

Arkansas Department of Education

Statewide Information System Cycle 9

Due Date: August 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 SunGard 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 9 documentation from <http://www.apscn.org/>
Click the SIS menu and select Statewide Information System

State Reporting – Cycle 9

Cycle 9 includes information for:

- Act 28 Reasons for Maintaining Fund Balances
- Annual Financial Reports-revenue and expenditures (FY 2015-2016)
- Annual Statistical Report (ASR) (lines 14-89 pulled based on ADE coding specifications for ASR)
- Athletic Expenditures
- Bank Reconciliation
- Bank Reconciliation Outstanding Checks
- Building Loss
- Contact Persons (District & School)
- District General information
- District Health Insurance Match
- Employee
- Employee Bonus (Fiscal Year 2015-2016)
- Employee Salary/Benefits-Employer Share (Fiscal Year 2015-2016)
- Extra-Curricular Athletic and Non-Athletic Mileage
- Graduates Student Listing
- Legal Balance
- Non-employee Contractors Report
- Programs on Behalf of Other Agencies
- Property Values
- School General Information
- SIP Vendor Report
- State Categorical Funds
- Supplemental Educational Service Provider
- Underpayments

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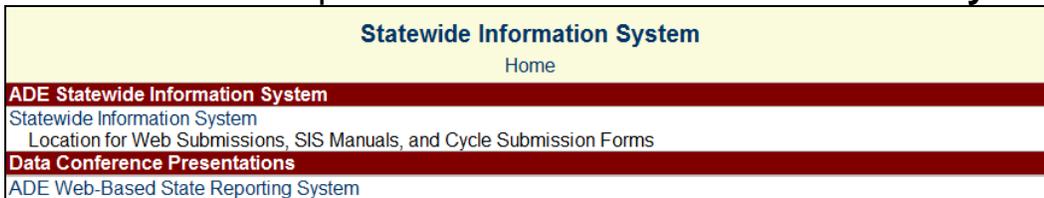
Build Cycle 9

Go to APSCN Website at www.apscn.org

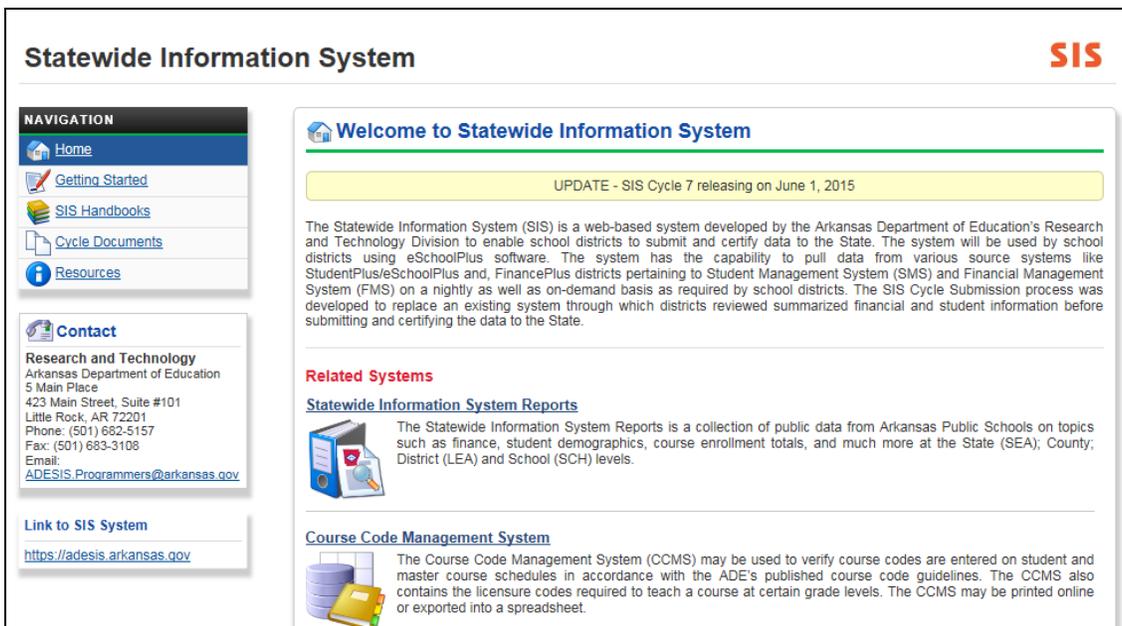
Click on the “**SIS**” tab.



