



# APPLICATION COURSE

## SACS Application Course

### *Introduction*

*Lesson 01 – Application Security*

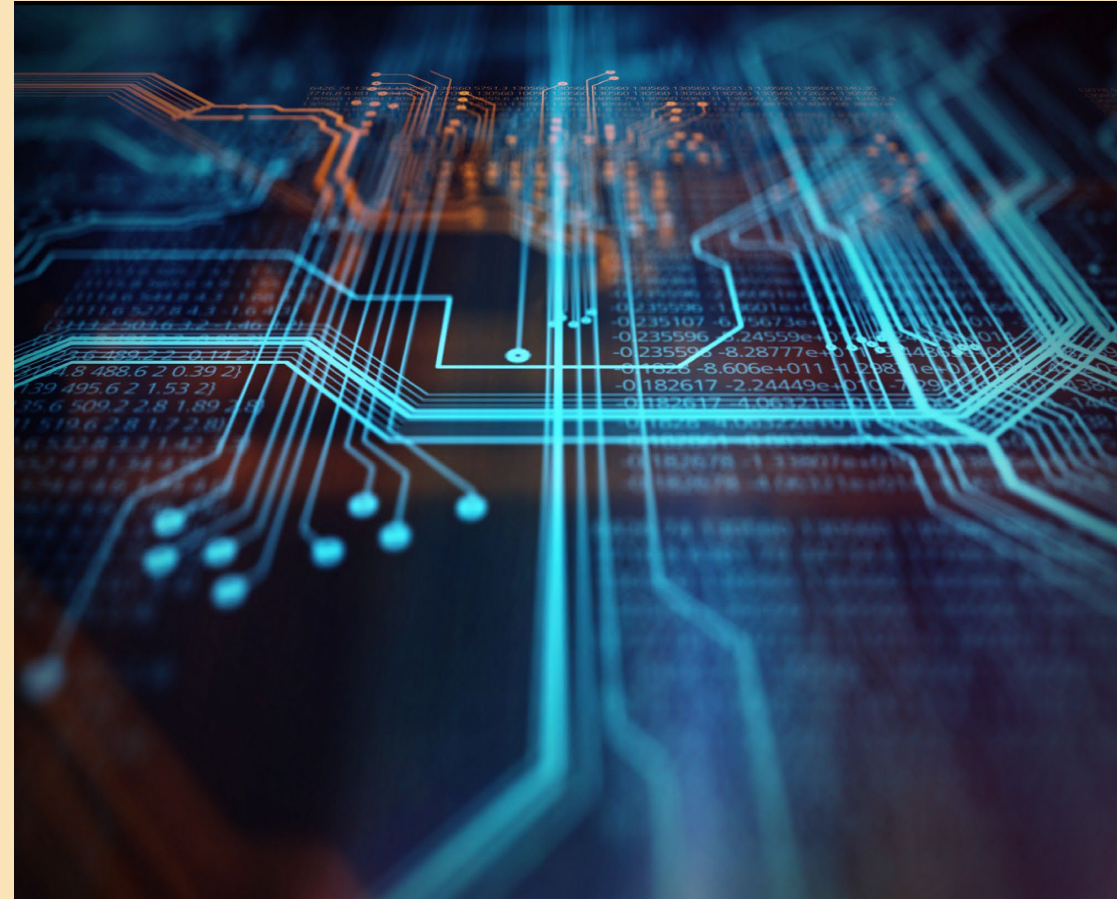
*Lesson 02 – Data Import*

*Lesson 03 – Dashboard*

*Lesson 04 – Forms*

**Lesson 05 – Technical Review Checks (TRC)**

*Lesson 06 – Data Submissions*



# Technical Review Checks Performance Objectives

- a) User must be able to run Technical Review Checks (TRC)
- b) User must be able to run components of a TRC
- c) User must be able to review TRC Outcomes
- d) User must be able to print TRC Outcomes



