Verify Budget data
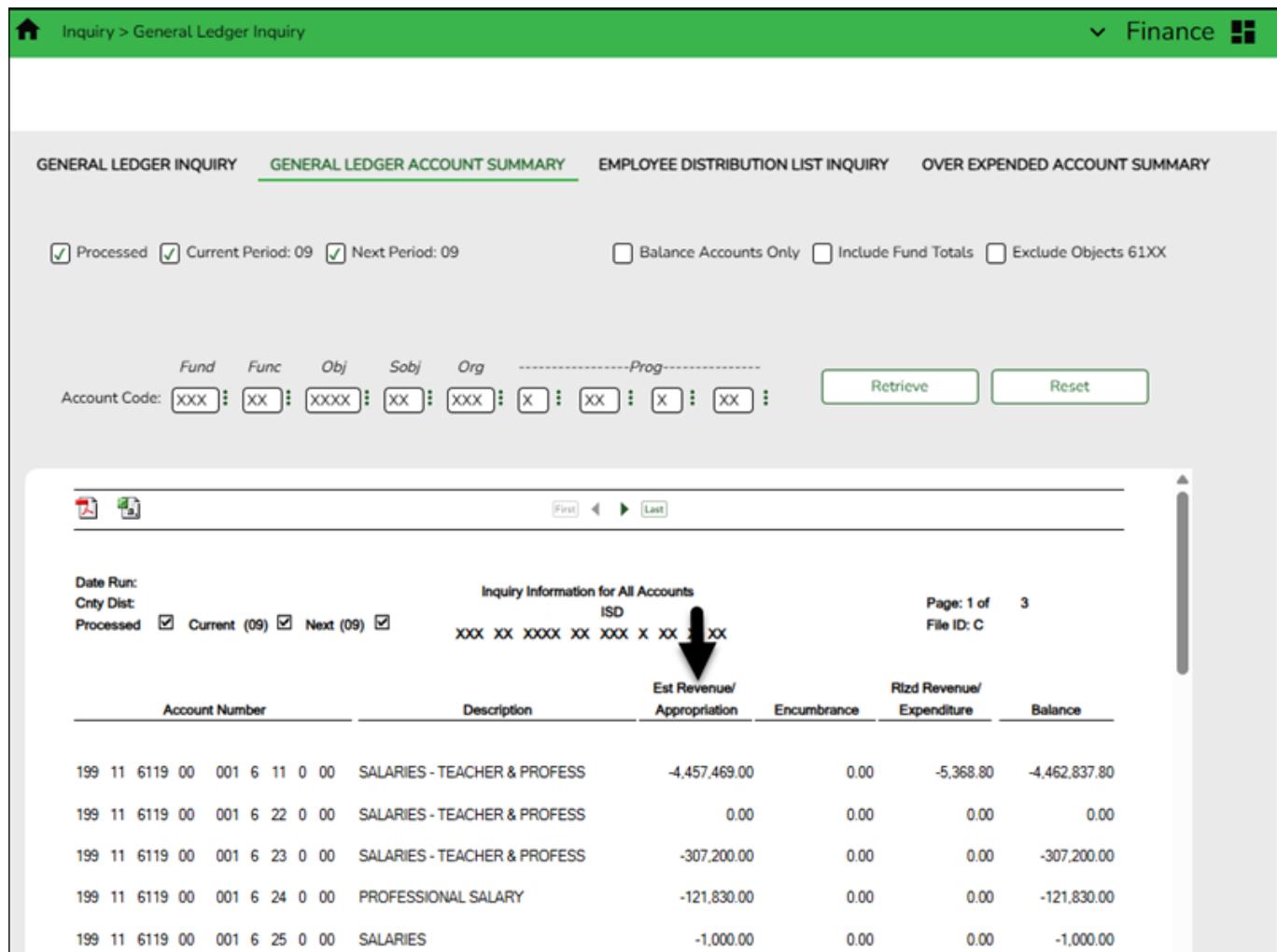
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Verify Budget data

Budget data is extracted from Finance for applicable funds. The totals include entries made into the system until the end of October or accounting period 10. It is recommended that all budget amendments be entered by the PEIMS Fall Snapshot date, which is the last Friday in October.

The following data is reported:

- Fund
- Function
- Object
    - Report 5XXX-8XXX
    - 61XX are collapsed into 6100, 62XX into 6200, 63XX into 6300, etc.
- Organization
- Fiscal Year
- Program Intent
- Amount
- Begin & End Date (time/date stamp assigned at the time of data entry; not the transaction date)

District Administration > Tables > District Information > Fall Finance TSDS Data

This tab is used to retrieve and edit Fall TSDS financial data, allowing for corrections to Budget and Payroll data in the TSDS staging tables. The staging area temporarily holds data before it is submitted to the Texas Education Agency (TEA) (i.e., promoted to the Operational Data Store (ODS)).

The data on this tab is obtained from the latest Fall extracts after period 10 is closed, incorporating all TSDS crosswalks, automatic crosswalks, and data summaries. Accounts are summarized by fund, function, object class (6100), organization, and program intent code. For instance, 199-11-6119.00-001-511000 will display as 199 11 6100 001 11. Users should cross-reference balances with the Finance application and may need to combine amounts to ensure accurate budget reporting.

Notes:

- Data cannot be duplicated. Duplicated data will receive an error upon submission.
- Enter data carefully on this tab. Incorrect or improperly formatted data may cause errors upon submission.

TSDS Extract Notes:

The budget and payroll data extracts are run nightly along with the other TSDS extracts until accounting period 10 (October) is closed in Finance.

- After period 10 (October) closes, the budget and payroll data extracts are paused for the current school year.
- After period 10 (October) closes and the nightly extract is run, the Fall Finance TSDS Data tab in District Administration is enabled allowing users to begin making corrections to budget and payroll data.

[Finance TSDS Crosswalk Tables](#)

❏ Click ⌄ to select *1 - Budget*.

❏ In the **Unique Staff ID** field, type the 10-digit unique staff ID assigned to the staff member by the Texas Education Agency and click **Retrieve**.

❏ Make any necessary budget corrections (such as code or amount changes) to the Budget data in the TSDS staging tables.

❏ Click **Save**.

Notes:

Budget Data with an ODS ID

- To delete a previously submitted record, set its amount to zero and insert a new record with the correct data. This will mark the record for deletion and resubmission.
- Account codes (rows) are validated to prevent duplicate records.

Change	Original Record	New Record
Account Code or **Begin Date**	**Status** = *R - Resubmit*, **Action** = *D - Delete*	**Status** = *N – New*, **Action** = *I - Insert*
Amount or **End Date**	**Status** = *R - Resubmit*, **Action** = *U – Update*	
Amount = 0 (zero)	**Status** = *R – Resubmit*, **Action** = *D - Delete*	

Records without an ODS ID

- Changes will not affect the **Status** or **Action** (**Status** = *N - New*, **Action** = *I - Insert*).

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