

Correct Budget and Payroll data

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Use the following steps to correct budget and payroll data after accounting period 10 is closed in Finance.

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.

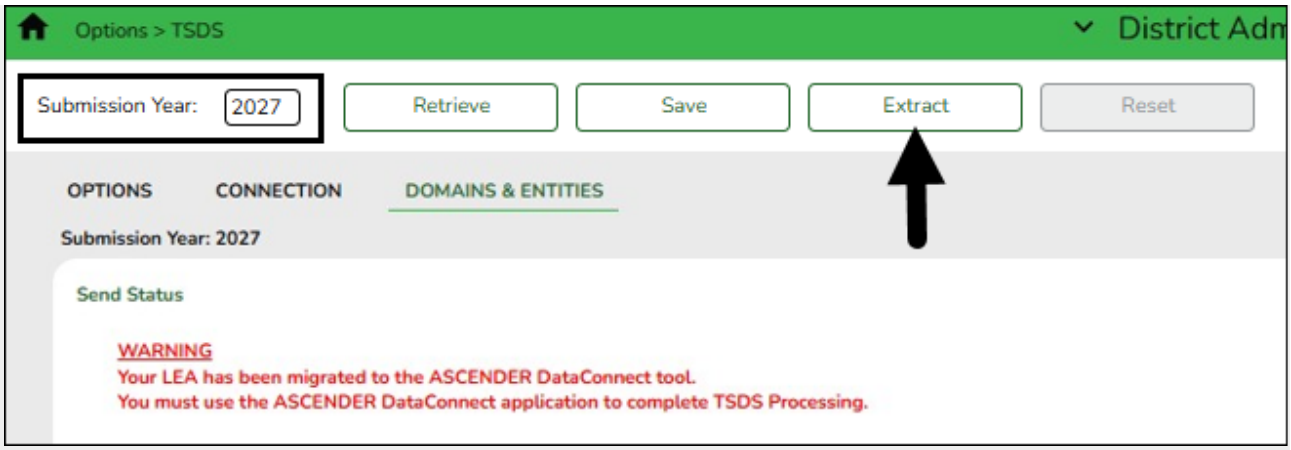
TSDS Extract Notes:

❑ 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 remainder of 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.

❑ Although data is extracted nightly at 6:00 p.m., there may be instances where you need to send corrections before the next scheduled (nightly) extract. If any changes are made to financial (budget, actuals, payroll) data, you must first extract data in ASCENDER and then schedule a run in ASCENDER DataConnect (ADC). Complete the following steps:

Navigate to the District Administration > Options > TSDS > Domains & Entities page.

