

TSDS PEIMS Midyear Submission (Updated 2023-2024)

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DRAFT IN PROGRESS

The State Reporting application provides programs to extract the appropriate data for each collection from the Business and Student systems. These programs are reviewed and modified annually, per the published Texas Education Data Standards (TWEDS), to ensure that the data extracted to the district database is as accurate as possible. The extracts provide many of the edits as defined in the TWEDS.

The midyear submission (Collection 2) is a report of actual financial data for the prior school year.

For a complete list of extract rules and edits for 2022-2023, see https://www.texasstudentdatasystem.org/tsds/teds/2223a/teds-change-log.



IMPORTANT: Each LEA will have unique situations. Some of the dates, images, and examples provided in this document are for informational and instructional purposes only and may not completely represent your LEA's process.

Prerequisites

Prerequisites:

- Verify that all roles and users are correct in ASCENDER Security Administration.
- All staff responsible for extracting data must coordinate activities with each other. This is especially important when deleting data from the frozen file, extracting data, and manually entering data.

Checklist Overview

Checklist Overview:

❑ Clear all previous data.

❑ Build and update crosswalk tables.

❑ Extract the data.

❑ Correct frozen data as needed.

❑ Run extract reports, and verify report data.

❑ Create the TSDS Interchanges xml file.

Before You Extract Data

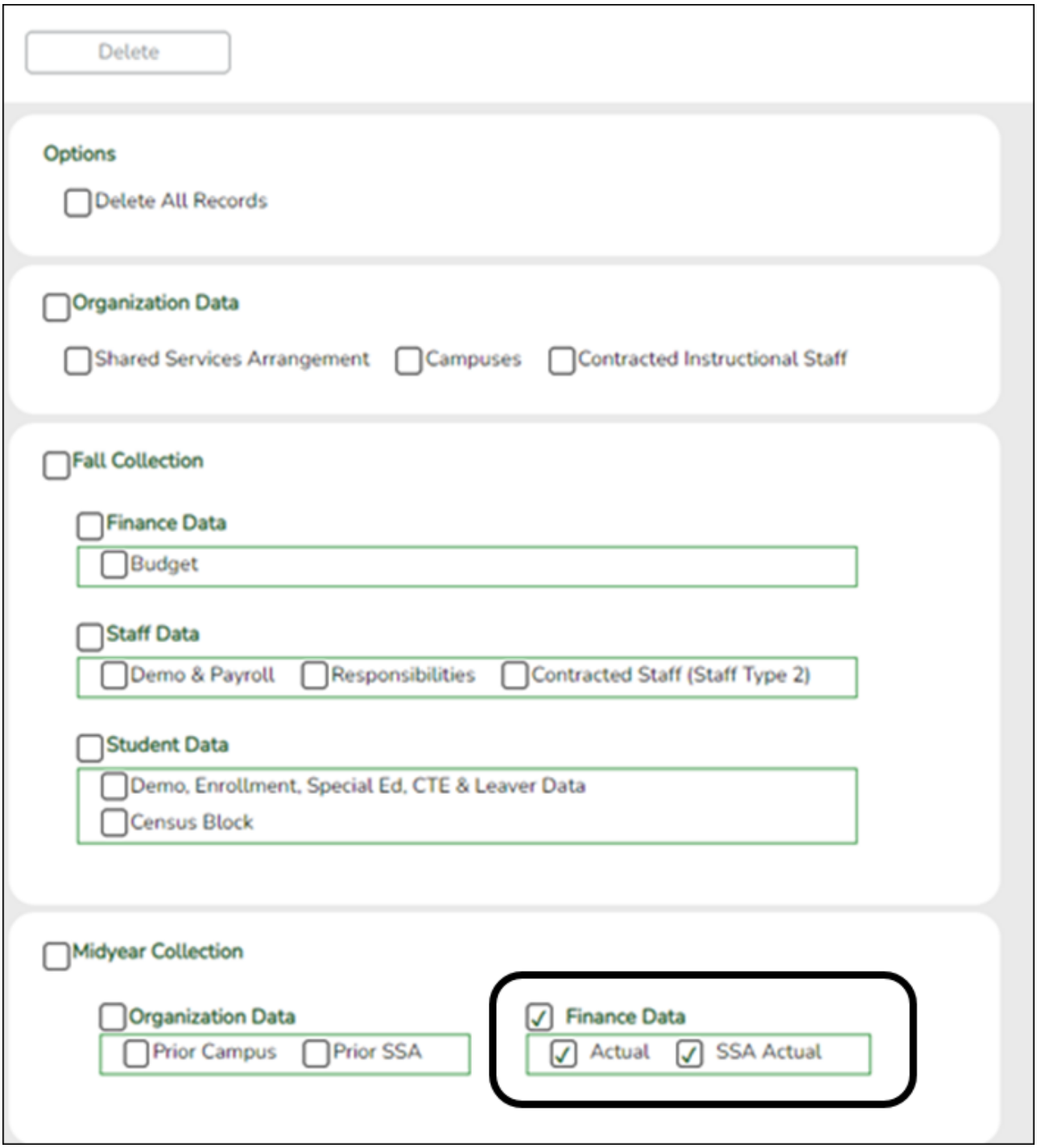
- Clear data from the previous year.

  State Reporting > Utilities > Delete/Clear Tables

Prior to extracting any data, all previous midyear submission data must be cleared. The Delete/Clear Tables utility allows you to delete all selected previous year data from the frozen file. **Use this utility very carefully.**

IMPORTANT:
Be sure all activities are coordinated so that one group's data is not inadvertently overwritten.

Organization data is manually updated and should not be deleted.



❑ Under **Midyear Collection**:

- Select **Finance Data - Actual**.
- If the regional day school program for the deaf (RDSPD) member receives Average Daily Attendance funds for an enrolled student and pays a fiscal agent for RDSPD services, select **SSA Actual**. Do not check **SSA Actual** if it does not apply.

CAUTION: Do not delete Finance Budget data; these records may be needed for a Fall re-submission.

❑ Click **Delete**.

