

Shared Services Arrangement - DA1200

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District Administration > Tables > District Information > 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 in the PEIMS Fall and Mid-Year Submissions in the SharedServiceArrangementExt Entity, which represents the sum of the financial transactions for shared service arrangements to date.



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**, \bigcirc 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 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 2024-2025 school year is 2025.

TIP: When reporting SSA amounts, note that you should use data from the previous fiscal year. For instance, if you are currently in the 2024-2025 fiscal year, enter 2025 in the **Year** field and 4 in the **Fiscal Year** field to reflect the 2023-2024 fiscal year data.

Under Shared Services Arrangements:

☐ Click **+Add** to add a row.

Shared Services Type	SSAType (E0776) Code table: C049
	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.

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

SSA	Click $oldsymbol{oldsymbol{arphi}}$ to add the corresponding fund, fiscal year, and amounts for the selected
	shared services type/fiscal agent district ID. After you click \mathcal{P} , +Add is displayed under
	Shared Services Arrangements Amounts.

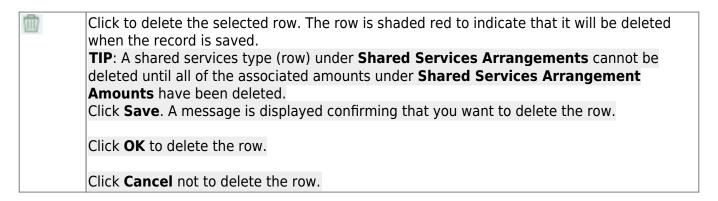
Under Shared Services Arrangement Member Amounts:

 \square 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)
	Type the member district's six-digit county-district ID (<i>CCCDDD</i> , where <i>CCC</i> is the county ID and <i>DDD</i> is the district ID) that is registered with Texas Education Agency (TEA). This field is required.
Fund	SSAFund (E0316S) Code table: C145S
	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)
	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)
	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:



Retrieve Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.