



APPLICATION COURSE

Introduction to SACS

SACS Application Course

Introduction

Lesson 01 – Application Security

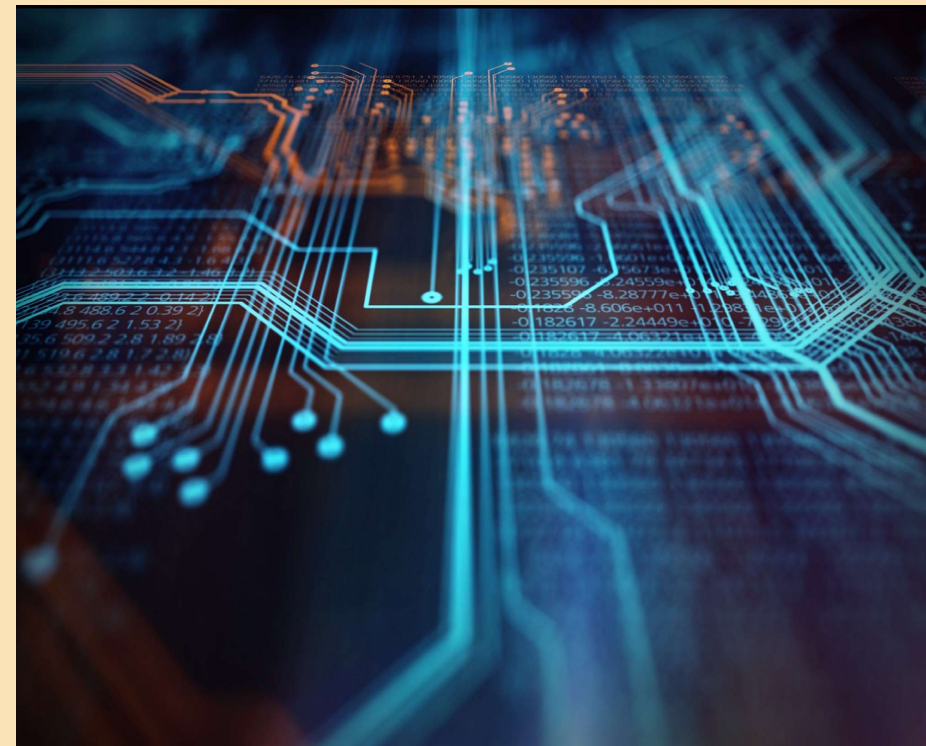
Lesson 02 – Data Import

Lesson 03 – Dashboard

Lesson 04 – Forms

Lesson 05 – Technical Review Checks (TRC)

Lesson 06 – Data Submissions



LESSON 04 – Forms

SACS Forms Performance Objectives

- a) User must be able to modify Form Data
- b) User must be able to run an IFC Report
- c) User must be able to print forms



LESSON 04 – Forms

Introduction to SACS Forms

1. **Identify SACS forms**
2. *Lock a form for editing*
 - a. *Lock notification*
 - b. *Exporting a locked submission*
 - c. *Sharing a locked submission*
3. *Edit Forms*
4. *View blank forms by reporting period and LEA type.*

The screenshot shows the SACS Forms application interface. The main content area displays the form for '01 - General Fund / County School Service Fund Form'. The form includes a header with 'State Draft', 'State Last Updated 01-25-22 14:54', and 'Assigned To Not Assigned'. Below the header, there are tabs for 'Expenditures by Object', 'Expenditures by Function', and 'Restricted Detail'. The main table has columns for 'Description' and 'Resource Codes'. The table content is as follows:

Description	Resource Codes	
A. REVENUES		
1) LCFF Sources		80
2) Federal Revenue		810
3) Other State Revenue		830
4) Other Local Revenue		860
5) TOTAL REVENUES		

The screenshot shows a list of forms in the SACS Forms application. The list includes the following items:

- 01 - General Fund / County School Service Fund
- 08 - Student Activity Special Revenue Fund
- 09 - Charter Schools Special Revenue Fund
- 10 - Special Education Pass-Through Fund
- 11 - Adult Education Fund
- 12 - Child Development Fund
- 13 - Cafeteria Special Revenue Fund
- 14 - Deferred Maintenance Fund
- 15 - Pupil Transportation Equipment Fund
- 16 - Forest Reserve Fund
- 17 - Special Reserve Fund Than Capital Outlay Projects
- 18 - School Bus Emission Reduction Fund
- 19 - Foundation Special Fund
- 20 - Special Reserve Fund Postemployment Benefits
- 21 - Building Fund
- 25 - Capital Facilities Fund
- 30 - State School Building Purchase Fund

