

ISD and ESC Annual Financial Report Data Feed and PDF Submissions

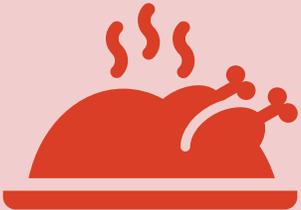
Timely Submission of Financial Data

- Two Annual Financial Report (AFR) files submitted through the TEAL Audit application:
 1. **PDF** of AFR
 2. **Financial data feed:** submitted (file or manually entered) and finalized
- Submit PDF and finalize data feed file by:
 - ✓ November 27 (June 30 FYE) or January 28 (August 31 FYE)
- Texas Education Code (TEC), §44.008, does not provide for any extension when the date falls on a holiday or weekend.

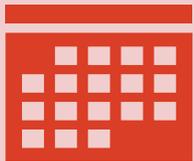
Annual Financial Report Submission for June 30th fiscal year-end school districts



This year the FY2022 AFR due date, November 27 falls on a Sunday.



Three days after Thanksgiving.



Districts with a June 30th fiscal year-end will need to plan ahead.

IMPORTANT NOTES

- Late or incomplete submissions could negatively affect the school's Financial Integrity Rating System of Texas (FIRST) rating.
- The Annual Financial Report in PDF must include a complete, signed and dated Certificate of Board (COB).
- **Verify** all the audit reports are signed and dated by the audit firm
 - Auditor's Opinion Report
 - Government Auditing Standards Report
 - Single Audit Report (if applicable)
- The **data feed submission** is not complete **UNTIL** the Audit data schedules have been finalized by school personnel.

IMPORTANT NOTES

- A late submission could impact your **School FIRST** rating:
Critical indicator #1, “Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the **November 27** or **January 28** deadline depending on the school district’s fiscal year end date of June 30 or August 31, respectively?”
- Submission of the complete AFR in PDF after 30 days of the due date would cause the district to fail critical indicator #1 and School FIRST.
- If either the PDF or data feed finalization of the financial audit is submitted late, the **school would receive a comment concerning the late submission** in our review letter to the school.

IMPORTANT NOTES for ESCs

- ESC data feed text file will need to include J-1 and L-1 data.
- Only one field entry for each schedule (J-1 and L-1) is sufficient.
- Any amount or Yes/No answer would be an acceptable entry for the J-1 or L-1 for ESCs.
- For future submissions, we are working on separate schedules for ESC users which do not contain J-1, J-4 and L-1 schedules.



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<p>Financial Compliance</p> <ul style="list-style-type: none"> Financial Integrity Rating System of Texas Student Attendance Accounting Handbook Annual Financial and Compliance Reports (AFRs) Resource Guide (FASRG) 	<p>Grants</p> <ul style="list-style-type: none"> Grants Administration Federal Program Compliance Compliance and Reporting Federal Fiscal Monitoring Training and Other Resources 	<p>State Fund</p> <ul style="list-style-type: none"> Excess Local Facilities Fun House Bill 3 School Distri Reports State Fundin
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Additional information is found on the Financial Compliance Division's **Electronic Submissions** web page.



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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



Electronic Submissions

Charter schools, regional education service centers (ESCs), and school districts must submit their annual financial and compliance report (AFR), district improvement plan for school districts and charter schools), campus improvement plan(s) (for school districts and charter schools), and local evaluations (for school districts and charter schools) in electronic format to the Financial Compliance Division. This page provides information about

- the documents districts and ESCs must submit,
- the documents charters must submit,
- instructions for submitting the required documents, and
- additional information related to submitting the AFR and related documents.

Important Reminders

- The [Texas Education Code \(TEC\), §44.008](#), does not provide for any extension when the date falls on a holiday or weekend. The AFR is not required to be submitted earlier.
- A complete, board approved, and signed AFR in PDF format must be received through the AUDIT application in the TEA Login (TEAL) secure environment to meet submission requirements.
- Emailing of the required AFR files does not meet submission requirements.
- 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 \(Word, 328 KB\)](#) and
 - [Brief Overview of the Audit Data Feed Finalization Process \(PDF, 916 KB\)](#)

A district or ESC submits its AFR through the AUDIT application in the Texas Education Agency Login (TEAL). See the appropriate link in the TEAL section below to set up an account.

Contact Information

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Financial Compliance Division

Phone: (512) 463-9095

Fax: (512) 463-1777

Email: schoolaudits@tea.texas.gov



You find information and related documents under the section titled,
Annual Financial and Compliance Report Submission-Districts and ESCs



