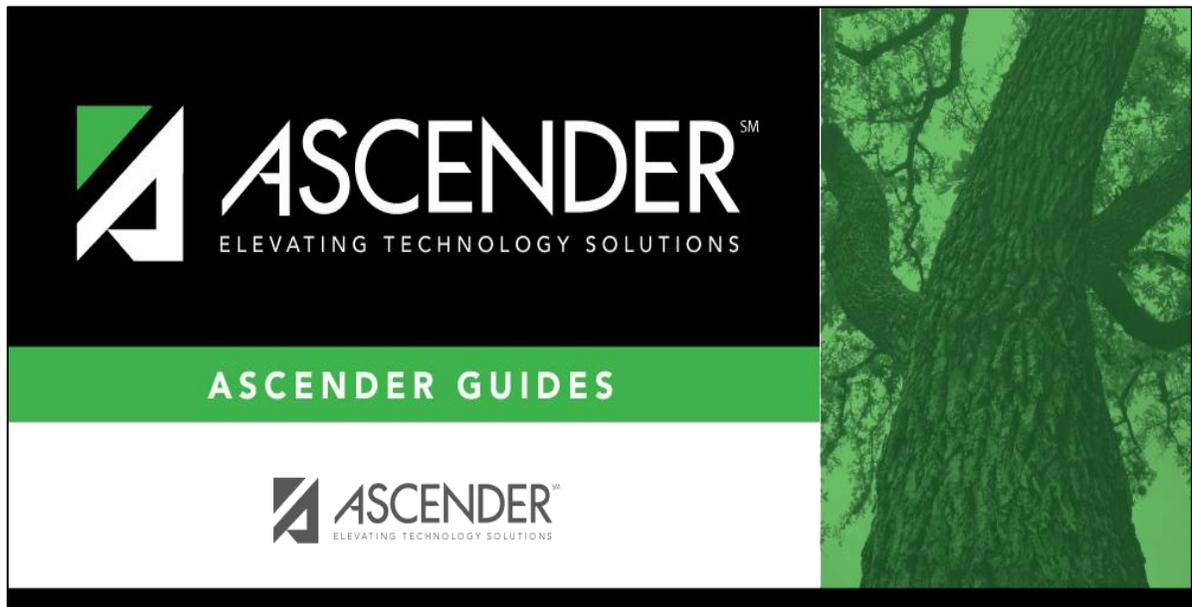


Mid-Year PEIMS Business Extract

For TSDS PEIMS



Presented by ESC, Region 14
October 2023

Finance Actual Data from 2022-2023
Prior Year Campus & SSA
Mid-Year PEIMS must balance with your Audit Report

Before starting:

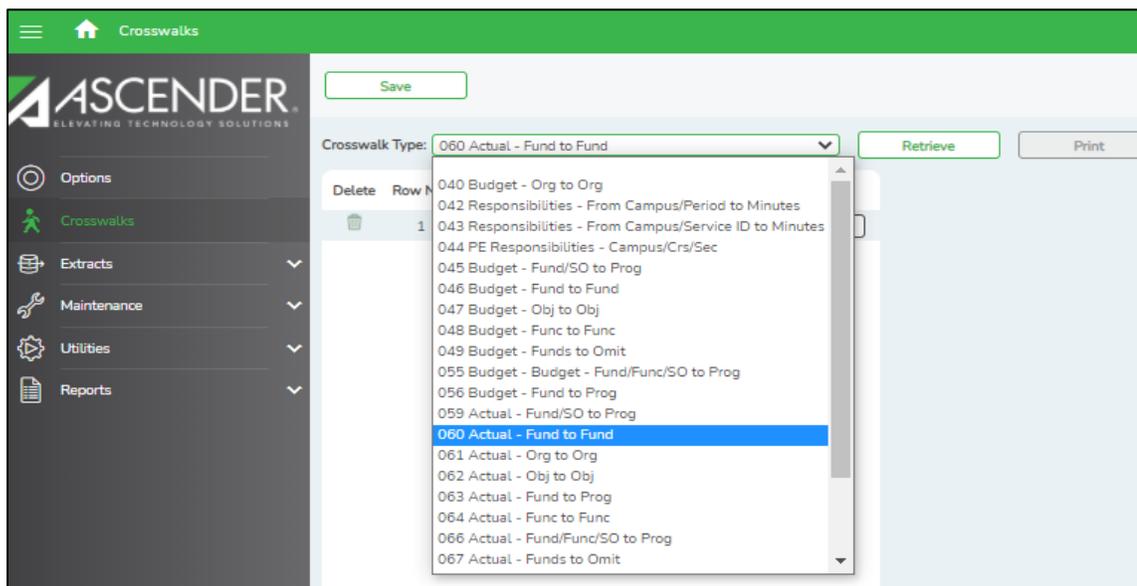
- **Make sure all auditor’s entries have been posted to the prior year file ID 3 (2022-2023) in Finance**
- **Audited fund balance is reported in the Mid-Year submission**

