

DATA FEED FINALIZATION PROCEDURES

For Independent School Districts
&
Education Service Centers

Texas Education Agency
Austin, Texas

Updated
September 2021

The objective of this Data Feed Finalization Procedures document is to outline the format to be used by independent school districts (ISDs) and education service centers (ESCs) to finalize their data feed in the AUDIT application in the Texas Education Agency Login (TEAL). The consistency of the data feed with the annual financial report (AFR) is essential, as the submitted data is used for state funding, Financial Integrity Rating System of Texas (FIRST) calculations, and other reports. The data feed submission is not complete until the data has been finalized by district personnel. The electronic data feed reports are required to be finalized through the Audit Application in the Texas Education Agency Login (TEAL).

NOTE: To request access to the TEAL AUDIT application, the user must have a TEAL account. Once a user has a TEAL account, access to the AUDIT application may be added by following these steps.

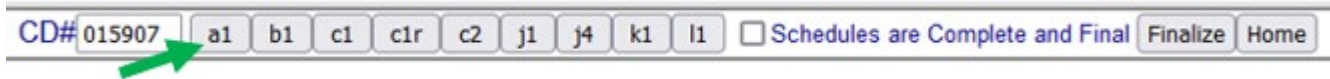
- The user will log into their TEAL account and select *My Application Accounts* from the Self-Service menu in the left column.
- On the next screen, the user will click on the **Request New Account...** button, which brings up the Application ID listing. Select the AUDIT application ID.
- On the next screen, click on the **Add Access** button.
- On the next screen, enter your Employing Organization (name or organization number), select the option button for the role(s) that you are applying for, then click the Done button to queue your request. Details on the Audit application roles can be found on the Electronic Submissions web page.
- On the next screen, click the **Save Changes** button. This will submit your access request to TEAL.



Steps to finalize the data feed worksheets:

1. Log in to your TEAL account and click on the AUDIT application.
2. From the Audit Main Menu, select “ENTER and/or FINALIZE Schedules.”
3. Select the appropriate fiscal year from the drop-down box.
4. Enter your county district number in the CD# field.
5. In the drop-down box next to the CD#, select “Schedules.” (You can also select individual schedules.)
6. Click on the **Display** button.

- All schedules will appear at the top of the next screen. You will select and review each schedule to verify that the data submission agrees to the AFR PDF and to check for errors.



- Click the **A1** button to view the first worksheet.
- If **no data is displayed** in the column 3 - Total (see exhibit 1), and the district does not have any business activities, click the **Save** button (see exhibit 2). By selecting “Save”, the system will automatically update the Total column with the data that appears in column 1 - Governmental Activities. However, if there is data in the Total column, skip this step. The **B1** schedule has a similar feature.

Exhibit 1

Data Codes	Account Descriptions	1 Governmental Activities	2 Business-type Activities	3 Total	4 Component Unit
1110	Cash and cash equivalents	102,286			
1120	Current Investments	573,407			
1225	Property taxes receivables (net)	182,370			
1210	Current property taxes receivable				
1220	Delinquent property taxes receivables				
1230	Allowance for Uncollectable Taxes (credit)				