The Audit Application in TEAL



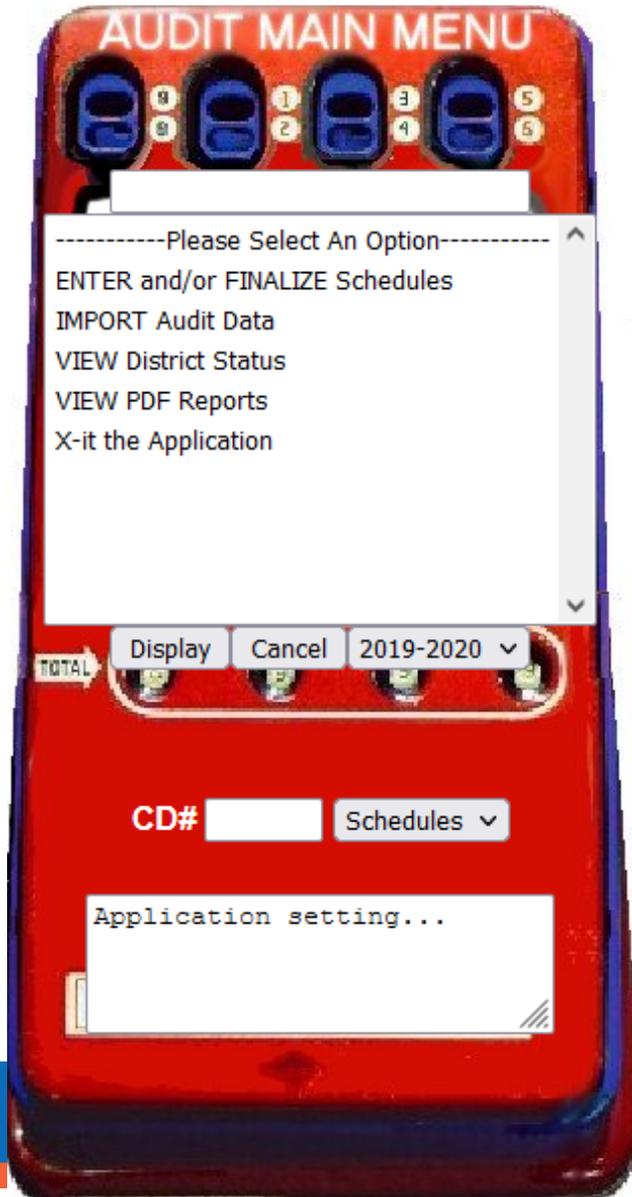
Financial Report Data Submission - Roles

- Submitters of the financial data must have a **TEAL** account with access to the **AUDIT** application.
- Submitters will need to have an AUDIT application role of:
 - **ISD AFR User** - Submits AFR, or
 - **ISD AFR and Depository Contract User** - Submits AFR and depository contract
 - **ESC User** - Submits AFR
 - **CPA Personnel** – Submits AFRs

Financial Report Data Submission - Roles

- Your External CPA may also enter your school's financial data if they have a CPA Personnel AUDIT access and have been approved by your school.
- The Finalization of the data feed must be completed by school personnel; the **CPA Personnel** role does not have the Finalization capability.

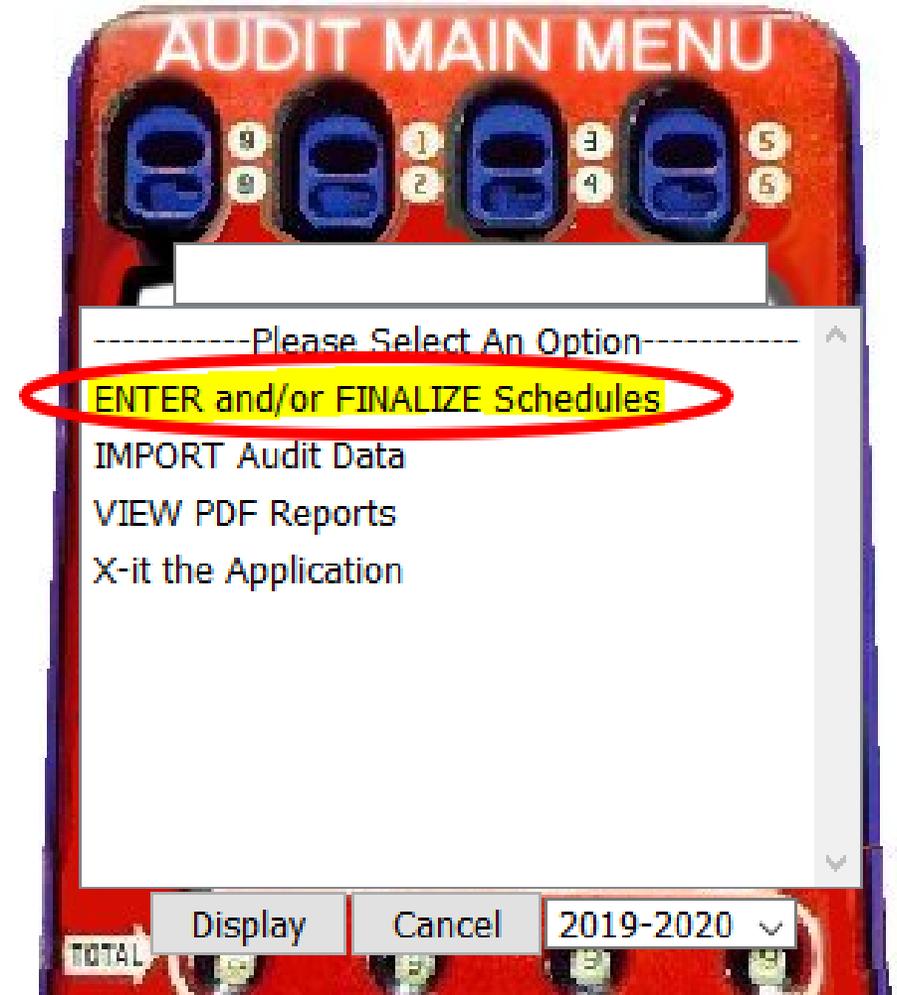
Financial Report Submission - Audit Application Menu



- ENTER and/or FINALIZE Schedules
 - Allows manual **entry** and Finalization of the financial information.
- IMPORT Audit Data
 - Allows PDF and **data file uploads**.
- VIEW District Status
 - Allows immediate viewing of all financial data submissions and PDFs.
 - Whether submitted by school or CPA.
- VIEW PDF Reports
 - Only allows viewing of posted PDFs.
- X-it the Application
 - Closes the Audit application.

