


# PEIMS Mid-Year Submission Data for Business

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# TSDS PEIMS Mid-Year Submission Data for Business

**Created:** 10/1/2024
**Reviewed:** In Progress
**Revised:** In Progress

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.

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.

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For a complete list of submission rules and edits, access the TSDS Web-Enabled Data Standards **(TWEDS)** website: https://tealprod.tea.state.tx.us/TWEDSAPI/31/0/0/Overview?IntroductionId=993. In the top-right corner, select the appropriate **School Year** (20XX), **Collection** (PEIMS), and **Submission** (Fall) and click **Open**.

Once on the TWEDS website, in the Overview tab, you can review **Collections**, **Timelines (DUE DATES)**, and **Data Submission Responsibilities**. It is **highly important** to ensure that you review all of these details as they may change according to the **School Year**.

Additionally, you can use the other tabs on the TWEDS website to review **Data Components**, **Descriptor Tables**, **References**, **Rules**, **Change Logs**, and **Early Notices**.

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# 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.

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* 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

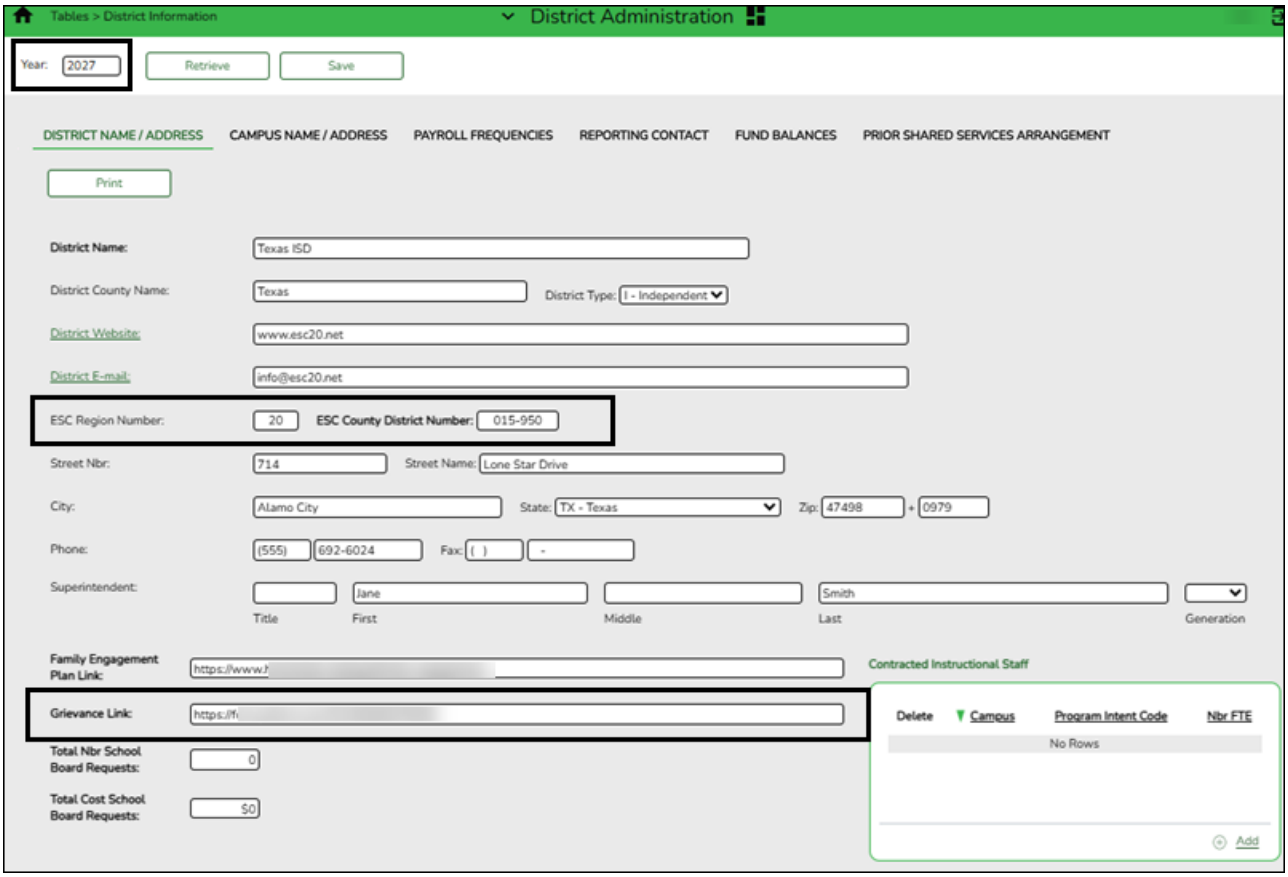
The Education Organization domain includes information about public, charter, education service center, organization, or agency.

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 following steps are managed by school year.

❑ In the **Year** field, type the four-digit ending year of the desired school year (e.g., enter 2027 for the 2026–2027 school year).

❑ 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

❑ Verify that the **Grievance Link** is accurate. This is the LEA's website address that connects directly to the school district's grievance policy. The **Grievance Link** field only displays for the 2026 school year or later.

**NOTE**: The **Grievance Link** field is available on this tab and on the Registration > Maintenance > District Profile > District Maintenance > TSDS tab. Users can maintain this field in either application, based on their permissions. For TSDS reporting, the data is pulled from the same underlying table regardless of where it is updated.

❑ Under **Contracted Instructional Staff**, add records as needed:

- **Campus**
- **Program Intent Code** - Identifies the cost of instruction and other services directed toward a particular need of a specific set of students. The intent (the student group toward which the instructional or other service is directed) determines the program intent code, not the demographic makeup of the students served.
- **Number of FTEs** - A standard measurement of the portion of professional contracted instructional staff expressed as a multiple of the standard workday, such as 7.7 FTEs. When calculating contracted instructional staff FTEs, the following items must be considered:
  - The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day).
  - The percent of days per week worked (the number of days worked divided by 5).
  - The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).

For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight-hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36-week instructional year), for a reported FTE of 0.10.

**Note**: For information regarding Full-Time Equivalent (FTE) calculations, please refer to the TWEDS website.

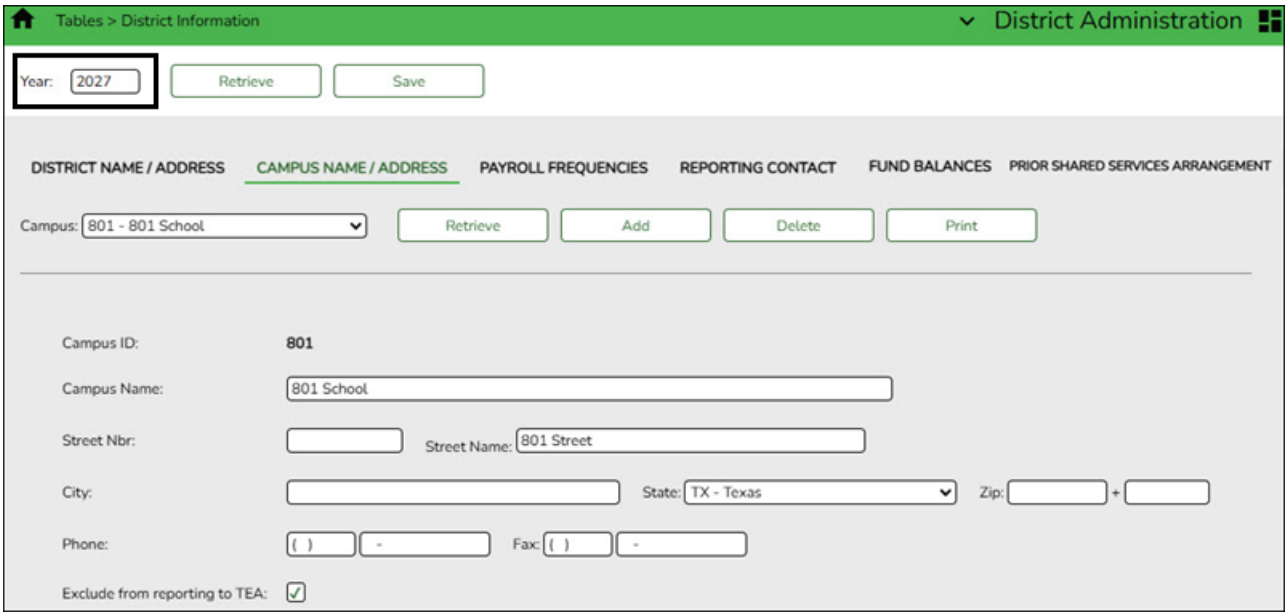
❑ Click **Save** for each year; each year is a separate record.

