SACS Standardized Account Code Structure System

APPLICATION COURSE

SACS Application Course

Introduction

*Lesson 01 – **Application Security***

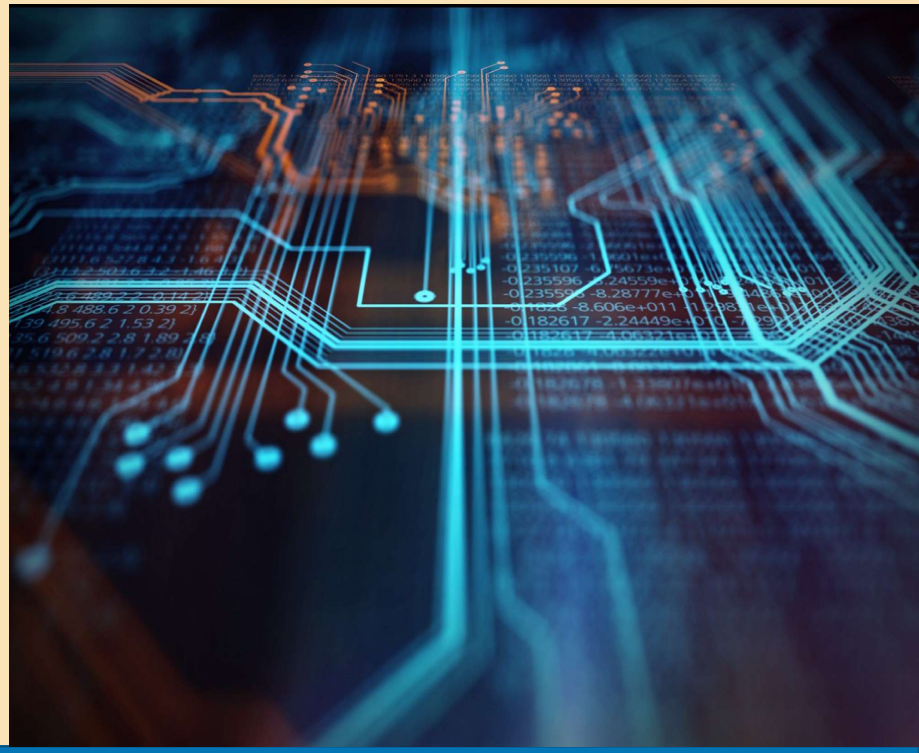
*Lesson 02 – **Data Import***

*Lesson 03 – **Dashboard***

*Lesson 04 – **Forms***

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

Lesson 06 – **Data Submissions**



Data Submission Performance Objectives

a) User must be able to Identify Submission States
b) User must be able to Promote a Submission
c) User must be able to Publish a Dataset
d) User must be able to Promote a Submission to COE/CDE

Introduction to Data Submission

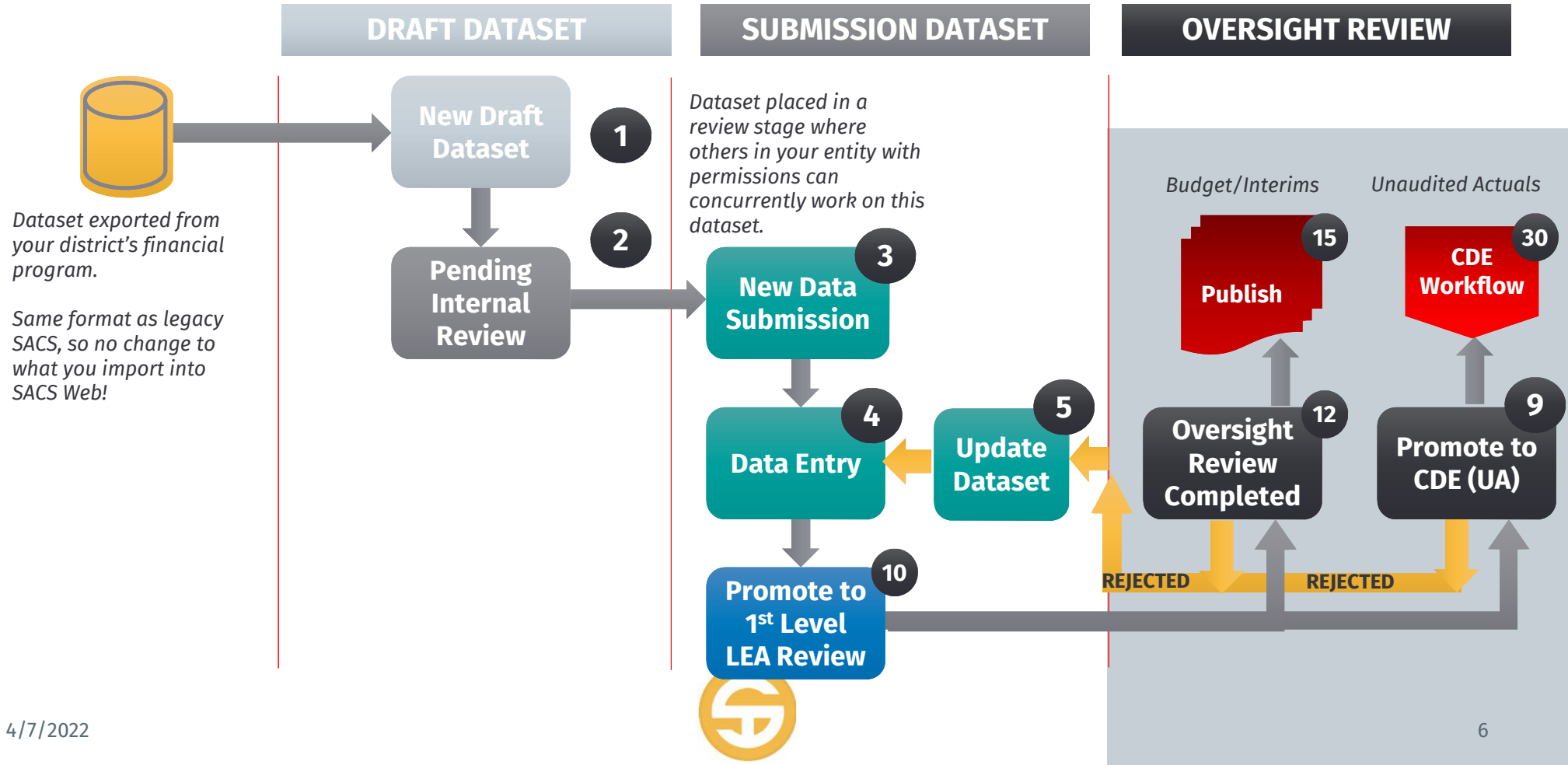
- The data submission and review workflow module provides SACS Web users with an end-to-end financial data submission process
  - Includes all phases of the submission process from LEA data submission through CDE review activities with the ability to track and monitor the data.
  - As datasets move through the workflow, some transitions and state changes are system automated, and some are approval-based.