Note: Federal funds usually do not have fund balances (negative or positive). Federal Fund balances should be recorded as Due To or Due From and not reported to PEIMS

 **State Reporting** 

1. Create Crosswalks if necessary. This allows you to convert data in your district format to the standard TEA format for the Fall and Mid-Year collections. This conversion only affects the data in the State Reporting tables, allowing you to continue maintaining your data in your format in the Business and Student Systems.

If needed, select Crosswalks, choose the desired crosswalk from the **Crosswalk Table** drop down, and Retrieve. Enter desired crosswalk data and Save.



2. Extract last year's actual financial data from **Extracts > Mid-Year**

- In the Method box, select Delete All & Add. This will delete all existing records that are still in PEIMS from last year's submission, before adding new records to the PEIMS tables.
- In the Year 1 box, enter File ID 3, Acct Period 9, Thru 8, Fiscal Year 3.

Note: If you have expenditures in File ID 3 with a fiscal Year other than 3, (ie. 282/2) you will need to add info in Year 1 and Year 2 boxes or complete multiple extracts choosing to Add New (not Delete All & Add) for subsequent extracts.

- Click **Run**

Once the message is displayed indicating the **Extract is complete**, click the **PRINT** button to view the results. Click **SAVE** after reviewing the information.

Extract is complete. Click Print to view results. Click Save to write records to TSDS.

Run

Print

Save

Date Run: 09/21/2021 2:17 PM
 Cnty Dist: 104903

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

Page: 1 of 9

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	5711	00	000	1	00	0	00	-730,805.63	199	00	5711	000	1	00	730,806.00
199	00	5712	00	000	1	00	0	00	-8,502.88	199	00	5712	000	1	00	8,503.00
199	00	5719	00	000	1	00	0	00	-5,855.05	199	00	5719	000	1	00	6,035.00
199	00	5719	01	000	1	00	0	00	-4.87							
199	00	5719	02	000	1	00	0	00	-175.42							
199	00	5742	00	000	1	00	0	00	-1,255.69	199	00	5742	000	1	00	1,256.00
199	00	5743	00	000	1	00	0	51	-4,165.70	199	00	5743	000	1	00	4,166.00
199	00	5744	00	000	1	00	0	00	-5,187.00	199	00	5744	000	1	00	5,187.00
199	00	5749	00	000	1	00	0	00	261.00	199	00	5749	000	1	00	8,379.00
199	00	5749	00	000	1	00	0	00	-7,211.60							
199	00	5749	00	000	1	00	0	00	-1,428.78							
199	00	5752	00	000	1	00	0	00	-8,372.75	199	00	5752	000	1	00	8,373.00
199	00	5811	00	000	1	00	0	00	-58,889.00	199	00	5811	000	1	00	58,889.00
199	00	5812	00	000	1	00	0	00	5,778.00	199	00	5812	000	1	00	1,129,453.00
199	00	5812	00	000	1	00	0	00	-1,135,231.00							
199	00	5819	00	000	1	00	0	00	-1,918.00	199	00	5819	000	1	00	1,918.00
199	00	5831	00	000	1	00	0	00	-101,697.04	199	00	5831	000	1	00	101,697.00
199	00	5931	45	000	1	00	0	00	-5,967.68	199	00	5931	000	1	00	75,266.00
199	00	5931	45	000	1	00	0	00	5,967.68							
199	00	5931	45	000	1	00	0	00	-75,266.33							
									Total for Class 5:							2,139,928.00
									-2,139,927.74							
199	00	8911	00	000	1	00	0	00	14,216.55	199	00	8911	000	1	00	14,217.00
									Total for Class 8:							14,217.00
									14,216.55							
199	11	6112	00	001	1	11	0	00	13,957.50	199	11	6112	001	1	11	13,958.00
199	11	6112	00	001	1	36	0	00	570.00	199	11	6112	001	1	36	570.00
199	11	6119	00	001	1	11	0	00	466,503.49	199	11	6119	001	1	11	466,503.00
199	11	6119	00	001	1	21	0	00	4,283.61	199	11	6119	001	1	21	4,284.00
199	11	6119	00	001	1	22	0	00	13,627.24	199	11	6119	001	1	22	13,627.00
199	11	6119	00	001	1	23	0	00	55,714.76	199	11	6119	001	1	23	55,715.00
199	11	6119	00	001	1	25	0	00	8,262.47	199	11	6119	001	1	25	8,262.00
199	11	6119	00	001	1	30	0	00	88,453.06	199	11	6119	001	1	30	88,453.00
199	11	6119	00	001	1	32	0	00	2,070.00	199	11	6119	001	1	32	2,070.00
199	11	6119	00	001	1	34	0	00	33,660.16	199	11	6119	001	1	34	33,660.00
199	11	6119	00	001	1	36	0	00	21,706.67	199	11	6119	001	1	36	21,707.00