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



The below screen will display:



The screenshot shows the login interface for the Arkansas Department of Education's Statewide Information System. On the left, the ADE logo is displayed 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 login section is titled 'Login using your State Active Directory Account'. It contains two input fields: 'Username' with the text '6003cycletest' and 'Password' which is masked with ten dots. Below the password field is a checkbox labeled 'Remember me on this computer' and a blue '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).

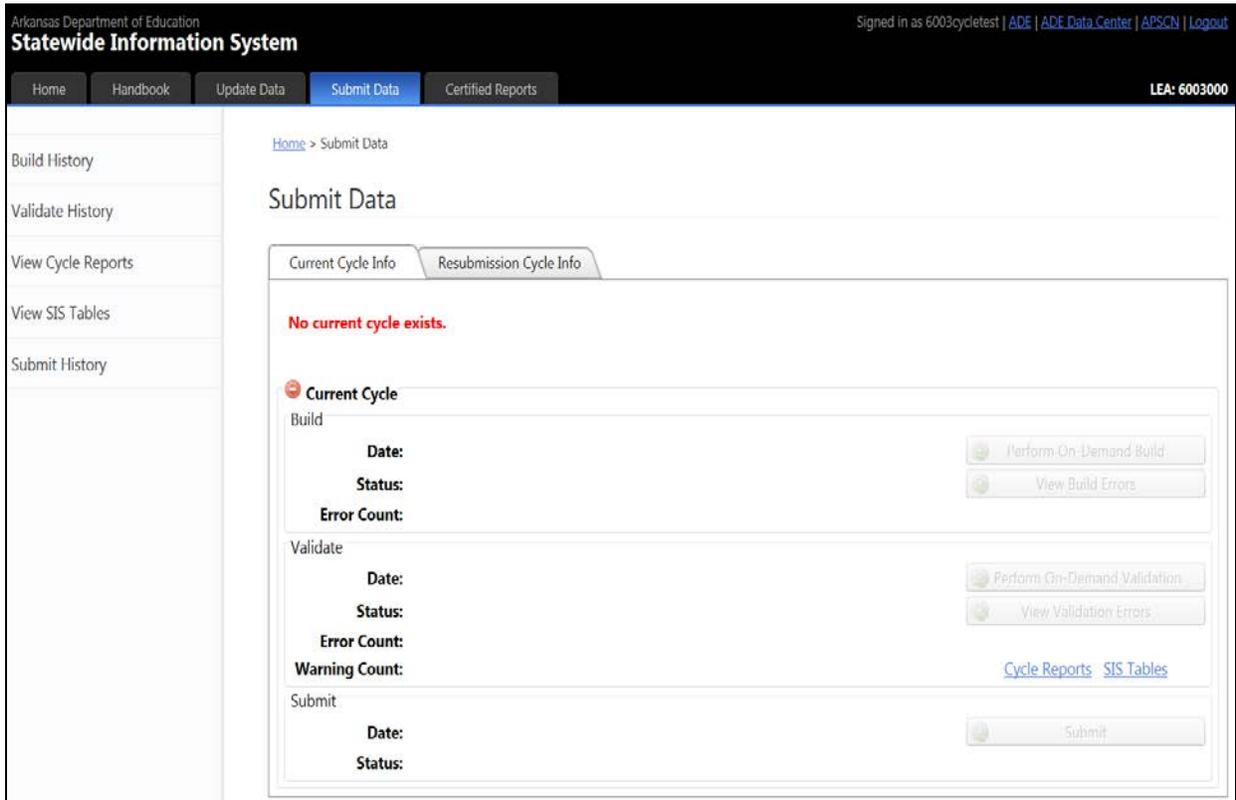
The log-in page takes the user to the Home page of the ADE Statewide Information System (SIS). The ADE SIS website has **nine (9) main tabs** listed as below:

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.



