



APPLICATION COURSE

SACS Application Course

Introduction

Lesson 01 – Application Security

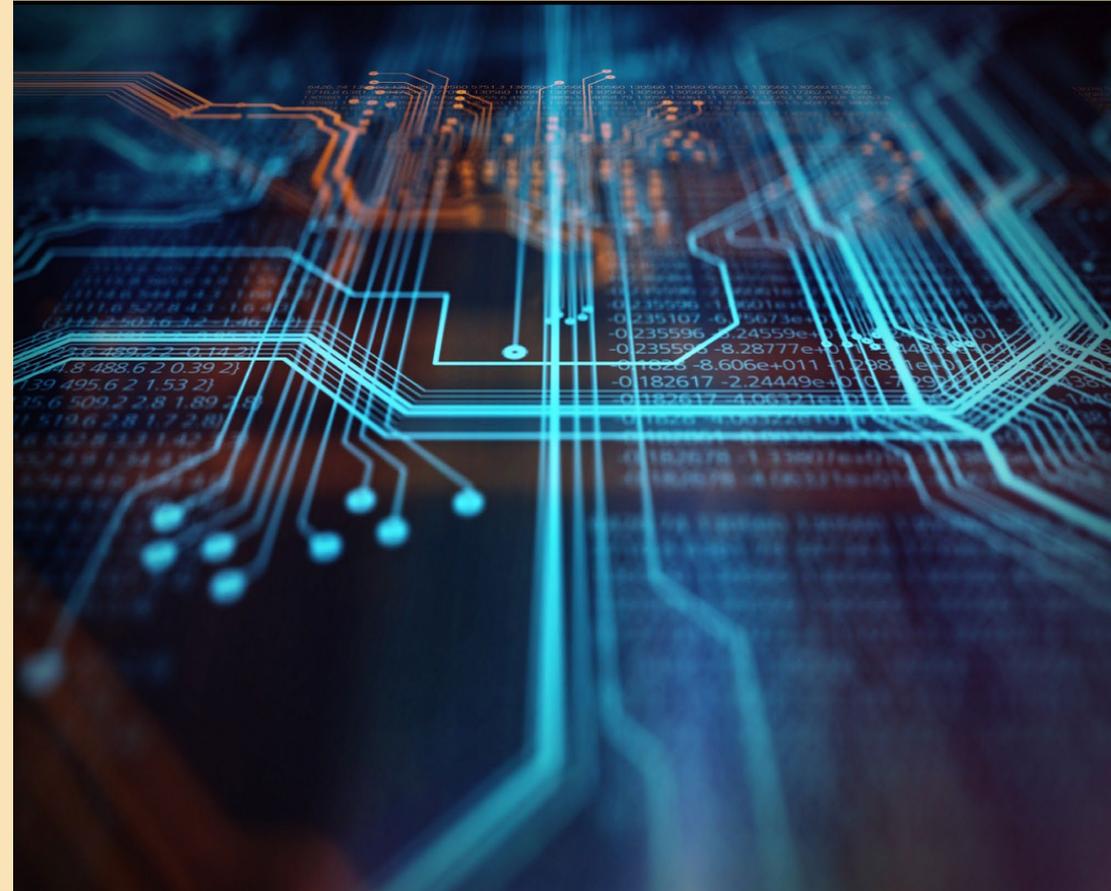
*Lesson 02 – **Data Import***

Lesson 03 – Dashboard

Lesson 04 – Forms

Lesson 05 – Technical Review Checks (TRC)

Lesson 06 – Data Submissions



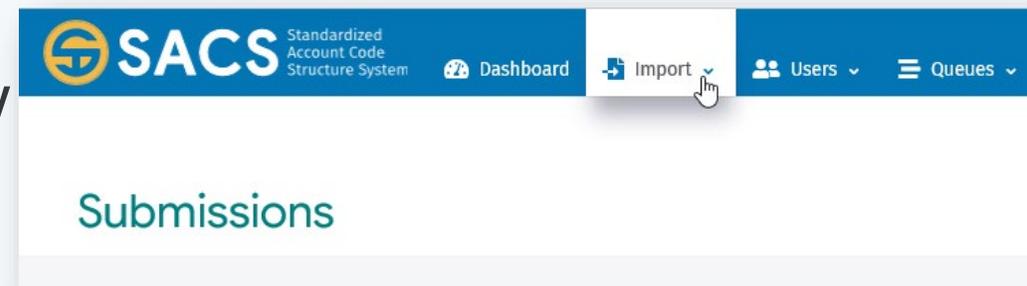
SACS Data Import Performance Objectives

- a) User must be able to import a data file into SACS Web
- b) User must be able to identify specific components of the User Data Input/Review screen
- c) User must be able to locate and view General Ledger and Supplemental Data on the User Data Input/Review screen
- d) User must be able to modify data on the User Data Input/Review screen
 - Add a new GL record on the User Data Input/Review screen
 - Edit a GL record listed on the User Data Input/Review screen
 - Delete a GL record listed on the User Data Input/Review screen
- e) User must be able to print/export submission data
- f) User must be able to utilize the Single String Validation Tool



SACS Data Files Introduction

- The SACS Web application allows you to import datasets from your financial system to begin the process of preparing financial reports for budget, interims and unaudited actuals reporting periods.
- The Import feature allows you to upload as many as 5 datasets as drafts before choosing **one** dataset to promote to the **Pending Internal Review** state.
- Other features of the SACS Web Import functionality includes
 - Specifying what type of data file (Budget, UA, Interims, Official etc.
 - Import all or parts of a dataset
 - Import multiple datasets simultaneously
 - Compare datasets



