



## **Verify Shared Services Arrangements, as needed**



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# Verify and correct Shared Service Arrangement data as needed

[District Administration > Tables > District Information > Shared Services Arrangement](#)

The screenshot shows the 'Shared Services Arrangement' interface. At the top, there is a green header bar with 'Tables > District Information' on the left and 'District Administration' with a menu icon on the right. Below the header, there is a 'Year' field with '2026' entered, and 'Retrieve' and 'Save' buttons. A navigation bar below this contains several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is highlighted), 'FUND BALANCES', 'FALL FINANCE TSD'S DATA', and 'PRIOR SHARED SERVICES ARRANGEMENT'. The main content area is titled 'Shared Services Arrangements' and contains a table with the following data:

Delete	Shared Services Type	Fiscal Agent District ID
	02	001-904

Below the table is an 'Add' button with a plus icon.

☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

☐ Click **Save**



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