SACS
Standardized Account Code Structure System
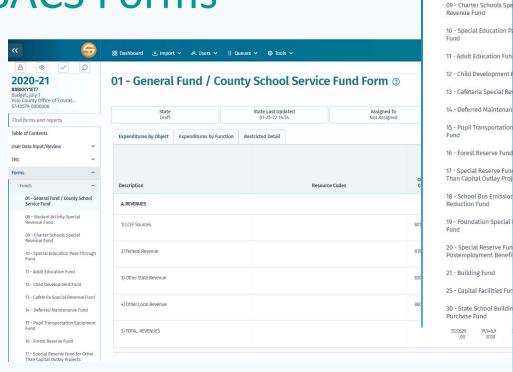
APPLICATION COURSE

SACS Application Course

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

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.*

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.
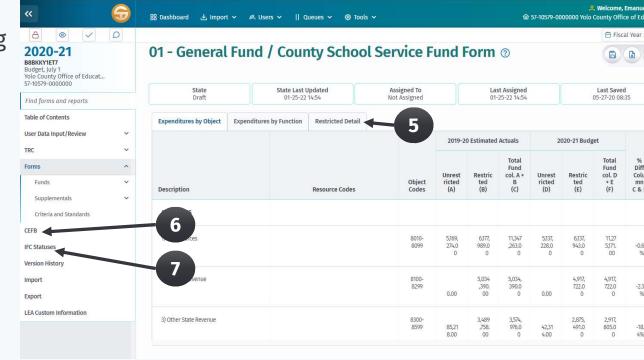
Introduction to SACS Forms

➢ 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.
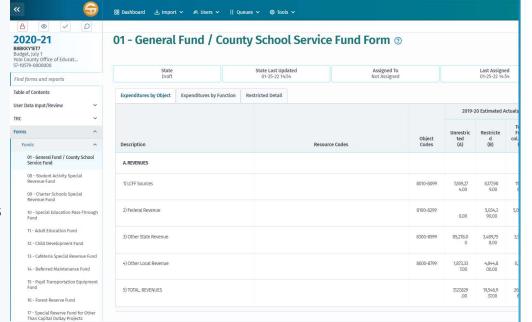
Introduction to SACS Forms
(Funds)

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.

Introduction to SACS Forms
(Supplementals)
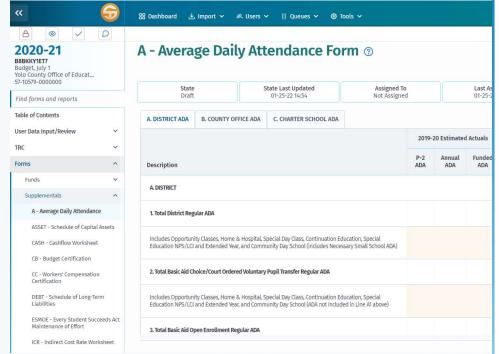
Identify SACS forms

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.
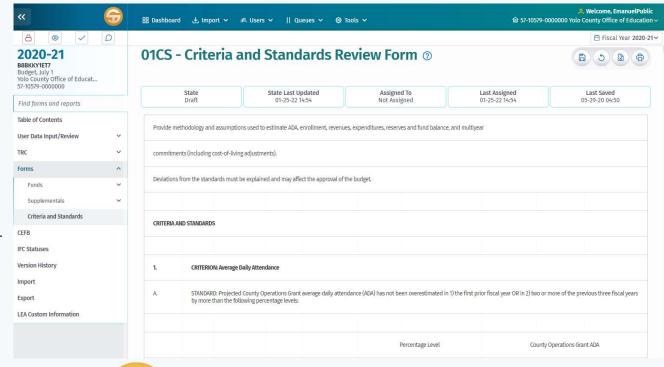
Introduction to SACS Forms
(Criteria and Standards)