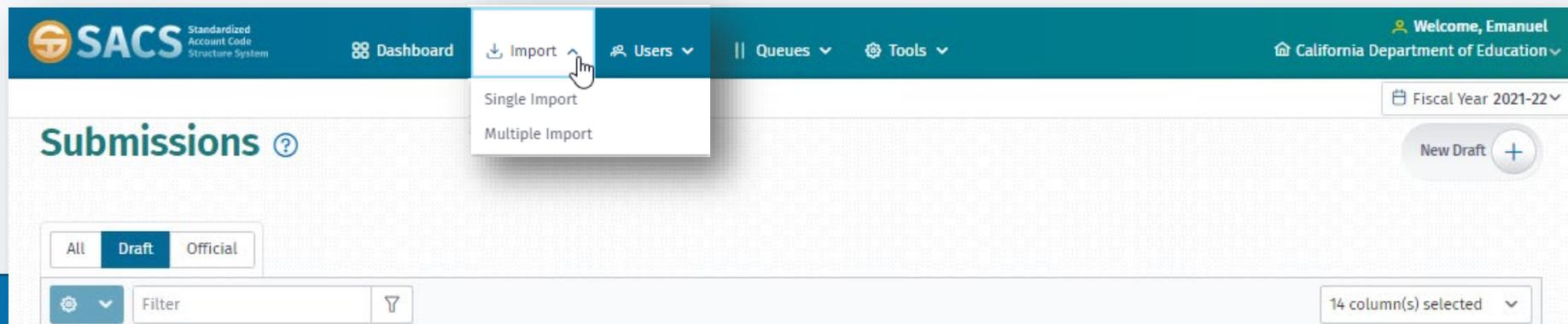
Import Data Files

- Import a single data file
- Import data files for multiple entities
- Overwriting your existing data using the “Delete All” or “Delete Only” import option



Import Data Files

- **Import a single data file**
- *Import data files for multiple entities*
- *Overwriting your existing data using the “Delete All” or “Delete Only” import option*



LESSON 02 – Data Import

Import Data Files

- Import a single data file

The screenshot shows the SACS interface with the following elements:

- Header: SACS Standardized Account Code Structure System, Dashboard, Import, Users, Queues, Tools, Welcome, Emanuel, California Department of Education.
- Submissions section: Filter, 14 column(s) selected.
- Table columns: CDS Number, LEA Name, Dataset Name, Number, Last Modified, Last Modified By, Fiscal Year, Reporting Period, CDE Received, State, State Last Upd, Assigned To, Last Assigned, Submission Notes, Actions.
- Callout box: Select the **FISCAL YEAR** of the data file from the Fiscal Year menu item on the menu bar.
- Table content: Nothing to show!
- Footer: Reset Sorts & Filters, 10, (1-0 of 0 rows).



LESSON 02 – Data Import

Import Data Files

- Import a single data file

Standardized Account Code Structure System

Dashboard Import Users Queues Tools

Welcome, Emanuel
California Department of Education

Fiscal Year 2021-22

New Draft +

Submissions

All Draft Official

Filter

14 column(s) selected

	CDS Number	LEA Name	Database Name	Number	Last Modified	Last Modified By	Year	Reporting Period	CDE Received	State	State Last Updated	Assigned To	Last Assigned	Submission Notes	Actions
Nothing to show!															

Reset Sorts & Filters

10

(1-0 of 0 rows)

Select **SINGLE IMPORT** from the Import menu item on the menu bar.



LESSON 02 – Data Import

Import Data Files

SACS Standardized Account Code Structure System

Dashboard Import Users Queues Tools

Welcome, Emanuel

California Department of Education

Fiscal Year 2021-22

Import Submissions Data

- 3
- 4
- 5
- 6

+ Select File

Type of Import

Official

Other

Dataset Name

Reporting Period

Budget, July 1

Dataset Format

Select a Dataset Type

SACS

Charter Alternative

Reporting Period

Budget, July 1

Budget, July 1

Unaudited actuals

First interim

Second interim

End of year projection

Import a single data file

3. Select the **TYPE OF IMPORT** (Official or Other) from the radio button options.

4. Enter a **DATASET NAME**.

5. Select the **REPORTING PERIOD** of the dataset in the Reporting Period list box.

6. Select the **DATASET TYPE** of the dataset (SACS or Charter Alternative).



LESSON 02 – Data Import

Import Data Files

➤ Import a single data file

7. Click the **+SELECT FILE** button to choose a dataset from the File Dialog box.

The screenshot shows the SACS web application interface. At the top, there is a navigation bar with the SACS logo and text 'Standardized Account Code Structure System'. The navigation menu includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. On the right, it says 'Welcome, B' and 'California Department of Ed'. Below the navigation bar, there is a 'Fiscal Year' dropdown menu.

The main content area is titled 'Import Submissions Data'. On the left, there is a '+ Select File' button. Below it, there are sections for 'Type of Import' (Official and Other), 'Dataset Name', 'Reporting Period' (Budget, July 1), and 'Dataset Format' (SACS).

A file dialog box is open, showing the 'SACS Datafiles > 18-19 UA files' folder. The dialog box contains a table of files:

