

TEA Payment Report User Instructions

Table of Contents

How to access the TEA Payment Report	2
TEA Home Page	3
Funding page.....	3
TEA Payment Report Instruction page	4
TEA Payment Report page	5
How to run the TEA Payment Report.....	5
Payment Listing	7
Report Columns	7
How to use optional selection criteria.....	8
CFDA number.....	8
School Year.....	8
FAR Fund Codes.....	8
How to find TEA Contact information	9
How to Download to Excel.....	9
How to Print the payment report.....	10
Announcements.....	11
Instructions page	12
FSP Payment Dates.....	12
Comptroller State-to-Vendor Information.....	13

TEA Payment Report User Instructions

How to access the TEA Payment Report

There are multiple ways to access the TEA Payment Report.

The most common is via the TEA Home Page in which there are two access points:

Find TEA payments to districts? link

- 1) Go to www.tea.state.tx.us.
- 2) Click on the [Find TEA payments to districts?](#) link under the “*How Do I...*” section (on the right side of the page).

Or

Funding link

- 3) Go to www.tea.state.tx.us.
- 4) Click on the [Funding](#) link (on the left side of the page).
- 5) Scroll down near the bottom of the Funding page and click on [TEA Payment Report](#) link.

Note: The following two pages in this document show the TEA Home page and the Funding page.

The TEA Payment Report can also be accessed from the Expenditure Reporting page.

- 1) Access Expenditure Reporting from your TEA SE Application List. (*Note: You must have a TEA SE username and authorization to access the Expenditure Reporting application*).
- 2) Click the ‘Search for NOGAs’ button and view a list of your organizations NOGAs (Notice of Grant Award).
- 3) Click one of the NOGA IDs in the list and the Expenditure Reporting entry page displays.
- 4) A new link ‘[View TEA Payment Report](#)’ is available on this page. (look below the Save Transaction button)

TEA Payment Report User Instructions

TEA Home Page (www.tea.state.tx.us)

The screenshot shows the TEA Home Page with a navigation menu at the top: Home, Contact, Directory, Districts, A-Z Index, Glossary, Help. On the left is a sidebar with categories: Funding (school finance & grants), Testing / Accountability (student assessment & ratings), Curriculum (standards, college prep & programs), Reports (data, statistics & research), News & Events (communications & calendars), and ARRA (stimulus and stabilization). Below this is a list of links: About TEA, Alternative Schooling, Commissioner, Copyrights/Royalties, Dropout Information, Education Laws and Rules, Educator Certification, Educator Login/Account Set Up, and Educator Preparation. The main content area features a large image of a child and a snail flying in a dryer, with a callout bubble pointing to the 'Funding Page link' in the left sidebar. Below the image is the heading 'Welcome to the Texas Education Agency' and a paragraph about the agency's mission. Another callout bubble points to the link 'Find TEA payments to districts?' in the 'How Do I...' section on the right. The right sidebar includes a search box, 'Administrators' (school resources), 'Teachers' (teacher resources), 'Business' (work with TEA), and the 'How Do I...' section with various questions like 'Find TAKS released tests?' and 'Find TEA payments to districts?'.

Funding page (Scroll down to the bottom.)

The screenshot shows the TEA Funding page. The left sidebar contains a list of links: Bank Bids / School Depositories, Educator Incentive Grants, Financial Audits, Financial Ratings, Financial Reports, Fraud Hotline, Grants, Minimum Salary Schedules, Permanent School Fund, School Finance, School Finance Other Topics, State Waivers, Summary of Finances, TEA Check Register, TEA Grant Opportunities, TEA Legislative Appropriations Request, TEA Operating Budget, and TEA Payment Report. The main content area has a heading 'School Funding' and a paragraph explaining that the TEA administers billions of dollars in state and federal funds. Below this is an 'Announcements' section with three entries: 'September 04, 2010 TEA receives guidance on seat belt law', 'September 03, 2010 Texas submits education funding application', and 'September 01, 2010 Education Jobs Bill funding estimates posted'. A callout bubble points to the link 'TEA Payment Report' in the left sidebar. The right sidebar includes the 'How Do I...' section with questions like 'Find out about available grants?' and 'Find the financial rating for my district?'. Below this are social media icons for Twitter, Facebook, and RSS, and two boxes: 'Shop at Our Online Store' and 'sign up for TEASE TEA Secure Environment'.

TEA Payment Report User Instructions

TEA Payment Report Instruction page

Click the 'Continue to TEA Payment Report' button.