You are prompted to confirm that you want to delete the records.

❑ Click **OK**.

The records are deleted.

2. Build and update crosswalk tables.

   State Reporting > Crosswalks

Build any necessary local crosswalk tables. For LEAs that adhere to the Financial Accounting Resource (FAR) Guide for account coding, crosswalk tables are generally not used. See online Help for more information.

- Crosswalks are retained from year to year. If tables exist from prior years, ensure that they are up to date.
- Crosswalk tables must be created or updated before they are used.

For the midyear submission, the following tables can be used:

- 059 Actual - Fund/SO to Prog
- 060 Actual - Fund to Fund
- 061 Actual - Org to Org
- 062 Actual - Obj to Obj
- 063 Actual - Fund to Prog
- 064 Actual - Func to Func
- 066 Actual - Fund/Func/SO to Prog
- 067 Actual - Funds not to report
- 070 Actual - Fund/Prog to Prog

Crosswalk Type	Select the crosswalk table for which you want to convert data.

- The selected crosswalk table is displayed. The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A white triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- A blank row is added to the bottom of the grid.

Row Nbr	The rows are automatically numbered.
From	Type the district code you want to convert.
To	Type the TEA format code to which you want to convert. The **From** and **To** values must be different.

❑ Click **+Add** to add a new row.

❑ Click **Save**.

Print	Print the crosswalk report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Retrieve	Retrieve data from the last save. Discard unsaved changes, and retrieve information since the last time data was saved.
	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

Extract or Import Data

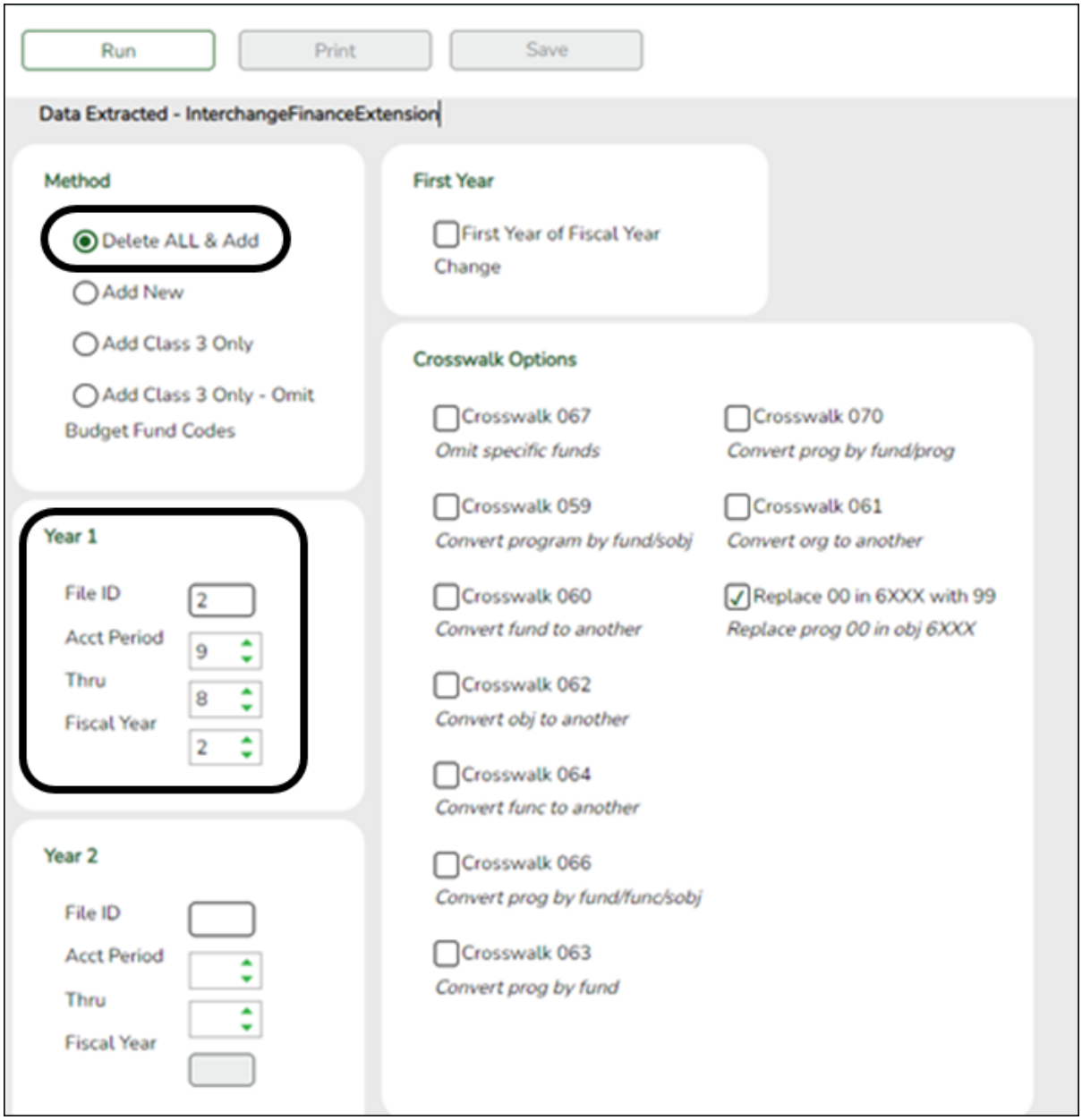
- Extract midyear data.

  State Reporting > Extracts > Midyear

  The Midyear Extract page extracts data for the *ActualExtension* interchange. The extract may need to be run multiple times, once to extract revenues and expenditures,

and again to extract fund balances. If there are accounts with multiple fiscal years in the file ID, multiple extracts may be needed.

CAUTION: Each time you extract data using the **Delete ALL** and **Add** options, you overwrite the data in the frozen files (i.e., the State Reporting maintenance pages), including any data that was manually entered. If you extract multiple times, make sure to select one of the options to Add New records. It is recommended that all extracts are completed before making changes to the frozen file.