Introduction to Data Submission

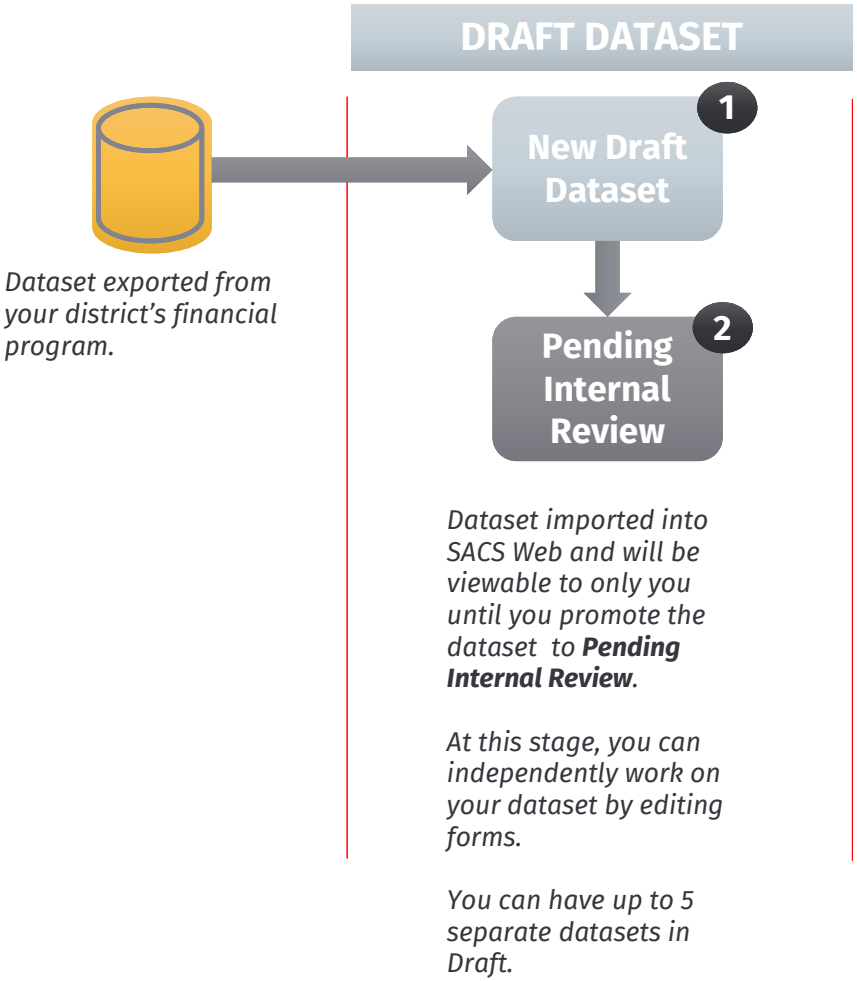
- The workflow is role-based and authorized users can
  - View and manage relevant workflow items
  - Multiple users can work with the same data file at the same time
  - Users and reviewers can provide comments and request corrections to a data submission as part of the workflow process

LESSON 06 – Data Submissions

Workflow for LEA Users



Workflow for LEA Users



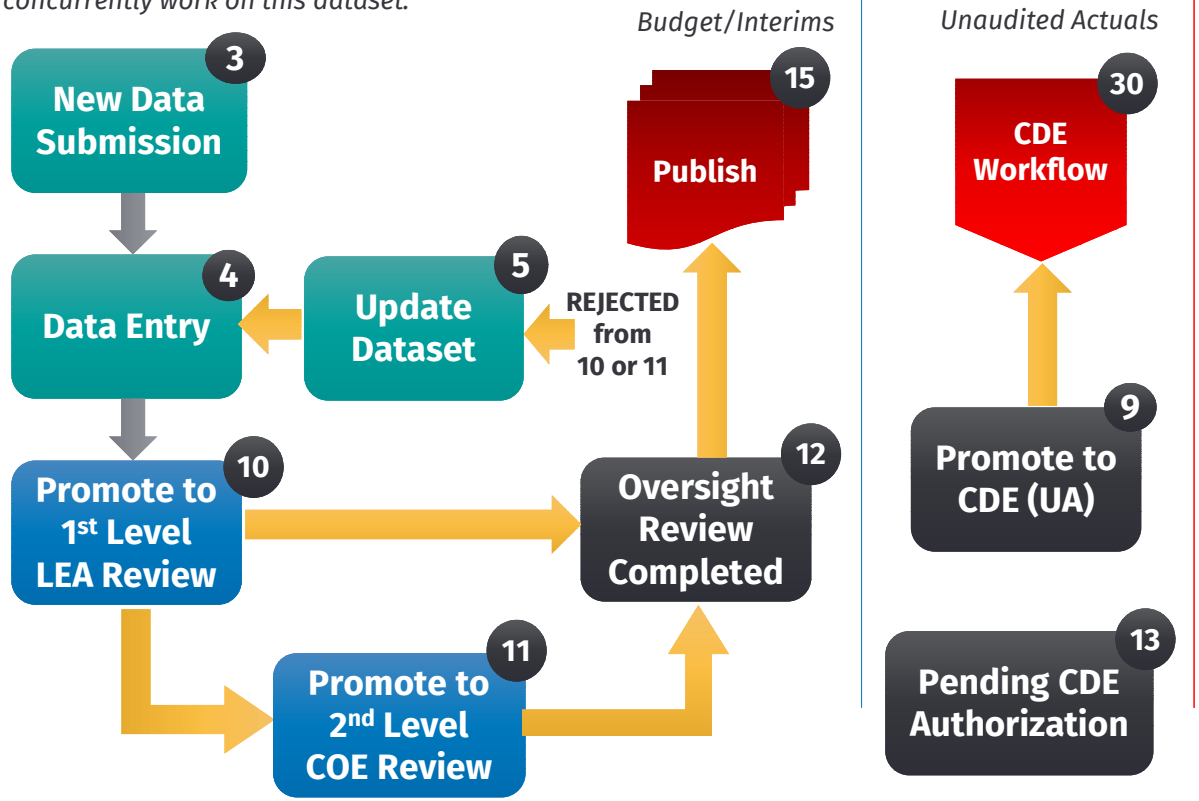
- *Draft datasets* are defined as datasets in the following states:
  - **(1) Draft**
  - **(2) Pending Internal Review**
- Draft Datasets are visible on the Draft Dataset List only for the user who created the dataset.
- Datasets in the **Pending Internal Review** state are visible to LEA users with the role of Edit Dataset or Dataset Approval on the Draft Dataset Approval queue.
- LEA users may have a maximum of **5 draft datasets** for selected fiscal year and specific entity.