Click **Save** and look for the message indicating that records were **successfully written to TSDS**.



Finance – File ID C



3. **Retrieve Fund Balance information.** From **Finance > Inquiry > General Ledger Inquiry**, pull up object code 3XXX in **File ID C**. Look for auditor's **opening entries**. **Do not include budgetary offset 3700** or funds not reported to TSDS – funds greater than **701**. See Fund Code Table C145 in TWEDS for more details:

<https://tealprod.tea.state.tx.us/TWEDS/103/0/0/0/CodeTable/List/15975>

Look in Current File ID for the Opening Entries.

Account may have Fiscal Year of 4 in File ID C.

In the next step you will enter it in TSDS and change the fiscal year to match last year.

GENERAL LEDGER INQUIRY

Processed Current Period: 10 Next Period: 11

Include soft encumbrances when POs exist Exclude Objects 61XX Include Inactive Accounts

Show Details Report will display Transaction Details

Description: Reason Vendor Name

Account Code: Fund: XXX Func: XX Obj: 3XXX Subj: XX Org: XXX X Prog: X XX

Type	Number	Date	Per	Reason/Description	Est Revenue/ Appropriation	Encumbrance	Rtzd Revenue/ Expenditure	Balance
199 00	3430 00	000 4 00 0 00		RESERVE FOR PREPAID ITEMS				0.00
				** Beginning				
GJ	OPEN1	09-18-2023	09	AUDITOR'S OPENING ENTRY				-17,112.50
				** Ending				
199 00	3510 00	000 4 00 0 00		DESIGNATED FUND BALANCE-CONST.				0.00
				** Beginning				
GJ	OPEN1	09-18-2023	09	AUDITOR'S OPENING ENTRY				-1,249,393.27
				** Ending				-1,249,393.27

★ **State Reporting** ★

4. Enter Fund Balances. From **State Reporting > Maintenance > Mid-Year > Finance Actual**. Click the +Add. Enter each fund balance account (3XXX) from the previous step, changing the fiscal year code to 3, and entering the amount. **Save** your entries.

Maintenance > Mid Year > Finance Actual

Save

Fund: [] Func: [] Obj: [] Org: [] FscYr: [] Pgm: [] Retrieve

Complex Type - ActualExtension

Delete	Fund	Func	Object	Org	FscYr	Pgm	Amount
	199	00	3430	000	3	00	\$17,113

Rows: 0 Actual Total: \$17,113 Add

5. Verify campuses for the prior school year from **Maintenance > Organization > Prior Year Campuses** tab.

6. Verify Shared Service Arrangements for the prior school year from **Maintenance > Organization > Prior Year SSA** tab.

