



## **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' tab in the District Administration system. At the top, there's a green header with 'Tables > District Information' and 'District Administration'. Below this, a 'Year' field is set to '2026', with 'Retrieve' and 'Save' buttons. A navigation bar lists several tabs: 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS', 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT' (which is selected), '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 the following data:

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

At the bottom right of 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**.

☐ On the left side of page, under **Shared Services Arrangements**, enter all Shared Service Arrangements in which the LEA is a member.

- Indicate the **Shared Services Type** and **Fiscal Agent District ID**.
- If the LEA is the Fiscal Agent of the SSA, click the spyglass for that SSA record.

☐ On the right side of the page, click **+Add** to enter the **Member District ID** (CCCDDD), the **Fund**, **Fiscal Year**, and the **Amount** spent on the member's behalf.

**Note:** Since each year is entered on this tab, there are not separate tabs for the current and prior years as in previous years.

☐ Click **Save**.



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