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.




❑ In the **Year** field, type the four-digit ending year of the desired school year (e.g., enter 2027 for the 2026–2027 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 as each campus is a separate record.

❑ 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.

3. Enter and Verify Prior Shared Services Arrangement, as needed.

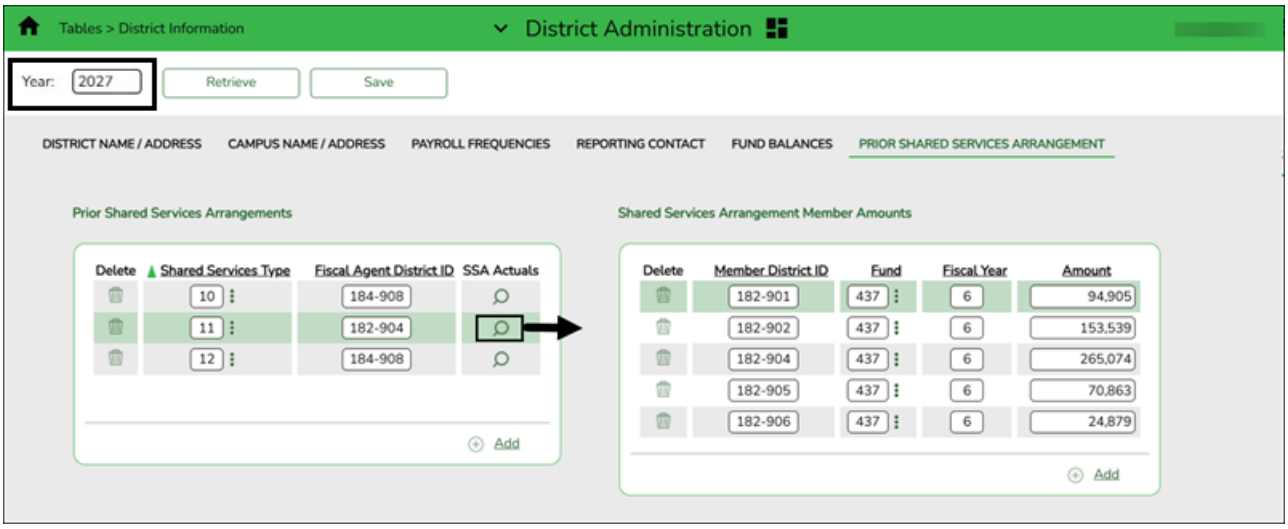
## Enter and verify prior Shared Services Arrangements, as needed

District Administration > Tables > District Information > Prior Shared Services Arrangement

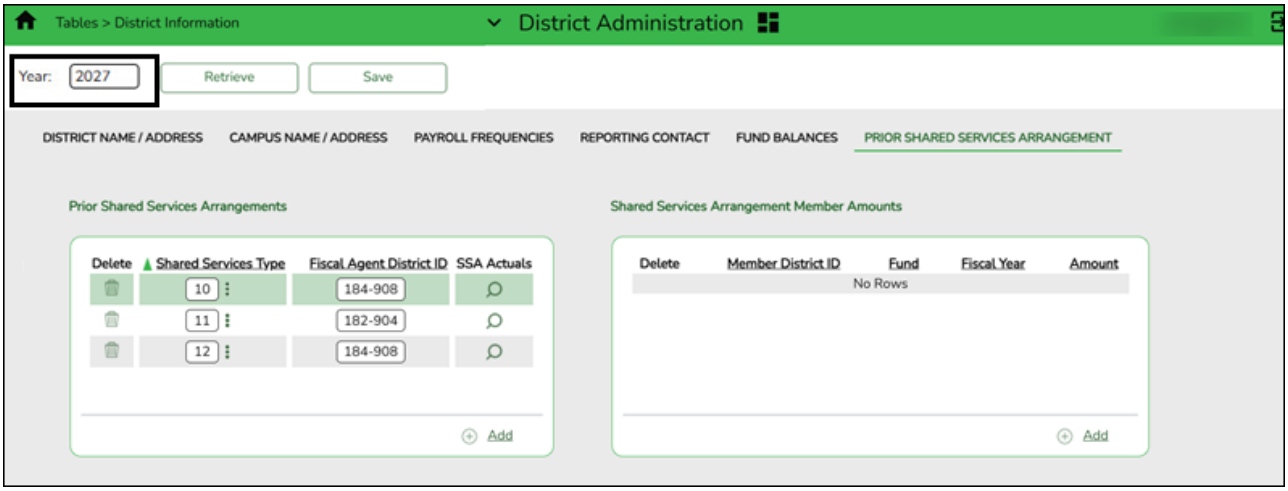
**TIP**: When reporting SSA amounts, note that you should use data from the prior fiscal year. For instance, if you are currently in the 2026-2027 fiscal year, enter 2027 in the **Year** field and 6 in the **Fiscal Year** field to reflect the 2025-2026 fiscal year data.

(**Fiscal Agents**) SSA fiscal agents will also enter SSA actual expenditures for the prior fiscal year on this tab. These amounts should represent the amount spent on behalf of each member district, not the amount transferred by the member LEA. This data is reported during the PEIMS Mid-Year Submission. For additional guidance, review the PriorYearSSAOrgAssociationExt Entity in the C049A table on the TWEDS website.

### Example of Fiscal Agent Reporting Member Amounts




### Example of LEA Reporting Their Shared Services as a Member




☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**. For example, the reporting year for the 2026-2027 school year is 2027.

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

- **Shared Services Type** (E0776) (Descriptor C049) is the type of program or service provided by an SSA.
- **Fiscal Agent District ID** (E0777) is the county-district number of the SSA fiscal agent registered with the TEA.
- 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:



Although this information belongs in the Finance Domain section, it is included here since you are already working in District Administration.

- **SSA Member District ID** (E0981) – Indicates the county district number (CCCDDD) of the school district (as registered with the TEA), which is a member district in the shared services arrangement.
- **SSA Fund** (E0316S) (Descriptor: C145S) – Identifies the fund group and specific fund (when applicable) for the shared service arrangement actual financial data.
- **Fiscal Year** (E0974) – Type the one-digit prior fiscal year for the SSA record. This is the prior fiscal year's SSA data. For example, for reporting year 2027 (school year 2026-2027), use SSA data from the 2025-2026 financial fiscal year 6.
- **Actual Amount** (E0774) – This is the amount spent on the members' behalf.