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: 9

Current Cycle

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

Build

Date: 8/12/2015 6:00 PM
Status: Completed
Error Count: 1

Perform On-Demand Build
View Build Errors

Validate

Date:
Status:
Error Count:
Warning Count:

Perform On-Demand Validation
View Validation Errors

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

Submit

Date:
Status:

Submit

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: 9

Current Cycle

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

Build

Date: 8/12/2015 6:00 PM
Status: Processing
Error Count: 0

Perform On-Demand Build
View Build Errors

Validate

Date:
Status:
Error Count:
Warning Count:

Perform On-Demand Validation
View Validation Errors

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

Submit

Date:
Status:

Submit

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 a web application interface for 'Submit Data'. At the top, there are tabs for 'Current Cycle Info' and 'Resubmission Cycle Info'. Below the tabs, the 'Current Fiscal Year' is 2014/2015 and the 'Current Cycle' is 9. A red minus sign icon is next to the 'Current Cycle' label. 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'. The 'Build' section shows a date of 8/12/2015 6:00 PM, a status of 'Completed' with a green checkmark, and an 'Error Count' of 1 with a red exclamation mark. To the right of the 'Build' section are two buttons: 'Perform On-Demand Build' and 'View Build Errors'. The 'Validate' section shows fields for 'Date', 'Status', 'Error Count', and 'Warning Count'. To the right are two buttons: 'Perform On-Demand Validation' and 'View Validation Errors'. Below the 'Validate' section are links for 'Cycle Reports' and 'SIS Tables'. The 'Submit' section shows fields for 'Date' and 'Status', with a 'Submit' button to the right.

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 Reconciliation 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

Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Employee Bonuses	
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
Finance Underpayments	
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 June, Period 12

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, **12 - Cycle 9**

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

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

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

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

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

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

Click **Save** button

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

The screenshot shows a web interface titled "Submit Data" with two tabs: "Current Cycle Info" and "Resubmission Cycle Info". Under "Current Cycle Info", it displays "Current Fiscal Year: 2014/2015" and "Current Cycle: 9". A red minus icon is next to "Current Cycle". A red warning message states: "* Please make sure all information is up-to-date in LEA Profile before performing a build." Below this is a "Build" section with "Date: 8/12/2015 6:00 PM", "Status: Completed" (with a green checkmark), and "Error Count: 0". Two buttons are visible: "Perform On-Demand Build" and "View Build Errors".

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.

FY	Cycle	Started	Type	Started By	Duration	Warnings	Errors	Status	
25	9	8/12/2015 6:00 PM	Build	SYSTEM	00:02:41	0	0	Completed	Details
25	9	8/11/2015 6:00 PM	Build	SYSTEM	00:02:57	0	0	Completed	Details
25	9	8/11/2015 7:55 AM	Build	SYSTEM	00:01:36	0	0	Completed	Details
25	9	8/10/2015 6:00 PM	Build	SYSTEM	00:02:45	0	0	Completed	Details
25	9	8/10/2015 2:46 PM	Build	SYSTEM	00:00:36	0	0	Completed	Details
25	8	8/9/2015 6:00 PM	Build	SYSTEM	00:05:10	0	0	Completed	Details
25	8	8/8/2015 6:00 PM	Build	SYSTEM	00:02:47	0	0	Completed	Details
25	8	8/7/2015 6:00 PM	Build	SYSTEM	00:02:45	0	0	Completed	Details
25	8	8/6/2015 6:01 PM	Build	SYSTEM	00:03:08	0	0	Completed	Details
25	8	8/5/2015 6:00 PM	Build	SYSTEM	00:02:26	0	0	Completed	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' page with a left-hand navigation menu containing: 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'. Under 'Current Cycle Info', it displays: Current Fiscal Year: 2014/2015, Current Cycle: 9. Below this is a 'Current Cycle' section with a red warning icon and a message: '* Please make sure all information is up-to-date in LEA Profile before performing a build.' A 'Build' card shows: Date: 8/12/2015 6:00 PM, Status: Completed (with a green checkmark), and Error Count: 0. There are buttons for 'Perform On-Demand Build' and 'View Build Errors'. A 'Validate' button is at the bottom.