On the right side, there is a 'Forms' dropdown menu with the following options:

- Funds
- Supplementals
- A - Average Daily Attendance
- ASSET - Schedule of Capital Assets
- CASH - Cashflow Worksheet
- CB - Budget Certification
- CC - Workers' Compensation Certification
- DEBT - Schedule of Long-Term Liabilities
- ESMOE - Every Student Succeeds Act Maintenance of Effort
- ICR - Indirect Cost Rate Worksheet
- L - Lottery Report
- MYP - Multiyear Projections - General Fund
- SEA - Special Education Revenue Allocations
- SEAS - Special Education Revenue Allocations Setup (SELPA Selection)
- SIAA - Summary of Interfund Activities - Actuals
- SIAB - Summary of Interfund Activities - Budget



LESSON 04 – Forms

Introduction to SACS Forms

- The Forms module provides authorized users the ability to view, edit, and save data via the forms functionality on the left navigation pane.
- The Forms module (1) has **Funds (2)**, **Supplementals (3)** and **Criteria & Standards (4)** sections.

01 - General Fund / County School Service Fund Form

State Draft | State Last Updated 01-25-22 14:54 | Assigned To Not Assigned | Last Assigned 01-25-22 14:54 | Last Saved 05-27-20 08:35

Object	Resource Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Colu mn C & F
		Unrest ricted (A)	Restric ted (B)	Total Fund col. A + B (C)	Unrest ricted (D)	Restric ted (E)	Total Fund col. D + E (F)	
8010-8099	1) LCF Sources	5,169,274.00	6,177,989.00	11,347,263.00	5,137,228.00	6,137,943.00	11,275,171.00	-0.6%
8100-8299	2) Federal	0.00	5,034,390.00	5,034,390.00	0.00	4,917,722.00	4,917,722.00	-2.3%
8300-8599	3) Other State Revenue	85,218.00	3,489,758.00	3,575,976.00	42,314.00	2,875,491.00	2,917,805.00	-18.4%



LESSON 04 – Forms

Introduction to SACS Forms

- The Forms module allows viewing of the different **elements of the submission (5)**
- The Forms module also receives input from the **Components of Ending Fund Balance (CEFB) (6)** module and stores Internal Form Check errors in the **IFC Statuses (7)** module.

2020-21
BBBKY1ET7
Budget, July 1
Yolo County Office of Educat...
57-10579-0000000

01 - General Fund / County School Service Fund Form

State Draft | State Last Updated 01-25-22 14:54 | Assigned To Not Assigned | Last Assigned 01-25-22 14:54 | Last Saved 05-27-20 08:35

Expenditures by Object | Expenditures by Function | Restricted Detail

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (b)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
8010-8099			5169,274.00	6177,989.00	11,347,263.00	5137,228.00	6137,943.00	11,275,171.00	-0.6%
8100-8299			0.00	5,034,390.00	5,034,390.00	0.00	4,917,722.00	4,917,722.00	-2.3%
8300-8599			85,218.00	3,489,758.00	3,575,976.00	4,231,491.00	2,875,491.00	2,917,805.00	-18.4%

CEFB

IFC Statuses

Version History



LESSON 04 – Forms

Introduction to SACS Forms (Funds)

Identify SACS forms

There are three different displays within the budget and unaudited actual fund forms:

- **Expenditures by Object**— Displays summarized and detailed revenues, expenditures, and other financing sources and uses by major object in the operating statements and includes year end balances in the fund reconciliation.
- **Expenditures by Function**— Contains the same data as expenditures by object; however, the expenditures section is displayed by major function rather than object and is only summarized.
- **Restricted Detail**— Displays detail of restricted balances by resource.

The screenshot displays the SACS Forms application interface. The main window shows the '01 - General Fund / County School Service Fund Form' for the 2020-21 fiscal year. The form includes a table of revenues with columns for Description, Resource Codes, Object Codes, and 2019-20 Estimated Actuals (Unrestricted (A) and Restricted (B)).