Method	**Delete ALL and Add**	(**Recommended**) Select to delete all existing data for this fiscal year from the State Reporting tables before extracting and adding new data to the State Reporting tables. Select this option, if you are extracting classes 5xxx-8xxx for the first time.
	Add New	Select to add new data to State Reporting tables without affecting previously extracted data. If you need to extract 5xxx-8xxx for a fiscal year not included in a previous extract, select this option after you do the first extract using the above option.
	Add Class 3 only	Select to add records for all object class 3xxx accounts only. This option will overwrite any existing data for class 3xxx only.
	Add Class 3 Only - Omit Budget Fund Codes	Select to extract class 3xxx records only. This option will exclude any accounts with a 3xxx object code identified as a Budget Fund Balance Obj from the Finance > Tables > Account Codes > Fund tab (e.g., 3700).
Year 1 **Year 2**	**File ID**	Type the file ID for the prior year according to your district's naming convention for prior year file IDs. This is maintained on ASCENDER Finance > Tables > District Finance Options. For the specified **File ID**, all audit entries must be posted, and revenue and expense balances must be reconciled to the audit report.
	Acct Period	Select the beginning accounting period. The number corresponds to the month in which the fiscal year begins (e.g., 9 for September).
	Thru	Select the ending accounting period. The number corresponds to the month in which the fiscal year ends (e.g., 8 for August).
	Fiscal Year	Select the ending year of the fiscal year. For example, for the 2021-2022 school year, select 2. See Year 2 below:
	Leave the **Year 2** fields blank unless you have 5xxx-8xxx records for multiple fiscal years in the same File ID. **Year 2** automatically increments the fiscal year by 1 from the **Fiscal Year** field in the **Year 1** field above. ~~Extracting Multiple Fiscal Year Data Example~~	
Crosswalk Options	Select any crosswalks you are using.	

❑ Click **Run**.

Print	View the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	If you navigate away from the extract page, the **Print** button will no longer be available. Review the accuracy of the data. If you extracted only class 3xxx, the report only lists those fund balances. Save the PDF file. Click **Close Report** to close the report tab/window.
Error	If errors are encountered, view the error report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

❑ On the extract page, click **Save**.

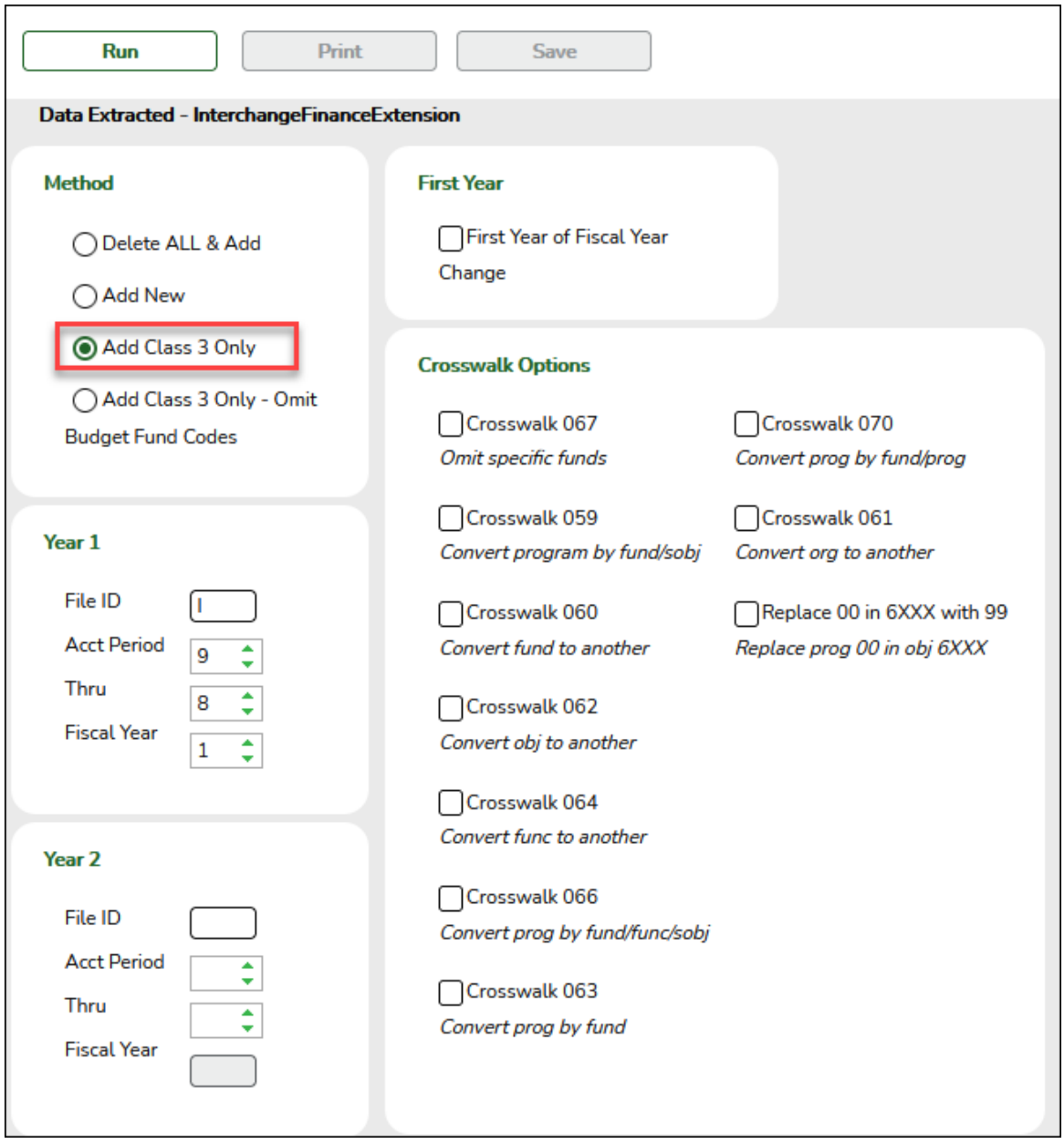
CAUTION: You must click **Save** to add the data to the frozen files. If you do not click **Save**, you will need to re-extract the data.