❑ 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

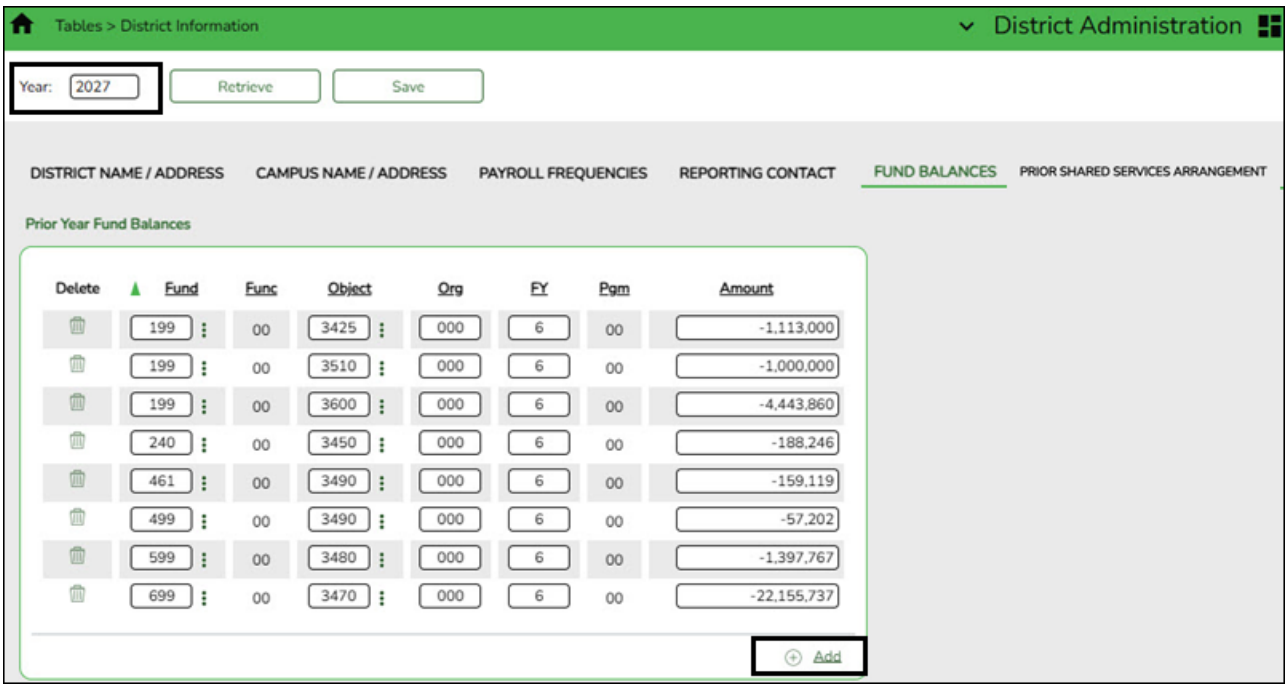
This tab is used to enter prior year ending fund balances (3XXX) as reflected on Schedule C-1 of the audit.

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.

If the fund balance reported on the Annual Financial & Compliance Report (AFR) is a positive amount, it should be entered as a negative amount in ASCENDER.

**TIP**: Reference the Exhibit C-1 Balance Sheet from the annual audit report and manually enter the fund balances on this tab. The fund balances must match the audit report.




| | |
|---|---|
| **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**.<br><br>**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 2026-2027 year, this **Year** field should be *2027* and the **FY** field should be *6* for the fund entries. |

☐ Click **Retrieve** and manually enter data from the Exhibit C-1 Balance Sheet.

**Notes**:

- Object 3700 is not allowed because it is an offset account code.
- Fund balances are listed in the PDM2-102-002 Fund Balances section of the Balance Sheet - Governmental Funds.

**Exhibit C-1**:

Exhibit C-1

**BALANCE SHEET**
**GOVERNMENTAL FUNDS**
**AUGUST 31,**

| Data Control Codes | | Major Funds: General Fund | Major Funds: 288 | Major Funds: 446 | Other Governmental Funds | Total Governmental Funds |
|---|---|---|---|---|---|---|
| | ASSETS AND OTHER DEBITS: | | | | | |
| 1110 | Cash and Temporary Investments | $ | $ | $ 2,743,871 | $ 18,966 | $ 2,762,837 |
| | Receivables: | | | | | |
| 1240 | Due from Other Governments | 217,794 | 4,717,645 | | 387,384 | 5,322,823 |
| 1260 | Due from Other Funds | 4,239,986 | | 1,099,661 | | 5,339,647 |
| 1290 | Other Receivables (Net of Allowance for Uncollectible of $49,315) | 700,771 | | | 3,150 | 703,921 |
| 1000 | Total Assets | $ 5,158,551 | $ 4,717,645 | $ 3,843,532 | $ 409,500 | $ 14,129,228 |
| | LIABILITIES: | | | | | |
| | Current Liabilities: | | | | | |
| 2110 | Accounts Payable | $ 392,826 | $ 12,951 | $ 8,850 | $ | $ 414,627 |
| 2170 | Due to Other Funds | | 4,704,694 | | 387,384 | 5,092,078 |
| 2200 | Accrued Expenditures/Expenses | 30,632 | | | | 30,632 |
| 2300 | Unearned Revenue | 101,077 | | | | 101,077 |
| 2000 | Total Liabilities | $ 524,535 | $ 4,717,645 | $ 8,850 | $ 387,384 | $ 5,638,414 |
| | FUND BALANCES: | | | | | |
| 3490 | Restricted Fund Balance | $ | $ | $ 3,834,682 | $ 22,116 | $ 3,856,798 |
| 3510 | Committed Fund Balance- Construction | 3,455,000 | | | | 3,455,000 |
| 3600 | Unassigned Fund Balance | 1,179,016 | | | | 1,179,016 |
| 3000 | Total Fund Balances | $ 4,634,016 | $ 0 | $ 3,834,682 | $ 22,116 | $ 8,490,814 |
| 4000 | Total Liabilities and Fund Balances | $ 5,158,551 | $ 4,717,645 | $ 3,843,532 | $ 409,500 | $ 14,129,228 |

**Exhibit H-1**:

EXHIBIT H-1

INDEPENDENT SCHOOL DISTRICT
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
AUGUST 31, 202X

| Data Control Codes | | 211 ESEA I, A Improving Basic Program | 240 National Breakfast & Lunch Program | 429 Silent Panic Alert/Math Academy | 461 Campus Activity Funds | 498 After School Care | 499 Local Scholarship Funds | 699 Maintenance Tax Note Proceeds | Total Nonmajor Funds |
|---|---|---|---|---|---|---|---|---|---|
| | ASSETS | | | | | | | | |
| 1110 | Cash and Cash Equivalents | $(11,512) | $187,888 | $(18,940) | $159,119 | $25,842 | $8,144 | $311,627 | $662,168 |
| 1120 | Investments – Current | - | - | - | - | - | 23,216 | - | 23,216 |
| 1240 | Due from Other Governments | 11,512 | 29,362 | 19,290 | - | - | - | - | 60,164 |
| 1000 | Total Assets | $ - | $217,250 | $350 | $159,119 | $25,842 | $31,360 | $311,627 | $745,548 |
| | LIABILITIES | | | | | | | | |
| 2110 | Accounts Payable | $ - | $65 | $ - | $ - | $ - | $ - | $ - | $65 |
| 2160 | Accrued Wages Payable | - | 28,323 | - | - | - | - | - | 28,323 |
| 2200 | Accrued Expenditures | - | 616 | - | - | - | - | - | 616 |
| 2300 | Unearned Revenue | - | - | 350 | - | - | - | - | 350 |
| 2000 | Total Liabilities | - | 29,004 | 350 | - | - | - | - | 29,354 |
| | FUND BALANCES | | | | | | | | |
| | Restricted Fund Balance | | | | | | | | |
| 3450 | Federal or State Funds Grant Restrictions | - | 188,246 | - | - | - | - | - | 188,246 |
| 3470 | Capital Acq & Contractual Obligation | - | - | - | - | - | - | 22,155,737 | 22,155,737 |
| 3490 | Other Restricted Fund Balance | - | - | - | 159,119 | 25,842 | 31,360 | - | 216,321 |
| 3000 | Total Fund Balances | - | 188,246 | - | 159,119 | 25,842 | 31,360 | 22,155,737 | 22,560,304 |
| 4000 | Total Liabilities & Fund Balances | $ - | $217,250 | $350 | $159,119 | $25,842 | $31,360 | $311,627 | $22,589,658 |

