SACS Standardized Account Code Structure System

# 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)**

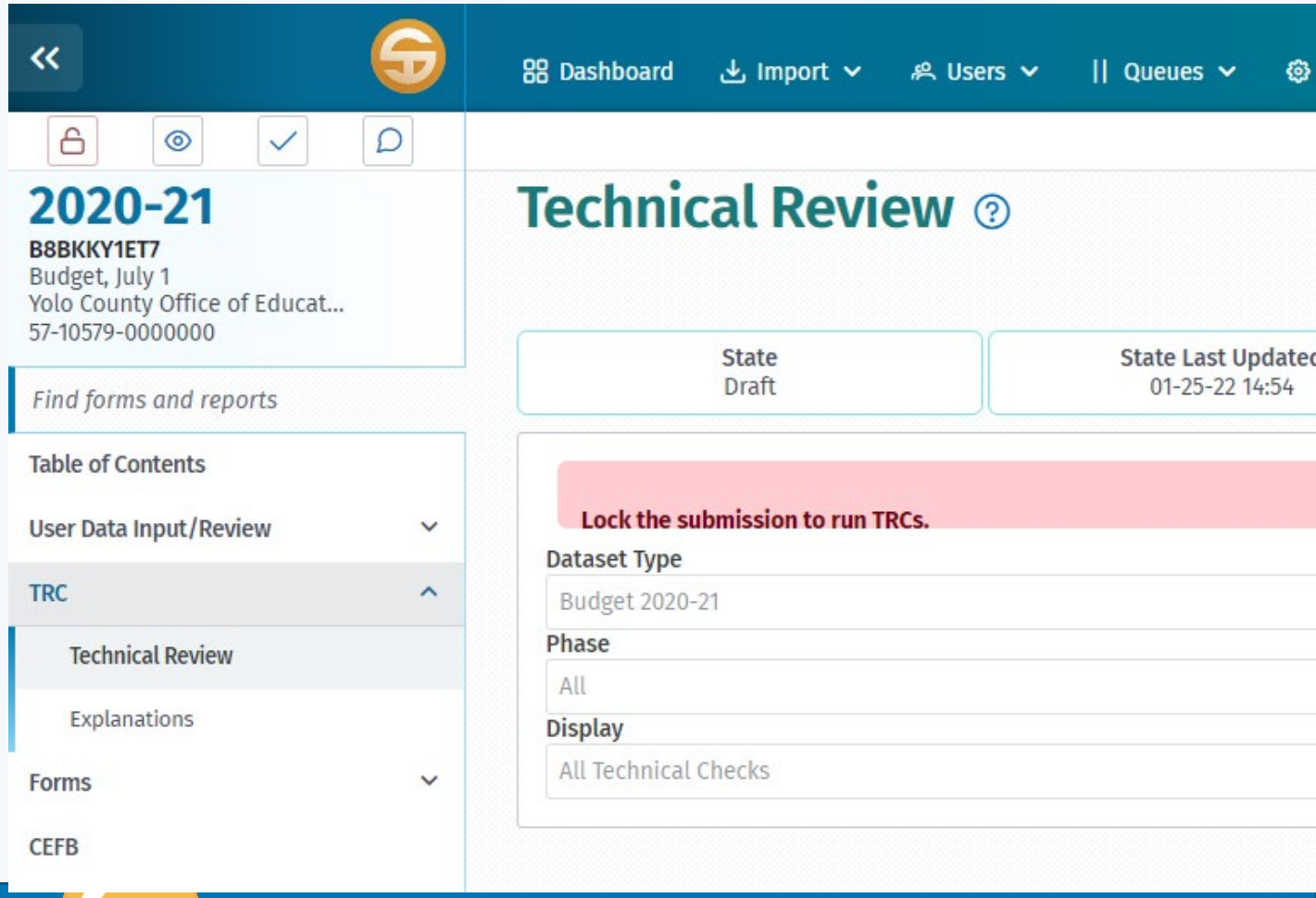
*Lesson 06 – **Data Submissions***

# 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)



# 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.