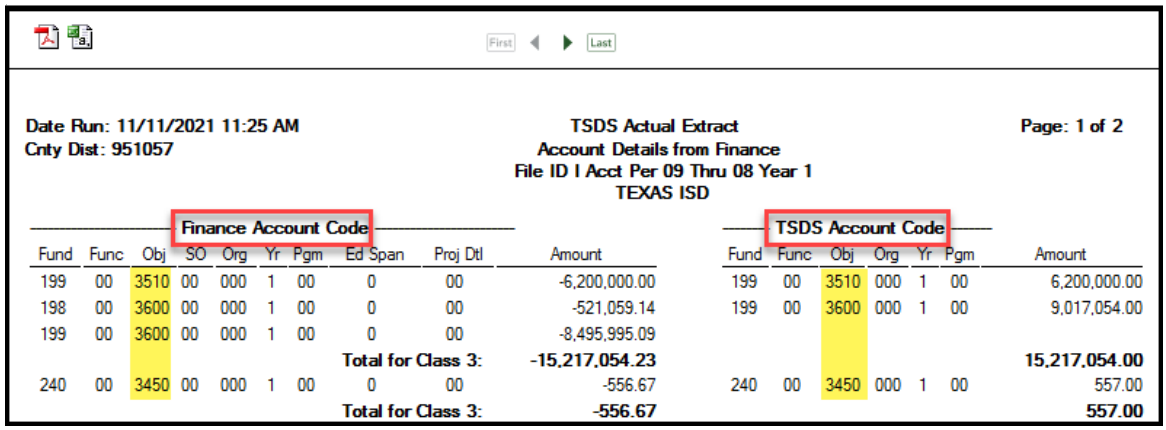
The “Finance records were successfully written to TSDS” message is displayed.

NOTE: Data can be re-extracted, but you will overwrite any existing data in the frozen files when you click **Save**, unless you select **Add New under Method** when re-extracting data

❑ After extracting class 5xxx-8xxx data, do one of the following:

- If needed, repeat the extract for class 3xxx data only.





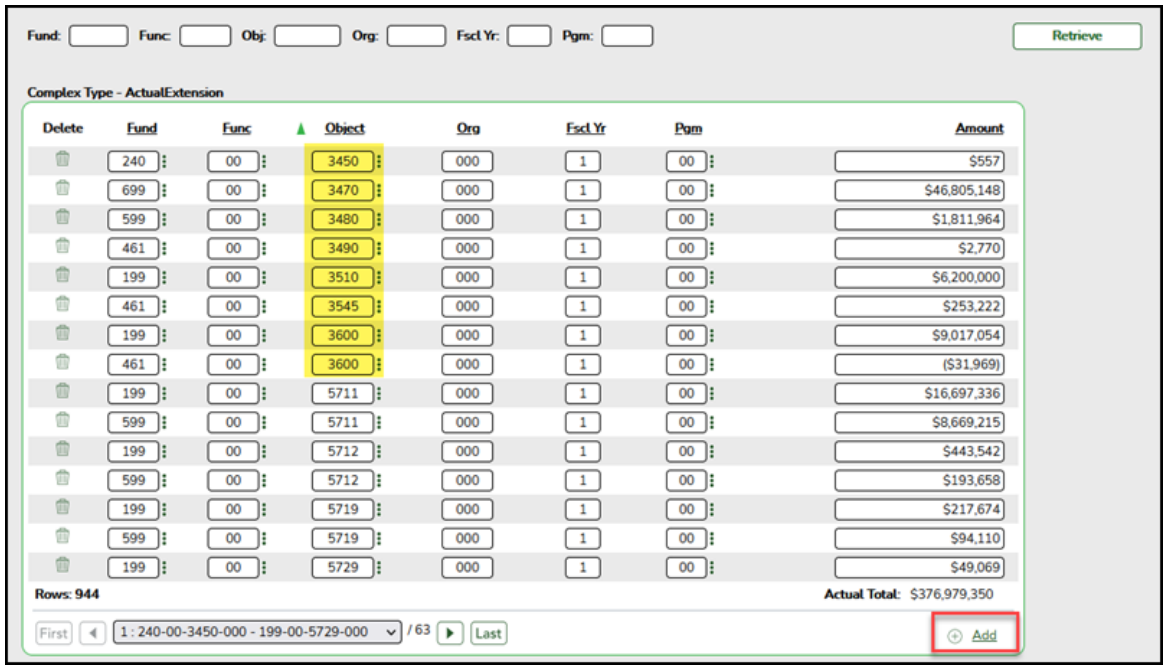
Date Run: 11/11/2021 11:25 AM
Cnty Dist: 951057

TSDS Actual Extract
Account Details from Finance
File ID I Acct Per 09 Thru 08 Year 1
TEXAS ISD

Page: 1 of 2

Finance Account Code										TSDS Account Code						
Fund	Func	Obj	SO	Org	Yr	Pgm	Ed Span	Proj Dtl	Amount	Fund	Func	Obj	Org	Yr	Pgm	Amount
199	00	3510	00	000	1	00	0	00	-6,200,000.00	199	00	3510	000	1	00	6,200,000.00
198	00	3600	00	000	1	00	0	00	-521,059.14	199	00	3600	000	1	00	9,017,054.00
199	00	3600	00	000	1	00	0	00	-8,495,995.09							
							Total for Class 3:		-15,217,054.23							15,217,054.00
240	00	3450	00	000	1	00	0	00	-556.67	240	00	3450	000	1	00	557.00
							Total for Class 3:		-556.67							557.00

- Or go to State Reporting > Maintenance > Finance Actual where you can manually enter ending fund balances (3xxx) into frozen as reflected on schedule C-1 of the audit. The totals should match the audit report.