LESSON 06 – Data Submissions

Workflow for LEA Users

SUBMISSION DATASET

Dataset placed in a review stage where others in your entity with permissions can concurrently work on this dataset.



- *Submission datasets* are datasets that are exclusive to the entity and cannot be deleted unless the state is returned to Draft.
- Submission datasets are datasets in the following states:
  - (3) New Dataset Submission
  - (4) Data Entry
  - (5) Update Dataset
  - (9) Promote to CDE Review
  - (10) Promote to 1st Level LEA Review
  - (11) Promote to 2nd Level COE Review
  - (12) LEA Oversight Review Completed
  - (13) Pending CDE Authorization
  - (15) LEA Publish
  - (30) CDE Workflow (New CDE Submission)

LESSON 06 – Data Submissions

UNAUDITED ACTUALS RESUBMISSION DATASET

Resubmission (33)

*SACS automatically sets the resubmitted dataset to the **Resubmission** status and CDE is alerted by email.*

Resubmission Required (57)

*If CDE rejects a submission, CDE will return the submission to the LEA and set the status to **Resubmission Required**.*

Submission Replaced (60)

*The status for original dataset is changed to **Submission Replaced** and email is triggered to the LEA.*

Resubmission Rejected (61)

*If the submission is rejected the state for resubmitted dataset is changed to **Resubmission Rejected** and the original dataset will continue through the review process.*

Workflow for LEA Users

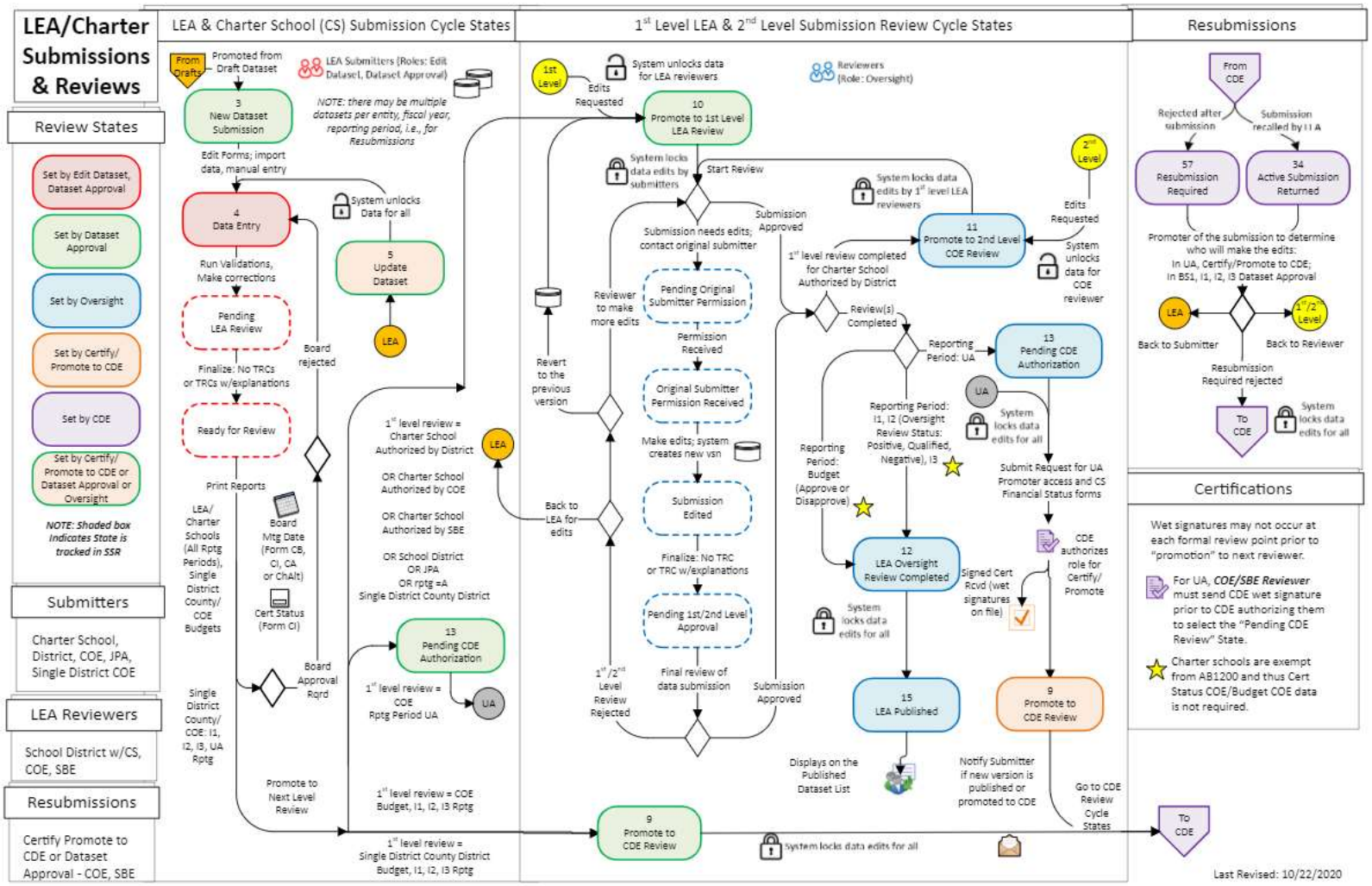
Unaudited Actuals reports need to be sent to CDE for review. Sometimes, reports need to be resubmitted to CDE even after they have gone through 1st and 2nd level reviews. The system recognizes when a dataset is a resubmission since there was a previous formal submission for the entity.