## Introduction to Technical Review Checks

- “**Technical Review Checks (TRC)**” check for
  - Required forms
  - Forms that have unbalanced or incomplete data
  - Forms that need to be opened and saved due to general ledger and/or supplemental data changes (dependencies)
  - Account balancing within and between funds
  - Valid codes and code combinations (validation tables)

The screenshot shows a software interface for technical reviews. The top navigation bar includes a back arrow, a logo, and menu items for Dashboard, Import, Users, and Queues. Below the navigation bar, there are icons for lock, eye, checkmark, and chat. The main content area is titled "2020-21" and includes the identifier "B8BKKY1ET7", the budget date "Budget, July 1", and the organization "Yolo County Office of Educat...". A sidebar menu on the left lists "Find forms and reports", "Table of Contents", "User Data Input/Review", "TRC" (highlighted), "Technical Review", "Explanations", "Forms", and "CEFB". The main panel is titled "Technical Review" and shows the state as "Draft" and the last update as "01-25-22 14:54". A red banner indicates "Lock the submission to run TRCs." Below this, there are sections for "Dataset Type" (Budget 2020-21), "Phase" (All), and "Display" (All Technical Checks).

# Introduction to Technical Review Checks

- Various types of Technical Review Check flags
  - **(F) Fatal exceptions** must be corrected
  - **(W/WC) Warning/Warning with Calculation exceptions** must be corrected or, if the data is correct, must be explained.
  - **(O) Informational exceptions** should be corrected or, if the data is correct, explanation is optional but encouraged.



# SACS Technical Review Checks

- 1. Run a Technical Review Check (TRC)**
- 2. Run components of a TRC*
- 3. Review TRC Outcomes*
- 4. Print TRC Outcomes*



## SACS Technical Review Checks

### Run a Technical Review Check (TRC)

1. Select the submission to check
2. Click the **Technical Review** link under TRC on the left Navigation Panel

The screenshot displays the SACS Standardized Account Code Structure System interface. The top navigation bar includes the SACS logo and menu items: Dashboard, Import, Users, Queues, and Tools. The main content area is titled "Submissions" and features a filter bar with tabs for "All", "Draft", and "Official". Below the filter bar is a table of submissions with columns for CDS Number, LEA Name, Dataset Name, Number, Dataset Type, Last Modified, Last Modified By, Fiscal Year, Reporting Period, CDE Received, and State. The first row is highlighted, and a red circle with the number "1" is placed over the CDS Number "57-10579-0000000".

<input type="checkbox"/>	CDS Number	LEA Name	Dataset Name	Number	Dataset Type	Last Modified	Last Modified By	Fiscal Year	Reporting Period	CDE Received	State	SI
<input type="checkbox"/>	57-10579-0000000	Yolo County Office of Education	NorthUSD...	B8BKKY1E T7	SACS	01-26-22 14:12	EmanuelPublic User	2020-21	Budget, July 1	(none)	Draft	01-14
<input type="checkbox"/>	57-10579-	Yolo County	...	B8BDIYMY	SACS	01-24-22	EmanuelPu	2020-21	Budget, July	(none)	...	01-24-22

On the right side, a navigation panel is visible, showing a list of menu items. A red circle with the number "2" is placed over the "TRC" link under the "User Data Input/Review" section.

- Find forms and reports
- Table of Contents
- User Data Input/Review
  - General Ledger Fund Data
  - Supplemental Form Data
  - TRC
  - Forms
  - CEFB
  - IFC Statuses
  - Version History
  - Import
  - Export
  - LEA Custom Information

## SACS Technical Review Checks

### Run a Technical Review Check (TRC)

3. Click the Lock Submission button
4. Take note that the submission is locked

The screenshot displays the SACS Technical Review interface. The top navigation bar includes a back arrow, a logo, and menu items for Dashboard, Import, Users, and Queues. The main content area is divided into two panels. The left panel shows the submission details for '2020-21' (B8BKKY1ET7) and a table of contents with 'TRC' selected. The right panel shows the 'Technical Review' section with a 'Submission locked' status. A red notification bar states 'Lock the submission to run TRCs.' The interface also shows the current state as 'Draft' and the last updated time as '01-25-22 14:54'. A table of technical checks is visible at the bottom, showing 'All Technical Checks'.





