Shared Services Arrangement - DA1200

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This tab is used to 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.

Add shared services arrangements and amounts:

Field	Description
Year	Verify that the correct school year is displayed. If not, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

Under **Shared Services Arrangements**:

❑ Click **+Add** to add a row.

Shared Services Type	Type a two-digit shared services type. Or, click ⋮ to select a shared services type from the Shared Services Type lookup.
Fiscal Agent District ID	Type the fiscal agent's six-digit county-district number 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 Arrangements 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.

Fund	Type a three-digit account fund. Or, click ⋮ to select a fund from the Shared Services Arrangements Fund lookup.
Fiscal Year	Type the one-digit fiscal year.
Amount	

❑ 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. Click **Save**. A message is displayed confirming that you want to delete the row. Click **OK** to delete the row. 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.