Error Guide Tab

Search for Build error code.

Example: Build Error Description **say Bank Recon Table**

<input type="checkbox"/>	Type	Code	ID	Description
<input type="checkbox"/>	BuildError	BC0040	BankReconNoRecs	No data in LEA Profile Bank Recon table for cycle 9

Build (continued)

Go to **Error Guide** Tab and select Cycle 9. The tables for Cycle 8 will display.

The screenshot shows the 'Error Guide' tab selected in the navigation bar. The page title is 'Home > Error Guide'. Below the title, there is a search box for error codes and a dropdown menu for selecting a cycle, currently set to 'Cycle 9'. A list of tables is displayed with columns for SIS Table Name, Database Table Name, Table Code, and Action. The 'Bank Reconciliation' table is highlighted.

SIS Table Name	Database Table Name	Table Code	Action
Act28	act28	AT	Select
Bank Reconciliation	bank_recon	BC	Select
Building Losses	bldglosses	BL	Select
Contact Person	contactperson	CO	Select
District	district	DI	Select
Employee	employee	EM	Select
Employee Bonus	employeebonus	EB	Select
Employee Salary	employeesalary	ES	Select
Finance Expenditure	financeexp	FE	Select
Finance General Ledger	financegen	FG	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' tab with the 'Bank Reconciliation' table selected. The page title is 'Home > Error Guide'. Below the title, there is a search box for error codes and a dropdown menu for selecting a cycle, currently set to 'Cycle 9'. A list of fields is displayed with columns for Field Name, Code, Element, and Action. The 'bank_bal' field is highlighted.

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

[Act 28](#)

[Contact Person](#)

[Contracted Nonemployees](#)

[District](#)

[Finance Bank Reconciliation](#)

[Finance Building Loss](#)

[Finance Employee Bonuses](#)

[Finance Programs On Behalf Of Other Agencies](#)

[Finance Property Value](#)

[Finance Underpayments](#)

[School](#)

SIS Updates

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

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

Act 28

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

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

Update LEA Profile

Please select a Cycle

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

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

Act 28	
Refresh	
District Lea	
6601000	 Edit  Delete

If district/coop/charter did not do Cycle 9 on the SIS Web-Based System last year than the selection box for each question will be blank . If district/coop/charter was on SIS Web-Based System last year the selection box will either be or based on last year's answers. After updating the data, click **Refresh**.

SIS Updates >Act 28

There are 4 areas that will require answers of Yes or No.

- **Standardized reasons for maintaining an ALE Fund Balance**
- **Standardized reasons for maintaining an ELL Fund Balance**
- **Standardized reasons for maintaining an NSLA Fund Balance**
- **Professional Development**

Standardized reasons for maintaining an ALE Fund Balance

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

Standardized reasons for maintaining an ELL Fund Balance

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

SIS Updates > Act 28 (continued)

Standardized reasons for maintaining an NSLA Fund Balance

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

Professional Development

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

SIS Updates >Act 28 (continued)

Legal Balance

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

SIS Updates > Contact Person

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

The screenshot shows the 'Update Data' section of the SIS application. The left sidebar contains 'LEA Profile', 'eSchoolPlus', and 'FinancePlus'. The main content area is titled 'Update LEA Profile' and includes a dropdown menu for 'Please select a Cycle' set to 'Cycle 9'. Below this are several data tables, each with a 'Delete All Records' button:

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

The screenshot shows the 'Contact Person' table interface. At the top, there is a breadcrumb trail: 'Home > Update Data > LEA Profile > Contact Person'. Below the title 'Contact Person', there is a toolbar with an '+ Add new record' button and a 'Refresh' button. The table header includes the following columns: School Lea, Coordinator Code, Ssn, State Id, Last Name (with a dropdown arrow), Address, City, State, and Email.