2. Add crosswalks.

## Add crosswalks

**Log on to Finance file ID for the 2025-2026 school year.**

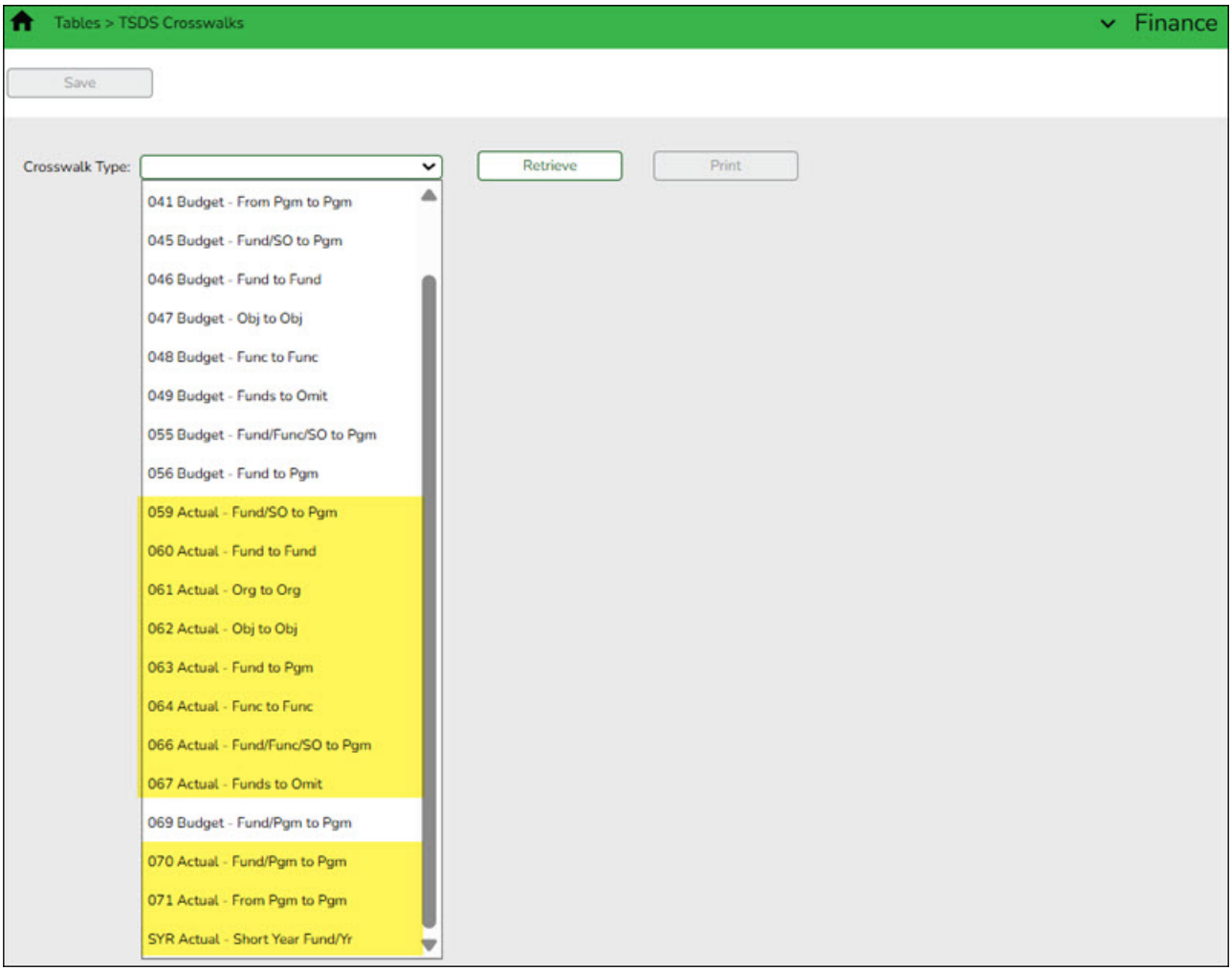
Finance > Tables > TSDS Crosswalks

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

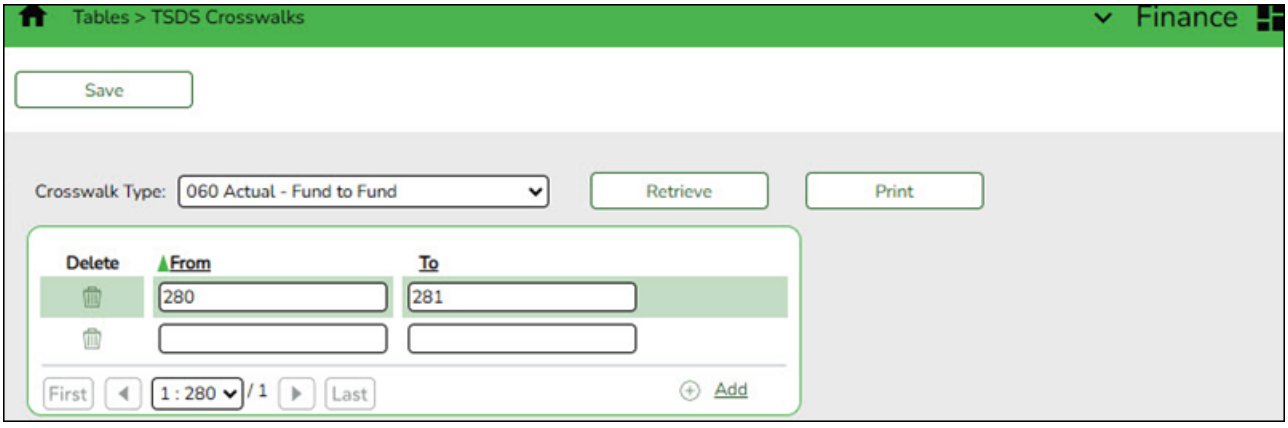
- Build any necessary local crosswalk tables. LEAs that follow the Financial Accounting Resource (FAR) Guide for account coding generally do not need to create crosswalk tables.
- Verify that all TSDS crosswalks are correct and that no local crosswalks have been created for accounts that are already handled by ASCENDER's automatic crosswalks.
- Review the Actual Extract Automatic Crosswalks page. If a crosswalk is created on this page, it is used throughout the TSDS reporting process. Local crosswalks are applied first, followed by ASCENDER's automatic crosswalks.



- Automatic crosswalks are applied after any applicable crosswalks created on this page.
- Avoid creating a local crosswalk for an account that is already handled by an automatic crosswalk.
- Creating or updating a TSDS crosswalk does not update the Finance application. Any changes needed to the underlying account coding must be made manually in the Finance application.




