



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



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# Verify/correct Shared Service Arrangement data as needed

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The screenshot shows the 'Shared Services Arrangement' page within the 'District Administration' system. At the top, there is a green header bar with a home icon, 'Tables > District Information', and a dropdown menu for 'District Administration'. Below the header, there is a 'Year' field with '2026' entered, and 'Retrieve' and 'Save' buttons. A navigation bar below this contains links: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is underlined), 'FUND BALANCES', 'FALL FINANCE TSDS DATA', and 'PRIOR SHARED SERVICES ARRANGEMENT'. The main content area is titled 'Shared Services Arrangements' and contains a table with columns: 'Delete', 'Shared Services Type', and 'Fiscal Agent District ID'. The table has one row with a trash icon in the 'Delete' column, '02' in the 'Shared Services Type' column, and '001-904' in the 'Fiscal Agent District ID' column. Below the table is an 'Add' button.

☐ 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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