Fund: Func: Obj: Org: Fscl Yr: Pgm: Retrieve

Complex Type - ActualExtension

Delete	Fund	Func	Object	Org	Fscl Yr	Pgm	Amount
	240	00	3450	000	1	00	$557
	699	00	3470	000	1	00	$46,805,148
	599	00	3480	000	1	00	$1,811,964
	461	00	3490	000	1	00	$2,770
	199	00	3510	000	1	00	$6,200,000
	461	00	3545	000	1	00	$253,222
	199	00	3600	000	1	00	$9,017,054
	461	00	3600	000	1	00	($31,969)
	199	00	5711	000	1	00	$16,697,336
	599	00	5711	000	1	00	$8,669,215
	199	00	5712	000	1	00	$443,542
	599	00	5712	000	1	00	$193,658
	199	00	5719	000	1	00	$217,674
	599	00	5719	000	1	00	$94,110
	199	00	5729	000	1	00	$49,069

Rows: 944 Actual Total: $376,979,350

First 1 : 240-00-3450-000 - 199-00-5729-000 / 63 Last Add

NOTE: Fund Balances should be entered with the opposite sign as displayed in Finance. For example, if the balance is -2,9750,000 in Finance, enter as 2,9750,000 in State Reporting. The extract automatically makes the change.

❑ Run the extract a second time to add the remaining data.

❑ Click **Run**.

❑ Click **Print** to review the data.

❑ Click **Save** to add the records to the “frozen file” in State Reporting.

The report will only show the records defined in this extract. You can view complete data on the State Reporting > Maintenance > Mid Year > Finance Actual.

NOTE: You may run the extract a third time if you want to bring over the fund balance accounts.

- Or, import data from an external file.

  State Reporting > Utilities > Import External File

  Some districts may update data in TSDS tables from a text flat file created outside ASCENDER where each row in the file corresponds to a TSDS record. **This only applies to Student-only districts.**

  The only TSDS record types available for importing are:

  - Organization-District (010) (10010 - *LocalEducationAgencyExtension* complex type)
  - Organization-Campus (020) (10020 - *SchoolExtension* complex type)
  - Finance-Budget (030) (20030 - *BudgetExtension* complex type) **(not used for Midyear)**
  - Finance-Actual (032) (20032 - *ActualExtension* complex type)
  - Finance-SSA Actual (033) (20033 - *SharedServiceArrangementExtension* complex type)

  IMPORTANT! Only these record types can be imported. All other records are skipped.

File	Click **Browse** to select the file to import. The first letter of the filename indicates the submission period. For the midyear submission, the file name should begin with M.

Once a file has been selected the **Import** button is enabled.

❑ Click **Import**.

When the import is complete, results are displayed, including counts of errors, records read, records skipped, and records by type.

If any errors are encountered, no updates occur. Note that skipped records are not counted as errors.

❑ Correct any errors, and then run the Delete/Clear Tables utility to clear out the imported data; otherwise duplicate record errors will occur when you attempt to import a second time for the valid records that were imported originally.

Print	Print the Import External File report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click ✕ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

After you Extract Data

- Update/correct frozen data.

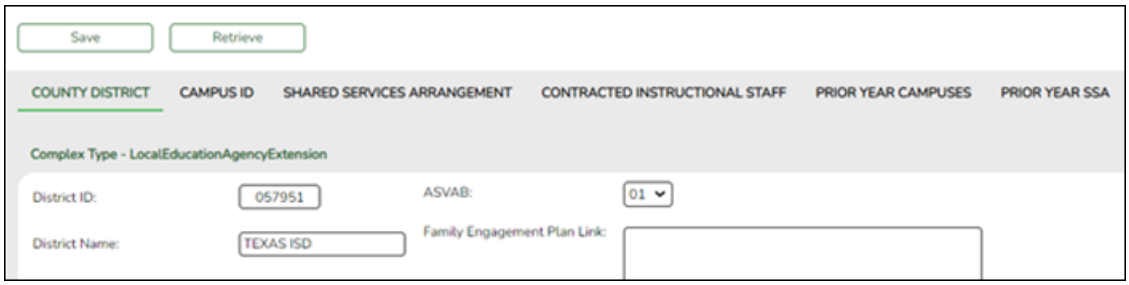
You may find extracted records containing incomplete or inaccurate information. Use the State Reporting midyear maintenance pages to update and correct the data saved in the district database (i.e., frozen data).

Data on the maintenance pages is updated every time data is extracted, including data that is manually entered.

  - Update Organization data.

Organization data is always maintained in ASCENDER State Reporting; there is no extract.

State Reporting > Maintenance > Organization > County District

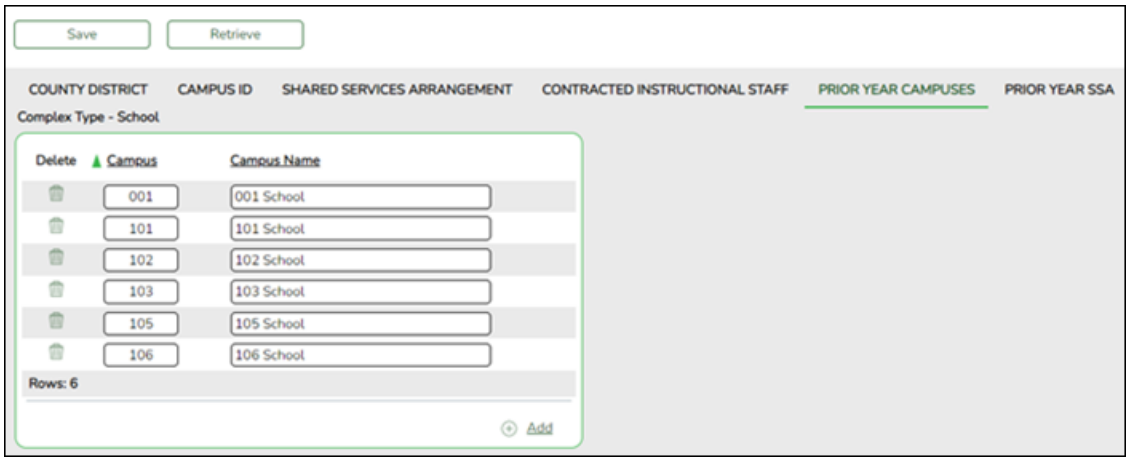


Reported Elements from County District:

Element	Code Table	Data Element	ASCENDER Name
E0212	—-	DISTRICT-ID	District ID
E0213	C146	DISTRICT-NAME	District Name

State Reporting > Maintenance > Organization > Prior Year Campuses

Data submitted for the midyear collection is not necessarily that same data that is submitted in the fall collection. Therefore, the Prior Year Campuses tab allows you to work on both submissions at the same time.



