



## **Enter and verify prior Shared Services Arrangements, as needed**



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# Enter and verify prior Shared Services Arrangements, as needed

[District Administration > Tables > District Information > Prior Shared Services Arrangement](#)



(**Fiscal Agents**) SSA fiscal agents will also enter SSA actual expenditures for the prior fiscal year on this tab. These amounts should represent the amount spent on behalf of each member district, not the amount transferred by the member LEA. This data is reported during the PEIMS Mid-Year Submission. For additional guidance, review the PriorYearSSAOrgAssociationExt Entity in the C049A table on the TWEDS website.

## Example of Fiscal Agent Reporting Member Amounts

Tables > District Information    District Administration

Year:     Retrieve    Save

| DISTRICT NAME / ADDRESS                                                                                                                                                                                                                                                                                                                                           | CAMPUS NAME / ADDRESS | PAYROLL FREQUENCIES      | REPORTING CONTACT | SHARED SERVICES ARRANGEMENT                | FUND BALANCES        | FALL FINANCE TSDS DATA   | PRIOR SHARED SERVICES ARRANGEMENT |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------|-------------------|--------------------------------------------|----------------------|--------------------------|-----------------------------------|--|----|---------|--|--|----|---------|--|--|----|---------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------|--------------------|------|-------------|--------|--|---------|-----|---|--------|--|---------|-----|---|---------|--|---------|-----|---|---------|--|---------|-----|---|--------|--|---------|-----|---|--------|
| Prior Shared Services Arrangements                                                                                                                                                                                                                                                                                                                                |                       |                          |                   | Shared Services Arrangement Member Amounts |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
| <table border="1"> <thead> <tr> <th>Delete</th> <th>Shared Services Type</th> <th>Fiscal Agent District ID</th> <th>SSA Actuals</th> </tr> </thead> <tbody> <tr> <td></td> <td>10</td> <td>184-908</td> <td></td> </tr> <tr> <td></td> <td>11</td> <td>182-904</td> <td></td> </tr> <tr> <td></td> <td>12</td> <td>184-908</td> <td></td> </tr> </tbody> </table> |                       |                          |                   | Delete                                     | Shared Services Type | Fiscal Agent District ID | SSA Actuals                       |  | 10 | 184-908 |  |  | 11 | 182-904 |  |  | 12 | 184-908 |  | <table border="1"> <thead> <tr> <th>Delete</th> <th>Member District ID</th> <th>Fund</th> <th>Fiscal Year</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td>182-901</td> <td>437</td> <td>6</td> <td>94,905</td> </tr> <tr> <td></td> <td>182-902</td> <td>437</td> <td>6</td> <td>153,539</td> </tr> <tr> <td></td> <td>182-904</td> <td>437</td> <td>6</td> <td>265,074</td> </tr> <tr> <td></td> <td>182-905</td> <td>437</td> <td>6</td> <td>70,863</td> </tr> <tr> <td></td> <td>182-906</td> <td>437</td> <td>6</td> <td>24,879</td> </tr> </tbody> </table> |  |  |  | Delete | Member District ID | Fund | Fiscal Year | Amount |  | 182-901 | 437 | 6 | 94,905 |  | 182-902 | 437 | 6 | 153,539 |  | 182-904 | 437 | 6 | 265,074 |  | 182-905 | 437 | 6 | 70,863 |  | 182-906 | 437 | 6 | 24,879 |
| Delete                                                                                                                                                                                                                                                                                                                                                            | Shared Services Type  | Fiscal Agent District ID | SSA Actuals       |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|                                                                                                                                                                                                                                                                                                                                                                   | 10                    | 184-908                  |                   |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|                                                                                                                                                                                                                                                                                                                                                                   | 11                    | 182-904                  |                   |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|                                                                                                                                                                                                                                                                                                                                                                   | 12                    | 184-908                  |                   |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
| Delete                                                                                                                                                                                                                                                                                                                                                            | Member District ID    | Fund                     | Fiscal Year       | Amount                                     |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|                                                                                                                                                                                                                                                                                                                                                                   | 182-901               | 437                      | 6                 | 94,905                                     |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|                                                                                                                                                                                                                                                                                                                                                                   | 182-902               | 437                      | 6                 | 153,539                                    |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|                                                                                                                                                                                                                                                                                                                                                                   | 182-904               | 437                      | 6                 | 265,074                                    |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|                                                                                                                                                                                                                                                                                                                                                                   | 182-905               | 437                      | 6                 | 70,863                                     |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |
|                                                                                                                                                                                                                                                                                                                                                                   | 182-906               | 437                      | 6                 | 24,879                                     |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |  |         |     |   |        |  |         |     |   |         |  |         |     |   |         |  |         |     |   |        |  |         |     |   |        |