## SACS Technical Review Checks

### Run a Technical Review Check (TRC)

5. Define what portions of the submission will be checked and what will be displayed

- Dataset Type (Budget or Estimated Actuals)
- Phase (All to run all TRCs)
- Display (All Technical Checks or Exceptions Only)

6. Click the **Start** button to begin the TRC

✓ Submission locked. ×

### Technical Review ?

5

State Draft	State Last Updated 01-25-22 14:54	Assigned To Not Assigned	Last Assigned 01-25-22 14:54
----------------	--------------------------------------	-----------------------------	---------------------------------

Dataset Type

Budget 2020-21 a

Phase

All b

Display

All Technical Checks c

6 Start



## SACS Technical Review Checks

### Run a Technical Review Check (TRC)

7. The resulting report displays a completed TRC run.

8. The report also displays each phase and the results (Passed or Exception) of each TRC.

The screenshot displays the SACS Technical Review interface. At the top, a green banner indicates "Checks Completed." with a circled number 7. Below this, the "Technical Review" title is shown with a help icon. A filter bar contains four buttons: "State Draft", "State Last Updated 01-25-22 14:54", "Assigned To Not Assigned", and "Last Assigned 01-25-22 14:54".

The main content area is divided into two sections. On the left, the "Dataset Type" is "Budget 2020-21", the "Phase" is "All", and the "Display" is "All Technical Checks". Below this, the report title is "SACS Financial Reporting Software" dated "1/29/2022, 11:29:49 AM", with a subtitle "Budget, July 1" and "Budget 2020-21 Technical Review Checks". The report is for "Yolo County Office of Education" and includes a legend for "F Fatal (Data must be corrected; an e...", "W/WC Warning/Warning with Calcula...", and "O Informational (If data are not corre...".

On the right, the "Import CHECKS" section, marked with a circled number 8, lists ten checks, all of which are "Passed":

- CHECKFUND - (F) - All FUND codes must be valid. Passed
- CHECKRESOURCE - (W) - All RESOURCE codes must be valid. Passed
- CHK-RS-LOCAL-DEFINED - (F) - All locally defined resource codes must roll up to a CDE defined resource code. Passed
- CHECKGOAL - (F) - All GOAL codes must be valid. Passed
- CHECKFUNCTION - (F) - All FUNCTION codes must be valid. Passed
- CHECKOBJECT - (F) - All OBJECT codes must be valid. Passed
- CHK-FUNDxOBJECT - (F) - All FUND and OBJECT account code combinations must be valid. Passed
- CHK-FDXRS7690xOB8590 - (F) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions. Passed
- CHK-FUNDxRESOURCE - (W) - All FUND and RESOURCE account code combinations should be valid. Passed

# SACS Technical Review Checks

1. *Run a Technical Review Check (TRC)*
2. **Run components of a TRC**
3. *Review TRC Outcomes*
4. *Print TRC Outcomes*



## SACS Technical Review Checks

### Run a component of a Technical Review Checks (TRC)

1. Define what components of the submission will be checked and what will be displayed
  - a. Dataset Type (Budget or Estimated Actuals)
  - b. Phase (Select Import, GL, Supplementals, or Export)
  - c. Display (All Technical Checks or Exceptions Only)
2. Click the **Start** button to begin the TRC

The screenshot shows the 'Technical Review' configuration screen. At the top, a green banner indicates 'Submission locked.' Below this, the title 'Technical Review' is displayed with a help icon. The interface includes several metadata fields: 'State' (Draft), 'State Last Updated' (01-25-22 14:54), 'Assigned To' (Not Assigned), and 'Last Assigned' (01-25-22 14:54). A large number '1' is overlaid on the left side of these fields. Below the metadata are three dropdown menus: 'Dataset Type' (set to 'Budget 2020-21'), 'Phase' (set to 'All'), and 'Display' (set to 'All Technical Checks'). Each dropdown menu has a letter 'a', 'b', and 'c' respectively overlaid on its selection. At the bottom right, a large number '2' is overlaid on the 'Start' button.



