



# Shared Services Arrangement - DA1200



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**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.

This data is reported in the PEIMS Fall and Mid-Year Submissions in the SharedServiceArrangementExt Entity, which represents the sum of the financial transactions for shared service arrangements to date.



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 reporting year is displayed. If not, type the correct four-digit reporting year for which you want to add or retrieve data and click <b>Retrieve</b> . For example, the reporting year for the 2024-2025 school year is 2025.  <b>TIP:</b> When reporting SSA amounts, note that you should use data from the previous fiscal year. For instance, if you are currently in the 2024-2025 fiscal year, enter 2025 in the <b>Year</b> field and 4 in the <b>Fiscal Year</b> field to reflect the 2023-2024 fiscal year data.

Under **Shared Services Arrangements**:

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

<b>Shared Services Type</b>	SSAType (E0776) Code table: C049  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> .
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<b>Fiscal Agent District ID</b>	Type the SSA fiscal agent's six-digit county-district ID ( <i>CCCDDD</i> , where <i>CCC</i> is the county ID and <i>DDD</i> is the district ID) that is registered with Texas Education Agency (TEA).
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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> .
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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>	SSAMemberDistrictId (E0981)  Type the member district's six-digit county-district ID ( <i>CCCDDD</i> , where <i>CCC</i> is the county ID and <i>DDD</i> is the district ID) that is registered with Texas Education Agency (TEA). This field is required.
<b>Fund</b>	SSAFund (E0316S) Code table: C145S  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>	FiscalYear (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 2025 (school year 2024-2025), use SSA data from the 2023-2024 financial fiscal year 4.
<b>Amount</b>	ActualAmount (E0774)  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 <b>Save</b> . A message is displayed confirming that you want to delete the row.  Click <b>OK</b> to delete the row.  Click <b>Cancel</b> not to delete the row.
<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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