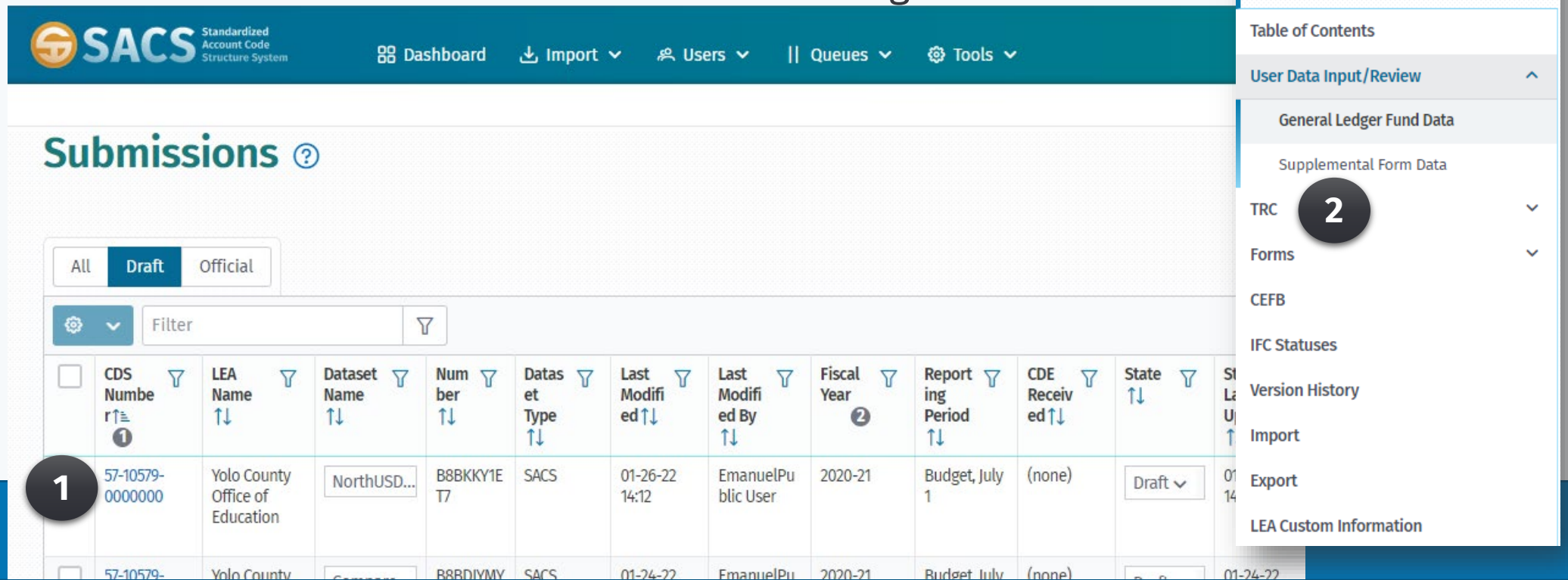
# SACS Technical Review Checks

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)

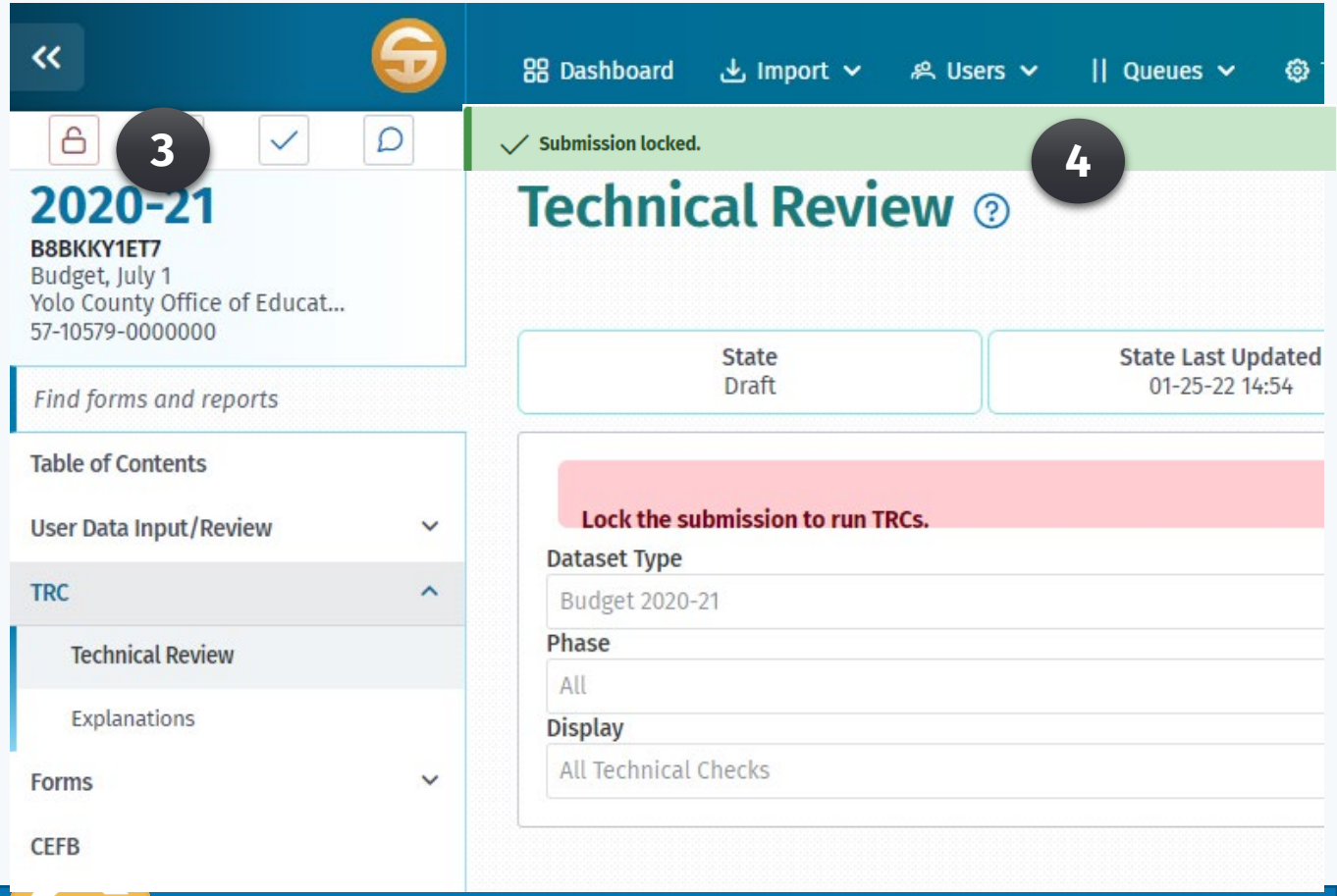
1. Select the submission to check
2. Click the **Technical Review** link under TRC on the left Navigation Panel