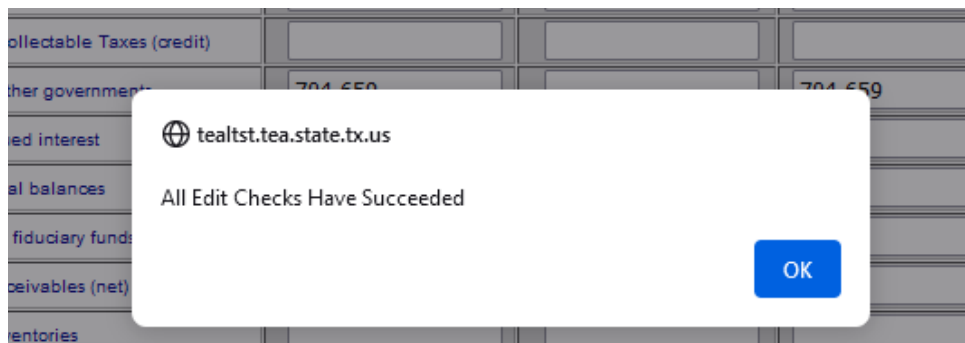
Exhibit 2

Data Codes	Account Descriptions	1 Governmental Activities	2 Business-type Activities	3 Total	4 Component Unit
1110	Cash and cash equivalents	102,286		102,286	
1120	Current Investments	573,407		573,407	
1225	Property taxes receivables (net)	182,370		182,370	
1210	Current property taxes receivable				
1220	Delinquent property taxes receivables				
1230	Allowance for Uncollectable Taxes (credit)				
1240	Due from other agencies	704,659		704,659	

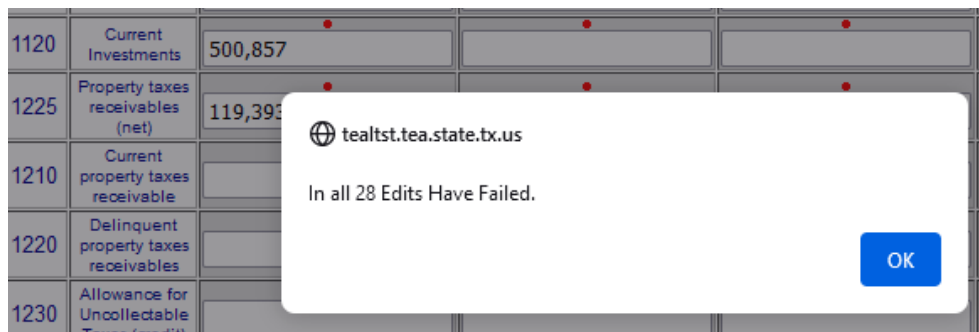
- 10. Verify that each row on the district's data feed submission agrees to the AFR PDF.
- 11. Next, begin verifying the data feed Edit checks by clicking the **Show Errors** button.



- 12. If there are no Edit errors, the following message will appear, "All Edit Checks Have Succeeded". The data Edit checks for this schedule have been completed. Continue on to the next schedule (proceed to Step 20).



- 13. If there are any Edit errors, an error message will appear saying how many edits failed.



14. If there are any Edits, a red dot will appear to the left of the related fields as shown below. All the fields with red dots do not necessarily have an issue. The red dots will appear on the fields where something may be expected, such as across a row, or down a column which ends with a total. In the example below, the district may not have any business-type activities but may only be missing total amounts.