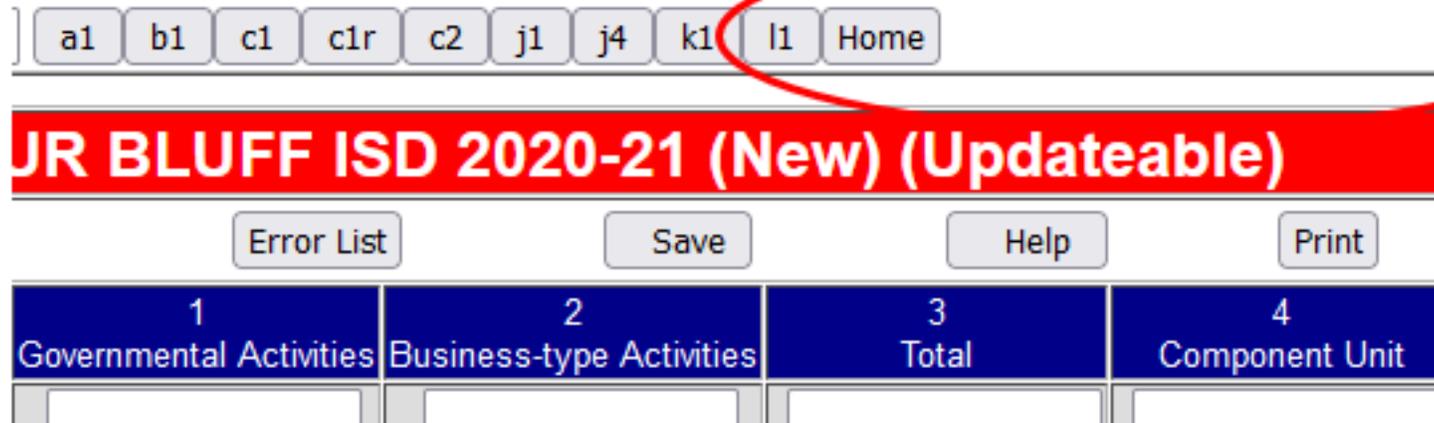
Functions of the CPA role

- The CPA role has the ability to access the data feed schedules by selecting:
 - **ENTER and/or FINALIZE Schedules**
 - Then clicking on the **Display** button.
- The CPA is able to view and modify (until it is finalized) the data feed schedule information for each school they work with.



Functions of the CPA role

- The CPA role can view, print, check for edits, make changes, and save.
- The CPA role does not have the ability to finalize the schedules.

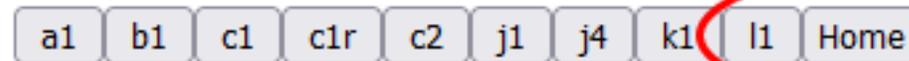


- Only ISDs have the finalize functions available to them.



Important Note on Finalize Buttons

- The Finalize Buttons will not appear to the ISD or ESC user screens until data has been entered in the data feed schedules.
- Initially, only the Home button will be visible.



a1 b1 c1 c1r c2 j1 j4 k1 l1 Home

- The Finalize buttons appear after data has been entered and then disappear again after the data feed is finalized.



a1 b1 c1 c1r c2 j1 j4 k1 l1 Schedules are Complete and Final Finalize Home

Financial Report Data Submission Schedules

Schedules Required in Data Feed File

- Statement of Net Position (Exhibit A1)
- Statement of Activities (Exhibit B1)
- Balance Sheet (Exhibit C1)
- Reconciliation of the Balance Sheet to the Statement of Net Position (Exhibit C1R)*
- Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit C2)
- Schedule of Delinquent Taxes Receivable (Exhibit J1)
- **Use of Funds Report - Select State Allotment Programs (Exhibit J4) required for FY2022**
- Schedule of Expenditure of Federal Awards (Exhibit B.17)- (Must submit if applicable)*
- Required Responses to Select School FIRST Questions (Exhibit L1)

J4 Worksheet - FRANKSTON ISD 2019-20 (New) (Updateable)

Reset Show Errors Error List Save Save/Close Help Print

Data Codes	Account Descriptions	1 Responses
ap1	Did your district expend any state compensatory education program state allotment funds during the district's fiscal year?	<input type="text"/>
ap2	Does the district have written policies and procedures for its state compensatory education program?	<input type="text"/>
ap3	Total state allotment funds received for state compensatory education programs during the district's fiscal year.	<input type="text"/>
ap4	Actual direct program expenditures for state compensatory education programs during the district's fiscal year. (PICs 24,26,28,29,30,34)	<input type="text"/>
Data Codes	Account Descriptions	1 Responses
ap5	Did your district expend any bilingual education program state allotment funds during the district's fiscal year?	<input type="text"/>
ap6	Does the district have written policies and procedures for its bilingual education program?	<input type="text"/>
ap7	Total state allotment funds received for bilingual education programs during the district's fiscal year.	<input type="text"/>
ap8	Actual direct program expenditures for bilingual education programs during the district's fiscal year. (PICs 25 and 35)	<input type="text"/>
Data Codes	Account Descriptions	1 Responses

Reset Show Errors Error List Save Save/Close Help Print

J4 Worksheet - FRANKSTON ISD

Use of Funds Report
- Select State Allotment Programs
(Exhibit J4)