# SACS Technical Review Checks

## Run a Technical Review Check (TRC)

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



# SACS Technical Review Checks

## Run a Technical Review Check (TRC)

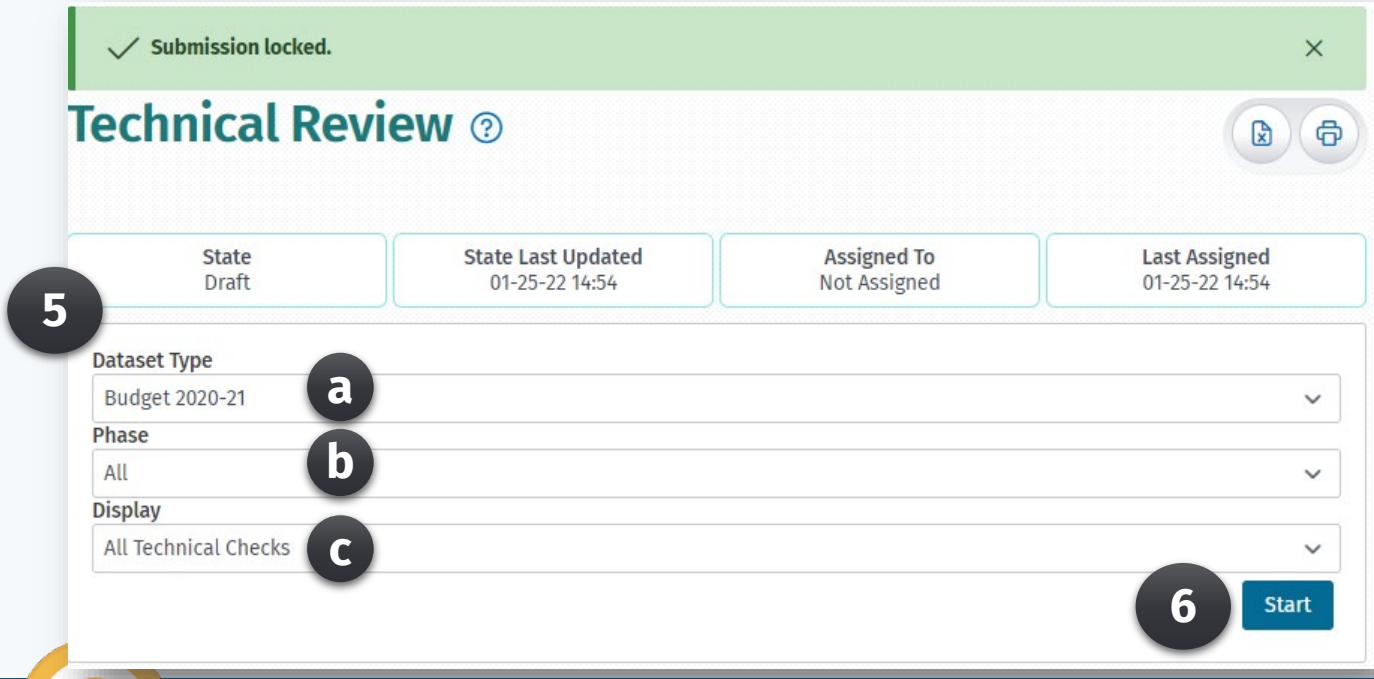
5. Define what portions of the submission will be checked and what will be displayed

*a.* *Dataset Type* (Budget or Estimated Actuals)

*b.* *Phase* (All to run all TRCs)

*c.* *Display* (All Technical Checks or Exceptions Only)