Resubmission datasets are defined with the following states:

- Resubmission (33)
- Resubmission Required (57)
- Submission Replaced (60)
- Resubmission Rejected (61)

LESSON 06 – Data Submissions

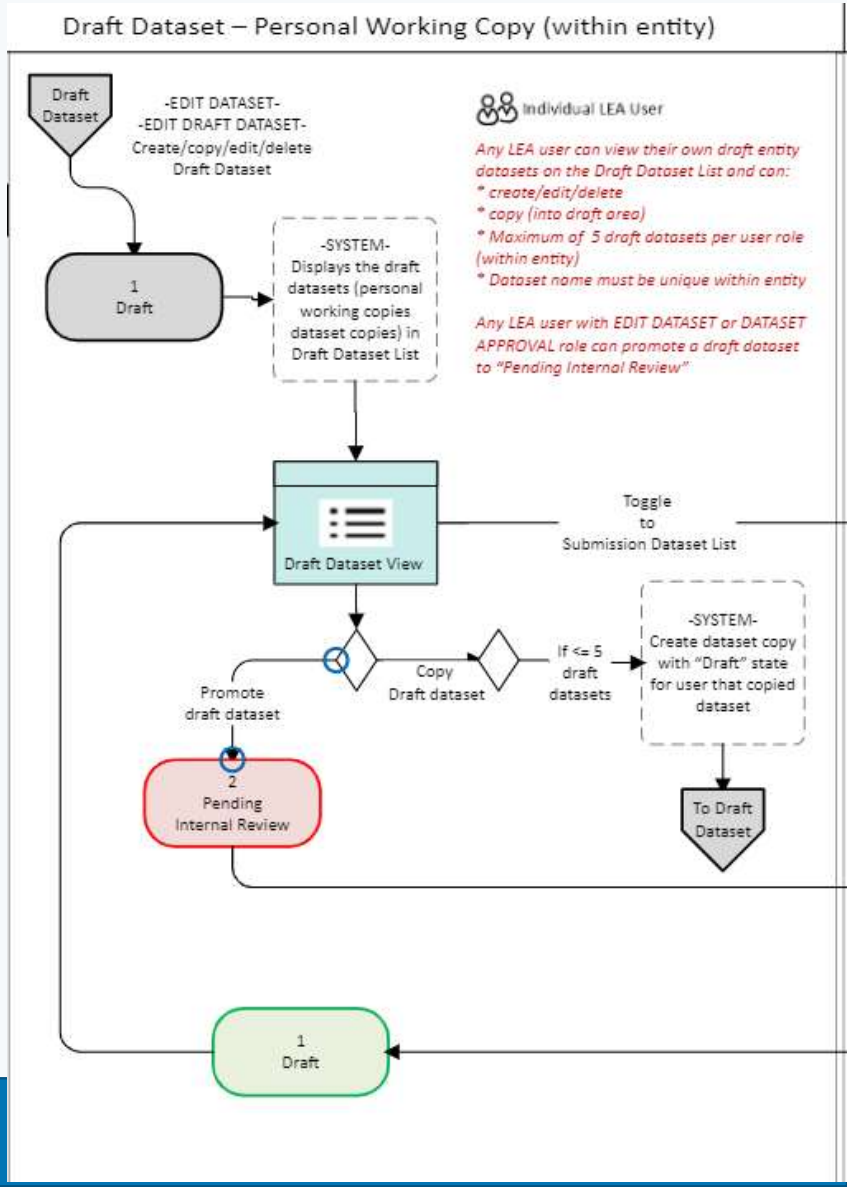
SACS Web Workflow for Users



LESSON 06 – Data Submissions

Prepare your new draft dataset for **Pending Internal Review**

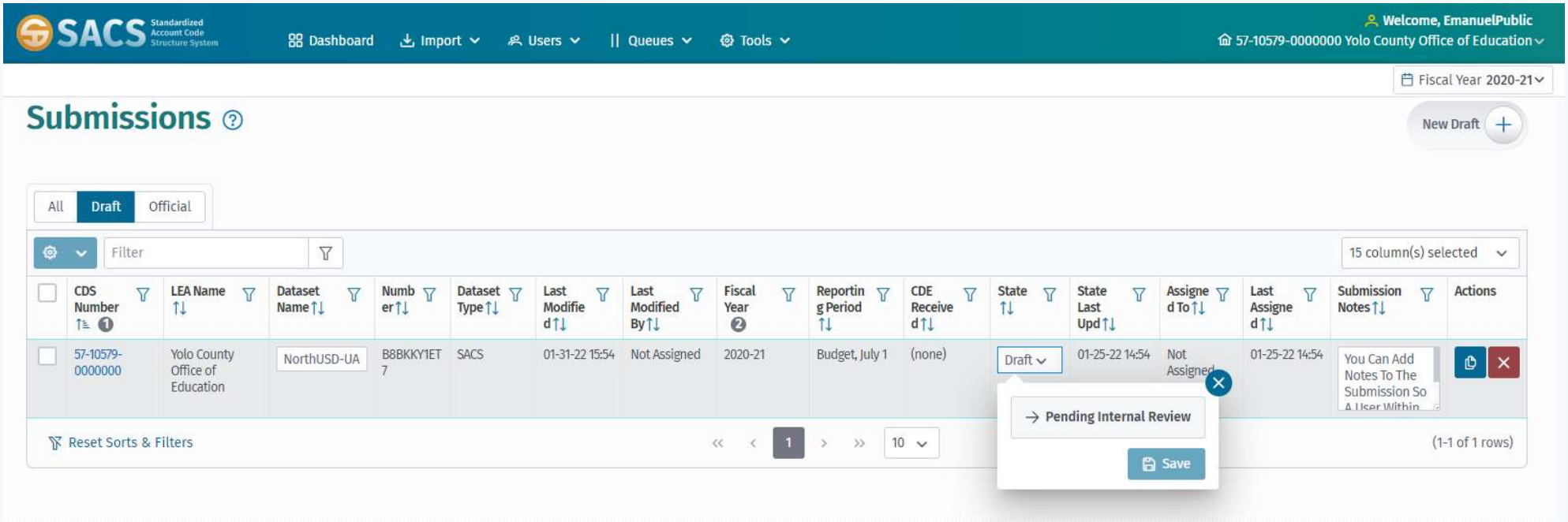
- Prepare your new draft dataset for **Pending Internal Review**
  1. Import a dataset from your financial system into SACS
  2. Lock the Submission
  3. Open, complete, and save applicable forms
  4. Run TRC to validate data
  5. Review and edit your data to ensure info is correct
  6. Go to dashboard and change state from **DRAFT** to **PENDING INTERNAL REVIEW**
  7. Click **Save**