For example:

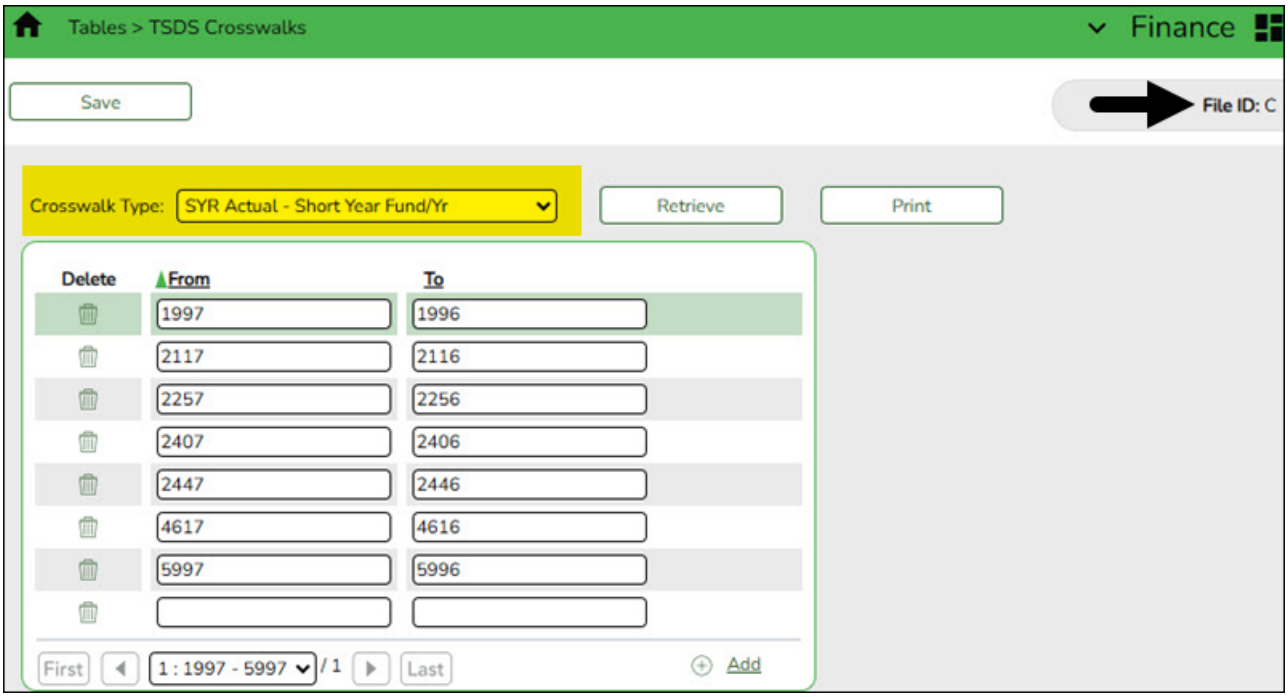



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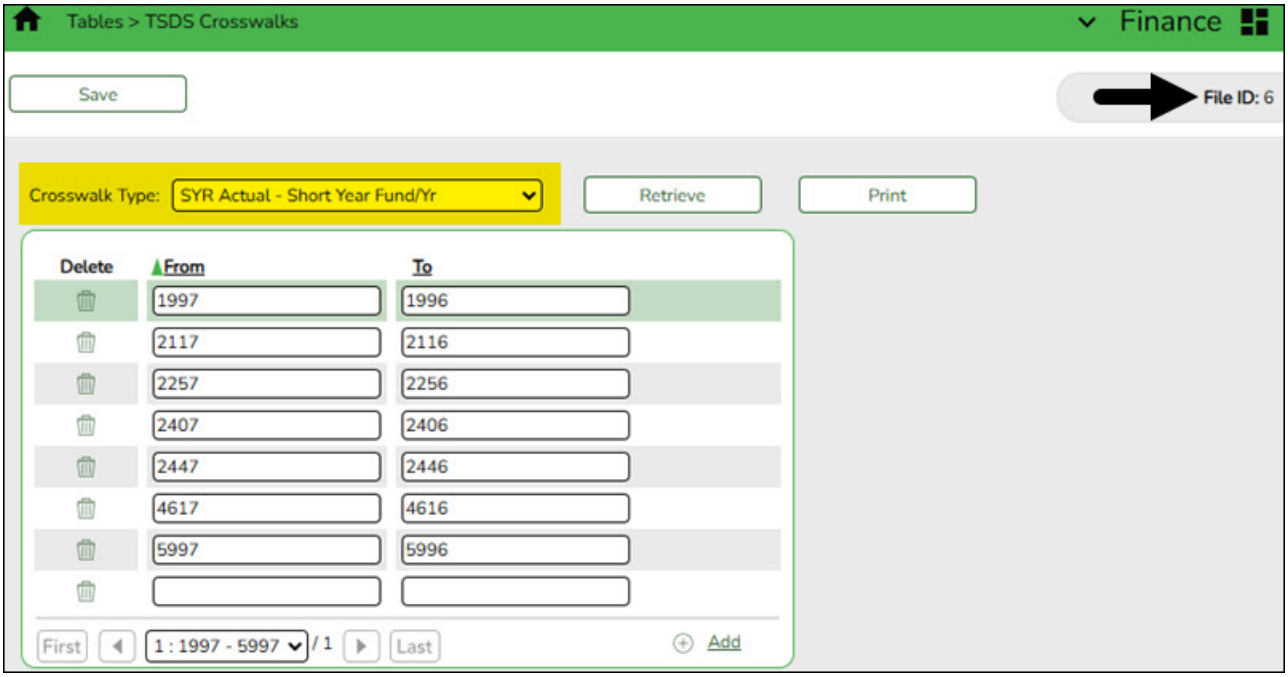
For LEA's changing from a September start fiscal year to July and this is the initial report of the change, select *SYR Actual - Short Year Fund/Yr* in the **Crosswalk Type** field, enter all funds in **both** the current and prior file IDs, and click **Save**.

For example:

**File ID C**




**File ID 6 (prior file ID)**




3. Verify Finance data.

## Verify Finance data

<color #ed1c24></color>

**REMINDERS**:

- Ensure you are logged on to the prior file ID in Finance to verify information.
- In the prior year file ID, verify that the **Previous Year File ID** field on the



Finance > Tables > District Finance Options > Finance Options tab is set to a number representing the previous file ID instead of a letter.

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

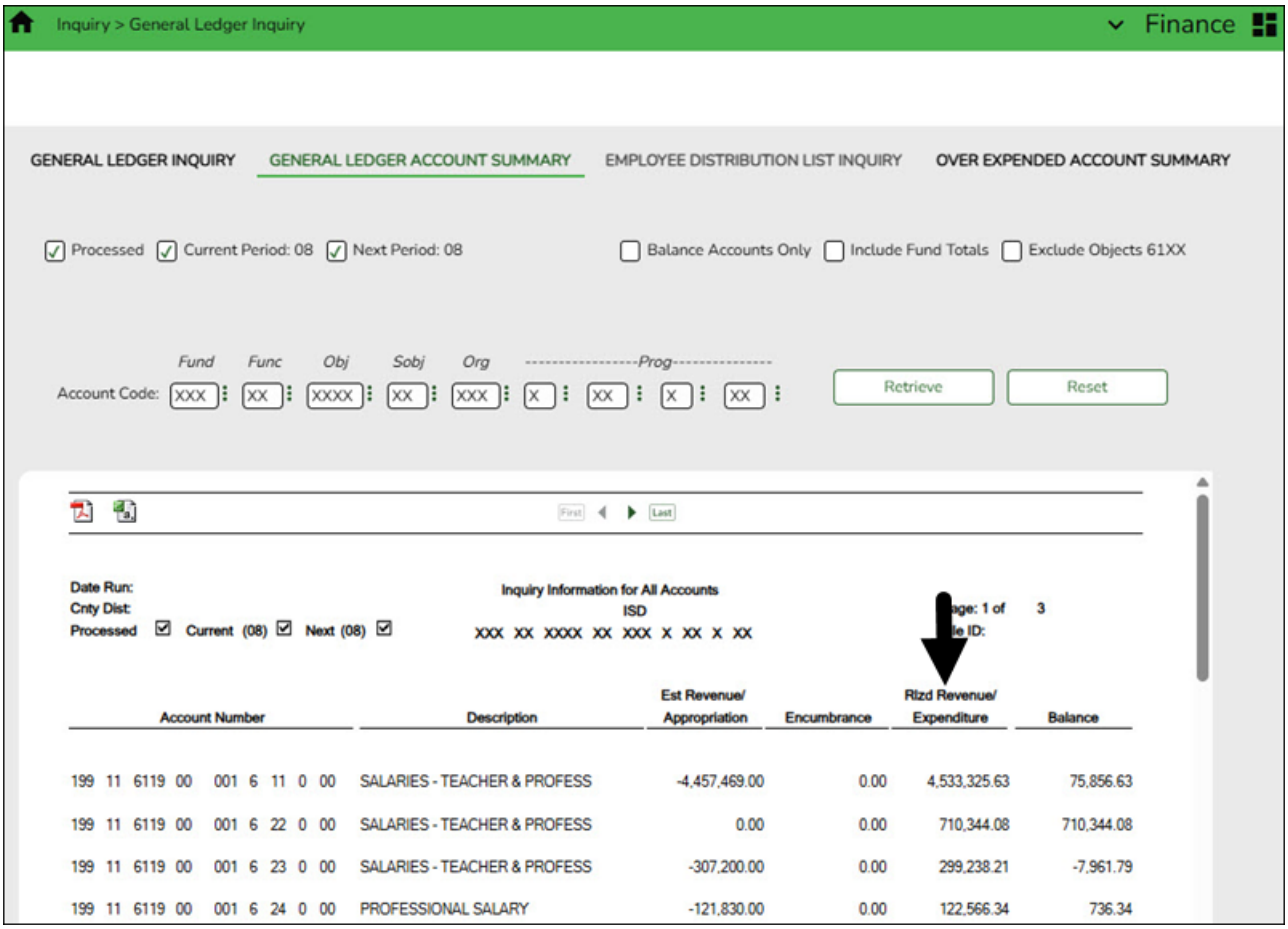
Prior year financial data is extracted from Finance for applicable funds. The totals include actual amounts entered into the system in the prior file ID.