 **TEXAS EDUCATION AGENCY**

TEA Payment Report Instructions

To view or print a complete instruction manual for this report, click the "Help" link on the top right corner of this screen. The manual will include instructions for the additional criteria options, downloading the payment report to excel, printing the report, and finding TEA contact information for payments.

School districts, education service centers, charter schools, colleges and universities, state agencies, and other organizations/businesses can receive information about their payments from the Texas Education Agency on this report.

You can access the report by clicking the "Continue" button below

The report provides several criteria options. However, only two criteria are required in order to view a list of payments:

- 1) The organization receiving the payments, and
- 2) Choosing a "FY (Fiscal Year)" or a "Payment Date Range".

The organization that received the payments is provided by entering either:

- 1) The six-digit "County District" Number (no dashes), or
- 2) The 1st 10 digits (a "1" Prefix followed by the 9-digit "Employer Identification Number" "EIN" assigned by the IRS) of the organization's 14-digit Vendor ID number (no dashes). The 14-digit Vendor ID number can be found on bank statements (reconciliations) of deposits made, or on warrants (checks) issued.

The payments issued can be presented on the report in two different formats:

- 1) Select a Fiscal Year from the list provided. The payment date range will include all dates within the selected state fiscal year that runs from Sept 1st thru August 31st. The report defaults to the current fiscal year.
- 2) Enter a payment date range. The payment date range is just below the Fiscal year. Any valid dates are allowed. The dates could range from as short as a single day to multiple years.
- 3) Click the "Show Payments" button.

If you have questions about payments on this report or payments not received, contact the Program Area of TEA which issues the funds/NOGAs by calling the **phone number** shown on the NOGA Agreement or by clicking once on the TEA Payment "Contacts" tab on the report. For other payment inquiries, call TEA Accounting at 512-463-9847 or use e-mail: payment@tea.state.tx.us.

Select (click on) this link: [FSP Payment Dates](#) to see the Direct Deposit dates for **FY2010** FSP (Foundation School Program) payments.

For information on payments received which are not shown on the TEA Payment Report, click once on the "Comptroller's State-to-Vendor Payment Information" button/link immediately below or call the State Comptroller's Office at 800-531-5441 ext 3-3660.

[Comptroller's State-to-Vendor Information](#)

[Continue to TEA Payment Report](#)

Click to access Report page.

TEA Payment Report User Instructions

TEA Payment Report page

TEA Payment Report [Back to Instructions](#) [Print](#)

Enter Selection options then click Show Payments button

County District: CFDA Number: Select a Fiscal Year:

*Vendor ID: School Year: OR Select a Payment Date Range To:

Enter up to 4 FAR FUND Codes to include on report. (Leave blank to include all FAR Codes.) [Show Payments](#)

How to run the TEA Payment Report

The report offers several criteria options. However, only two criteria are required in order to view a list of payments:

- 1) The organization receiving the payments, and
- 2) Choosing a “FY (Fiscal Year)” or a “Payment Date Range”.

The organization that received the payments is provided by entering either:

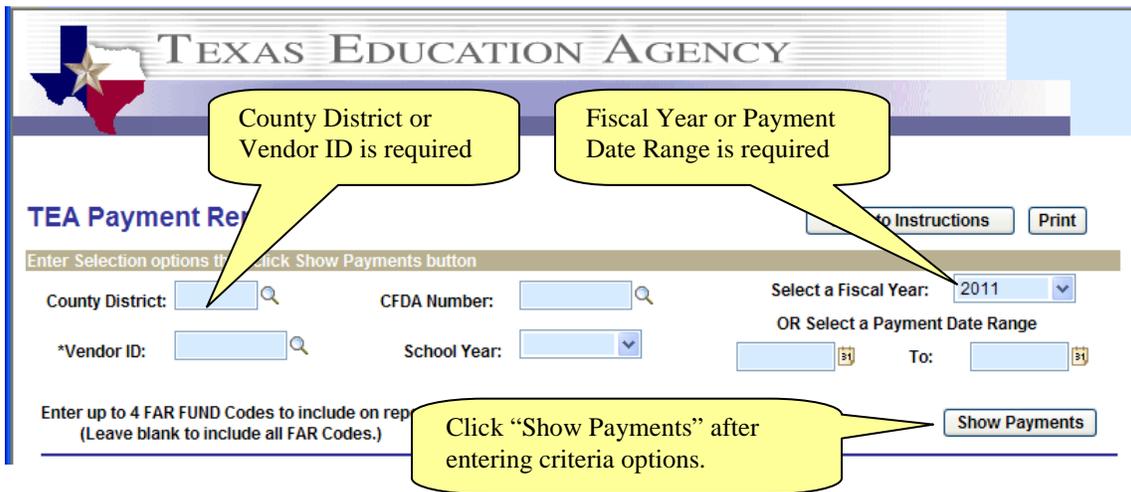
- 1) The six-digit “County District” Number (no dashes), or
- 2) The 1st 10 digits (a “1” Prefix followed by the 9-digit “Employer Identification Number” ‘EIN’ assigned by the IRS) of the organization’s 14-digit Vendor ID number (no dashes). The 14-digit Vendor ID number can be found on bank statements (reconciliations) of deposits made, or on warrants (checks) issued.