Reported Elements from Prior Year Campuses:

Element	Code Table	Data Element	ASCENDER Name
E0266	—-	CAMPUS-ID	Campus
E0267	—-	CAMPUS-NAME	Campus Name

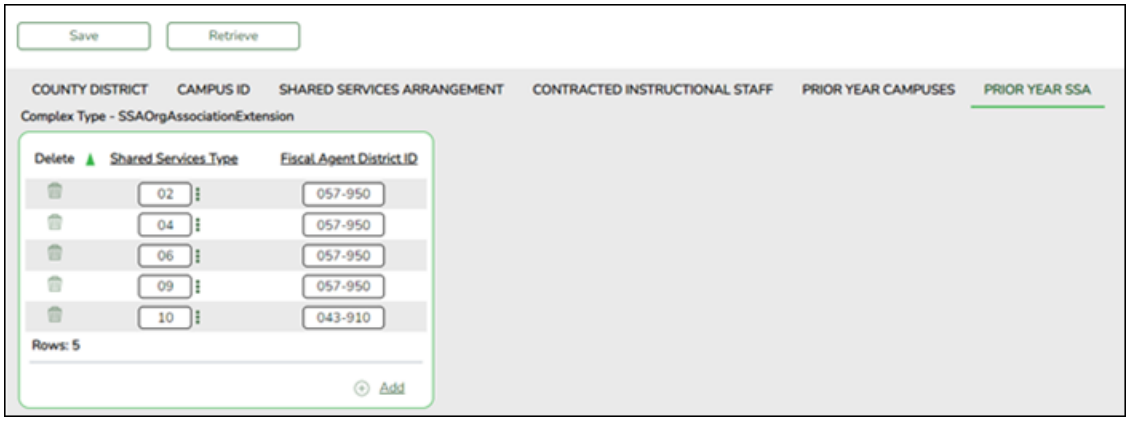
NOTE:

- Verify that all prior year campuses are reported.
- Verify that grade levels at each campus reflect the grade levels printed in the Texas School Directory.

State Reporting > Maintenance > Organization > Prior Year SSA

Data submitted for the midyear collection is not necessarily that same data that is submitted in the fall collection. Therefore, the Prior Year SSA tab allows you to work on both submissions at the same time.

If you are using an SSA, one record must exist for each SSA to which the LEA is a party or fiscal agent.



Reported Elements from Prior Year SSA:

Element	Code Table	Data Element	ASCENDER Name
E0776	C049	SHARED-SVCS-ARRANGEMT-TYPE-CODE	Shared Services Type

Element	Code Table	Data Element	ASCENDER Name
E0981	—-	SHARED-SVCS-ARR-MEMBER-DIST-ID	Fiscal Agent District ID

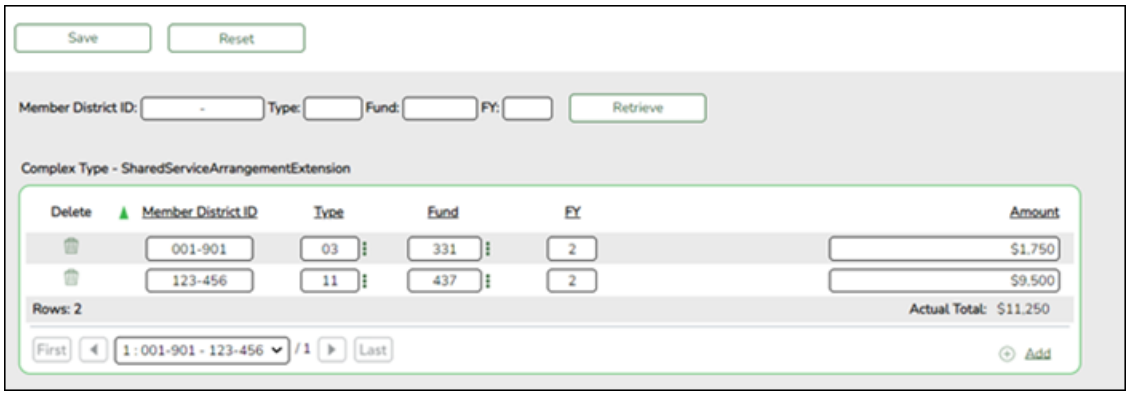
- Update SSA Actual data (fiscal agents only).

  State Reporting > Maintenance > Mid Year > SSA Actual

All reporting is done by the fiscal agent district for each member district. If you are an RDSPD member district that receives Average Daily Attendance funds for an enrolled student and pays a fiscal agent for RDSPD services, you must report those expenditures in the Finance Actual record using Object Code 6492.

Charter schools do not report this data; each charter school reports its own share of SSA expenses on its own record.

❑ Click **Retrieve** to access existing data for the *SharedServiceArrangementExtension* (10011) complex type.



Update data as needed.

Reported Elements from SSA Actual:

Element	Code Table	Data Element	ASCENDER Name
E0777	—-	FISCAL-AGENT-DISTRICT-ID	Member District ID
E0779	C049	SHARED-SVC-ARRANGEMT-TYPE-CODE	Type
E0316	C145	FUND-CODE	Fund
E0774	—-	ACTUAL-AMOUNT	Amount

NOTE:

- If the district was reported as a fiscal agent in the prior year, delete the records.

- If the district was a fiscal agent for the same SSA as in the previous year, maintain the data as needed.
- If the district is a new fiscal agent, add a record.

- Review Finance Actual data.