SIS Updates > Contact Person (continued)

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

Coordinator Code:
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

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 > Contracted Nonemployees

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

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

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

Contracted Nonemployees table will open. No data will exist since this is the first time this information has ever been collected. Click **Add new record to enter new records**. This is only for **NURSES**.

Contracted Nonemployees

Vendor Number	Job Code	Degree	Degree Description	Number of Contractors	Contractor Status	Contractor FTE
No records to display.						

Fill in information and save for all nonemployee nurses.

Contracted Nonemployees

Vendor Number

Job Code

Degree

Number of Contractors

Contractor Status

Contractor FTE

SIS Updates > Contracted Nonemployees (continued)

Job Code Choices:

© 2016

Degree Choices

© 2016

Contractor Status (Full Time or Part Time)

© 2016

Contractor FTE should be calculated as you would for the 36/37 report.

Make sure you click on Save to keep all your added information.

SIS Updates > District

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

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

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

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

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

SIS Updates > District (continued)

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

The screenshot shows a web form with the following fields and controls:

- Website Address:
- Phone Extension:
- Fax Extension:
- Extra Curricular Total Athletic Mileage: *
- Extra Curricular Total Non-Athletic Mileage: *
- Employee Health Insurance:
- Buttons: Save, Cancel

At the top of the form, it says "Last updated 7/16/2015 1:25:20 PM".

Website Address: The URL for the district website

Phone Extension : Number to dial district contact directly

Fax Extension: Number to dial district fax directly

Extra Curricular Total Athletic Mileage : Total miles driven by all school vehicles for extracurricular-athletics

Extra Curricular Total Non-Athletic Mileage: Total miles driven by all school vehicles for extracurricular non-athletics

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

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

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

Act 28	Delete All Records
Contact Person	Delete All Records
Contracted Nonemployees	Delete All Records
District	
Finance Bank Reconciliation	Delete All Records
Finance Building Loss	Delete All Records
Finance Employee Bonuses	
Finance Programs On Behalf Of Other Agencies	Delete All Records
Finance Property Value	Delete All Records
Finance Underpayments	
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 Period 12 for June. If Period 12 is in SIS from last year Cycle 9 submission delete that record and add a new record do not edit last year's Cycle 9 submission record.

Last updated

Finance Period	<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 - 12

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

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

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

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

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

Once updates made click **Save** button.

Finance Building Loss

Click on Building Loss table to Add data.

Select **Add new record** to enter information for Building Loss in 2015-16 Fiscal Year.

SIS Updates > Finance Building Loss (continued)

Enter information in below Building Loss fields.

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

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

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

SIS Updates > Finance Employee Bonuses

Click on Employee Bonuses to Add data.

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

Update LEA Profile

Please select a Cycle

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

Enter Pay Codes for which your district's bonus information is coded.

Bonus Information

Pay Code 1	<input type="text"/>
Pay Code 2	<input type="text"/>
Pay Code 3	<input type="text"/>
Pay Code 4	<input type="text"/>
Pay Code 5	<input type="text"/>
Pay Code 6	<input type="text"/>
Pay Code 7	<input type="text"/>
TOTAL	00.00

Click **OK** to populate **TOTAL**.

Total amount on Bonus Information screen must equal to total amount in detdist based on paycode(s) and date range for the Cycle 9 fiscal year.

SIS Updates > Finance Programs On Behalf Of Other Agencies

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

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

Update LEA Profile

Please select a Cycle

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

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

Finance Programs On Behalf Of Other Agencies

+ Add new record					Refresh
District Type	Program Fund	Program Type	Net Expenditures	Net Budgeted Expenditures	
No records to display.					

