

TSDS PEIMS Mid-Year Submission Data for Business

Table of Contents

Prerequisites	1
I. Education Organization Domain	2
Verify district information for current/prior school year	2
Verify campus information/exclude non-instructional campuses from reporting	3
Verify Shared Services Arrangements, as needed	3
II. Finance Domain	4
Add fund balance data	5
Add crosswalks	5
Verify Finance data	6
III. Data Quality Tips	7

TSDS PEIMS Mid-Year Submission Data for Business

Created: 10/1/2024 Reviewed: 12/12/2024 Revised: 12/18/2024

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

Tables > District Informati	ion V District Administration
Year: 2025 Retrieve	Save
DISTRICT NAME / ADDRESS CAM	IPUS NAME / ADDRESS PAYROLL FREQUENCIES REPORTING CONTACT SHARED SERVICES ARRANGEMENT FUND BALANCES
Print	
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] + [5321]
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.

Tables > District Inform	etion V District Administration
Year: 2025 Retrieve	Save
DISTRICT NAME / ADDRESS C	AMPUS NAME / ADDRESS PAYROLL FREQUENCIES REPORTING CONTACT SHARED SERVICES ARRANGEMENT
Campus: 999 - 999 School	Retrieve Add Delete Print
Campus ID:	999
Campus Name:	999 School
Street Nbr:	1407 Street Name: 999 Street
City:	Alamo City State: TX - Texas V Zip: 95095 +
Phone:	(555) Fax((555)
Exclude from reporting to TEA:	\checkmark

□ 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

District Administration

f	Tables > Di	istrict Information								 District Ad 	ministration 🚦
Year:	2025	Retrieve	Save								
DIS	TRICT NAM	E/ADDRESS CAMPU	IS NAME / ADDRESS	PAYROLL FREQ	UENCIES	REPORT	ING CONTACT	SHARED SERVIC	ES ARRANGEME	FUND BALAN	ICES FALL FINANCE TSDS DATA
:	Shared Servi	ices Arrangements			s	ihared Servi	ces Arrangement	Member Amounts			
	Delete	Shared Services Type	Fiscal Agent District ID	SSA Actuals		Delete	Member Distri	ct ID Eund	Fiscal Year	Amount	
		10 1	100	Ω		8	<u> </u>		4		
		12 1		Q							
		99 1		Q							
				④ Add						+ Add	J

□ 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 (CCCDDD)
- \circ 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.
- $\,\circ\,$ 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.

1	Tables >	District Informa	ation			 District Adminis 	stration 📕			
Y	ear: 2025	F	letrieve		àve					
	DISTRICT N	AME / ADDRESS	CAM	PUS NAME / AD	DRESS P/	AYROLL FRE	QUENCIE	REPORTING CONTACT	SHARED SERVICES ARRANGEMENT	FUND BALANCES
1	Prior Year Fur	nd Balances								
ſ										
	Delete	Fund	Func	Object	Org	FY	Pgm	Amount		
		199 :	00	3600 :	00	4	00	1,453,612		
								🕀 Add	J	

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.

District Administration

😑 🏦 Tabl	es > TSDS Crosswalks	🗸 Finance 👫
Save		
Crosswalk Type:	✓ Retrieve Print	t
	040 Budget - From Org to Org	
	041 Budget - From Pgm to Pgm	
	045 Budget - Fund/SO to Pgm	
	046 Budget - Fund to Fund	
	047 Budget - Obj to Obj	
	048 Budget - Func to Func	
	049 Budget - Funds to Omit	
	055 Budget - Fund/Func/SO to Pgm	
	056 Budget - Fund to Pgm	
	059 Actual - Fund/SO to Pgm	
	060 Actual - Fund to Fund	
	061 Actual - Org to Org	
	062 Actual - Obj to Obj	
	063 Actual - Fund to Pgm	
	064 Actual - Func to Func	
	066 Actual - Fund/Func/SO to Pgm	
	067 Actual - Funds to Omit	
	069 Budget - Fund/Pgm to Pgm	
	070 Actual - Fund/Pgm to Pgm 🚽	

For example:

Tables > TSDS Crosswalks	👻 Finance 🚦
Save	
Crosswalk Type: 060 Actual - Fund to Fund Retrieve Retrieve Retrieve Retrieve First Add Add	Print

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.

Inquiry > General Ledger Inquir	у	~	Finance 🚦				
GENERAL LEDGER INQUIRY GENERAL L	EDGER ACCOUNT SUMMARY EMP	LOYEE DISTRIBUTION LIST I	NQUIRY OVER EXP	ENDED ACCOUNT S	SUMMARY		
☑ Processed ☑ Current Period: 08 ☑ 1	Next Period: 08	Balance Accounts Only	Include Fund Totals	Exclude Objects 6	51XX		
Fund Func Obj Account Code: XXX XX XX 5XXX	Fund Func Obj Sobj Org Prog Account Code: XXX I XXIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII						
Processed Current (08) Next (08	ı) ☑ xxx xx 5xxx xx >	X X XX X XX	e ID: 4		^		
Account Number	Description	Est Revenue/ Appropriation Encumbra	Rizd Revenue/ ance Expenditure	Balance	11		
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)
- \circ 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.)
- \circ Organization
- Fiscal Year
- Program Intent
- Amount (rounded to the nearest dollar)

III. Data Quality Tips

1	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.			

1	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.			