



## ASCENDER GUIDES



# Fund Balances - DA1200



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# Fund Balances - DA1200

**District Administration > Tables > District Information > Fund Balances**

This tab is used to enter prior year ending fund balances (3XXX) as reflected on schedule C-1 of the audit. This data is needed during TSDS Mid-Year reporting for the ActualExtension complex type. The *ActualExtension* Complex Type represents the sum of the financial transactions to date relating to a specific account.

**IMPORTANT:**

- Pilot LEAs will use this tab to manually enter prior year fund balances (3XXX).
- Non-pilot LEAs will continue to handle prior year fund balances (3XXX) in State Reporting by either entering prior year fund balance accounts and amounts on the [State Reporting > Maintenance > Mid Year > Finance Actual](#) page or by extracting data using the **Add Class 3 Only** method on the [State Reporting > Extracts > Mid Year](#) page.

**Note:** This data must be manually entered since object class 3XXX data is not included in the extract for TSDS Mid-Year collection.

## Add fund balance information:

| Field       | Description  |
|-------------|--|
| <b>Year</b> | Verify that the correct submission year is displayed. If not, type the four-digit school year for which you want to add or retrieve data and click <b>Retrieve</b> . |

### Under **Prior Year Fund Balance:**

Click **+Add** to add a new row.

| Field         | Description   |
|---------------|---|
| <b>Fund</b>   | FUND-CODE (E0316)<br>Code table: C145<br><br>Type the three-digit fund code to select the specific fund (when applicable) for actual financial data for budget and payroll. Or, click  to select a fund code from the <a href="#">Funds lookup</a> .   |
| <b>Func</b>   | FUNCTION-CODE (E0317)<br>Code table: C146<br><br>By default, this field is set to 00 and cannot be edited. This code identifies the general operational area which groups together related activities.  |
| <b>Object</b> | OBJECT-CODE (E0318)<br>Code table: C159<br><br>Type the four-digit object code to select the account, transaction, or source of funds indicating the major account group to which a transaction is posted or to which the associated monies are related. Or, click  to select an object code from the <a href="#">Objects lookup</a> . The object code must be class 3XXX. |

| Field         | Description   |
|---------------|---|
| <b>Org</b>    | ORGANIZATION-CODE (E0319)<br><br>Type the three-digit organization code (000-999) used to identify the campus within the LEA with which the account is associated.  |
| <b>FY</b>     | FISCAL-YEAR (E0974)<br><br>Type the one-digit fiscal year (0-9) of the current fiscal year for the fund (e.g., the fiscal year is 4 for the 2023-2024 fiscal year).   |
| <b>Pgm</b>    | PROGRAM-INTENT-CODE (E0320)<br>Code table: C147<br><br>By default, this field is set to 00 and cannot be edited. This code indicates the cost of instruction and other services directed toward a particular need of a specific set of students, but not the demographic makeup of the students served. |
| <b>Amount</b> | ACTUAL-AMOUNT (E0774)<br><br>Type the dollar value associated with actual financial account information rounded to the nearest dollar. The amount entered can be a negative or positive number.   |

Click **Save**.

### Other functions and features:

|   |   |
|---|---|
|  | Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click <b>Save</b> . A message is displayed confirming that you want to delete the row. <ul style="list-style-type: none"><li>Click <b>OK</b> to delete the row.</li><li>Click <b>Cancel</b> not to delete the row.</li></ul> |
| <b>Retrieve</b>   | Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.  |



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