The payments issued can be presented on the report in two different formats:

- 1) Select a Fiscal Year from the list provided. The payment date range will include all dates within the selected state fiscal year that runs from Sept 1st thru August 31st. The report defaults to the current fiscal year.
- 2) Enter a payment date range. The payment date range is just below the Fiscal year. Any valid dates are allowed. The dates could range from as short as a single day to multiple years.

TEA Payment Report User Instructions

Click the “Show Payments”  button to produce a list of payments.



The screenshot shows the TEA Payment Report interface. At the top left is the Texas Education Agency logo. Below it, the text "TEA Payment Report" is visible. A callout bubble points to the "County District or Vendor ID is required" field, which includes input boxes for "County District" and "*Vendor ID". Another callout bubble points to the "Fiscal Year or Payment Date Range is required" section, which includes a "Select a Fiscal Year" dropdown menu (set to 2011) and "OR Select a Payment Date Range" with "From" and "To" input boxes. A third callout bubble points to the "Show Payments" button, with the text "Click 'Show Payments' after entering criteria options." Below the input fields, there is a note: "Enter up to 4 FAR FUND Codes to include on report (Leave blank to include all FAR Codes.)" and a "Show Payments" button.

Example of Payment listing

Payment Report Download to Excel 1 - 12 of 12 Payment Records											
Payments Contact											
	Title	NOGA ID / Project ID	FAR Fund	FAR Rev	CFDA	Federal Award Number	TEA Fund Source	Payment Amount	Payment Date	Doc Num	Doc Line Num
1	FSP-FOUNDATN FORMULA/SETTLE-UP	10011101	199	5812			100111	214,372.000	09/27/2010	01463660	1
2	AVAIL SCHOOL FD-PER CAPITA	20011101	199	5811			200111	1,275.000	09/27/2010	01463660	2
3	FSP-FOUNDATN FORMULA/SETTLE-UP	10011101	199	5812			100111	69,750.000	09/24/2010	91466858	1
4	ARRA--TTL II, D TECHNOLOGY	10553001023902	279	5929	84.386A	S386A090043	553010	616.000	09/23/2010	91467381	1
5	School Breakfast Program (SBP)	71401001	240	5921	10.553	2010IN109946	714010	814.000	09/21/2010	91465801	1
6	National School Lunch Prg-NSLP	71301001	240	5922	10.555	2010IN109946	713010	1,833.000	09/21/2010	91465801	2
7	STUDENT SUCCESS INITIATIVE GRA	10024002023902	404	5829			024010	139.400	09/08/2010	91461046	1
8	TITLE I, PART A-IMPROVING BASI	10610101023902	211	5929	84.010A	S010A090043	610110	32,026.000	09/03/2010	91459106	1
9	TITLE II, PART D-ENHANCING EDU	10630001023902	262	5929	84.318X	S318X090043	630010	942.920	09/03/2010	91459161	1
10	TITLE IV, PART A-SAFE & DRUG-F	10691001023902	204	5929	84.186A	Q186A090045	691010	166.000	09/03/2010	91459241	1
11	TITLE II, PART A-TEACHER & PRI	10694501023902	255	5929	84.367A	S367A090041	694510	7,950.000	09/03/2010	91459257	1
12	TITLE I, PART A-ARRA/STIMULU	10551001023902	285	5929	84.389A	S389A090043A	551010	7,542.860	09/03/2010	91460173	1

TEA Payment Report User Instructions

Payment Listing

1. The payment list is shown in descending order by payment date.
2. TEA Contact information can be viewed for each payment by clicking the “Contact” tab.
3. The payment list can be downloaded to Excel by clicking the “Download to Excel” link.
4. The payment list can be printed by clicking the “Print” button at the top of the page.
5. The payment list can be expanded to display “Payment” and “Contact” information side-by-side by clicking the “Show all Columns” icon, .

Report Columns

Payments tab - Shows payment related information.