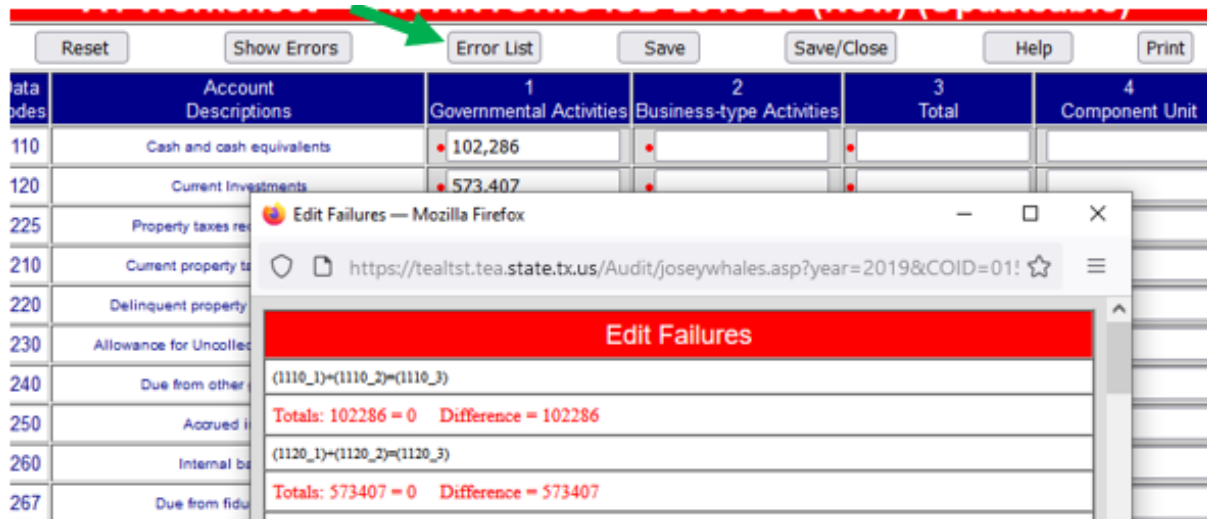
2600	Deferred inflows	• 3,658,671	•	•
3200	Net investment in capital assets	• 2,479,567	•	•
3820	Restricted for Federal and state programs	• 135,911	•	•
3850	Restricted for Debt service	• 298,308	•	•
3860	Restricted for Capital projects			
3870	Restricted for Campus activities	• 152,455	•	•
3880	Restricted for Scholarships			
3890	Restricted for Other			
3900	Unrestricted	• -3,085,669	•	•
3000	Total net position	• -19,428	•	•
Data Codes	Account Descriptions	1 Governmental Activities	2 Business-type Activities	3 Total

Important System Notes:

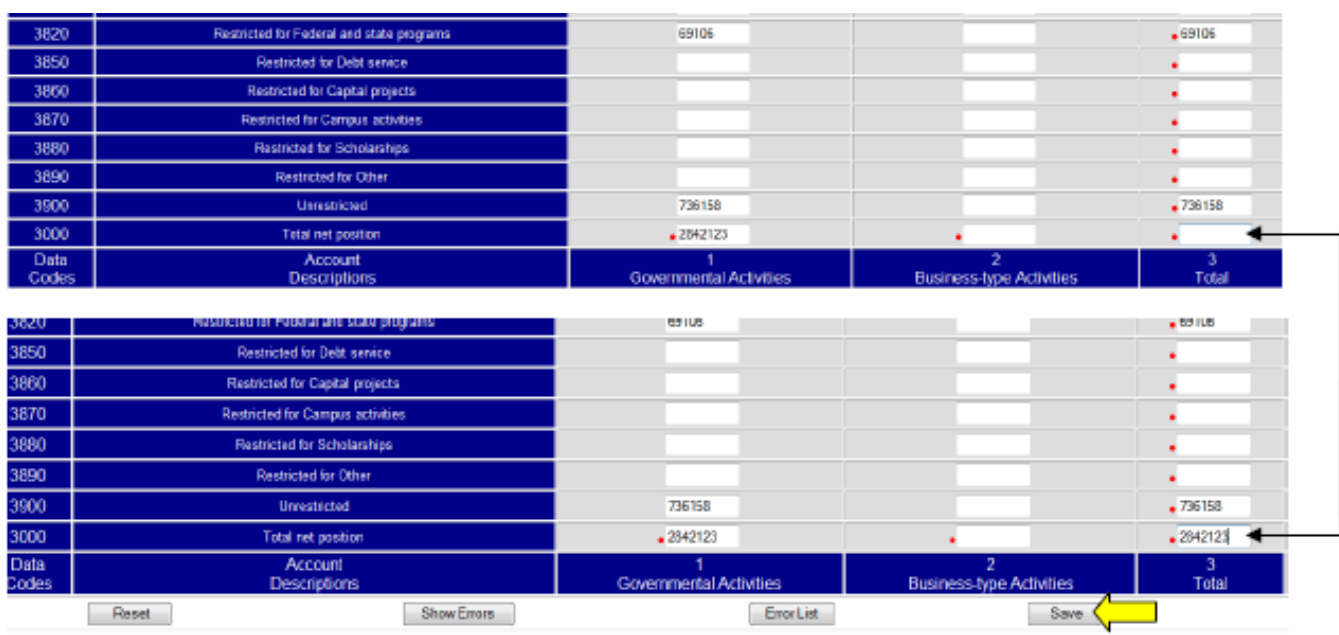
- Not all Edits are necessarily errors.
- Small rounding edits of less than 100 are acceptable and do not need to be corrected.
- Negative amounts in the Other Funds column on the **Exhibit C-1** and **Exhibit C-2** of the AFR PDF may result in edit errors. These are also acceptable with no corrections needed.
- Certain data code rows such as **tp** on worksheet **B1**, **1000a** on worksheet **C1**, and **1100** and **7080** on worksheet **C2** must be populated. If not, this will result in edit errors and must be corrected.
- Certain total columns such as column **3** on worksheet **A1**, column **8** on worksheet **B1**, and column **98** on worksheets **C1** and **C2** must be populated. If not, this will result in edit errors and must be corrected.
- Special Items and Extraordinary Items not presented properly on the **Exhibit C-2** of the AFR PDF may lead to edit errors in the data feed. These items should be reported separately *below* row 7080—Total Other Resources and Uses items on the Exhibit C-2 of the AFR PDF. Contact your auditor to discuss and if a revised schedule must be submitted.

