

PEIMS Mid-Year Submission Data for Business

Table of Contents

PEIMS Mid-Year Submission Data for Business i
TSDS PEIMS Mid-Year Submission Data for Business 1

TSDS PEIMS Mid-Year Submission Data for Business

Created: 10/1/2024
Reviewed: 11/21/2025
Revised: 11/21/2025

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.

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**.

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

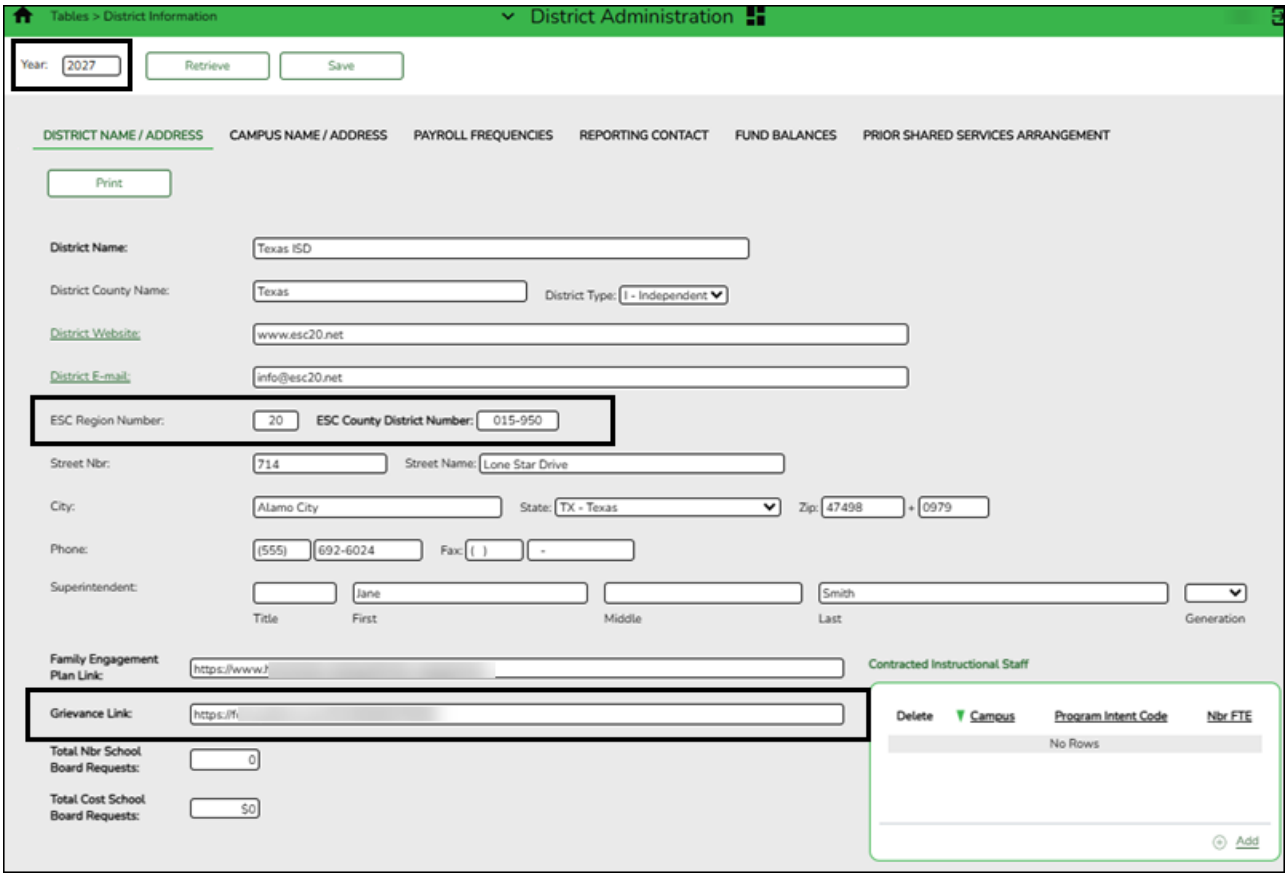
The Education Organization domain includes information about public, charter, education service center, organization, or agency.

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 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.