LESSON 06 – Data Submissions

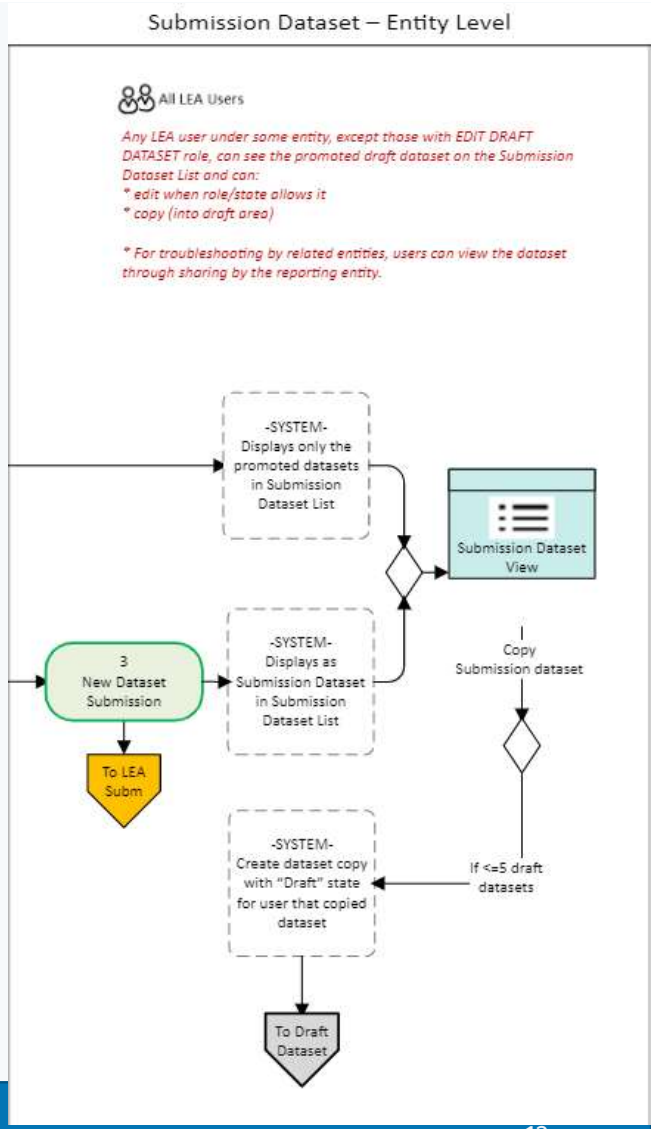
Role needed to promote: **EDIT DATASET** OR **DATASET APPROVAL**
Queue needed to view: **LEA DRAFT DATASET APPROVAL**

Change status to **PENDING INTERNAL REVIEW** from DRAFT



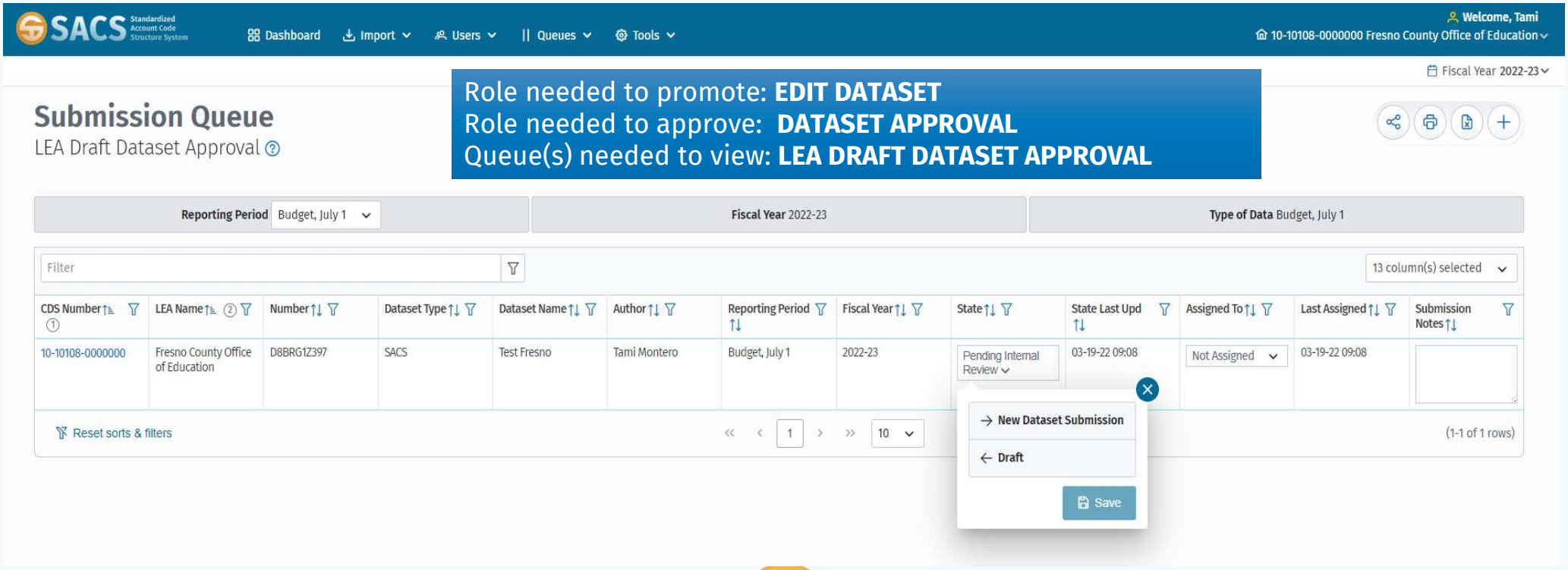
Promote to **New Dataset Submission**

- Promote to **New Dataset Submission**
- Review dataset submission to ensure all components are complete and correct
  1. Go to dashboard and change state to **NEW DATASET SUBMISSION** from **PENDING INTERNAL REVIEW**
     - If Demoting – change status to **DRAFT** from **PENDING INTERNAL REVIEW**
  2. Click **Save**