Description	Resource Codes	Object Codes	2019-20 Estimated Actuals	
			Unrestricted (A)	Restricted (B)
A. REVENUES				
1) LCFF Sources		8010-8099	5,069,274.00	6,777,989.00
2) Federal Revenue		8100-8299	0.00	5,034,390.00
3) Other State Revenue		8300-8599	85,218.00	3,489,758.00
4) Other Local Revenue		8600-8799	1,873,337.00	4,844,800.00
5) TOTAL, REVENUES			7,827,829.00	19,546,937.00

The sidebar on the right lists various funds, including:

- 01 - General Fund / County School Service Fund
- 08 - Student Activity Special Revenue Fund
- 09 - Charter Schools Special Revenue Fund
- 10 - Special Education Pass-Through Fund
- 11 - Adult Education Fund
- 12 - Child Development Fund
- 13 - Cafeteria Special Revenue Fund
- 14 - Deferred Maintenance Fund
- 15 - Pupil Transportation Equipment Fund
- 16 - Forest Reserve Fund
- 17 - Special Reserve Fund for Other Than Capital Outlay Projects
- 18 - School Bus Emissions Reduction Fund
- 19 - Foundation Special Revenue Fund
- 20 - Special Reserve Fund for Postemployment Benefits
- 21 - Building Fund
- 25 - Capital Facilities Fund
- 30 - State School Building Lease-Purchase Fund



LESSON 04 – Forms

Introduction to SACS Forms (Supplementals)

Identify SACS forms

The supplemental forms are accessed under the Forms menu option from the left Navigation pane.

The forms are available based on the LEA type and reporting period.

The supplemental data forms are designed to provide required certifications, permit entry of specific information relating to certain programs, and demonstrate compliance with statutory requirements.

The screenshot displays the SACS Forms application interface. The top navigation bar includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The main content area is titled 'A - Average Daily Attendance Form'. It features a 'State Draft' button, 'State Last Updated' (01-25-22 14:54), 'Assigned To' (Not Assigned), and 'Last As' (01-25-22). Below this are tabs for 'A. DISTRICT ADA', 'B. COUNTY OFFICE ADA', and 'C. CHARTER SCHOOL ADA'. A table shows '2019-20 Estimated Actuals' with columns for 'P-2 ADA', 'Annual ADA', and 'Funded ADA'. The table lists three categories: '1. Total District Regular ADA', '2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA', and '3. Total Basic Aid Open Enrollment Regular ADA'. Each category includes a description of the programs covered.

The screenshot shows the 'Forms' menu in the SACS application. The menu is expanded to show a list of supplemental forms:

- Funds
- Supplementals
 - A - Average Daily Attendance
 - ASSET - Schedule of Capital Assets
 - CASH - Cashflow Worksheet
 - CB - Budget Certification
 - CC - Workers' Compensation Certification
 - DEBT - Schedule of Long-Term Liabilities
 - ESMOE - Every Student Succeeds Act Maintenance of Effort
 - ICR - Indirect Cost Rate Worksheet
 - L - Lottery Report
 - MYP - Multiyear Projections - General Fund
 - SEA - Special Education Revenue Allocations
 - SEAS - Special Education Revenue Allocations Setup (SELPA Selection)
 - SIAA - Summary of Interfund Activities - Actuals
 - SIAB - Summary of Interfund Activities - Budget



LESSON 04 – Forms

Introduction to SACS Forms (Criteria and Standards)

Identify SACS forms

Form 01CS (01CSI) is accessed from the Forms menu option on the Left Navigation pane.

LEAs are required to use the Criteria and Standards adopted by the State Board of Education (SBE) in developing their budgets and managing their expenditures.

Criteria and Standards are used to monitor the fiscal stability of LEAs. After all other forms have been prepared and the data is validated through the Technical Review Checklist, the Criteria and Standards Review form must be completed.

The screenshot shows the SACS 01CS - Criteria and Standards Review Form interface. The top navigation bar includes a dashboard, import, users, queues, and tools menu. The user is logged in as EmanuelPublic. The form title is "01CS - Criteria and Standards Review Form". The left navigation pane shows the "Forms" menu selected, with "Criteria and Standards" highlighted. The main content area displays the form details, including the state (Draft), last updated date (01-25-22 14:54), assigned to (Not Assigned), last assigned date (01-25-22 14:54), and last saved date (05-29-20 04:50). The form content includes a table with the following structure:

State	State Last Updated	Assigned To	Last Assigned	Last Saved
Draft	01-25-22 14:54	Not Assigned	01-25-22 14:54	05-29-20 04:50

The form content includes the following text:

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the approval of the budget.