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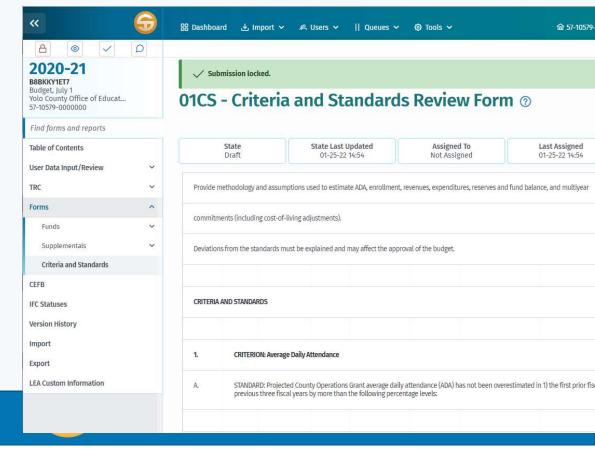
Criteria and Standards are used to monitor the fiscal stability of LEAs. After all other forms have been prepared and the data is validated through the Technical Review Checklist, the Criteria and Standards Review form must be completed.
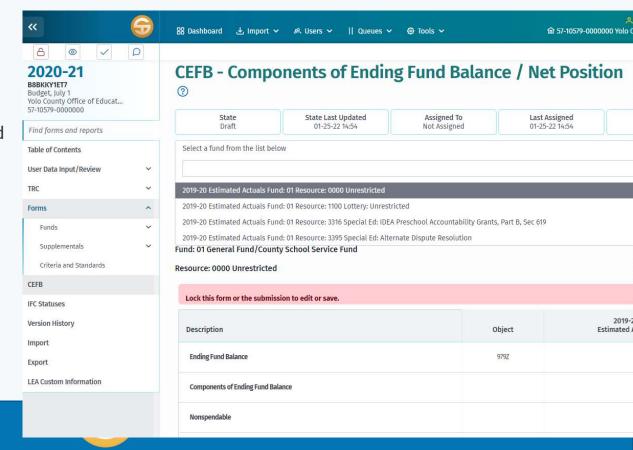
Criteria and Standards Review Form

➢ 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.
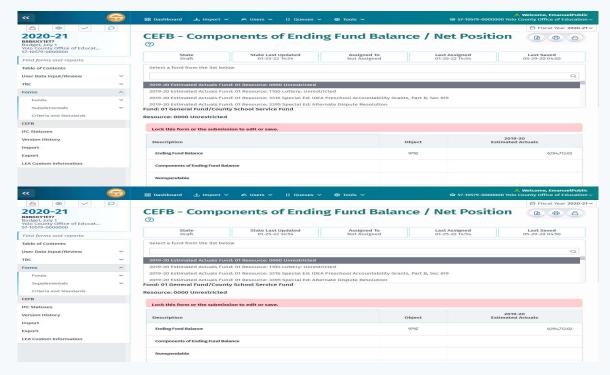- If Reporting period is **interim** (I1, I2, I3) then this form depends on forms 01i, Ai, CASH, and MYPI.

4/7/2022

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."

4/7/2022

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.
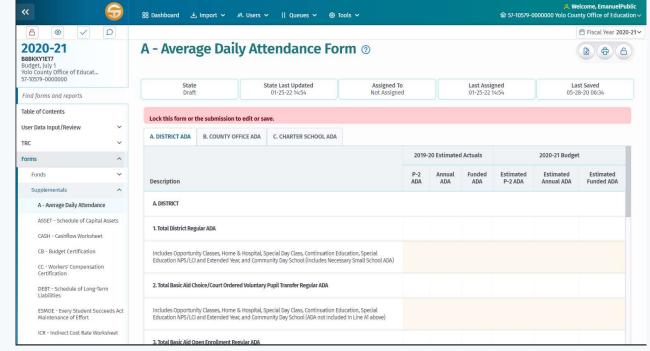
Introduction to SACS Forms

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*

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

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.*
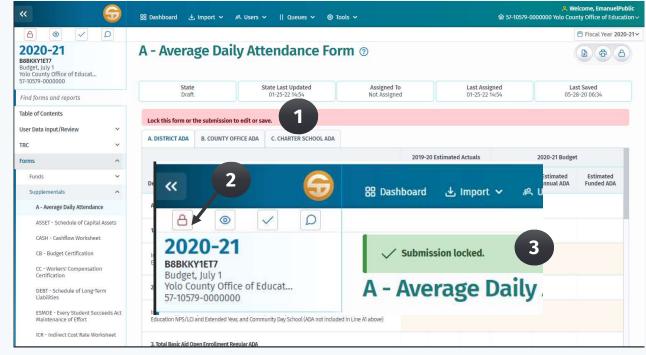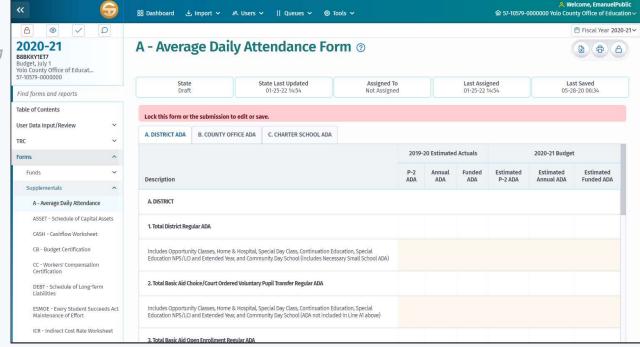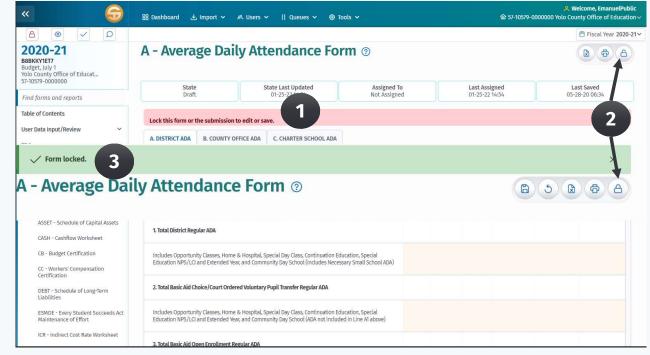
- *Add records in a form*