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

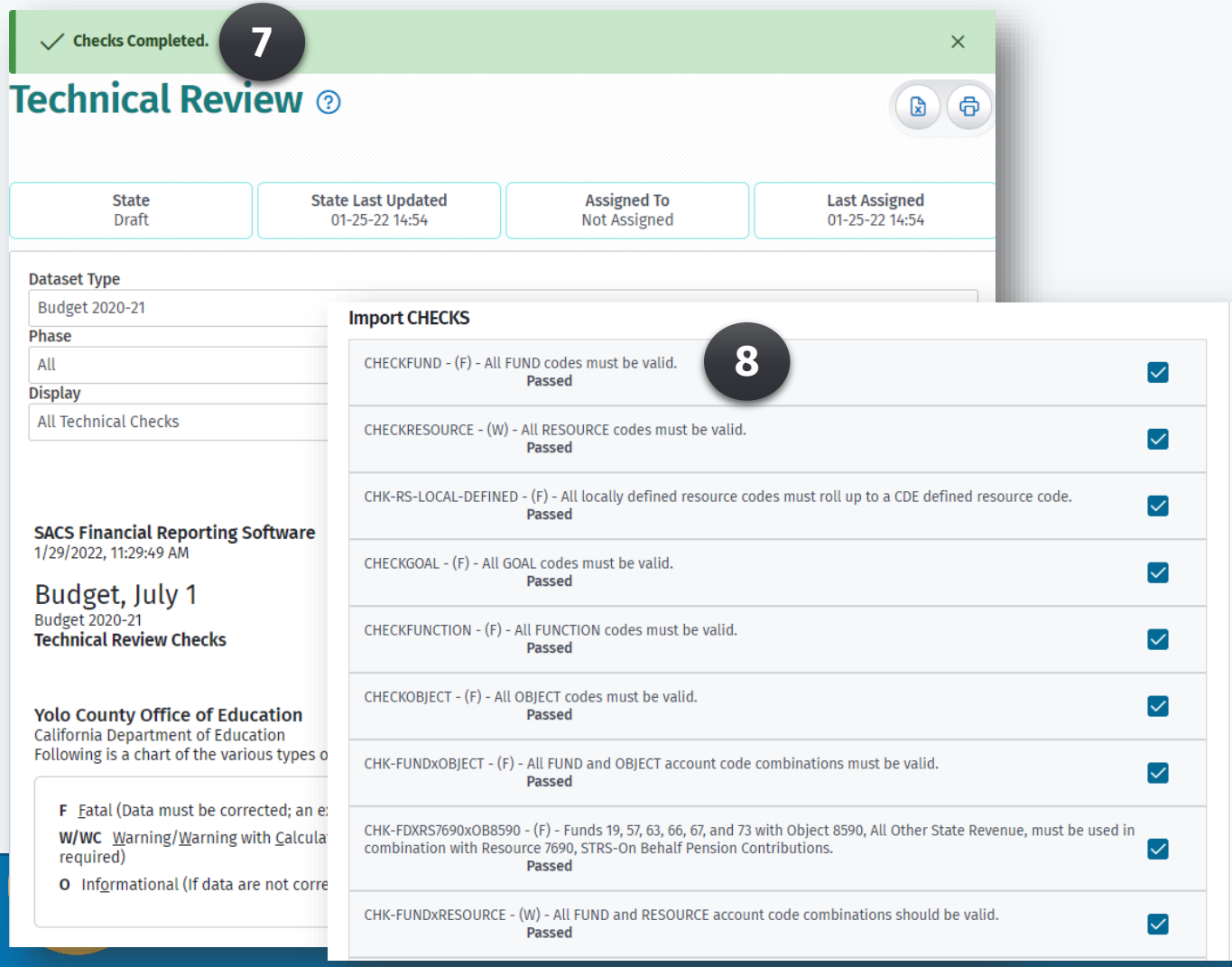


# SACS Technical Review Checks

## 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.



# 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)

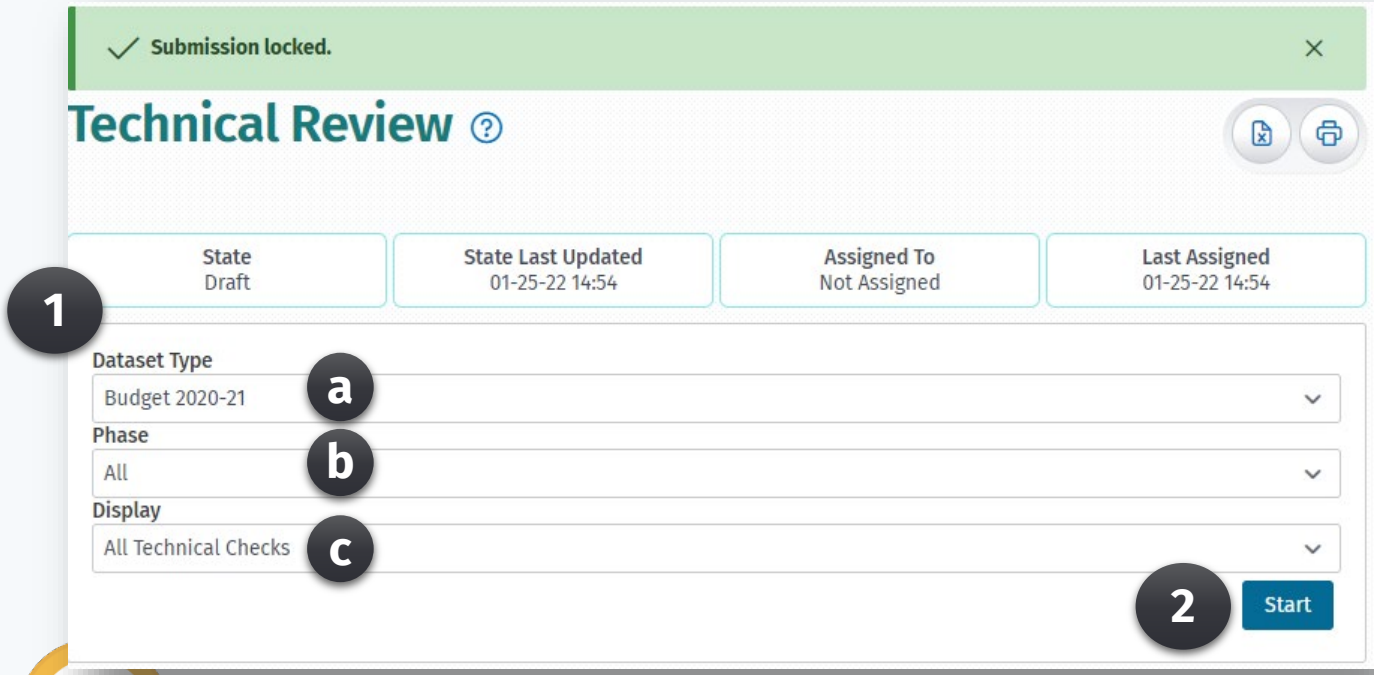
1. Define what components of the submission will be checked and what will be displayed