For more guidance on entering data into the data feed, refer to the *Annual Financial Report Data Feed Standards* found on the [Electronic Submissions](#) webpage.

- Click the **Error List** button to see the **Edit Failures**. On the Edit Failures screen, you will see the rows that contain the errors, and directly below in red font you will see the difference calculated by the system.

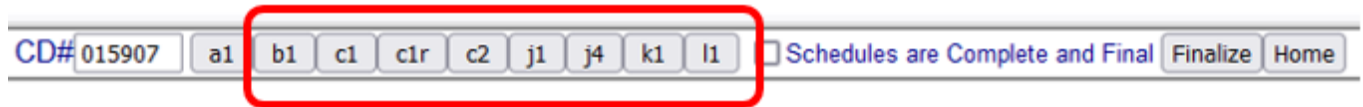


- To resolve any Edit Failures, first verify that the data feed agrees to the AFR PDF. If the data feed does not agree, you may correct the data feed submission so it agrees to the AFR PDF. However, if the data feed and the AFR PDF agree with each other, do not make any changes to the data feed submission. Instead, contact your auditor to discuss the edit failures to determine how the errors must be corrected and if a revised schedule must be submitted.
- In the following edit failure example below, you can see that the total net position number is missing. Find the correct data from the AFR PDF and then fill in the correct number to match your AFR in PDF.



- After all the necessary changes have been made, click the **Save** button. Without selecting "Save," all the changes will not be captured.

19. After the corrections have been made, click on the **Show Errors** button again. You should see the “*All Edit Checks Have Succeeded*” message. If not, continue making corrections. Remember, not all Edits are necessarily errors. Refer to *Important System Notes* in step 14.
20. Continue checking the remaining schedules **B1, C1, C1R, C2, J1, J4** (optional for FY 2021, required for FY 2022), **K1** (if single audit), and **L1** by repeating steps 10 through 19. **ALL Schedules must be checked for edit failures and resolved as well as verified to the AFR PDF before moving on to step 21.**



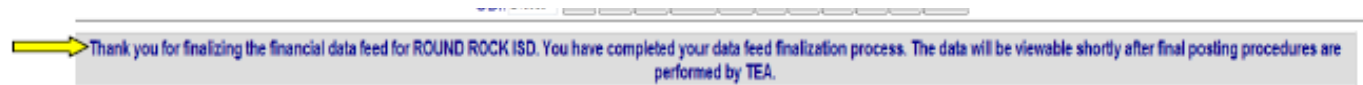
21. Check the **Schedules are Complete and Final** box. By selecting this box, you have confirmed that the data feed reports are correct and reflect the AFR PDF for all Schedules.



