



## ASCENDER GUIDES



**ssa**



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# SSA Actual (Midyear)

## State Reporting > Maintenance > SSA Actual

Update data for the *SharedServiceArrangementExtension* complex type as needed.

The *SharedServiceArrangementExtension* complex represents the sum of the financial transactions to date for shared service arrangements (SSA).


### Modify a record:

☐ To retrieve existing records, enter criteria one or more of the following fields.

Leave blank to retrieve all records, or if you are only adding records.

<b>Member District ID</b>	To retrieve records for a specific member ID, type the six-digit ID.
<b>Type</b>	Code table: C049  To retrieve records for a specific program type, type the the two-digit program type code.
<b>Fund</b>	Code table: C145  To retrieve records for a specific fund, type the three-digit fund code.
<b>FY</b>	To retrieve records for a specific fiscal year, type the last digit of the fiscal year.

☐ Click **Retrieve**.


<b>Member District ID</b>	Type the six-digit member district ID number of the fiscal agent district.
<b>Type</b>	Select the program type or service provided by the SSA.
<b>Fund</b>	FUND-CODE (E0316) Code table: C145  Select the fund group and specific fund (when applicable) for actual financial data for budget and payroll. Click  to add or change the code for the field.
<b>FY</b>	Type the last digit of the fiscal year for this SSA record.
<b>Amount</b>	Type the actual dollar amount (rounded to the nearest dollar) expensed for the SSA, up to 11 digits.

☐ Click **+Add** to add another blank row.

☐ Click **Save**.



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**.

**Reset**

[Clear the page.](#)



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