*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



# 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*

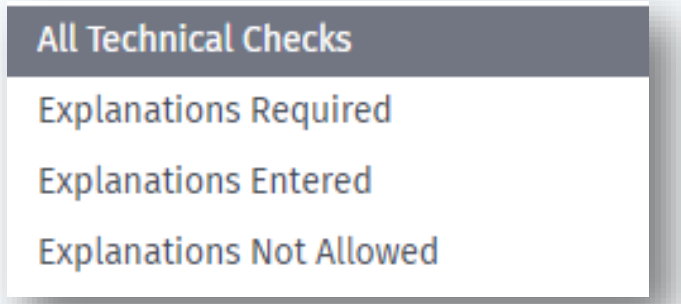
# SACS Technical Review Checks

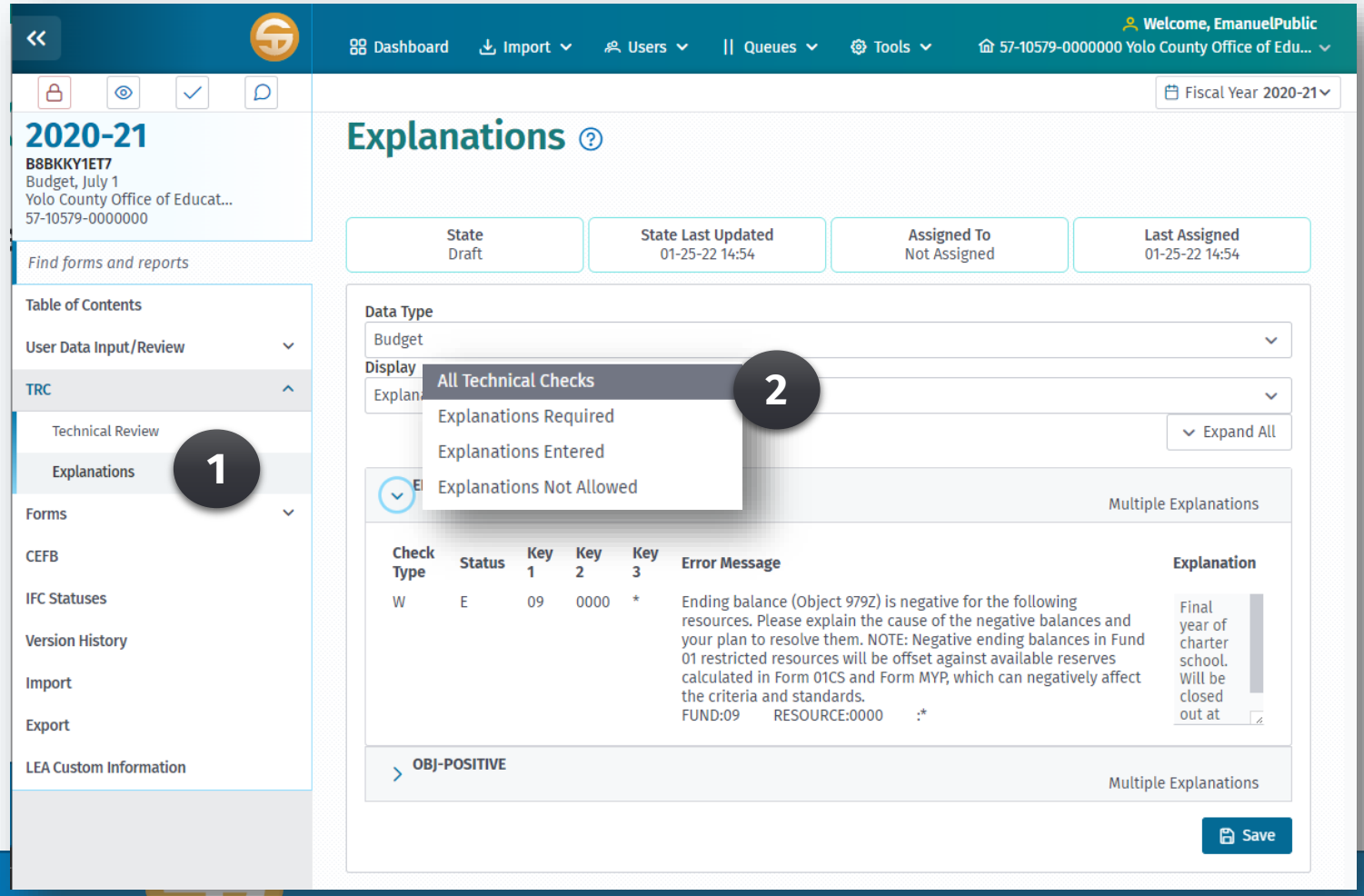
## Review TRC Outcomes

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

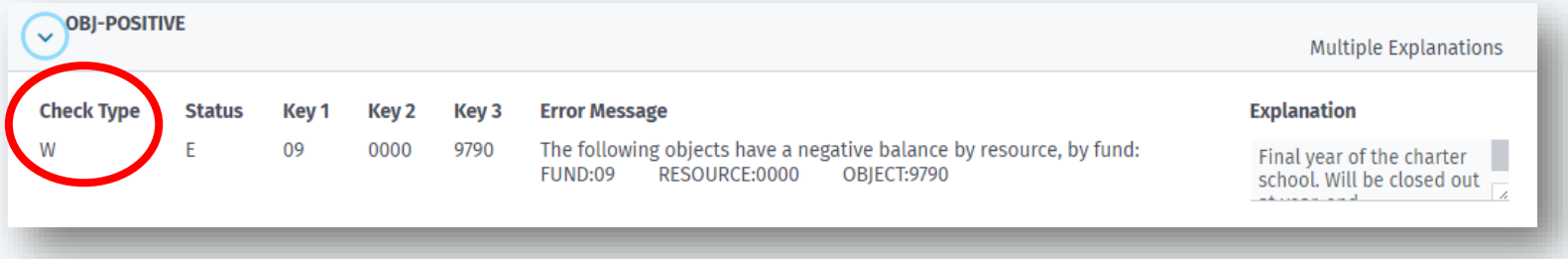


# SACS Technical Review Checks

## 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.

# SACS Technical Review Checks

## Review TRC Outcomes

### Understanding Explanations

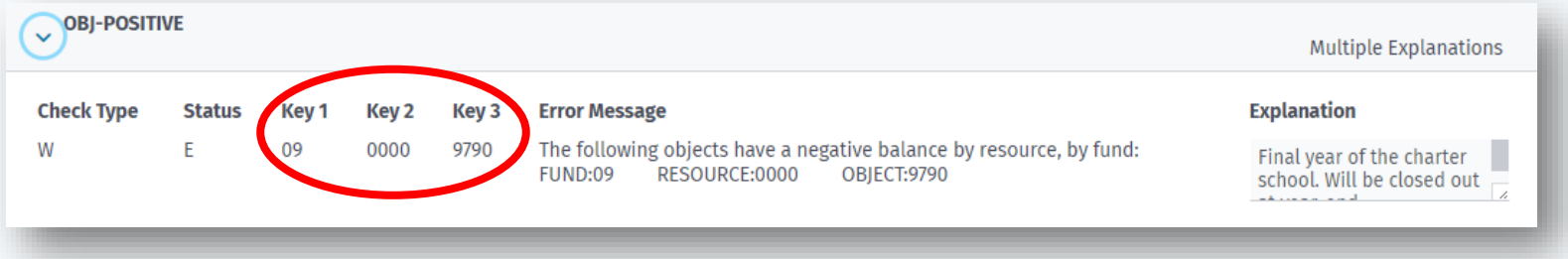
Details of Checks:

- **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

# 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

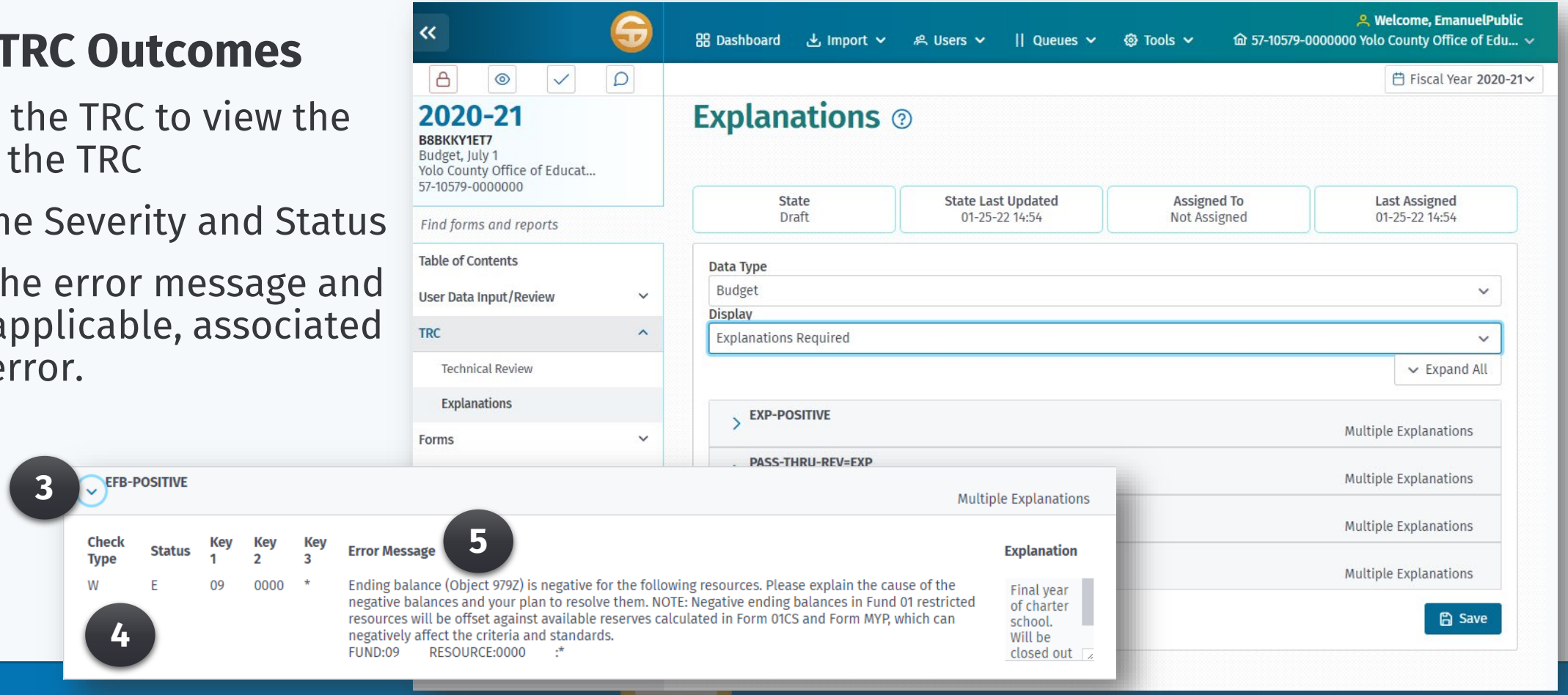
# SACS Technical Review Checks

## 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.