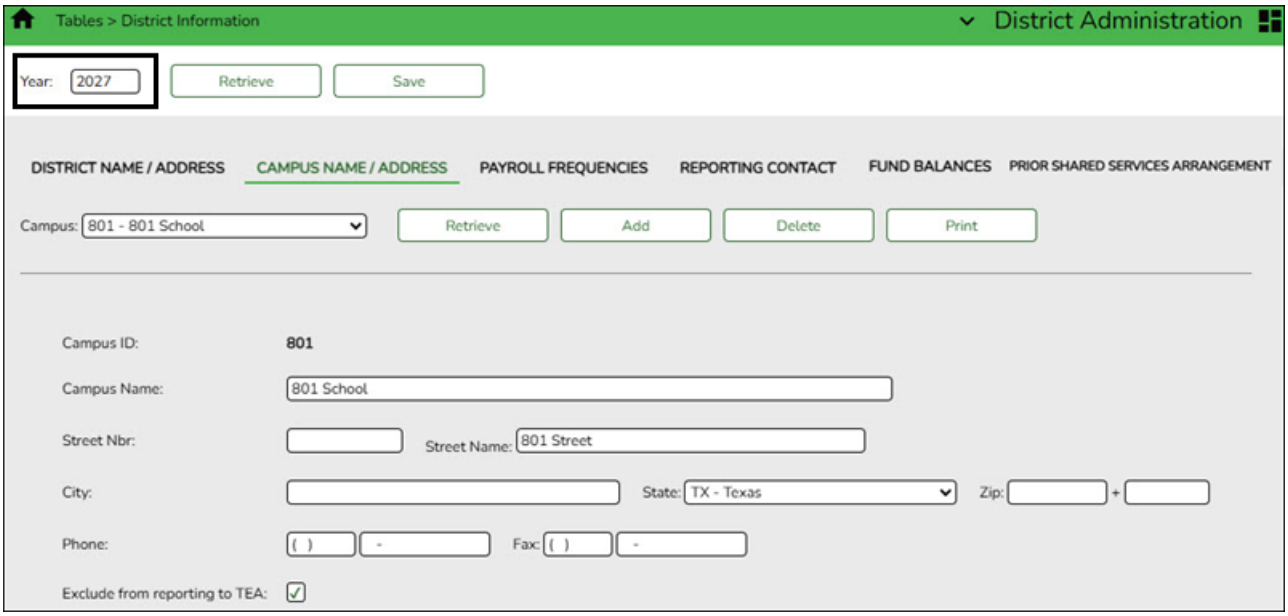
❑ Click **Save** for each year; each year is a separate record.

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 Arrangements, as needed.

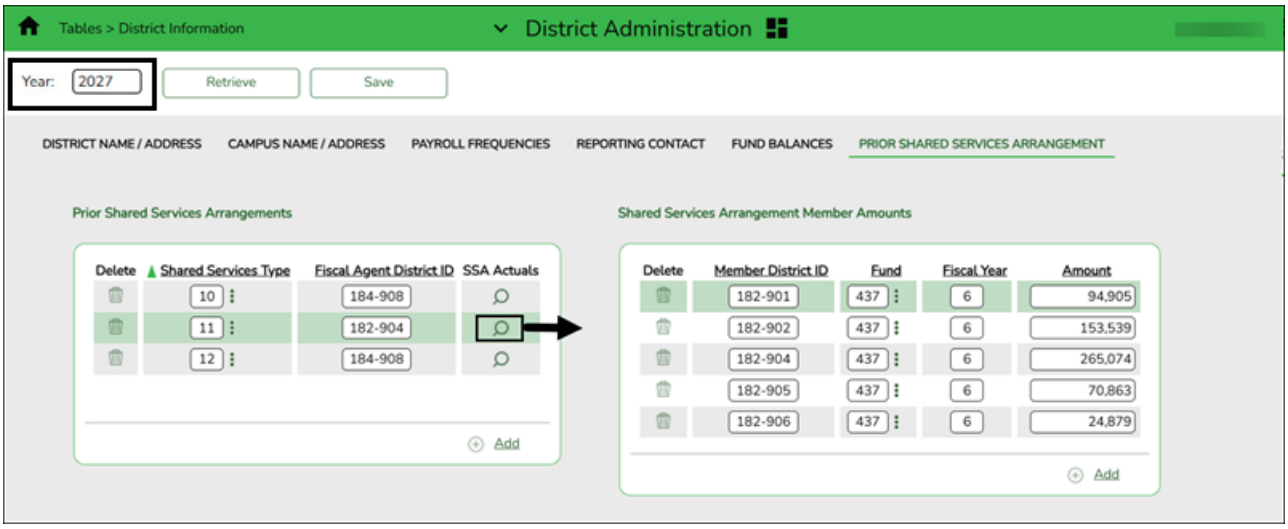
Enter and verify prior Shared Services Arrangements, as needed

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

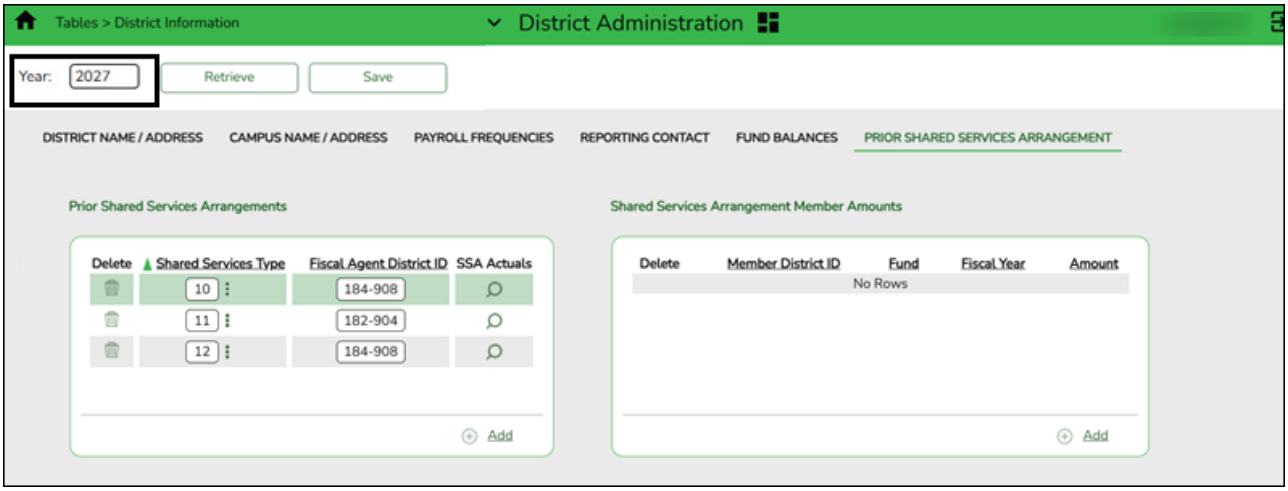
TIP: When reporting SSA amounts, note that you should use data from the prior fiscal year. For instance, if you are currently in the 2026-2027 fiscal year, enter 2027 in the **Year** field and 6 in the **Fiscal Year** field to reflect the 2025-2026 fiscal year data.

