



# **TSDS PEIMS Mid-Year Submission Data for Business**



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# TSDS PEIMS Mid-Year Submission Data for Business

**Created:** 10/1/2024

**Reviewed:** 10/1/2024

**Revised:**

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). 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/23/398/403/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.
- ☐ Review [TSDS Best Practices for New Employee Records](#).
- ☐ Review [TSDS Best Practices for Terminated Employee Records](#).
- ☐ Create responsibility records in Personnel for staff whose **Staff Service** begins with "S." Review the [Responsibilities - Quick Reference Chart](#).

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

# I. Education Organization Domain

## <color #ed1c24>First Level Submission</color>

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](#)

☐ 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 'Campus Name/Address' form in the District Administration system. The form is titled 'Tables > District Information' and 'District Administration'. It has a 'Year' field set to '2026' and 'Retrieve' and 'Save' buttons. Below this is a tabbed interface with 'CAMPUS NAME / ADDRESS' selected. The 'Campus' dropdown is set to '999 - 999 School', with 'Retrieve', 'Add', 'Delete', and 'Print' buttons. The form fields are: Campus ID: 999; Campus Name: 999 School; Street Nbr: 1407; Street Name: 999 Street; City: Alamo City; State: TX - Texas; Zip: 95095; Phone: ( ) - ; Fax: ( ) - . 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**. The **Year** is automatically updated when the Fiscal Year Close process is completed in Finance.
- ☐ 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's a green header with 'Tables > District Information' and 'District Administration'. Below the header, there's a 'Year' field set to '2026', with 'Retrieve' and 'Save' buttons. A navigation bar includes tabs for 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is selected), 'FUND BALANCES', 'FALL FINANCE TSDS DATA', and 'PRIOR SHARED SERVICES ARRANGEMENT'. Under the 'SHARED SERVICES ARRANGEMENT' tab, there's a section titled 'Shared Services Arrangements'. It contains a table with columns 'Delete', 'Shared Services Type', and 'Fiscal Agent District ID'. The table has one row with values '02' and '001-904'. Below the table is an 'Add' button.

☐ 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 2025-2026 school year is 2026.

☐ Under **Shared Services Arrangements**, enter all Shared Services Arrangements for which the LEA is a member or the fiscal agent. Indicate the **Shared Services Type** and **Fiscal Agent District ID**.

**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

### <color #ed1c24>Third Level Submission</color>

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

1. [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 are correct.
- Verify that there are not crosswalks for the automatic crosswalks processed by

## ASCENDER.

- Review the **Automatic Crosswalks** section on the [Finance TSDS Crosswalk Tables](#) page.



- If a crosswalk is created on this page, it will be used and applied throughout the TSDS reporting process.
- Automatic crosswalks are applied **AFTER** crosswalks created on this page are applied.
- If you choose to use crosswalks, note that no updates are made to the Finance application. Any updates must be made manually in the Finance application.

As an example, a one-campus LEA that budgets and books expenditure records to campuses 101 and 001 should establish a crosswalk to move expenditures from Organization code 101 to Organization code 001.



**TIP:** When performing a crosswalk, note that it transfers all items from the old to the new. For example, if using *040 Budget - From Org to Org* and you move Org 101 to Org 001, all line items from Organization code 101 will be moved to Organization code 001, not just a specific line item.

Crosswalk Type: 040 Budget - From Org to Org Retrieve Print

Delete

▲ From

101

To

001

1

101

/ 1

First

Last

+

Add

## 2. Verify budget data.

### Verify Budget data

Budget data is extracted from Finance for applicable funds. The totals include entries made into the system until the end of October or accounting period 10. It is recommended that all budget amendments be entered by the PEIMS Fall Snapshot date, which is the last Friday in October.