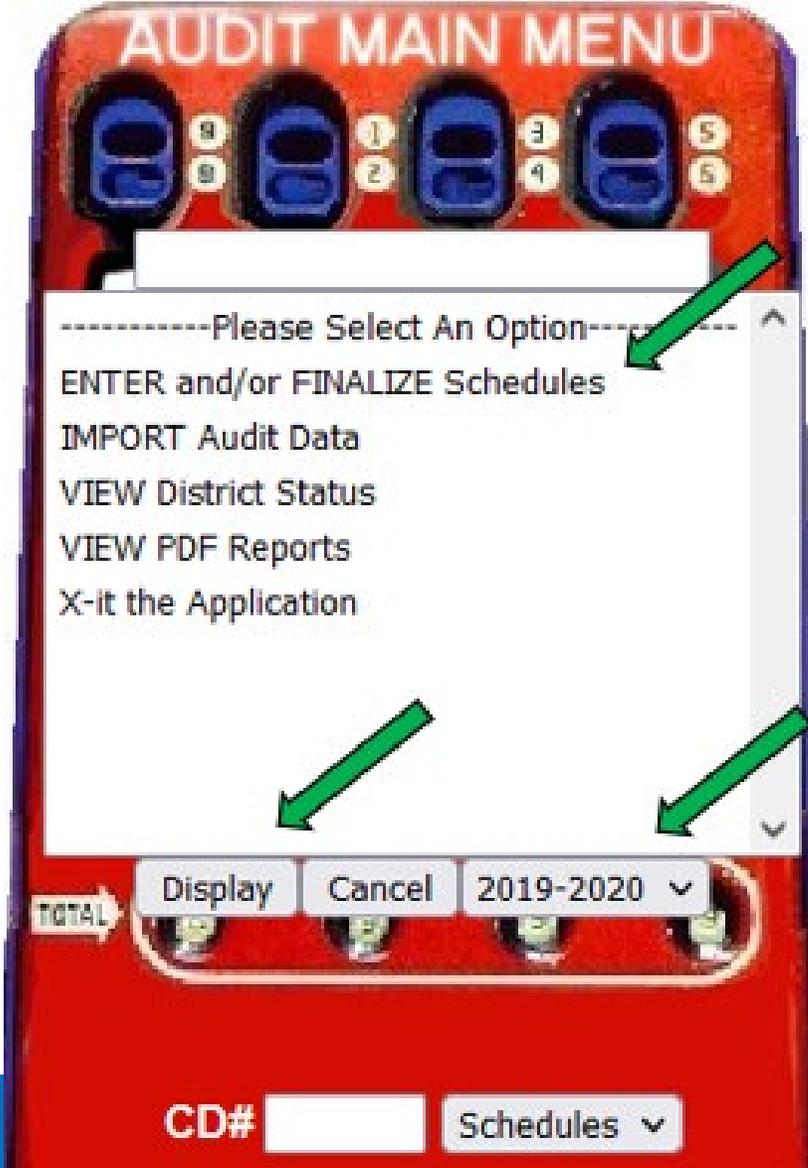
Required for
FY 2022)

Schedule J-4: Use of Funds Report - Select State Allotment Programs

- Only include unallocated amounts coded to 199 on the J-4 schedule.
- Summary of Finance (SOF) Near-Final Run ID #37791 will be used for determining compliance with state program spending requirements.
- **Currently**, to provide additional flexibility in meeting the state program allotment spending requirements, TEA's internal calculations will include ESSER funds 266, 281, 282 and 283. **However, schools should not include these amounts in their J-4 submissions.**

Financial Report Data Feed and Verification

Financial Report Data Feed and Verification

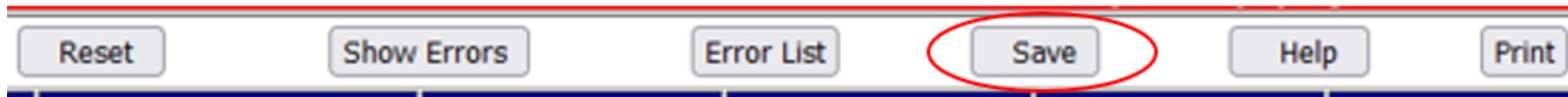


1. Log in to your TEAL account and click on the AUDIT application.
2. From the Audit Main Menu, select “ENTER and/or FINALIZE Schedules.”
3. It should default to the year of your submission, if not select the appropriate fiscal year from the drop-down box.
4. In the drop-down box next to the CD#, it should default to “Schedules.” (select “Schedules” if not already displayed.)
5. Click on the **Display** button.

Financial Report Data Entry and Verification

CD# 227912 a1 b1 c1 c1r c2 j1 j4 k1 l1 Schedules are Complete and Final Finalize Home

- 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 correct any errors.
- Click the **a1 tab** button to view the first worksheet.
- Enter the amounts listed in your financial report that correspond to the rows displayed. Verify that each row on the data feed submission agrees to the school's AFR PDF.
- Click on the **Save** button, which is found at the top and bottom each page to save all the amounts entered. If you move to another schedule before saving, all your work will be lost and will need to be re-entered.



Important a1 Schedule Feature

- If no data is displayed in the column 3 – **Total**, of schedule **a1**, and the district does not have any business activities, click the **Save** button. By selecting “Save”, the system will automatically update the Total column with the data that appears in column 1 - Governmental Activities.