22. You must also click on the **Finalize** button. This submits the finalized data feed to TEA and completes the last step of finalizing your district’s data feed. **** After you select the “Finalize” button, the data feed is no longer updateable.****



You will receive a message thanking you for finalizing your data feed.



At this point, the data feed cannot be updated or finalized again.

CD# 015907 a1 b1 c1 c1r c2 j1 j4 k1 l1 Home

**A1 Worksheet - SAN ANTONIO ISD 2019-20 (Schedules have been finalized)
(Not Updateable)**

Help Print

Data Codes	Account Descriptions	1 Governmental Activities	2 Business-type Activities	3 Total	4 Component Unit
1110	Cash and cash equivalents	102,286		102,286	

Useful TEA website links:

- [Financial Compliance webpage](#)
- [Annual Financial and Compliance Reports](#)
- [Electronic Submissions](#)
- [Financial Accountability System Resource Guide \(FASRG\)](#)

Financial Compliance

CALENDAR OF IMPORTANT SUBMISSION DATES

Annual Financial and Compliance Reports

Each year, charter schools, education service centers (ESCs), and school districts must have their annual financial and compliance reports (AFRs) audited by an independent auditor. The resulting AFR must be submitted to the Texas Education Agency (TEA) for review.

Depository Contracts

A school district or charter holder must have a depository contract with any bank into which TEA deposits state funds. For requirements and procedures related to depository contracts, select one of the following:

- [charter schools](#)
- [school districts](#)

Electronic Submissions



Charter schools, ESCs, and school districts are required to submit their AFRs in electronic format. The electronic format submission consists of two files: a PDF file and a GASB data text file. (The text file is not required from charter schools.) In addition, most charter schools and school districts are required to submit their state compensatory education district and campus improvement plans in a PDF.

Financial Accountability System Resource Guide (FASRG)

The FASRG describes the rules of financial accounting for school districts, charter schools, and education service centers.

Electronic Submissions

- The AUDIT application in TEAL is open 24 hours, seven days a week to accept electronic AFR submissions.

Annual Financial and Compliance Report Submission— Districts and ESCs

A school district or an ESC must send the AFR (as a PDF) and related data feed text file to the Texas Education Agency (TEA).

- For instructions for submitting the **AFR PDF document**, see [Electronic Report Submission Standards \(PDF, 1,057 KB\)](#).
- For instructions on submitting the **data feed text file**, see
 - [Annual Financial Report Data Feed Standards \(Word, 831 KB\)](#) and
 - [Brief Overview of the Audit Data Feed Finalization Process \(PDF, 847 KB\)](#)

TEAL Applications

Submit the electronic reports through the AUDIT application in TEAL. Refer to the appropriate link below to set up an account.

Application for TEAL AUDIT Account — District Users: [TEAL Logon Page](#)

Application for TEAL AUDIT Account — CPAs only (PDF, 120 KB)

Instructions for setting up AUDIT Application access for CPAs in TEAL (Word, 33 KB)

TEAL Audit Application Roles

The AUDIT application user roles for submitting the AFR, State Compensatory Education (SCE) files, and depository contract information are listed below.

When working with both AFR and depository contract submissions, request the appropriate role:

Charter AFR and Depository Contract User

or

ISD AFR and Depository Contract User

Users who will be submitting SCE files (that is district and campus improvement plans) must apply for a role which includes: “- Submits annual financial report.”

- **Charter AFR User** - Submits AFR
- **Charter AFR and Depository Contract User** - Submits AFR and depository contract
- **ISD User** - Submits annual financial report
- **ISD AFR and Depository Contract User** - Submits AFR and depository contract
- **Depository Contract User** - Submit only depository contract
- **CPA Personnel** - Submits AFR (CPA firm users only)