Shared Services Type	Fiscal Agent District ID
02	221-950
06	221-950
09	221-950
10	221-901
11	138-902

7. If you are the **Fiscal Agent** for a Shared Service Arrangement (SSA), enter expenditures made on behalf of each member district from **Maintenance > Mid-Year > SSA Actual**.

Save all changes.

Note: These amounts should represent the amount spent on behalf of each member district, not the amount they sent to you.

Member District ID	Type	Fund	EY	Amount
123-456	11	437	3	\$4,783

NOTE: Any funds returned to member districts should be coded to object code 6493.

8. Print and proof reports.

A. From **State Reporting > Reports > Mid-Year**, Print or Save all Actual reports.

The screenshot shows the 'State Reporting' interface with a green header. Below the header are three buttons: 'Preview', 'PDF', and 'CSV'. The main content area is divided into two sections. The top section is titled 'Finance Report Group' and contains links for 'Actual Detail - XXX0', 'Actual Recap - Class/Fund/Yr', 'Actual Summary - XXX0', 'Actual Summary - XXX0', and 'SSA Actual'. The bottom section is titled 'Organization Report Group' and contains links for 'Campus - Prior Year' and 'Shared Services - Prior Year'. A 'Parameter Description' box contains the text: 'Use the above file format buttons to generate the report.'



Finance



B. From **Finance > Reports > Finance Reports > Summary/Misc. Reports > Board Reports (FIN3050)**, print Board Report from **File ID 3**.

The screenshot shows the 'Finance Board Reports' interface. The header is green and contains 'Summary/Miscellaneous Reports > Board Reports' and 'Finance'. Below the header are buttons for 'Preview', 'PDF', 'CSV', and 'Clear Options'. The main content area is divided into three sections. The left section is titled 'Summary/Miscellaneous Reports' and contains a list of links including 'FIN3000 - Summary General Ledger', 'FIN3050 - Board Reports', 'FIN3051 - Combined Funds Board Report', 'FIN3100 - Budget Status Summary', 'FIN3200 - Working Trial Balance', 'FIN3220 - Working Trial Balance Using Transactions', 'FIN3250 - Trial Balance', 'FIN3300 - Chart of Accounts', 'FIN3350 - Cash Position by Bank', 'FIN3400 - Revenue and Expenditure Worksheet', 'FIN3450 - Report by Sub-Object within Organization', 'FIN3500 - Finance 85% Compliance Worksheet', 'FIN3550 - 65% Instruction Expenditure Ratio', and 'FIN3600 - Statement of Unaudited Rev and Expend'. The middle section is titled 'FIN3050 - Board Reports' and contains a 'Parameter Description' table with the following data:

Parameter Description	Value
Accounting Period Current (C), Next (N)	c
Detail (D), No Detail (N), Recap only (R)	r
Select Fund(s), or blank for ALL	199 / 3,205 / 3,211 / 3,22
Enter Optional Report Title	
Group by Organization? (Y/N)	n
Select Organization Code(s), or blank for ALL	

The right section is titled 'Funds' and contains a search bar and a list of funds with checkboxes. The list includes:

Fund/Yr	Description
<input checked="" type="checkbox"/>	199 / 3 GENERAL OPERATING
<input checked="" type="checkbox"/>	205 / 3 HEAD START
<input checked="" type="checkbox"/>	211 / 3 TITLE I
<input checked="" type="checkbox"/>	224 / 3 IDEA-B FORMULA
<input checked="" type="checkbox"/>	225 / 3 IDEA-B PRESCHOOL GRANT
<input checked="" type="checkbox"/>	240 / 3 FOOD SERVICE
<input checked="" type="checkbox"/>	255 / 3 TITLE II, PART A
<input checked="" type="checkbox"/>	270 / 3 DEPARTMENT OF EDUCATION
<input checked="" type="checkbox"/>	281 / 3 ESSER II GRANT
<input checked="" type="checkbox"/>	282 / 3 ESSER III GRANT
<input checked="" type="checkbox"/>	289 / 3 TITLE IV
<input checked="" type="checkbox"/>	410 / 3 STATE TEXTBOOK FUND
<input checked="" type="checkbox"/>	429 / 3 TEA-SPAT & SCHOOL SAFETY
<input checked="" type="checkbox"/>	461 / 3 CAMPUS ACTIVITY ACCOUNTS
<input checked="" type="checkbox"/>	753 / 3 INSURANCE-WORKMAN'S COMP.
<input type="checkbox"/>	827 / 3 AISDEF DULIN SCHOLARSHIP
<input type="checkbox"/>	828 / 3 AISD - CARLILE SCHOLARSHIP
<input type="checkbox"/>	829 / 3 AISD EDUCATION FOUNDATION
<input type="checkbox"/>	863 / 3 PAYROLL CLEARING
<input type="checkbox"/>	864 / 3 VENDOR CLEARING
<input type="checkbox"/>	865 / 3 STUDENT ACTIVITY ACCOUNTS