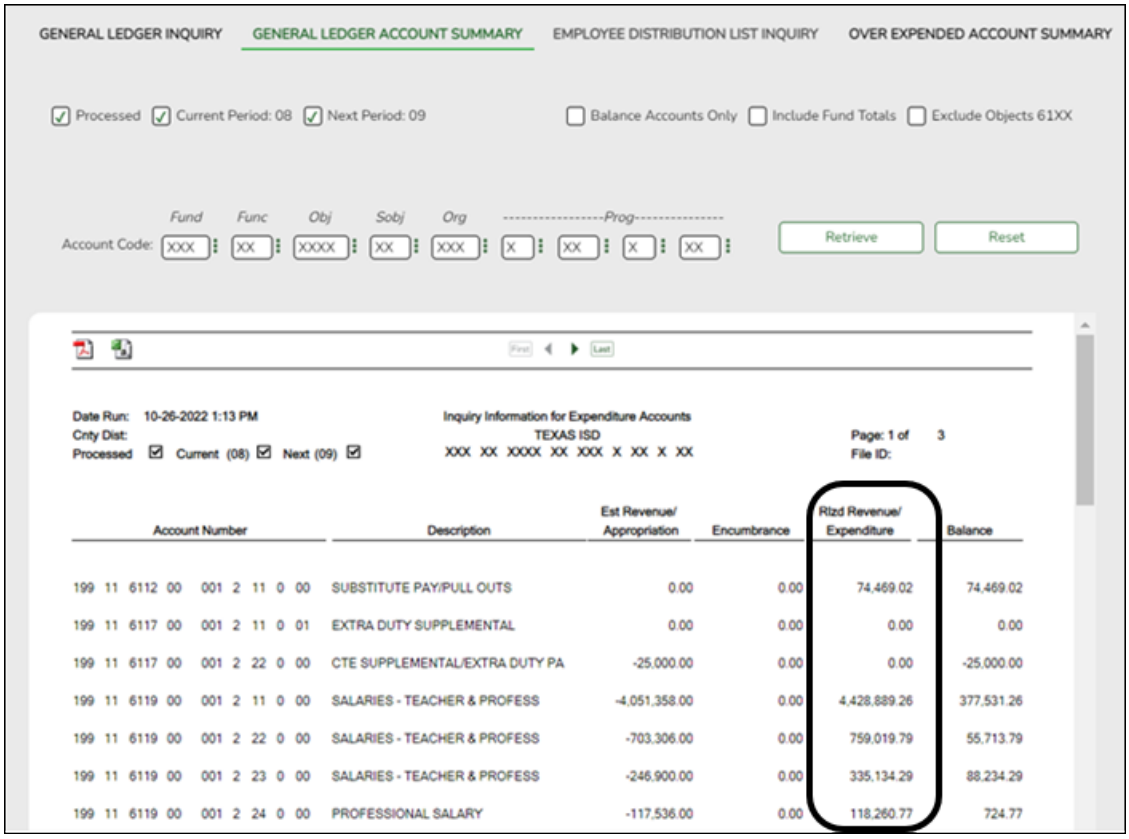
  State Reporting > Maintenance > Mid Year > Finance Actual

  Verify data for each element in the ASCENDER Finance application. It is suggested that you run reports first, and then use the maintenance pages to update data where needed.

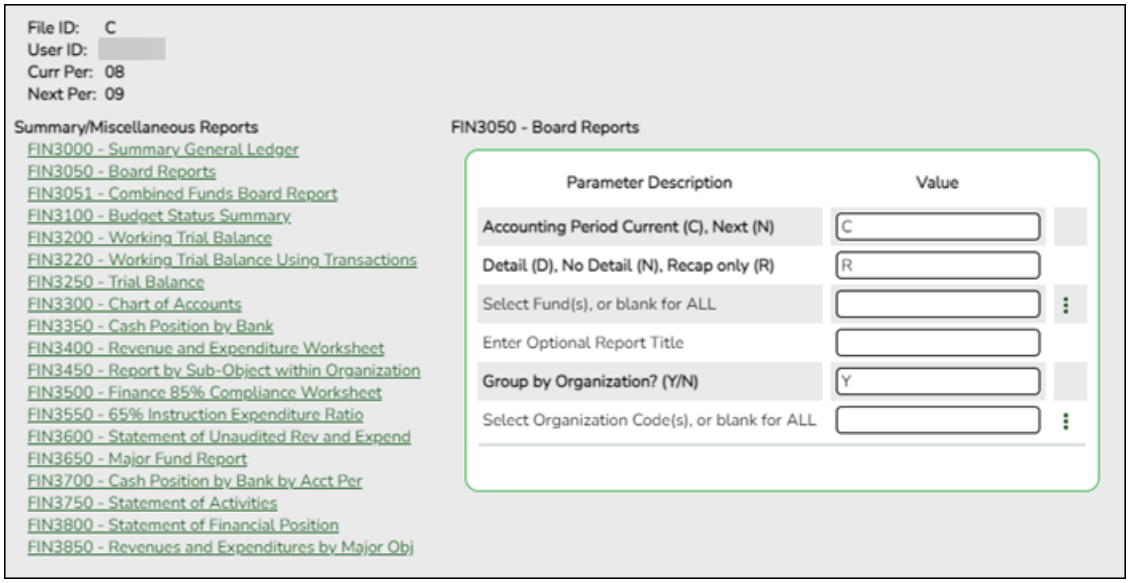
  Districts that do not want to extract data from Finance can import data directly into State Reporting. Follow the steps under **Before You Extract**.

