

Correct Budget and Payroll data

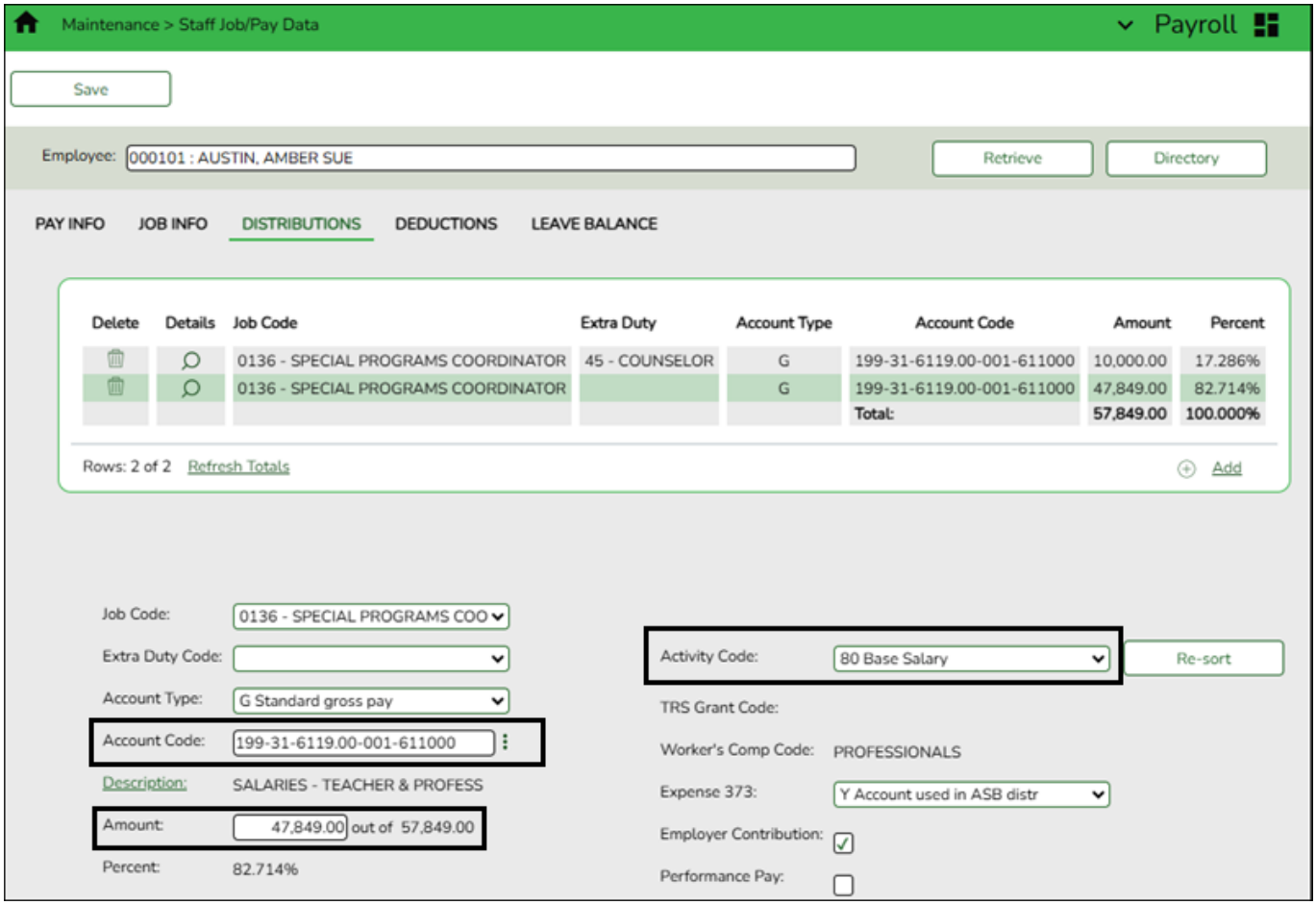
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Verify Payroll data

Payroll > Maintenance > Staff Job/Pay Data > Distributions

Verify all account codes, amounts, and activity codes. All employees should have at least one row with **Activity Code** *78 (non-salary)* or *80 (Base Salary)*.

Note: Activity Code 78 is generally used for Volunteer Services where there is zero pay. If pay should be reported, use Activity Code 79 or 80.



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,

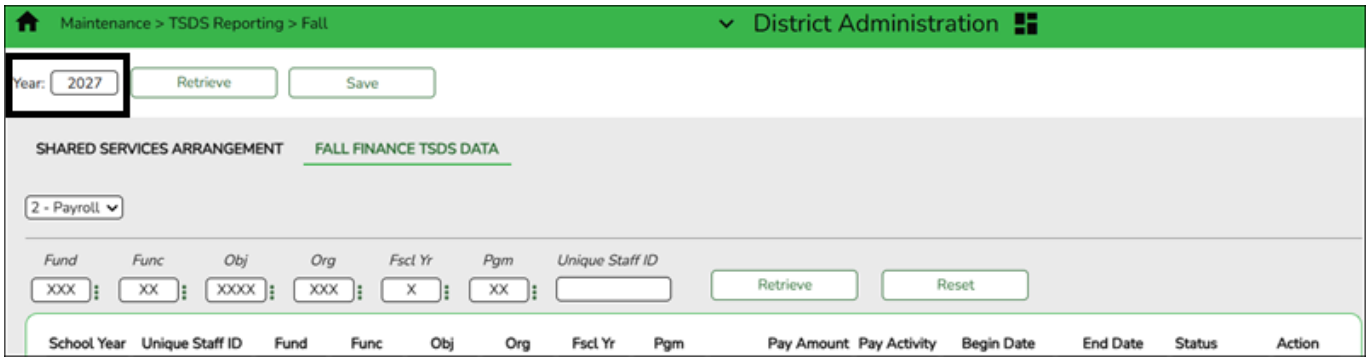
199-11-6119.00-001-511000 will display as 199 11 6100 001 11. Users should cross-reference balances with the Finance application and may need to combine amounts to ensure accurate budget reporting.

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 *2 - Payroll*.




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