# SACS Technical Review Checks

1. *Run a Technical Review Check (TRC)*
2. *Run components of a TRC*
3. **Review TRC Outcomes**
4. *Print TRC Outcomes*

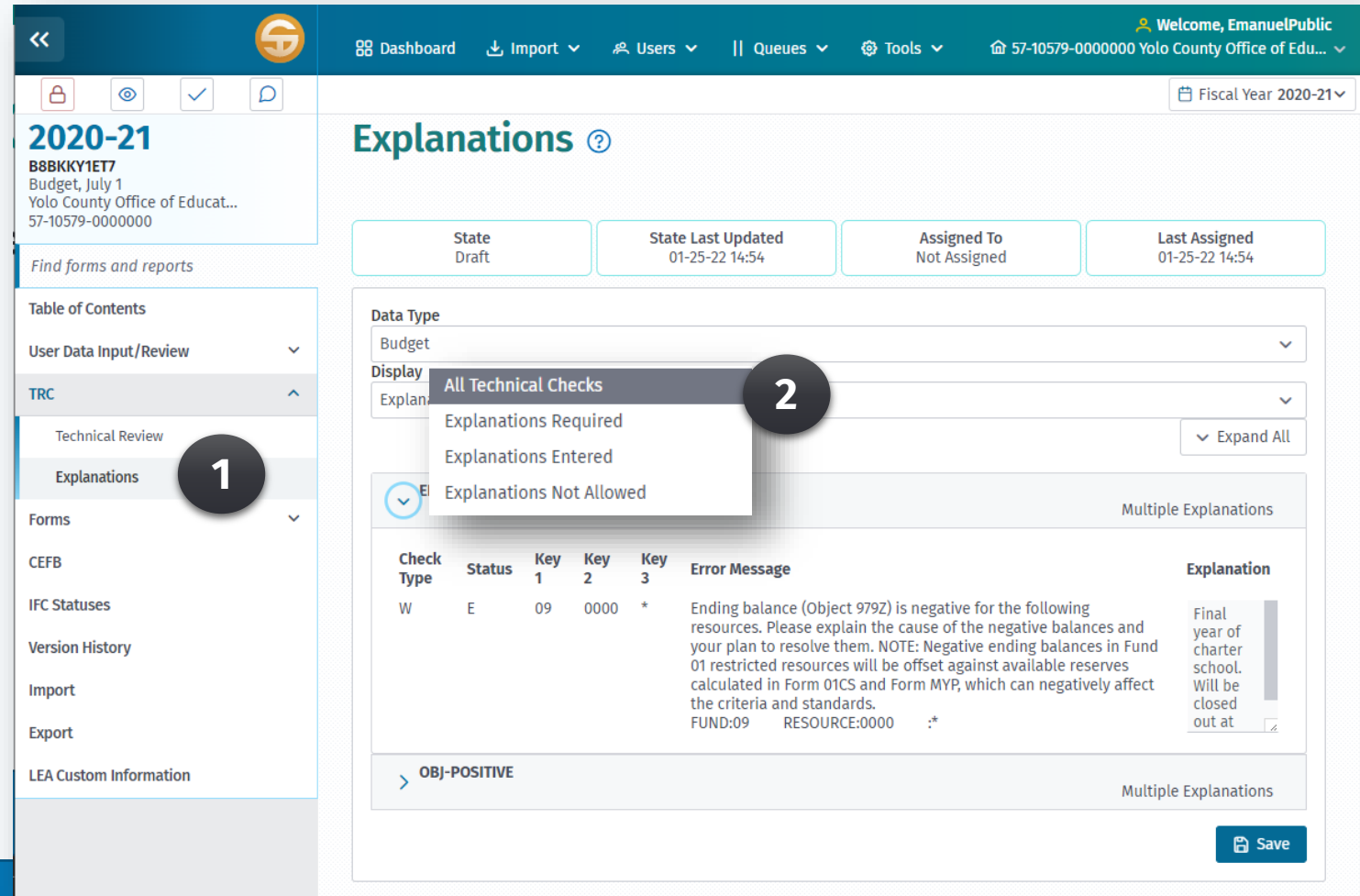
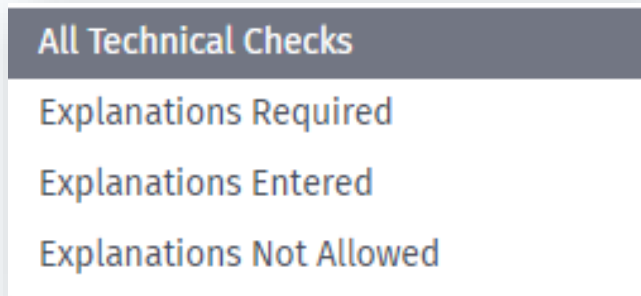


