800:62999
3752 Elem. Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3753 Mid/JH Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3754 High School Student Activities*	1160-1169	61000:61199 61300:61699 61800:62999
3755 Athletic Director	2216	61000:61199 61300:61699 61800:62999
3759 Elem. Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3760 Mid/JH Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3761 High School Other*	1900-1999 1197-1199	61000:61199 61300:61699 61800:62999
3768 Elem. Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3769 Mid/JH Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3770 High School Dean of Students*	2101-2109	61000:61199 61300:61699 61800:62999
3771 Elem. Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3772 Mid/JH Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3773 HS Attend./Soc. Work Serv*	2110-2119	61000:61199 61300:61699 61800:62999
3774 Elem. Health Services/Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3775 Mid/JH Health Services/Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3776 High School Health Serv./Nurses*	2130-2139	61000:61199 61300:61699 61800:62999
3777 Elem. Speech.Path./Aud.Serv.*	2150-2159	61000:61199 61300:61699 61800:62999
3778 Mid/JH Speech Path/Aud.Serv*	2150-2159	61000:61199 61300:61699 61800:62999
3779 HS Speech Path/Aud Servi*	2150-2159	61000:61199 61300:61699 61800:62999

Page 36 & 37 Reports

There are six sections to the classified page 36:

1. Operating Matrix Funds Excluding Adult Education
2. Operating General Funds Excluding Adult Education
3. Operating Funds Adult Education
4. Food Service Funds
5. Classified Federal Funds Excluding Adult Education
6. Classified Federal Funds Adult Education

There are five sections to the certified page 37 (each has 2 pages):

1. Teacher Salary Matrix Funds Excluding Adult Education
2. Teacher Salary General Funds Excluding Adult Education
3. Certified Federal Funds Excluding Adult Education
4. Teacher Salary Funds Adult Education
5. Certified Federal Funds Adult Education

POSITION CROSS-REFERENCE NUMBER TABLE

Ref. No. =Pg Field	Position
3601	Assistant Superintendent
3602	Business Manager
3603	Finance Officer
3604	Bookkeeper/Accountant
3605	Director Of Federal Programs
3606	Personnel Director
3607	Purchasing Agent
3608	Public Relations
3609	Sec/Clk. Non-Instr-Cls
3610	Maint. & Operation
3611	Electrician
3612	Plumber
3613	Painter/Carpenter
3614	Dir. Pupil Trans.
3615	Bus Mechanic
3616	Bus Driver
3617	Guidance Services-Crt
3618	Administration-Crt
3619	Dir. Food Svs./Dietitian
3620	Other Fd. Svs. Personnel
3621	Instructional Support
3622	Instr. Other/Aide/Paraprof.
3623	Other Aides/Paraprof.
3624	ROTC
3625	Social Worker
3626	Nurse
3627	Attendance Worker
3628	Adult Education
3629	Campus Security
3630	Crossing Guard
3631	Lunchroom Aide
3632	Other Student Transportation
3633	Bus Monitor
3634	Resource Officer
3635	K-4 Summer Remedial
3636	Other
3637	Psychological Svs.
3638	Other Support Svs.
3639	PRD&E Services**
3640	Administrative Technology
3641	Other Central Sup Svs
3642	Other Enterprise Op.
3643	Community Services
3644	Dean of Students
3645	Substitutes/Temps
3646	Library/Media Support
3647	Safety
3648	Underpayment
3649	Coop Director
3650	Instructional Supv Duty

**Planning, Research, Development and Evaluation Services

Position Cross-Reference Number Table (continued)

Ref. No. =Pg Field	Position
3701	Superintendent/Coop
3702	Curr. Supv - Dist. Wide*
3703	Elementary - Curr. Supv*
3704	Mid/JH Curr. Supv*
3705	High School Curr. Supv*
3706	Dir. Of Fed. Program
3707	Other Officials/Admin
3708	Elem. Principal*
3709	Elem. Asst. Principal*
3710	Mid/JH Principal*
3711	Mid/JH Asst. Principal*
3712	High School Principal*
3713	HS Asst. Principal*
3714	Elem. Library/Media *
3715	Mid/JH. Library/Med *
3716	High School Library/Media *
3717	Elem. Guidance Counselor*
3718	Mid/JH Guidance Counselor*
3719	High School Guidance Counselor*
3720	Elem. Psychologist*
3721	Mid/JH Psychologist*
3722	High School Psychologist*
3723	Preschool Teachers
3724	Kindergarten Teachers
3725	Elem. School Teachers*
3726	Mid/JH Teachers*
3727	High School Teachers*
3728	K-4 Summer Remedial
3729	Early Childhood Ed.
3730	Preschool - Special Needs
3731	Elem. SpEd Teachers*
3732	Mid/JH SpEdTeachers*
3733	High School SpEd. Teachers*
3734	Elem. Other Prof. Personnel*
3735	Mid/JH Other Prof. Personnel*
3736	High School Other Prof. Personnel*
3737	Other
3738	Elem. Summer School Teachers*
3739	Mid/JH Summer School Teachers*
3740	High School Summer School Teachers*
3741	Substitutes/Temps
3742	Adult Ed. Teachers
3743	Elem. Reg. Home Bound Teachers*
3744	Mid/JH Reg. Home Bound Teachers*
3745	High School Reg. Home Bound Teachers*
3746	Elem. SpEd. Home Bound Teachers*
3747	Mid/JH SpEd. Home Bound Teachers*
3748	High School SpEd. Home Bound Teachers*
3749	Elem. Athletics*
3750	Mid/JH Athletics*
3751	High School Athletics*