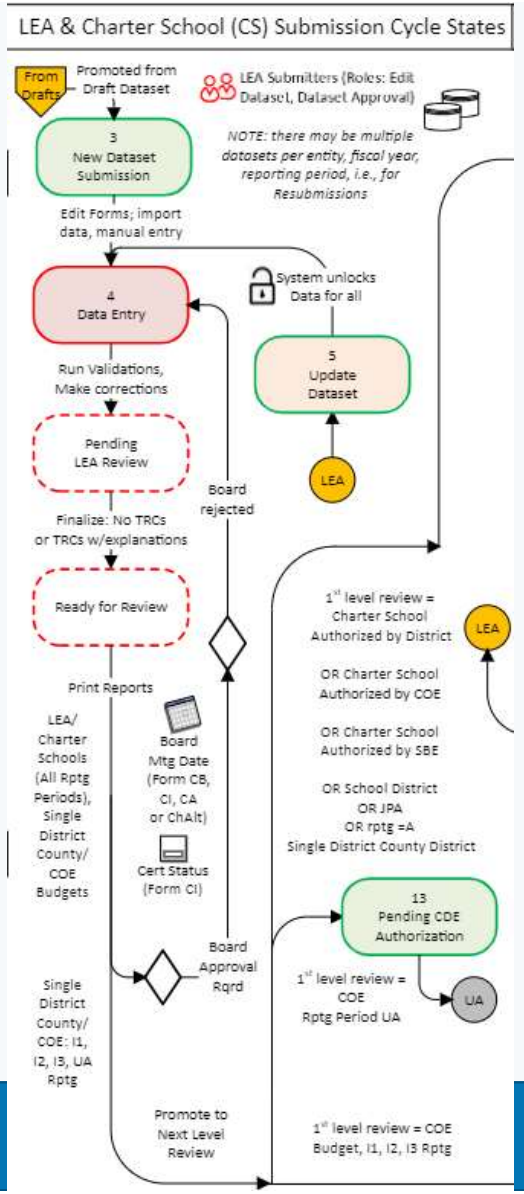
LESSON 06 – Data Submissions

Change State to **New Dataset Submission** from **Pending Internal Review**

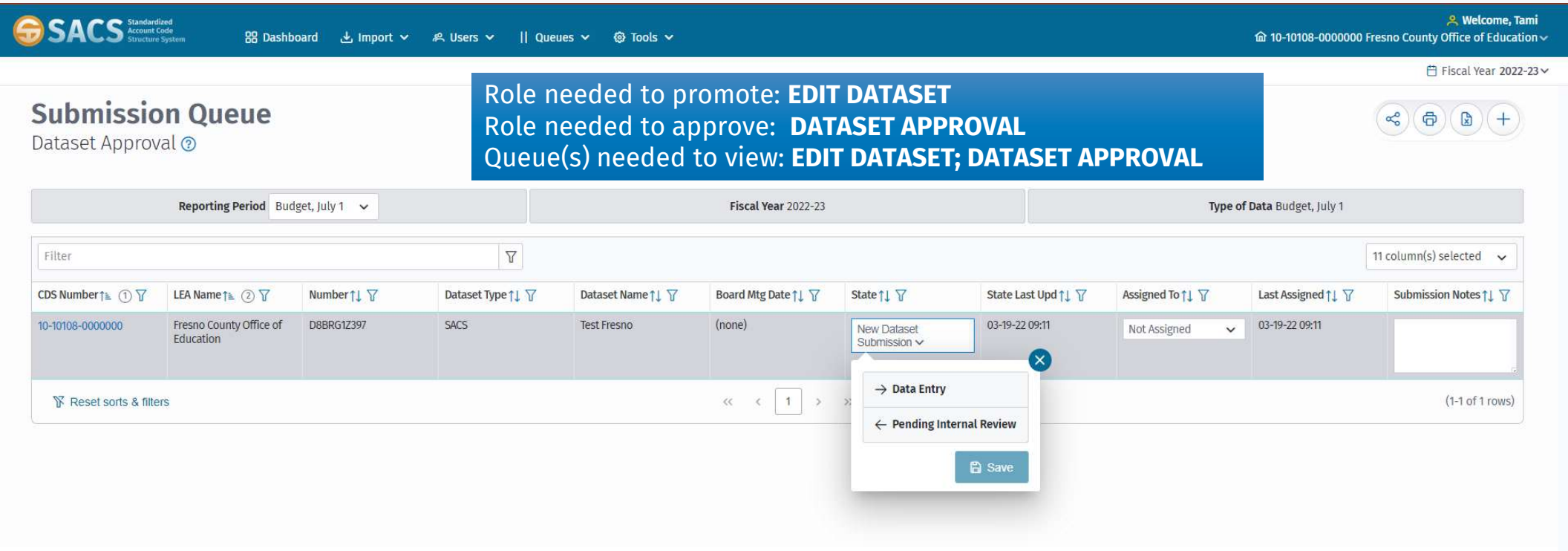


Promote to **Data Entry** from **New Dataset Submission**

- Promote to Data Entry
  1. Change the queue view to **Dataset Approval**
  2. Change the State to **DATA ENTRY** from **NEW DATASET SUBMISSION**
  3. Click **Save**