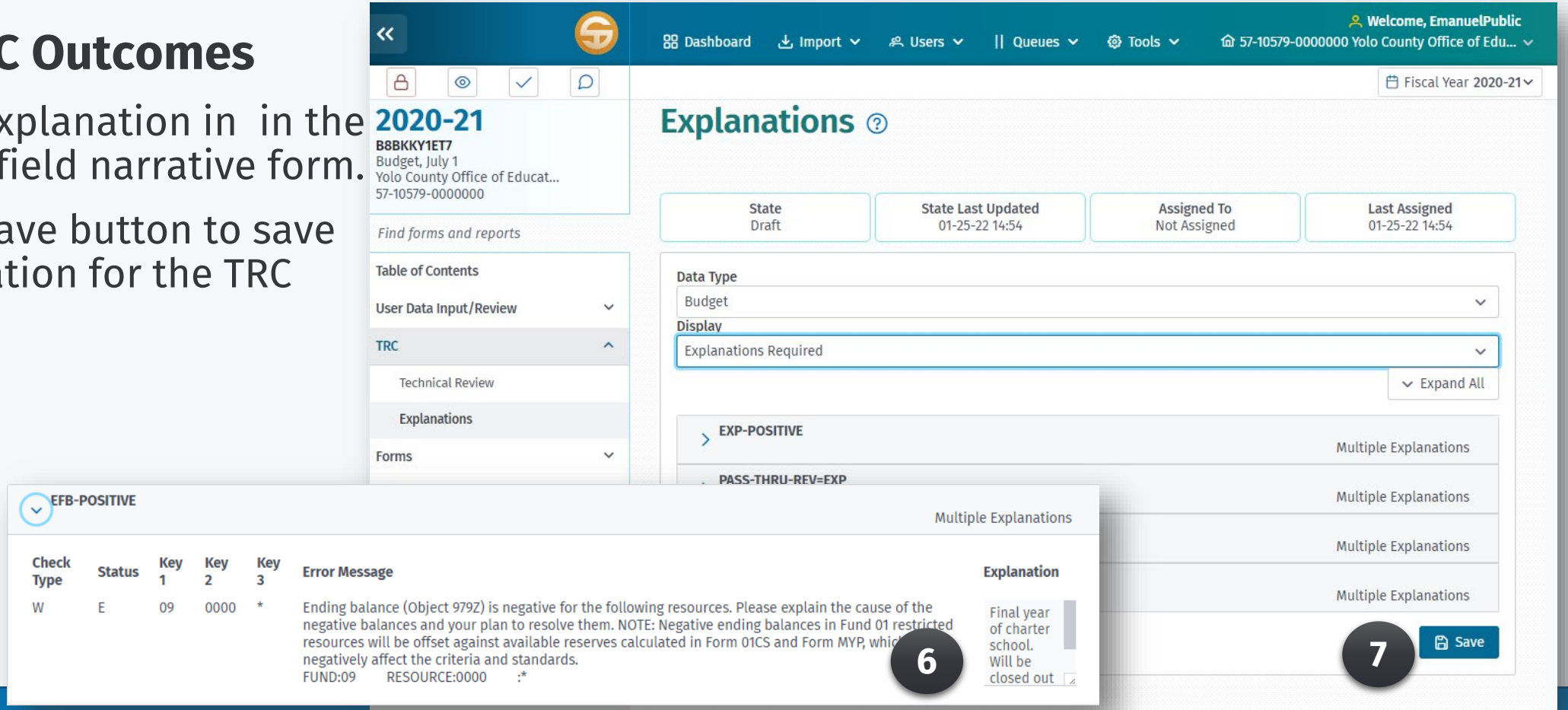


# SACS Technical Review Checks

## Review TRC Outcomes

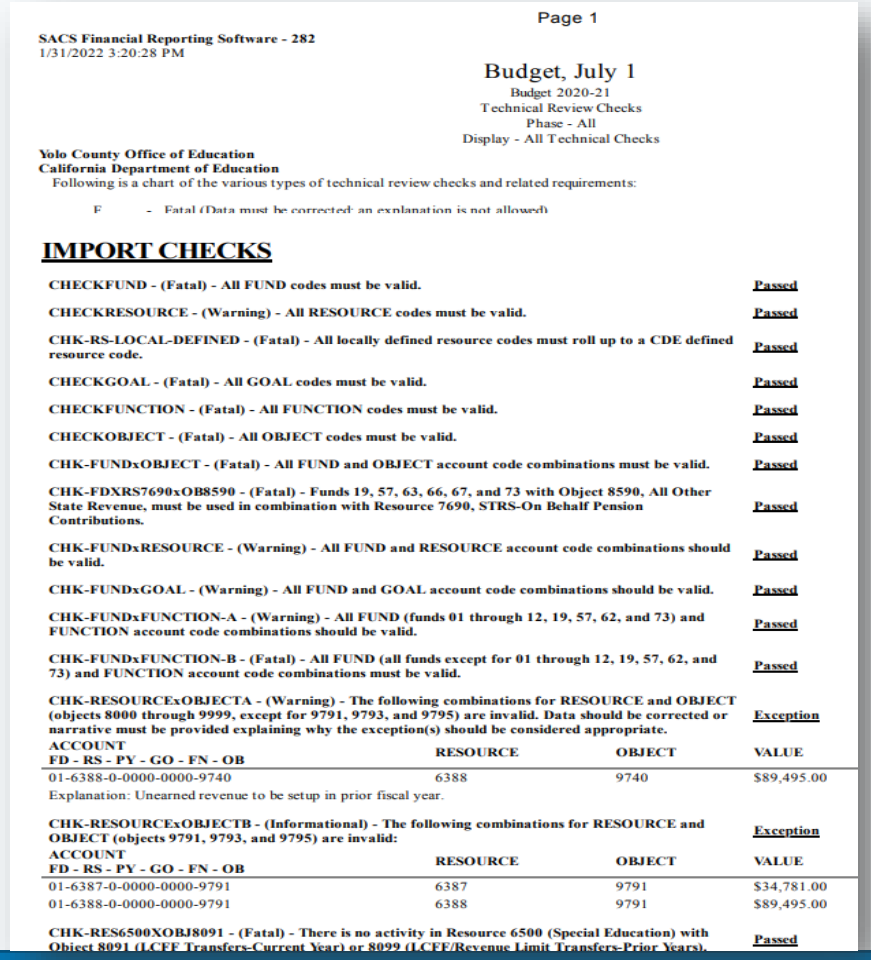
6. Enter an explanation in  in the Explanation field narrative form.