**Note**: The Auditor's adjusting entries must be posted to obtain accurate amounts. To verify this information, use the Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1150 - General Journal.

**Debit/Credit Guide**

| Account Code | Debit | Credit |
|---|---|---|
| Assets (1XXX) | Increase | Decrease |
| Liabilities (2XXX) | Decrease | Increase |
| Fund Balance (3XXX) | Decrease | Increase |
| Reserves (4XXX) | Decrease | Increase |
| Estimated Revenue | Increase | Decrease |
| Realized Revenue | Decrease | Increase |
| Appropriations | Decrease | Increase |
| Expenditures | Increase | Decrease |

If adjusting entries have not been posted to the prior file ID, use Finance > Maintenance > Postings > Journal Actual or the Import JV Transactions Template.




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)

Use Exhibit C-3 from the annual audit report to compare amounts to the Finance > Inquiry > General Ledger Inquiry.

The Finance and Audit Report data should match the PDM2-102-003 Statement of Revenues, Expenditures, & Changes in Fund Balances - Governmental Funds.

**TIP**: PDM2-100-011 Actual Expenditures by Program&Object Within Detail Function - General Fund, breaks down by PIC, object code, and function.

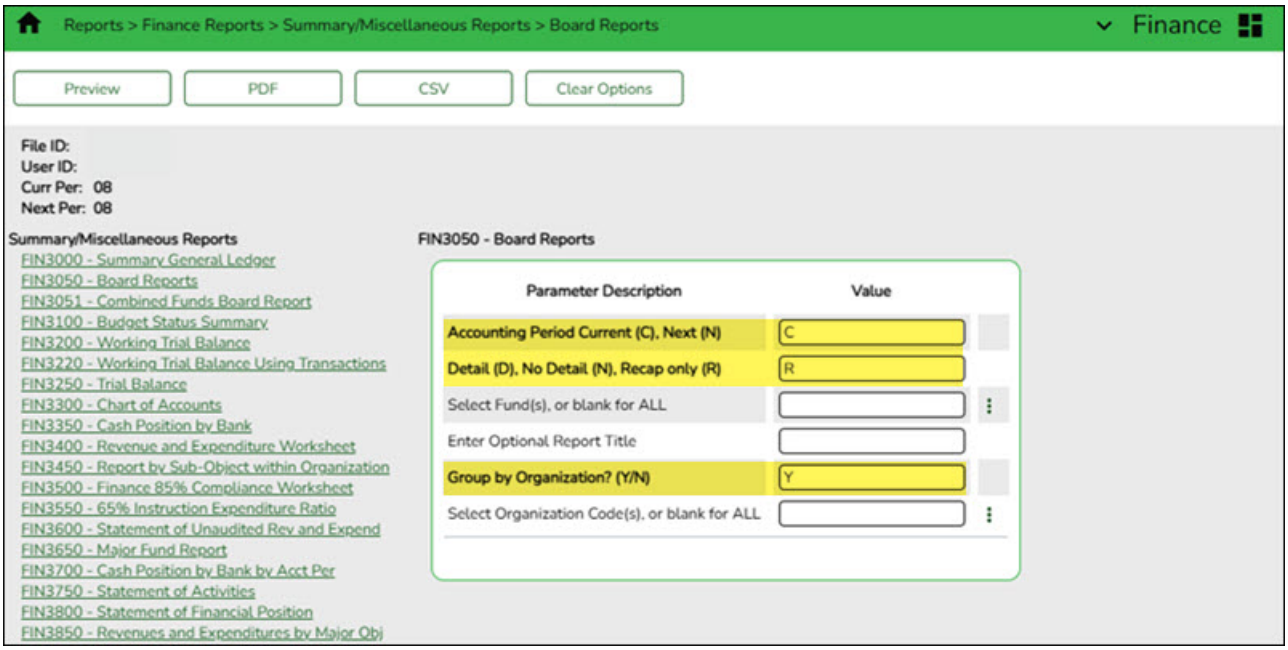
**Exhibit C-3**:

EXHIBIT C-3

INDEPENDENT SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED AUGUST 31, 202X