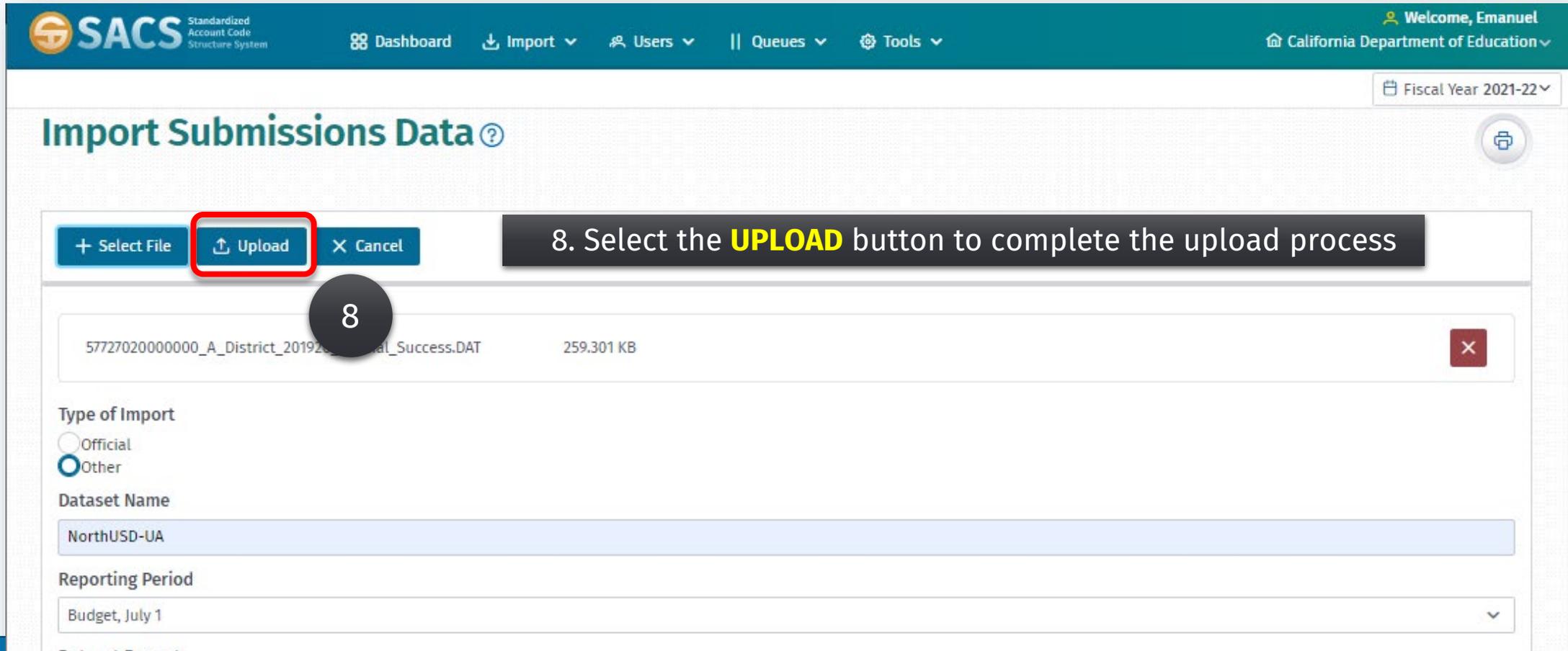
Name	Date modified	Type	Size
2018-19-ESPARTOUSD-UA	5/27/2020 9:09 AM	DAT File	242 KB
2018-19-SARATOGGAESD-UA	8/13/2019 1:40 PM	DAT File	223 KB
2018-19-WashingtonUSD-BA	8/4/2020 10:43 AM	DAT File	172 KB
2018-19-YCCOE-UA	5/27/2020 9:09 AM	DAT File	331 KB
2019-20-WOODLANDJUSD-I2	5/27/2020 9:09 AM	DAT File	419 KB
2019-20-YCCOE-I2	5/27/2020 9:09 AM	DAT File	385 KB
43696820000000A	8/13/2019 1:40 PM	DAT File	223 KB

The file '2018-19-WashingtonUSD-BA' is selected. The 'File name' field at the bottom of the dialog box contains '2018-19-WashingtonUSD-BA'. The 'Open' button is highlighted. A red circle with the number '7' is placed over the 'Open' button, and an arrow points from the '+ Select File' button to the dialog box.

LESSON 02 – Data Import

Import Data Files

- Import a single data file



The screenshot displays the SACS Standardized Account Code Structure System interface. The top navigation bar includes the SACS logo, a dashboard icon, and menu items for 'Import', 'Users', 'Queues', and 'Tools'. The user is identified as 'Welcome, Emanuel' from the 'California Department of Education'. The current fiscal year is '2021-22'. The main heading is 'Import Submissions Data'. Below this, there are three buttons: '+ Select File', 'Upload' (highlighted with a red box), and 'Cancel'. A callout box with the number '8' points to the 'Upload' button, with a text box stating '8. Select the **UPLOAD** button to complete the upload process'. Below the buttons, a file upload progress bar shows the file '57727020000000_A_District_20192020_Initial_Success.DAT' with a size of 259.301 KB. The 'Type of Import' section has 'Other' selected. The 'Dataset Name' field contains 'NorthUSD-UA'. The 'Reporting Period' dropdown is set to 'Budget, July 1'.



LESSON 02 – Data Import

Import Data Files

➤ Import a single data file

SACS Standardized Account Code Structure System

Dashboard Import Users Queues Tools

Welcome, Emanuel
California Department of Education

Fiscal Year 2020-21

Pre-Scan Result

User entity: 99-00000-0000000
California Department of Education
Period: Budget, July 1
Upload type: Official
Data type: SACS

9

General Ledger

57-10579-0000000	BE	Yolo County Office of Education	Total records: 2448
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Warning: All GLs with zero amounts will be SKIPPED!

Warning: Assets / Deferred Inflows of Resources (9100-9499), or Liabilities / Deferred Outflows of Resources (9500-9699) present for Budget or Interims-will be SKIPPED!

9. Review the Pre-Scan Log to determine if there are any errors with the dataset during import.

Processed data
Number of section detail records imported: 5849

Import Finished

Delete Submission Upload

LESSON 02 – Data Import

Import Data Files

➤ Import a single data file

The screenshot displays the SACS Standardized Account Code Structure System interface. The top navigation bar includes the SACS logo, a dashboard icon, and menu items for 'Import', 'Users', 'Queues', and 'Tools'. The user is identified as 'Welcome, Emanuel' and the system is for the 'California Department of Education'. The fiscal year is set to '2020-21'.

