



TSDS PEIMS Mid-Year Submission Data for Business

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TSDS PEIMS Mid-Year Submission Data for Business

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This document outlines key Business data that is submitted during the Public Education Information Management System (PEIMS) Mid-Year Submission and used by the Texas Education Agency (TEA). The midyear submission (Collection 2) is a report of actual financial data for the prior school year. As the year progresses, this document may be updated to include additional fields of data.

For a complete list of submission rules and edits, see

<https://tealprod.tea.state.tx.us/TWEDSAPI/23/398/404/DataComponents/Entity/List>

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Prerequisites

Review the following and take action as needed:

Ensure applicable employees have the correct roles and permissions in ASCENDER Security Administration to access pages needed for TSDS reporting.

* The underlined text indicates the domain's submission level as it appears on the District Administration > Options > TSDS > Domains & Entities page.

I. Education Organization Domain

First Level Submission

The Education Organization domain includes information about public, charter, education service center, organization, or agency.

Information from AskTED is imported into the Operational Data Store (ODS). As you send data, TEA matches the School ID (county district number) to existing district and campus information to ensure that the reported data is credited to the correct Local Education Agency (LEA).

1. [Verify district information for current/prior school year.](#)

Verify district information for current/prior school year

[District Administration](#) > [Tables](#) > [District Information](#) > [District Name/Address](#)

The screenshot shows the 'District Administration' interface with the 'District Information' table selected. The 'District Name/Address' form is displayed with the following data:

- Year: 2025
- District Name: SWEETWATER ISD
- District County Name: NOLAN COUNTY
- District Type: I - Independent
- District Website: http://www.sweetwaterisd.net
- District E-mail: deidre.parish@sweetwaterisd.net
- ESC Region Number: 14
- ESC County District Number: 221-950
- Street Nbr: 207
- Street Name: MUSGROVE
- City: SWEETWATER
- State: TX - Texas
- Zip: 79556
- Phone: (325) 235-8601
- Fax: (325) 235-5561

In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

Verify the **ESC Region Number** and **ESC County District Number** are accurate. The **ESC County District Number** is the six-digit ESC county district number assigned by Texas Education Agency (TEA).

[ESC County District Numbers](#)

Click **Save** for each year; each year is a separate record.

2. [Verify campus information/exclude non-instructional campuses from reporting.](#)

Verify campus information/exclude non-instructional campuses from reporting

[District Administration](#) > [Tables](#) > [District Information](#) > [Campus Name/Address](#)

Ensure the **Exclude from reporting to TEA** checkbox is selected for all non-instructional campuses/departments to exclude them from being reported to TEA.

The screenshot shows the 'District Administration' interface for 'Tables > District Information'. The 'Year' field is set to 2025. Below it are 'Retrieve' and 'Save' buttons. The main form has tabs for 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', and 'SHARED SERVICES ARRANGEMENT'. The 'CAMPUS NAME / ADDRESS' tab is active. A 'Campus' dropdown menu is set to '999 - 999 School', with 'Retrieve', 'Add', 'Delete', and 'Print' buttons. Below this are fields for Campus ID (999), Campus Name (999 School), Street Nbr (1407), Street Name (999 Street), City (Alamo City), State (TX - Texas), Zip (95095), and Phone/Fax fields. At the bottom, the 'Exclude from reporting to TEA' checkbox is checked.

- In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.
- Retrieve each campus record and confirm that the address and phone numbers are accurate.
- Review the following guidelines as consideration for selecting the **Exclude from reporting to TEA** checkbox:
 - Instructional campuses listed in ASKTed (001, 041, 101, etc.) should **not** have the **Exclude from reporting to TEA** checkbox selected.
 - Non-instructional campuses (701, 750, 999, and other campuses or departments needed for purchasing) should have **Exclude from reporting to TEA** selected.
 - **Education Service Centers (ESCs)**: Exclude all campuses from TEA reporting.
 - **Business-only LEAs**: Exclude all campuses from TEA reporting.
- Click **Save** for each campus; each campus is a separate record.

