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
LEsson 05 – Technical Reviews

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
LESSON 05 – Technical Reviews

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
LESSON 05 – Technical Reviews

SACS Technical Review Checks

Run a Technical Review Check (TRC)
3. Click the Lock Submission button
4. Take note that the submission is locked
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
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.
LESSON 05 – Technical Reviews

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
LESSON 05 – Technical Reviews

SACS Technical Review Checks

1. Run a Technical Review Check (TRC)
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LESSON 05 – Technical Reviews

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

![Image of technical review process]

1. All Technical Checks
   - Explanations Required
   - Explanations Entered
   - Explanations Not Allowed

2. Example of explanation screen with detailed error message.
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
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.
LESSON 05 – Technical Reviews

SACS Technical Review Checks

Review TRC Outcomes

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

7. Click the Save button to save your explanation for the TRC exception(s)
LESSON 05 – Technical Reviews

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
Print TRC Outcomes

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