Add a record if:

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

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

Enter information for Finance Programs on Behalf Of Other Agencies

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

District Type : Lead Distrit
Receiving District

Program Fund : Operating
Federal Funds

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

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

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

SIS Updates > Finance Property Value

Click on Property Value to Add data.

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

Update LEA Profile

Please select a Cycle

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

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

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

SIS Updates > Finance Property Value (continued)

Enter information for Property Value

Last updated 9/22/2011 3:43:43 PM	
Appraised Value Of Building	<input type="text"/> *
Appraised Value Of Furniture Equipment	<input type="text"/> *
Appraised Value Of Real Estate	<input type="text"/> *
Total Appraised Value	<input type="text"/> *
Total Insurance On Property	<input type="text"/> *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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

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

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

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

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

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

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

SIS Updates > Finance Underpayments

Click on Finance Underpayments to Add data.

Home > Update Data > LEA Profile

Update LEA Profile

Please select a Cycle

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

Enter Pay Code(s) and the Fiscal Year for which your district's prior fiscal year underpayment(s) is coded.

Underpayment Information

Pay Code	Fiscal Year
<input type="text"/>	<input type="text"/>
TOTAL	00.00
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Total underpayments (for salaries only) must reconcile back to underpayment expenditure in 2015-2016 expenditure ledger (function 1190-1195)

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 9.

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 2015-2016 SIS Handbook.

Perform On Demand Validation

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

Submit Data

Current Cycle Info

Resubmission Cycle Info

Current Fiscal Year: 2014/2015
Current Cycle: 9

Current Cycle

Build

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

Date: 8/13/2015 6:00 PM

Status: ✔ Completed

Error Count: 0

Validate

Date:

Status:

Error Count:

Warning Count: [Cycle Reports](#) [SIS Tables](#)

Submit

Date:

Status:

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 9 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	FE0050	exp_invalidUnit	Fund/SOF, Function, Account combo invalid	Fund/SOF Function LOC Object Program	6451 2212 61820
ValidateError	FE0050	exp_invalidUnit	Fund/SOF, Function, Account combo invalid	Fund/SOF Function LOC Object Program	6451 2560 64430
ValidateError	FG0120	GenLedger_NegEndBal8000	Negative Actual Fund Balance	Fund/SOF Balance	8000 -346379.45
ValidateError	FG0120	GenLedger_NegEndBal6756	Negative Actual Fund Balance	Fund/SOF Balance	6756 -7291.86

These **MUST** be corrected in FinancePlus and you **MUST** do a **Perform On-Demand Build** to Cycle 9.

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

CYCLE REPORTS

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

Below is a list of the report for Cycle 9.

View Cycle Reports		Cycle 9	Pdf	Process Selected Reports	Report Status
View SIS Tables		<input type="checkbox"/>	Select/Deselect All	Name	
Submit History		<input type="checkbox"/>	rpt000	District General Information	
		<input type="checkbox"/>	rpt044	Contact Persons (District)	
		<input type="checkbox"/>	rpt100	School General Information	
		<input type="checkbox"/>	rpt200	Employee Salary	
		<input type="checkbox"/>	rpt203	Employee Benefits (in additional to salary)	
		<input type="checkbox"/>	rpt204	Employee Bonus	
		<input type="checkbox"/>	rpt219	Supplement Educational Services Vendor Report	
		<input type="checkbox"/>	rpt275	Contracted NonEmployees Report	
		<input type="checkbox"/>	rpt385	District Act 28 Report	
		<input type="checkbox"/>	rpt405	Graduate Student Listing	
		<input type="checkbox"/>	rpt488	Contact Persons (School)	
		<input type="checkbox"/>	rpt503	Bank Reconciliation	
		<input type="checkbox"/>	rpt504	Bank Reconciliation Outstanding Checks	
		<input type="checkbox"/>	rpt510	Annual Financial Report (AFRB) Level I	
		<input type="checkbox"/>	rpt511	Annual Financial Report (AFRB) Level II	
		<input type="checkbox"/>	rpt512	Annual Financial Report (AFRB) Level III	
		<input type="checkbox"/>	rpt520	Annual Financial Report (AFRB) Legal Balance	
		<input type="checkbox"/>	rpt530	Annual Financial Report (AFRB) Underpayments	
		<input type="checkbox"/>	rpt540	Annual Financial Report (AFRB) Programs on Behalf of Other Agencies	
		<input type="checkbox"/>	rpt550	Annual Financial Report (AFRB) Property Values	
		<input type="checkbox"/>	rpt560	Annual Financial Report (AFRB) Building Losses	
		<input type="checkbox"/>	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"/>	rpt581	Athletic Expenditures	
		<input type="checkbox"/>	rpt583	State Categorical Funds	
		<input type="checkbox"/>	rpt593	Vendor List	