(**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

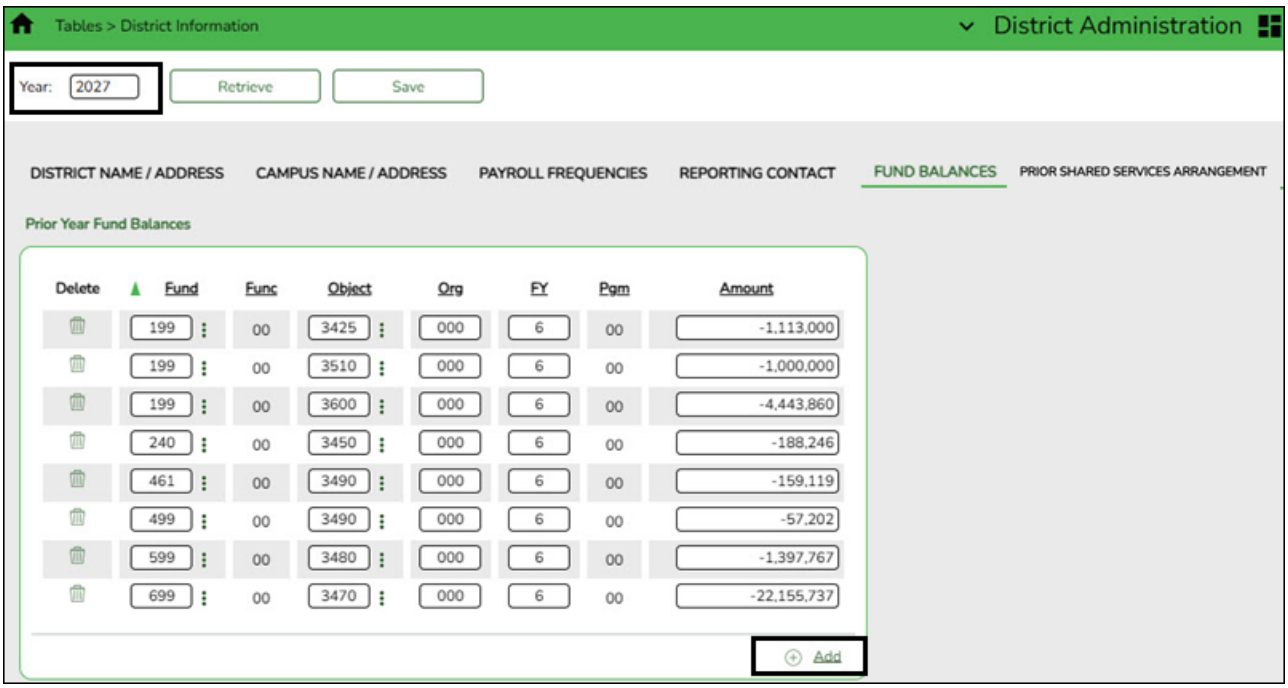
This tab is used to enter prior year ending fund balances (3XXX) as reflected on Schedule C-1 of the audit.

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**. **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.