1. Title – Describes Grant award or funding project id.
2. NOGA ID/Project ID – Grant award or funding project id associated with payment.
3. FAR Fund – Financial Accounting and Reporting Fund code.
4. FAR Rev – Financial Accounting and Reporting Revenue code.
5. CFDA – Catalog of Federal Domestic Assistance ID. Federal related grants only.
6. Federal Award Number – High level fund source identifier.
7. TEA Fund Source – TEA assigned funding category.
8. Payment Amount – Amount payment associated with this doc line.
9. Payment Date – TEA recorded payment date.
10. Doc Num – Id assigned to the payment by State of Texas.
11. Doc Line – Payment may be split into multiple lines.

Contact tab – Shows TEA Contact information for each payment

12. Title – Describes Grant award or funding project id.
13. NOGA ID/Project ID – Grant award or funding project id associated with payment.
14. Start Date – Beginning date of the grant award or project.
15. End Date – Ending date of the grant award or project.
16. County/District – TEA-assigned identification number for local education agencies.
17. Telephone – Phone number at TEA to questions related to this payment.
18. Description – Name of TEA division responsible for this payment.

TEA Payment Report User Instructions

How to use optional selection criteria

One of the enhancements for this version of the TEA payment report included additional search criteria. This should allow for more refined search capabilities. Entry of these fields is optional. The following describes each of additional search options. County District, Vendor, Fiscal Year, and Payment Date Range were described previously.

The screenshot shows the 'TEA Payment Report' search interface. At the top left is the title 'TEA Payment Report'. To the right are two buttons: 'Back to Instructions' and 'Print'. Below the title is a light green bar with the text 'Enter Selection options then click Show Payments button'. The search area contains several fields: 'County District' with a search icon, 'CFDA Number' with a search icon, 'Select a Fiscal Year' with a dropdown menu showing '2011', '*Vendor ID' with a search icon, 'School Year' with a dropdown menu, and 'OR Select a Payment Date Range' with two date input fields (one with a search icon) and a 'To:' label. At the bottom left, there is a section for 'Enter up to 4 FAR FUND Codes to include on report. (Leave blank to include all FAR Codes.)' with four empty input boxes. A 'Show Payments' button is located at the bottom right.

NOTE: Always click the *Show Payments* button after changing selection options.

CFDA number

Enter a single Catalog of Federal Domestic Assistance number. An example of a CFDA number *84.010*. Only Federal government funded payments are associated with a CFDA.

School Year

Select a single School Year from the dropdown list provided. An example of a school year would be *2007-2008*. The school year option overrides the payment date range option. The school year and payment date range/fiscal year cannot be used together. Also, be aware that some TEA payments are not associated with a school year. Typically, payments associated with a Grant or a NOGA ID will be associated with a school year.

FAR Fund Codes

Select up to four Financial Accounting and Reporting codes. All TEA payments are associated with a FAR code. The FAR code is a 3-digit number such as *226*. FAR Revenue codes cannot be used as selection criteria.

TEA Payment Report User Instructions

How to find TEA Contact information

The TEA division and phone number responsible for each payment can be found under the “Contact” tab on the Payment Report listing.

Payment listing

Payment Report											
Download to Excel 1 - 12 of 12 Payment Records											
Payments Contact [Show all columns]											
	Title	NOGA ID / Project ID	FAR Fund	FAR Rev	CFDA	Federal Award Number	TEA Fund Source	Payment Amount	Payment Date	Doc Num	Doc Line Num
1	FSP-FOUNDATN FORMULA/SETTLE-UP						100111	214,372.000	09/27/2010	01463660	1
2	AVAIL SCHOOL FD CAPITA						200111	1,275.000	09/27/2010	01463660	2
3	FSP-FOUNDATN FORMULA/SETTLE-UP	10011101	199	5812			100111	69,750.000	09/24/2010	91466858	1

Click the ‘Contact’ tab to view the TEA telephone number and Division description responsible for each payment.

Click the ‘Show all columns’ [Show all columns] icon to view all columns at once.

Same Payment listing (showing TEA Contact information)

Payment Report							
Download to Excel 1 - 12 of 12 Payment Records							
Payments Contact [Show all columns]							
	Title	NOGA ID / Project ID	Start Date	End Date	County District	Telephone	Description
1	FSP-FOUNDATN FORMULA/SETTLE-UP	10011101	09/01/2010	08/31/2011	023902	512/463-9238	State Funding
2	AVAIL SCH				02	512/463-9238	State Funding
3	FSP-FOUNDATN FORMULA/SETTLE-UP	10011101	09/01/2010	08/31/2011	023902	512/463-9238	State Funding
4	ARRA--TTL II, D TECHNOLOGY	10553001023902	09/16/2009	09/30/2011	023902	512/463-8525	Division of Formula Funding
5	School Breakfast Program (SBP)	71401001	10/01/2009	09/30/2010	023902	888/839-5437	Division of CNP

How to Download to Excel

Another enhancement for this version of the TEA payment report provides the ability to download the payment listing to a Microsoft Excel spreadsheet located on your local PC or workstation. This manual is not intended to be a tutorial on the use of Excel. Please refer to your system or software documentation if you aren’t familiar with Excel.

