



Correct Budget and Payroll data

Table of Contents

Correct Budget and Payroll data	 i
--	---------

Correct Budget and Payroll data

Use the following steps to correct budget and payroll data after accounting period 10 is closed in Finance.

[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.

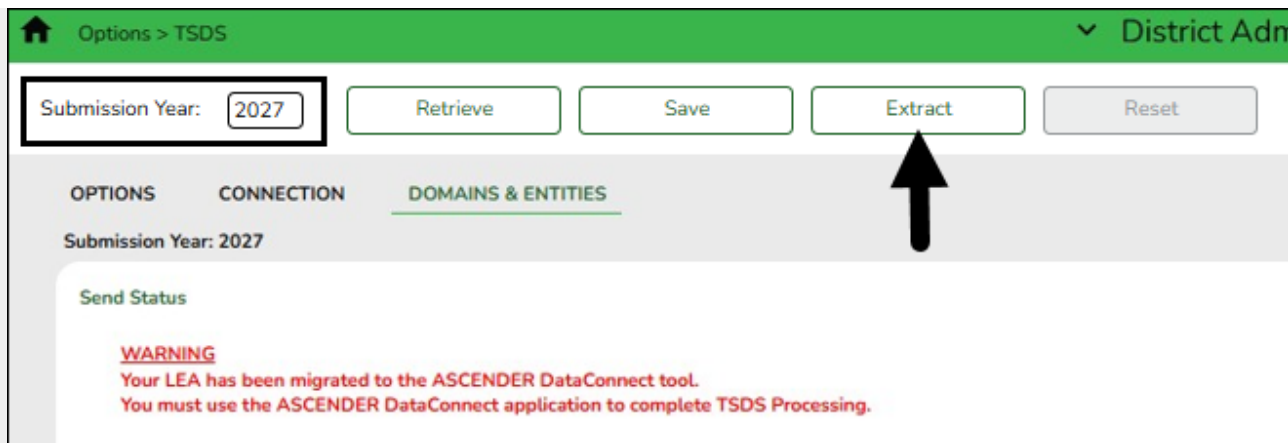
TSDS Extract Notes:

☐ 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.

☐ Although data is extracted nightly at 6:00 p.m., there may be instances where you need to send corrections before the next scheduled (nightly) extract. If any changes are made to financial (budget, actuals, payroll) data, you must first extract data in ASCENDER and then schedule a run in ASCENDER DataConnect (ADC). Complete the following steps:

1. District Administration > Options > TSDS > Domains & Entities



Options > TSDS

Submission Year: 2027

Retrieve Save Extract Reset

OPTIONS CONNECTION DOMAINS & ENTITIES

Submission Year: 2027

Send Status

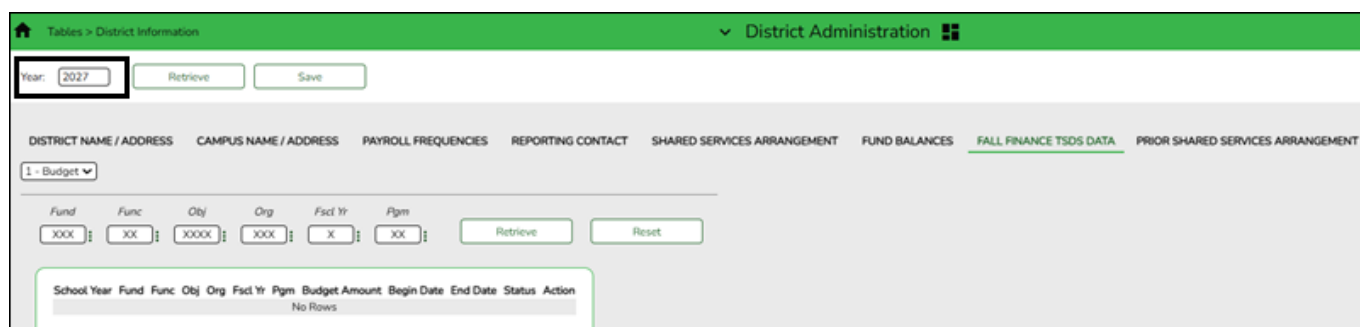
WARNING
Your LEA has been migrated to the ASCENDER DataConnect tool.
You must use the ASCENDER DataConnect application to complete TSDS Processing.