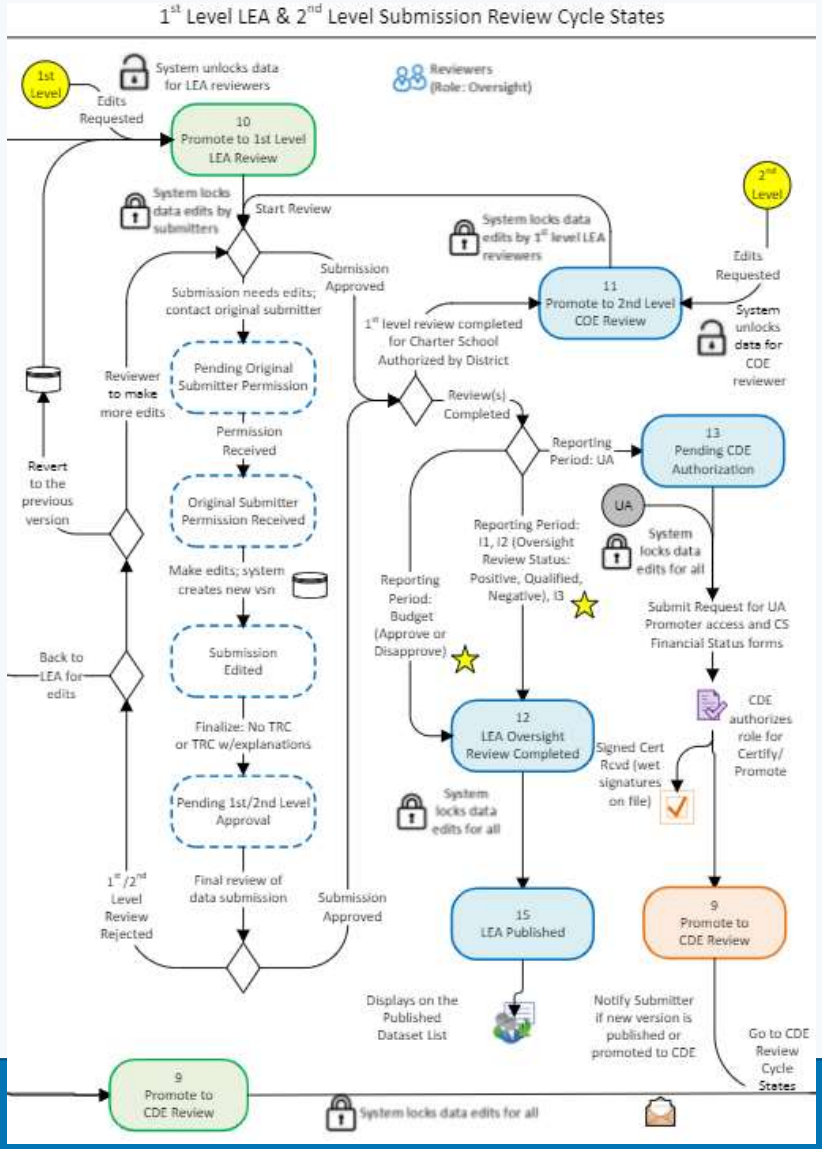
LESSON 06 – Data Submissions



LESSON 06 – Data Submissions

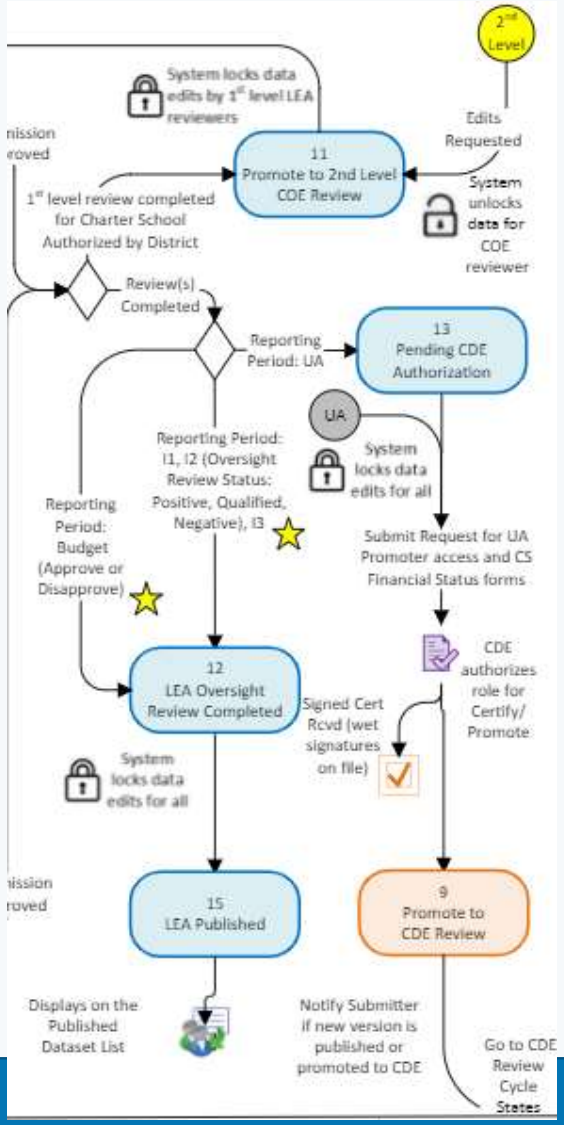
Promote to **1st LEVEL LEA REVIEW** from **DATA ENTRY**

- Promote to 1st Level LEA Review
  1. Change the queue view to **Dataset Approval**
  2. If District, Charter or JPA at any reporting period- Change the State to **1st LEVEL LEA REVIEW** from **DATA ENTRY**
  3. If COE dataset at UA only - Change the State to **PENDING CDE AUTHORIZATION** from **DATA ENTRY**
  4. If COE dataset at Budget or Interim - Change the State to **PROMOTE TO CDE REVIEW** from **DATA ENTRY**
  5. Click **Save**



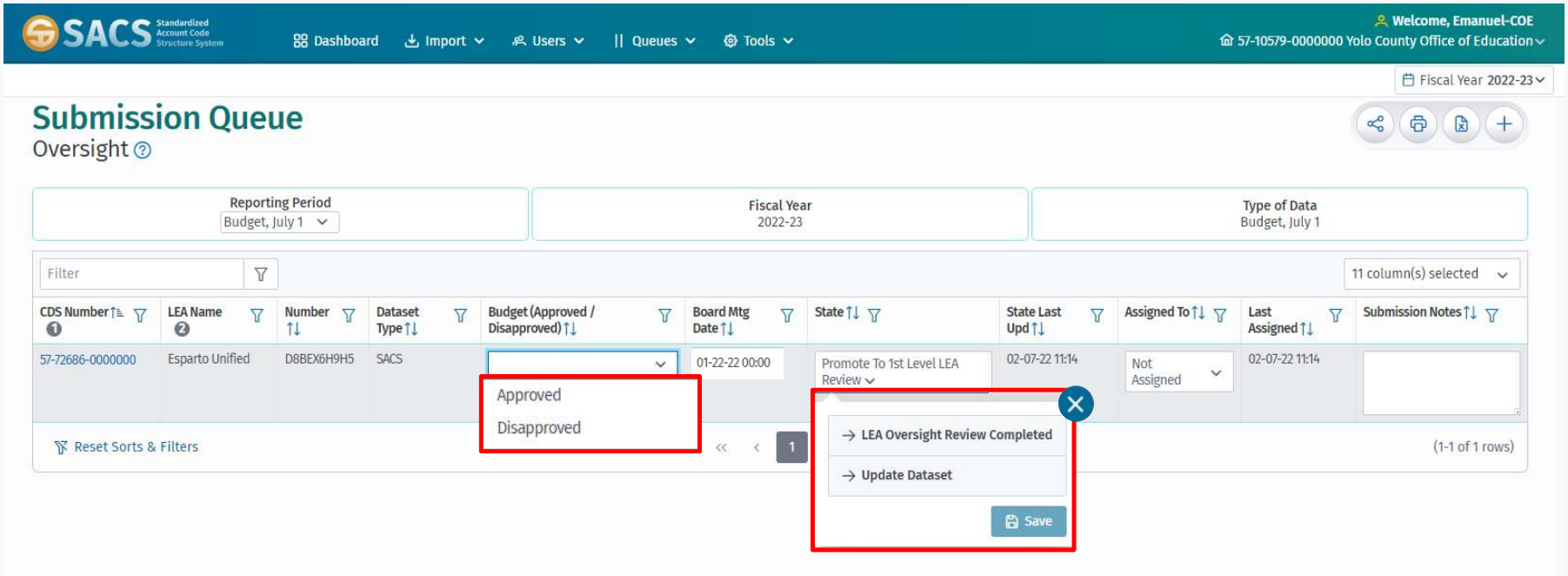
Promote using Oversight Queue

- Promote to LEA Oversight Review Completed (1st level review of Budget and Interims only)
  1. Change the queue view to **Oversight**
     - If Interim Submission set to **Qualified, Positive or Negative** *(go to Step 3)*
     - If Budget Submission set to **Approve** or **Disapprove** *(go to Step 3)*
     - If Unaudited Actuals *(go to Step 4)*
  2. Oversight review completed.
  3. Change State to **LEA OVERSIGHT REVIEW COMPLETED** from **1st Level LEA Review**
  4. Change State to **PENDING CDE AUTHORIZATION** from **1st Level LEA Review**
  5. Click **Save**