CRITERIA AND STANDARDS

1.	CRITERION: Average Daily Attendance
A.	STANDARD: Projected County Operations Grant average daily attendance (ADA) has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level County Operations Grant ADA



LESSON 04 – Forms

Criteria and Standards Review Form

- Criteria and Standards pulls values from several other form sources:
 - If Reporting period is **Budget** (BS1) then form depends on forms 01, A, and MYP.
 - If Reporting period is **interim** (I1, I2, I3) then this form depends on forms 01i, Ai, CASH, and MYPI.

The screenshot shows a web application interface for the '01CS - Criteria and Standards Review Form'. The top navigation bar includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The main content area features a green banner with a 'Submission locked.' message. Below this, the form title '01CS - Criteria and Standards Review Form' is displayed. A table of metadata shows 'State Draft', 'State Last Updated 01-25-22 14:54', 'Assigned To Not Assigned', and 'Last Assigned 01-25-22 14:54'. The form body contains a text area for methodology and assumptions, followed by a section titled 'CRITERIA AND STANDARDS'. Under this section, a criterion is listed: '1. CRITERION: Average Daily Attendance'. Below the criterion, a standard is defined: 'A. STANDARD: Projected County Operations Grant average daily attendance (ADA) has not been overestimated in 1) the first prior fiscal year or 2) the first prior fiscal year of the previous three fiscal years by more than the following percentage levels:'. A sidebar on the left provides navigation options for the 2020-21 budget year, including 'Table of Contents', 'User Data Input/Review', 'TRC', 'Forms', 'Funds', 'Supplementals', 'Criteria and Standards', 'CEFB', 'IFC Statuses', 'Version History', 'Import', 'Export', and 'LEA Custom Information'.

LESSON 04 – Forms

Components of Ending Fund Balance/Net Position

- **The Components of Ending Fund Balance/Net Position (CEFB)** screen is accessed from the left navigation pane.
 - For **Governmental funds (funds 01–57)**, the Components of Ending Fund Balance/Net Position screen displays the title “Components of Ending Fund Balance.”
 - For **Proprietary and applicable Fiduciary funds (funds 61–73)**, the Components of Ending Fund Balance/Net Position screen displays the title “Components of Ending Net Position.”

The screenshot shows a web application interface for the 'Components of Ending Fund Balance / Net Position' (CEFB) screen. The top navigation bar includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The left sidebar shows a navigation menu with 'Forms' selected, containing sub-items like 'Funds', 'Supplementals', and 'Criteria and Standards'. The main content area displays the title 'CEFB - Components of Ending Fund Balance / Net Position' and a table of fund information. A red banner at the bottom of the main content area reads 'Lock this form or the submission to edit or save.' Below this is a table with columns for 'Description', 'Object', and '2019-20 Estimated Actuals'.

Description	Object	2019-20 Estimated Actuals
Ending Fund Balance	979Z	
Components of Ending Fund Balance		
Nonspendable		

LESSON 04 – Forms

Components of Ending Fund Balance/Net Position

- Changes made in the **Components of Ending Fund Balance/Net Position** screen will be posted as general ledger data in the database, replacing any existing values previously imported or entered for those objects.

The screenshots show the 'CEFB - Components of Ending Fund Balance / Net Position' form in a web application. The form includes a sidebar with navigation options like 'Table of Contents', 'User Data Input/Review', 'Forms', 'Funds', 'Supplementals', 'Criteria and Standards', 'CEFB', 'IFC Statuses', 'Version History', 'Import', 'Export', and 'LEA Custom Information'. The main content area displays a table with columns for 'Description', 'Object', and '2019-20 Estimated Actuals'. The table contains the following data:

Description	Object	2019-20 Estimated Actuals
Ending Fund Balance	9792	6,194,712.62
Components of Ending Fund Balance		
Nonspendable		



LESSON 04 – Forms

Introduction to SACS Forms

Editing Forms

- **Initiate submission wide Lock** - Request a lock on submission from the User Data Input Review screen, to prevent users from editing the same or related data.
- *Initiate lock from Forms* - request a lock on the submission from any form to prevent users from editing the same or related data on ALL forms.
- *Remove all locks* - override as an Administration or User Management role.
- *Add records in a form*

The screenshot displays the SACS Forms application interface. The top navigation bar includes a dashboard, import, users, queues, and tools menu. The user is logged in as EmanuelPublic. The main content area shows the 'A - Average Daily Attendance Form' for the fiscal year 2020-21. The form is currently in a 'State Draft' status, last updated on 01-25-22 at 14:54. A red banner indicates that the form is locked for editing or saving. The form is divided into three sections: A. DISTRICT ADA, B. COUNTY OFFICE ADA, and C. CHARTER SCHOOL ADA. The table below shows the estimated actuals and budget for 2019-20 and 2020-21.