Position Cross-Reference Number Table (continued)

Ref. No. =Pg Field	Position
3752	Elem. Student Activities*
3753	Mid/JH Student Activities*
3754	High School Student Activities*
3755	Athletic Director
3756	Elem. Other (underpayments)*
3757	Mid/JH Other (underpayments)*
3758	High School Other (underpayments)*
3759	Elem. Other(Gt,Music,Comprr,EsI,Ale)*
3760	Mid/JH Other(Gt,Music,Comprr,EsI,Ale)*
3761	High School Other(Gt,Music,Comprr,EsI,Ale)*
3762	Other Support-Instructional
3763	Elem. Other Support-Administration*
3764	Mid/JH Other Support-Administration*
3765	High School Other Support-Administration*
3766	Support Svs-Business
3767	Assistant Superintendent
3768	Elem. Dean of Students*
3769	Mid/JH Dean of Students*
3770	High School Dean of Students*
3771	Elem. Attendance/Social Work Services*
3772	Mid/JH Attendance/Social Work Services*
3773	High School Attendance/Social Work Services*
3774	Elem. Health Services/Nurses*
3775	Mid/JH Health Services/Nurses*
3776	High School Health Services/Nurses*
3777	Elem. Speech Pathology/Audiology Services*
3778	Mid/JH Speech Pathology/Audiology Services*
3779	High School Speech Pathology/Audiology Services*

IMPORTANT NOTICE

It is vital to state and federal reporting that all financial data is entered into the APSCN reporting system accurately. One major concern over the past few years has been the inaccurate reporting of FTEs and the AFR (Pages 36 & 37). Accurately reported FTEs are critical in order to calculate average teacher salaries and pupil-to-teacher ratios. When incorrect data must be corrected, the publication of state reports are delayed; especially the publishing of the ASR (Annual Financial Report). If the errors are not detected, the publication goes out with incorrect data about the district and is made available for the public, legislative committees, state board, etc. Since financial accountability continues to be a priority at both the state and federal levels, the accuracy of district reports is vital.

Therefore, it is requested that the Cycle Financial Coordinator, and any other person(s) responsible for entering data into the APSCN system check, recheck, and then verify the accuracy of the FTE data before submitting Cycle 8. Districts must pay close attention to the ASR supplement report, which gives the average teacher salary based on the FTEs entered on Page 37. If salaries on this report do not appear to be reasonable, further analysis is essential before proceeding with the submission of Cycle 8.

For more detailed instructions about the page 36/37 procedures, see the documents on the APSCN web page: **APSCN's web site (<http://www.apscn.org/>) FMS/ Financial Management System – 4.3 Procedural Outline/SIS/AFR Page 36/37 Instructions.**

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.

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: 2014/2015
Current Cycle: 8

District Has Submitted Cycle 9

Current Cycle

Build

Date: 7/10/2015 10:14 AM
Status: Completed
Error Count: 0

Perform On-Demand Build
View Build Errors

Validate

Date: 7/10/2015 10:14 AM
Status: Completed
Error Count: 0
Warning Count: 0

Perform On-Demand Validation
View Validation Errors

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

Submit

Date:
Status:

Submit

*** * * * Submission Deadline: July 31, 2016 * * * ***

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.

Arkansas Department of Education
Statewide Information System

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

View Certified Reports

Home > Certified Reports

Certified Reports

Cycle 8 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"/>		rpt221 Professional Development Hours
<input type="checkbox"/>		rpt488 Contact Persons (School)
<input type="checkbox"/>		rpt503 Bank Reconciliation
<input type="checkbox"/>		rpt504 Bank Reconciliation Outstanding Checks
<input type="checkbox"/>		rpt570 Pages 36 & 37 (Classified/Certified)
<input type="checkbox"/>		rpt587 ASR Teacher Salary Averages

Certification of Data Accuracy form

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

- **Cycle 8 Certification of Data Accuracy**

**Arkansas Department of Education
Arkansas Public School Computer Network
101 East Capitol - Suite 101
Little Rock, AR 72201**

To obtain forms from the web, go to <http://www.apscn.org> and follow path:
SIS > Statewide Information System > Cycle Documents > Cycle 8 Certification of Data Accuracy.