| Data Control Codes | | 10 General Fund | 50 Debt Service Fund | 60 Bond Construction | Nonmajor Governmental Funds | Total Governmental Funds |
|---|---|---|---|---|---|---|
| | REVENUES | | | | | |
| 5700 | Total Local and Intermediate Sources | $3,464,246 | $1,576,348 | $1,368,514 | $611,833 | $7,020,941 |
| 5800 | State Program Revenues | 10,037,673 | 287,995 | - | 125,075 | 10,450,743 |
| 5900 | Federal Program Revenues | - | - | - | 501,192 | 501,192 |
| 5020 | Total Revenues | 13,501,919 | 1,864,343 | 1,368,514 | 1,238,100 | 17,972,876 |
| | EXPENDITURES | | | | | |
| | Current: | | | | | |
| 0011 | Instruction | 6,911,743 | - | - | 146,826 | 7,058,569 |
| 0012 | Instructional Resources & Media Services | 196,095 | - | - | - | 196,095 |
| 0013 | Curriculum and Inst Staff Development | 190,097 | - | - | 25,078 | 215,175 |
| 0021 | Instructional Leadership | 18,699 | - | - | - | 18,699 |
| 0023 | School Leadership | 592,577 | - | - | - | 592,577 |
| 0031 | Guidance, Counseling, & Eval Srvcs | 275,694 | - | - | 204 | 275,898 |
| 0033 | Health Services | 154,325 | - | - | - | 154,325 |
| 0034 | Student (Pupil) Transportation | 330,746 | - | - | - | 330,746 |
| 0035 | Food Services | - | - | - | 689,060 | 689,060 |
| 0036 | Extracurricular Activities | 718,953 | - | - | 351,465 | 1,070,418 |
| 0041 | General Administration | 330,940 | - | - | - | 330,940 |
| 0051 | Facilities Maintenance and Operations | 1,242,956 | - | - | - | 1,242,956 |
| 0052 | Security and Monitoring Services | 174,053 | - | - | 44,429 | 218,482 |
| 0053 | Data Processing Services | 208,795 | - | - | - | 208,795 |
| 0061 | Community Services | - | - | - | 23,518 | 23,518 |
| | Debt Service: | | | | | |
| 0071 | Principal on Long-Term Liabilities | 273,422 | 460,000 | - | - | 733,422 |
| 0072 | Interest on Long-Term Liabilities | 43,664 | 1,564,572 | - | - | 1,608,236 |
| 0073 | Bond Issuance Cost and Fees | - | 1,250 | - | - | 1,250 |
| | Capital Outlay: | | | | | |
| 0081 | Facilities Acquisition and Construction | - | - | 4,675,802 | 444,439 | 5,120,241 |
| | Intergovernmental: | | | | | |
| 0093 | Pymts to Fiscl Agent/Member Dist of SSA | 410,563 | - | - | - | 410,563 |
| 0095 | Pymts to Juvenile Justice Alt Ed Pgm | 7,500 | - | - | - | 7,500 |
| 0099 | Other Intergovernmental Charges | 97,233 | - | - | - | 927,233 |
| 6030 | Total Expenditures | 12,178,055 | 2,025,822 | 4,675,802 | 1,725,019 | 20,604,698 |
| 1100 | Excess (Deficiency of Revenues Over (Under) Expenditures | 1,323,864 | (161,479) | (3,307,288) | (486,919) | (2,631,822) |
| | OTHER FINANCING SOURCES (USES): | | | | | |
| 7913 | Right to Use Lease and SBITA Proceeds | 120,702 | - | - | - | 120,702 |
| 7915 | Transfers In | 58,500 | - | - | - | 58,500 |
| 7080 | Total Other Financing Sources (Uses) | 179,202 | - | - | - | 179,202 |
| 1200 | Net Change in Fund Balances | 1,503,066 | (161,479) | (3,307,288) | (486,919) | (2,452,620) |
| 0100 | Fund Balance – September 1 (Beginning) | 5,053,794 | - | 25,463,025 | 2,762,359 | 33,279,178 |
| 1300 | Change from Nonmajor to Major Fund | - | 1,559,246 | - | (1,559,246) | - |
| 3000 | Fund Balance – August 31 (Ending) | $6,556,860 | $1,397,767 | $22,155,737 | $716,194 | $30,826,558 |

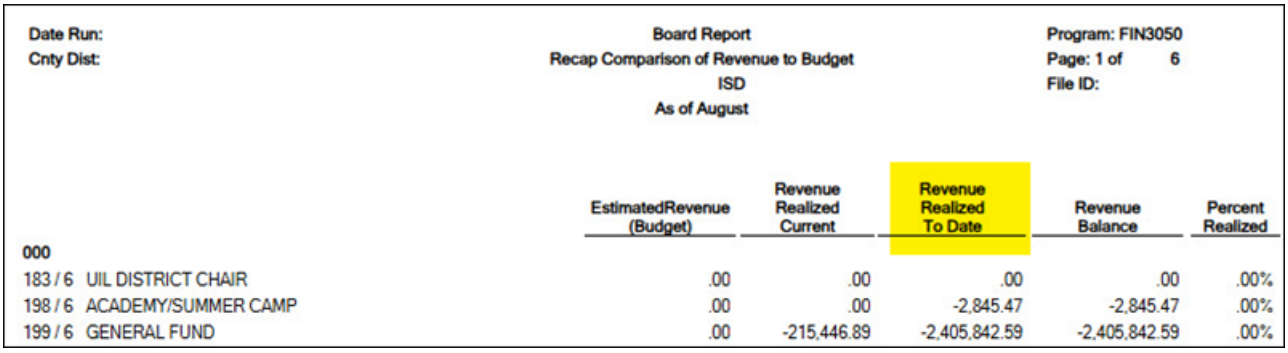
This data can also be verified by using the Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3050 - Board Report




At this point, data should match on the following four reports:

- Prior Year GL
- Audit Report
- Extract Prior Year Reprint
- PDM2-102-003

In TSDS, PDM reports can extract up to four major funds at a time (excluding the General Fund). You may need to run the report multiple times to collect all required data.



Date Run:
Cnty Dist:

Board Report
Recap Comparison of Revenue to Budget
ISD
As of August

Program: FIN3050
Page: 1 of 6
File ID:

| | | EstimatedRevenue (Budget) | Revenue Realized Current | Revenue Realized To Date | Revenue Balance | Percent Realized |
|---|---|---|---|---|---|---|
| 000 | | | | | | |
| 183 / 6 | UIL DISTRICT CHAIR | .00 | .00 | .00 | .00 | .00% |
| 198 / 6 | ACADEMY/SUMMER CAMP | .00 | .00 | -2,845.47 | -2,845.47 | .00% |
| 199 / 6 | GENERAL FUND | .00 | -215,446.89 | -2,405,842.59 | -2,405,842.59 | .00% |

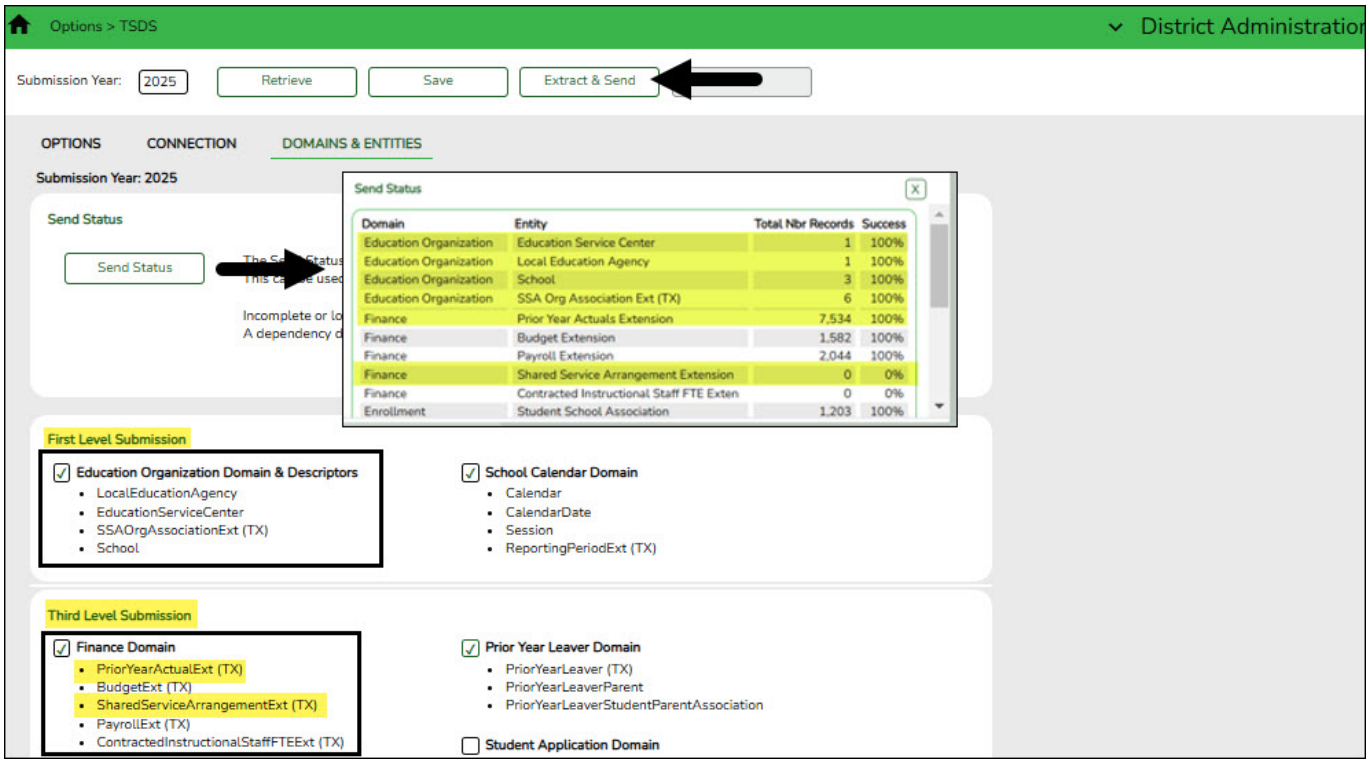
Ensure that you communicate all Mid-Year Submission activities with the PEIMS Coordinator to confirm alignment and shared understanding.