Description	2019-20 Estimated Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA						
Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)						
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA						
Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA						



LESSON 04 – Forms

Introduction to SACS Forms

Editing Forms

Initiate submission wide Lock

- 1) After opening a dataset, a **warning flag** will appear reminding you to lock the form or submission to edit or save a record
- 2) Click the **Global submission lock** button
- 3) A **Submission locked message** will appear allowing you to edit the submission

The screenshot displays the SACS Forms interface for the 'A - Average Daily Attendance Form'. The interface includes a top navigation bar with 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools' menus. A user profile 'Welcome, EmanuelPublic' and the organization '57-10579-0000000 Yolo County Office of Education' are visible in the top right. The main content area shows the form title 'A - Average Daily Attendance Form' and a warning message: 'Lock this form or the submission to edit or save.' A red banner with a '1' in a black circle highlights this message. Below the warning, there are tabs for 'A. DISTRICT ADA', 'B. COUNTY OFFICE ADA', and 'C. CHARTER SCHOOL ADA'. A table with columns for '2019-20 Estimated Actuals' and '2020-21 Budget' is partially visible. A blue sidebar on the left contains a 'Table of Contents' with various form categories like 'Funds', 'Supplementals', and 'Forms'. A '2020-21' dataset card is shown in the sidebar, with a '3' in a black circle pointing to the lock icon on its top bar. A green banner with a checkmark and the text 'Submission locked.' is displayed on the right side of the form, with a '3' in a black circle highlighting it.



LESSON 04 – Forms

Introduction to SACS Forms

Editing Forms

- *Initiate submission wide Lock - Request a lock on submission from the User Data Input Review screen, to prevent users from editing the same or related data.*
- **Initiate lock from Forms** - request a lock on the submission from any form to prevent users from editing the same or related data on ALL forms.
- *Remove all locks - override as an Administration or User Management role.*
- *Add records in a form*

The screenshot displays the SACS Forms application interface. The top navigation bar includes a dashboard, import, users, queues, and tools menu. The user is logged in as 'Welcome, EmanuelPublic' with the organization '57-10579-0000000 Yolo County Office of Education'. The current fiscal year is '2020-21'.

The main content area shows the 'A - Average Daily Attendance Form'. It includes a 'State Draft' status, 'State Last Updated' on 01-25-22 at 14:54, and 'Assigned To Not Assigned'. A red warning banner states: 'Lock this form or the submission to edit or save.' Below this, there are tabs for 'A. DISTRICT ADA', 'B. COUNTY OFFICE ADA', and 'C. CHARTER SCHOOL ADA'. The main table displays budget data for 2019-20 and 2020-21, with columns for P-2 ADA, Annual ADA, Funded ADA, and Estimated values.

Description	2019-20 Estimated Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA						
Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)						
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA						
Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA						



LESSON 04 – Forms

Introduction to SACS Forms

Editing Forms

Initiate lock from Forms - request a lock on the submission from any form to prevent users from editing the same or related data on ALL forms.

- 1) After opening a form, a **warning flag** will appear reminding you to lock the form or submission to edit or save a record
- 2) Click the **Lock Form** button
- 3) A **Form locked message** will appear allowing you to edit the form

The screenshot displays the SACS Forms interface for the 'A - Average Daily Attendance Form'. The interface includes a top navigation bar with 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The main content area shows the form title 'A - Average Daily Attendance Form' and a table with columns for 'State Draft', 'State Last Updated', 'Assigned To', 'Last Assigned', and 'Last Saved'. A red warning banner with a circular '1' icon reads 'Lock this form or the submission to edit or save.' Below this, there are three tabs: 'A. DISTRICT ADA', 'B. COUNTY OFFICE ADA', and 'C. CHARTER SCHOOL ADA'. A green banner with a circular '3' icon reads 'Form locked.' A circular '2' icon points to the 'Lock Form' button in the top right corner. The bottom section of the form contains a table with three rows: '1. Total District Regular ADA', '2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA', and '3. Total Basic Aid Open Enrollment Regular ADA'. The left sidebar contains a list of forms including 'ASSET - Schedule of Capital Assets', 'CASH - Cashflow Worksheet', 'CB - Budget Certification', 'CC - Workers' Compensation Certification', 'DEBT - Schedule of Long-Term Liabilities', 'ESMOE - Every Student Succeeds Act Maintenance of Effort', and 'ICR - Indirect Cost Rate Worksheet'.