Compare the **PEIMS Actual report** with the **Board Report**.

- Compare Revenue totals to the Revenue Realized to Date.
- Compare Expenditures by Function.

	Estimated Revenue (Budget)	Revenue Realized Current	Revenue Realized To Date	Revenue Balance	Percent Realized
199 / 3 GENERAL OPERATING	6,326,533.00	-761,826.20	-6,465,961.82	-139,428.82	102.20%
205 / 3 HEAD START	82,335.00	-9,307.44	-76,562.26	5,772.74	92.99%
211 / 3 TITLE I	92,385.00	-3,448.59	-87,985.25	4,399.75	95.24%
224 / 3 IDEA-B FORMULA	23,979.00	.00	-23,979.00	.00	100.00%
225 / 3 IDEA-B PRESCHOOL GRANT	11,146.00	.00	-11,146.00	.00	100.00%
240 / 3 FOOD SERVICE	250,206.00	-35,173.46	-241,929.32	8,276.68	96.69%
255 / 3 TITLE II, PART A	13,535.00	.00	-13,535.00	.00	100.00%
270 / 3 DEPARTMENT OF EDUCATION	43,079.00	.00	-40,198.12	2,880.88	93.31%
281 / 3 ESSER II GRANT	230,748.61	-49,245.41	-230,748.61	.00	100.00%
282 / 3 ESSER III GRANT	366,986.00	-33,964.15	-282,285.10	84,700.90	76.92%
289 / 3 TITLE IV	10,000.00	.00	-10,000.00	.00	100.00%
410 / 3 STATE TEXTBOOK FUND	21,551.00	-16,363.33	-20,011.40	1,539.60	92.86%
429 / 3 TEA-SPAT & SCHOOL SAFETY	203,809.00	-27,290.00	-108,320.36	95,488.64	53.15%
461 / 3 CAMPUS ACTIVITY ACCOUNTS	57,514.00	-14,069.30	-53,206.79	4,307.21	92.51%
Total 5000 Revenues	7,655,163.61	-950,687.88	-7,636,277.21	18,886.40	99.75%
Total 7000 Revenues	78,643.00	.00	-29,591.82	49,051.18	37.63%
Total Revenues	7,733,806.61	-950,687.88	-7,665,869.03	67,937.58	137.38%

CLASS 5 REVENUE

FUND	Fiscal Year	Fund Desc	Amount
199	3	General Fund	6,436,426
205	3	Head Start	76,562
211	3	ESEA Title I Pt A / Title I Pt D	87,985
224	3	IDEA-Part B, Formula	23,979
225	3	IDEA-Part B, Preschool	11,146
240	3	Schl Breakfast & National Schl Lunch Pgm	241,874
255	3	ESEA Title II Pt A-Tchr/Prin Training	13,535
270	3	ESEA Title V Pt B SP 2-Rural Low Income	40,198
281	3	ESSER II of CRRSA	230,749
282	3	ESSER III of American Rescue Plan 2021	282,285
289	3	Federally Funded Special Revenue Funds	10,000
410	3	State Instructional Materials Fund	20,011
429	3	State Funded Special Revenue Funds	108,320
461	3	Campus Activity Funds	53,207
GRAND TOTALS			7,636,277

CLASS 7 OTHER RESOURCES

FUND	Fiscal Year	Fund Desc	Amount
199	3	General Fund	29,536
240	3	Schl Breakfast & National Schl Lunch Pgm	56
GRAND TOTALS			29,592