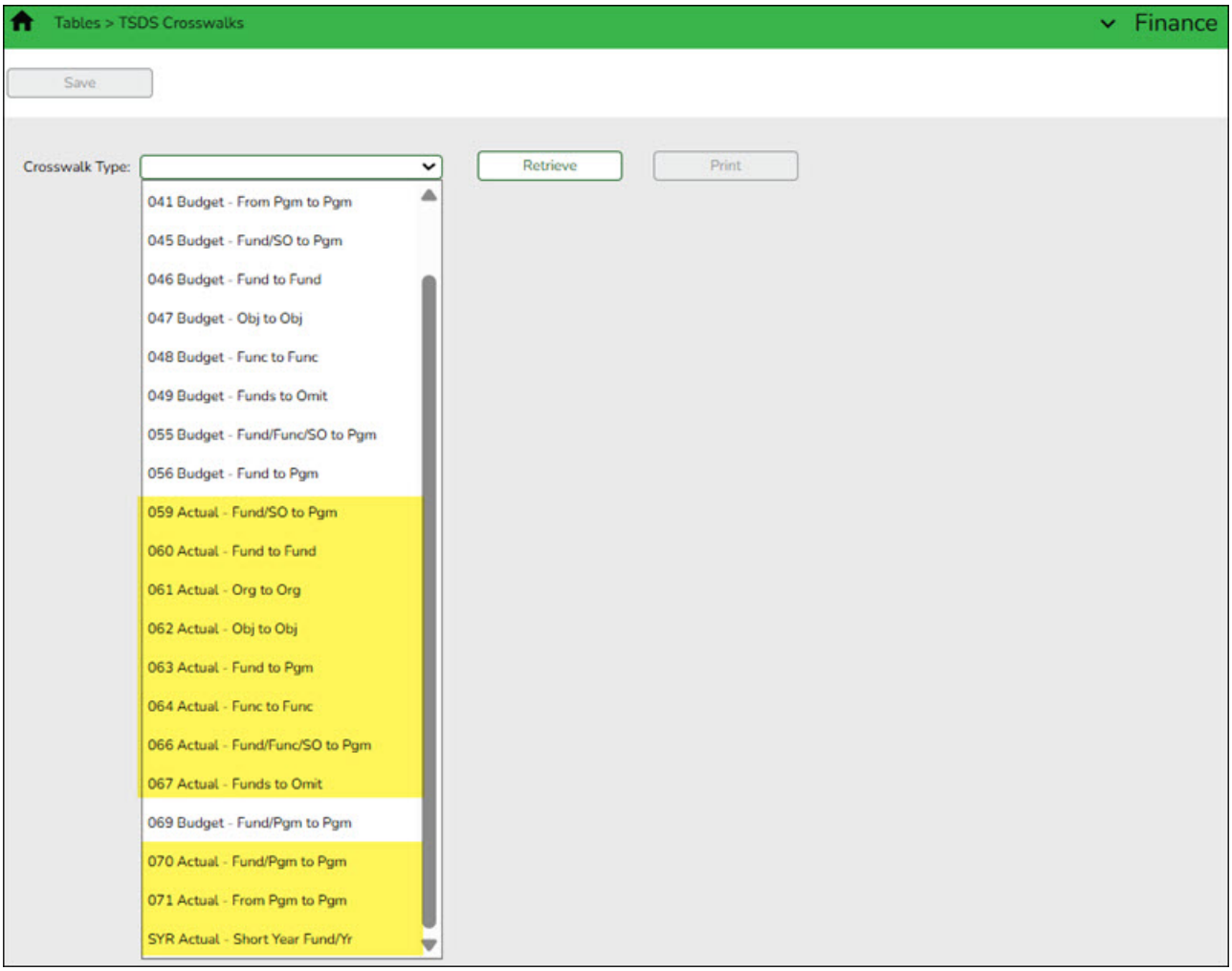
Finance > Tables > TSDS Crosswalks

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.

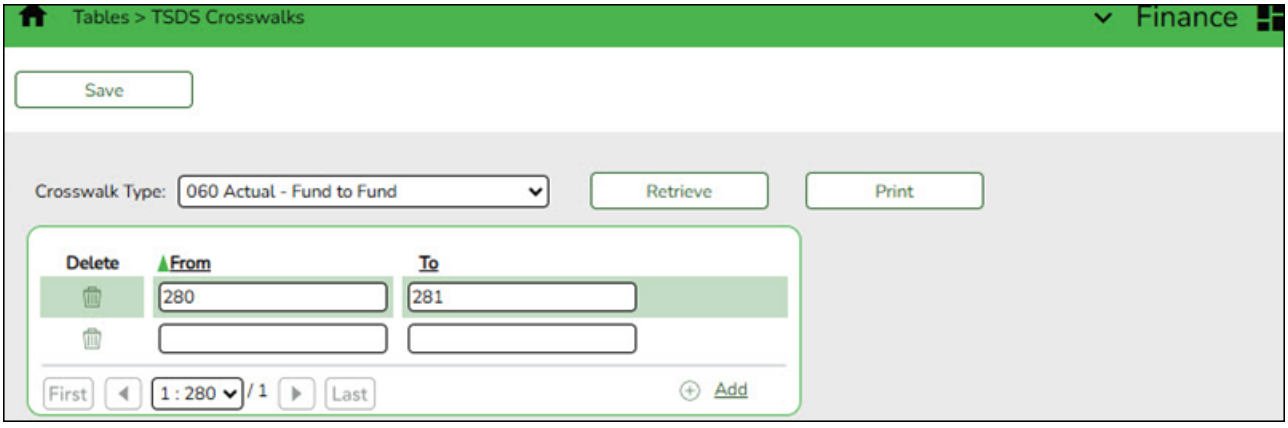
- Build any necessary local crosswalk tables. LEAs that follow the Financial Accounting Resource (FAR) Guide for account coding generally do not need to create crosswalk tables.
- Verify that all TSDS crosswalks are correct and that no local crosswalks have been created for accounts that are already 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.