The main content area shows a 'Pre-Scan Result' window with the following details:

- User entity: 99-00000-0000000
- California Department of Education
- Period: Budget, July 1
- Upload type: Official
- Data type: SACS

Under the 'General Ledger' section, a table lists account codes:

Account Code	Account Name
57-10579-0000000	BE

A warning message states: 'Warning: All GLs with zero amounts will be SKIPPED!'.

Overlaid on this is a 'File Saved Successfully' dialog box with the following 'Import Results':

- Verified file format
- Verified header
- Created dataset 57105790000000 - 8533
- Processed data
- Number of section detail records imported: 5849

Below the dialog box, the 'Import Finished' section is visible, featuring a 'Delete Submission Upload' button. A red circle with the number '10' is positioned over this button.

Another dialog box on the right shows a warning: 'Warning: Assets / Deferred Inflows of Resources (9100-9499), or Liabilities / Deferred Outflows of Resources (9500-9699) present for Budget or Interims-will be SKIPPED!'.

A dark grey callout box at the bottom right contains the text: '10. The Upload Log will indicate the upload status and provide a **“Delete Submission Upload”** button.'

Import Data Files

- *Import a single data file*
- **Import data files for multiple entities**
- *Overwriting your existing data using the “Delete All” or “Delete Only” import option*



Import Data Files

The screenshot shows the SACS web application interface. The top navigation bar includes 'SACS Standardized Account Code Structure System', 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The user is logged in as 'Emanuel' from the 'California Department of Education'. The 'Fiscal Year 2020-21' dropdown is highlighted with a '1' in a black circle. The 'Import' menu is open, and 'Multiple Import' is highlighted with a '2' in a black circle. The 'Import Multiple Files' page shows a 'Reporting Period' dropdown set to 'Budget, July 1'. Below this is a 'Verify and Import' table with two rows of files. The 'Selected Files Ready for Import' section has buttons for '+ Select Files', 'Upload', and 'Cancel', followed by a table of the selected files.

File Name	File Size	Type of Import
0110125000000BS1.DAT	222602	Select A Type Of Import
5710579000000BS1.DAT	222602	Select A Type Of Import

File Name	File Size
0110125000000BS1.DAT	222.602 KB
5710579000000BS1.DAT	222.602 KB

Importing multiple data files

1. Select the **FISCAL YEAR** of the data files from the Fiscal Year menu.
2. Select **MULTIPLE IMPORT** from the Import menu item on the menu bar.



LESSON 02 – Data Import

Import Data Files

Import Multiple Files ⓘ

Reporting Period
Budget, July 1

Verify and Import

File Name	File Size	Type of Import
0110125000000BS1.DAT	222602	Select A Type Of Import
5710579000000BS1.DAT	222602	Select A Type Of Imp

Selected Files Ready for Import

+ Select Files Upload Cancel

0110125000000BS1.DAT	222.602 KB
5710579000000BS1.DAT	222.602 KB

Open

SACS Datafiles > 18-19 UA files

Name	Date modified	Type	Size
2018-19-ESPARTOUSD-UA	5/27/2020 9:09 AM	DAT File	242 KB
2018-19-YCCOE-UA	5/27/2020 9:09 AM	DAT File	331 KB
2019-20-WOODLANDJUSD-I2	5/27/2020 9:09 AM	DAT File	419 KB
2019-20-YCCOE-I2	5/27/2020 9:09 AM	DAT File	385 KB

Type: DAT File
Size: 384 KB
Date modified: 5/27/2020 9:09 AM

File name: "2019-20-YCCOE-I2" "2019-20-WOODLANDJUSD-I2"

Open Cancel

Importing multiple data files

3. Select the **REPORTING PERIOD** of the dataset in the Reporting Period list box.

4. Click the **+SELECT FILES** button to open the File dialog box.

5. Select the data files from the **File** dialog box.

LESSON 02 – Data Import

Import Data Files

Reporting Period
Budget, July 1

Verify and Import

File Name	File Size	Type of Import	Dataset Name	Dataset Type
0110125000000BS1.DAT	222602	Select A Type Of Import		Select Dataset Type
5710579000000BS1.DAT	222602	Select A Type Of Import		Select Dataset Type

Selected Files Ready for Import

+ Select Files Upload Cancel

0110125000000BS1.DAT	222.602 KB	
5710579000000BS1.DAT	222.602 KB	

Importing multiple data files

6. Select the **TYPE OF IMPORT** (Official or Other) for each dataset
7. Enter a **DATASET NAME** for each dataset
8. Select the **DATASET TYPE** (SACS or Charter Alternative)
9. Click the **UPLOAD** button to complete the import process.

Import Data Files

Importing multiple data files

10. Review the Pre-Scan Upload Log to determine if there are any errors with the datasets.

The screenshot displays the SACS Standardized Account Code Structure System interface. The top navigation bar includes the SACS logo, a dashboard icon, and menu items for Import, Users, Queues, and Tools. The user is identified as Emanuel, and the fiscal year is set to 2020-21.

The main content area shows a **Pre-Scan Result** window with a score of 10. The details include:

- User entity: 99-00000-0000000
- California Department of Education
- Period: Budget, July 1
- Upload type: Official
- Data type: SACS

Below this, a **General Ledger** table lists two entries:

Entity	Account	Entity Name	Total records	Warning
57-10579-0000000	BE	Yolo County Office of Education	2448	Warning: All GLs with zero amounts will be SKIPPED!
57-10579-0000000	BB	Yolo County Office of Education	1786	Warning: All GLs with zero amounts will be SKIPPED!

Below the table is a **File Saved Successfully** message with the following details:

- Import Results**
- Verified file format
- Verified header
- Created dataset 57105790000000 - 8555
- Processed data
- Number of section detail records imported: 4248

A **Delete Test 2** button is visible, followed by the status **Import Finished**.

At the bottom, another **Pre-Scan Result** window is partially visible, showing the same user and entity information as the top window.