CD# 015907 a1 b1 c1 c1r c2 j1 j4 k1 ll Schedules are Complete and Final Finalize Home

A1 Worksheet - SAN ANTONIO ISD 2019-20 (New) (Updateable)

Reset Show Errors Error List Save 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			
1120	Current Investments	573,407			
1225	Property taxes receivables (net)	182,370			
1210	Current property taxes receivable				

Important a1 Schedule Feature

CD# 015907 a1 b1 c1 c1r c2 j1 j4 k1 l1 Schedules are Complete and Final Finalize Home

A1 Worksheet - SAN ANTONIO ISD 2019-2020 New (Updateable)

Reset Show Errors Error List Save 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	
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				

Important b1 Schedule Feature

- The **b1** schedule has a similar feature with columns 6, 7 and 8. By selecting “Save”, the system will automatically update the **Total**, column 8 with the data that appears in column 6 - **Governmental Activities**.

B1 Worksheet - ROUND ROCK ISD 2012-13 (Resurrected) (Updateable)

Reset Show Errors Error List Save Save/Close

Data Codes	Account Descriptions	1 Expenses	2 Indirect Expenses Allocation	3 Charges for Services	4 Operating Grants and Contributions	5 Capital Grants and Contributions	6 Governmental Activities	7 Business-Type Activities	8 Total	9 Component Units
11	Instruction	223847590		276602	22774353		-200796635			
12	Instructional resources and media services	7268551			235911		-7032640			

B1 Worksheet - ROUND ROCK ISD 2012-13 (Resurrected) (Updateable)

Reset Show Errors Error List Save Save/Close

Data Codes	Account Descriptions	1 Expenses	2 Indirect Expenses Allocation	3 Charges for Services	4 Operating Grants and Contributions	5 Capital Grants and Contributions	6 Governmental Activities	7 Business-Type Activities	8 Total	9 Component Units
11	Instruction	223847590		276602	22774353		-200796635		-200796635	
12	Instructional resources and media services	7268551			235911		-7032640		-7032640	
13	Curriculum and staff development	14726954			4853439		-9873515		-9873515	

Important b1 Schedule Feature

- Another thing to check is if there are no business type activity reported, the **TG** Total Governmental Activities row might be blank, but the database will need these numbers to be entered.
- The **TG** row should have the same figures listed in the **TP** Total Primary Government row if there are no business type activities reported. The numbers must be manually entered so row **TP= TG + TB**

Data Codes	Account Descriptions	1 Expenses	2 Indirect Expenses Allocation	3 Charges for Services	4 Operating Grants and Contributions	5 Capital Grants and Contributions	6 Governmental Activities	7 Business-Type Activities	8 Total
96	Payments to charter schools								
97	Payments to Tax Increment Fund								
98	Depreciation-unallocated								
99	Other governmental charges	1,364,451					-1,364,451		-1,364,451
tg	Total governmental activities	759,416,614		4,821,377	217,150,782		-537,444,455		-537,444,455
05	Food Service - Business Type Activities								
01	Business Type Activities 01								
02	Business Type Activities 02								
03	Business Type Activities 03								
04	Business Type Activities 04								
06	Business Type Activities 06								
07	Business Type Activities 07								
08	Business Type Activities 08								
09	Business Type Activities 09								
10	Business Type Activities 10								
tb	Total business-type activities								
tp	Total primary government	759,416,614		4,821,377	217,150,782		-537,444,455		-537,444,455



Important c1 and c2 Schedule Feature

- On Exhibits **c1** and **c2**, only certain columns are entered. Currently, the **Other Governmental Funds** column is not reported in data feed file. Enter the **Total** column amounts as shown in your audit. In some cases, the figures in the column 98 Total Governmental Funds will not add across due to the missing column. This is ok.
- In addition, enter the following columns into this schedule only if they appear as major funds on your audit. Do not break them out if they are not already major fund columns in your audit.
 - 10 –General Fund
 - 24 –Child Nutrition Fund
 - 50 –Debt Service Fund
 - 60 –Capital Projects Fund
 - 98 –Total

CD#015907 | a1 | b1 | c1 | c1r | c2 | j1 | k1 | l1 | Close | Force | Home

C1 Worksheet - SAN ANTONIO ISD 2019-20 (Schedules have been finalized) (Not Updateable)

Resurrect

Show Errors

Error List

Help

Print

Data Codes	Account Descriptions	10 General Fund	24 Child Nutrition Fund	50 Debt Service Fund	60 Capital Projects Fund	98 Total Governmental Funds
1110	Cash and cash equivalents	43,226,861		73,003,682	194,524,689	332,268,143
1120	Current Investments					
1225	Taxes Receivable (net)					
1210	Current property taxes receivable					
1220	Delinquent property taxes receivables	25,164,002		9,280,790		34,444,792



Important c1 Schedule Feature

- On exhibit c1, another row you need to check is row **1000a, Total Assets and Deferred Outflows**.
- If your audit does not list any **1700, Deferred outflow** amounts you will need to enter the row **1000 Total assets** amounts on row **1000a, Total Assets and Deferred Outflows**.
- Be sure to click on the **Save** button after all entries.