  Finance data can be verified by running the following reports:

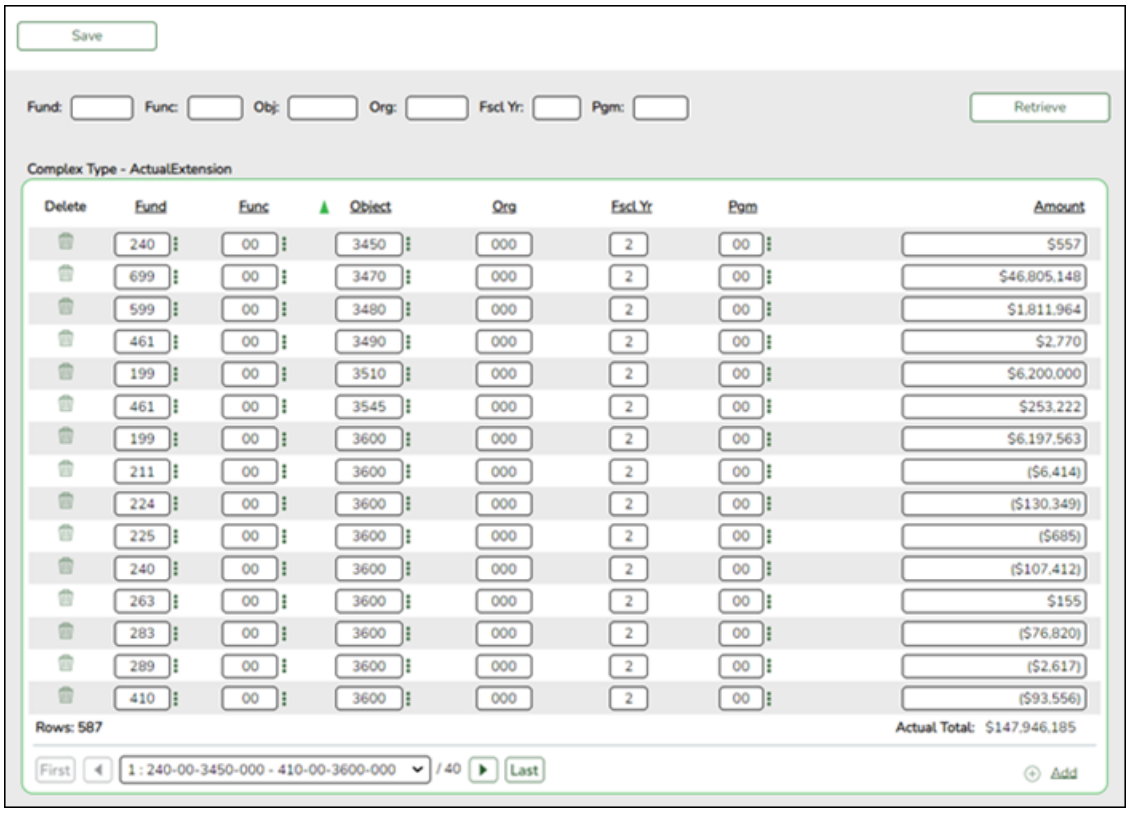
  Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary



Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3050-Board Report



❑ Click **Retrieve** to access existing data for the *ActualExtension* (20032) complex type.



Update data as needed.

NOTE:

- If you have run the Delete/Clear Tables utility to clear previous year data, all fields are blank.
- If you have not run the Delete/Clear Tables utility, data for the previous year is displayed. The **Fscl Year** field will display the prior year for local funds.
- If data has already been extracted at least once for the current year, the **Fscl Year** field will display the current year for local funds.

Reported Elements from General Ledger Account Summary:

Element	Code Table	Data Element	ASCENDER Name
E0316	C145	FUND-CODE	Fund
E0317	C146	FUNCTION-CODE	Func
E0318	C159	OBJECT-CODE	Object
E0319	—-	ORGANIZATION-CODE	Org
E0974	—-	FISCAL-YEAR	Fscl Year
E0320	C147	PROGRAM-INTENT-CODE	Pgm
E0774	—-	ACTUAL-AMOUNT	Amount

NOTE: Refer to the statement of activities in your districts Annual Financial and Compliance Report (AFR). Contact your auditor for this information.

- Run extract reports.

Once you have completed the extracts, run the reports and review all data for accuracy. If necessary, correct the data and rerun the reports.

Print the final reports for your records.

State Reporting > Reports > Mid Year

- Create XML file.

If you are using TSDS PEIMS, the Create State Reporting Interchanges utility creates the Texas Student Data System (TSDS) Interchanges from the data in the ASCENDER State Reporting tables. You can create all of the interchanges at once, or you can individually select the interchange you wish to create.

You must submit the created interchanges to TSDS in the following order:

1. *Education Organization* - Education organizations (ESC, LEA, and Campus) and their structure.
2. *SharedServicesArrangementOrganization* - The education organization to which another education organization (fiscal agent) provides services
3. *Finance* - The educational organization's financial data.

State Reporting > Utilities > Create State Reporting Interchanges

Collection	Select *MidYr1 - First Submission*. If you are resubmitting midyear PEIMS, select *MidYr2* or *MidYr3*.
Ending School Year	The submission year set up on State Reporting > Options is displayed.

The interchanges are listed according to the **Collection** field.

❑ Select **All MidYear Interchanges** to create all interchanges for the collection period.
❑ Or, select the individual interchange you want to create.

❑ Click **Run**.

When the process is complete, you are prompted to save a .zip file containing the individual files for the completed interchanges.

The default name of the zipped folder is *District_YYYY-MM-DD.HH-MM-SS*.TSDS.zip, where:

- *District* is the six-digit county-district number
- *YYYY-MM-DD* is the date when the folder was created
- *HH-MM-SS* is the hour, minute, and second when the folder was created

Example: *015102-2019-12-11.15-30-22*.TSDS.zip

The default name for the individual files is *District_Campus_Collection_TimeStamp_Interchange.xml*, where:

- *District* is the six-digit county-district number
- *Campus* is the three-digit campus ID
- *Collection* is the nine-character collection (ending school year & submission)
- *TimeStamp* is the 12-digit date-time-stamp when the interchange was created (YYYYMMDDHHMM)
- *Interchange* is the name of the interchange created.

Example:
015102_000_2019TSDS_201812111420_InterchangeFinanceExtension.xml

❑ If errors are encountered:

1. Correct the data in ASCENDER.
2. Run the Delete/Clear Tables utility to delete or clear previous data for the desired tables.
3. Re-extract the data.

❑ Submit the data to TSDS.


ASCENDER
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