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 99-103 of 2015-2016 SIS Manual.

▪ **Employee Salary (rpt200)**

Data pulls from APSCN detdist table for pay period 07012014:06302015 records and salary object codes 61000:61999 and 62000:62999 excluding those paid to group S. Users can not delete any records from SIS. If they were paid in the fiscal year, they will be reported.
Page 60 of 2015-2016 SIS Manual.

▪ **Employee Benefits - In addition to salary (rpt203)**

To check this report against detdist records in the district database, run the detdist report as follows: date: 07012014:06302015; record type = F; account = 62000:62999; group < > S.
Page 57 of 2015-2016 SIS Manual.

▪ **Employee Bonus (rpt204)**

Total amount on Bonus Information screen must equal to total amount in detdist based on paycode (s) and date range for the Cycle 9 fiscal year. If amount does not agree then cannot report Employee Bonus in Cycle 9 and will need to keep records on bonuses paid for auditor. Remove Pay Code information in Employee Bonus table to make Validate Error go away.
Page 58 of 2015-2016 SIS Manual.

▪ **Supplement Educational Services Vendor Report (rpt219)**

A list of Supplemental Educational Services providers is provided on page 41-42. If your SES provider is not on the list please contact the APSCN FMS help desk. The provider name in FMS database must match the SES provider exactly. Enter the name in all caps as far as the FMS field will allow.

SES Expenditure – Payments to individual SES providers for purchased/contracted service, not including adjustments.

SES Revenue/Reimbursement – Payments received from or adjustments applied to, individual SES providers including facilities rental fees, reimbursement for security/housekeeping staff, food services, transportation, etc.

Page 74 of 2015-2016 SIS Manual.

CYCLE REPORTS (continued)

▪ **District Act 28 Report (rpt385)**

This report gives what district has selected on ACT 28 Table as the Standardized reasons for maintaining an ALE Fund Balance, ELL Fund Balance, NSLA Fund Balance, Professional Development Balance and Legal Balance.

Page 46-49 of 2015-2016 SIS Manual.

▪ **Graduate Student Listing (rpt405)**

Page 84 of 2015-2016 SIS Manual.

▪ **Contact Persons School (rpt488)**

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

Page 38-39 of 2015-2016 SIS Manual.

▪ **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) Level I (rpt510)**

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

▪ Annual Financial Report (AFRB) Level II rpt511

▪ Annual Financial Report (AFRB) Level III rpt512

Page 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

▪ **Annual Financial Report (AFRB) Underpayments (rpt530)**

Page 76 of 2015-2016 SIS Manual.

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

Page 67 of 2015-2016 SIS Manual.

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

Page 68 of 2015-2016 SIS Manual.

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

Page 51 of 2015-2016 SIS Manual.

CYCLE REPORTS (continued)

▪ **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 2014-2015 SIS Manual

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

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

▪ **Athletic Expenditures (rpt581)**

Page 61-64 of 2014-2015 SIS Manual

▪ **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 2016

Check Print Section 1 only Box

Click OK

Page 61-64 of 2015-2016 SIS Manual

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

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

Page 74 of 2014-2015 SIS Manual.