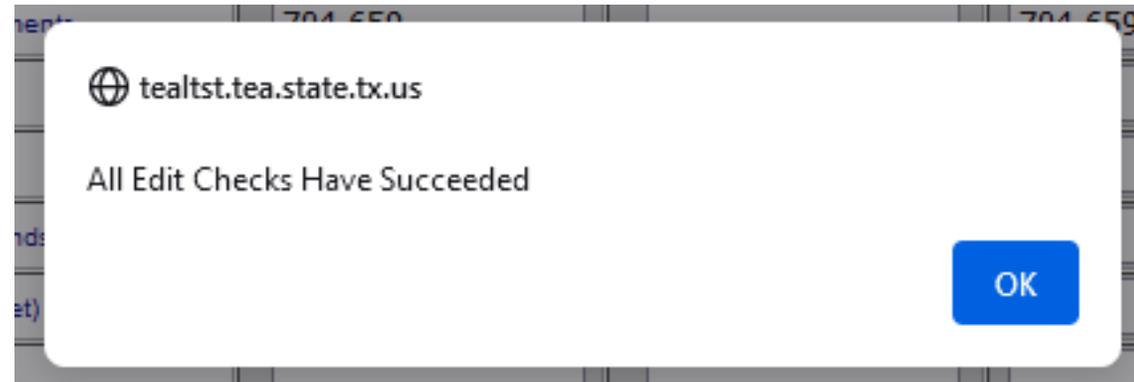
1800	Restricted Assets					
1900	Other Assets			33,246,423		33,246,423
1000	Total assets	170,165,183		120,934,894	194,527,654	554,304,546
1700	Deferred outflows					
1000a	Total Assets and Deferred Outflows	170,165,183		120,934,894	194,527,654	554,304,546
Data Codes	Account Descriptions	10 General Fund	24 Child Nutrition Fund	50 Debt Service Fund	60 Capital Projects Fund	98 Total Governmental Funds

Financial Report Data Entry and Verification

10. You can now check the Edits by selecting the **Show Errors** button.



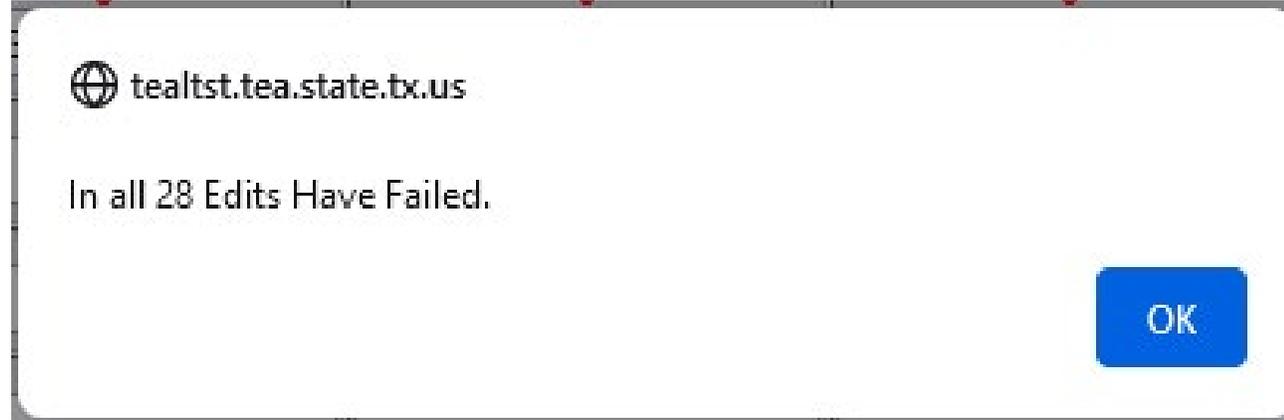
11. If there are no Edit errors, the following message will appear, *“All Edit Checks Have Succeeded”*.



12. If there are no Edits and no changes are needed, continue to the next schedule.

Financial Report Data Entry and Verification

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



14. A red dot will appear to the left of the related fields, as shown on the following page.
15. 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.

Financial Report Data Entry and Verification

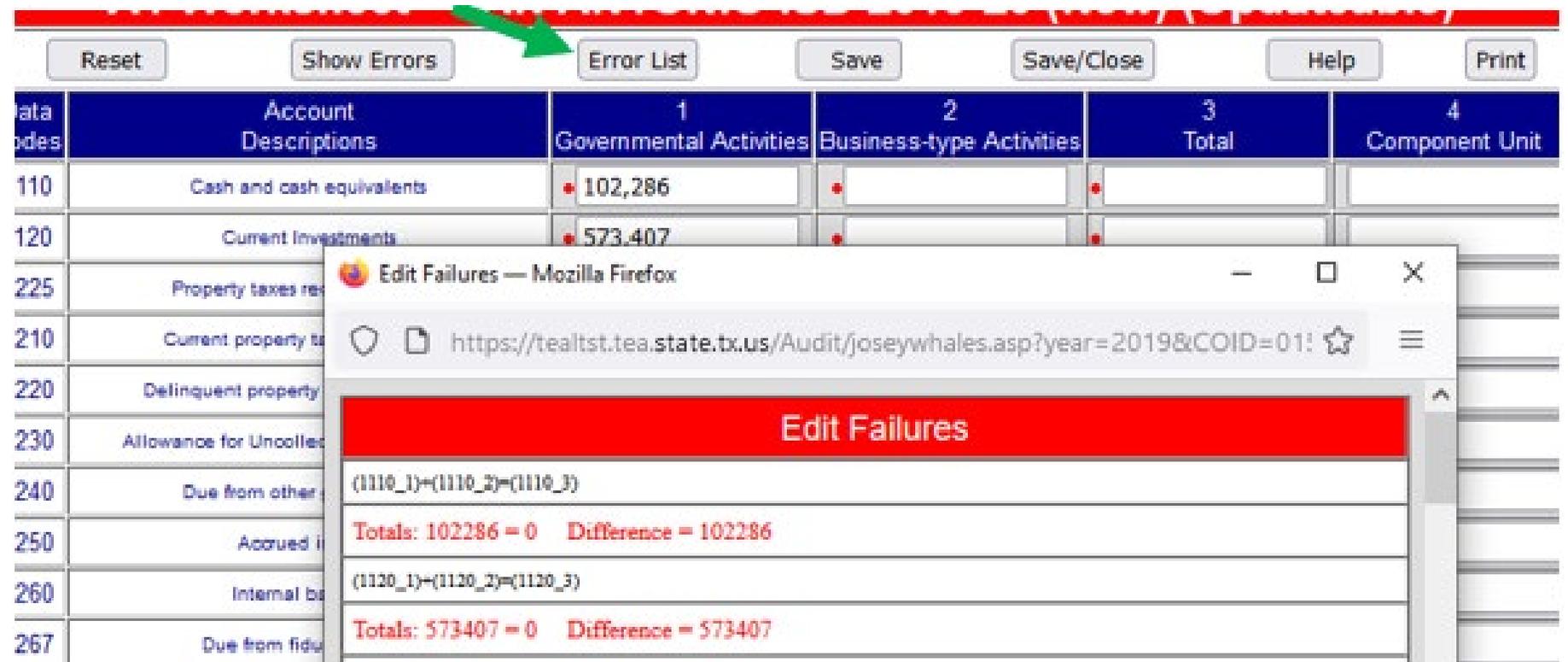
Important Data Entry Notes:

- Not all Edits are errors.
- Small rounding edits of less than 100 are acceptable and do not need to be corrected.
- Use the **Help** button found at the top and bottom of each page to find additional guidance on the **Electronic Submissions** webpage.

wa	3,658,671		
ital assets	2,479,567		
state programs	135,911		
service	298,308		
l projects			
activities	152,455		
ships			
ther			
	-3,085,669		
ion	-19,428		

Financial Report Data Entry and Verification

16. 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.



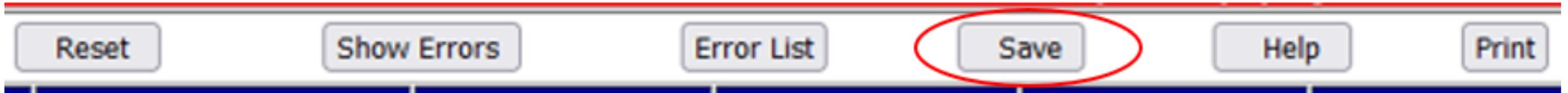
The screenshot shows a web application interface for financial report data entry and verification. At the top, there is a navigation bar with buttons: Reset, Show Errors, Error List (highlighted with a green arrow), Save, Save/Close, Help, and Print. Below the navigation bar is a table with columns: Data Codes, Account Descriptions, 1 Governmental Activities, 2 Business-type Activities, 3 Total, and 4 Component Unit. The table contains several rows of data, including 'Cash and cash equivalents' and 'Current Investments'. Below the table, a browser window titled 'Edit Failures' is open, displaying a table with error details. The table has a red header 'Edit Failures' and contains two rows of error information. The first row shows '(1110_1)-(1110_2)-(1110_3)' with 'Totals: 102286 = 0' and 'Difference = 102286'. The second row shows '(1120_1)-(1120_2)-(1120_3)' with 'Totals: 573407 = 0' and 'Difference = 573407'. The differences are highlighted in red.

Data Codes	Account Descriptions	1 Governmental Activities	2 Business-type Activities	3 Total	4 Component Unit
110	Cash and cash equivalents	102,286			
120	Current Investments	573,407			
225	Property taxes receivable				
210	Current property taxes				
220	Delinquent property taxes				
230	Allowance for Uncollected				
240	Due from other agencies				
250	Accrued interest				
260	Internal balances				
267	Due from fiduciary				

Edit Failures	
(1110_1)-(1110_2)-(1110_3)	
Totals: 102286 = 0	Difference = 102286
(1120_1)-(1120_2)-(1120_3)	
Totals: 573407 = 0	Difference = 573407

Financial Report Data Entry and Verification

17. To resolve **Edit Failures**, first verify that the entered amount(s) agrees to your financial report in PDF.
18. Re-enter the amount(s) if changes are needed.
19. After all the necessary changes have been made, click the **Save** button. Without selecting the **Save** button, all your changes will not be captured.



Financial Report Data Entry and Verification

20. 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.
21. If you cannot resolve the edits contact your auditor or TEA for guidance.
22. Continue checking the remaining schedules **b1, c1, c1r, c2, j1, j4** (required for FY 2022), **k1** and **l1** by repeating steps 7 through 22.



CD# 227912 a1 b1 c1 c1r c2 j1 j4 k1 l1 Schedules are Complete and Final Finalize Home

23. **ALL Schedules must be checked for edit failures and resolved as well as verified to the AFR PDF before moving on to step 24.**

Finalizing the Financial Report Data Feed Submission

24. After all the financial data has been entered, saved, and checked for edits; you are now ready to finalize the financial report data feed submission.
25. At the top of the page, check the **Schedules are Complete and Final** box. By selecting this box, you have confirmed that the data feed reports are correct and match your financial report in PDF for all Schedules.



CD# 227912 a1 b1 c1 c1r c2 j1 j4 k1 1 Schedules are Complete and Final Finalize Home

26. You must then click on the **Finalize** button. This submits the finalized data feed to TEA and completes the last step of finalizing your school's data feed. **** After you select the “Finalize” button, the data feed is locked and no longer updateable.****

Finalizing the Financial Report Data Feed Submission

27. A message will be displayed on the screen thanking you for finalizing your data feed. The same message will be emailed to your email address associated with your TEAL account:

Thank you for finalizing the financial data feed for ANYWHERE ISD (099999) for FY2021 at 11/17/2021 9:02:35 AM Central Time.