**Inquiry > General Ledger Inquiry** Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

☒ Processed ☒ Current Period: 09 ☒ Next Period: 09 ☐ Balance Accounts Only ☐ Include Fund Totals ☐ Exclude Objects 61XX

Account Code: Fund Func Obj Sobj Org -----Prog-----

XXX XX XXXX XX XXX X XX X XX XX Retrieve Reset

First Last

Date Run: Inquiry Information for All Accounts Page: 1 of 3  
 Cnty Dist: ISD File ID: C  
 Processed ☒ Current (09) ☒ Next (09) ☒ XXX XX XXXX XX XXX X XX XX

| Account Number               | Description                  | Est Revenue/<br>Appropriation | Encumbrance | Rlzd Revenue/<br>Expenditure | Balance       |
|------------------------------|------------------------------|-------------------------------|-------------|------------------------------|---------------|
| 199 11 6119 00 001 6 11 0 00 | SALARIES - TEACHER & PROFESS | -4,457,469.00                 | 0.00        | -5,368.80                    | -4,462,837.80 |
| 199 11 6119 00 001 6 22 0 00 | SALARIES - TEACHER & PROFESS | 0.00                          | 0.00        | 0.00                         | 0.00          |
| 199 11 6119 00 001 6 23 0 00 | SALARIES - TEACHER & PROFESS | -307,200.00                   | 0.00        | 0.00                         | -307,200.00   |
| 199 11 6119 00 001 6 24 0 00 | PROFESSIONAL SALARY          | -121,830.00                   | 0.00        | 0.00                         | -121,830.00   |
| 199 11 6119 00 001 6 25 0 00 | SALARIES                     | -1,000.00                     | 0.00        | 0.00                         | -1,000.00     |

The following data is reported:

- Fund
- Function
- Object

- Report 5XXX-8XXX
- 61XX are collapsed into 6100, 62XX into 6200, 63XX into 6300, etc.
- Organization
- Fiscal Year
- Program Intent
- Amount
- Begin & End Date (time/date stamp assigned at the time of data entry; not the transaction date)

## [District Administration > Tables > District Information > Fall Finance TSDS Data](#)

This tab is used to retrieve and edit Fall TSDS financial data, allowing for corrections to Budget and Payroll data in the TSDS staging tables. The staging area temporarily holds data before it is submitted to the Texas Education Agency (TEA) (i.e., promoted to the Operational Data Store (ODS)).

The data on this tab is obtained from the latest Fall extracts after period 10 is closed, incorporating all TSDS crosswalks, automatic crosswalks, and data summaries. Accounts are summarized by fund, function, object class (6100), organization, and program intent code. For instance, 199-11-6119.00-001-511000 will display as 199 11 6100 001 11. Users should cross-reference balances with the Finance application and may need to combine amounts to ensure accurate budget reporting.

### **Notes:**

- Data cannot be duplicated. Duplicated data will receive an error upon submission.
- Enter data carefully on this tab. Incorrect or improperly formatted data may cause errors upon submission.

### **TSDS Extract Notes:**

The budget and payroll data extracts are run nightly along with the other TSDS extracts until accounting period 10 (October) is closed in Finance.

- After period 10 (October) closes, the budget and payroll data extracts are paused for the current school year.
- After period 10 (October) closes and the nightly extract is run, the Fall Finance TSDS Data tab in District Administration is enabled allowing users to begin making corrections to budget and payroll data.

### [Finance TSDS Crosswalk Tables](#)

The screenshot shows the 'District Administration' interface. At the top, there's a green header with 'Tables > District Information' and 'District Administration'. Below the header, there's a 'Year' field set to '2026' and buttons for 'Retrieve' and 'Save'. A navigation bar contains several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', 'FUND BALANCES', and 'FALL FINANCE TSDS DATA'. The 'FALL FINANCE TSDS DATA' tab is active. Under this tab, there's a dropdown menu labeled '1 - Budget' which is highlighted with a red box. Below the dropdown, there are input fields for 'Fund', 'Func', 'Obj', 'Org', 'Fiscal Yr', and 'Pgm', each with a 'Retrieve' and 'Reset' button. At the bottom, there's a table header with columns: 'School Year', 'Fund', 'Func', 'Obj', 'Org', 'Fiscal Yr', 'Pgm', 'Budget Amount', 'Begin Date', 'End Date', 'Status', and 'Action'. The table currently shows 'No Rows'.

☐ Click  to select *1 - Budget*.

☐ In the **Unique Staff ID** field, type the 10-digit unique staff ID assigned to the staff member by the Texas Education Agency and click **Retrieve**.