3. [Verify Shared Services Arrangements, as needed.](#)

Verify Shared Services Arrangements, as needed

[District Administration](#) > [Tables](#) > [District Information](#) > [Shared Services Arrangement](#)

The screenshot shows the 'District Administration' interface. At the top, there is a navigation bar with 'Tables > District Information' and 'District Administration'. Below this, there is a 'Year' field containing '2025', and 'Retrieve' and 'Save' buttons. The main content area has several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is selected), 'FUND BALANCES', and 'FALL FINANCE TSDS DATA'. Under the 'SHARED SERVICES ARRANGEMENT' tab, there are two sections: 'Shared Services Arrangements' on the left and 'Shared Services Arrangement Member Amounts' on the right. The 'Shared Services Arrangements' section contains a table with columns: 'Delete', 'Shared Services Type', 'Fiscal Agent District ID', and 'SSA Actuals'. It lists four rows with values 07, 10, 12, and 99. The 'Shared Services Arrangement Member Amounts' section contains a table with columns: 'Delete', 'Member District ID', 'Fund', 'Fiscal Year', and 'Amount'. The 'Fiscal Year' column has a value of 4. Both tables have an 'Add' button at the bottom right.

In the **Year** field, type the four-digit reporting year for which you want to add or retrieve data and click **Retrieve**. For example, the reporting year for the 2024-2025 school year is 2025.

Under **Shared Services Arrangements** (left side of page), enter all Shared Services Arrangements for which the LEA is a member.

- Indicate the **Shared Services Type** and **Fiscal Agent District ID**.
- If the LEA is the Fiscal Agent of the SSA, click the spyglass for that SSA record.

Under **Shared Services Arrangement Member Amounts** (right side of page), click **+Add** to add a row. Complete the following fields:

- **Member District ID** (CCCCDD)
- **Fund**
- **Fiscal Year** - This is the last fiscal year's SSA data. For example, for reporting year 2025 (school year 2024-2025), use SSA data from the 2023-2024 financial fiscal year 4.
- **Amount**- This is the amount spent on the member's behalf.

Note: Since each year is entered on this tab, there are not separate tabs for the current and prior years as in previous years.

Click **Save**.

II. Finance Domain

Third Level Submission

The Finance domain includes financial information captured in accounts (both actuals and budgeted).

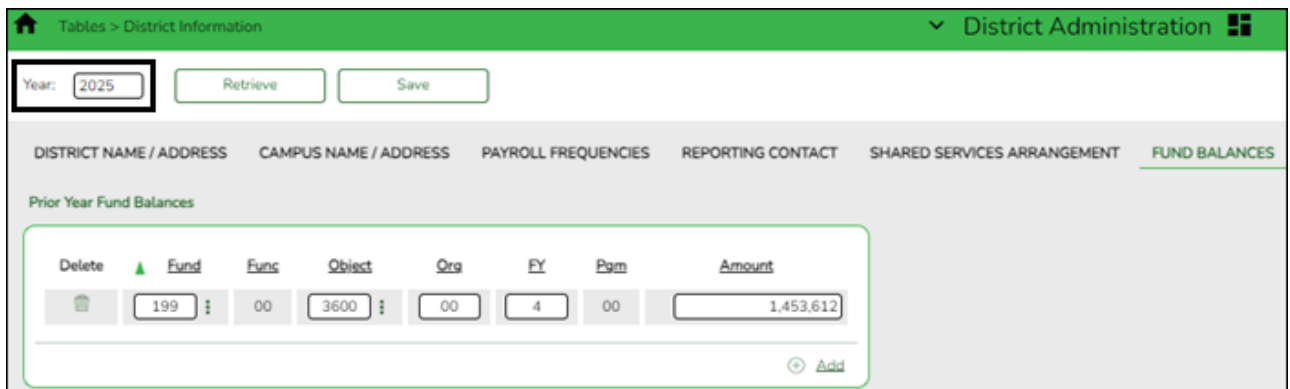
1. [Add fund balance data.](#)

Add fund balance data

[District Administration](#) > [Tables](#) > [District Information](#) > [Fund Balances](#)

This tab is used to enter prior year ending fund balances (3XXX) as reflected on schedule C-1 of the audit. The purpose of these entries is to collect actual audited financial data for the prior school year as it is reported in the PEIMS Mid-Year Submission.

This data is included in the PriorYearActualExt Entity and represents the sum of the financial transactions to date relating to a specific account.



Year Verify that the correct year is displayed. If not, type the correct four-digit year for which you want to add or retrieve data and click **Retrieve**.

TIP: Keep in mind that you are reporting prior year actual amounts. This means the year you enter should be one year ahead of the fiscal year associated with the fund entries. For example, if reporting on the 2024-2025 year, use data from the 2023-2024 year, entering 2025 in the **Year** field and 4 in the **FY** field for the fund entries.