	Budget	Encumbrance YTD	Expenditure YTD	Current Expenditure	Balance	Percent Expended
199 / 3 GENERAL OPERATING	-6,847,615.00	.00	6,371,177.30	576,848.19	-476,437.70	93.04%
205 / 3 HEAD START	-82,335.00	.00	76,562.26	2,690.63	-5,772.74	92.99%
211 / 3 TITLE I	-92,385.00	.00	87,985.25	842.07	-4,399.75	95.24%
224 / 3 IDEA-B FORMULA	-23,979.00	.00	23,979.00	.00	.00	100.00%
225 / 3 IDEA-B PRESCHOOL GRANT	-11,145.00	.00	11,145.00	.00	.00	100.00%
240 / 3 FOOD SERVICE	-290,206.00	.00	261,668.22	22,861.89	-28,537.78	90.17%
255 / 3 TITLE II, PART A	-13,535.00	.00	13,535.00	.00	.00	100.00%
270 / 3 DEPARTMENT OF EDUCATION	-43,079.00	.00	40,198.12	.00	-2,880.88	93.31%
281 / 3 ESSER II GRANT	-230,748.61	.00	230,748.61	40,250.76	.00	100.00%
282 / 3 ESSER III GRANT	-366,986.00	.00	282,285.10	11,970.36	-84,700.90	76.92%
289 / 3 TITLE IV	-10,000.00	.00	10,000.00	.00	.00	100.00%
410 / 3 STATE TEXTBOOK FUND	-21,551.00	.00	20,011.40	4,549.92	-1,539.60	92.86%
429 / 3 TEA-SPAT & SCHOOL SAFETY	-203,809.00	.00	108,320.36	13,645.00	-95,488.64	53.15%
461 / 3 CAMPUS ACTIVITY ACCOUNTS	-57,514.00	.00	52,734.48	13,009.21	-4,779.52	91.69%
Total 6000 Expenditures	-8,245,131.61	.00	7,590,295.28	686,668.03	-654,836.33	92.06%
Total 8000 Expenditures	-49,757.00	.00	55.82	.00	-49,701.18	.11%
Total Expenditures	-8,294,888.61	.00	7,590,351.10	686,668.03	-704,537.51	92.17%

End of Report

CLASS	FUND	Fiscal Year	Fund Desc	Amount
6	199	3	General Fund	6,371,135
6	205	3	Head Start	76,562
6	211	3	ESEA Title I Pt A / Title I Pt D	87,986
6	224	3	IDEA-Part B, Formula	23,979
6	225	3	IDEA-Part B, Preschool	11,146
6	240	3	Schl Breakfast & National Schl Lunch Pgm	261,668
6	255	3	ESEA Title II Pt A-Tchr/Prin Training	13,535
6	270	3	ESEA Title V Pt B SP 2-Rural Low Income	40,198
6	281	3	ESSER II of CRRSA	230,746
6	282	3	ESSER III of American Rescue Plan 2021	282,285
6	289	3	Federally Funded Special Revenue Funds	10,000
6	410	3	State Instructional Materials Fund	20,012
6	429	3	State Funded Special Revenue Funds	108,320
6	461	3	Campus Activity Funds	52,736
GRAND TOTALS				7,590,308

CLASS	FUND	Fiscal Year	Fund Desc	Amount
8	199	3	General Fund	55
GRAND TOTALS				56

9. Once the **PEIMS Actual Data Reports** and the **Finance File ID 3 Board Report** match then you will need to match those amounts to the **2022-2023 Total Governmental Funds in the Audit Report. (Schedule C -2 or C - 3)**



State Reporting



10. From **Maintenance > Mid-Year > Finance Actual**, make corrections in PEIMS.

- To **make corrections** enter your account and click **Retrieve**. Correct as needed.
- To **add an account**, click on the +Add and enter your information.
- **Make corrections as necessary** so that all information matches your audit report. All amounts are rounded.
- **Save**.