7. Click the Save button to save your explanation for the TRC exception(s)



# 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**



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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. | Passed |
| CHECKRESOURCE - (Warning) - All RESOURCE codes must be valid. | Passed |
| CHK-RS-LOCAL-DEFINED - (Fatal) - All locally defined resource codes must roll up to a CDE defined resource code. | Passed |
| CHECKGOAL - (Fatal) - All GOAL codes must be valid. | Passed |
| CHECKFUNCTION - (Fatal) - All FUNCTION codes must be valid. | Passed |
| CHECKOBJECT - (Fatal) - All OBJECT codes must be valid. | Passed |
| CHK-FUNDxOBJECT - (Fatal) - All FUND and OBJECT account code combinations must be valid. | Passed |
| 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. | Passed |
| CHK-FUNDxRESOURCE - (Warning) - All FUND and RESOURCE account code combinations should be valid. | Passed |
| CHK-FUNDxGOAL - (Warning) - All FUND and GOAL account code combinations should be valid. | Passed |
| CHK-FUNDxFUNCTION-A - (Warning) - All FUND (funds 01 through 12, 19, 57, 62, and 73) and FUNCTION account code combinations should be valid. | Passed |
| 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. | Passed |

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. — Exception

| ACCOUNT FD - RS - PY - GO - FN - OB | RESOURCE | OBJECT | VALUE |
|---|---|---|---|
| 01-6388-0-0000-0000-9740 | 6388 | 9740 | $89,495.00 |

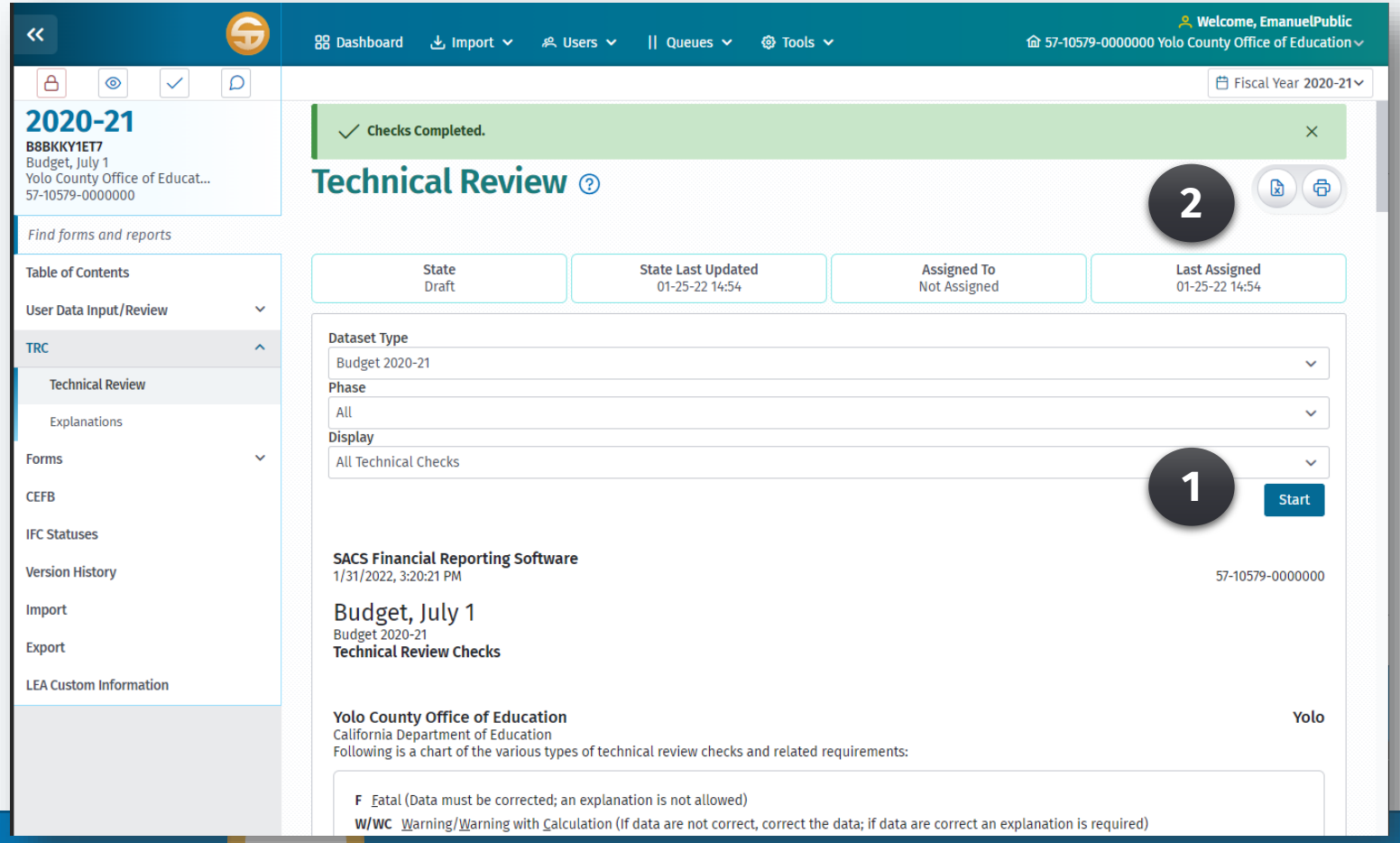
Explanation: Unearned revenue to be setup in prior fiscal year.

CHK-RESOURCExOBJECTB - (Informational) - The following combinations for RESOURCE and OBJECT (objects 9791, 9793, and 9795) are invalid: — Exception

| ACCOUNT FD - RS - PY - GO - FN - OB | 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-RES6500XOBJ8091 - (Fatal) - There is no activity in Resource 6500 (Special Education) with Object 8091 (LCFF Transfers-Current Year) or 8099 (LCFF/Revenue Limit Transfers-Prior Years). — Passed

# SACS Technical Review Checks

## Print TRC Outcomes

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