## Example of LEA Reporting Shared Services Where They are a Member

Tables > District Information    District Administration

Year:     Retrieve    Save

| DISTRICT NAME / ADDRESS                                                                                                                                                                                                                                                                                                                                           | CAMPUS NAME / ADDRESS | PAYROLL FREQUENCIES      | REPORTING CONTACT | SHARED SERVICES ARRANGEMENT                | FUND BALANCES        | FALL FINANCE TSDS DATA   | PRIOR SHARED SERVICES ARRANGEMENT |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |         |  |  |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------|-------------------|--------------------------------------------|----------------------|--------------------------|-----------------------------------|--|----|---------|--|--|----|---------|--|--|----|---------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------|--------------------|------|-------------|--------|---------|--|--|--|--|
| Prior Shared Services Arrangements                                                                                                                                                                                                                                                                                                                                |                       |                          |                   | Shared Services Arrangement Member Amounts |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |         |  |  |  |  |
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| Delete                                                                                                                                                                                                                                                                                                                                                            | Shared Services Type  | Fiscal Agent District ID | SSA Actuals       |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |         |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                   | 10                    | 184-908                  |                   |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |         |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                   | 11                    | 182-904                  |                   |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |         |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                   | 12                    | 184-908                  |                   |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |         |  |  |  |  |
| Delete                                                                                                                                                                                                                                                                                                                                                            | Member District ID    | Fund                     | Fiscal Year       | Amount                                     |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |         |  |  |  |  |
| No Rows                                                                                                                                                                                                                                                                                                                                                           |                       |                          |                   |                                            |                      |                          |                                   |  |    |         |  |  |    |         |  |  |    |         |  |                                                                                                                                                                                                                 |  |  |  |        |                    |      |             |        |         |  |  |  |  |

☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**. For example, the reporting year for the 2026-2027 school year is 2027.

☐ Under **Prior Shared Services Arrangements** (left side of page), enter all Shared Services Arrangements for which the LEA is a member or fiscal agent.

- **Shared Services Type** (E0776) (Descriptor C049) is the type of program or service provided by an SSA.
- **Fiscal Agent District ID** (E0777) is the county-district number of the SSA fiscal agent registered with the TEA.
- If the LEA is the Fiscal Agent of the SSA, click the spyglass for that SSA record.

☐ Under **Shared Services Arrangement Member Amounts** (right side of page), click **+Add** to add a row. Complete the following fields:



Although this information belongs in the Finance Domain section, it is included here since you are already working in District Administration.

- **SSA Member District ID** (E0981) – Indicates the county district number (CCCCDD) of the school district (as registered with the TEA), which is a member district in the shared services arrangement.
- **SSA Fund** (E0316S) (Descriptor: C145S) – Identifies the fund group and specific fund (when applicable) for the shared service arrangement actual financial data.
- **Fiscal Year** (E0974) – Type the one-digit fiscal year for the SSA record. This is the last fiscal year's SSA data. For example, for reporting year 2027 (school year 2026-2027), use SSA data from the 2025-2026 financial fiscal year 6.
- **Actual Amount** (E0774) – This is the amount spent on the members' behalf.

☐ Click **Save**.



## Back Cover