










TSDS Data Quality Checklist


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TSDS Data Quality Checklist

Budget Data

| ASCENDER Breadcrumb | Step | TSDS Web-Enabled Data Standards (TWEDS)/Financial Accountability System Resource (FAR) Reference |
|--|---|--|
| Finance > Inquiry > General Ledger Inquiry | Click  to display all funds. Verify all funds are valid for the 2026 Budget. If not, create TSDS Crosswalks (Fund to Fund). | BudgetFund - Table ID C145B |
| | Click  to display all functions. Verify all functions are valid for the 2026 Budget. If not, create TSDS Crosswalks (Function to Function). TIP: Expense function codes should not be 00. | BudgetFunction - Table ID C146B |
| | Click  to display all objects. Verify all objects are valid for the 2026 Budget. If not, create TSDS Crosswalks (Object to Object). TIP: Expense object codes should not end with 0. | BudgetFunction - Table ID C146B |
| | Click  to display all Program Intent Codes (PICs). Verify all PICs are valid for the 2026 Budget. If not, create TSDS Crosswalks (Program Intent to Program Intent). TIP: Expense program intent code should not be 00. | BudgetProgramIntent - Table ID C147B |
| | Click  to display all organization codes. Verify all organization codes are valid for the 2026 Budget. 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: <ul style="list-style-type: none"> • 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, 709-719, 726-749 or 800-997 • Expense Objects (6XXX) should not be used with PIC 00 • Expense Objects (6XXX) should not use function 00 | Account Code Matrices in FAR |

| ASCENDER Breadcrumb | Step | TSDS Web-Enabled Data Standards (TWEDS)/Financial Accountability System Resource (FAR) Reference |
|---------------------|---|--|
| | Click  to verify the fiscal year for PEIMS Budget Funds. The fiscal year is 6 for the 2025-2026 fiscal year. (Only applies to funds reported for Fall PEIMS: 199, 240, 420, 599) | |
| | 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 budget amounts. | |
| | Verify at least one account code exists for general administration (function 41) with budget amounts 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 one account code exists for Matching State Funds (object 5829) in funds 240 and 410. | |
| | Verify budgets in object 65XX are tied to function 71. | |

Staff Data

Active Employees:

| ASCENDER Breadcrumb | Step | TWEDS/FAR Reference |
|--|---|------------------------------|
| Personnel > Maintenance > Staff Demo > Demographic Information | Verify the following fields are completed for all regular employees, contracted instructional staff, and long-term substitutes: <ul style="list-style-type: none"> • Texas Unique Staff ID • DOB • Sex • Race • Ethnicity Generate a user-created report to verify accuracy. | Staff Entity |

| ASCENDER Breadcrumb | Step | TWEDS/FAR Reference |
|--|--|--|
| Personnel > Maintenance > Staff Demo > Credentials | Ensure the PK Teacher Specialization is added to all PK Teachers of Record. | PK Teacher Requirement - Table ID C207 |
| | Ensure all TIA teachers have TIA data added. If TIA eligible, generate a user-created report to ensure they also have Creditable Years of Service . This is reported in Class Roster. | TIA Designation - Table ID C322 |
| Personnel > Maintenance > Staff Demo > Responsibility | Ensure Responsibility records are complete and accurate for applicable staff. | StaffEducationOrganizationAssignmentAssociation Entity |
| | Responsibility records with a Staff Service beginning with SE must have Pop Served set to 06. | Population Served - Table ID C030 |
| | Responsibility records for aides must have Number of Students set to 0 | |
| Personnel > Maintenance > Employment Info | Verify that active employees only have one employment type selected, Employment Type or Retiree Employment Type | Staff Type - Table ID C181 |
| | Verify Employee Status is 1-5 or A when data is ready to be sent. (TIP : It is recommended to set the Employee Status to 0 - Pending while gathering required data elements. | TSDS Best Practices for New Employee Records |
| | Verify all employees with a Latest Re-employment Date do not have a Termination Date . For re-hires, delete the Termination Date and Reason . | |
| | Verify all regular employees have a Highest Degree . | |
| | Verify all employees have a Percent of Day Employed . | |
| | Verify professional staff have Total and In District years of experience. (exclude current year in count) | Total Years Professional Experience |