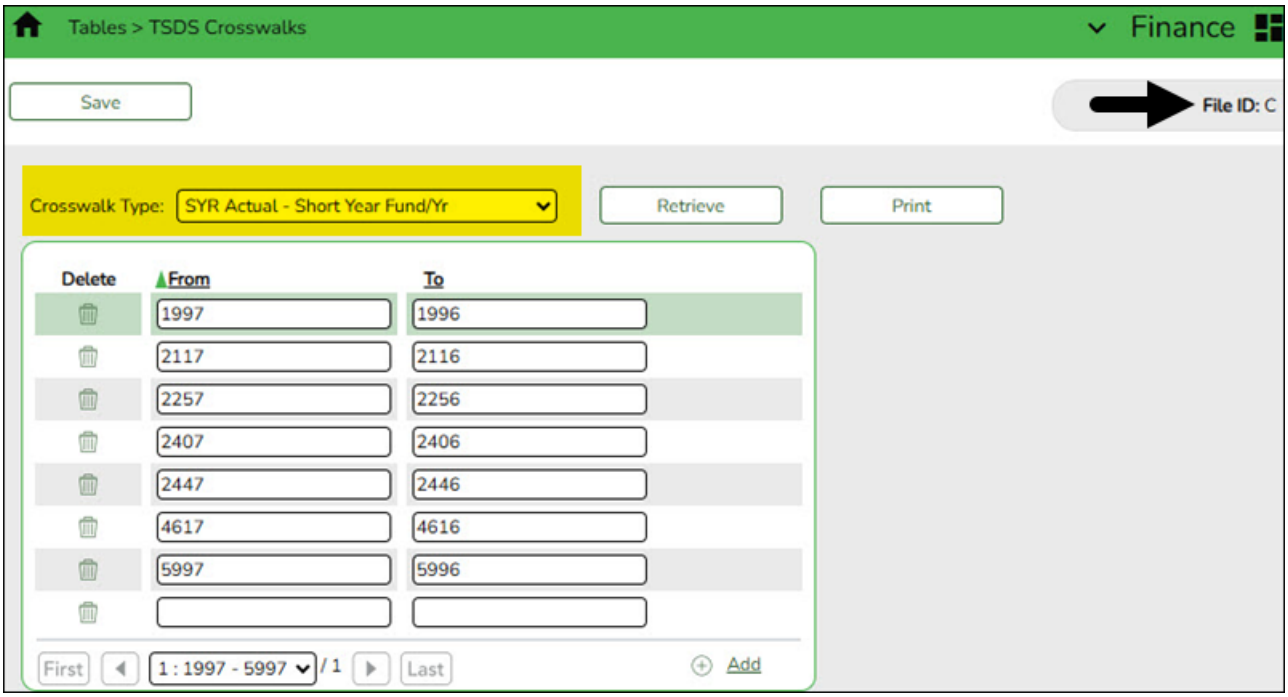
For example:



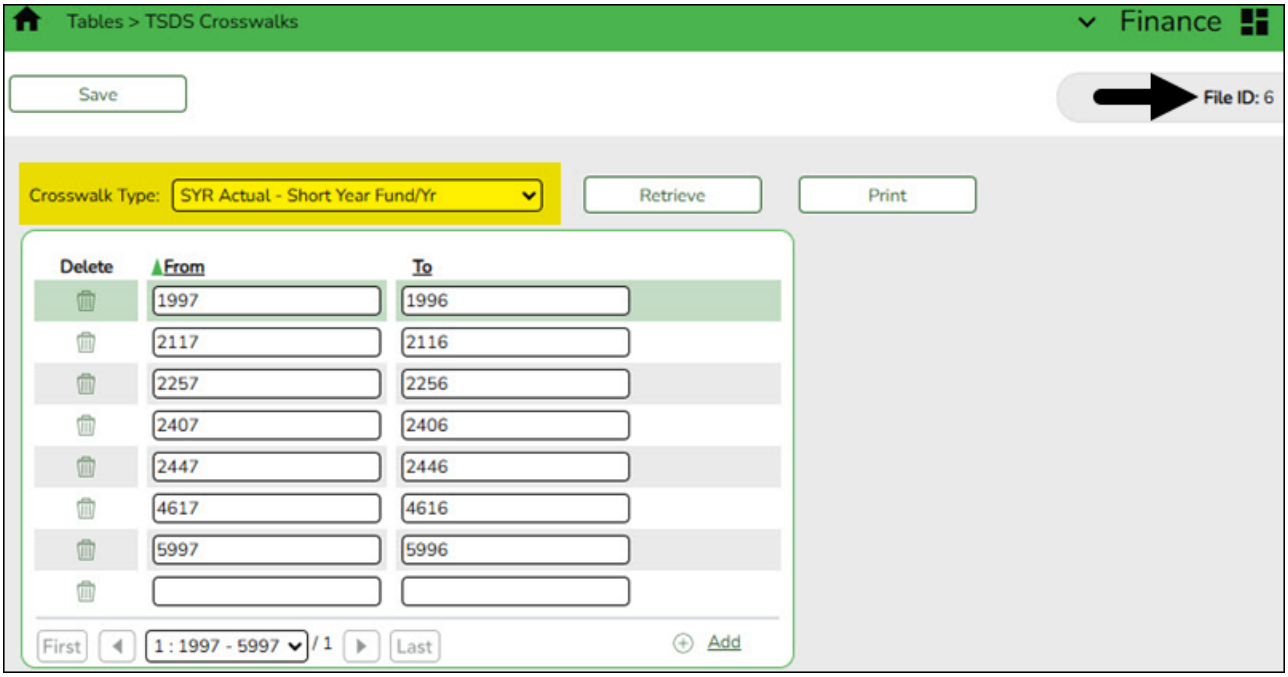
For LEA's changing from a September start fiscal year to July and this is the initial report of the change, select *SYR Actual - Short Year Fund/Yr* in the **Crosswalk Type** field, enter all funds in **both** the current and prior file IDs, and click **Save**.