To download the payment listing to Excel:

- 1) Enter your selection options and click the Show Payments  button. A listing similar to the one shown below should appear.
- 2) The solid blue bar at the top of the listing is labeled “Payment Report”. The blue bar also contains the link to initiate an Excel Download.
- 3) Click the “Download to Excel” link.

TEA Payment Report User Instructions

- 4) A new window should open displaying your payment listing in an Excel spreadsheet. If there is an Excel window already running on your PC, the payment report may be loaded into that window instead of opening a new window. *Note: Microsoft Excel 2000 or later must be installed on your PC for the download to function properly. Contact your organizations technical support staff for assistance.*
- 5) The Excel spreadsheet can be saved on your PC or printed to your printer at this point.

Payment Listing

Download to Excel link

Payment Report											
											Download to Excel
1 - 12 of 12 Payment Records											
Payments Contact											
	Title	NOGA ID / Project ID	FAR Fund	FAR Rev	CFDA	Federal Award Number	TEA Fund Source	Payment Amount	Payment Date	Doc Num	Doc Line Num
1	FSP-FOUNDATN FORMULA/SETTLE-UP	10011101	199	5812			100111	214,372.000	09/27/2010	01463660	1
2	AVAIL SCHOOL FD-PER CAPITA	20011101	199	5811			200111	1,275.000	09/27/2010	01463660	2
3	FSP-FOUNDATN FORMULA/SETTLE-UP	10011101	199	5812			100111	69,750.000	09/24/2010	91466858	1

How to Print the payment report

The payment report can be printed by using the “Print”  button shown at the top of the page. A window will open where you can select a printer. Other options available to you will depend on your printer. One option available may be to change the orientation to Landscape or Portrait. The best option for you will depend on your printer settings.

NOTE: For assistance with printing, please contact your organizations technical support staff. TEA cannot provide assistance with printer related issues.

TEA Payment Report User Instructions

Announcements

Occasionally, TEA may display an announcement in the area just below the selection options. These announcements will appear when the Report page is initially accessed. Once the Payments listing is displayed the announcement will disappear. The announcement can be re-displayed by clicking the  button shown at the top of the page.

TEA Payment Report User Instructions

Instructions page

The TEA Payment Report instructions page is the first page accessed after the TEA home page. The page provides general information about the payment report and basic instructions for running the report. It also provides TEA contact information for general payment questions or questions about the payment report. You can always return to the instructions page by clicking the  button at the top of the selection criteria page.

The instructions page also provides two other links: FSP payment Dates and Comptroller State-to-Vendor Information.

FSP Payment Dates

This link will provide a list of the payment dates for the Foundation School Program payments. Click “Back to TEA Payment Report” link after viewing the page.

Example of the FSP Payment Dates page

FSP Direct Deposit Payment Dates - FY 2011

Foundation School Program payments should be deposited on the 25th of the month. If the 25th falls on a weekend or holiday, the payments will be deposited on the first official depository (banking) business day following the 25th .

2011	Scheduled Payment Dates
September	Monday, 27th
October	Monday, 25th
November	Friday, 26th
December	Monday, 27th
January	Tuesday, 25th
February	Friday, 25th
March	Friday, 25th
April	Monday, 25th
May	Wednesday, 25th
June	Monday, 27th
July	Monday, 25th
August	See TEA Payment Report "NOTES"



TEA Payment Report User Instructions

Comptroller State-to-Vendor Information.

A link to the Comptroller's payment report is provided. Click the link to access that report. Their website will also offer instructions for viewing the Comptroller payment report.

Example of bottom portion of the Instruction page

If you have **questions about payments on this report or payments not received**, contact the Program Area of TEA which issues the funds/NOGAs by calling the **phone number** shown on the NOGA Agreement or by clicking once on the TEA Payment "**Contacts**" tab on the report. For other payment inquiries, call TEA Accounting at 512-463-9847 or use e-mail: payment@tea.state.tx.us.

Select (click on) this link [FSP Payment Dates](#) to see the Direct Deposit dates for **FY2010** FSP (Foundation School Program) payments.

For information on **payments received which are not shown on the TEA Payment Report**, click once on the "Comptroller's State-to-Vendor Payment Information" button/link immediately below or call the **State Comptroller's Office** at 800-531-5441 ext 3-3660.