## SACS Technical Review Checks

### Review TRC Outcomes

Details of Checks:

1. After the TRC is completed, Click on the Explanations link under TRC on the left Navigation pane.
2. Use the Display option to view specific explanations



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

Find forms and reports

Table of Contents

User Data Input/Review

TRC

Technical Review

Explanations

Forms

CEFB

IFC Statuses

Version History

Import

Export

LEA Custom Information

### Explanations

State: Draft

State Last Updated: 01-25-22 14:54

Assigned To: Not Assigned

Last Assigned: 01-25-22 14:54

Data Type: Budget

Display: All Technical Checks

Explanations Required

Explanations Entered

Explanations Not Allowed

Expand All

Check Type	Status	Key 1	Key 2	Key 3	Error Message	Explanation
W	E	09	0000	*	Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. NOTE: Negative ending balances in Fund 01 restricted resources will be offset against available reserves calculated in Form 01CS and Form MYP, which can negatively affect the criteria and standards. FUND:09 RESOURCE:0000 :*	Final year of charter school. Will be closed out at

OBJ-POSITIVE

Save

## SACS Technical Review Checks

### Review TRC Outcomes

### Understanding Explanations

Details of Checks:

- **CHECK TYPE** – The check type categorizes the severity of the check
  - **(F)** Fatal exceptions must be corrected
  - **(W/WC)** Warning/Warning with Calculation exceptions must be corrected or, if the data is correct, must be explained.
  - **(O)** Informational exceptions should be corrected or, if the data is correct, explanation is optional but encouraged.

OBJ-POSITIVE						Multiple Explanations
Check Type	Status	Key 1	Key 2	Key 3	Error Message	Explanation
W	E	09	0000	9790	The following objects have a negative balance by resource, by fund: FUND:09 RESOURCE:0000 OBJECT:9790	Final year of the charter school. Will be closed out



## SACS Technical Review Checks

### Review TRC Outcomes

### Understanding Explanations

#### Details of Checks:

- **STATUS** – The status field indicates the current status of the check and is directly dependent on the LEA's data or explanations.
  - **F – Fatal**
  - **P – Passed** No exception exists, it's an Informational check that automatically passed, or an exception has been corrected.
  - **E – Explained** An explanation has been provided for a nonfatal exception.
  - **W – Warning** The item has not been explained yet