Import Data Files

- *Import a single data file*
- *Import data files for multiple entities*
- **Overwriting your existing data using the “Delete All” or “Delete Only” import option**



Import Data Files

- Overwriting your existing data using the “Delete All” or “Delete Only” import option

The screenshot shows the 'Import Submissions Data' interface. On the left, a navigation bar has the 'Import' option highlighted with a callout '1'. The main content area has a 'Lock the submission to overwrite data.' message with a callout '2'. Below this is a '+ Select File' button. The 'Type of Import' section has 'Official' and 'Other' radio buttons, with 'Other' selected and a callout '3'. The 'Overwrite option' section has 'Delete only those forms...' and 'Delete ALL data...' radio buttons, with 'Delete only those forms...' selected and a callout '4'. A yellow warning box at the bottom states 'Data already exists. Import would overwrite existing data'.

1. Select the **IMPORT** menu option on the left navigation bar.
2. Lock the submission by clicking the **LOCK SUBMISSION** button located in the Submission Identifier pane.
3. Select (Official or Other) in the **TYPE OF IMPORT** radial button.
4. Select **OVERWRITE OPTION** (Delete only... or Delete ALL...) from the radio button options.
5. Select the **UPLOAD** button to complete the upload process

User Data Input/Review screen

- View the User Data Input/Review screen
- Review the General Ledger (G/L) fund data
- View the Supplemental Form data by a specific data type
- Modify data on the User Data Input/Review screen
 - Select a subset of the records
 - Calculate the SUM of that data
 - Add a new GL record
 - Edit a GL record listed on the General Ledger Fund Data section
 - Delete a GL record listed on the User Data Input/Review screen
- Print/Export submission data



User Data Input/Review screen

- **View the User Data Input/Review screen**
- *Review the General Ledger (G/L) fund data*
- *View the Supplemental Form data by a specific data type*
- *Modify data on the User Data Input/Review screen*
 - *Select a subset of the records*
 - *Calculate the SUM of that data*
 - *Add a new GL record*
 - *Edit a GL record listed on the General Ledger Fund Data section*
 - *Delete a GL record listed on the User Data Input/Review screen*



LESSON 02 – Data Import

User Data Input/Review screen

- View the User Data Input/Review screen

The screenshot shows the SACS (Standardized Account Code Structure System) interface. The top navigation bar includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. A 'Welcome, Emanuel' message and 'California Department of Education' logo are on the right. A 'Fiscal Year 2020-21' dropdown is also present. The main content area is divided into 'Generic Information' and 'Recent System Updates', both containing a 'Test' entry and a 'View' button. Below this is the 'Submissions' section, which has a 'New Draft +' button and a table of submission records. A red circle highlights the 'CDS Number' '01-10125-0000000' in the first row of the table. A dark overlay box contains instructions for opening the user data input/review screen.

1

2

Opening the USER DATA INPUT/REVIEW screen

1. Go to the Dashboard by clicking the **DASHBOARD** menu item on the menu bar
2. Click the CDS Number link in the **CDS NUMBER** column of the specific dataset you want to view.

CDS Number	LEA Name	Submission Notes	Actions
01-10125-0000000	ADD_LEA...		
57-10579-0000000	Yolo Cour... Education		
57-10579-0000000	Yolo County Office of Education	Test 2	



LESSON 02 – Data Import

User Data Input/Review screen

➤ View the User Data Input/Review screen

(1) Submission link on the Dashboard screen
(Clicking this link will open the submission). Default view is the User Data Input/Review screen

- (2) User Data / Input Review screen
- (3) Submission Identifier
- (4) Submission Navigation pane
- (5) Submission Key information
- (6) Dataset area

The screenshot shows the 'User Data / Input Review' interface. On the left, a 'Submissions' sidebar is visible, containing a table of submission records. A red box highlights the first row of this table, with a callout '1' pointing to the 'CDS Number' column. The main area displays the 'User Data / Input Review' screen for a specific submission. A callout '2' points to the main title. A callout '3' points to the submission identifier '2020-21 B8BZKSH1T5'. A callout '4' points to the left-hand navigation pane. A callout '5' points to the submission key information bar at the top of the main area. A callout '6' points to the data table area, which contains a table with columns for Fund, Resource, Project Year, Goal, Function, Object, Value, and Flag. The table is filtered by 'Data Type: Budget 2020-21' and shows 1793 rows.

Fund %	Resource %	Project Year %	Goal %	Function %	Object %	Value	Flag
01	0000	0	0000	0000	8011	2,312,984.00	I
01	0000	0	0000	0000	8021	59,401.00	I
01	0000	0	0000	0000	8029	3,000.00	I
01	0000	0	0000	0000	8041	7134,265.00	I
01	0000	0	0000	0000	8042	319,056.00	I
01	0000	0	0000	0000	8043	1,766.00	I
01	0000	0	0000	0000	8044	169,500.00	I
01	0000	0	0000	0000	8045	79,628.00	I
01	0000	0	0000	0000	8047	502,011.00	I
01	0000	0	0000	0000	8082	3,253.00	I



LESSON 02 – Data Import

User Data Input/Review screen

- View the User Data Input/Review screen

The screenshot displays the 'User Data / Input Review' screen. The top navigation bar includes 'Dashboard', 'Import', 'Users', 'Queues', and 'Tools'. The user is identified as 'Welcome, Emanuel' from the 'California Department of Education'. The fiscal year is set to '2020-21'. The main content area shows a table with the following columns: Fund, Resource, Project Year, Goal, Function, Object, Value, and Flag. The table is filtered by 'Budget 2020-21' and shows 10 rows of data. The table is sorted by Fund, Resource, Project Year, Goal, Function, Object, Value, and Flag. The table is also filtered by 'Data Type: Budget 2020-21'. The table is also filtered by '8 column(s) selected'. The table is also filtered by 'Reset Sorts & Filters'. The table is also filtered by '1 2 3 4 5 > >> 10' and '(1-10 of 1793 rows)'.