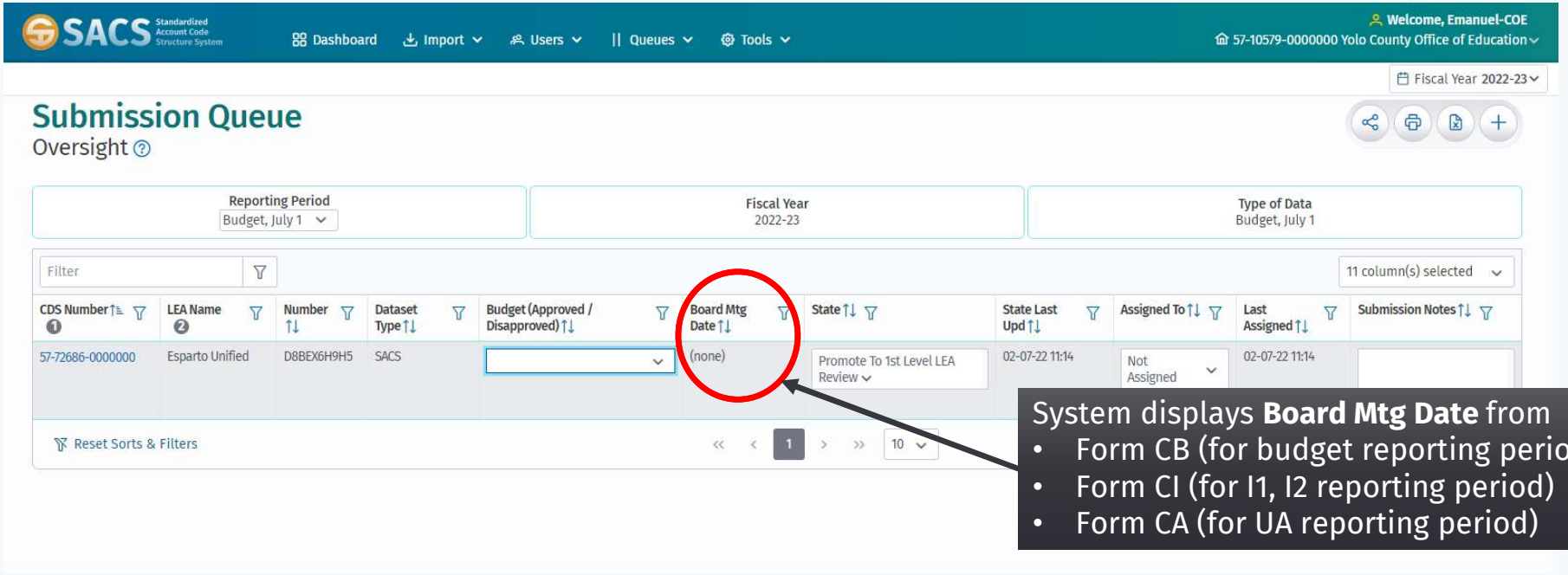
LESSON 06 – Data Submissions

Oversight Role in **Oversight Queue** Review Status



LESSON 06 – Data Submissions

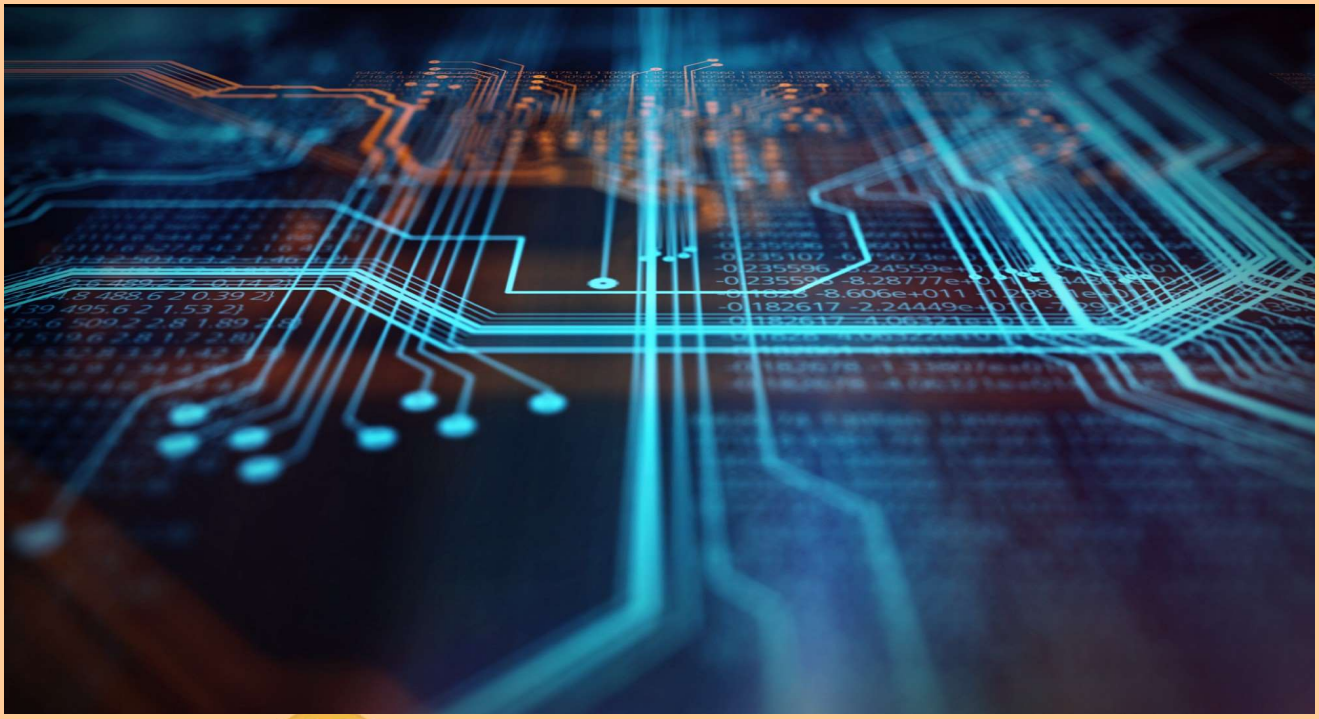
Oversight Role in **Oversight Queue** Review Status



System displays **Board Mtg Date** from

- Form CB (for budget reporting period)
- Form CI (for I1, I2 reporting period)
- Form CA (for UA reporting period)

SACS Workflow Quiz



Quiz is located at:
Workflow Quiz