Check Type	Status	Key 1	Key 2	Key 3	Error Message	Explanation
W	E	09	0000	9790	The following objects have a negative balance by resource, by fund: FUND:09 RESOURCE:0000 OBJECT:9790	Final year of the charter school. Will be closed out





## SACS Technical Review Checks

### Review TRC Outcomes

### Understanding Explanations

Details of Checks:

- **KEY1, KEY2, KEY3** The key fields provide information that, when combined with the TRCID, may help users identify the accounting information to be reviewed.
  - KEY1 - Fund
  - KEY2 - Resource
  - KEY3 - Object

OBJ-POSITIVE						Multiple Explanations
Check Type	Status	Key 1	Key 2	Key 3	Error Message	Explanation
W	E	09	0000	9790	The following objects have a negative balance by resource, by fund: FUND:09 RESOURCE:0000 OBJECT:9790	Final year of the charter school. Will be closed out



## SACS Technical Review Checks

### Review TRC Outcomes

3. Expand the TRC to view the details of the TRC
4. Check the Severity and Status
5. Check the error message and detail, if applicable, associated with the error.

The screenshot shows the SACS Technical Review interface. On the left, a sidebar contains a 'Table of Contents' with items like 'User Data Input/Review', 'TRC', 'Technical Review', 'Explanations', and 'Forms'. The 'TRC' item is expanded. The main area displays 'Explanations' for the selected TRC, with a table of 'Data Type', 'Display', and 'Status'. A modal window is open, showing a table of checks with columns for 'Check Type', 'Status', 'Key 1', 'Key 2', 'Key 3', 'Error Message', and 'Explanation'. The error message for 'EFB-POSITIVE' is highlighted.

Check Type	Status	Key 1	Key 2	Key 3	Error Message	Explanation
W	E	09	0000	*	Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. NOTE: Negative ending balances in Fund 01 restricted resources will be offset against available reserves calculated in Form 01CS and Form MYP, which can negatively affect the criteria and standards. FUND:09 RESOURCE:0000 :*	Final year of charter school. Will be closed out

## SACS Technical Review Checks

### Review TRC Outcomes

6. Enter an explanation in in the Explanation field narrative form.
7. Click the Save button to save your explanation for the TRC exception(s)

The screenshot displays the SACS Technical Review interface. The top navigation bar includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The user is identified as 'Welcome, EmanuelPublic' and the location is '57-10579-0000000 Yolo County Office of Edu...'. The fiscal year is set to '2020-21'.

The main content area is titled 'Explanations' and shows a table of exceptions. The table has columns for 'State', 'State Last Updated', 'Assigned To', and 'Last Assigned'. The 'State' column shows 'Draft'. The 'State Last Updated' column shows '01-25-22 14:54'. The 'Assigned To' column shows 'Not Assigned'. The 'Last Assigned' column shows '01-25-22 14:54'.

The table lists several exceptions, including 'EXP-POSITIVE' and 'PASS-THRU-REV=EXP'. The 'EXP-POSITIVE' exception is highlighted, and its details are shown in a modal window.

The modal window for 'EFB-POSITIVE' shows a table with the following columns: 'Check Type', 'Status', 'Key 1', 'Key 2', 'Key 3', 'Error Message', and 'Explanation'. The table contains one row with the following data:

Check Type	Status	Key 1	Key 2	Key 3	Error Message	Explanation
W	E	09	0000	*	Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. NOTE: Negative ending balances in Fund 01 restricted resources will be offset against available reserves calculated in Form 01CS and Form MYP, which negatively affect the criteria and standards. FUND:09 RESOURCE:0000 :*	Final year of charter school. Will be closed out

The modal window also includes a 'Save' button and a '6' icon.