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

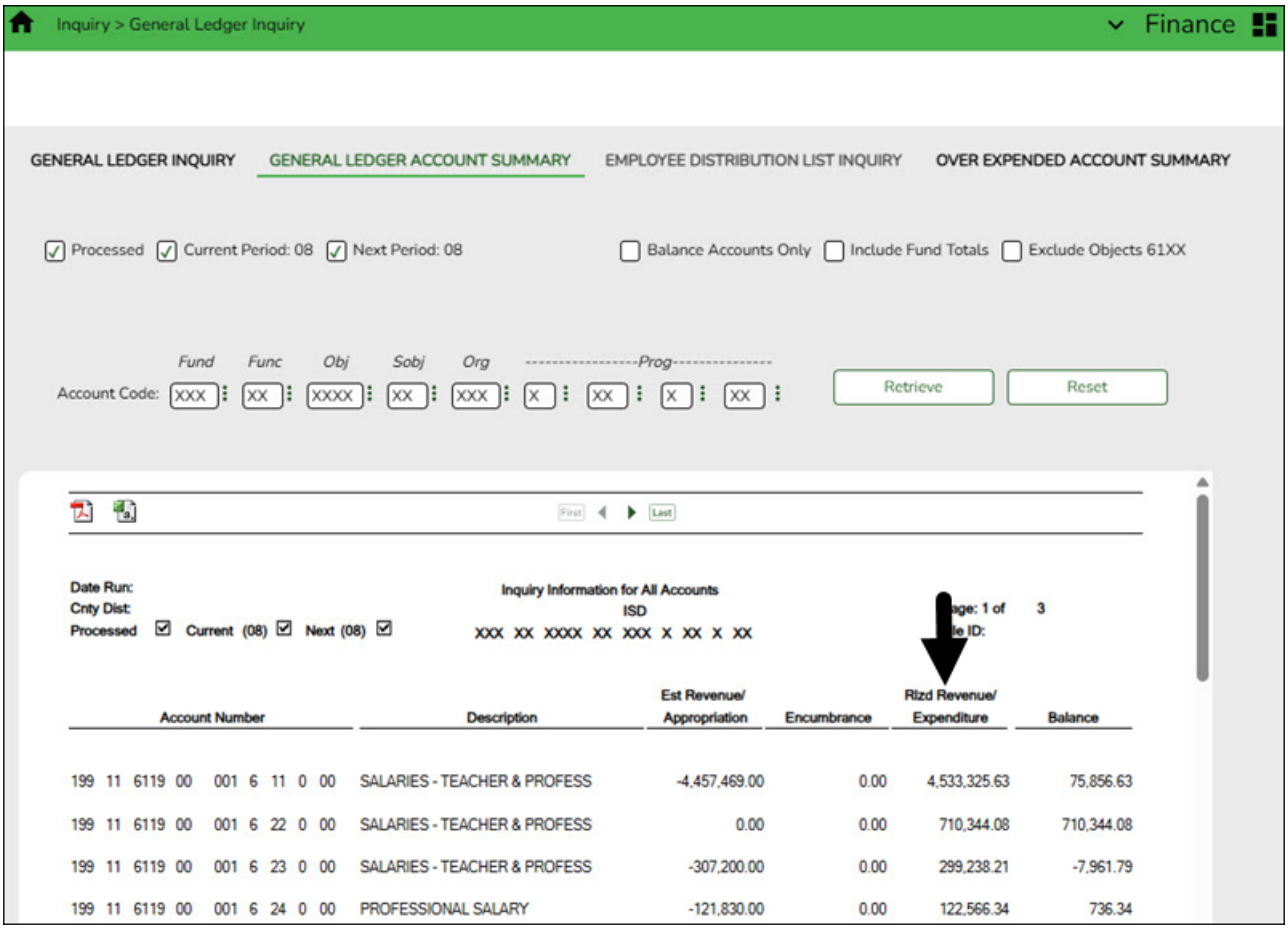
Prior year financial data is extracted from Finance for applicable funds. The totals include actual amounts entered into the system in the prior file ID.

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.

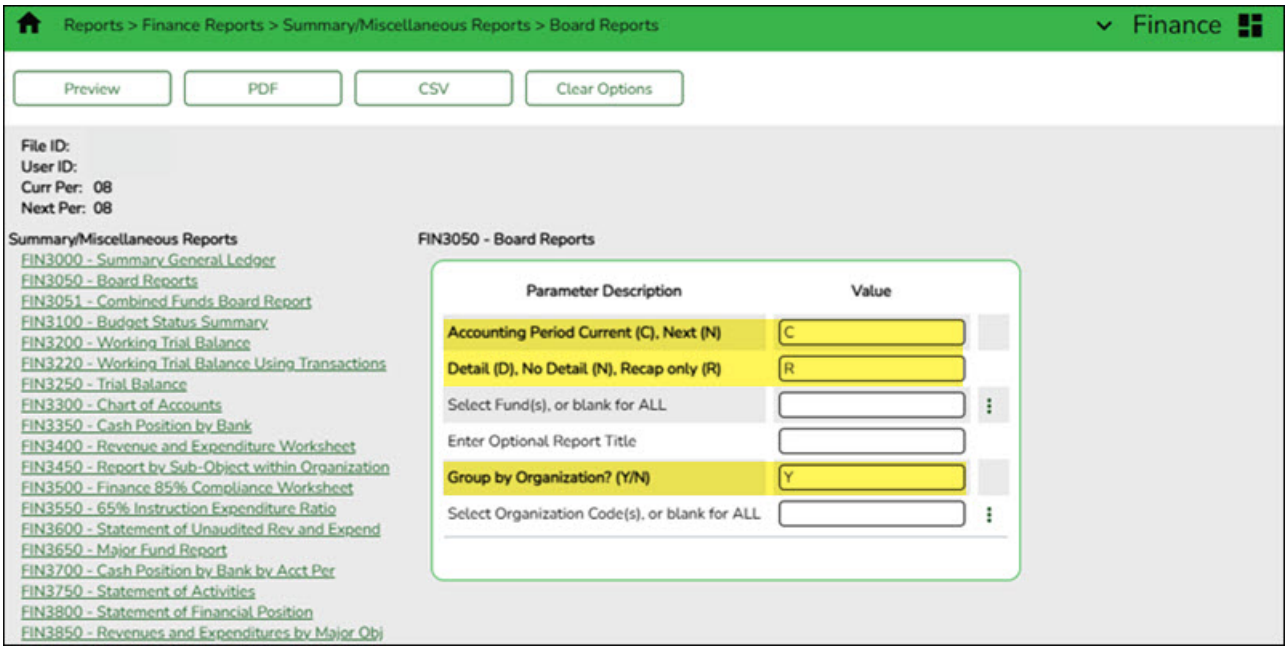
Exhibit C-3:

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

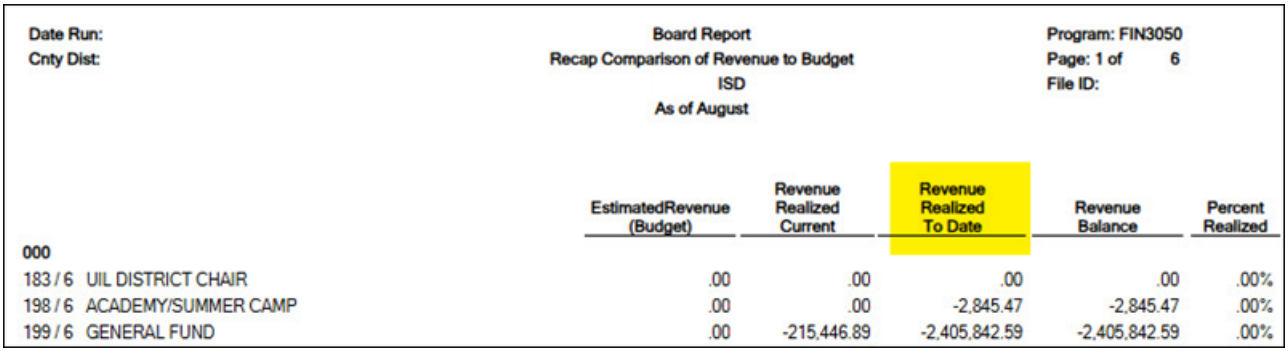
This data can also be verified by using the Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3050 - Board Report



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%

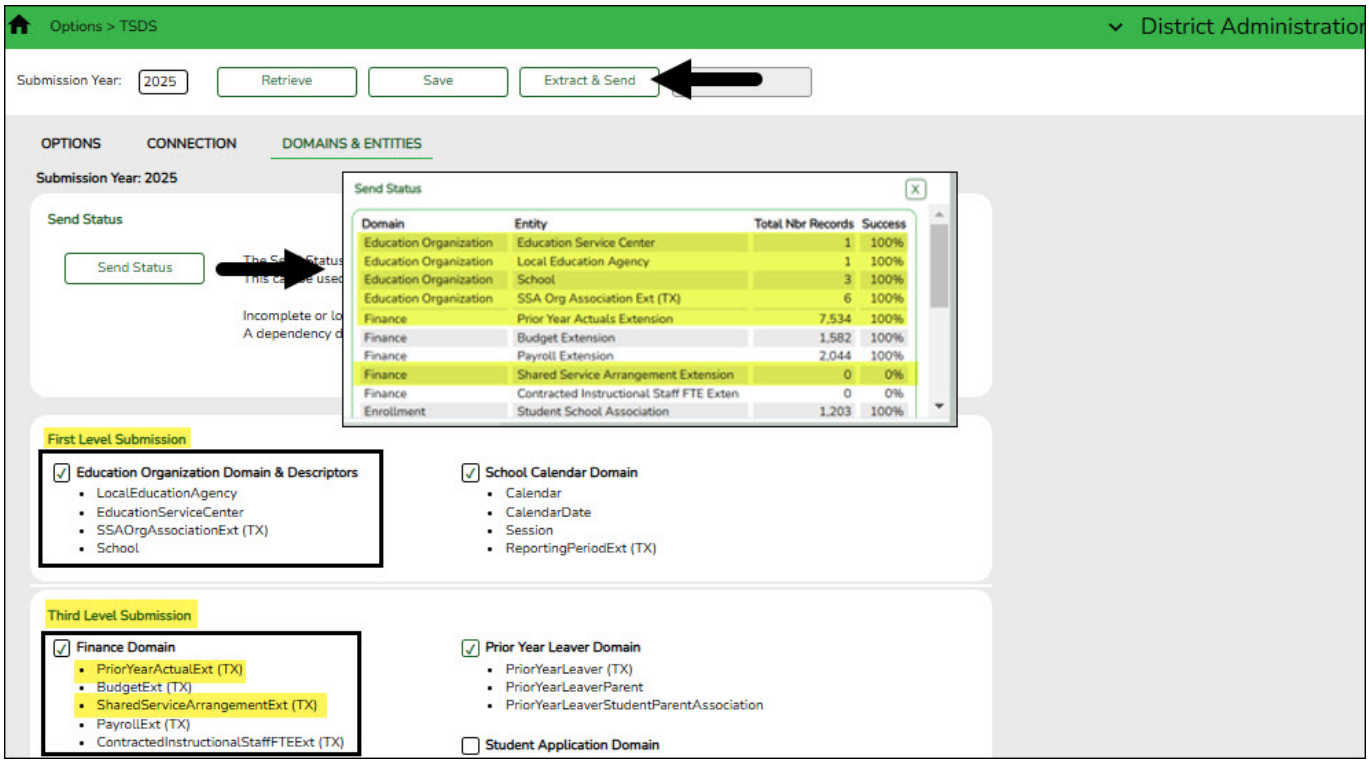
Ensure that you communicate all Mid-Year Submission activities with the PEIMS Coordinator to confirm alignment and shared understanding.