Fund	Resource	Project Year	Goal	Function	Object	Value	Flag
01	0000	0	0000	0000	8011	2,312,984.00	I
01	0000	0	0000	0000	8021	59,401.00	I
01	0000	0	0000	0000	8029	3,000.00	I
01	0000	0	0000	0000	8041	7,134,265.00	I
01	0000	0	0000	0000	8042	319,056.00	I
01	0000	0	0000	0000	8043	1,766.00	I
01	0000	0	0000	0000	8044	169,500.00	I
01	0000	0	0000	0000	8045	79,628.00	I
01	0000	0	0000	0000	8047	502,011.00	I
01	0000	0	0000	0000	8082	3,253.00	I



LESSON 02 – Data Import

Using the User Data Input/Review screen

2020-21
B8BZXSH1T5
Budget, July 1
ADD_LEA_TEST
01-10125-0000000

State: Draft
State Last Updated: 01-19-22 15:12
Assigned To: Not Assigned
Last Assigned: 01-19-22 15:12

Lock the submission to edit or save.

Filter: Data Type: Budget 2020-21 (8 column(s) selected)

Fund	Resource	Project Year	Goal	Function	Object	Value	Flag
01	0000	0	0000	0000	8011	2,312,984.00	I
01	0000	0	0000	0000	8021	59,401.00	I
01	0000	0	0000	0000	8029	3,000.00	I
			0000	0000	8041	7,134,265.00	I
			0000	0000	8042	319,056.00	I
			0000	0000	8043	1,766.00	I
			0000	0000	8044	169,500.00	I
			0000	0000	8045	79,628.00	I
			0000	0000	8047	502,011.00	I
			0000	0000	8082	3,253.00	I

5 > >> 10 (1-10 of 1793 rows)

Dataset Identifier

- Displays the Dataset Reporting Year
- Displays the unique identifier (License Plate number)
- Displays the dataset name
- Displays the CDS code of the owning entity



LESSON 02 – Data Import

Using the User Data Input/Review screen

The screenshot shows the 'User Data / Input Review' interface. A red box highlights a set of control buttons at the top left. A larger red box highlights a specific data entry card for '2020-21 B8B9NAKKFB'. A dark grey callout box on the right lists seven numbered items corresponding to the callouts in the image.

1. Lock and Unlock Submission button
2. Display current locks button
3. Verify Official Status button
4. Validate submission (CDE ONLY)
5. Submission Note button
6. Dataset Identifier
7. Navigation Pane

0000	0000	8029	3,000.00	
0000	0000	8041	7,134,265.00	
0000	0000	8042	319,056.00	
0000	0000	8043	1,766.00	
0000	0000	8044	169,500.00	
0000	0000	8045	79,628.00	
0000	0000	8047	502,011.00	
0000	0000	8082	3,253.00	



LESSON 02 – Data Import

Using the User Data Input/Review screen

2020-21
B8BZXSH15
Budget, July 1
ADD_LEA_TEST
01-10125-0000000

Find forms and reports

Table of Contents

User Data Input/Review

- General Ledger Fund Data
- Supplemental Form Data
- TRC
- Forms
- CEFB
- IFC Statuses
- Reports
- Version History
- Import
- Export
- LEA Custom Information

Dashboard Import Users Queues Tools

Welcome, Emanuel
California Department of Education

Fiscal Year 2020-21

User Data / Input Review

State: Draft | State Last Updated: 01-19-22 15:12 | Assigned To: Not Assigned | Last Assigned: 01-19-22 15:12

Lock the submission to edit or save.

Filter: Data Type: Budget 2020-21 | 8 column(s) selected

Fund	Resource	Project Year	Goal	Function	Object	Value	Flag
01	0000	0	0000	0000	8011	2,312,984.00	I
01	0000	0	0000	0000	8021	59,401.00	I
01	0000						
01	0000						
01	0000						
01	0000						
01	0000						
01	0000						
01	0000						
01	0000						

Reset Sorts & Filters

Navigation Pane (Dataset Sections)

- Displays the Dataset Table of Contents and Cover Page
- Displays G/L and Supplemental data
 - Allows Additions, Edits or Deletions to Funds
- Displays the TRCs screen to start the checklist
- Displays Fund Forms, Components of Ending Fund Balance



LESSON 02 – Data Import

Using the User Data Input/Review screen

2020-21
BBBZXSH1T5
Budget, July 1
ADD_LEA_TEST
01-10125-0000000

Find forms and reports

Table of Contents

- User Data Input/Review
- General Ledger Fund Data
- Supplemental Form Data

TRC

Forms

CEFB

IFC Statuses

Reports

Version History

Import

Export

LEA Custom Information

User Data / Input Review

State: Draft | State Last Updated: 01-19-22 15:12 | Assigned To: Not Assigned | Last Assigned: 01-19-22 15:12

Lock the submission to edit or save.