LESSON 04 – Forms

Introduction to SACS Forms

Editing Forms

- *Initiate submission wide Lock - Request a lock on submission from the User Data Input Review screen, to prevent users from editing the same or related data.*
- *Initiate lock from Forms - request a lock on the submission from any form to prevent users from editing the same or related data on ALL forms.*
- **Remove all locks** - override as an Administration or User Management role.
- *Add records in a form*

The screenshot displays the SACS Forms application interface. The top navigation bar includes a dashboard icon, 'Import' dropdown, 'Users' dropdown, 'Queues' dropdown, and 'Tools' dropdown. The user is logged in as 'Welcome, EmanuelPublic' with the ID '57-10579-0000000' and is viewing the 'Fiscal Year 2020-21'.

The main content area shows the 'A - Average Daily Attendance Form'. The form is currently in 'State Draft' status, last updated on '01-25-22 14:54', and is assigned to 'Not Assigned'. It was last assigned on '01-25-22 14:54' and last saved on '05-28-20 06:34'. A red banner indicates that the form is locked for editing or saving.

The form is divided into three sections: A. DISTRICT ADA, B. COUNTY OFFICE ADA, and C. CHARTER SCHOOL ADA. The table below shows the 2019-20 Estimated Actuals and 2020-21 Budget for each section.

Description	2019-20 Estimated Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA						
Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)						
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA						
Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA						



LESSON 04 – Forms

Introduction to SACS Forms

Editing Forms

Remove all locks - override as an Administration or User Management role.

1. When users lock a submission or a form, the **Display Current Locks** button can be used to view all locks in the submission.
2. A user with the *Administration* or *User Management* role will have access to the **Unlock Form** or **Unlock all** button.
3. Clicking the **Unlock** button will open a dialog box confirming you request to unlock the submission or form.
4. Click the **Yes** button and a submission or form unlocked confirmation message displays.

The screenshot displays the SACS Forms application interface. The top navigation bar includes a home icon, a dollar sign logo, and menu items for Dashboard, Import, Users, Queues, and Tools. The main content area shows a submission for the 2020-21 budget (B8BK1Y1E7) with a 'Display Current Locks' button (1). A table lists locked forms: 'Form A', 'Form L', and 'Form DEBT', each with an 'Unlock all' button (2). A dialog box (3) asks 'Are you sure you want to unlock the form?' with 'No' and 'Yes' buttons. A confirmation message (4) states 'Form unlocked.' Below this, a table titled 'A - Average Daily Attendance' shows data for 'Total District Regular ADA', 'Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA', and 'Total Basic Aid Open Enrollment Regular ADA'.



LESSON 04 – Forms

Introduction to SACS Forms

Editing Forms

- *Initiate submission wide Lock - Request a lock on submission from the User Data Input Review screen, to prevent users from editing the same or related data.*
- *Initiate lock from Forms - request a lock on the submission from any form to prevent users from editing the same or related data on ALL forms.*
- *Remove all locks - override as an Administration or User Management role.*
- **Add records in a form**

The screenshot displays the SACS Forms application interface. The top navigation bar includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The user is logged in as 'Welcome, EmanuelPublic' with the organization '57-10579-0000000 Yolo County Office of Education'. The current form is 'A - Average Daily Attendance Form' for the fiscal year '2020-21'. The form is in 'State Draft' status, last updated on '01-25-22 14:54', and was last saved on '05-28-20 06:34'. A red warning banner indicates 'Lock this form or the submission to edit or save.' The form is divided into three sections: 'A. DISTRICT ADA', 'B. COUNTY OFFICE ADA', and 'C. CHARTER SCHOOL ADA'. The 'A. DISTRICT ADA' section contains a table with columns for '2019-20 Estimated Actuals' (P-2 ADA, Annual ADA, Funded ADA) and '2020-21 Budget' (Estimated P-2 ADA, Estimated Annual ADA, Estimated Funded ADA). The table lists three items: '1. Total District Regular ADA', '2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA', and '3. Total Basic Aid Open Enrollment Regular ADA'. Each item has a description and corresponding data cells.