- Verify that the **Submission Year** is correct.
- Click **Extract**.

2. ASCENDER DataConnect (ADC)

- Schedule a run to transfer the changes to the IODS, and if applicable, to the EODS.

Budget



Tables > District Information

Year: 2027

Retrieve Save

DISTRICT NAME / ADDRESS CAMPUS NAME / ADDRESS PAYROLL FREQUENCIES REPORTING CONTACT SHARED SERVICES ARRANGEMENT FUND BALANCES FALL FINANCE TSDS DATA PRIOR SHARED SERVICES ARRANGEMENT

1 - Budget

Fund Func Obj Org Fscd Yr Pgm

XXX XX XXXX XXX X XX

Retrieve Reset

School Year	Fund	Func	Obj	Org	Fscd Yr	Pgm	Budget Amount	Begin Date	End Date	Status	Action
No Rows											

- ☐ Click  to select *1 - Budget*.
- ☐ 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
Account Code or Begin Date	Status = R - Resubmit, Action = D - Delete	Status = N - New, Action = I - Insert

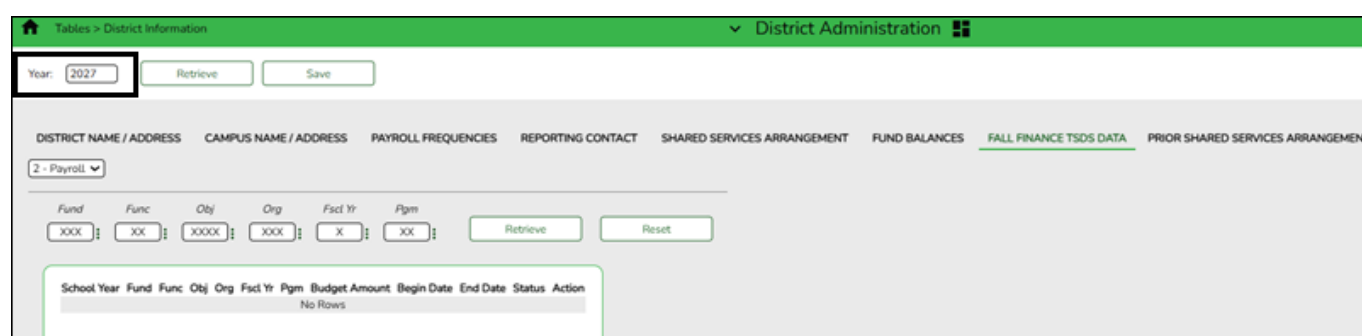
Change	Original Record	New Record
Amount or End Date	Status = <i>R - Resubmit</i> , Action = <i>U - Update</i>	
Amount = 0 (zero)	Status = <i>R - Resubmit</i> , Action = <i>D - Delete</i>	

Records without an ODS ID

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

Payroll

- ☐ Click  to select 2 - Payroll.



The screenshot shows the 'District Administration' interface. At the top, there's a green header with 'Tables > District Information' and 'District Administration'. Below this, there's a 'Year' dropdown set to '2027' and 'Retrieve' and 'Save' buttons. A navigation bar includes links like 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', 'FUND BALANCES', 'FALL FINANCE TSDS DATA' (which is underlined), and 'PRIOR SHARED SERVICES ARRANGEMENT'. Under 'FALL FINANCE TSDS DATA', there's a dropdown menu showing '2 - Payroll'. Below this, there are input fields for 'Fund' (XXX), 'Func' (XX), 'Obj' (XXXX), 'Org' (XXX), 'Fiscal Yr' (X), and 'Pgm' (XX), followed by 'Retrieve' and 'Reset' buttons. 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 body shows 'No Rows'.

- ☐ 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 payroll corrections (such as code or amount changes) to the Payroll data in the TSDS staging tables.
- ☐ Click **Save**.

Notes:

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

Records without an ODS ID

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