2. [Add crosswalks.](#)

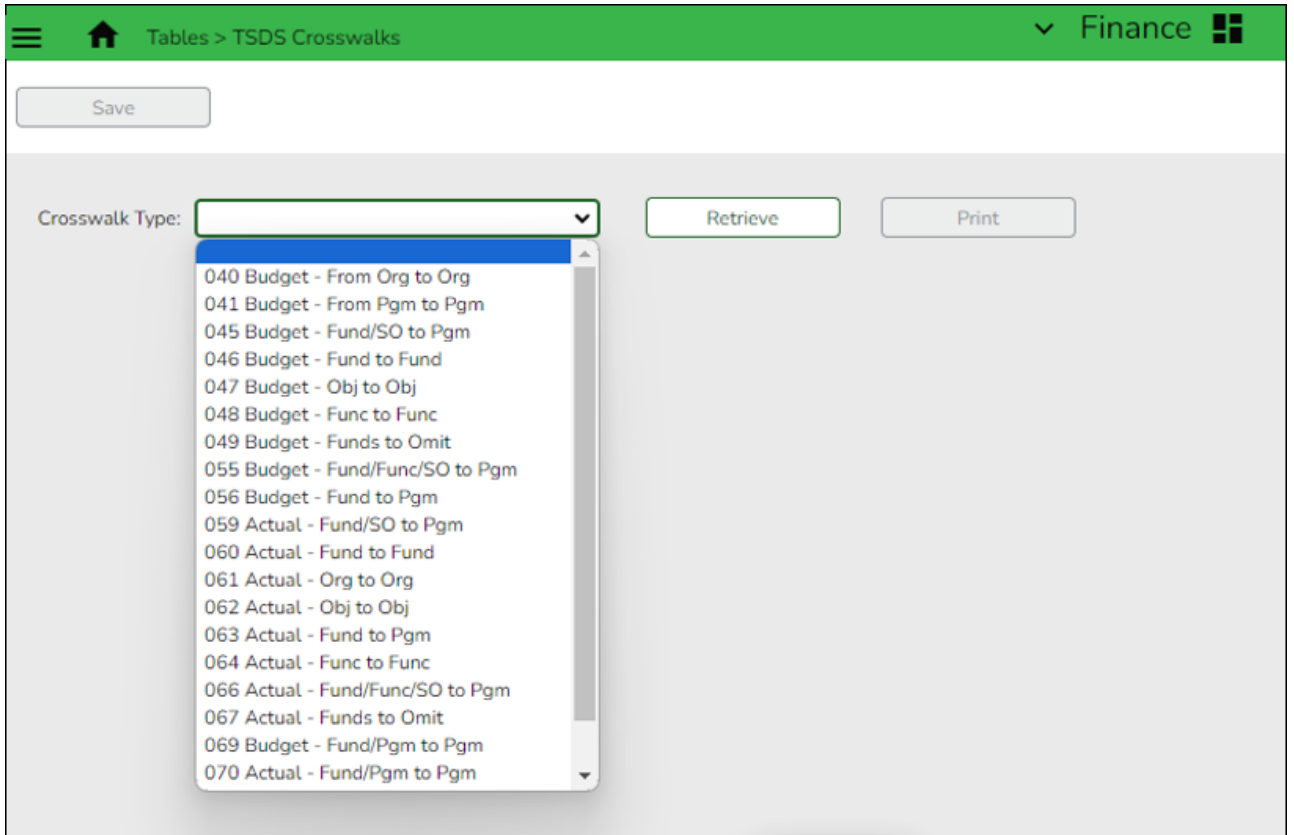
Add crosswalks

[Finance](#) > [Tables](#) > [TSDS Crosswalks](#)