☐ Make any necessary budget corrections (such as code or amount changes) to the Budget data in the TSDS staging tables.

☐ Click **Save**.

#### Notes:

##### Budget Data with an ODS ID

- To delete a previously submitted record, set its amount to zero and insert a new record with the correct data. This will mark the record for deletion and resubmission.
- Account codes (rows) are validated to prevent duplicate records.

| Change                                   | Original Record                                                         | New Record                                                         |
|------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------|
| <b>Account Code</b> or <b>Begin Date</b> | <b>Status</b> = <i>R - Resubmit</i> , <b>Action</b> = <i>D - Delete</i> | <b>Status</b> = <i>N - New</i> , <b>Action</b> = <i>I - Insert</i> |
| <b>Amount</b> or <b>End Date</b>         | <b>Status</b> = <i>R - Resubmit</i> , <b>Action</b> = <i>U - Update</i> |                                                                    |
| <b>Amount</b> = 0 (zero)                 | <b>Status</b> = <i>R - Resubmit</i> , <b>Action</b> = <i>D - Delete</i> |                                                                    |

##### Records without an ODS ID

- Changes will not affect the **Status** or **Action** (**Status** = *N - New*, **Action** = *I - Insert*).

## III. Data Quality Tips

### Finance Data (Prior Year)

| ASCENDER<br>Breadcrumb                                                                                 | Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Finance &gt;</a><br><a href="#">Inquiry &gt;</a><br><a href="#">General Ledger Inquiry</a> | Click  to display all funds. Verify all funds are valid for the 2025 Actual. If not, create TSDS Crosswalks (Fund to Fund).<br><br>ActualFund - Table ID C145A                                                                                                                                                                                                                                                              |
|                                                                                                        | Click  to display all functions. Verify all functions are valid for the 2025 Actual. If not, create TSDS Crosswalks (Function to Function).<br><br><b>TIP:</b> Expense function codes should not be 00.<br><br>ActualFunction - Table ID C146A                                                                                                                                                                              |
|                                                                                                        | Click  to display all objects. Verify all objects are valid for the 2025 Actual. If not, create TSDS Crosswalks (Object to Object).<br><br><b>TIP:</b> Expense object codes should not end with 0.<br><br>ActualObject - Table ID C159A                                                                                                                                                                                     |
|                                                                                                        | Click  to display all Program Intent Codes (PICs). Verify all PICs are valid for the 2025 Actual. If not, create TSDS Crosswalks (Program Intent to Program Intent).<br><br><b>TIP:</b> Expense program intent code should not be 00.<br><br>ActualProgramIntent - Table ID C147A                                                                                                                                           |
|                                                                                                        | Click  to display all organization codes. Verify all organization codes are valid for the 2025 Actual. If not, create TSDS Crosswalks (Org to Org).                                                                                                                                                                                                                                                                       |
|                                                                                                        | Verify organizations 001-698 are tied to a campus ID in AskTED. If not, create TSDS crosswalks as needed (Org to Org).                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                        | Click  to verify accounts with PIC 91 are using function codes 36, 51 or 52.                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                        | Click  to verify combinations:<br><br><ul style="list-style-type: none"> <li>• Org 701-750 should only be used in functions 41, 53, 99</li> <li>• Function 71 should be used with object 65XX</li> <li>• Funds 205, 255, 270, 429 should be used with PIC 24 rather than 30</li> <li>• Expense objects (6XXX) should not be used with Org 000</li> <li>• Expense Objects (6XXX) should not be used with PIC 00</li> </ul> |
|                                                                                                        | Click  to ensure fiscal years 3-6 are being reported.                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                        | Verify expenditures exist for object code 6491 to record Statutorily Required Public Notices.                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                        | 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 general administration (function 41) 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.                                                                                                                                                                                                                                                                                                                           |
|                                                                                                        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                                                                        | Verify actual expenditures are reported in Fund 199, object 6144.                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| <b>ASCENDER<br/>Breadcrumb</b> | <b>Step</b>                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------|
|                                | Verify expenditure accounts with function 91 or 92 (if applicable), organization code is 999. |
|                                | Verify one account code exists for Matching State Funds (object 5829) in funds 240 and 410.   |