Mid-Year PEIMS – Collection 2 Finance – Reporting Prior Year data

Mid-Year PEIMS – Collection 2 is a report of actual financial data for the prior school year. The collection will include the following records:

Records Required in Mid-Year Submission

Record Type	Description
010	ORGANIZATION DATA - DISTRICT
011	ORGANIZATION DATA - SHARED SERVICES ARRANGEMENT
020	ORGANIZATION DATA - CAMPUS
032	DISTRICT FINANCE DATA - ACTUAL
033	DISTRICT FINANCE DATA - SHARED SERVICES ARRANGEMENT ACTUAL

Check with TEA to get your PEIMS Submission Deadlines

Organization - Overview

010 – Organization Data – District – indicates the District ID and District name as it appears on the Admin tab.

011 – Organization – Shared Service Arrangement – must be completed by all districts, which participate in a shared services arrangement, including cooperative fiscal agents.

020 – Organization – Campus – indicates the campuses and campus ID's. This data should match the campus information for your district in AskTED. If not, you can make changes from the Admin tab.

Finance - Overview

032 – Finance – Actual – PEIMS collects actual financial data for the prior school year. Any audit corrections must be made prior to the Mid-Year submission. Districts must report records related to detailed revenue, fund balance, and expenditure accounts.

033 – Finance – Shared Service Arrangement Actual – Each fiscal agent district needs to report 033 records for the SSA's.

To verify the information included on each of the above record types, go to the PEIMS Data standards.

http://ritter.tea.state.tx.us/peims/standards/weds/

PEIMS Mid-Year Submission: Getting Started

Enter **audit adjusting entries**

- o Go to **Finance > General Ledger > Journal Entries**
- o Select **The Year You Are Submitting**
- o Select **Create Journal Entry**
- o Enter the appropriate audit adjusting entries
- o Select **Save** – and print a copy of the voucher by clicking on the 🖨 icon.
- o Select 🔒 – to post the journal entry to the ledger. Posted looks like this 🔒

Reconciling WebSmart to Auditor

Once you have made your adjusting entries that your auditor has given you, you will need to Close your ledger and run reports, like the Trial Balance and compare to the auditors trial balance. If they are correct and balance you are ready to submit your Mid-Year PEIMS. Before you create your file go ahead and finalize your ledger. If you need to make corrections after the PEIMS submission you can un-finalize if you need to.

PEIMS Mid-Year Submission: Creating File

Go to Compliance module
Select the Mid-Year PEIMS Submission
Select [icon] Start editing (see below)
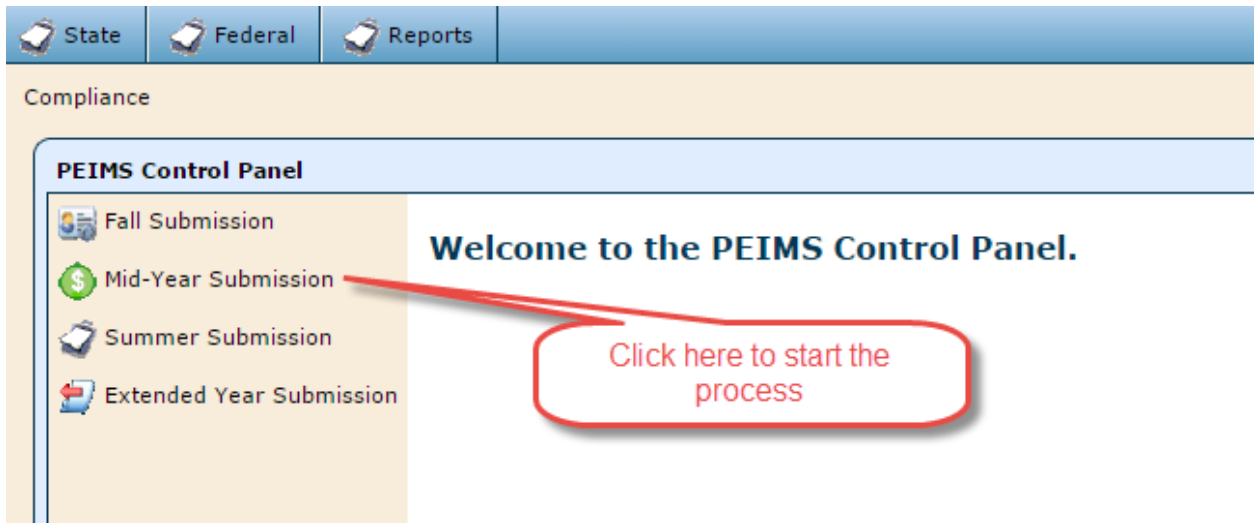
Once you click on Mid-Year Submission you will go to the Peims Extract Viewer. See Below. You will choose the current year even tho you are reporting the previous year. See red box.

If you are using WebSmart for Finance and Students then you can click on the 032 record action. 🔍 When you click on the magnifying glass, you will see your 032 records already created. If everything looks appropriate and you have 032 records, you can get out of that and click on the generate file button. See Below.

When the file is created it will be either in your download folder or where ever you saved it. If during the creation of the file, it created an extension we will need to remove that. If your file looks like this:

M2015057848000.txt
Text Document
70.5 KB
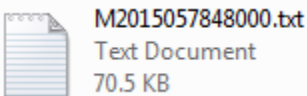
You will need to right click on the file and rename it. You can leave the file name the same but delete the dottxt .txt extension from the file and save.

Your file is now ready to upload to PEIMS. Once you upload you can deal with any fatals or specials that might appear.

If you are using WebSmart for Finance but not for Students then you will need to upload your 032 records instead of having the system generate them for you.

You can upload your 032 records from another student system or from your auditor into WebSmart by uploading an excel spreadsheet template made for this. See the process to bring in external 032 records into the system.

You will need to set the system to get the 032 records instead of WebSmart creating them from your data.

Go to Admin module. Then go to District and then Instructional Periods. See below

Find the current year instructional period and click on the ✍ action button to open the instructional period. Then click on ✍ **Edit Identifier** to set the instructional period 032 records to come in from external source. Put a check in the 032 check box and save. See Below.

Now go back to the Compliance Module and Mid-Year Submission. You can now load your external 032 records by clicking on the choose file and make sure it says 032. Your external file will be brought in the system.
See Below.

Once you have brought your External 032 Records you can click on the Magnifying glass under actions and 032 records and you will see that your files came in.