The screenshot shows the ASCENDER State Reporting interface. The breadcrumb trail is Maintenance > Mid-Year > Finance Actual. The interface includes a 'Save' button, a 'Retrieve' button, and a table titled 'Complex Type - ActualExtension'. The table has columns for Delete, Fund, Func, Object, Org, FscL Yr, Pgm, and Amount. The data rows show various financial entries with their respective amounts. At the bottom, it indicates 'Rows: 755' and 'Actual Total: \$15,256,233'.

NOTE: TRS on Behalf (object 6144) for function code 41 must have an organization code of 701, 702, 720, 750, or 751. So, if you have TRS on Behalf for function code 41 coded to organization code 999, you will need to correct the org code.

This screenshot shows a callout box with a purple background and white text that reads: "If Func is 41 and Obj is 6144 you Must change the Org from 999 to 701, 702, 720, 750 or 751". The callout box points to a row in the 'Complex Type - ActualExtension' table. The row has Fund: 199, Func: 41, Object: 6144, Org: 999, FscL Yr: 1, Pgm: 99, and Amount: \$6,008. Below it, another row is shown with Fund: 199, Func: 41, Object: 6144, Org: 750, FscL Yr: 1, Pgm: 99, and Amount: \$4,041. The interface also shows 'Rows: 2' and 'Actual Total: \$10,049'.

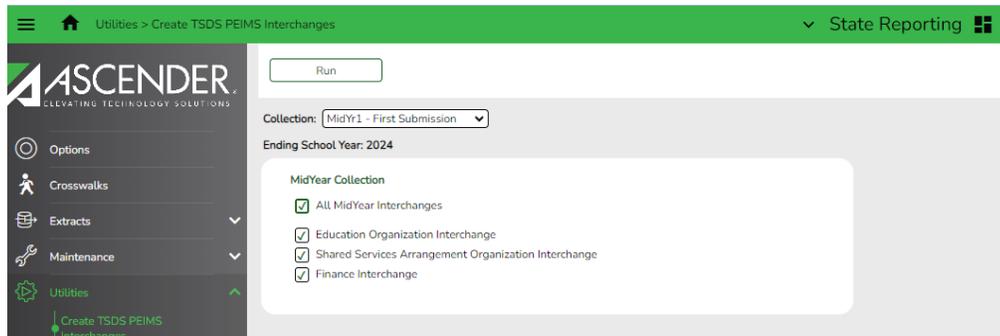
_____ **11. Create TSDS Interchanges** from **Utilities > Create TSDS PEIMS Interchanges**.

The collection will be **MidYr1 – First Submission**, for **Ending School Year 2024**. The system will create a zipped file that can be submitted to TSDS PEIMS. Select **All MidYear Interchanges and Run**.

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.
4. Create the interchanges again by using **Select MidYr1 – First Submission**.

Note: If you have to resubmit use MidYr2 –Resubmission



In the pop-up box choose to **Save File**. There are **three** interchanges that will be created in a TSDS Zip file for Mid-Year PEIMS. You will save the Zip file in your TSDS Mid-Year folder. **Do not rename the interchanges**.

_____ **12. Login to the Texas Student Data System (TSDS) through TEAL.** There is a link to TEAL logons on TEA's home page.



TEA Login (TEAL)

TEAL will be unavailable Sunday, September 18, 7:00 am - 11:00 am during maintenance and upgrade activities.

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password: [Show Password](#)

[Forgot your password?](#)
[Forgot your username?](#)

To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information.

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Click on the link to Texas Student Data System Portal.

The screenshot shows the Texas Education Agency user interface. At the top, it says "Texas Education Agency" and "User and Access Management". The user is logged in as "Tandi Cox" and has options for "Logout", "Help", and "Online User Training". On the left, there is a "Self-Service" menu with items like "Access Applications", "My To-Do List", "Requests I've Submitted", "Change My Password", "My Security Questions", "My Application Accounts", "Edit My Profile", and "Link TEASE Accounts". The main content area is titled "Applications" and features a "Refresh Links" button. A red box highlights the "Texas Student Data System Portal" link. Below this link, it says "Texas Student Data System Portal" and "REG XIV EDUCATION SERVICE CENTER Role: Uniq-ID LEA". To the right, there is a "TEASE User Accounts" section with "Single sign-on to TEASE" and "User ID: tcox1107".

PROCEED TO TSDS TRAINING DOCUMENTS