

Fall Finance TSDS Data - DA1200

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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 in the Budget entity. 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.

Finance TSDS Crosswalk Tables

Modify a record:

Field	Description
Year	Verify that the correct reporting year is displayed. If not, type the correct four-digit reporting 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.

❑ Click ⌄ to select a the type of data to retrieve:

- *1 - Budget*
- *2 - Payroll*

To narrow your search results, you can filter data using account code components. For Payroll-specific data, you can further refine your search by using the **Unique Staff ID** field.

Account Code	Type a code for each of the account code components or click ⋮ to select a code. • **Fund** • **Func** • **Obj** • **Org** • **Fscl Yr** • **Pgm** Masked account code components (Xs) will retrieve any digit in that account code position.
Unique Staff ID	Type the 10-digit unique staff ID assigned to the staff member by the Texas Education Agency.

❑ Click **Retrieve**. The data from the selected staging tables, filtered by your specified search criteria, is displayed. You can make the necessary updates to this data.

Budget

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*	

Change	Original Record	New Record
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*).

Delete	The trashcan icon is only displayed for new or existing records that have not been submitted to TEA (i.e., the ODS ID is blank or the record is blank or unsaved). Click  to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.
School Year	Displays the school year of the budget entry. This field cannot be edited.
Fund	Displays the three-digit fund code that identifies the fund group and specific fund (when applicable) for budget data.
Func	Displays the two-digit function code that identifies a general operational area and groups together related activities.
Obj	Displays the four-digit object code that identifies an account, a transaction, or a source of funds. It indicates the major account group to which a transaction is posted or the associated monies are related.
Org	Displays the three-digit organization code (000-999) that identifies the unique organizational unit within the local education agency with which the account is associated.
Fscl Yr	Displays the last digit of the fiscal year (e.g., the fiscal year is 5 for the 2024-2025 fiscal year).
Pgm	Displays the two-digit program intent code that identifies the cost of instruction and other services directed toward a particular need of a specific set of students.
Budget Amount	Displays the dollar value associated with budget financial account information.
Begin Date	Displays the first day for the BudgetAmount. • The begin date must be less than or equal to the As-of-Date (PEIMS Fall Snapshot Date). • The begin date must be greater than or equal to the School Year start date.
End Date	Displays the first day after the last day for the BudgetAmount.
Status	Displays the record status. • *N - New* • *E - Error* • *R - Resubmit* • *S - Successful*
Action	Displays the action type for the record. • *I - Insert* • *D - Delete* • *U - Update* **Note**: Records (rows) marked for deletion (**Action** = *D - Delete*) cannot be modified. Instead, new records (**Status** = *N - New* and **Action** = *I - Insert*) will be created.

❑ Click **+Add** to add a record (row).

❑ Click **Save**.

Payroll

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*).

Delete	The trashcan icon is only displayed for new or existing records that have not been submitted to TEA (i.e., the ODS ID is blank or the record is blank or unsaved). Click  to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.
School Year	Displays the school year of the payroll entry. This field cannot be edited.
Unique Staff ID	Displays the 10-digit unique staff ID assigned to the staff member by the Texas Education Agency.
Fund	Displays the three-digit fund code that identifies the fund group and specific fund (when applicable) for the staff payroll financial data.
Func	Displays the two-digit function code that identifies a general operational area and groups together related activities.
Obj	Displays the four-digit payroll object code that identifies an account, a transaction, or a source of funds. It indicates the major account group to which a transaction is posted or the associated monies are related.
Org	Displays the three-digit organization code (000-999) that identifies the unique organizational unit within the local education agency with which the account is associated.
Fscl Yr	Displays the last digit of the fiscal year (e.g., the fiscal year is 5 for the 2024-2025 fiscal year).
Pgm	Displays the two-digit payroll program intent code that identifies the cost of instruction and other services directed toward a particular need of a specific set of students.
Pay Amount	Displays the dollar value paid to a staff member for a given payroll activity per year.
Pay Activity	Displays the two-digit payroll activity type of duty for which a staff member receives a salary, salary supplements, or bonuses.

Begin Date	Displays the first day a staff is paid the PayrollAmount.
End Date	Displays the first day after the last day a staff was paid the PayrollAmount.
Status	Displays the record status. • *N - New* • *E - Error* • *R - Resubmit* • *S - Successful*
Action	Displays the action type for the record. • *I - Insert* • *D - Delete* • *U - Update* **Note**: Records (rows) marked for deletion (**Action** = *D - Delete*) cannot be modified. Instead, new records (**Status** = *N - New* and **Action** = *I - Insert*) will be created.

❑ Click **+Add** to add a record (row).

❑ Click **Save**.

Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Reset	Click to clear the search criteria on the tab.


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