SACS Web System
Post-Release Webinar

October, 2022

Session Topics

- **User Management**

- **Dashboard**

- **Form Locking**

- **Import Options**

- **User Data Input/Review**

- **Workflow**

- **What didn't change with SACS Web?**

- **First Interim Tips**

- **Technical Assistance**

- **Resources**

User Roles – Internal Control

User Roles Essentials

- Internal Control
  - The system was designed to accommodate all sizes and configurations of business offices
  - Do not provide permissions to those who don't need them
  - Small LEAs have to assign greater levels of responsibility to fewer employees
  - Large LEAs can take advantage of system flexibility to assign roles as needed to maintain proper controls

User Roles – COE Oversight

User Roles Essentials

- COE Oversight
    - Users in external business or "oversight" at county offices DO NOT have to have each district in the county in their "entity" list.
    - Let the system work for you!
    - The Oversight role provides the county office external user with access to view and modify datasets of the LEAs in their county once promoted to "1st Level LEA Review".

User Roles – COE Oversight

- *I work in external business at a COE and want to be able to assist my LEAs with their datasets before they are promoted to 1st level LEA review. What can I do besides add the LEA as an entity to my user account?*

  - If an LEA needs assistance prior to promoting to "1st level LEA Review", sending a copy to a COE employee will allow for review and support.
  - Dataset sharing is available on the Dashboard and to do so, you need the email of the person you are sharing with.

Dashboard Basics

- The dashboard has two areas/tabs: Draft and Official

    - Don't be confused about the terminology

- Draft area is PRIVATE to the user, cannot be seen by others

    - limited to 5 drafts per user per LEA

- Official area is COLLABORATIVE and only for files that have been promoted through the workflow beyond "Pending Internal Review."

    - Only one dataset allowed in this area

Dashboard Basics

- *Why isn't my dataset official status but it's in the "Official" area of the Dashboard?*

  – In SACS Web, you can have an official, i.e., all TRC conditions met, dataset in either Draft or the "Official" area of the dashboard

  – Conversely, you can have an unofficial, i.e., all TRC conditions are not met, in either Draft or "Official" area of the dashboard.

  – The system does not require TRC conditions to be met in order to move a file from the Draft area to Official area in the dashboard.

Form Locking

- At the time of budget release, limited information was available regarding form locking.

- Tools have been created to assist you with understanding form locking and when forms or submissions need to be locked or unlocked to proceed with certain tasks.

Form Locking – by Task

Locking functionality chart based on left navigation bar

*Locking a form only will also prevent editing of other forms in the dependency chain. See chart.

Function	Locking Status
Table of Contents	No locking requirement
User Data Input Review	SUBMISSION
Technical Review Checks	SUBMISSION
Forms (Fund and Supplemental)	FORM* or SUBMISSION
Components of Ending Fund Balance	SUBMISSION
Import	SUBMISSION
Export	No locking requirement (info prompt)

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Form Locking – Dependency Chain

- Some forms draw data from other form(s), thus are "dependent" on the form(s) and its data. If the form from which the data is drawn can be edited and/or saved, it cannot be locked by another user when the dependent form is accessed.

  - ✓ Note: If a user sets a lock for any form, all others users will be prohibited from taking out a submission-wide lock.

Interim Form ID	When [insert form ID here] is locked, other users are prohibited from locking the following forms:
01CSI	Fund Form 01I, AI, MYPI, CI
01I	MYPI, 01CS, CI
AI	01CSI, CI
CASH	None
CI	Fund Form 01I, AI, MYPI, 01CSI
ESMOE	AI
ICR	None
MYPI	Fund Form 01I, 01CSI, CI
MYPIO	None
PGM	None
SEAS	None
SEMAI	None
SIAI	None

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Form Locking – Workflow

- For ALL functions and activities in the workflow, the dataset must be **unlocked**

- This means promoting from Draft to Pending Internal Review…..Pending Internal Review to New Dataset….Edit Dataset to 1st Level LEA Review, etc.