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

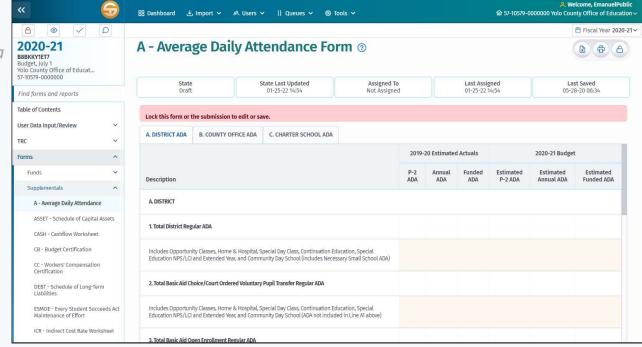3) A ***Form locked message*** will appear allowing you to edit the form

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.*

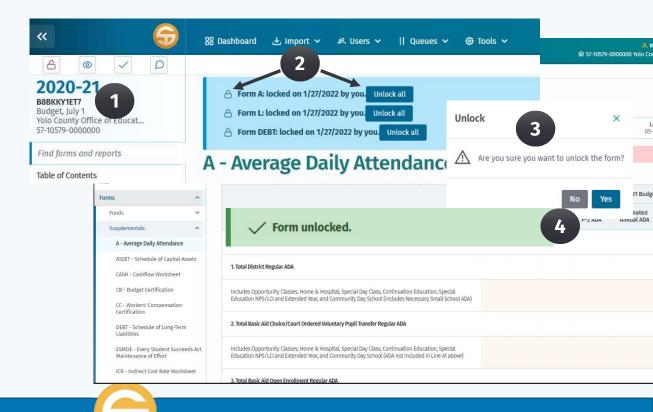- **Remove all locks** - override as an Administration or User Management role.

- *Add records in a form*

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.

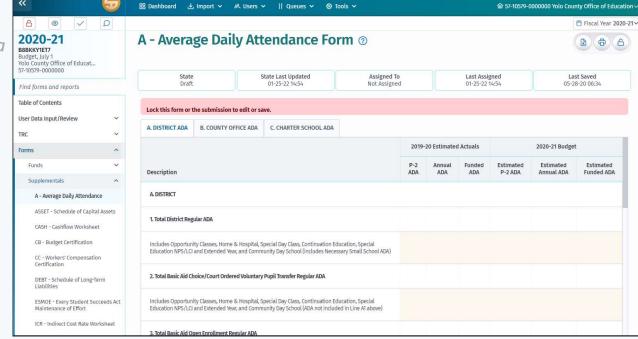4. Click the **Yes** button and a submission or form unlocked confirmation message displays.

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.*

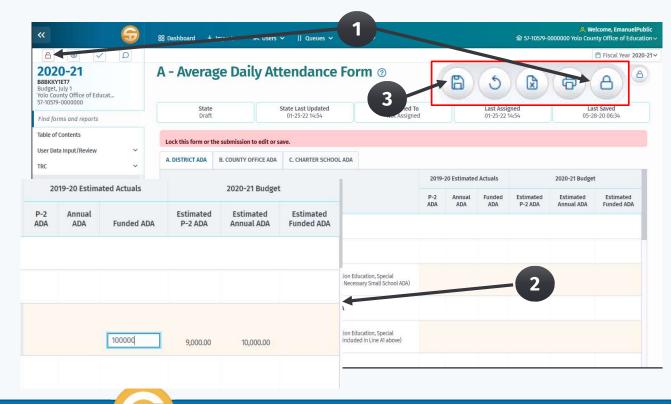- **Add records** in a form

Introduction to SACS Forms

Editing Forms

Add records in a form

1. To add data to a form, lock the form or submission.
2. Enter data in a field within the form that is beige (color other than white)
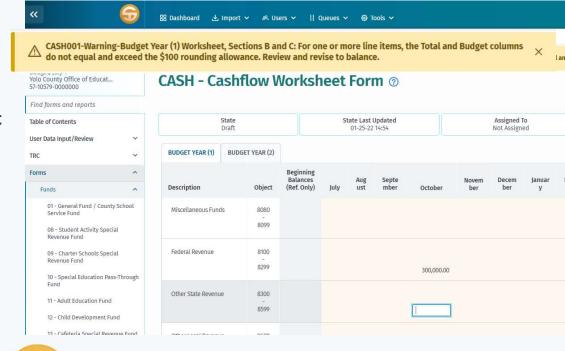3. Continue adding data in the desired fields and click the **Save** button to save your changes.