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.

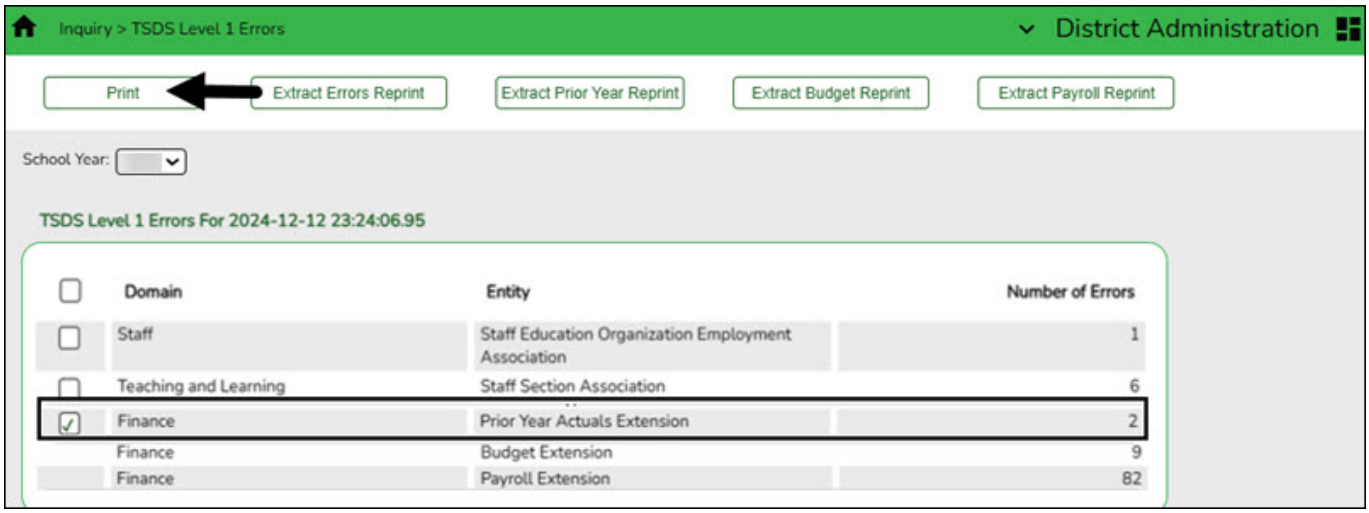
Note: Only SSA fiscal agents will have the SharedServiceArrangementExtension. All other LEAs will see 0 records for the SharedServiceArrangementExtension.

IV. Review Level 1 Errors

District Administration > Inquiry > TSDS Level 1 Errors

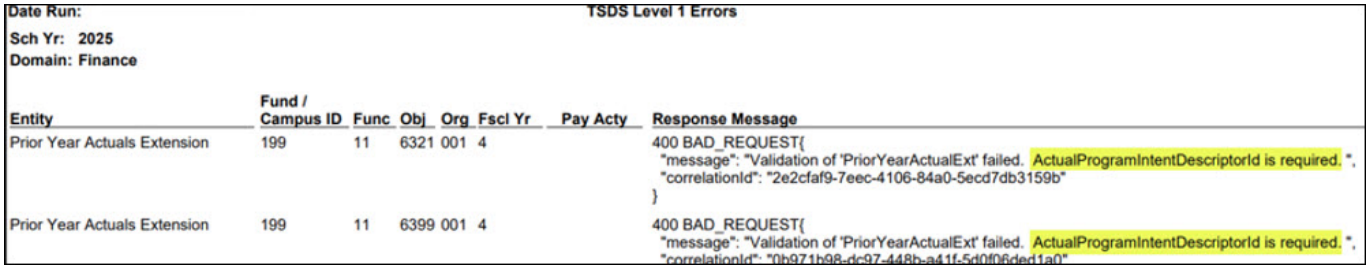
If the records were not 100% successful, review the level 1 errors and make the necessary corrections.

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). 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). **TIP**: Expense function codes should not be 00. **Correct**: 199-11-6399-00-001-X99000 **Incorrect**: 199-11-6390-00-001-X99000 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). **TIP**: Expense object codes should not end with 0. **Correct**: 199-11-6399-00-001-X99000 **Incorrect**: 199-11-6390-00-001-X99000 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). **TIP**: Expense program intent code should not be 00. **Correct**: 199-11-6399-00-001-X99000 **Incorrect**: 199-11-6399-00-001-X00000 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: • Org 701-750 should only be used in functions 41, 53, 99 • Function 71 should be used with object 65XX • Funds 205, 255, 270, 429 should be used with PIC 24 rather than 30 • Expense objects (6XXX) should not be used with Org 000 • 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.