Filter: Data Type: Budget 2020-21 | 8 column(s) selected

Fund	Resource	Project Year	Goal	Function	Object	Value	Flag
01	0000	0	0000	0000	8011	2,312,984.00	I

Reset Sorts & Filters | (1-10 of 1793 rows)

Dataset description

- Displays pertinent information about the dataset
 - The current state of the dataset
 - The date the state was changed
 - The user the submission was assigned to and
 - The date the submission was last assigned



User Data Input/Review screen

- *View the User Data Input/Review screen*
- **Review the General Ledger (G/L) fund data**
- *View the Supplemental Form data by a specific data type*
- *Modify data on the User Data Input/Review screen*
 - *Select a subset of the records*
 - *Calculate the SUM of that data*
 - *Add a new GL record*
 - *Edit a GL record listed on the General Ledger Fund Data section*
 - *Delete a GL record listed on the User Data Input/Review screen*
- *Print/Export submission data*



LESSON 02 – Data Import

Using the User Data Input/Review screen

1 Clicking the link displays

1. The submission **Data Type**
2. A list of all GL funds and the fund components (**Resource Code, Goal code, Function code, and Object code**)
3. The amount (**Value**) of the fund
4. The Data Flag (**I = Imported; C = Calculated; E = Editable**)

Fund	Resource	Project Year	Goal	Function	Object	Value	Flag
01	0000	0	0000	0000	8011	2,312,984.00	I
01	0000	0	0000	0000	8021	59,401.00	I
01	0000	0	0000	0000	8029	3,000.00	I
01	0000	0	0000	0000	8041	7,134,265.00	I
01	0000	0	0000	0000	8042	319,056.00	I
01	0000	0	0000	0000	8043	1,766.00	I
01	0000	0	0000	0000	8044	169,500.00	I
01	0000	0	0000	0000	8045	79,628.00	I
01	0000	0	0000	0000	8047	502,011.00	I
01	0000	0	0000	0000	8082	3,253.00	I

User Data Input/Review screen

- *View the User Data Input/Review screen*
- *Review the General Ledger (G/L) fund data*
- **View the Supplemental Form data by a specific data type**
- *Modify data on the User Data Input/Review screen*
 - *Select a subset of the records*
 - *Calculate the SUM of that data*
 - *Add a new GL record*
 - *Edit a GL record listed on the General Ledger Fund Data section*
 - *Delete a GL record listed on the User Data Input/Review screen*
- *Print/Export submission data*



LESSON 02 – Data Import

User Data Input/Review screen

- View the Supplemental Form data by a specific data type

The screenshot shows the 'User Data / Input Review' interface. The left sidebar contains a 'Table of Contents' with 'Supplemental Form Data' highlighted in a red box. The main area displays a table with the following data:

Element ID	Value	Actions
01.BFB.ADJ.BEG.BALENDING.TOTAL	7433129.22	Delete
01.BFB.ADJ.BEG.BAL.REST	1133922.17	Delete
01.BFB.ADJ.BEG.BAL.UNREST	6299207.05	Delete
01.BFB.AUDIT.ADJ.UNREST	0	Delete
01.BFB.JULY1.UNAUDITED.UNREST		
01.BFB.OTHER.RESTATEMENTS.UNREST		
01.BOOKS.SUPPLIES.REST		
01.BOOKS.SUPPLIES.UNREST		
01.CAPITAL.OUTLAY.REST		
01.CAPITAL.OUTLAY.UNREST		

Callout text: Clicking the link displays

1. The submission **Data Type**
2. A list of all supplemental form data elements
3. The **Value** of each data element
4. The Actions button (**Delete**)

User Data Input/Review screen

- *View the User Data Input/Review screen*
- *Review the General Ledger (G/L) fund data*
- *View the Supplemental Form data by a specific data type*
- **Modify data on the User Data Input/Review screen**
 - **Select a subset of the records**
 - **Calculate the SUM of that data**
 - **Add a new GL record**
 - **Edit a GL record listed on the General Ledger Fund Data section**
 - **Delete a GL record listed on the User Data Input/Review screen**
- *Print/Export submission data*



LESSON 02 – Data Import

User Data Input/Review screen

➤ Modify data on the User Data Input/Review screen

1. Select a subset of the records
2. Calculate the SUM of that data

The screenshot displays the 'User Data Input/Review' interface. At the top, there are summary boxes for 'State Draft', 'State Last Updated' (01-19-22 15:12), 'Assigned To' (Not Assigned), and 'Last Assigned' (01-19-22 15:12). Below these is a table with columns: Fund, Project Year, Goal, Function, Object, Value, Flag, and Actions. Three rows are selected, indicated by blue checkmarks in the first column. A red circle highlights these checkmarks, with a callout box stating: 'As you select each element, the app will automatically SUM the total dollar amount.' At the bottom of the screen, a summary bar shows 'Total amount: 2,375,385.00 from 3 selected records.' This bar is also circled in red, with a callout box containing the number '2'. The table footer indicates 'Reset Sorts & Filters', page navigation (1-5), and '(1-10 of 1793 rows)'.

Fund	Project Year	Goal	Function	Object	Value	Flag	Actions			
<input checked="" type="checkbox"/>	01	0000	0	0000	0000	8011	2,312,984.00	I		
<input checked="" type="checkbox"/>	01			0000	0000	8021	59,401.00	I		
<input checked="" type="checkbox"/>	01			0000	0000	8029	3,000.00	I		
<input type="checkbox"/>	01	0000	0	0000	0000	8082	3,253.00	I		

Total amount: 2,375,385.00 from 3 selected records.

User Data Input/Review screen

➤ Modify data on the User Data Input/Review screen

- Add a new GL record (**only for fund with no imported data**)

1. Click the “Add GL Data Record” button
2. Complete the GL Data Record form

The screenshot displays the 'User Data Input/Review' interface. On the left is a navigation menu with 'User Data Input/Review' selected. The main area shows a table of GL records with columns for Function, Object, Value, and Flag. A modal window titled 'Create GL Data Record' is overlaid on the table, containing fields for Fund, Resource, Project Year, Goal, Function, Object, and Value, along with 'Cancel' and 'Save' buttons. A red circle highlights the 'Add GL Data Record' button in the top right of the table, and a black circle with the number '1' points to it. Another black circle with the number '2' points to the 'Create GL Data Record' form.

Function	Object	Value	Flag	Actions
0000	8011	2,312,984.00	I	
0000	8021	59,401.00	I	
0000	8029	3,000.00	I	
0000	8082	3,253.00	I	



User Data Input/Review screen

➤ Modify data on the User Data Input/Review screen

- Add a new GL record
 - **Only for a fund with no imported data**

1. Enter valid GL codes (Fund, Resource, Year, Goal, Function, Object and Value) in the GL Record form.
2. Allow SACS to validate your entry before saving.