Description	2019-20 Estimated Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA						
Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)						
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA						
Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA						



LESSON 04 – Forms

Introduction to SACS Forms (IFCs)

IFCs - Internal Form Checks

- IFCs are **form specific** and will notify the user when values do not meet the IFC criteria.
- IFCs will prompt the user to resolve the IFCs before they leave the form but **will not prevent the user from leaving** the form.
- IFCs are grouped by the corresponding form.

The screenshot displays the SACS Cashflow Worksheet Form interface. At the top, a navigation bar includes a home icon, a dashboard icon, and menu items for 'Import', 'Users', 'Queues', and 'Tools'. A prominent yellow warning banner at the top reads: "CASH001-Warning-Budget Year (1) Worksheet, Sections B and C: For one or more line items, the Total and Budget columns do not equal and exceed the \$100 rounding allowance. Review and revise to balance." Below the warning, the form title is "CASH - Cashflow Worksheet Form". The interface includes a 'Table of Contents' sidebar on the left with sections for 'Find forms and reports', 'User Data Input/Review', 'TRC', and 'Forms'. The main area shows a table with columns for 'BUDGET YEAR (1)', 'BUDGET YEAR (2)', 'Description', 'Object', 'Beginning Balances (Ref. Only)', and months from July to January. The table contains data for 'Miscellaneous Funds', 'Federal Revenue', and 'Other State Revenue'. A warning icon is visible in the top left corner of the form area.

		State Draft		State Last Updated 01-25-22 14:54		Assigned To Not Assigned					
		BUDGET YEAR (1)	BUDGET YEAR (2)								
Description	Object	Beginning Balances (Ref. Only)	July	Aug ust	Septe mber	October	Novem ber	Decem ber	Januar y		
Miscellaneous Funds	8080 - 8099										
Federal Revenue	8100 - 8299					300,000.00					
Other State Revenue	8300 - 8599										



LESSON 04 – Forms

Introduction to SACS Forms (IFCs)

View failing IFCs

1. Click the IFC Statuses link on the left navigation pane.
2. The IFC list will display all IFCs. Use the filter to display any failing IFCs.

The screenshot shows the 'IFC Statuses' interface. The left navigation pane has 'IFC Statuses' selected, indicated by a circled '1'. The main content area shows a table of IFCs. The first row is highlighted with a red border, indicating a failing IFC, with a circled '2' next to the 'Status' column. The table has columns for State, State Last Updated, Assigned To, Last Assigned, Parent Form, ID, Short Name, Severity, and Status. The status of the highlighted row is 'Fail'. A circled '3' is also present in the top right corner of the interface.

State	State Last Updated	Assigned To	Last Assigned	Parent Form	ID	Short Name	Severity	Status
Draft	01-25-22 14:54	Not Assigned	01-25-22 14:54	CASH	CASH001	IFC-CASH-W-BY1-TotalMatch	Warning	Fail

LESSON 04 – Forms

Introduction to SACS Forms (Printing)

1. Print forms
 - a. **Fund Form 01** located on the left navigation and viewed on the screen
2. Click the Print or Export button
3. Select what to print (Entire Document or part of the document)
4. Click the Print button and the results will be displayed in either .pdf format or .xls format

Note: All forms have a print button on the page; printing always provides a PDF file that can be downloaded and printed or saved.

The screenshot displays the SACS Forms application interface. The main window shows the '01 - General Fund / County School Service Fund Form' with a 'Print Preview' dialog box open. The dialog box has a 'What to Print' section with four options: 'Entire Document', 'Expenditures by Object', 'Expenditures by Function', and 'Restricted Detail'. The 'Print' button is highlighted in the dialog. Numbered callouts 1-4 indicate the steps: 1. Select 'Forms' in the left navigation; 2. Click the 'Print' button; 3. Select 'Entire Document' in the 'What to Print' dialog; 4. Click the 'Print' button in the dialog.