| ASCENDER Breadcrumb | Step | TWEDS/FAR Reference |
|--|---|--|
| | Verify all auxiliary staff have an Auxiliary Role ID with a Begin Date . Staff who have an Auxiliary Role ID should have at least one payroll record coded to object code 612X. | Auxiliary Role - Table ID C213 |
| | Verify all paraprofessional staff with a Paraprofessional Certification have Para Cert selected with a Begin Date . | Paraprofessional Certification |
| | Verify Employment Status . Only staff with an Employment Status of 01-05 and A are reported to PEIMS. When all employee data is complete and accurate, change the Employment Status to include the record in the nightly send job. | TSDS Best Practices for New Employee Records |
| Personnel > Maintenance > TSDS Days Employed Set | Ensure all reported staff have Number of Days Employed . | StaffEducationOrganizationEmploymentAssociation Entity |
| | Ensure all reported staff have a Percent of Days Employed . | StaffEducationOrganizationEmploymentAssociation Entity |







Terminated Employees:



| | | |
|--|---|---|
| Personnel > Maintenance > Employment Info | Verify the employee record has a Termination Date and Termination Reason . | TSDS Best Practices for Terminated Employee Records |
| | Verify the employee record has an End Date for the Auxiliary Role ID and/or Paraprofessional Certification . | |
| | Verify the employee record has an updated Employment Status , if not, select the appropriate code. | |
| Personnel > Maintenance > Staff Demo > Responsibility | Verify the employee record has an End Date on the Responsibility record if one exists. | TSDS Best Practices for Terminated Employee Records |
| Payroll > Maintenance > Staff Job/Pay Data > Pay Info | Verify the employee record has a <i>Inactive</i> Pay Status . | |

Payroll Data

| ASCENDER Breadcrumb | Step | TWEDS/FAR Reference |
|---|--|---|
| Payroll > Reports > User Created Report | Review employee distributions. Verify organization codes on all payroll. No payroll expenditure codes should use org 000, 700, 709-719, 726-749, or 800-997 | Account Code Matrices in FAR |
| | Verify admin staff coded to functions 41, 53, or 99 use valid org codes 701-750 | Account Code Matrices in FAR |
| | Verify program intent codes on all payroll. No payroll program intent codes should use org 00. | Account Code Matrices in FAR |
| | Verify all staff have at least one payroll code with a Payroll Activity code of 80. | |
| | Staff paid with object 6129 must have an Auxiliary Role ID or responsibility with Staff Classification of 033 or 036 or Classroom Position record of 05 in the Schedule. | |
| Personnel > Tables > Salaries > Extra Duty | Verify Business Allowances are set to Activity Code 79 | PayrollActivity - Table ID C018 |

Finance Data (Prior Year)

| ASCENDER Breadcrumb | Step | TWEDS/FAR Reference |
|--|--|---------------------|
| Finance > Inquiry > General Ledger Inquiry | Click  to display all funds. Verify all funds are valid for the 2026 Budget. If not, create TSDS Crosswalks (Fund to Fund). | |
| | Click  to display all functions. Verify all functions are valid for the 2026 Budget. If not, create TSDS Crosswalks (Function to Function). TIP: Expense function codes should not be 00. | |
| | Click  to display all objects. Verify all objects are valid for the 2026 Budget. If not, create TSDS Crosswalks (Object to Object). TIP: Expense object codes should not end with 0. | |
| | Click  to display all Program Intent Codes (PICs). Verify all PICs are valid for the 2026 Budget. If not, create TSDS Crosswalks (Program Intent to Program Intent). TIP: Expense program intent code should not be 00. | |
| | Click  to display all organization codes. Verify all organization codes are valid for the 2026 Budget. 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. | |

| ASCENDER Breadcrumb | Step | TWEDS/FAR Reference |
|---------------------|---|---------------------|
| | Click  to verify combinations: <ul style="list-style-type: none"> • 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. | |
| | 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. | |
| | Verify Fund Balances have been entered and match audited objects and amounts. Amounts should be entered as positive numbers. | |



The District PEIMS Coordinator is responsible for setting up the following, unless other arrangements have been established.

Do not make changes to this information unless authorized.

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|--|
| District Administration > Options > TSDS > Options |
| Verify that the As-of-Date and School Start Window (SSW) Date fields have the correct dates. |
| Ensure that email address(es) are entered under Finance Extract Distribution List and Personnel/Payroll Extract Distribution List . These designated email addresses allow a person or group of persons to receive extract emails. |
| District Administration > Options > TSDS > Connection |
| Verify the API URL , Key , and Secret are accurate. |
| District Administration > Options > TSDS > Domains & Entities |

Make selections on **Domains & Entities** as described in the [ASCENDER TSDS New School Year Best Practice Guide](#).