Create GL Data Record

Enable SACS Validation

Fund has imported data.

Fund
01

Resource
1000

Project Year
1

Goal
2345

Function
1004

Object
0012

Value
30000

Cancel Save



LESSON 02 – Data Import

User Data Input/Review screen

➤ Modify data on the User Data Input/Review screen

- Edit a GL record listed on the General Ledger Fund Data section
- **Only for a GL record with “E” flag and there are no imported “I” records for that fund**

1. Click the “Edit Record” button

2. Edit or update the applicable GL data fields.

3. Click the “Save” button to save your changes.

2020-21
B8BZXSH1T5
Budget, July 1
ADD_LEA_TEST
01-10125-0000000

Dashboard Import Users Queues Tools

Welcome, Emanuel
California Department of Education

Fiscal Year 2020-21

Assigned To Assigned Last Assigned 01-19-22 15:12

Add GL Data Record 8 column(s) selected

Object	Value	Flag	Actions
8011	2,312,984.00	I	 
8021	58,401.00	I	 
8029	3,000.00	I	 

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LESSON 02 – Data Import

User Data Input/Review screen

➤ Modify data on the User Data Input/Review screen

- Delete a GL record listed on the User Data Input/Review screen
- **Delete Record and Delete Multiple only for GL records with an "E" flag**

The screenshot shows the 'User Data / Input Review' interface. A table lists GL records with columns for Fund, Resource, Project Year, and Goal. A 'Delete Multiple' dropdown menu is open over the table, showing options like 'Delete Multiple' and 'Delete By Fund Group'. A 'Delete GL Data Record' dialog box is displayed, asking 'Are you sure you wish to delete the Selected Item?' with 'No' and 'Yes' buttons. A 'Delete Record' button is also visible in the top right of the table area.

1. Click the "Delete Record" button
2. If multiple records are to be deleted, select each record and click the "Delete Multiple" button.
3. Click the "Yes" button to delete your records.



User Data Input/Review screen

- *View the User Data Input/Review screen*
- *Review the General Ledger (G/L) fund data*
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- *Modify data on the User Data Input/Review screen*
 - *Select a subset of the records*
 - *Calculate the SUM of that data*
 - *Add a new GL record*
 - *Edit a GL record listed on the User Data Input/Review screen*
 - *Delete a GL record listed on the User Data Input/Review screen*
- **Print/Export submission data**



LESSON 02 – Data Import

User Data Input/Review screen

➤ Print/Export submission data

1. Select All or specific GL records to be exported or printed.

2. Click the Export or Print button.

	Fund ↑	Resource ↑	Project Year ↑	Goal ↑	Function ↑	Object ↑	Value ↑↓	Flag ↑↓	Actions
<input checked="" type="checkbox"/>	01	0000	0	0000	0000	8011	2,312,984.00	I	
<input checked="" type="checkbox"/>	01	0000	0	0000	0000	8021	59,401.00	I	
<input checked="" type="checkbox"/>	01	0000	0	0000	0000	8029	3,000.00	I	
<input type="checkbox"/>	01	0000	0	0000	0000	8041	7,134,265.00	I	



Single String Validation Tool

- Enter a 19-digit SACS code and provides a method to have the system verify whether it is a valid SACS code for the current fiscal year and entity.
- When a user attempts to use a specific code for reporting, the user can verify if the SACS code can be used in the current reporting period.
- If the account code combinations contain errors, the system returns the invalid combinations so that the user can revise accordingly.

The screenshot shows the SACS Single String Validation Tool interface. The header includes the SACS logo (Standardized Account Code Structure System), navigation links for Dashboard, Queues, and Tools, and a user welcome message for EmanuelCOE. A dropdown menu is open under the Tools link, showing options: Single String Validation Tool (selected), Blank Forms, and Request for Unaudited Actuals Promoter Role. The main form area is titled 'SACS Single String Validation Tool' and contains several input fields with pre-filled values:

Field	Value
Entity Type	Charter School
Entity Subtype	School District
Fund	01
Resource	1000
Project Year	0
Goal	2345
Function	1004
Object	0012
Value	30000

A 'Validate' button is located at the bottom right of the form.

Single String Validation Tool

To Validate a SACS String

1. Select Single String Validation Tool from the Tools menu.
2. Select the Entity Type
Note: If the Entity Type is Charter School, an Entity Subtype will be displayed.
3. Enter the Fund, Resource, and Project Year
4. Enter the Goal, Function, Object codes and Value
5. Click the **Validate** button.
6. If the string is invalid, an error message will display with an explanation of the error for each field.

The screenshot shows the SACS Single String Validation Tool interface. At the top, the SACS logo and navigation menu are visible. A dropdown menu is open, showing the 'Single String Validation Tool' option highlighted with a circled '1'. Below the menu, a red error message box displays the text 'SACS String is not Valid' and a list of error codes and descriptions, such as 'CHK-FUNDxRESOURCE - Fund and Resource combination is invalid - Fatal'. A circled '6' is placed over this error message. The main form area is titled 'SACS Single String Validation Tool' and contains several input fields: 'Entity Type' (Charter School), 'Entity Subtype' (School District), 'Fund' (01), 'Resource' (1000), 'Project Year' (0), 'Goal' (2345), 'Function' (1004), 'Object' (0012), and 'Value' (30000). A circled '2' is over the Entity Type and Subtype fields, a circled '3' is over the Resource field, a circled '4' is over the Function field, and a circled '5' is over the Value field. A 'Validate' button is located at the bottom right of the form.



LESSON 02 – Imports

SACS Imports and User Data Input Review Quiz



Quiz is located at:
[Imports and User Data
Input Review Quiz](#)

