



# Shared Services Arrangement - DA1200



# Table of Contents

**Shared Services Arrangement - DA1200** ..... 1




# Shared Services Arrangement - DA1200

**District Administration > Tables > District Information > Shared Services Arrangement**

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

Under **Shared Services Arrangements**:

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


|                                 |   |
|---------------------------------|---|
| <b>Shared Services Type</b>     | 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 <a href="#">Shared Services Type lookup</a> . |
| <b>Fiscal Agent District ID</b> | 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.

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


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 arrangement.

|                           |   |
|---------------------------|---|
| <b>Member District ID</b> | 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.   |
| <b>Fund</b>               | 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 <a href="#">Shared Services Arrangements Fund lookup</a> . |
| <b>Fiscal Year</b>        | Type the one-digit fiscal year. This is the last digit of the applicable fiscal year for the SSA record.  |
| <b>Amount</b>             | 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:**

|   |   |
|---|---|
|  | <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <p>Click <b>OK</b> to delete the row.</p> <p>Click <b>Cancel</b> not to delete the row.</p> |
| <b>Retrieve</b>   | Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.  |



## Back Cover