


# Prior Shared Services Arrangement - DA1200

# Table of Contents

**Prior Shared Services Arrangement - DA1200** ..... i
**Prior Shared Services Arrangement - DA1200** ..... 1

# Prior Shared Services Arrangement - DA1200

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

This tab is used for state reporting purposes to identify the ESC/LEA fiscal agents and the ESC and/or LEA member(s) for each type of Shared Services Arrangement (SSA) that exists among two or more ESCs and/or LEAs.

You can maintain financial information (actuals) for shared service arrangements. You can manage financial records by shared service type, fiscal agent, and fund/fiscal year. This information may be used to review programs, staff, and/or classes for funding purposes.

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.



The **Shared Services Arrangements** records (left side of the page) must be added and saved before you can add corresponding data under **Shared Services Arrangements Amounts** (right side of the page). After you save a record under **Shared Services Arrangements**, is displayed under **SSA Actuals**, which allows you to add records for that specific row under **Shared Services Arrangements Amounts** (right side of the page).

## Add prior year shared services arrangements and amounts:

| Field | Description |
|---|---|
| **Year** | Verify that the correct reporting year is displayed. If not, type the correct 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.<br><br>**TIP**: When reporting SSA amounts, note that you should use data from the previous fiscal year. For instance, if you are currently in the 2025-2026 fiscal year, enter 2026 in the **Year** field and 5 in the **Fiscal Year** field to reflect the 2024-2025 fiscal year data. |

Under **Prior Shared Services Arrangements**:

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Shared Services Type** | SSAType (E0776)<br>Code table: C049<br><br>Type a two-digit shared services type to indicate the program or service provided by the SSA. Or, click to select a shared services type from the Shared Services Type lookup. |

| | |
|---|---|
| **Fiscal Agent District ID** | Type the SSA fiscal agent's six-digit county-district ID (*CCCDDD*, where *CCC* is the county ID and *DDD* is the district ID) that is registered with Texas Education Agency (TEA). |

❑ Click **Save** to save the row(s). After the record is saved, is displayed in the **SSA Actuals** column.

| | |
|---|---|
| **SSA Actuals** | Click to add the corresponding fund, fiscal year, and amounts for the selected shared services type/fiscal agent district ID. After you click , **+Add** is displayed under **Shared Services Arrangements Amounts**. |

Under **Shared Services Arrangement Member Amounts**:

❑ Click **+Add** for the selected shared services type/fiscal agent. Complete the following fields to record the sum of all financial expenses to date related to a specific fiscal year/fund for each shared service arrangement.

| | |
|---|---|
| **Member District ID** | SSAMemberDistrictId (E0981)<br><br>Type the member district's six-digit county-district ID (*CCCDDD*, where *CCC* is the county ID and *DDD* is the district ID) that is registered with Texas Education Agency (TEA). This field is required. |
| **Fund** | SSAFund (E0316S)<br>Code table: C145S<br><br>Type a three-digit account fund to indicate the fund group and specific fund (when applicable) for actual financial data for budget and payroll. Or, click to select a fund from the Shared Services Arrangements Fund lookup. |
| **Fiscal Year** | FiscalYear (E0974)<br><br>Type the last digit of the fiscal year (e.g., the fiscal year is 5 for the 2024-2025 fiscal year.) This is the last fiscal year's SSA data. For example, for reporting year 2025 (school year 2024-2025), use SSA data from the 2023-2024 financial fiscal year 4. |
| **Amount** | ActualAmount (E0774)<br><br>Type the actual dollar amount (rounded to the nearest dollar) expensed for the SSA. This field can be up to 11 digits. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| | Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click **Save**. A message is displayed confirming that you want to delete the row.<br><br>Click **OK** to delete the row.<br><br>Click **Cancel** not to delete the row. |
| **Retrieve** | Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost. |