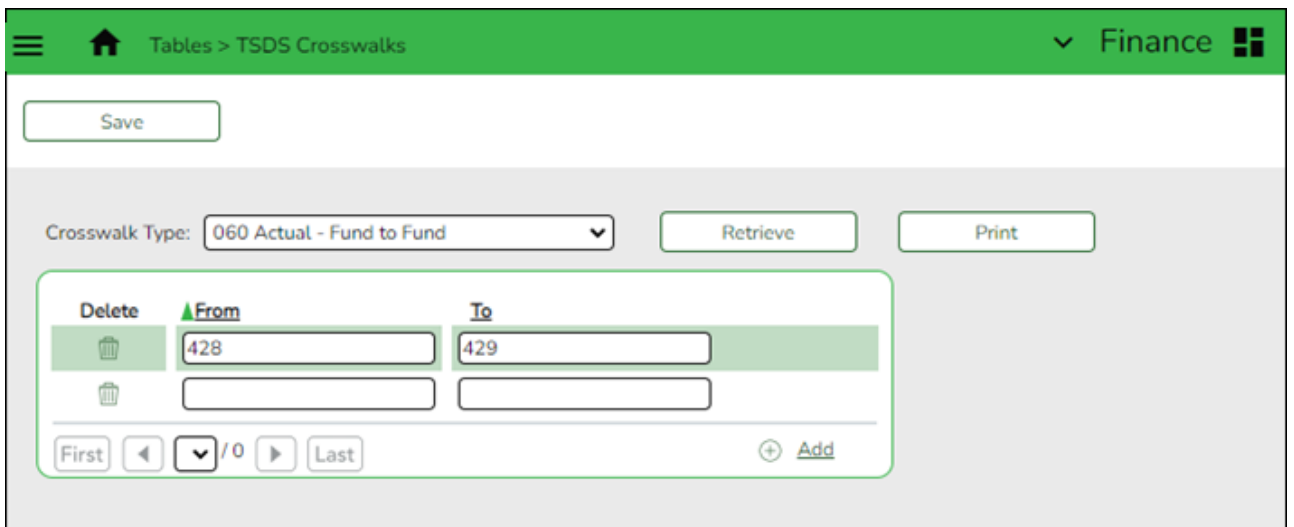
Map financial data from the LEA's set of accounts to TEA's Chart of Accounts for both the current and previous file IDs.

Verify the TSDS crosswalks copied from State Reporting are correct. Make corrections as needed.

Verify that there is not a crosswalk for the automatic crosswalks processed by ASCENDER. Automatic crosswalks are applied after any applicable crosswalks entered on this page. Review the **Automatic Crosswalks** section on the [Finance TSDS Crosswalk Tables](#) page.



For example:



3. [Verify Finance data.](#)

Verify Finance data

[Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary](#)

Prior year financial data is extracted from Finance for applicable funds. The totals include actual amounts entered into the system in the prior file ID.

The screenshot shows the 'GENERAL LEDGER ACCOUNT SUMMARY' report. The account code is 199 00 5711 00 000 4 00 0 00. The table lists the following data:

Account Number	Description	Est Revenue/ Appropriation	Encumbrance	Rptd Revenue/ Expenditure	Balance
199 00 5711 00 000 4 00 0 00	TAXES-CURRENT YEAR LEVY	2,716,717.00		-1,046,552.32	1,670,164.68
199 00 5712 00 000 4 00 0 00	TAXES, PRIOR YEARS	300,000.00		-1,674,161.62	-1,374,161.62
199 00 5719 00 000 4 00 0 00	PENALTIES & INT./OTHER TAX REV	13,000.00		-24,398.22	-11,398.22
199 00 5742 00 000 4 00 0 00	INTEREST EARNED	100,000.00		-333,551.98	-233,551.98

The following data is reported:

- Fund (1XX-701)
- Function
- Object
 - Report 5XXX-8XXX
 - Unlike Fall data, which collapses 61XX into 6100, 62XX into 6200, 63XX into 6300, etc., each object code is reported (6112, 6118, 6119, etc.)
- Organization
- Fiscal Year
- Program Intent
- Amount (rounded to the nearest dollar)

III. Data Quality Tips

✓ Step	Completion Date	Completed By	Notes
Verify one account code exists for Matching State Funds (object 5829) in funds 240 and 410.			
Verify at least one account code exists for instructional staff development (function 13) with actual expenditures greater than zero.			
Verify at least one account code exists for instructional resources and media services (function 12 and object (6100-6600) with a budget and actual expenditures greater than zero.			

✓ Step	Completion Date	Completed By	Notes
Verify at least one account code exists for guidance, counseling, evaluation services or social work services or health services in function 31-33, object 6100-6600 with amounts greater than zero.			
Verify at least one account code exists with object code 6212 for audit services.			
If the organization code is 701-750, then function code should be 41, 53 or 99.			
Function 41 should not have a organization code of 999. The organization codes are typically 701-703, 720, 750 or 751.			
Verify expenditures exist for object code 6491 to record Statutorily Required Public Notices.			