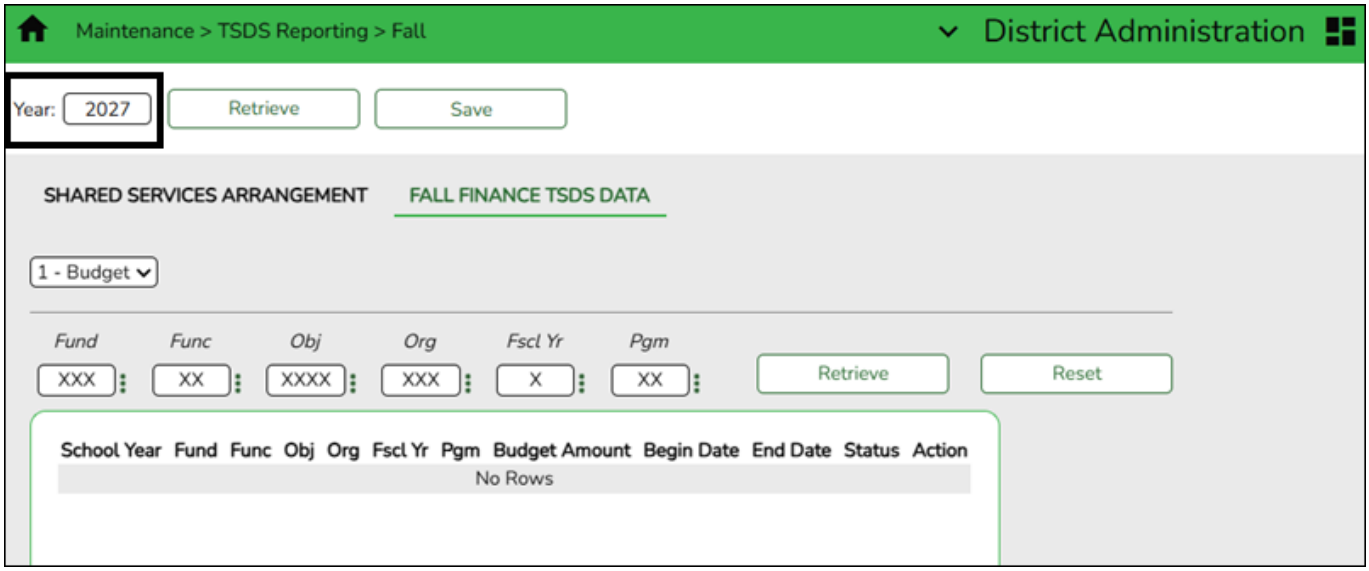


- Verify that the **Submission Year** is correct.
- Click **Extract**.

Access the ASCENDER DataConnect (ADC).

- Schedule a run to transfer the changes to the IODS, and if applicable, to the EODS.

Budget



❑ Click ⌄ to select *1 - Budget*.

❑ Make any necessary budget corrections (such as account 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.

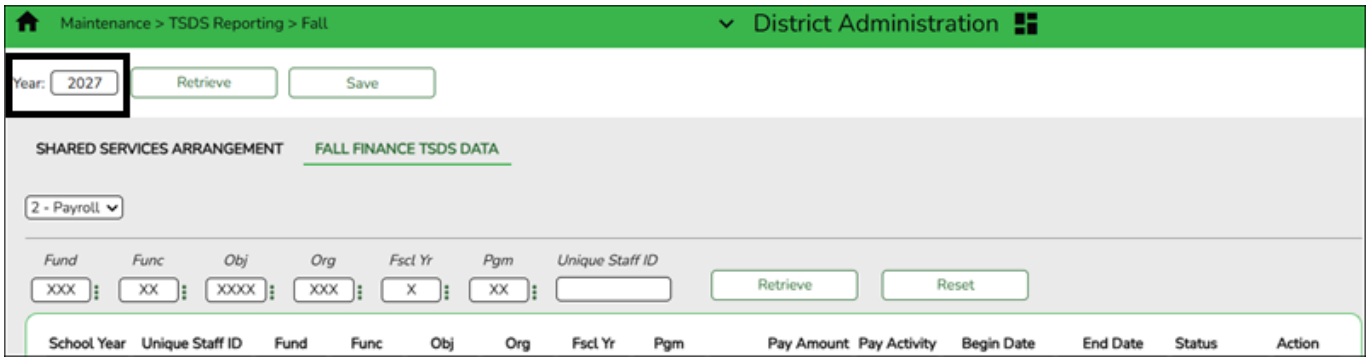
Change	Original Record	New Record
Account Code or **Begin Date**	**Status** = *R - Resubmit*, **Action** = *D - Delete*	**Status** = *N – New*, **Action** = *I - Insert*
Amount or **End Date**	**Status** = *R - Resubmit*, **Action** = *U – Update*	
Amount = 0 (zero)	**Status** = *R – Resubmit*, **Action**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

Records without an ODS ID

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

Payroll

❑ Click ⌄ to select *2 - Payroll*.



❑ 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 payroll corrections (such as account code or amount changes) to the Payroll data in the TSDS staging tables.

❑ Click **Save**.

Notes:

Payroll 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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