## SACS Technical Review Checks

1. Run a Technical Review Check (TRC)
2. Run components of a TRC
3. Review TRC Outcomes
4. Print TRC Outcomes

Page 1

SACS Financial Reporting Software - 282  
1/31/2022 3:20:28 PM

**Budget, July 1**  
Budget 2020-21  
Technical Review Checks  
Phase - All  
Display - All Technical Checks

Yolo County Office of Education  
California Department of Education  
Following is a chart of the various types of technical review checks and related requirements:

F - Fatal (Data must be corrected; an explanation is not allowed)

**IMPORT CHECKS**

CHECKFUND - (Fatal) - All FUND codes must be valid.	<u>Passed</u>		
CHECKRESOURCE - (Warning) - All RESOURCE codes must be valid.	<u>Passed</u>		
CHK-RS-LOCAL-DEFINED - (Fatal) - All locally defined resource codes must roll up to a CDE defined resource code.	<u>Passed</u>		
CHECKGOAL - (Fatal) - All GOAL codes must be valid.	<u>Passed</u>		
CHECKFUNCTION - (Fatal) - All FUNCTION codes must be valid.	<u>Passed</u>		
CHECKOBJECT - (Fatal) - All OBJECT codes must be valid.	<u>Passed</u>		
CHK-FUNDxOBJECT - (Fatal) - All FUND and OBJECT account code combinations must be valid.	<u>Passed</u>		
CHK-FDXRS7690xOB8590 - (Fatal) - Funds 19, 57, 63, 66, 67, and 73 with Object 8590, All Other State Revenue, must be used in combination with Resource 7690, STRS-On Behalf Pension Contributions.	<u>Passed</u>		
CHK-FUNDxRESOURCE - (Warning) - All FUND and RESOURCE account code combinations should be valid.	<u>Passed</u>		
CHK-FUNDxGOAL - (Warning) - All FUND and GOAL account code combinations should be valid.	<u>Passed</u>		
CHK-FUNDxFUNCTION-A - (Warning) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid.	<u>Passed</u>		
CHK-FUNDxFUNCTION-B - (Fatal) - All FUND (all funds except for 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations must be valid.	<u>Passed</u>		
CHK-RESOURCExOBJECTA - (Warning) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate.	<u>Exception</u>		
ACCOUNT	RESOURCE	OBJECT	VALUE
01-6388-0-0000-0000-9740	6388	9740	\$89,495.00
Explanation: Unearned revenue to be setup in prior fiscal year.			
CHK-RESOURCExOBJECTB - (Informational) - The following combinations for RESOURCE and OBJECT (objects 9791, 9793, and 9795) are invalid:	<u>Exception</u>		
ACCOUNT	RESOURCE	OBJECT	VALUE
01-6387-0-0000-0000-9791	6387	9791	\$34,781.00
01-6388-0-0000-0000-9791	6388	9791	\$89,495.00
CHK-RES6500OBJ8091 - (Fatal) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCEE Transfers-Current Year) or 8099 (LCEE/Revenue Limit Transfers-Prior Years).	<u>Passed</u>		



## SACS Technical Review Checks

### Print TRC Outcomes

1. After running the TRC and reviewing the results
2. Click the Print button to print the TRC report.

The screenshot shows the SACS Financial Reporting Software interface. The top navigation bar includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The user is logged in as 'Welcome, EmanuelPublic' for 'Yolo County Office of Education' with ID '57-10579-0000000'. The fiscal year is set to '2020-21'. The main content area shows a 'Technical Review' page with a green 'Checks Completed' banner. Below this, there are four status boxes: 'State Draft', 'State Last Updated 01-25-22 14:54', 'Assigned To Not Assigned', and 'Last Assigned 01-25-22 14:54'. The 'Dataset Type' is 'Budget 2020-21', the 'Phase' is 'All', and the 'Display' is 'All Technical Checks'. A 'Start' button is visible, highlighted with a red circle and the number '1'. A 'Print' button is also visible, highlighted with a red circle and the number '2'. The page title is 'SACS Financial Reporting Software' and the subtitle is 'Budget, July 1 Technical Review Checks'. The footer includes 'Yolo County Office of Education' and 'California Department of Education'.