CYCLE REPORTS (continued)

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: 2014/2015
Current Cycle: 9

District Has Submitted Cycle 9

Current Cycle

Build

Date: 8/14/2015 11:11 AM Perform On-Demand Build

Status: ✔ Completed View Build Errors

Error Count: 0

Validate

Date: 8/14/2015 11:29 AM Perform On-Demand Validation

Status: ✔ Completed View Validation Errors

Error Count: 0

Warning Count: ⚠ 5 [Cycle Reports](#) [SIS Tables](#)

Submit

Date: Submit

Status:

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: August 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.

Certified Reports		
Cycle 9	Pdf	Process Selected Reports
		Report Status
<input type="checkbox"/> Select/Deselect All	Name	
<input type="checkbox"/>	rpt000 District General Information	
<input type="checkbox"/>	rpt044 Contact Persons (District)	
<input type="checkbox"/>	rpt100 School General Information	
<input type="checkbox"/>	rpt200 Employee Salary	
<input type="checkbox"/>	rpt203 Employee Benefits (in additional to salary)	
<input type="checkbox"/>	rpt204 Employee Bonus	
<input type="checkbox"/>	rpt219 Supplement Educational Services Vendor Report	
<input type="checkbox"/>	rpt275 Contracted NonEmployees Report	
<input type="checkbox"/>	rpt385 District Act 28 Report	
<input type="checkbox"/>	rpt405 Graduate Student Listing	
<input type="checkbox"/>	rpt488 Contact Persons (School)	
<input type="checkbox"/>	rpt503 Bank Reconciliation	
<input type="checkbox"/>	rpt504 Bank Reconciliation Outstanding Checks	
<input type="checkbox"/>	rpt510 Annual Financial Report (AFRB) Level I	
<input type="checkbox"/>	rpt511 Annual Financial Report (AFRB) Level II	
<input type="checkbox"/>	rpt512 Annual Financial Report (AFRB) Level III	
<input type="checkbox"/>	rpt520 Annual Financial Report (AFRB) Legal Balance	
<input type="checkbox"/>	rpt530 Annual Financial Report (AFRB) Underpayments	
<input type="checkbox"/>	rpt540 Annual Financial Report (AFRB) Programs on Behalf of Other Agencies	
<input type="checkbox"/>	rpt550 Annual Financial Report (AFRB) Property Values	
<input type="checkbox"/>	rpt560 Annual Financial Report (AFRB) Building Losses	
<input type="checkbox"/>	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"/>	rpt581 Athletic Expenditures	
<input type="checkbox"/>	rpt583 State Categorical Funds	
<input type="checkbox"/>	rpt593 Vendor List	

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

Certification of Data Accuracy form

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

- **Cycle 9 Certification of Data Accuracy**

<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 9
Certification of Data Accuracy.**

SES Providers

Vendor names will be in all caps in FMS database.

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A+ ABILITY PLUS
A+ ARKANSAS LEARNING LLC
ACADEMIC TUTORING
ACCESS DESTINY
ACHIEVE HIGHPOINTS
ACHIEVIA TUTORING
AGAINST ALL ODDS EDUCATIONAL SERVIC
AMERICA'S LEARNING SOLUTION
ARKADELPHIA PUBLIC SCHOOLS
ATS PROJECT SUCCESS
AURORA LEARNING CENTER LLC
BE KEEPERS UNLIMITED, LLC
CLUB Z IN-HOME TUTORING
CONFIDENCE MUSIC
DELTA TUTORING PROGRAM
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FAMILIE TIE-Z
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HUNTINGTON LEARNING CENTER, INC.
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SES Providers - continued

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SITG! TUTORING IN READING, MATH AND
SONGBIRD
SYLVAN LEARNING/ACE IT!- JONESBORO
TERRIFIC TROJAN TUTORING
THE LITERACY INTENSIVE TUTORING EXP
TUTORIAL SERVICES
THE BRIDGE
THE QUOTE
TASD TUTORING SERVICES
TUDLER CO LLC
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