

sharedservicesarrangement

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This tab is used for state reporting purposes to identify the ESC/LEA fiscal agents and the ESC and/or LEA member(s) for each type of shared services arrangement (SSA) that exists among two or more ESCs and/or LEAs.

You can maintain financial information (actuals) for shared service arrangements. You can manage financial records by shared service type, fiscal agent, and fund/fiscal year. This information may be used to review programs, staff, and/or classes for funding purposes.

The **Shared Services Arrangements** records (left side of the page) must be added and saved before you can add corresponding data under **Shared Services Arrangements Amounts** (right side of the page). After you save a record under **Shared Services Arrangements**, is displayed under **SSA Actuals**, which allows you to add records for that specific row under **Shared Services Arrangements Amounts** (right side of the page).

Add shared services arrangements and amounts:

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

Under **Shared Services Arrangements**:

❑ Click **+Add** to add a row.

Shared Services Type	Type a two-digit shared services type to indicate the program or service provided by the SSA. Or, click to select a shared services type from the Shared Services Type lookup.
Fiscal Agent District ID	Type the SSA fiscal agent's six-digit county-district ID (*CCCDDD*, where *CCC* is the county ID and *DDD* is the district ID) that is registered with Texas Education Agency (TEA).

❑ Click **Save** to save the row(s). After the record is saved, is displayed in the **SSA Actuals** column.

SSA Actuals	Click to add the corresponding fund, fiscal year, and amounts for the selected shared services type/fiscal agent district ID. After you click , **+Add** is displayed under **Shared Services Arrangements Amounts**.

Under **Shared Services Arrangement Member Amounts**:

❑ Click **+Add** for the selected shared services type/fiscal agent. Complete the following fields to record the sum of all financial expenses to date related to a specific fiscal year/fund for each shared service arrangements (SSA).

Member District ID	Type the member district's six-digit county-district ID (*CCCDDD*, where *CCC* is the county ID and *DDD* is the district ID) that is registered with Texas Education Agency (TEA). This field is required.
Fund	Type a three-digit account fund to indicate the fund group and specific fund (when applicable) for actual financial data for budget and payroll. Or, click ⋮ to select a fund from the Shared Services Arrangements Fund lookup.
Fiscal Year	Type the one-digit fiscal year. This is the last digit of the applicable fiscal year for the SSA record.
Amount	Type the actual dollar amount (rounded to the nearest dollar) expensed for the SSA. This field can be up to 11 digits.

❑ 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. Click **Save**. A message is displayed confirming that you want to delete the row. Click **OK** to delete the row. Click **Cancel** not to delete the row.
Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.


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