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.
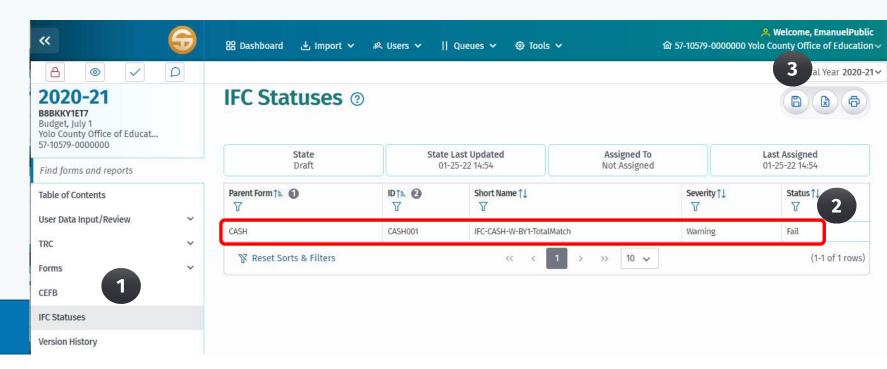- IFCs are grouped by the corresponding form.
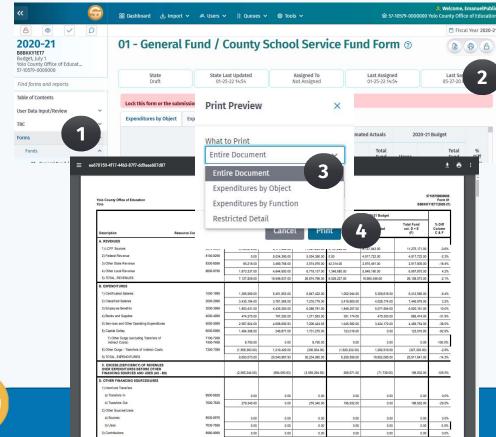
Introduction to SACS Forms (IFCs)

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.

4/7/2022

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)
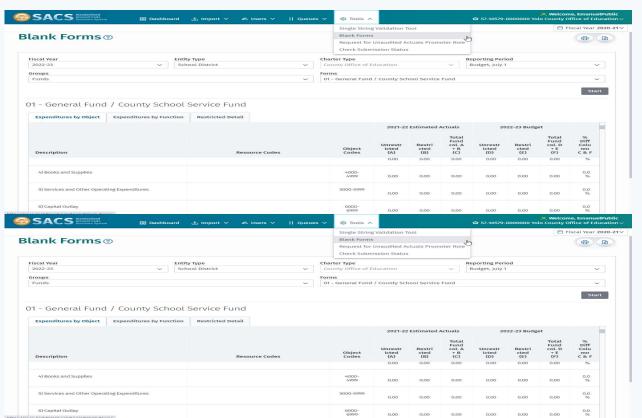4. Click the Print button and the results will be displayed in either .pdf format or .xls format

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

4/7/2022

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
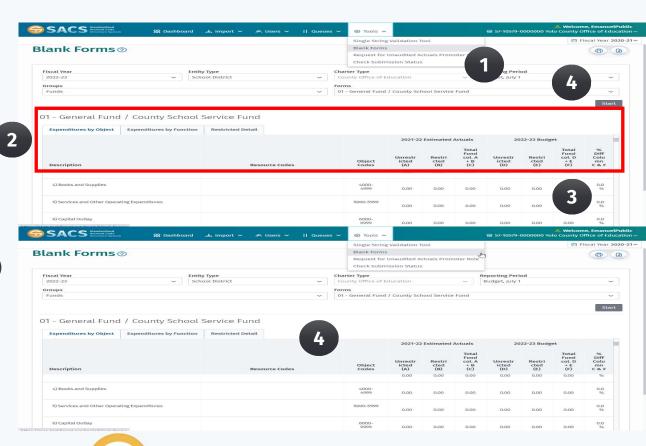4. **View blank forms by reporting period and LEA type.**

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.

SACS Forms Quiz

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