



ASCENDER GUIDES



ssa

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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.

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

☐ Click **Retrieve**.


Member District ID	Type the six-digit member district ID number of the fiscal agent district.
Type	Select the program type or service provided by the SSA.
Fund	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.
FY	Type the last digit of the fiscal year for this SSA record.
Amount	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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