

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.

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
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 2024-2025 school year is 2025. **TIP**: 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 **Year** field and 4 in the **Fiscal Year** field to reflect the 2023-2024 fiscal year data.

Under **Shared Services Arrangements**:

❑ Click **+Add** to add a row.

Shared Services Type	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 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 arrangement.

Member District ID	SSAMemberDistrictId (E0981) 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	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 Shared Services Arrangements Fund lookup.
Fiscal Year	FiscalYear (E0974) Type the last digit of the fiscal year (e.g., the fiscal year is 5 for the 2024-2025 fiscal year.) 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.
Amount	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 **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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