



## 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.

**Inquiry > General Ledger Inquiry** v Finance

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GENERAL LEDGER INQUIRY   GENERAL LEDGER ACCOUNT SUMMARY   EMPLOYEE DISTRIBUTION LIST INQUIRY   OVER EXPENDED ACCOUNT SUMMARY

☒ Processed  
 ☒ Current Period: 09  
 ☒ Next Period: 09  
     
 ☐ Balance Accounts Only  
 ☐ Include Fund Totals  
 ☐ Exclude Objects 61XX

Fund:   
 Func:   
 Obj:   
 Subj:   
 Org:   
 Prog:   
   
   

Account Code:

 

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First ◀ ▶ Last

Date Run: \_\_\_\_\_  
 Cnty Dist: \_\_\_\_\_  
 Processed ☒ Current (09) ☒ Next (09) ☒

Inquiry Information for All Accounts

ISD  
 XXX XX XXXX XX XXX X XX : XX

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File ID: C

| Account Number               | Description                  | Est Revenue/<br>Appropriation | Encumbrance | Rtzd Revenue/<br>Expenditure | Balance       |
|------------------------------|------------------------------|-------------------------------|-------------|------------------------------|---------------|
| 199 11 6119 00 001 6 11 0 00 | SALARIES - TEACHER & PROFESS | -4,457,469.00                 | 0.00        | -5,368.80                    | -4,462,837.80 |
| 199 11 6119 00 001 6 22 0 00 | SALARIES - TEACHER & PROFESS | 0.00                          | 0.00        | 0.00                         | 0.00          |
| 199 11 6119 00 001 6 23 0 00 | SALARIES - TEACHER & PROFESS | -307,200.00                   | 0.00        | 0.00                         | -307,200.00   |
| 199 11 6119 00 001 6 24 0 00 | PROFESSIONAL SALARY          | -121,830.00                   | 0.00        | 0.00                         | -121,830.00   |
| 199 11 6119 00 001 6 25 0 00 | SALARIES                     | -1,000.00                     | 0.00        | 0.00                         | -1,000.00     |

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:

- This tab becomes available for editing the day after accounting period 10 is closed in Finance.
- 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.

#### 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                                                            |
|------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Account Code</b> or <b>Begin Date</b> | <b>Status</b> = <i>R - Resubmit</i> , <b>Action</b> = <i>D - Delete</i> | <b>Status</b> = <i>N - New</i> ,<br><b>Action</b> = <i>I - Insert</i> |
| <b>Amount</b> or <b>End Date</b>         | <b>Status</b> = <i>R - Resubmit</i> , <b>Action</b> = <i>U - Update</i> |                                                                       |
| <b>Amount</b> = 0 (zero)                 | <b>Status</b> = <i>R - Resubmit</i> , <b>Action</b> = <i>D - Delete</i> |                                                                       |

#### Records without an ODS ID

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



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