Verify Shared Services Arrangements, as needed

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Verify/correct Shared Service Arrangement data as needed

District Administration > Tables > District Information > Shared Services Arrangement

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

2. Enter all SSAs the LEA is a member of on the left side of the screen.

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    Select the Type of SSA and enter the Fiscal Agent of the SSA.
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3. If the LEA is the Fiscal Agent of an SSA, click on the spyglass for that SSA.

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    On the right side of the screen, enter the CCCDDD of each member, the
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fund and fiscal year and the amount spent on each member's behalf. 4. Note: Since each year is entered here, there is no separate tab for

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    current year vs. prior year as we had in years past.
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❑ Click **Save**

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