- Users will need to make a habit of unlocking the submission before processing any steps in the workflow

- Message displays at top of dashboard if locked

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Importing Files

- *Why is it that when I import I lose all of the work I prepared on the supplemental forms?*

  – When starting with a NEW dataset import from your financial system, use the import button at the TOP navigation menu

    • This assumes you are starting over from scratch!

  – When you need to reimport from your financial system AFTER you have already worked on the supplemental forms, use the import button from the LEFT navigation menu

    • This option provides for you to only overwrite data that has changed, if need be

    • Select the "Delete only forms being imported" option; otherwise you will lose all work already done!

User Data Input/Review

- From here you can delete fund groups and supplemental form data

- Besides a few user interface changes, this functionality remains unchanged from the legacy system; the steps may look a little different.

- Instead of using the button at the bottom of the screen to delete a fund group or supplemental form data, users must click on the "delete modes" drop down from the filter bar at the top
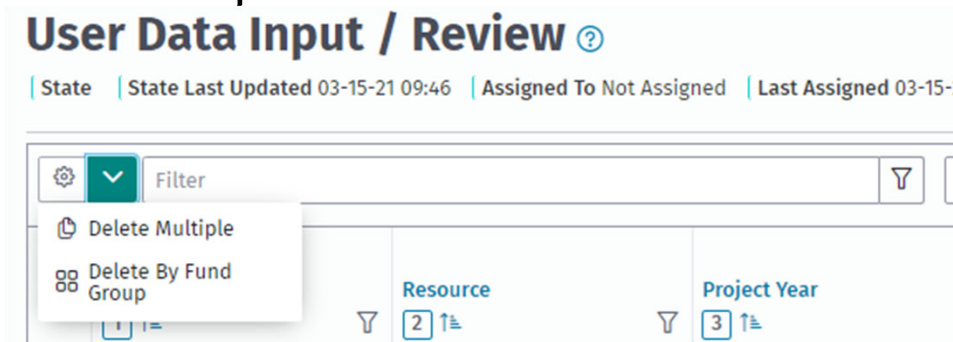
Workflow

- To best demonstrate the Workflow, we will shift to the software and cover the following tasks:

  - Workflow from beginning to end with one user (small LEA)

  - Workflow from beginning to end with collaboration (large LEA)

  - Workflow from the Oversight perspective

  - Workflow when items have to be returned from Oversight

What Didn't Change

- Imported general ledger data cannot be edited

- Entered components of ending fund balance must be edited through the CEFB screen

- CDE does not receive school district, charter school, or joint powers agency submissions for budget or interim periods; those datasets are sent to first level review and/or the COE only.

Tips for First Interim 2022

- Data extractions from prior periods

  - **2022-23 budget period data**: interim period forms that extract from budget period data will extract from the 2022-23 budget submission in SACS Web. The system will extract data from the latest submission in the system, based on its state.

Tips for First Interim 2022

- Data extractions from prior periods (continued):

  - **2021–22 Unaudited Actuals (UA) period data**: because 2021–22 UA SACS data was not prepared using the SACS Web System, 2022–23 First Interim forms will allow manually entered data for the following:

    - Criteria and Standards (Form 01CSI)

      - School districts: Criteria 3.A. and 5.A.

      - JPAs: Criterion 5.A.

    - Every Student Succeeds Act Maintenance of Effort (Form ESMOE)

      - Line III.A.

    - Special Education Maintenance of Effort (Form SEMAI)

      - LEA Actual tab

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Technical Assistance

- Questions regarding the SACS Web System can be submitted using the Help Desk feature within the system.

  – In upper right drop-down menu

- Questions can also be emailed directly to sacsweb@cde.ca.gov

- When submitting questions, please include:

  – Steps to reproduce the issue encountered, if applicable

  – Screen shot(s), if applicable, that include the entire screen, so that the dataset ID, LEA information, website address, etc. can be viewed

  – Help us help you!

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Resources

- SACS Financial Reporting web page: https://www.cde.ca.gov/fg/sf/fr/

  – Link to SACS Web System

  – SACS Web System release updates

  – Training resources

    - April 2022 COE-led training presentation slides and recordings

  – SACS desktop software

  – Other financial reporting resources

QUESTIONS?