# III. Send Data to the DMC/IODS

District Administration > Options > TSDS > Domains & Entities

Scheduled extracts run every weekday (Monday-Friday) at 6:00 PM to automatically extract and send data to TEA. However, users can initiate data transmission to TEA on demand by clicking the **Extract & Send** button if they want to upload data sooner.

**Note**: If a manual data transmission is already in progress, the scheduled extract **will** not run.




❑ Click **Extract & Send** and wait until the process is complete. If the **Extract & Send** button is disabled, the process is still progress.

❑ Click **Send Status** to review a record count. If the records were not 100% successful, review the level 1 errors to determine which records need to be resolved.

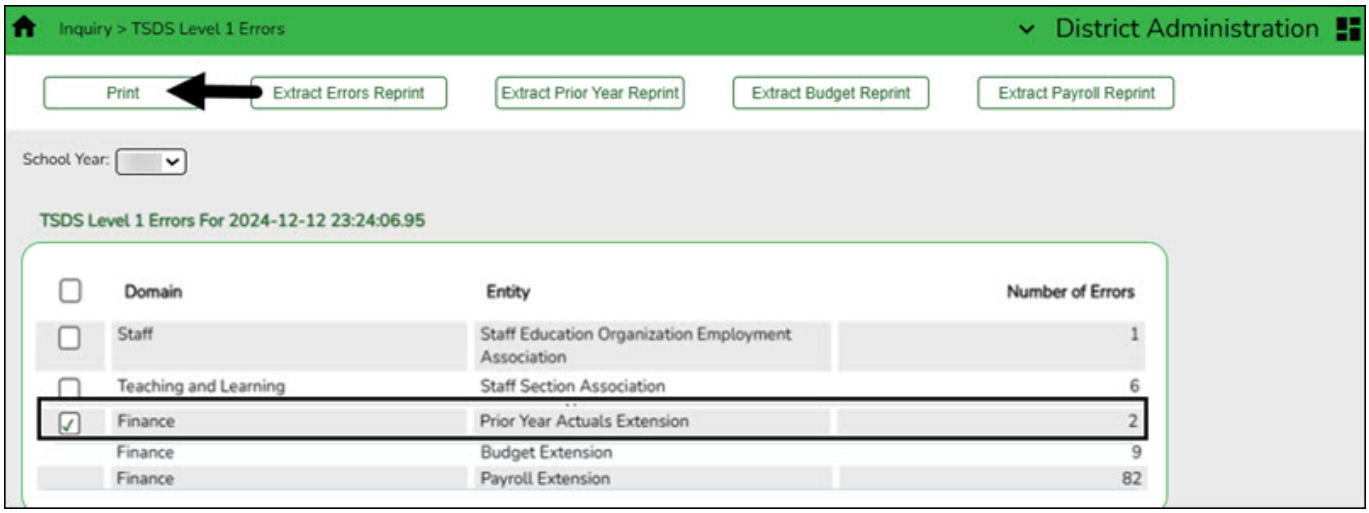
**Note**: Only SSA fiscal agents will have the SharedServiceArrangementExtension. All other LEAs will see 0 records for the SharedServiceArrangementExtension.

# IV. Review Level 1 Errors

District Administration > Inquiry > TSDS Level 1 Errors

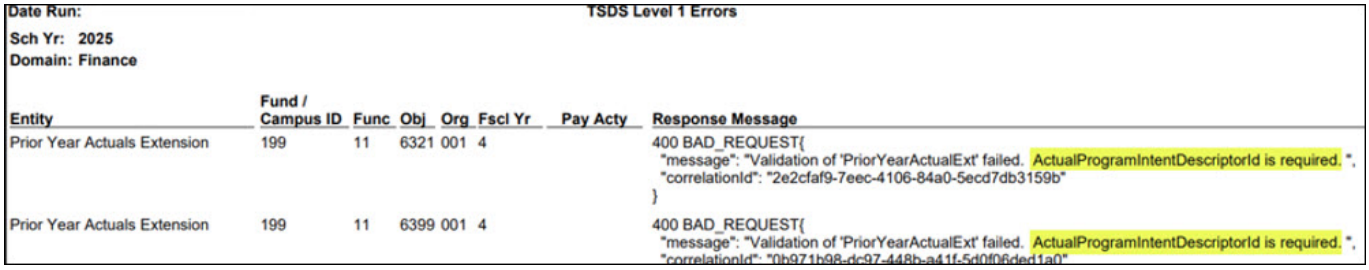
If the records were not 100% successful, review the level 1 errors and make the necessary corrections.

A list of domains and entities is displayed along with the number of errors associated.




❑ Select ❑ next to the domains (rows) to be included in the report. If multiple domains are selected, the report prints in dependency order (Domain > Entity), which is the same order used in the Ed-Fi error log.

❑ Click **Print**. The report is displayed with the error details as reported by TEA. The report includes key details for each entity within the domain; however, some endpoints may or may not be populated depending on the error.




# V. Data Quality Tips

To easily locate a complete list of valid codes, you can copy and paste the table ID into the **Search For** field on the TWEDS website and click **Search**.

### Finance Data (Prior Year)

| ASCENDER Breadcrumb | Step |
|---|---|
| Finance > Inquiry > General Ledger Inquiry | Click ⋮ to display all funds. Verify all funds are valid for the 2026 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 2026 Actual. If not, create TSDS Crosswalks (Function to Function).<br><br>**TIP**: Expense function codes should not be 00.<br><br>**Correct**: 199-11-6399-00-001-X99000<br>**Incorrect**: 199-11-6390-00-001-X99000<br><br>ActualFunction - Table ID C146A |
| | Click ⋮ to display all objects. Verify all objects are valid for the 2026 Actual. If not, create TSDS Crosswalks (Object to Object).<br><br>**TIP**: Expense object codes should not end with 0.<br><br>**Correct**: 199-11-6399-00-001-X99000<br><br>**Incorrect**: 199-11-6390-00-001-X99000<br><br>ActualObject - Table ID C159A |
| | Click ⋮ to display all Program Intent Codes (PICs). Verify all PICs are valid for the 2026 Actual. If not, create TSDS Crosswalks (Program Intent to Program Intent).<br><br>**TIP**: Expense program intent code should not be 00.<br><br>**Correct**: 199-11-6399-00-001-X99000<br><br>**Incorrect**: 199-11-6399-00-001-X00000<br><br>ActualProgramIntent - Table ID C147A |
| | Click ⋮ to display all organization codes. Verify all organization codes are valid for the 2026 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>• Org 701-750 should only be used in functions 41, 53, 99<br>• Function 71 should be used with object 65XX<br>• Funds 205, 255, 270, 429 should be used with PIC 24 rather than 30<br>• Expense objects (6XXX) should not be used with Org 000<br>• Expense Objects (6XXX) should not be used with PIC 00 |
| | 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. |

| ASCENDER Breadcrumb | Step |
|---|---|
| | 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. |
| | 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. |