Description	Resource Code	2020-21 Budget	Total Fund col. D + E (F)	% Diff Column C & F
A. REVENUES				
1) CPE Sources		1,157,943.00	1,157,943.00	-0.0%
2) Federal Revenue	8100-8209	0.00	4,917,722.00	-2.3%
3) Other State Revenue	8300-8599	85,218.00	2,875,481.00	-19.4%
4) Other Local Revenue	8600-8799	1,873,337.00	5,649,190.00	4.2%
5) TOTAL REVENUES		7,127,829.00	19,590,346.00	-2.1%
B. EXPENDITURES				
1) Certificated Salaries	1000-1999	1,395,569.00	5,359,616.00	-6.4%
2) Classified Salaries	2000-2999	3,435,194.00	4,028,174.00	3.2%
3) Employee Benefits	3000-3999	1,853,431.00	5,011,904.00	10.0%
4) Books and Supplies	4000-4999	474,270.00	391,174.00	-31.9%
5) Services and Other Operating Expenditures	5000-5999	2,597,624.00	1,045,582.00	-38.0%
6) Capital Outlay	6000-6999	1,484,398.00	123,016.00	-92.9%
7) Other Outlay (including Transfers of Indirect Costs)	7100-7299	8,750.00	0.00	-100.0%
8) Other Outlay - Transfers of Indirect Costs	7300-7399	(1,556,363.00)	(336,934.00)	-2.9%
9) TOTAL EXPENDITURES		9,693,073.00	6,259,556.00	-14.3%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A - B)				
		(2,565,244.00)	(3,559,204.93)	-105.9%
D. OTHER FINANCING SOURCES/USES				
1) Interfund Transfers				
a) Transfers In	8900-8929	0.00	0.00	0.0%
b) Transfers Out	7600-7629	279,340.00	196,932.00	-29.5%
2) Other Sources/Uses				
a) Sources	8930-8979	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.0%
3) Contributions	8880-8899	0.00	0.00	0.0%



LESSON 04 – Forms

Blank SACS Forms

1. Identify SACS forms
2. Lock a form for editing
 - a. Lock notification
 - b. Exporting a locked submission
 - c. Sharing a locked submission
3. Edit Forms
4. View blank forms by reporting period and LEA type.

The screenshot displays the SACS 'Blank Forms' interface. At the top, there is a navigation bar with 'SACS' logo and various menu items like 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. A dropdown menu is open under 'Tools', showing options like 'Single String Validation Tool', 'Blank Forms', 'Request for Unaudited Actuals Promoter Role', and 'Check Submission Status'. Below the navigation, there are several filter fields: 'Fiscal Year' (2022-23), 'Entity Type' (School District), 'Charter Type' (County Office of Education), and 'Reporting Period' (Budget, July 1). There are also 'Groups' and 'Funds' dropdowns. A 'Start' button is visible on the right. The main content area is titled '01 - General Fund / County School Service Fund' and contains a table with tabs for 'Expenditures by Object', 'Expenditures by Function', and 'Restricted Detail'. The table has columns for 'Description', 'Resource Codes', 'Object Codes', '2021-22 Estimated Actuals' (Unrestricted (A), Restricted (B), Total Fund col. A + B (C)), '2022-23 Budget' (Unrestricted (D), Restricted (E), Total Fund col. D + E (F)), and '% Diff Col. A + B (C) & F'. The data rows show: 4) Books and Supplies (Object Codes 4000-4999), 5) Services and Other Operating Expenditures (Object Codes 5000-5999), and 6) Capital Outlay (Object Codes 6000-6999). All values in the table are 0.00.



LESSON 04 – Forms

Blank SACS Forms

View blank forms by reporting period and LEA type.

1. Select **Blank Forms** from the Tools menu
2. Select the appropriate form options:
 - Fiscal Year
 - Entity Type
 - Reporting Period
 - Form Group (Funds, Supplementals, etc.)
 - Form
3. Click the **Start** button
4. Results will be a blank form for printing or exporting as a spreadsheet.

The screenshots show the SACS system interface. The top screenshot shows the 'Tools' menu with 'Blank Forms' selected (1). The 'Start' button is highlighted (2). The bottom screenshot shows the 'Start' button highlighted (3) and the resulting table of blank forms (4).

Description	Resource Codes	Object Codes	2021-22 Estimated Actuals			2022-23 Budget			Total Fund col. D + E (F)	% Diff Col. D + E (F) C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)			
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.00	0.0 %	
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.00	0.0 %	
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.00	0.0 %	



LESSON 04 – Forms

SACS Forms Quiz



Quiz is located at:
[Forms Quiz](#)