You have completed your data feed finalization process.

Finalizing the Financial Report Data Feed Submission

- 28. Your financial report data feed is now locked and not updateable.
- 29. The finalize buttons will also disappear.

CD# 015907 a1 b1 c1 clr 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	

Important Note on Finalize Buttons

- The Finalize Buttons will not appear to the ISD or ESC user screens until data has been entered in the data feed schedules.
- Initially, only the Home button will be visible.



a1 b1 c1 c1r c2 j1 j4 k1 l1 Home

- The Finalize buttons appear after data has been entered and then disappear again after the data feed is finalized.

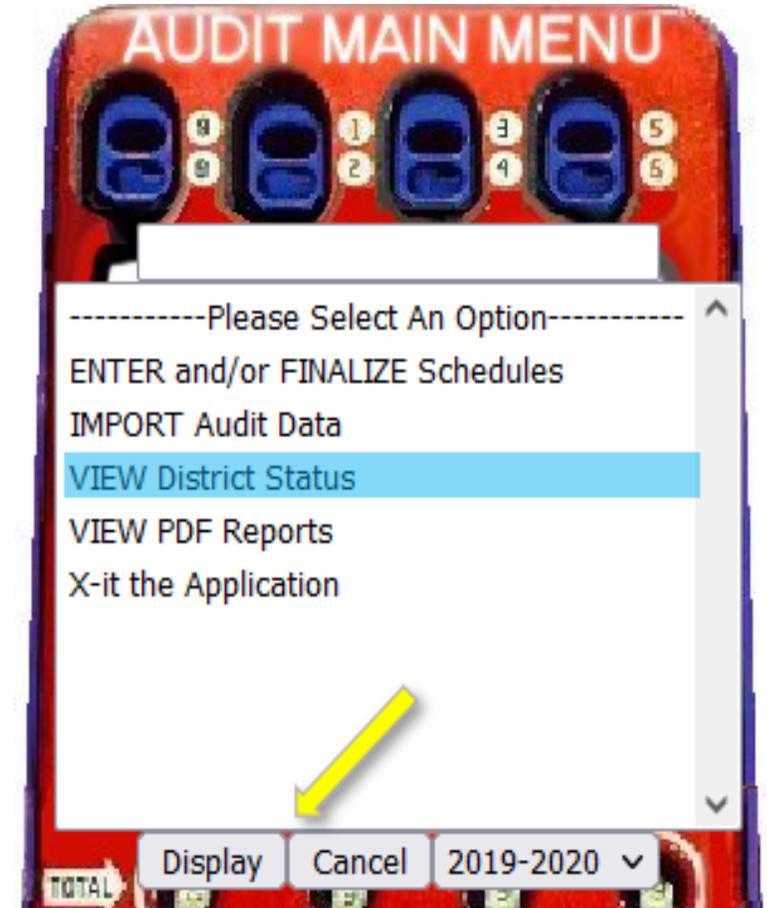


a1 b1 c1 c1r c2 j1 j4 k1 l1 Schedules are Complete and Final Finalize Home

Completing and Viewing your Financial Report Submission

VIEW District Status

- Allows immediate viewing of all financial data submissions and PDFs submitted by both the school and/or external CPA (with proper access).
- You can check PDF copy of annual financial report for completeness including all required dates and signatures.
- Displays reminder message if financial report data feed has not yet been finalized.



Completing and Viewing your Financial Report Submission

CDN

123910

District

BEAUMONT ISD

Data Feed Status

Submitted Pending Finalization

Finalization Date

Your data feed submission is incomplete. Please perform the finalization process to complete the submission:

- District personnel must review each schedule and go through all edits before finalizing
- Please make any necessary changes
- After all schedules and edits have been reviewed, and necessary changes made, check the "Schedules are Complete and Final" checkbox and click "Finalize" to complete the finalization process of the data feed submission

Use the Help button to access additional information on the finalization procedures in the Annual Financial Report Data Feed Standards on the Electronic Submission webpage of the TEA web site submission

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File Size

Version

Date

FINANCIAL

Not submitted

No PDF files Found!

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File Size

Version

Upload Status

Date

View

12391093.txt

9,495 Bytes (9 KB)



1

Upload Successful

9/17/2019
10:26:41 AM

Finalized Financial Report Data Feed Submission

District Status

Fiscal Year

2018-2019

County-District #

123910

County-District Name

BEAUMONT ISD

[Find a County-District #](#)

CDN

123910

District

BEAUMONT ISD

Data Feed Status

Finalized/Closed

Finalization Date

9/25/2019 1:21:28 PM

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File Size

Version

Date

FINANCIAL

View

123910a9.pdf

17,545 Bytes (17 KB)

1

9/25/2019 1:24:36 PM

View Data File

File Size

Version

Upload Status

Date

View

12391093.txt

9,495 Bytes (9 KB)

Upload Successful

9/17/2019
10:26:41 AM



Summary

- TEAL Audit application account is required.
- Submit Audit report in PDF, Data Feed, and Finalize Data Feed by the due date.
- Use **Save button** when manually entering or making changes.
- Use **Show Errors and Error List** buttons to check for edits.
- “**Finalize**” financial report data feed to complete submission.
- Use **VIEW District Status** menu option to **verify data feed** and **PDF** files.

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